



HOW TO REFLECT

REVIEW & REVAMP

YOUR LIFE

MINI WORKBOOK

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HELLO, YOU!

WELCOME TO THE HOW TO REFLECT, REVIEW & REVAMP YOUR LIFE WORKBOOK!

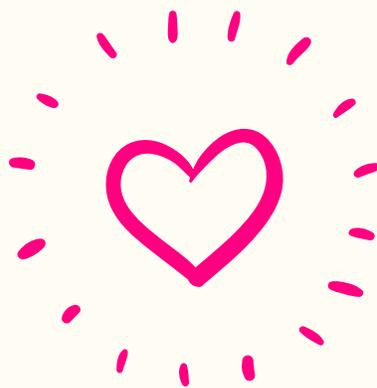
We all go through our lives, rushing from one thing to another. But do we often stop to take the time to think about and process what's really going on with ourselves? Most of us are too busy being busy to really be aware.

But when you stop, reflect on and review what has went on in your life - your goal progress, your growth, your emotions, you start to really tune into and understand yourself. You start to pick out things you've overlooked before. You start to experiment with and change things. You start to grow.

And that's how you can revamp your life. You reflect and review what has happened and then you make changes for the better.

Are you excited to see new changes in your life? A newer and better you?

Then let's get started!





1. WEEKLY REFLECTIONS

How did this week work out for me?

The Weekly Review was a concept made popular by David Allen through his best-selling book *Getting Things Done*.

In the book, he explains that weekly reviews are a great tool for us in becoming more productive.

Weekly reviews are great as a week isn't too long compared to a month. Reflecting on a week also isn't as tedious as daily reviews. I usually spend an hour on Sundays doing up my review.

An effective weekly review consists of two parts:

1. Reflecting on your past week
2. Planning for the coming week

My process is a modified version of Allen's. I prefer splitting up my tasks and goals based on categories - career, finances, home, social etc.

I know others who prefer batching by the type of task - phonecalls, bills, paperwork and so on. Experiment a little and do whatever feels comfortable and convenient for you.

