



SHIFT

— WORKBOOK —

Reverse setbacks by shifting or pivoting your approach and taking actionable steps to achieve better results.



They say the comeback is always greater than the setback. Your next step starts here...

The question isn't if there is a setback, but when. Nothing is ever perfect and you shouldn't expect that things will always go according to plan.

While there will be times when the setback you experience is unexpected, chances are the one you may experience right now, or somewhere down

the road may be unavoidable.

What you do when you experience a setback is key. How you approach it, whether you see the experience as a lesson or a headache, you just want to end. This workbook is about the latter. Your approach.

Welcome



What is

inside?

01

Define. Let's define it, then crush it.

04

Shift. It's time to move forward. Let's appraise the steps.

02

Expand. Let's expand on it. What really happen? What are you feeling?

05

Evaluate. Focus on your knowledge, and resources to optimize your efforts.

03

Process. Allow the event of a setback and the cause to take hold.

06

Empower. Take steps to strengthen the process to achieve the aim.

Is this what **you need?**

You are in the right place if ...



If you listened to the podcast episode and choose to download this workbook.



You are determined to not let a setback stop you from achieving your goal.



Because you know what it is to not give up.



You are ready to shift, to try another approach.



Empowered. to succeed, no matter what.



Let's do it!

Let's step forward. From this point, it's all about taking proactive steps towards achieving the results you want. It's no longer about looking backwards. Start now to shift your mindset, your plan of action, to get the results you want.

DEFINE YOUR SETBACK



An obstacle, a delay that hinders an aim. That's the textbook definition of what a setback is. In reality, it is a normal part of life and we all experience it. Also, we each have a different definition of what a setback means. No matter what type of setback you are experiencing, the first step to overcoming the roadblock is to define your personal impediment.

Begin specifying your personal insight below. Identify what you are experiencing and let's begin the journey of stepping forward.

WHAT ARE THE KEY POINTS OF YOUR SETBACK?

Using this technique, you will identify 4 key points of your setback. On the next page you will begin to develop the details or clarify those key Points.

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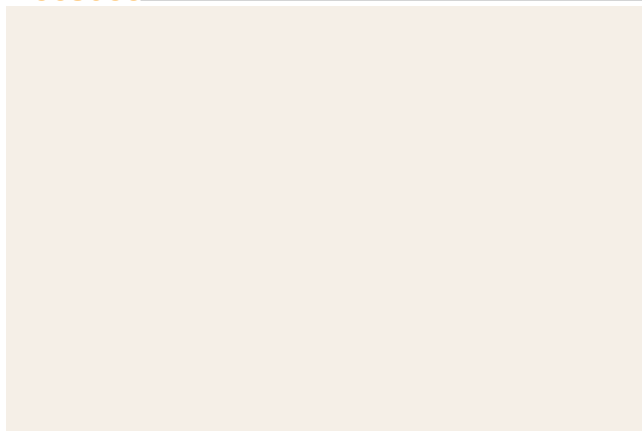
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CLARIFY-EXPAND

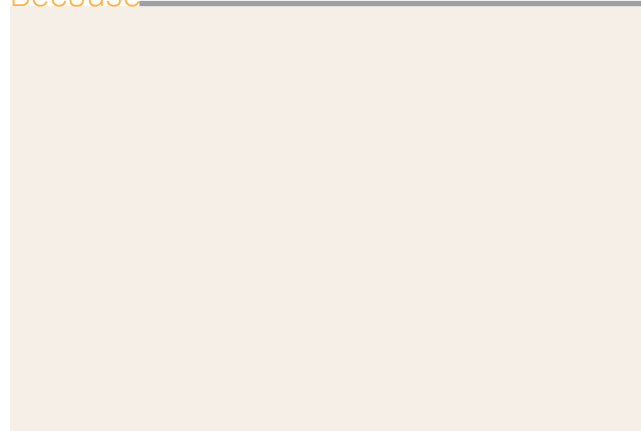
Worksheet 01

Amplify the four Key points in the previous section. Use each section below to keep your thoughts organize. A key step in moving forward is clarification. This happens when you can clearly state what you believe created the setback.

