Finding Clarity & Moving Forward Through Mindfulness Worksheets

Creating Wellness



By Laura L. Griffith Garland, Ph.D.

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Clarity

Through Mindfulness Worksheets: Your Week

I don't know about you, but I find it easier to figure out what's going on in my life if I have something tangible in front of me to look at and work with. This is why I created these worksheets. I created them for myself to better understand myself. I then made them pretty and useful with you in mind. The hope here is that you will be able to use them to get a handle on the patterns in your life, maybe have some "Ah ha!" moments (clarity) like I did, and then begin to get an idea of where to go from here (moving forward).

The only way to begin to move to a better place is to get clarity on where you are. The worksheets included with this are designed to help you do precisely that. You can go as deeply into using them as you like. The deeper you go, the more clarity you will gain. However, I caution against simply staring at the worksheets or even analyzing them to death. If you do not use them to make some changes in your life, your life will remain exactly the same. One of the key definitions of insanity is doing the same thing over and over and expecting a different result.

There are three different worksheets included with this: Workday Worksheet, Day Off Worksheet, and Wellness Worksheet. I am asking you to break your day up into six categories: Waking Up & Planning Your Day, First Half of Your Workday, Second Half of Your Workday, Time Spent with Family, Time Spent with Friends, and Time for Just Yourself. If you are not currently working or for your day off, I change two of the categories: First Half of Your Workday ⇒ First Half of Your Day Off, Second Half of Your Workday ⇒ Second Half of Your Day Off. The third worksheet, the Wellness Worksheet, is best used after you have gone a whole week using the other two.

Workday Worksheet

This Worksheet can be done throughout the day or all at once at night or the next morning. Personally, I can be lazy, so I tend to fill out the first two rows at lunch and the rest the next morning.

The Rows

Each row designates a different part of your day. The Time with Family and Time with Friends may be all at the same time or you may have days where you do neither of those things. For purposes of these worksheets, a phone call to family or friends can count. Time for Yourself may be done with family or friends but only if the activity you did was about and/or for YOU.

The Columns

Each row shows the same seven colored "gauges." The category for each gauge is listed at the top of each column. These gauges are broken into 10 segments. The left side of each gauge is pale. The right side is fully colored. The left-side registers as a 0 or nothing, the right-side registers as a 10 or absolutely maxed out. The one exception is

the third gauge, the yellow one, that reads Fear/Calm at the top of the column. The left side is for Fear; the right side is for Calm. Straight up the middle at "5" would mean you're feeling neutral. The "0" position is maximum Fear; the "10" position is totally calm. A more optimal part of your day will "max the rainbow." The higher you score yourself, the brighter the color, the better that segment of your life is doing. So, we're looking for brighter colors, but always be truthful with yourself. It's the truth that will give us the "ah ha" moments.

Filling Out a Row

Energy

Let's consider your energy during the First ½ of Your Workday. Maybe right after you come back from lunch you decide to procrastinate doing work for a few more moments and fill out your worksheet for the morning. For energy, consider all the possible types (physical, mental,

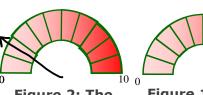


Figure 2: The Morning Dragged

Figure 1: I was Really Peppy

emotional, spiritual) but mostly your physical energy. If your morning dragged and you felt like you could barely keep your eyes open, consider placing your gauge under 2. If you finished the morning and were all peppy and still ready to tackle the world, consider placing your gauge over 8. If you spent the morning crying, completely foggy, or having a spiritual crisis, your energy gauge was probably also low.

Sense of Connection

Let's consider this right after you wake up. If you wake up grumpy and hating the world, you probably are not feeling much connection. If you then do a meditation or some form of happy-shower-ritual, you might shift that. If your pet loves all over you, you might shift it further. If your partner, roommate, or favorite barista smiles at you and compliments you, you might shift even further. This gauge expresses how connected you feel to those around you, the world in



Grumpy but did a "Happy-Shower-Ritual"

general, and even to a Divine presence. Remember your co-workers when you're considering this gauge during the workday.

