

Module 3

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**ADJUST**

# 3.1 WORKBOOK ACTIVITIES

## WINNING IS A SERIES OF ADJUSTMENTS

In order to win, you have to make adjustments along the way. To prepare you for the types of adjustments you may have to make, answer the following questions.

What major action steps can you adjust if you aren't making progress?

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How much more activity can you do if progress isn't coming fast enough? What changes would allow that happen?

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Are you willing to extend your deadline? What will happen if you extend it?

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Are you willing to change your direction and go for a slightly different target if you run into a brick wall or find a more exciting option?

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## 3.2 WORKBOOK ACTIVITIES

### WHAT TO DO WHEN THINGS GO WRONG

Most people are overwhelmed when things go wrong. This often results in impulse decisions that can have major consequences. Winners avoid this by taking a moment to collect their thoughts and maintain their perspective. You can do the same by asking yourself these questions when things go wrong. (This also works when something really exciting is happening. Think a big job opportunity or inheriting a lot of money.)

What exactly happened or what's changed? What challenge or opportunity are you faced with? (ex. Lost your biggest client)

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What good things do you have going for you that you don't want to lose sight of? (ex. First profitable year in business)

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If you're tempted to quit or give up, what will you lose by doing so?

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If you're able to work through this, what will you gain by sticking with it and reaching your goal?

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## 3.3 WORKBOOK ACTIVITIES

### SOLVING MOST PROBLEMS

Most problems are easily solved by getting the facts, simplifying the issue, and making sure it's your problem to solve. Here's how.

#### Get the facts.

What do you know for a fact about what's happened or what's changed?

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What questions do you have about what's happened or what's changed? List your answers in the left column below.

Questions

Answers

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Where can you find answers to these questions?

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Go get answers to your questions and list them next to your questions above.

### **Simplify the issue.**

What caused the problem? List as many answers as you can think of.

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If you had to pick one root cause that caused all of this, what would it be?

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What would solve this problem? List as many possible solutions as you can think of.

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If you had to pick one realistic solution that would solve the problem in the simplest way possible, what would it be?

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### **Make sure it's your problem to solve.**

Did someone else cause the problem? ☐ YES ☐ NO

Is the simplest solution something that's in your control? ☐ YES ☐ NO

Are you the best person to solve the issue? ☐ YES ☐ NO

Is there someone else who could solve it faster or more easily? ☐ YES ☐ NO

If this problem isn't yours to solve, who should be the one to solve it?

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If they are already aware of the problem and working on fixing it, you can offer to help them if you want to.

If they aren't aware of the problem, talk to them and politely bring the problem to their attention. Discuss with them how it's effecting you and your progress. It doesn't need to be a long conversation. Just make sure they are aware of it and are going to take care of it. Then follow up with them until the issue is resolved.

## 3.4 WORKBOOK ACTIVITIES

### THE TRIANGULATION PRINCIPLE

Some problems are bigger or more complex. They may even seem impossible to get through. But, if you work through these steps of the Triangulation Principle, you'll soon identify your best options for moving forward.

#### Identify your strengths.

What good things do you have going for you right now?

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What resources do you have that you can pull from?

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#### Find out what others involved think.

Who else is involved in this that you can go to and ask their opinion? List their names in the left column below.

Name	Opinion
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Go to each of these people, ask them what they think should be done, and write their opinions next to their names above.

**Get advice from those who have tackled the problem successfully.**

Who do you know that's been through something similar and handled it successfully?  
List their names in the left column below.

Name	How they tackled the problem.

Go to each of these people, ask them how they tackled the problem, and write their answers next to their names above.

## 3.5 WORKBOOK ACTIVITIES

### MOVING FORWARD WITH ENTHUSIASM

What options do you have for moving forward? Try to write down at least 2. Write down up to 5 if you can think of that many. Coming up with a few extra options can bring more creative options to the surface.

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If you had to choose 1 option for moving forward, which would it be? Circle that option above.

What doubts do you have related to moving forward with the option you circled?

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Take each doubt and turn it into a simple, specific question. Write your questions in the left column. [ex. What if I'm just not good enough to do this?]

Questions

Answers

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Go to your support system, talk to people who've done what you want to do, google your questions, and find the answers.

List the answers you find in the right column next to your questions above. [ex. If I keep doing it, I will get better over time.]



What lessons have you learned through this process that you can use in the future?

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