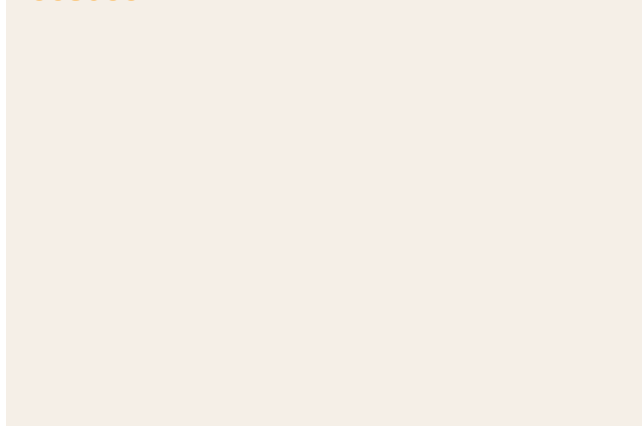
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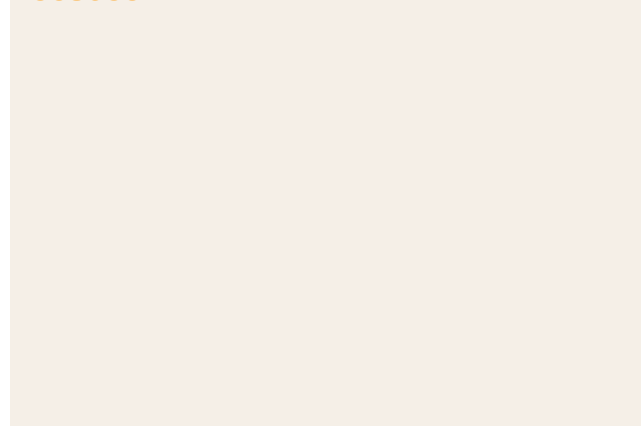
Because



Because



Because



CLARIFY-EXPAND

Worksheet 02

This is an alternate worksheet with the same goal in mind. Begin the process of developing the details of your setback and determine why it happened.

01

02

03

04

EXPAND ON THE SETBACK



We've already established that setback happens. When it does, you can either choose a proactive approach or you can opt for ignoring the setback and moving forward without considering why. We all know it's never easy to step back and evaluate the circumstances so that you can learn from it. If you choose to not do easy. The result undoubtedly will be a shift. Resulting in the success you want.

On the following pages are questions to help expand on what happened. Here are a few key points:

- Stick to the facts.
- Don't allow your emotions to divert from what happened until question 9.

The goal is to gain insight from the experience.

1. How did the issue happen?

2. Why did it happen?

3. What led to the issue? (Identify the key components)

4. What were your expectations?

5. What could you have done differently?

6. Were there warning signs?

7. Do you need an objective opinion?

8. What are your key take-aways?

9. What are your feelings overall?

EMOTIONALLY PROCESS



So far you've defined what happened, evaluated what happened. Now it's time to deal with it on an emotional level. Regardless of the issue, the one thing that's the same for everyone is the difficulty in dealing with the issue or the setback.

Another important distinction is the reasons behind your why? While it may be singular, the emotional component can be similar.

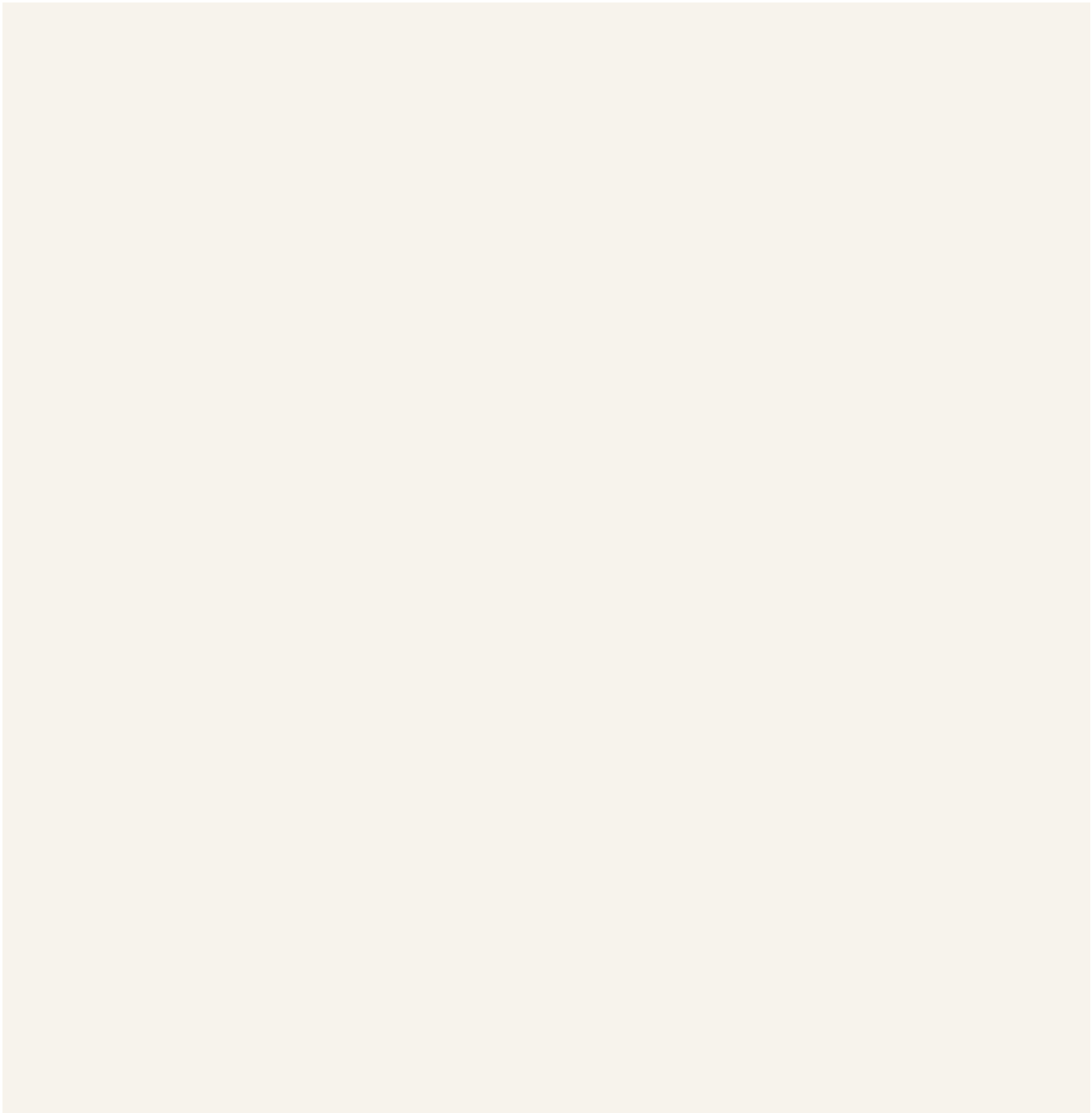
Dealing with the issue healthily will not only help you shift and move forward, it will also reduce the fear of taking that much needed next step.