Fear/Calm

Let's consider this during the second half of your workday. Maybe the morning went well, but during the afternoon you have to go to a meeting and present something. This might terrify you. You Fear might score yourself quite high on the fear index (1 or even 0.5). Then you get through it and the boss loved your work and now you're all calm and excited. What I'm suggesting you do is score the fear part. Maybe write in briefly what caused that. We want to know where your blocks are and what's triggering you and holding you back. Public speaking is an obvious trigger for many, but what if you were scoring this for time with friends, and you Fear realized that you were not calm at all when you went out to lunch with your friend and coworker, Claire. As a matter of fact, you were very agitated, and now that you think about it, every time you hang



Figure 4:
Presenting at
Work



Figure 5: Out Cal with Claire

with Claire, your energy is a mess and you're agitated. That might be an "Ah ha!" for you that Claire could be dragging you down. Maybe she is a drain emotionally, or maybe she is enabling bad habits that sap your energy.

Sense of Love

Let's consider this one as part of Time for Self. Maybe you decide to read as part of this time. How do you rate your Sense of Love if all you're doing is reading — especially if you're reading a mystery/thriller and it's the part where people are desperately trying to escape some terrible fate? You rate it the same as you would any other time. Are you loving or hating yourself for *reading*? Are you loving or hating others while you're *reading*? Do you feel that others



Figure 7: Reading

are loving or hating you while you're *reading*? Do you feel that the Divine loves or hates you while you're *reading*? You can easily substitute any other activity or part of your day for the italics part of those questions.

Expression of Self

Let's consider this during Time with Family. We'll run a couple of different scenarios here. Scenario 1: You're on the phone with your Mom. You talk with her several times a week, but the conversation is running as usual. She isn't letting you get a word in, or when you say something, she's critical. I would have to suggest rating your Expression of Self guite low. Scenario 2: You're talking to your significant other, and the conversation devolves into an argument. You end up yelling your point of view, maybe with quite a bit of $\frac{1}{0}$ profanity and name calling thrown in for good measure. Yes, you expressed yourself, even quite forcefully, but was it really appropriate expression? Scenario 3: You're with your kids having dinner out, and your teenager starts talking about how he watched a friend get bullied at school. The two of you sit there and have an indepth, adult discussion about bullying and the state of society, where $\sqrt{10}$ the two of you discuss your world views and what you think and believe about the topic. I might rate that a 9.5 or even higher.







Clarity

This one is pretty straight forward, no matter the context. Did you feel that you were clear and focused, or did you feel foggy and unfocused? Did you feel that you knew what to do next, or did you feel unsure of the next steps? Clarity does not mean that you were happy or energetic or felt love or even expressed yourself. You could have been really clear on the fact that you were very unhappy doing what you were doing, and you could very clearly know every step that you had to take in the activity that you hated.

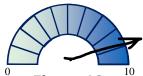


Figure 10: Know What I'm Doing

Sense of Purpose

This the big WHY question. We can have little "whys" all day long, like in the morning we know why we take a shower and brush our teeth. That's not the type of Sense of Purpose I'm talking about. This is the WHY I AM HERE type of Sense of Purpose. Interestingly, if your Sense of Purpose is low, often other gauges are also low. There is usually a tie to Energy, Sense of Connection, Sense of Love,



and Clarity, so don't be surprised if you notice this correlation. You may wake up in the morning and get that feeling that you are here to do something better with your life. You may not know what it is, but you sense it, and you know that at some point you will find it (you will if you look for it and ask for it). If you get that sense, rate yourself fairly high »7. If you actually know what you're here to do, then you'll rate yourself pretty high all the time. If you haven't a clue or have never really even considered the question, then you'll probably end up lower on the scale.

Day Off Worksheet

There are only two differences with this worksheet. The names of the second and third rows are slightly different. Instead of considering the First and Second Half of Your Workday, consider the First and Second Half of Your Day Off. Consider those sections in totality; although, you probably spent some of the time with family, friends, and for yourself. Considering parts of our lives in multiple ways can allow for some of the most interesting "ah ha" moments.

You may have had a great time with your kids during the morning, but a lousy interaction with your ex during afternoon drop-off. By seeing how that colors your perception of the whole Second Half of the Day, you can see where your energy and attention are going. There's going to be a big difference between someone who scores the second half of the day above a 42, and someone that scores it under that. Speaking of scoring, let's look at that.

