## DESIRED OUTCOME

<table>
<thead>
<tr>
<th>What?</th>
<th>Where?</th>
<th>When?</th>
<th>Why?</th>
</tr>
</thead>
</table>

## CHECKS

- Do you have both the internal and external resources? Are you in alignment with the outcome? Is it self initiated and maintained? Is it compelling? **What are the consequences of not taking action?** Have you made a decision to take action to get the desired outcome? Have you committed yourself to that decision? Do you have what it takes - are you prepared to do whatever is absolutely necessary to achieve the outcome? Is there a sense of urgency to take action on each task?

## HOW? - ACTION PLAN - To Do List.

- Do you know what to do? Do you know the steps and stages? Do you know how to chunk and sequence the steps and stages? Do you have a written action plan? At the end of each day do you write a 'To do list' for the next day? Do you know how to complete each task? Can you do it? Do you have the resources? Do you have a system for dealing with blocks and obstacles, should they arise? When will you take action on the task? When do you expect to complete the task? How will you know when the task is completed? Do you have a way to monitor your progress? Once you have completed the task then what do you get to have and to experience? How will you be worse off if you don't complete the task? What did you learn from doing the task?

## WHO? - To Be List.

1. Who do you need to be?
2. Who will you be if you don't complete the task?
3. Who is the best person to complete the task?
4. Do you know how to connect with and engage the right person to complete the task?
5. Do you have a Not To Do list?

What will the desired outcome look like, sound like and feel like? Draw an image.

What are the thoughts that you need to hold in mind to motivate yourself to action?