In the exercises that follows, the goal is to complete each exercise. As you do, you will find your ability to process and reflect on the setback will be easier with each exercise you complete.

Just a recommendation. Don't move to the 5th step before completing these exercises.

Exercise I - Connect with your emotions

Acknowledge what you are feeling. Take it one step further and identify your emotions. Start by using the first section to write out your feelings. In the next section, put a label on your emotions. It's important to note that this exercise is not about the setback, but what you are feeling because of the setback.

A large, empty, light beige rectangular area intended for the user to write their feelings and emotions.

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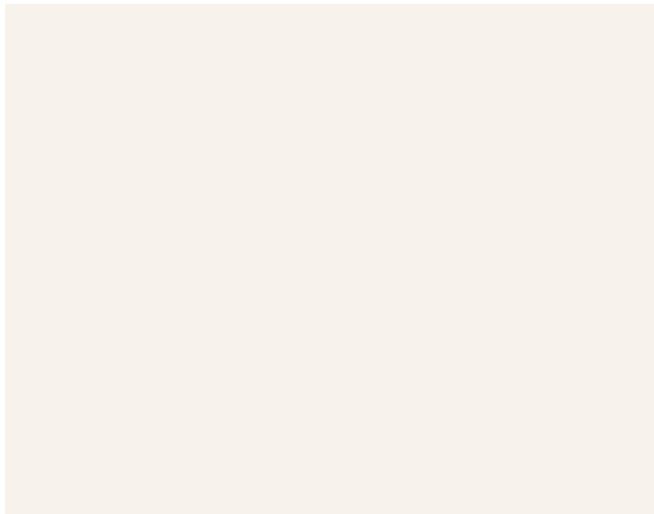
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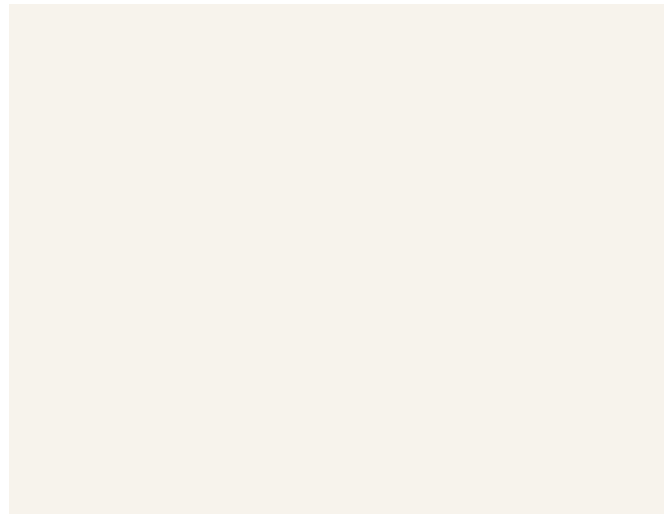
EXERCISE 2 - Recognize your fillers

In this workbook, fillers are the things you do, such as avoidance, reaction, or lack of, to the setback. When we choose to avoid the pain or disappointment, we tell ourselves excuses, react with food or other substances. We may even choose to be despondent. On this page and the next, honestly identify your fillers. As an example, are you comfort eating? Give your filler the label of comfort eating. Now, identify in writing how it's helping you. Here is a recommendation: Be true to yourself.

