

**UNLOCKING
POTENTIAL**
THE WORKBOOK



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Unlocking Your Potential Workbook

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KNOW WHAT
YOU WANT

Evaluate Your True Wants and Passions

The first step to unlocking your potential is to figure out what you really want & what you really care about.

Take time to really consider the following questions. The answers held within may be the **key** that helps **unlock** your true potential.

Don't get stuck if you can't think of enough answers for each section, Also, don't be afraid to list more than required! Feel free to use the same answers for multiple questions. A reoccurring answer may be a sign on your true passion.

Knowing What's Important To You

This section is all about brainstorming to figure out the things that are truly important to you.

Name 3 Things You Would Do if Money Were No Object

1.

2.

3.

Name 3 Jobs/Pursuits That You Would Do If You Didn't Get Paid

1.

2.

3.

What Type of Things Would You Attempt if You Were Guaranteed to Succeed

1.

2.

3.

List Your Core Personal Values (i.e. what is truly important to you)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

List Things That Truly Make You Happy

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

What Outcomes Do You Desire?

In this section, you will take a look at 3 areas of your life, and list the desired outcomes you'd like in each of them.

Make sure you choose specific outcomes that you can actually measure.

Personal Life (Health, Fitness, Relationships, etc...)

1.

2.

3.

Professional (Career, Education, Financial, etc...)

1.

2.

3.

Spiritual (Career, Education, Financial, etc...)

1.

2.

3.

Visualization and Meditation

Using the above exercises, you should now have a good idea about the things you both enjoy and feel passionate about.

One way that you can begin to “unlock your potential” is by visualizing your life as if you already have what you want. This type of visualization is used by world-class athletes and high achievers across the world.

Your Ideal Life

Take time to write down your ideal life in as specific detail as possible...

Now that you have this picture of your ideal life, the key is to keep it in your mind as much as possible. A great way to do that is to tap into the power of meditation.

Take some time each day to envision your ideal life. This will help you drill down to figure out exactly what you want. Below is a handy chart that you can use to record your thoughts about your session.

Monday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Tuesday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Wednesday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Thursday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Friday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Saturday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

Sunday Time Spent Meditating/Visualizing:

How I Felt During:

How I Felt After:

KNOW WHO YOU ARE

Evaluating Your Strengths & Weaknesses

In the last section, we spent time figuring out what we truly want, and who we truly are. In this section, we keep looking inside ourselves, but this time to figure out the innate skills/talents we already have.

Recognizing Your Strengths

If any of these skills/talents line up with our wants and desires, then that is the perfect place to begin to unlock our potential

What Are Some Things You Have Always Been Good At?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What Do You Do Better Than Anyone Else?

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

What Do Other People Think Are Your Strengths (ask people if you don't know!)

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

What Skills Have You Worked on Building During Your Life?

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

Acknowledging Your Weaknesses

It's important to be aware of your weaknesses so you can determine how to deal with situations where the skill or ability is necessary, but you can't do it.

What Skills Do You Struggle With?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What Tasks Do You Often Procrastinate Doing?

- 1.
- 2.
- 3.

4.

5.

What Do Others See As Your Weaknesses?

1.

2.

3.

4.

5.

What Negative Habits or Personality Traits Do You Suffer From?

1.

2.

3.

4.

5.

6.

7.

8.

Focus on Strengths & Letting Go of Weakness

In this section, we will accomplish two things. First, you will list 3 strengths that you want to double down on and improve. Focusing on your strengths is important because it will make you happier, build your self-esteem and propel you towards your goals.

3 Strengths To Build

- 1.
- 2.
- 3.

Now we will take time to list 3 weaknesses to ...let go! Don't beat your head against a wall trying to improve all of your weaknesses. Choose 3 weaknesses that you can simply let go. Accept these weaknesses, love yourself anyways, and think about how you can tackle them in future while attacking your goals (partnerships, outsourcing, etc...)

3 Strengths To Build

- 1.

I Can Get Around This Weakness By:

- 2.

I Can Get Around This Weakness By:

- 3.

