

# Mindset Mastery Made Simple Daily Guide<sup>©</sup>

## Instructions

### Overview

There is always so much going on everyday that often the last thing we are focused on is what we are saying, what we are doing, and how we are feeling as we move throughout our day. If we are on auto-pilot, we are engaged in day-to-day drifting which helps us live life in neutral.

However, if we want to begin turning our dreams into realities, if we want to trust ourselves enough to do what we love, if we want to be courageous enough to move from fear into action, we need to follow three steps:

1. Identify our core beliefs that are keeping us stuck
2. Give this core belief a new direction
3. Remain open to receive and allow our good to flow

All three of these steps are of equal importance; none stand on their own. I've known people who have mastered steps 1 and 2; however, they failed to identify a core belief about receiving. They were able to create opportunities and relationships, but ultimately said 'no' to every opportunity which came their way.

The *Mindset Mastery Made Simple Daily Guide<sup>©</sup>* is divided into two sections: Mindset and Attitudes. Generally, our attitudes will support our mindset. Often, people are able to see a correlation between an attitude and a mindset. For example, a low score on the Attitude 'Confident/Clarity' will often result in a low score on the Mindset 'Feeling like the best will happen.' As you fill out this scorecard, see if you can make any correlations for yourself.

It always helps when we can see the progress we are making day-to-day and also see the areas we may need to focus on and strengthen. The *Mindset Mastery Made Simple Daily Guide<sup>©</sup>* is designed to help do both. You can't fool yourself because the numbers are the numbers. You are either making progress or you are not.

The *Mindset Mastery Made Simple Daily Guide<sup>©</sup>* can be a very powerful tool to help move you forward in an easy and fun way. And it only takes a few minutes to complete.

**Tip:** Here's the first thing to notice – are you already coming up with excuses why this won't work? Are you putting this off until you have more time? What is your excuse for not starting? That would be the first Mindset for you to notice. How many other times has something come along and you've not taken action? What is the voice inside your head saying? How can you give that voice a new direction?

### Instructions

Just observe for the first few days. Don't make any changes. Don't judge, simply observe and complete the *Mindset Mastery Made Simple Daily Guide<sup>©</sup>*.

Please complete the scorecard at the end of the day or at the beginning of the next day. You will rate yourself on a scale of 1 – 10 in each category (if those numbers feel like too broad of a range for you, rate yourself on a scale of 1 – 5). The most important thing is to complete the scorecard before you start your day so that you are aware of the things you may want to change or do differently.

After a few days of filling out the *Mindset Mastery Made Simple Daily Guide*®, choose the **one** or **two** categories that are your lowest scoring. You will focus on these areas only. It is usually our ‘challenge’ areas in which our thoughts tend to spiral out of control. Generally, our predominant limited thought gets triggered most often and then all of our other limited thoughts like to tag along for the ride.

The goal is to focus on the lowest-scoring Mindsets and Attitudes and increase the score slowly over time. Look for and celebrate your small wins. Remember to praise yourself often for your successes in this area.

Once your initial category has risen sufficiently, you can move on to your next lowest-scoring category and repeat the process. Please be patient with yourself. If you are frustrated because things aren’t changing fast enough, be sure to remember to score yourself accordingly in the Attitude of ‘Patient/Kind.’

Pay attention and take notice of how you are doing from day to day and also from week to week. You may have certain days that are not great and others that are spectacular. Ideally, you want to be able to see you are moving in the right direction.

### **Most of all, have fun!**

A sample *Mindset Mastery Made Simple Daily Guide*® is provided below. The first section focuses on your Mindset as you move throughout your day. The second section focuses on your Attitudes. You can use the scorecard as it is or you can modify it to better suit your needs and areas to focus on.

## **Category Definitions**

### **Mindset:**

1. Feeling like the best will happen: Did you know that everything would turn out for the best even if it didn’t look like it at the moment? How much time did you spend worrying about the outcome of things?
2. Have sufficient money: When you thought about your checking account, savings account, how much money you have, or how much money you owe, were you comfortable and confident that you had a sufficient amount of money to meet and/or exceed your needs? Did you feel stress or worry about your finances? When you thought about your money, did you feel joy and exhilaration rather than a need to conserve and protect?
3. Have excellent relationships: Were you able to be your authentic self in all of your relationships? Did you feel supported, honored, and valued in your relationships? Did you give more than you received or were you balanced in both giving and receiving? Did you have healthy boundaries? Were you able to speak up for yourself without fear of condemnation?
4. Life is on track/Goals reachable: Did you have an action plan and steps to achieve your goals? Did you write down your goals or ‘to-do’ list? Were you are confident in your ability to attain your goals? Did you ask yourself often, “What do I want?” Did you take care of the things you needed to do for the day?
5. Positive Speech/No complaints: Did you refrain from gossip? Did you freely compliment others and yourself, and notice what is right rather than what is wrong? Did you avoid complaining about people, situations, or events?