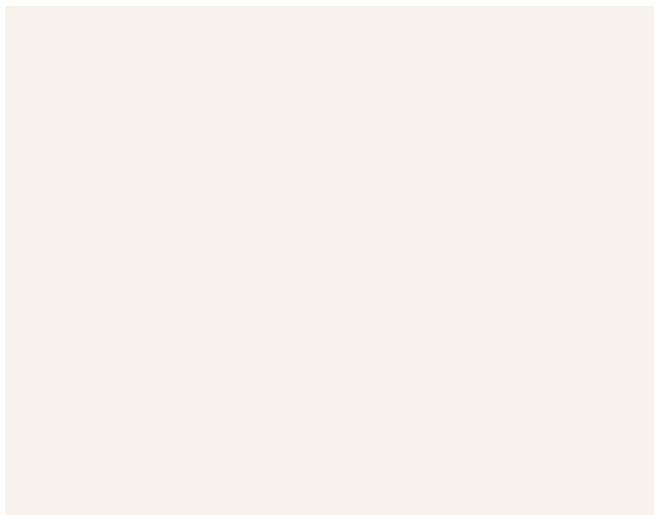
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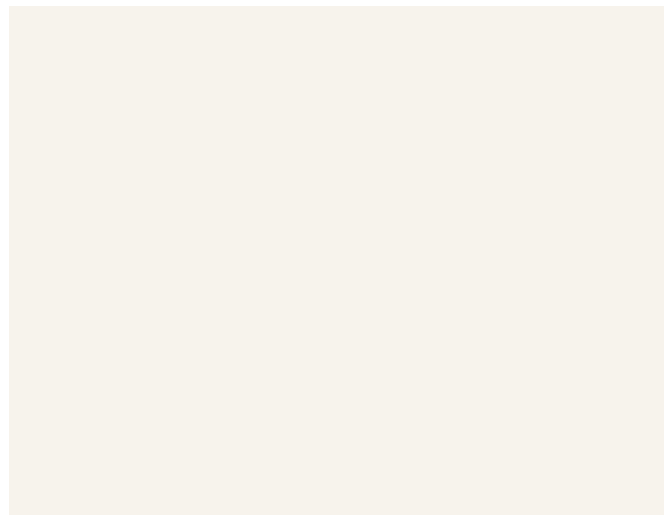
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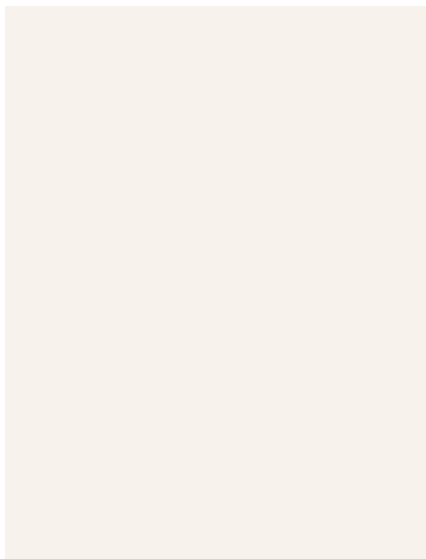
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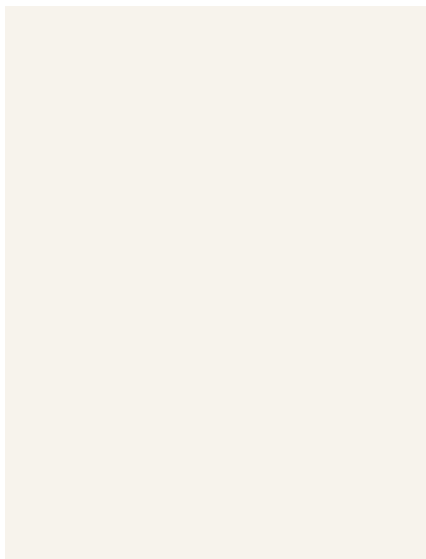
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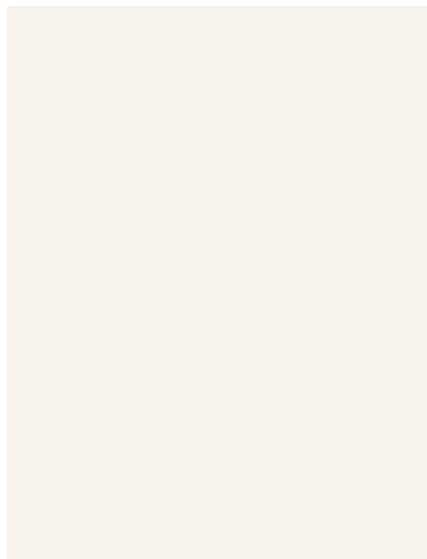