I Can Get Around This Weakness By:

KNOW WHAT TO DO NEXT

Commitment to Priorities

All the brainstorming, wishing, hoping, self-appraisal & visualization in the world won't help you unlock your potential to reach your goals, unless it is followed by ACTION.

The final step before taking massive action, is to choose a few priorities to focus on. In our humble opinion, 1 is probably the place to start, but if you feel super ambitious, we have included space for three.

Choose your top 3 priorities of things you want to change, accomplish or focus on for the next while. Be as specific as possible. Think big picture here.

My Top 3 Priorities

1.

2.

3.

Breaking It Down

Now that you have three priorities, it is time to create an action plan to attack them. For the purposes of this workbook, we will look at a month long time frame. The system we are about to show you, can be adjusted to fit a year (or multi-year long) goals as well. The basic idea is to break your **priorities** down into **goals**, and those goals into specific **actions**.

Priority One:

Write Down 3 Goals For This Month That Propel You Towards Your Priority:

- 1.
- 2.
- 3.

Now Break Each of These Goals into Smaller Weekly Tasks:

Goal 1:

- 1.
- 2.
- 3.
- 4.

Goal 2:

- 1.

2.

3.

4.

Goal 3:

1.

2.

3.

4.

Priority Two:

Write Down 3 Goals For This Month That Propel You Towards Your Priority:

1.

2.

3.

Now Break Each of These Goals into Smaller Weekly Tasks:

Goal 1:

1.

2.

3.

4.

Goal 2:

1.

2.

3.

4.

Goal 3:

1.

2.

3.

4.

Priority Three:

Write Down 3 Goals For This Month That Propel You Towards Your Priority:

1.

2.

3.

Now Break Each of These Goals into Smaller Weekly Tasks:

Goal 1:

- 1.
- 2.
- 3.
- 4.

Goal 2:

- 1.
- 2.
- 3.
- 4.

Goal 3:

- 1.
- 2.
- 3.
- 4.

Do you realize what you have just accomplished? You have basically mapped out your entire next month with the sole purpose to “unlock your potential”. The above system of breaking your **priorities** into **goals**, and those **goals** into **tasks**, isn't new but it IS powerful.

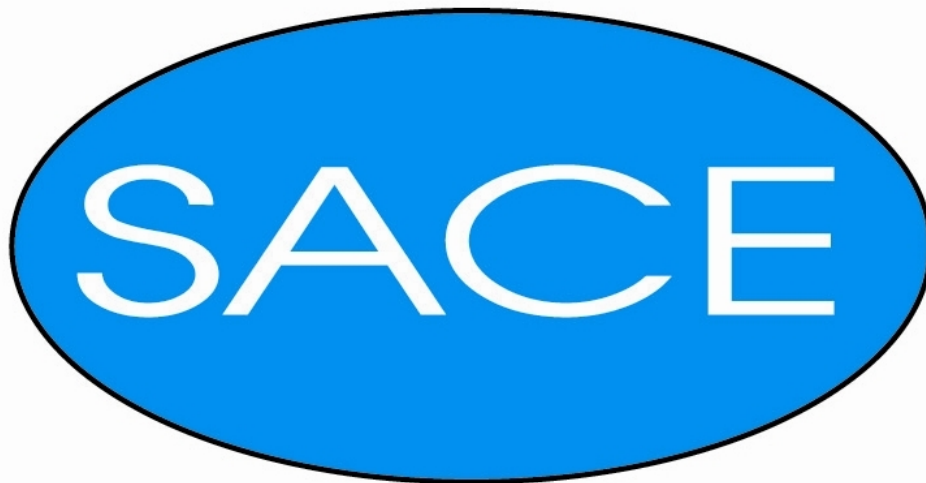
You can adjust this system to any time frame you want. You can even drill down further and break up your weekly **tasks** into bite-sized **daily to-dos**. You will be directly mapping out your path to unlocking your potential.

This workbook has walked you through figuring out **what you want**, to figuring out **who you are**, and finally has given you a blueprint about **what to do when it** comes to unlocking your true potential.

Thanks for reading all of our material, and I really hope this guide and workbook will help you reach the heights that only those who **unlock their potential** can.

This workbook is distribute by the SA Chamber of Entrepreneurs [SACE]

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