

## 1 identity

- 1 I take my birthday off and use this special day to reflect on the previous year, celebrating my successes and acknowledging my achievements.
- 2 I take a lunch break away from my normal work area.
- 3 I have a standard weekly framework (a WorkStyle week) that I follow.
- 4 I finish my work and leave at a planned time every night already prepared for the next day.
- 5 I have one day in every week where I do only the things I want to.
- 6 I take one annual leave day per quarter to 'catch up' on things for my family and myself.
- 7 I live in integrity.
- 8 I am gossip free.
- 9 I meet all commitments that I make.
- 10 I think about taking on more tasks before saying "Yes".
- 11 I underpromise and overdeliver.
- 12 I take responsibility for my actions.
- 13 I do not blame or shame others or myself.
- 14 I can gently say "No" to people without offending them.
- 15 I do not let people 'dump' their problems or issues on me.
- 16 I take constructive criticism well and not personally.
- 17 I am proud of everything that has my name on it.
- 18 I do what is right for me and not what others think I should do, regardless of the perceived consequences.
- 19 I have a healthy sense of self-love.
- 20 I practice extreme self-care by eating well, sleeping well and exercising well.
- 21 I always turn my mobile/cell phone off or to silent mode at social events or meetings and other times when appropriate.
- 22 I fully respect other people's boundaries even if I do not agree with them.
- 23 I know what my strengths are and I build on them.
- 24 I know what my development needs are and I pay attention to them.
- 25 I remember that the people that matter don't mind and the people that mind don't matter.

## 2 environment

- 1 I do it, delegate it or dump it.
- 2 I handle each piece of paper or email once.
- 3 I have the right equipment I need to do my tasks.
- 4 I have systems and processes to do repetitive tasks.
- 5 I have automated as much as possible in my life.
- 6 I have a key group of six supportive friends.
- 7 I ask others for help when I need it.
- 8 I willingly share my knowledge and skills with others, knowing that what I give will be returned ten fold, ie. givers gain.
- 9 I have let go all people in my life who are negative (the dream stealers) towards what I am trying to achieve.
- 10 I only attend meetings that have a clear agenda (even my own) yet I am flexible.
- 11 I have clear, written accountabilities and job description, even if I am self-employed.
- 12 I have a clear career plan for my future.
- 13 My filing categories are the same in my filing cabinet as on my computer directories.
- 14 I file all of my paperwork within a week.
- 15 My computer is regularly backed up (at least weekly).
- 16 I regularly scan my computer for viruses using the latest virus protection updates (at least weekly).
- 17 My work area is clean, attractive and uncluttered.
- 18 My home is clean, warm and welcoming.
- 19 I use quality equipment/tools in what I do.
- 20 When I don't achieve my goals I learn from the experience and move on. I don't punish myself.
- 21 When a problem occurs, not only is it corrected but the root cause is also addressed.
- 22 I attend professional development activities to support my continued growth.
- 23 If I don't like something in my environment I fix it now.
- 24 I surround myself with inspiring visuals.
- 25 I surround myself with supportive aromas (for example aromatherapy, incense, flowers).

### 3 values

- 1 I see that I have many choices in life and I am not forced to do anything.
- 2 I know my four most important values (via the Tru Values program or another tool).
- 3 My values are obvious by my actions.
- 4 All of my goals are aligned with my values.
- 5 People close to me are aware of my values and I am aware of theirs.
- 6 I keep things simple and don't try to over complicate them.
- 7 I come from abundance, not scarcity.
- 8 I see the abundance that nature provides.
- 9 I give generously to charity (tithe) on a regular basis.
- 10 I am a spiritual person and value the notion of a higher plane.
- 11 I trust myself.
- 12 I willingly give a level of trust to others.
- 13 I care for my physical needs.
- 14 I care for my emotional needs.
- 15 I am always presentable and wear clothes that I feel good in and make me look great.
- 16 I am my authentic true self, without an 'attitude' or false mask.
- 17 I have a lifetime vision or life purpose statement that I am moving toward realising.
- 18 I have goals to achieve this vision or purpose.
- 19 My values align with those of the organisation I work with.
- 20 My partner's values do not conflict with mine.
- 21 My values align with those who I live with.
- 22 I am ethical in all my dealings.
- 23 I learn from the past, plan for the future but LIVE in the present.
- 24 I show gratitude daily.
- 25 I know what epitaph I want and I am acting accordingly.

### 4 energy

- 1 I am on time for all events without rushing.
- 2 At the end of the day I have a clean desk.
- 3 At the end of the day my in tray and inbox are empty.
- 4 At the end of the day my out tray and sent items box are empty.
- 5 I exercise regularly.
- 6 My body is in excellent shape.
- 7 I regularly read motivational books, newsletters, e-zines and/or journals.
- 8 I laugh out loud regularly (regardless of who is around).
- 9 I only commit to activities I can achieve without 'busting a gut'.
- 10 I am willing to grow and change.
- 11 I practice effective time management.
- 12 I prioritise my tasks according to my roles and goals.
- 13 I celebrate all my achievements in a healthy way.
- 14 I know my goals and I do one thing every day toward achieving them.
- 15 I encourage those around me to have fun and laugh out loud daily.
- 16 I believe I am a positive person and I act as a positive person.
- 17 I have less than one dose of caffeine per day (coffee, cola, diet cola, chocolate).
- 18 I am nicotine free.
- 19 I spend at least one hour per week in thought/ meditation reflecting on life.
- 20 The work I do does not exhaust me.
- 21 I am on 'full should alert' and do not use the word 'should'.
- 22 I have no ignored or pressing problems hanging over me.
- 23 I take my allocated annual leave (vacation) every year.
- 24 I have a coach or mentor who I use to guide me.
- 25 I drink at least eight glasses of pure water per day.

Use this guide to discover your **WorkStyle**. Review each item and highlight the ones that are true for you (we recommend you use a pink highlighter!) Items that are not suited or are not relevant to you can either be changed or highlighted. For example, if you work in a corporate office, you may not need to backup your computer as it is done automatically. You could change this item to "I back up my personal files regularly" or highlight it if you will never need to do this and thus it is irrelevant.

After you have gone through the list with a highlighter, select two un-highlighted items to focus on. Once they are true for you, highlight them. Then select another two un-highlighted items and focus on them. Continue until your two pages are fully highlighted. Give yourself one year to highlight all 100 items.

If you need any assistance, contact us at:  
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