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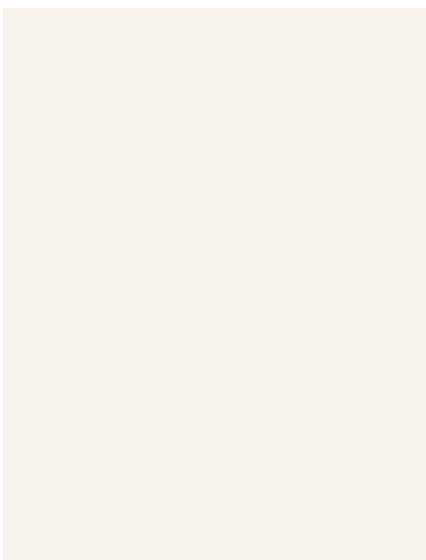
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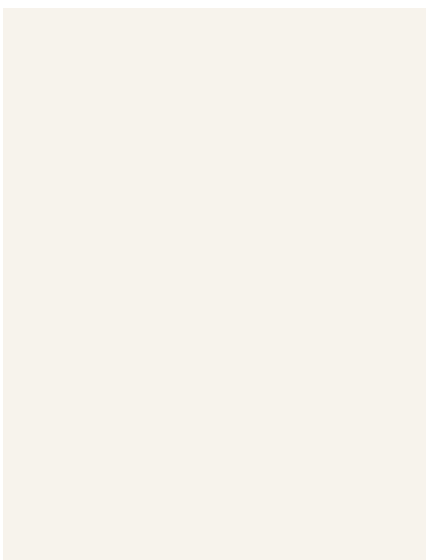
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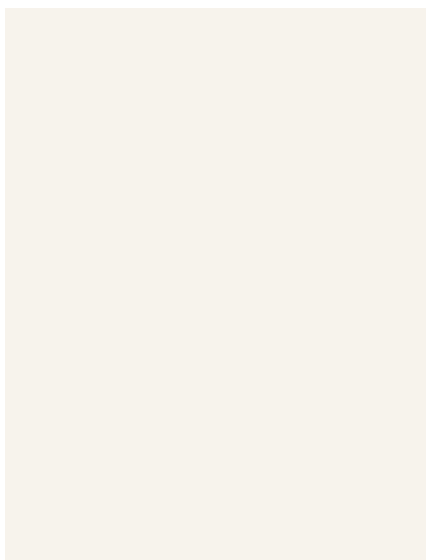
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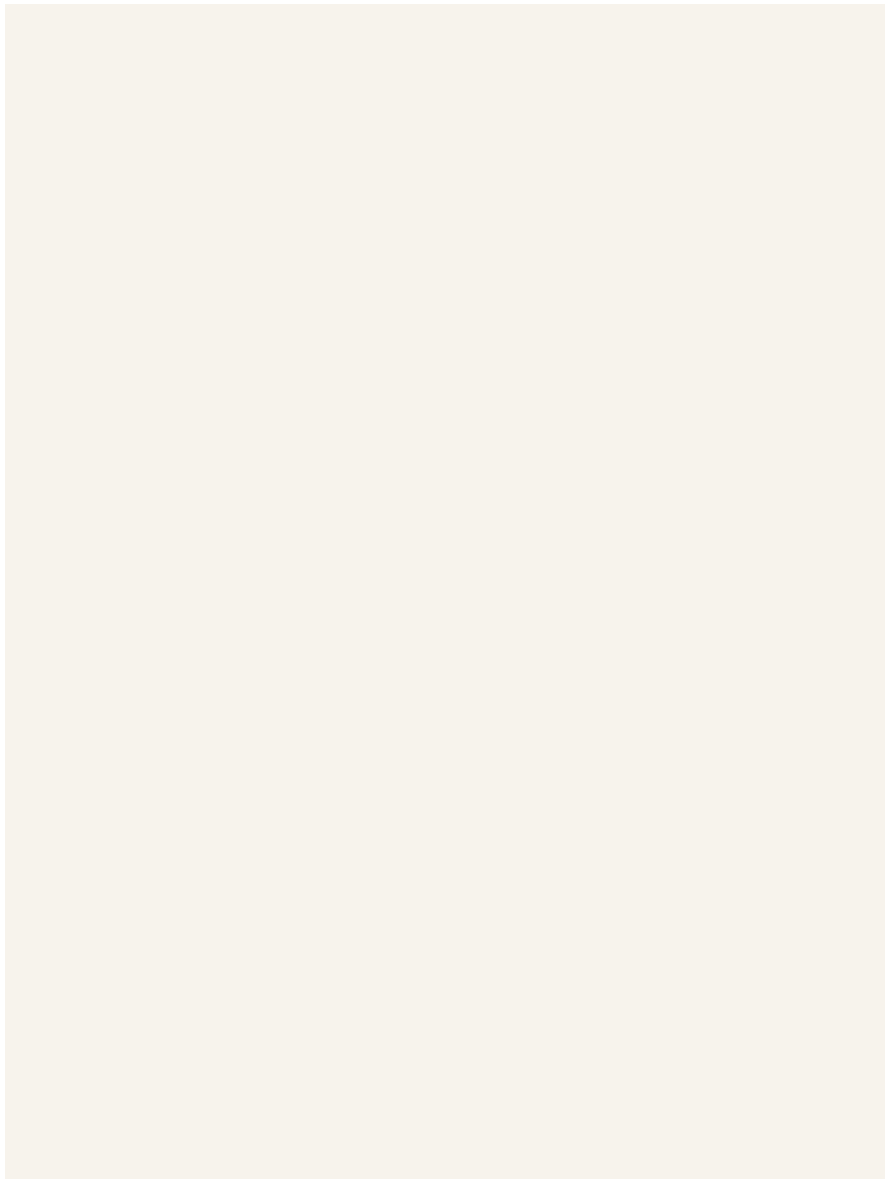
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EXERCISE 3