Scoring Your Day

You can go into this as much as you want. Please, however, don't give me, "I'm not mathematically inclined, so I can't do this." That's an excuse to stay just where you are, doing nothing new and fixing nothing. We'll look at a couple of examples. If you have a smartphone, you can do this — they all have a calculator app. All you need to do is add and compare.

A Single Row Let's look at an example.



Figure 12: Single Row

All you have to do is give the number for whatever you drew. I find it easiest to just quickly draw in my feelings, then go back and see what number I drew. The less you ponder, the quicker you do this, the more likely you are closer to the truth within your being. You can see where I wrote the numbers in the middle, mostly on the line. You can be very specific, like I was with Sense of Love, Expression of Self, and Clarity, where I gave a decimal. Or you can be less specific and just give whole numbers. This bit is up to you. Now for the easy part. Add the numbers up and put them on the "Score:_____" line.

Whole Worksheet

Easy. Add up all the rows and put the total on the "Score for Whole Day: _____" line.

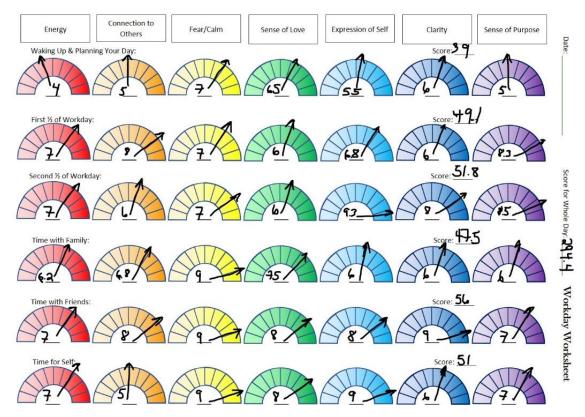


Figure 13: One Whole Day

What Does My Score Mean?

Single Row

This one is easy. Just compare your row to the "Single Row" row in the <u>chart below</u>. In the example above, that row scored a 39.8 You will note the score falls in the orange column of "Could Be Much Better." Most of my scores were below a 7, so I *could* be doing much better. Heck three were 5 or below, so I seriously could be doing much better.

This is where we can dig down. Why was I feeling so little Connection to Others? Where was my more usual Sense of Purpose? Why was I only neutral and not actually Calm? What the heck was up with my energy? This is where I could jot down some notes. Notes can be very helpful on any rows that come out in the orange or red columns. Drill down a little and figure out what was behind or underlying the lower scores.

If you look at the Time with Friends row on the full sheet, you will see a different pattern. Here the numbers are 7's, 8's, and 9's, giving me a score of 56, nicely into the "Excellent" category. You can drill down on this, too. What made me feel so clear? Why was I so calm? Etc...

Scoring for the Entire Worksheet

This gets a bit trickier if there are missing rows. If like the example above, the entire sheet is completed, then you can compare the score with that for a "Complete Sheet." In this case, my score of 294.4 puts the day solidly into the "blue column" or "Doing Decently." Here I can see my day as a whole. The morning routine may need some tweaking if I see repeated days in the "Could Do Much Better" category. If I'm working on my energy, I could note what days score well and which score worse. This gives me some ideas of what's working for me and what isn't.

Missing Rows

What if you didn't have any time with friends one day like this example?

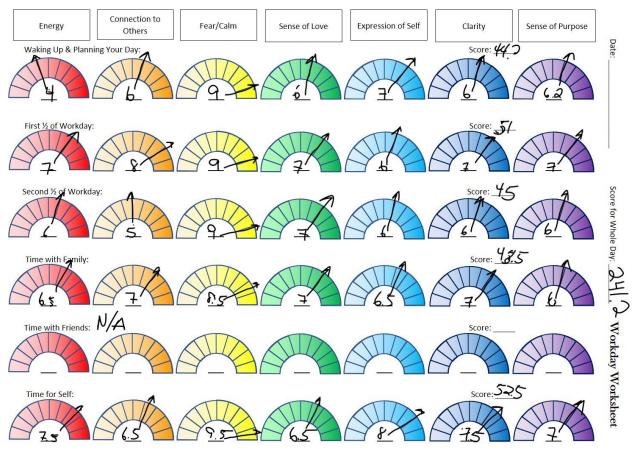


Figure 14: Missing One Row

Missing time with either friends or family will result in a lower score, but what does it mean for my whole day? This is when you use the third row from the chart below, "Missing 1: Time w/ Family OR Friends" to see how you're doing. This day still puts me in the "Doing Decently" category.

