

WEEK 4

MODULE 4 - FINISH

- ☐ Watch 4.1 Video - Winners Finish
- ☐ Complete 4.1 Workbook Activities

- Are You a Finisher?
 - For each statement below, circle the answer that most applies. (Agree, Somewhat agree, Neutral, Somewhat disagree, Disagree completely)
 - In the past year, I have left a number of projects or goals unfinished at work.
 - In the past year, I have left a number of personal projects or goals unfinished.
 - The people in my life view me as somebody they can count on. I'm the person they call for help or favors.
 - At work, I am a person who gets assigned to complex or tight-deadline projects.
 - When I'm up against a deadline or trying to finish a project, I set priorities and spend my time and energy accordingly.
 - I often have to explain to friends and family, clients, or my boss why I didn't get something done on time.
- Almost Finished Gets You Almost Nothing
 - How much time have you invested in this project?
 - How much money have you invested in this project?
 - How much effort have you invested in this project?
 - How would it make you feel if you failed to finish and lost all that you've invested into this project?

- ☐ Watch 4.2 Video - Mental Toughness of the Elites
- ☐ Complete 4.2 Workbook Activities

- How to Stay Mentally Fit
 - Eliminate things that weaken you.
 - What is currently causing negative stress in your life?
 - What specific things can you do to eliminate or limit the negative stressors in your life and things that weaken you?
 - Add things that strengthen you.

- What things can you add to your life that will strengthen you and make you more capable of finishing?
- Prepare yourself for more challenges.
 - What possible challenges are on the horizon?
 - What can you be thinking or doing now to put yourself in a better position to handle any foreseen or unforeseen challenges?
- ☐ Watch 4.3 Video - The Secret Power of Self-Coaching
- ☐ Complete 4.3 Workbook Activities
 - Be Your Own Best Coach
 - Come up with your own self-coaching mantra.
 - What saying, quote, or reminder can you repeat to yourself daily to stay focused and motivated?
 - Put simple sayings, quotes, and reminders on display where you will be reminded of them often.
 - Create a game plan for the toughest times.
 - What steps are you going to take when things get really tough?
 - Who are you going to go to for advice?
 - Are you going to hire help if you can't get it all done yourself?
 - What daily activity goal are you going to focus on to continue making progress?
 - How will you keep yourself accountable?
 - Challenge yourself to stay engaged.
 - What sources will you use to inform you of best practices, inspire you to try new ideas, and keep you motivated and excited?
 - Stay disciplined and be consistent.
 - What tools will you use to stay consistent and meet your daily activity goal?
- ☐ Watch 4.4 Video - Make Finishing as Easy as Possible
- ☐ Complete 4.4 Workbook Activities
 - Making Finishing as Easy as Possible
 - Simplify.
 - What activities are you doing on a regular basis that don't seem to be producing the desired effect, aren't paying off, or may be unnecessary?
 - What parts of your process seem clunky, time consuming, or inefficient?
 - Are there any other aspects of your workflow that may need some simplification?
 - Set aside a small amount of time to simplify your activities, processes, and tools.
 - Set and keep boundaries.

- What boundaries do you want to set on your time, energy, and effort?
- What boundaries do you want to set on your resources?
- If someone asks you to extend outside of your boundaries, what response will you give them?
- Cut back on commitments.
 - What ongoing or future commitments have you made to friends or family members?
 - What ongoing or future commitments have you made to organizations you are involved with, your church, or your community?
 - What ongoing or future commitments have you made to yourself?
 - Of all these commitments, which ones will you postpone, stop, or cut back on to free yourself up to focus on finishing your project?
- Set short term goals.
 - What big milestones stand between you and the finish line?
 - What smaller steps will you take, or what daily or weekly activity goals will you set to reach them?

☐ Watch 4.5 Video - Running Through the Finish Line to Unexpectedly Big Opportunities

☐ Complete 4.5 Workbook Activities

- Racing Through the Finish Line
 - After you've reached your goal, how will you feel looking back at where you started, how far you've come, and what you've accomplished?
 - What other benefits will you get from finishing?
 - What opportunities might open up to you on the other side of the finish line?
 - What additional benefits could you get from capitalizing on the opportunities that open up to you?