HOW ARE YOU RESPONSIBLE?

A part of acceptance is the realization that your setback isn't solely because of other circumstances. That you contributed as well. Accepting some responsibility is an important indicator of your willingness to not just learn from the experience, but to prevent it. Acknowledge how you contributed below.



TIP: Be proactive when writing about the roll you play. Don't use this exercise to make excuses, but to recognize how you can do better the next time.

EXERCISE 4

RE-FRAME YOUR THOUGHTS

It's easy to self-blame when you don't achieve an aim. Yes, take some responsibility, but not all. Don't internalize the failure, but identify the specifics. Something you've already done above. Re-frame your thoughts by identifying realistic, proactive thoughts to affirm. I provided an example below.

I've just learned how to do it better.

TIP: View this exercise as creating affirmations you can use now and in the future

Affirmations are an excellent tool for reinforcing your efforts, regardless of what you are trying to accomplish.

EXERCISE 5

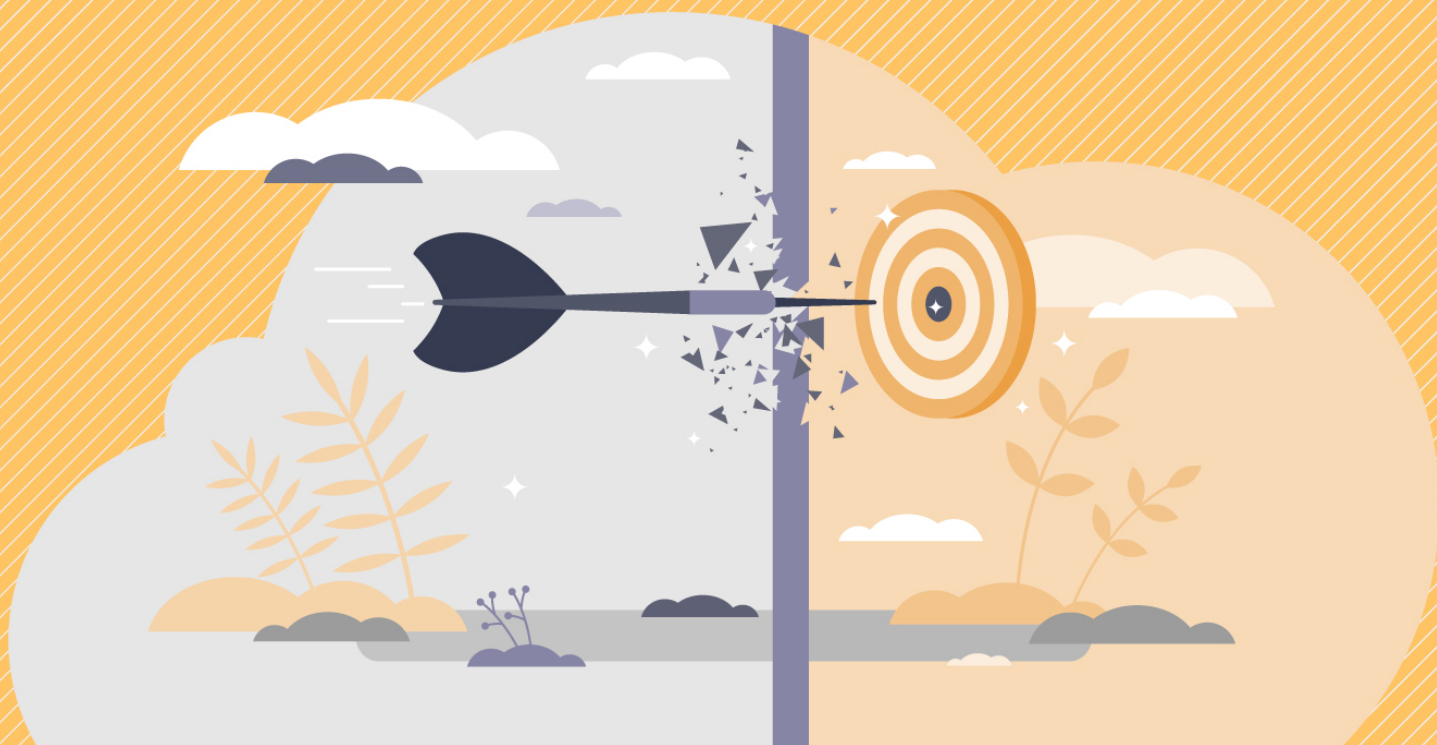
USE INTRINSIC REMINDERS

This type of motivation is used to engage in an effort because you enjoy it, or its rewarding.