However, let's consider what if your day consisted of getting up, going to work, talking briefly with friends, a quick call with your folks, but otherwise, coming home and just vegging. The "just vegging" part, I would NOT count as Time for Self. Time for Self requires something more active than just vegging. This is actual Self-Care time, like reading/listening to some sort of inspirational or informative material or at least a novel that is in-depth (requiring engagement), exercising, meditating, praying, jacuzzi, sauna, bubble bath, or even physically making and cooking a healthy dinner could easily count. Watching a little TV could count, but above about 90 minutes it's much more likely escapism. Escapism is NOT self-care. So, getting a "buzz on" definitely does NOT count. Watching sports probably doesn't count after the same timeframe because YOU are not doing anything. Gaming past about the same amount of time as TV watching also does NOT count — it's escapism. Am I guilty of escapism? Sure. Am I working to curb it? Yes. Our culture is built on escapism. Seriously, it is. Escapism *prevents* you from caring for yourself.

Caring for yourself is extremely important. This is why if you are missing this piece to your day, it's harder to hit the "Doing Decently" mark and why it has its own scoring row.

Missing 2 Rows

If you are missing two rows, then use the "Missing 2" row to compare your score. Looking at the previous example but also removing the Time with Family, we see my score now just squeaks me into the "Doing Decently" category.

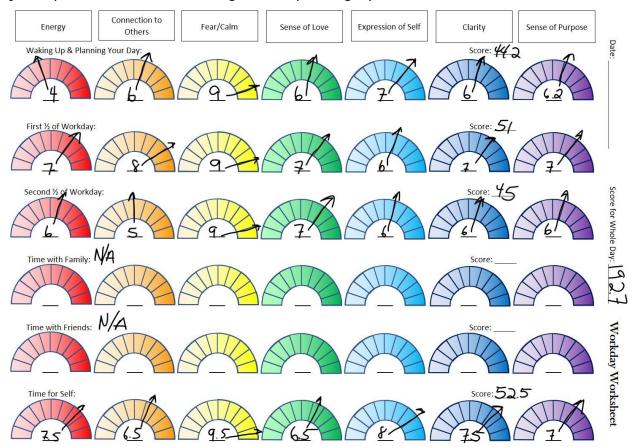


Figure 15: Missing 2 Rows

Missing 3 Rows

If you are missing three rows, then use the "Missing 3" row to compare your score.

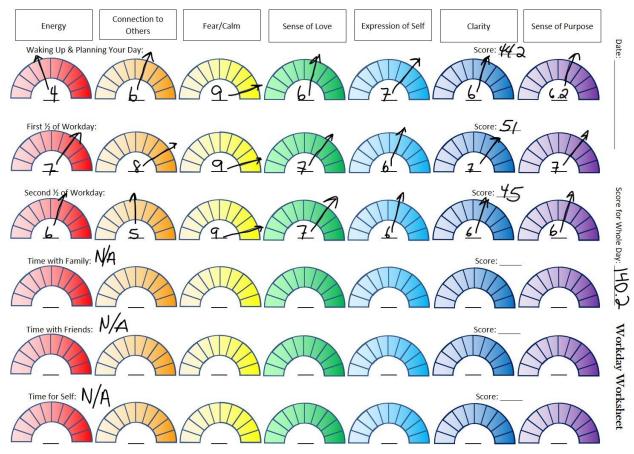


Figure 16: Missing 3 Rows

However, when I have three rows missing, for the same day, as in I had worked then just vegged, not done self-care nor talked to family or friends, I no longer am "Doing Decently" now I am "Could Be Much Better."

You may notice that the more rows you're missing the harder it is to score "Doing Decently" or "Excellent." This is because you are missing aspects to your day. Interactions with family and friends are essential to having a full life. You may be estranged from your family. I understand. However, doesn't that create a pull that something isn't quite right? If you truly have no family, then just double your Time with Friends score. If there could never ever be any way to reconnect with family, you need to have completed some sort of counseling/shamanic disconnection **and** be able to never ever have a wistful pull towards family to use the "double the Time with Friends" method. Additionally, missing Self-Care time is vital to recharging yourself.