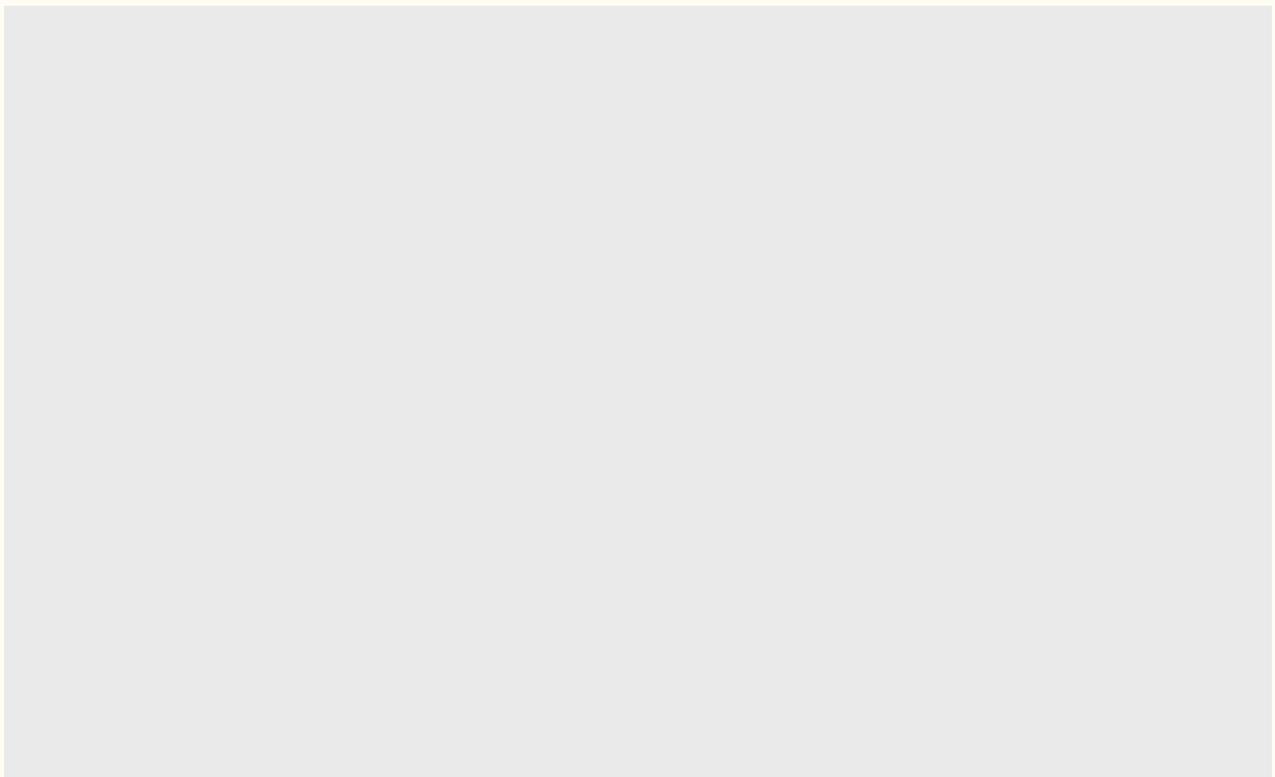




Weekly Reflections (Cont)

Reflection Time

- Review this week's to-do list, Which items were not completed? Make a note of these. Move them to next week's task list.
- Review any outstanding projects or deadlines. Prioritise those that have deadlines looming.
- Reflect on your achievements, challenges, improvement areas, any major feelings that came up. Reward yourself for the positive stuff.
- Plan for the week ahead. Besides deadlines, what are some new tasks that you'd like to work on? Any events you have to attend? Pencil those in first and then work your tasks/projects around them.





2. MONTHLY REFLECTIONS

How did this month work out for me?

Monthly plans and reflections are important as you look back on the past 4 weeks to get a great overview of how everything panned out.

I use monthly plans to break down huge yearly projects into themes. For eg, my New Year Resolution might be to lose weight. So in January, I might plan to start bringing healthy lunches to work. In February, I might start a new workout plan.

You could set themes or projects for each month and break down that project into action items or tasks that you can neatly place into each week. You can then review them at the end of each month.





Monthly Reflections (Cont)

Reflection Time

- Review all 4 weeks' worth of to-do lists, project lists and deadlines. What have you accomplished and what needs to be carried over to the new month?
- Reflect on your values, behaviours, feelings. Have there been changes? Have you discovered anything new about yourself?
- Any books, quotes, podcasts, websites, videos etc that have added value to your life/changed the way you view things?
- What are your new plans for next month?

A large, empty grey rectangular area intended for writing reflections.



3. CREATE BUCKET LISTS

Create dream lists & make them come alive.

A great way of ensuring you want to fulfill every wish in your life is to literally write lists of everything you want to do.

I use this app called Wunderlist and I title different lists accordingly. So I have a list for books and it's a long list of all the amazing books I wanna read in my life. I have another list for travels. And another for my blog etc. You get the idea. You can have as many as you want.

From time to time, I'll slot items on these lists into my annual, quarterly and monthly plans. And it's not just things to do either. It could be things related to character building. I.e: Wanting to be more confident, elegant, speak better etc. You can list these down along with the steps you will need/take to become the more confident/elegant etc person you want to be.

Purpose? I think writing down your dreams and having it where you can see it is a great reminder. It helps you stay on track. You are more motivated to pursue them.