TIP: Consider those who inspire and motivate you.

Don't forget to include the things you enjoy.

NEW OBJECTIVE



So you had a setback. You understand what happened because you've defined it, expand on it, and deal with the emotional factors resulting from it.

Now it's time to create a new plan. When you have a setback of any kind, one of the best ways to recover is to start again. We can define starting again a few ways. As moving forward with an update of an old plan, or starting anew.

The wonderful part about lessons we learn is that they can help us see a different outcome. The ability to adjust, to be flexible, can determine whether success or failure is achieved.

The exercises that follows, Has a dual-aim. Whether you choose to update your previous plan or start again, you want to make sure the steps you take advance your objectives.

It's also important to ensure past errors are unlikely. In this SHIFT method, the goal is based on a familiar method. Business uses the SWOT Analysis to identify a business and the individuals within a business' strength and weakness. A SWOT analysis helps companies and individuals understand what they are good at and what they are not.

Here is a different yet similar take on this traditional tool.

SPECIFICATIONS

Many times, achievement involves the ability to be flexible, to see a different picture, to move in an alternate direction. From this point, approach these exercises as a pivot. Use these exercises to determine if you should stay the course, with slight adjustments, or choose a different approach.

There are four components to this analysis, as shown in the graph that follows. This analysis is called an ability analysis. Each component ends with ability. Why? Because the goal is to determine how capable each will be in helping you to reach your objectives. Here is an explanation of each ability component.

Singular-ability - Is the idea or plan you are pivoting to an exceptional one? Is it unique in that you will make a difference, whether the goal is helping someone or yourself?

Web-ability - We all know what the web is. The word web isn't just about the Internet. It's also about the complexity of an idea. We never want our ideas or plans to be so complex that we can't achieve them. That is why it's important to understand the web-ability, or the complexity of an idea, before moving forward.

Options-ability - The same reasons you need to ensure your idea isn't too complex. You also need to understand what options you need to make your idea a success.

Tactical-ability - A business idea that has a tactical component to it is an idea that ensures with the proper knowledge, you can make the idea better with every decision you make.



SUCCESS-ABILITY

ANALYSIS



Based on the popular swot analysis, this ability analysis follows a similar approach. This process is about the ability to achieve success this time. Determine the feasibility of a goal by using this success analysis.

KEY HIGHLIGHTS OF THIS ANALYSIS

SINGULAR-ABILITY

- *What Is the idea?*
- *Identify the uniqueness*
- *Will this idea make a difference?*
- *What are the strengths of the idea?*

WEB-ABILITY

- *What are the complexities of the idea?*
- *What are the weaknesses?*
- *Key factors that may prevent success*
- *Negative Personal attributes to consider*

OPTIONS-ABILITY

- *Identify the available options*
- *External options*
- *Internal, or personal options*
- *What are the opportunities?*

TACTICAL-ABILITY

- *Are you able to promote effectively?*
- *The path for success is clear?*
- *How are you going to achieve success?*
- *Implementation is transparent*

EXERCISE 1

COMPLETE THE SUCCESS-ABILITY ANALYSIS

In this section, you can denote the goal by giving a brief response In the upcoming section you can expand on each.

SUCCESS-ABILITY ANALYSIS

S SINGULAR HOW IS THE IDEA UNIQUE?	W WEB TOO COMPLEX? OR NOT ENOUGH -DEFINE IT
O OPTIONS WHAT ARE THE AVAILABLE OPTIONS?	T TACTICAL DOES THE IDEA HAVE ROOM FOR GROWTH?

EXERCISE 2

CLARIFY & EXPAND

When you defined your setback, I asked you to clarify and expand. You've reached the portion of the workbook that involves taking steps to move forward by shifting to a new aim or making an old aim new again.

Above you were introduced to a form of a SWOT analysis. This analysis is called success-ability. Its goal is to determine if your next steps are viable.

With your abilities defined above. It's time to elaborate further. The aim is the same as when you shift and define what went wrong with one distinction. Instead of clearly stating what went wrong, you are going to focus on how to achieve success now.

Using the analysis above, think about each section. What questions do you need to ask? What answers do you need?

With every idea, there are always decisions and choices that need to be made. What are your decision and choices? Frame this exercise as questions you need to ask and answered.

Each page is color coded according to the success-ability analysis image representation above. If needed, print additional pages to continue your clarification.

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OPTIMIZE FOR THE BEST ADVANTAGE



While in the previous section, you focus on the tactical-ability of the idea or plan. In this next step, the pivot is resources. What resources do you have in place to achieve your aim?

I've said already that you need the right resources in order to achieve a goal, and in this section, we are going to focus on the resources you have in place, as well as the ones you need.

The goal of this part of the shift is to strategically manage your available resources to achieve maximum success. Yet a secondary goal is to acknowledge and plan the resources you don't have, but need.

Remember this: the right resources support and sustain your efforts to advance your aim.