When aspects of our lives are missing for days on end, we can easily become depressed and find that life has become pointless. If you are finding yourself in this situation, add the Self-Care back. See about interacting socially with people. Talk to a family member or a friend. Do these activities in-person if you possibly can. Part of our feelings of disconnection come from "screen time" interactions. We are not physically present, and

most of us have not learned how to send our energy through electronic media so that we have the same energetic experience as an in-person event.

Scoring Chart

	Doing Poorly	Could Be Much Better	Doing Decently	Excellent
Single Row	< 28	28 ≤ score < 42	42 ≤ score < 52.5	≥ 52.5
Complete Sheet	< 170	170 ≤ score < 250	250 ≤ score < 315	≥ 315
Missing 1: Time w/ Family OR Friends	< 145	145 ≤ score < 215	215 ≤ score < 280	≥ 280
Missing 1: Time for Self	< 155	155 ≤ score < 225	225 ≤ score < 290	≥ 290
Missing 2: Time w/ Family, Friends, or Self	< 125	125 ≤ score < 185	185 ≤ score < 235	≥ 235
Missing 3: Time w/ Family, Friends, & Self	< 100	100 ≤ score < 150	150 ≤ score < 190	≥190

Clarity

Through Mindfulness Worksheets: Wellness

Wellness Worksheet

This is best done after doing a complete week of the full worksheets. For this worksheet you will be thinking of activities that you did throughout the week that either hit really big "highs" for you or really big "lows" in one specific category but in two different ways: Physical Energy and Emotional Energy. Of course, we're wanting these to be even more

focused than just overall energy. We want to consider activities that hit these highs or lows in the context of wellness. It may be best to consider these activities in terms of how they make your body feel and how they make your heart feel. Do you come away from an activity feeling "up" and good, or do you come away feeling "down" and drained. These are the types of highs and lows we want to consider. We want the best "up" feelings physically and emotionally. Then the most draining experiences physically and emotionally.

These two situations may not coincide. You may be physically very energized without being emotionally energized or vice versa. It is also possible to be physically drained without being emotionally drained or vice versa.

The Highs

For these two rows, focus on activities that created the highest sense of Physical Energy and the highest sense of Emotional Energy. We want to actually pick these apart and separate them to get the best sense of Wellness. Jot down the activities. Score yourself. Answer the question below about the similarities. Also note if there were any gauges that were low. What was the cause? This may lead you to some of your blocks.

The Lows

For these two rows, focus on activities that created the most sense of being drained Energetically both Physically and Emotionally. Jot down the activities. Score yourself — warning these are going to be Orange or Red. Answer the question below about the similarities. Also note if any gauges were high. These are potentially strengths within you. Don't worry if you didn't have any. The incidents may have been so sucky that nothing was "up" about them.

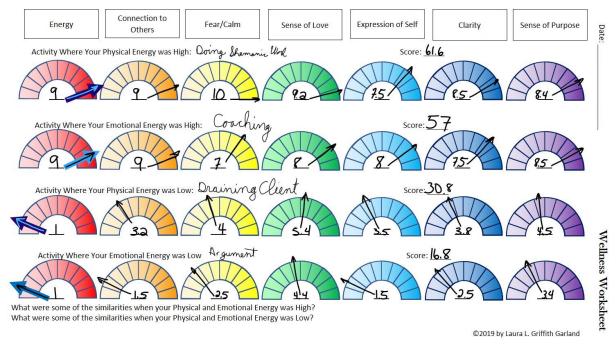


Figure 17: Wellness Worksheet

Moving Forward

This is probably what you've been waiting for. How do you move forward? We look at your accumulated worksheets and find your strengths and your blocks. Sometimes this is really straightforward; sometimes it isn't, and we have to dig down a bit.

Finding Your Strengths

We're looking for patterns here.

