

Circumstances Describe the circumstances as facts without interpretation.

Thoughts What thoughts do you think about the circumstance?

Beliefs What do you believe that has you thinking what you think about the circumstance? (*What beliefs do your thoughts validate or prove?*)

Feelings Describe your emotions, body sensations and energy level when you believe these thoughts in this circumstance.

Actions What do you do and what do you avoid when you feel and think this way in this circumstance?

Outcome How does this all work out? What outcome is created by your reaction to the circumstance?

PART 2 Outcome by Design Design the Outcome you Want

Outcome What Outcome do you want to create? How would you prefer it to work out?

Actions What Actions would you have to take to produce this outcome? *Don't move to feelings until you are confident that you have identified actions that will create the outcome you want.*

Feelings What would you have to feel to take these actions? *Don't move to thoughts until you are confident that you have identified feelings that will provide the motivation to take the necessary actions.*

Thoughts What would you have to think to feel these feelings? *Don't move to Practice and Training until you are confident that you have identified thoughts that will trigger the needed feelings.*

Practice and Training What practice would turn these new thoughts into habits and form a new belief? Be sure to build in support, structure and accountability. *Here are some suggestions:*

- Set an alarm to remind yourself to reinforce these new thoughts by reciting them, one at a time and looking for ways that they are true.
- Post these new thoughts on your bathroom mirror and on the dashboard of your car so that you see them often,
- Record your own voice as you speak the new thoughts slowly, allowing yourself to find present time examples of how they are true. Then listen to the recording every day until the new thoughts become habits.
- Enlist help and accountability so that someone in your life knows what you are up to, supports your success, and is willing to ask you from time to time if you are keeping your commitment to form the new habit.
- Spend 10 – 20 minutes every day doing inquiry on the thoughts that create the outcome that you *don't* want. You will find these thoughts listed in the Thoughts and Beliefs section of Part 1.