

Module 4

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**FINISH**

# 4.1 WORKBOOK ACTIVITIES

## ARE YOU A FINISHER?

Often times we fail to finish our own projects—even if we're good at completing projects and meeting deadlines at work. Think about your own life and your track record for finishing both personal and professional projects.

**For each statement below, circle the answer that most applies.**

1. In the past year, I have left a number of projects or goals unfinished at work.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

2. In the past year, I have left a number of personal projects or goals unfinished.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

3. The people in my life view me as somebody they can count on. I'm the person they call for help or favors.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

4. At work, I am a person who gets assigned to complex or tight-deadline projects.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

5. When I'm up against a deadline or trying to finish a project, I set priorities and spend my time and energy accordingly.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

6. I often have to explain to friends and family, clients, or my boss why I didn't get something done on time.

Agree    Somewhat agree    Neutral    Somewhat disagree    Disagree completely

## **ALMOST FINISHED GETS YOU ALMOST NOTHING**

Finishing is how you earn the great things in life—trust, respect, loyalty, opportunities, lifestyle. But, if you fail to finish, not only do you miss out on these things, but you also lose all of the time, money, and effort you’ve invested into your project.

How much time have you invested in this project?

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How much money have you invested in this project?

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How much effort have you invested in this project?

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How would it make you feel if you failed to finish and lost all that you’ve invested in this project?

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## 4.2 WORKBOOK ACTIVITIES

### HOW TO STAY MENTALLY FIT

#### **Eliminate things that weaken you.**

What is currently causing negative stress in your life? Negative stress comes from obvious sources like unhealthy relationships, toxic environments, and hard life changes. Other less obvious sources may include putting off a big decision, unresolved issues, or having too many commitments.

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What specific things can you do to eliminate or limit the negative stressors in your life and things that weaken you?

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#### **Add things that strengthen you.**

What things can you add to your life that will strengthen you and make you more capable of finishing? For some people, this is relying on their support system to keep them accountable or hiring help. For others, it may be carving out time to learn a new skill or finding a more efficient process.

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#### **Prepare yourself for more challenges.**

What possible challenges are on the horizon?

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What can you be thinking or doing now to put yourself in a better position to handle any foreseen or unforeseen challenges?

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## 4.3 WORKBOOK ACTIVITIES

### BE YOUR OWN BEST COACH

At the finish line, it's what you tell yourself that makes the difference. One of the big keys to making something happen is you must be your own best coach. Being your own best coach means staying positive and encouraging yourself to keep going, but it also means telling yourself the uncomfortable things when you need to.

#### **Come up with your own self-coaching mantra.**

What saying, quote, or reminder can you repeat to yourself daily to stay focused and motivated? This could be as simple as reminding yourself why you're doing this or what one thing you need to focus on. If you need some ideas, try searching for motivation quotes online or looking up #motivationquotes on social media. Look for something that really resonates with you, or use it as inspiration to come up with your own!

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Put simple sayings, quotes, and reminders on display where you will be reminded of them often. Think vanity mirror, car, phone/tablet/computer background, etc.

#### **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? Write down the exact steps you will take when things get really tough to keep yourself on track and racing through the finish line.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**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? Circle all that apply.

Podcasts  
YouTube Videos  
Newspaper Articles  
Webinars

Interviews  
Books  
Email Newsletters  
Online Courses

Audio Books  
Blog Posts  
Live Events  
Local Meet Ups

**Stay disciplined and be consistent.**

What tools will you use to stay consistent and meet your daily activity goal? Some people use accountability partners or post their progress publicly. Others plan their day in advance, assigning a specific time and place for each thing they need to get done.

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## 4.4 WORKBOOK ACTIVITIES

### MAKE 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?

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What parts of your process seem clunky, time consuming, or inefficient?

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Are there any other aspects of your workflow that may need some simplification?

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Set aside a small amount of time to simplify your activities, processes, and tools. What can you cut back on? What can you cut out completely? Often, once unproductive activities are identified, they can simply be removed from your process. However, there are also instances in which you may need to research better alternatives or test new ideas. We'll cover improving in more detail in Module 5. Right now, focus on eliminating anything unnecessary that will free up your time, energy, and resources to race through the finish line.

#### **Set and keep boundaries.**

What boundaries do you want to set on your time, energy, and effort? [e.g. No other commitments 9-5 Monday-Friday, dedicate every Saturday to my project, not going to take on any commitments or go to any social events until this project is finished]

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What boundaries do you want to set on your resources? (e.g. Not going to spend any extra money until this project is finished, saving returns to re-invest, not using supplies for personal use)

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If someone asks you to extend outside of your boundaries, what response will you give them? (e.g. My plate is full at the moment. I'm not taking on any other commitments until I wrap up this project, but I'd like to talk again once this project is complete. I'd love to, but can we postpone until after my project is done? I wish I could, but I need to be spending that time/money/etc. elsewhere.)

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**Cut back on commitments.**

What ongoing or future commitments have you made to friends or family members?

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What ongoing or future commitments have you made to organizations you are involved with, your church, or your community?

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What ongoing or future commitments have you made to yourself?

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Of all these commitments, which ones will you postpone, stop, or cut back on to free yourself up to focus on finishing your project?

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## Set short term goals.

What big milestones stand between you and the finish line? Write your answers in the blanks below. Then, list what smaller steps will you take or what daily or weekly activity goals will you set to reach them. Every project is different. If you only have 1-2 milestones left—great—but make sure you write down as many as you can think of.

Milestone 1: \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Milestone 2: \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Milestone 3: \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Milestone 4: \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Milestone 5: \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

# 4.5 WORKBOOK ACTIVITIES

## RACING THROUGH THE FINISH LINE

Once you finish, exciting and amazing things open up to you. But, if you fail to finish, you miss out completely. When you're tired, exhausted, or bored, remind yourself why you're doing this and what opportunities and payoffs you have to look forward to once you cross the finish line.

Imagine yourself 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? Circle all that apply.

Confident  
Accomplished  
Amazed

Proud  
Experienced  
Optimistic

Knowledgeable  
Successful  
Other:

What other benefits will you get from finishing?

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What opportunities might open up to you on the other side of the finish line?

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What additional benefits could you get from capitalizing on the opportunities that open up to you?

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