

Module 2

OVERDO

2.1 WORKBOOK ACTIVITIES

ADOPT THE OVERDO MINDSET

Think about projects you've done in the past.

Have you ever miscalculated the hours it took to complete a project? ☐ YES ☐ NO

Have you ever run into unexpected problems that caused a delay? ☐ YES ☐ NO

Have you ever missed a deadline? ☐ YES ☐ NO

Have you ever underestimated cost? ☐ YES ☐ NO

If you answered yes to one or more of these questions, then you underestimate just like the rest of us.

What aspects of your project can you overdo or be proactive about to account for the universal tendency to underestimate and shift the odds of success in your favor? (ex. Stay an extra 30 minutes a day in order to take on more responsibility and stand out as the best candidate for the promotion.)

2.2 WORKBOOK ACTIVITIES

5 WHY'S TECHNIQUE

Use this example to help you answer these questions below:

What's your main goal? To lose 4 pounds this month.

Why would that happen? I started eating better and got more exercise.

Why would that happen? I started cooking healthy meals at home instead of eating out, and I got on a regular workout routine.

Why would that happen? I started eating healthier food in the house, and I went to the gym every day.

Why would that happen? I started shopping better, and I blocked time in my schedule to go to the gym.

Why would that happen? I started planning my meals, and I woke up early to work out.

Now it's your turn:

What's your main goal? _____

Why would that happen? _____

Why would that happen? _____

Why would that happen? _____

Why would that happen? _____

Why would that happen? _____

Refer back to the people who have accomplished what you want to accomplish. What was the main activity they focused on?

Taking everything you've learned so far into account, what is the main activity you are going to focus on to reach your goal as quickly as possible?

2.3 WORKBOOK ACTIVITIES

PREPARING FOR AN ACTIVITY EXPLOSION

Prepare yourself for a successful launch.

Predict your blind spots by identifying things that could suddenly consume your time or throw you off track. [ex. getting sick, funds not coming through, working extra hours]

What's your plan B if these things actually happen? [ex. ask for help from a friend, apply for more scholarships, hire a part time assistant]

What emergency resources do you have at your disposal if you suddenly get stuck? [ex. ask for a loan from your parent, valuable items you can sell, volunteer hours you can stop]

Prepare important people in your life.

How is this going to affect important people in your life?

How can you get them onboard?

What benefit will they get from you doing this?

What are their concerns and how can you address them where they will be behind you 100%?

2.4 WORKBOOK ACTIVITIES

FULL SPEED AHEAD!

What's your start date? _____

What's your deadline? _____

What activity/progress are you going to track? [ex. Number of sales and revenue]

What daily or weekly activity goal are you going to set for yourself? [ex. 20 sales a day and weekly revenue of \$5,000.]

What tool are you going to use to track your progress? [ex. shopify, app, calendar, etc.]

2.5 WORKBOOK ACTIVITIES

STAY FLEXIBLE

Go back to the people who have accomplished what you want to accomplish. Study them online, read books about them, or ask them in person if it's someone you know personally. Find out what types of things didn't go according to plan and how they overcame it. List what you learn below.

What aspects of your plan can you be flexible on? (ex. how long it takes)

What obligations and prior commitments do you have that you can be flexible on? (ex. choir practice, volunteer work)

What strengths do you have that can help you complete this project? (ex. talents, experience, skills, contacts, funds, etc.)

How can you be resourceful as you move forward? What creative solutions do you have for potential problems?