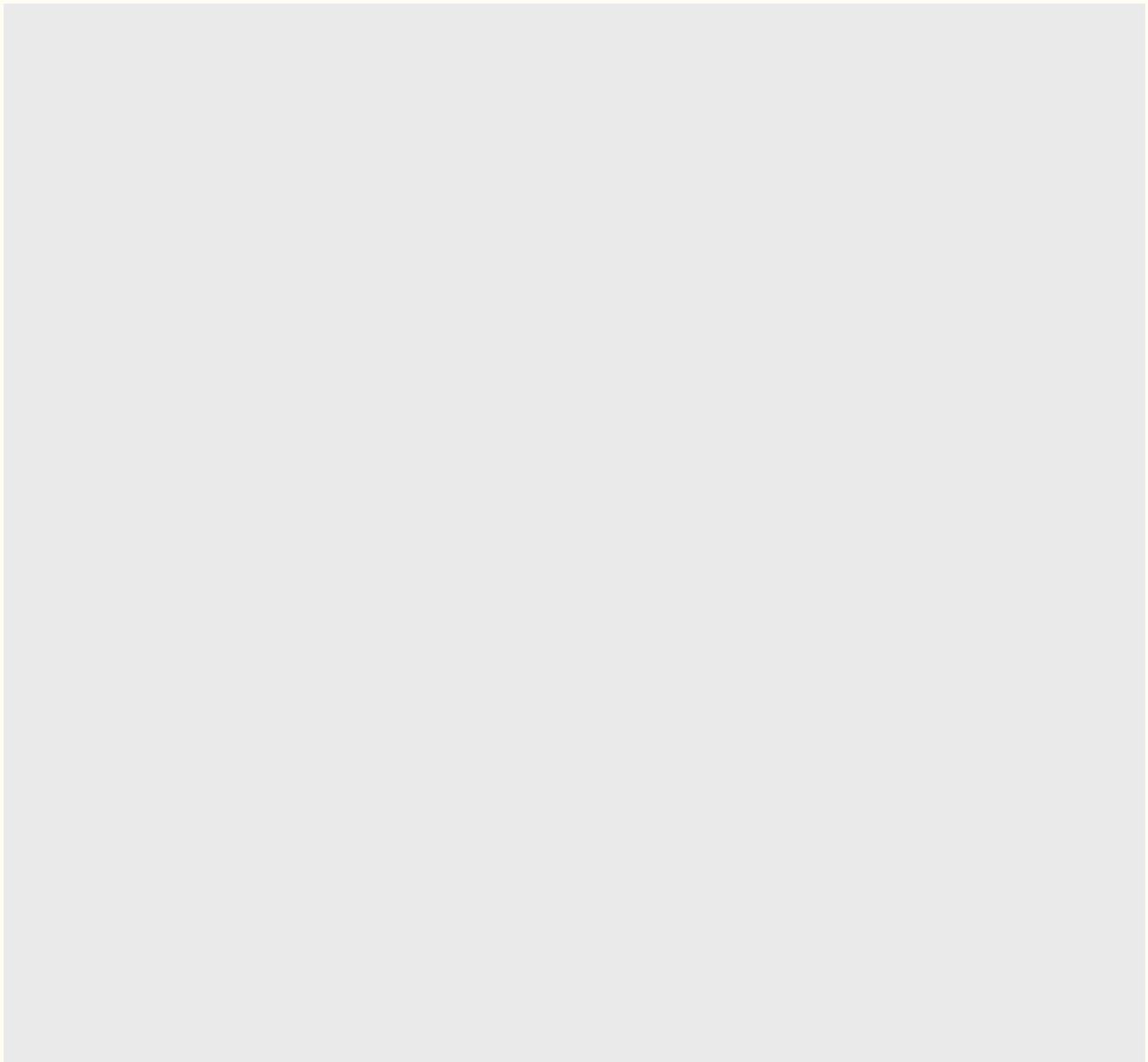




Create Bucket Lists (Cont)

Reflection Time

- Get a notebook or an app of your preference (you don't want to use loose paper for this) and start making lists of things you want to do/become!
- Refer to them often for motivation and do slip items into your weekly/monthly planners so you can start working towards them.





4. TRACK YOUR HABITS

Consistency leads to success.

I think reflections and plans are more than just to-do lists and resolutions. To live your life to its highest potential, you'd need great habits in place. And well, habits are challenging to sustain, especially new ones.

To counter this, one way is to track those habits you want to maintain using an app or your planner. Jerry Seinfeld actually does this with his standup comedy. He makes it a point to write jokes each day. Then he marks them off the calendar if he's done it for the day.

Consistency is key here. Aim to do it everyday if you can. It gets super easy once you've got that momentum going.

Habits seem difficult at first cause it involves change and our brains are resistant to the unfamiliar. But the first baby step is all you need. You can change your life in weeks or months by simply setting a schedule of habits and being consistent with it.