- 1. Look over all your Workday/Day Off worksheets and find the portions of your day that scored highest.
 - Ex: My Time for Self seems to fairly consistently score the highest.
- 2. Look over all your worksheets and find the columns that seem to score highest. Ex: I tend to score quite Calm and have a high Sense of Love
- 3. Look at your similarities of your "Highs" on your Wellness worksheet. Ex: My Sense of Connection was very high, along with some of my highest Sense of Purpose ratings.
- 4. Look at any high gauges on the two "Low" rows on your Wellness worksheet. Ex: Sense of Love was the highest, even if not very high.
- 5. Now put it all together. What are your strengths?
 Ex: Time for Self gives me a recharge. I can be Calm when I need to and especially when my Sense of Love is high. I get through "lows" by keeping some Sense of Love. When I'm energized my Sense of Connection is much stronger along with my Sense of Purpose.

You may or may not be surprised by your strengths. Now it's time to apply them. Once you find one or two strengths, start applying this knowledge to all kinds of situations, but most especially to anything to do with your wellness. Long ago, I learned that I need significant "alone time." If I don't get this, I can't recharge, and I get grumpy. So, the Time for Self as a high, didn't surprise me. What I did with that knowledge long ago was explain to my husband that it wasn't about him when I needed alone time. He doesn't need it the way I do, so it took a while for me to get the right words to explain to him what I needed, but it made our relationship much stronger when I got my time and he wasn't stewing that I was "ignoring" him or stressing that he'd "done something wrong."

I have only recently been able to hit that calm meter much better. Now that I do, I do not like going into the agitated or fearful state. When I start to go there with anything anymore, I can more easily identify that agitation, and stop it. When we are in "fear" we are in fight/flight/freeze response, and this pumps a whole cocktail of chemicals through our bodies that are great for the short term. The problem is when we remain in this state for any extended period of time. Our bodies were not built for that, and they start to break down. We end up destroying our health and wellbeing by remaining in fear. So how can you use calm to help your wellbeing if it's one of your strengths?

What if it's your Sense of Purpose that is really high? Then use that to help improve your wellness. You can obviously know where you're headed. Use that same concept to know

where you're headed with your wellness. The same goes for Clarity. If you can get clear in most situations, start to bring that fully into your actions in your choices about wellness. Maybe you need to get really clear on what you need for your self-care. Maybe you need to find the clarity about what is good for your body physically, mentally, emotionally, and spiritually. Use your ability to get clear to help you make better choices.

What if you are scoring very high on Expression of Self? Are you using this well with wellness? Are you doing something creative? Are you letting people know what you need and how you feel?

What if your Connection to Others is quite high? Have you connected to people who support you and help with your wellness, or have you connected to people who enable bad habits such as overindulgence or laziness?

What is your Sense of Love is your strength? Do you Love Yourself? Yes, I seriously asked that. Use that Sense of Love to Love Yourself into Wellness.

What if your energy is always full to bursting? Do you use that energy? How do you use that energy? What ways can you use that to improve your Wellness choices? Can you be enthusiastic about your Wellness?

Finding Your Blocks

We're looking for patterns here, too.

- 1. Look over all your Workday/Day Off worksheets and find the portions of your day that scored lowest.
 - Ex: My Waking Up and Planning the Day seems to fairly consistently score the lowest
- 2. Look over all your worksheets and find the columns that seem to score lowest. Ex: I tend to score quite low on Energy and have a low Sense of Purpose
- 3. Look at your similarities of your "Lows" on your Wellness worksheet. Ex: Low Energy can drag everything down.
- 4. Look at any low gauges on the two "High" rows on your Wellness worksheet. Ex: Clarity and Expression of Self don't always get the boost from high energy.
- 5. Now put it all together. What are your blocks?
 Ex: My early morning is not the best time for me. I need to improve that.
 When things go wrong, things can really go wrong with a situation. Very low energy drags everything down, and I can feel my clarity slipping even when my energy is high.

You may or may not be surprised by your blocks. Now it's time work on mitigating and removing these.

The week I pulled out to look at happened to be when pollen burst out at the beginning of Spring. My Energy is a little tough at the best of times, but pollen makes me particularly droopy, along with the "Spring Forward" time change, both contributed to my mornings being down. I was surprised by my low Sense of Purpose because I was really working on some exciting things at that time. One of the things I do know about myself,

is that I'm very hard on myself. There are a lot of areas that I've improved over the years, but this is one that I still struggle with on a day-to-day basis. I continually feel like I'm not "doing enough" — whatever the heck that means. So, I need to carefully evaluate what Sense of Purpose is and how this is affecting my wellness because it does along with my droopy energy. It also seems to be contributing to a lack of Clarity, so these are things that I must further evaluate.