PRESET EVALUATION

EXERCISE 1

Use this format to identify the preset resources. Check off all items consider a resource already in place for your objective.

CHECKLIST FORMAT 1

HUMAN RESOURCES

- ☐ Recruiting and selecting
- ☐ Management of staff
- ☐ Development of staff
- ☐ Compensation

EDUCATIONAL RESOURCES

- ☐ Collaborations
- ☐ How tos
- ☐ Mentorship
- ☐ Workshops

PHYSICAL RESOURCES

- ☐ Machinery & Equipments
- ☐ Office space
- ☐ Transportation if needed
- ☐ Employees

EMOTIONAL RESOURCES

- ☐ Motivation
- ☐ Confidence.
- ☐ Self-regulation
- ☐ Empathy

FINANCIAL RESOURCES

- ☐ Personal funding
- ☐ Crowd funding if applies
- ☐ Loans credit limit
- ☐ Equipment leasing

INTELLECTUAL RESOURCES

- ☐ Brands & Patents.
- ☐ Customer knowledge
- ☐ Customer data
- ☐ Systems & Processes

ALTERABLE EVALUATION

EXERCISE 2

The heading fields in this format are alterable. This enables you to selectively identify personable resources to meet your personal objectives.

CHECKLIST FORMAT 2



Your Heading Here



Your Heading Here



Your Heading Here



Your Heading Here



Your Heading Here



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ACTIONS RESULTING FROM EVALUATIONS

EXERCISE 3

In this last section of this component, recognize actionable steps that are needed to advance your aim. Pinpoint the action and its level of importance. Once identified, take required steps base on their classification.

Actions to take	High	Medium	Low
	✓	✓	✓

EMPOWERMENT = RESILIENCE



This is the last component of this workbook. Here, you will take steps to strengthen your resolve. You've just done tremendous work to ensure that your efforts produce the results you want. Because this may be your second, or maybe third attempt, you recognize the importance of finally achieving the aim.

All of this being said, it can be extremely easy to feel vulnerable which yield to the urge to procrastinate or simply giving up.

When you are empowered, a few things happen. Your efforts towards achieving your aim are stronger. Your commitment is magnified, and another major consequence is resilience. When you are resilient, you find the strength, the wherewithal, to overcome challenges.

TOOLS TO EMPOWER

This last component focuses on exercises to empower your efforts. Consider these exercises as tools. Choose one or all, each will keep you motivated and focus on your goal.

The goal of the following exercises is as mentioned, to empower. The first one is about learning insight. If you listen to the Evolving Life podcast, you may know what this technique entails. It's basically learning through association.

Not only will you learn, but you will feel unconquered when you recognize you are not alone in your efforts. Your objectives may be unique, but have been done, and done well, by others.

The goal of learning insight is to see how someone has lived and possibly deal with circumstances similar to your own. To motivate you to possibly achieve similar results.

EXERCISE 1

IDENTIFY 3 INDIVIDUALS WHO MOTIVATE AND INSPIRE YOU?

Think about who in your life influences you. Keep in mind that this person doesn't have to be in your circle of influence. He/she can be anyone, whether a celebrity or a family member.

EXERCISE 2

WHAT'S YOUR MANTRA?

A WORD OR A PHRASE YOU REPEAT FREQUENTLY

Mantras have the power to change your mindset. It will not only boost your awareness, but can help you focus and concentrate on your efforts.

If you've never used a mantra, consider finding a word or a phrase that can help to achieve the results mention above. Write your mantra below.

EXERCISE 3

IDENTIFY YOUR REWARDS

Previously, rewards were mentioned in this workbook. Use this space to write your rewards. This page alone can be printed and place in a prominent area to remind you of your rewards and the words you can repeat that will center you, resulting in the focus you need at any moment.

MOTIVE QUERY

Answer the questions below to connect with your why and your ultimate rewards.

01

Why do you want to achieve the goal?

02

Are there any roadblocks?

03

List 4 things you can do right now towards achieving it

04

List 4 objectives you want to reach in 30 days towards it

05

Label your emotions when you've achieved the overall goal



Message to Reader

You've reached the end of the SHIFT workbook. I hope this workbook has guided you towards creating the life you want. With this workbook, you can SHIFT and start again to achieve your goals.

This workbook is just one tool available through Fullrliving to help you achieve the life you want.

Do you need additional motivation, support? What about a method to see results with the goal or goals you want to achieve? You can find it here.

Whether you are on the fence or fully committed. If you do the work, you will see results. This tool is another free tool to help make it happen.

You received this free tool because you listen to the Evolving Life podcast. Continue your journey by visiting our Life Tools page to view the additional tools you can use to achieve the life you want.

Merlene Campbell,
Life Coach, Author, Blogger

Words of inspiration...

“ Anytime you suffer a setback, or disappointment, but your head down and blow on-Les Brown

“ The beautiful thing about setbacks is they introduce us to our strengths -Robin S. Sharma

“ A setback is nothing more than an opportunity to recreate, redefine, and align.