6. Able to receive: Were you are an enthusiastic receiver? Did you receive compliments, opportunities, offers of service, or friendship? When you received something, did you feel an obligation to 'return the favor' or were you able to simply enjoy the feeling of receiving?
7. Body Image and Self Talk: When you looked in the mirror, did you appreciate your body and the way you look? How much time or energy did you spend agonizing or comparing your body shape or your weight? When talking about yourself (including your body, your personality, your habits, your behavior, etc.) were you kind, supportive, and appreciative?
8. Judging by appearances: Did you look at appearances and think that is the ultimate truth? Did you look beyond what you saw and remain true to your vision/dream/goal/passion even if you didn't see it in form yet? Did you give up too soon if you didn't see results?
9. Telling your "story": Were you able to let go of old ideas and opinions regarding your capabilities? Did you stop yourself from trying something new or moving beyond your comfort zone based on past experiences? How much time did you spend talking about anything that was more than 48 hours in the past?
10. Comparing yourself to others? Did you compare yourself to others in any area as you moved through your day?

#### **Attitudes:**

1. Patient/Kind: Were you patient with yourself and others throughout the day regardless of what was happening or possibly going wrong? Were you kind to yourself and others?
2. Calm/Relaxed: Were you mostly calm with a sense of peace? Did you get upset about anything? Were you able to keep yourself poised and balanced in the midst of your daily activities? Did you take time to relax? Did you take time for an activity that helped you maintain your peace of mind?
3. Good Listener/Engaged: Did you listen to other people? Did you listen to your own inner voice? Were you engaged in conversations?
4. Helpful/Supportive: Did you help people out? Did you give support and encouragement where it was needed?
5. Understanding/Compassionate: Were you understanding of yourself and others regarding mistakes made? Did you give yourself and others the benefit of the doubt? Were you able to move beyond your own feelings and try and understand the motivations or feelings of another?
6. Confident/Clarity: Did you have a sense of well-being and your life is going in the right direction? Were you able to maintain your focus while you were working or going about your day? Did you do what you were supposed to do? Did you perform your work or tasks with calm assurance? Did you procrastinate or postpone any of your important activities?

The *Mindset Mastery Made Simple Daily Guide*® example below has completed scores for the entire week. After a few days, look at your score and assess the areas you desire to focus on to help identify the main ideas/thoughts/beliefs that need to be changed.

I'd love to hear about your progress and your breakthroughs. Please email me at [janet \(at\) janetkingsley \(dot\) com](mailto:janet(at)janetkingsley(dot)com). For articles, information, coaching, classes, and inspiration, please visit my website at [www.janetkingsley.com](http://www.janetkingsley.com)

## Sample Mindset Magic Daily Guide<sup>©</sup>

	MON	TUES	WED	THURS	FRI	SAT	SUN
<b>Mindset</b>							
Feeling like the best will happen	7	8	8	8	9	8	8
Have sufficient money	7	8	8	8	9	8	7
Have excellent relationships	7	8	7	7	8	7	8
Life is on track/Goals reachable	8	9	9	7	8	7	7
Positive Speech/No complaints	8	10	10	10	10	7	7
Able to receive	8	7	7	9	10	7	7
Body Image and Self Talk	6	8	8	8	9	7	8
Judging by Appearances	6	9	9	8	3	4	4
Telling your "story"	5	6	5	8	6	5	6
Comparing yourself to others	6	6	5	6	6	7	7
<b>TOTAL MINDSET</b>	<b>68</b>	<b>79</b>	<b>76</b>	<b>79</b>	<b>78</b>	<b>67</b>	<b>69</b>
<b>Attitudes</b>							
Patient/Kind	6	6	6	7	7	6	7
Calm/Relaxed	9	8	7	9	8	7	6
Good Listener/Engaged	7	7	7	8	8	7	7
Helpful/Supportive	7	7	7	5	5	6	6
Understanding/Compassionate	8	9	9	8	8	9	9
Confident/Clarity	0	10	0	0	10	10	10
<b>TOTAL ATTITUDES</b>	<b>37</b>	<b>47</b>	<b>36</b>	<b>37</b>	<b>46</b>	<b>45</b>	<b>45</b>
<b>Weekly Total</b>	<b>809</b>						

In the example above, the lowest scoring categories through the first four days are:

- Comparing yourself to others
- Confident/Clarity

Choose one or both of these ideas to focus on each day to bring up the score. Pay attention when doubt and negativity arise regarding these ideas. Sometimes it is helpful to stop for a moment and ask yourself:

- Is it the truth or have I adopted this idea/belief from someone else?
- How would I behave / react if it weren't true?
- Am I willing change it?
- What can I change this idea to?

This person found a deep correlation between attitudes of not being confident in decision making with not having a clear purpose and, in turn, constantly comparing themselves with others who were doing what they loved and succeeding. This comparison only reinforced the idea of not having confidence in their own abilities or being able to succeed.

Identifying these two factors and changing them was the only thing needed to begin to take action and move forward in experiencing more success, joy, happiness, and financial freedom.