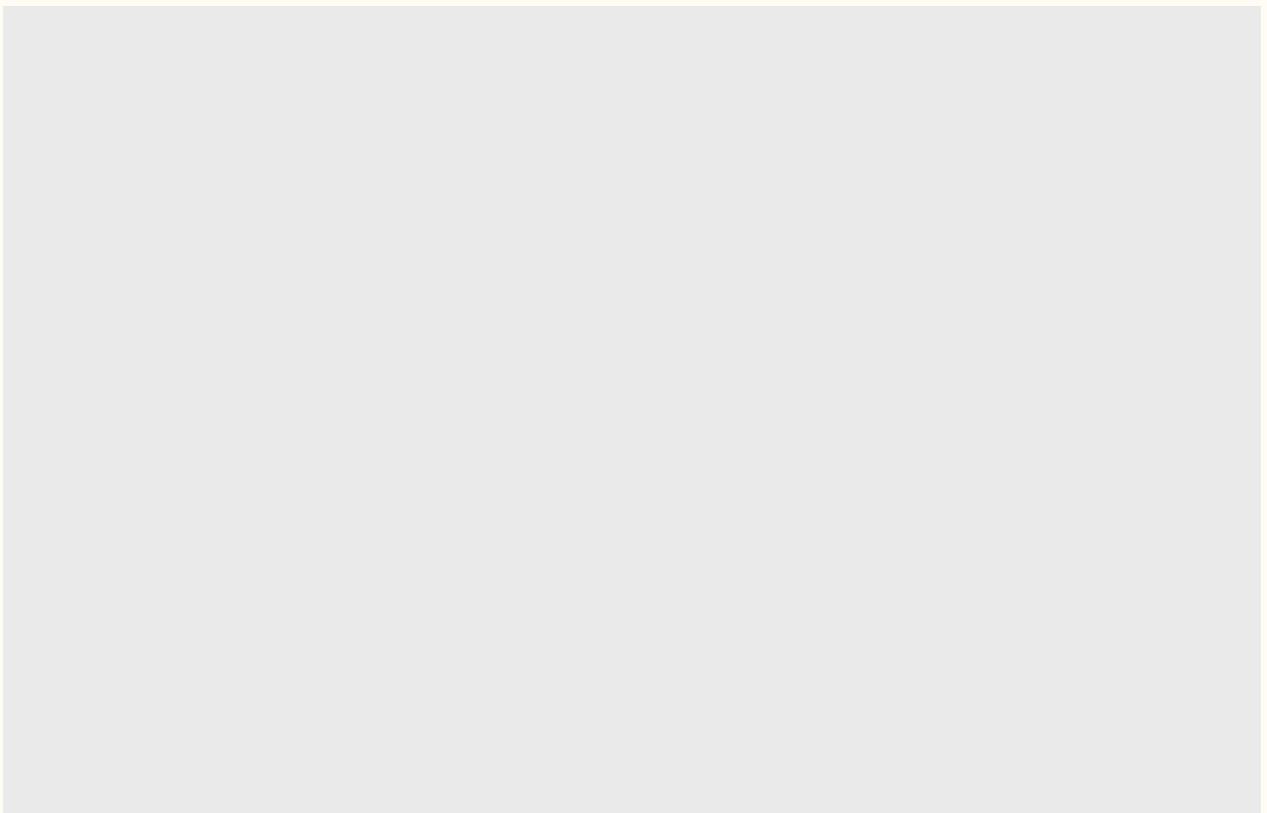




Track Your Habits (Cont)

Reflection Time

- Get a planner with monthly calendars included or download a habit tracking app.
- Think about the habits you'd like to work on. It could be anything from reading 3 pages a day to doing 20 sit-ups to flossing.
- List them down and check them off each day when you complete them.
- BONUS:** check out **BJ Foggs' Tiny Habits concept (click here)**. It's a wonderful method of learning how to build up ANY habit you want by starting in a small way and tagging the new habit on to an existing one. I've used it many times and it's worked wonders.





5. ASSESS CHANGES IN YOUR EMOTIONS & THOUGHTS

How are you feeling? How do you want to feel?

Are you aware of how you are feeling each day? Or why you actually feel that way?

Most of us are not aware of our feelings. We are too busy doing and going from one thing to another, that sometimes when an emotion comes up, we don't know why we feel that way. This means that we tend to react to and be at the mercy of our thoughts and emotions. We let it take over our lives and we feel drained as a result.

When we are less aware of what we are feeling, we are less able to make changes in our lives. For instance, interactions with a particular colleague/friend always leaves you feeling drained and uncomfortable. If you don't stop and examine the reasons behind the discomfort, you will find yourself stuck in this cycle of emotions each time you interact.

When you are aware, you start to know yourself better. Maybe there's a limiting belief or negative thought pattern that you've long subscribed to. And when you know yourself better, you can start to make changes to get to a better feeling place or to replace negative, limiting thinking with positive, affirming ones. As you become aware, reflect and make changes over time, you will start to see massive growth!

