

Let's Go

The workbook designed to get you
to **take action now!**



Let's Go: The Workbook ©
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Intro

You can have all the training in the world. You can have heaps of expertise. You might be full of unlocked potential, but it is going to stay unlocked unless you take action.

There are plenty of reasons that we don't take action, and almost none of them have anything to do with being lazy or incapable.

Most of our problems taking action come down to one of the following:

- Overthinking
- Fear
- Worry
- Doubt
- The thoughts of others

These aren't the only reasons we don't take action, but the vast majority of the time, our inaction comes down to one of them.

That is what this workbook is for - we will deal with those issues head-on so that you can start taking action.

Let's Get Going!

The first step to conquering your inaction is to deal with the issues we stated above:

- Overthinking
- Fear
- Worry
- Doubt
- The thoughts of others

The good thing is, most of them go hand in hand.

For example; fear, worry, doubt and the thoughts of others are all similar. They are all scenarios we build up in our head, that may or may not come true. Even if our imagined scenarios do come true, they often aren't close to as devastating as we imagine.

The first exercise is a long one, but it will focus on conquering your fear, worry, and doubt. After that, we will do a similar task to deal with the thoughts of others. Finally, we will end it all with a (not so) gentle nudge towards you taking action!

Fear, Worry, Doubt & The Thoughts of Others

These four feelings hold us back a lot in life. Just think about it for a second. Have you ever missed out on an opportunity because you let one of those feelings hold you back?

The answer is probably yes! One of (or a combination of) those feelings might even be holding you back from taking needed actions right now. Let's not wait for a second longer, let's start to deal with those pesky feelings.

A Deep Dive Into Your Fears, Worries and Doubts

On the following page you will see a table with three columns:

- Define
- Plan
- Deal

In the **first column (Define)**, you are going to write down every **fear, worry or doubt** that might be holding you back from taking action. List all the things that might go wrong if you take actions you have been holding off. List all the worst-case scenarios, etc...

In the **second column (Plan)**, jot down steps you could take to avoid these fears and worries.

In the **third column (Deal)** list what steps you will take to deal with these scenarios if they do indeed happen.

This exercise is designed to help you face your fears, plan on how to deal with them and then rationalize them into something less scary. We will include an example.

DEFINE	PLAN	DEAL
<p><i>I am worried that I may alienate my work peers if I quit my job</i></p>	<p><i>I will give them time to prepare and hire someone new.</i></p>	<p><i>I will reach out to my valued friends and let them know my motivation and that I am there for them still.</i></p>

DEFINE	PLAN	DEAL

We included two pages because we really want you to think about this exercise and try to unearth as many fears, worries and doubts that you can.

The Thoughts of Others

This exercise is a lot like the above one, except slightly different columns.

First Column: What Others May Think

Second Column: Why It Isn't True

Third Column: Why You Shouldn't Care

WHAT THEY THINK	WHY IT'S NOT TRUE	WHY I DON'T CARE
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<p><i>People will think I'm an idiot for giving up a good job!</i></p>	<p><i>I may be giving up a good job, but it isn't good for me.</i></p>	<p><i>I need to do what's right for my family and I.</i></p>
<p>WHAT THEY THINK</p>	<p>WHY IT'S NOT TRUE</p>	<p>WHY I DON'T CARE</p>

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Now that you have went through these two tables, you have given voice to the nagging fears, doubts and worries in your head. You have made them real.

You also took a step toward rationalizing them. Even if your worries are real (and sometimes they aren't!) you know how you will deal with them when the time comes.

The Benefits of Taking Action

This is a really simple step. All you need to do now is list the benefits of taking action. Don't just focus on what would happen if you reached your goals. Think about the benefits that would happen even if you just attempted it, or partially succeeded.

Once again we will leave about 2 pages for you, and include an example that related to our fears example.

What Is The Benefit of Taking Action?

- No matter what happens, if I leave my job, I will leave all the related stress and headaches that come along with it.

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Take note of how even just trying to take action (even if failing) could really change your life, or progress you towards your goals.

Inaction Pitfalls

In this section, we are going to consider the things that could happen if we don't take the actions we are considering. Focus on multiples areas of your life – financial, family, happiness.

As well as multiple areas of your life, focus on both short term and long term costs.

We will include a couple of examples to help get you started.

Short Term Inaction Pitfalls

- [illegible]

-
-
-

Long Term Inaction Pitfalls

- *My resentment and unhappiness will keep growing so much, that eventually my work will suffer, and I will be fired, instead of leaving my job on my own terms.*

- [illegible]

Now that this exercise is done, you have taken a huge leap towards being able to take decisive and consistent action.

A couple things you should have learned are:

1. Many of your fears, doubts and worries can be dealt with by planning ahead
2. You can bounce back from many of your fears, doubts and worries
3. The thoughts of others can't really hurt you
4. The thoughts of others aren't always based in reality
5. The worst-case scenarios usually aren't all that bad
6. Even an attempt at taking action will usually pay off
7. Not taking action can hurt you in the short and long term.

Just doing this simple exercise has motivated you to take action. You feel a sense of relief, like some great burden has been lifted off your shoulders.

Now is the time to start taking some serious action! The next section will help you do just that...

Let's Go!

Alright, you have hopefully dealt with your fears, worries and doubts.

Now it is time to take some action. The template below can be used for any action that you have been holding off on taking.

It is based around 3 core concepts:

1. Define Your Goal/Action
2. Get Clear
3. Get Ready
4. Let's Go!

Sounds simple right?

Well guess what, it kind of is! You may need to reflect quite a bit, so don't rush through the template. On the other hand, don't dwell over it for weeks either.

We have included **3 Action Templates**, but please copy and paste (or write it down yourself) for any future times you may be struggling to take action.

Action Template #1

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

7.

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

1.

2.

3.

4.

5.

Let's Go!

The idea in this section is to build some quick momentum! Think about the minimum viable action that you could take to progress towards taking action. For example, what is the easiest, quickest thing you could do right now to get the ball rolling?

The easiest step I could take right now:

Read that step once more and highlight, or circle it. That's what you will do

today. Ideally, you will do it right now. I mean, stop reading this and go do it.
THAT ..is taking action!

Action Template #2

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

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- 2.
- 3.
- 4.
- 5.
- 6.

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The easiest step I could take right now:

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THAT ..is taking action!

Action Template #3

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

- 1.
- 2.
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- 4.
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- 6.

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today. Ideally, you will do it right now. I mean, stop reading this and go do it.
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Action Template #4

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

7.

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

1.

2.

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4.

5.

Let's Go!

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The easiest step I could take right now:

Read that step once more and highlight, or circle it. That's what you will do

today. Ideally, you will do it right now. I mean, stop reading this and go do it.
THAT ..is taking action!

Action Template #5

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

7.

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

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The easiest step I could take right now:

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THAT ..is taking action!

Conclusion

Since I assume you are out taking action – I will keep this section short.

In this workbook, you laid out the major problems that hold most of us back from taking action. You reflected on these issues, wrote them down, and then thought about why they weren't that big a deal in reality.

Then you imagined how things would be if you DID take the action you were holding off on. You then contrasted that to the pitfalls that could happen if you DIDN'T take action.

Finally you mapped out how you will take action, followed by a single step you could take right away.

...And you took that step right? Right?

If so, congrats!

You are now an action taker.