Sense of Purpose can be a real stumbling block for people, especially emotionally. Life can feel extremely draining if the Purpose is missing. If this is your block, it's time to get serious about this. The longer you go, the more damage you may be inflicting on yourself. If you've been struggling with this for a long time, this one may require asking others when they see you most enthusiastic about things. You can also do this for yourself. Consider changing the conception of "Energy" to "Enthusiasm" on the Wellness Worksheet and find those activities in which you have high levels of Enthusiasm. If it's nothing in your current life, think back to when you were younger – what were you enthused with? Do you still feel that? What are your dreams now? Is there a "Bucket List" somewhere in the back of your mind? This is a block that can stand in the way, but only if you keep doing the same things as before and don't take action.

What if you are always fearful? There are a lot of books out there on how to deal with fear but being continuously fearful is going to drag whole sections of your life down. Extended periods of fight/flight/freeze will take its toll on the physical body. Things will begin to break down. How do you change this fear response? If it's some form of ignorance – you don't know about something – get educated. If it's deeper, if it's gone to anxiety or PTSD, you are most likely going to need some outside assistance (especially for PTSD). I suggest a highly skilled professional such as counselor with advanced skills in EMDR and hypnosis. You want to get to the root and get this fixed so you can move forward.

What if you are not Expressing Yourself or not expressing yourself appropriately? This can contribute to emotional distress at the very least. It can simply be not speaking up for yourself or much more complex such as allowing yourself to be "run over." Do your ideas get squashed? Do you squash your own ideas? Do you squash ideas of others? What kind of dynamic are you allowing as regards to self-expression?

What if the blockage seems to be in the Sense of Giving/Receiving Love? You may have been significantly hurt by relationships over your lifetime. This could even go back to attachment disorders from when you were an infant. If you do not have Love in your life, you might want to start with a pet. We are made to have Love, and this is key to a complete sense of Wellness. If there are attachment issues, it would be best to find out their extent and work with a skilled professional to reframe them.

The same suggestion goes for a lack of Sense of Connection to Others. We are not meant to be hermits; we are social beings. Finding a sense of connection, a sense of community and belonging is a key factor to complete Wellness. You may be an "outsider," and that's okay. But own it. I have a series of podcasts discussing this topic. Please feel free to listen to them on my YouTube: A Spiritual You.

What if you could find no instances where either your physical or emotional energy fit above a 4 (I'd like to say 6, but I realize some people are going through a lot as they do this)? If you can't get above a 4 and haven't already done so, please seek medical help (Medical Doctor, Naturopathic Doctor, etc...) to rule out any biological reasons for the lack of sufficient energy.

Going Deeper

Working on these blockages by yourself may help, but a highly skilled professional will help you get through them much faster. Consider someone who is certified in trauma and specializes in hypnosis and EMDR. After working with EMDR, there are still likely to be energetic blockages inhibiting you. It may be very helpful to see a shaman trained in Soul Retrieval to complete the removal process. Because things will now be different in your life, to keep the process going forward and to not fall back into the same old patterns and re-invest in the trauma, it may be very useful to work with Coach. Deep trauma is not something that is easy to get over, but if you want to move forward, it becomes imperative to do the work. That work continues even after finishing Counseling. It is for this reason that Coaches are so important. When you no longer have the psychological issue, but you still have to find your way forward from this new place, it is most helpful to have a steadying hand along the way — that's a Coach.

You can repeat these sheets for multiple weeks and for multiple purposes. You can dig much deeper into each row of each sheet. My advice is to get out there and make some changes. Become more aware of how you are feeling, reacting, and thinking. Please do not just sit and analyze the data. You won't change anything if all you do is analyze. Change only comes from **doing** something differently. That difference may first come from thinking differently, but it needs to eventually result in different actions. The only way to move forward is through action. Start where you are but take a step. Become more mindful. Find resources and people to help. Do NOT continue to wallow, or you'll stay where you are (or get worse). Get out there, make some changes! Find your new, better, more aware self! Namaste.

Blank Worksheets

On the pages that follow:

- Workday Worksheet
- **▶** Day Off Worksheet

▶ Wellness Worksheet

