

UNLOCK YOUR FULL POTENTIAL

CHECKLIST

A hand is shown from the wrist up, reaching towards a bright sun that is partially obscured by the hand's fingers. The sun is low on the horizon, creating a lens flare effect. The background is a body of water with a soft, out-of-focus horizon line. The overall color palette is warm, with oranges, yellows, and blues.

CHECKLIST

- **Introduction.**

- Getting started can be tough without the right help.
- Potential differs from person to person.
- Stay focused every day.

- **Commit to the process.**

- You won't always feel like committing to the process.
 - Don't always listen to your feelings.
 - Don't be too hard on yourself.
- Just go with it.
 - "Just go with it" is easier said than done.
 - Don't get too committed to the schedule.
- Include other people.
 - Get a good support system.
 - A good support system will keep you accountable.

- **Define your own potential.**

- You must define your potential for yourself.
 - Potential is the capacity to transform your life.
 - Balance is key to defining your own potential.
- Prioritize your health.
 - Cut back on drugs and alcohol.
 - Get a regular sleep schedule.
 - Exercise.
 - Eat healthy foods.
 - Stay hydrated.
- Make time to disconnect.
 - Take time away from your phone and computer.
 - Reconnect with your body.
- Make time for therapy.
 - Therapy will help you get your body and mind on track.
 - Talk to a therapist.
- Connect through creativity.
 - Creativity can be expressed in many forms.
 - Show yourself that your dreams matter.

- Try meditating.
 - Focus on your breath.
 - Let the world fade away.
 - Be secure in your own presence.
- Define your goals.
 - Identify your inner voice.
 - Stay on track by knowing and following your goals.
- Make conscious efforts.
 - Actively try to accomplish your goals.
 - You won't reach your goals overnight.
- Set up milestones.
 - Track progress with milestones.
- **Use the law of attraction to make your desires a reality.**
 - Like attracts like.
 - Manifesting with the law of attraction.
 - Imagine yourself accomplishing your goals.
 - Sensory visualization.
 - Vision boards.
 - Write in a journal.
 - Focus wheels.
- **Habits begin with one small step.**
 - Every journey begins with one step.
 - Change your life permanently with small steps.
 - Make new habits easy to adopt.
 - Make the new habit easy.
 - Make the new habit attractive.
 - Make the new habit obvious.
 - Make the new habit satisfying.
 - Build up habits to make big changes.
 - Make the habit harder as you grow.
 - Have strategies for moving forward.
 - Reward yourself along the way.
 - Don't be too hard on yourself when you slip up. ○ Know what situations may make you go off track.

- **Let go and prosper.**

- Let go of the past.
 - Past habits.
 - Past relationships.
 - Past jobs.
 - Past trauma.
- Old habits.
 - Old habits can hold you back.
 - Try new things to form new habits.
- Relationships.
 - Face hard conversations head on.
 - Get closure with the other person.
 - Do what makes you feel safe.
- Gaining more wisdom and understanding.
 - Spend more time with like-minded people.

- **Use metrics to optimize you.**

- Metrics help you improve yourself.
 - Monitor with electronic tools.
 - Monitor with pen and paper.
 - Monitor weekly and monthly.
- Monitor daily progress.
 - Breaking tasks down into small chunks makes them more manageable.
 - Check off habits and goals on your to-do list.
- Upgrade your goals.
 - Upgrade your goals as you improve.
 - Challenge yourself.
- Plan everything ahead.
- Consider using an app.
 - Simple and easy to use.
 - Don't spend too much planning or else you might scare yourself.

- **Pitfalls are a part of the process.**
 - Understand pitfalls.
 - Identify the pitfall.
 - Understand why you feel disappointed.
 - Grieve for a short time after pitfalls.
 - Accept the pitfall as-is.
 - Don't try to change the pitfall.
 - Accept that it happened.
 - Learn from the pitfall.
 - Learn from your mistakes.
 - Sit down with a journal and write it out.
 - Pitfalls are necessary.
- **Unlocking your potential is not a destination.**
 - Stop and think for a while.
 - Reflect on your current.
 - Be mindful of yourself and others.
 - Practice yoga.
 - Tap into your self-knowledge.
 - Get to know yourself.
 - Be self-aware.
 - Learn to be in the moment