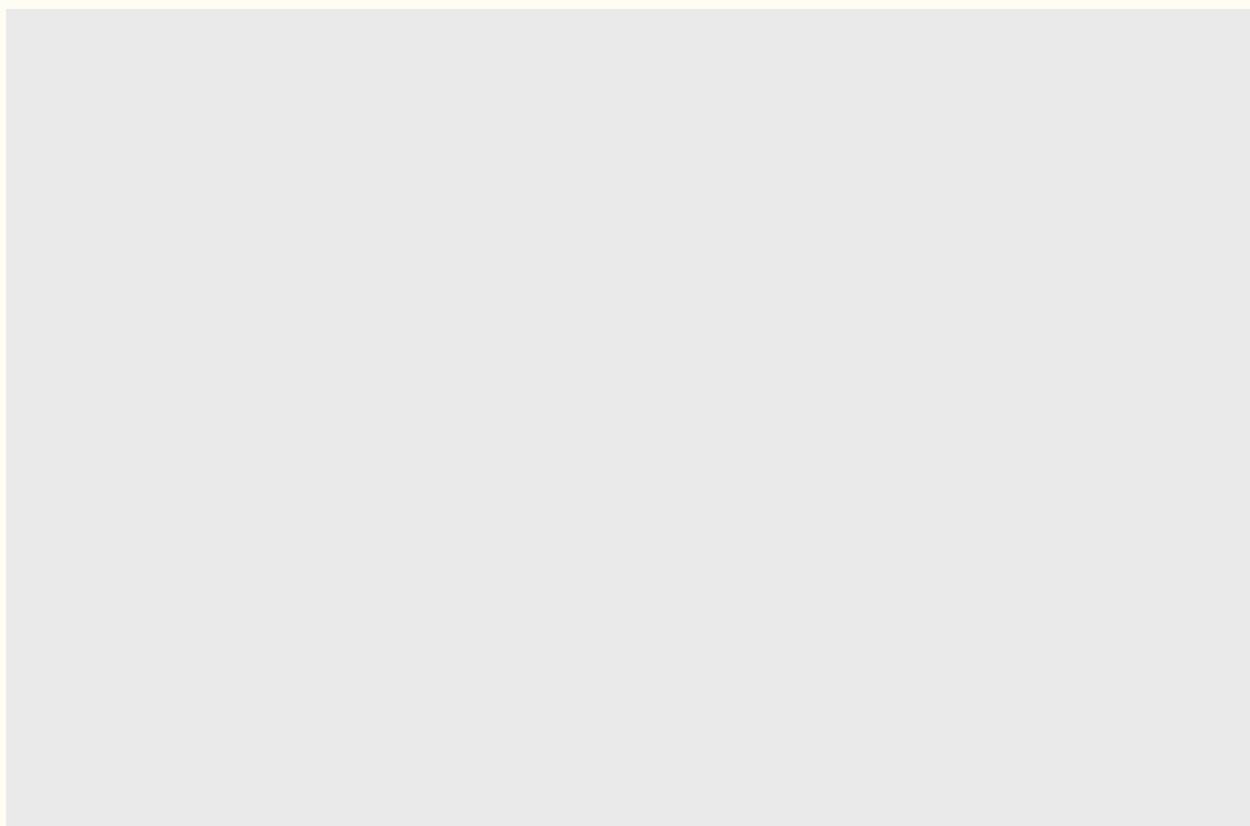


Assess Changes In Your Emotions & Thoughts (Cont)

Reflection Time

○ Start a Feelings Diary. This is an idea from Nat Lue of **Baggage Reclaim**. Whenever you feel something, note the emotion and the event/thought/person that triggered it. Then get deep with that. What happened that brought up this emotion within you? What did it remind you of? What is your intuition trying to tell you?

○ Always reach for a better feeling thought/emotion. On the following page, you'll find an Emotional Guidance Scale that I refer to daily. You want to be on the higher end of the scale. You can do that by being more aware of the people you hang with (and their energy), the little things that bring you joy, positive affirmations etc. You also want to be aware of the situations, thoughts and people that trigger lower-end emotions.

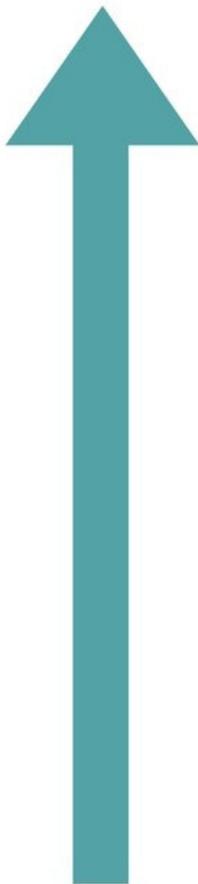




Assess Changes In Your Emotions & Thoughts (Cont)

Emotional Guidance Scale

The Emotional Guidance Scale



1. Joy/Appreciation/Empowered/Freedom/Love
2. Passion
3. Enthusiasm/Eagerness/Happiness
4. Positive Expectation/Belief
5. Optimism
6. Hopefulness
7. Contentment
8. Boredom
9. Pessimism
10. Frustration/Irritation/Impatience
11. Overwhelm
12. Disappointment
13. Doubt
14. Worry
15. Blame
16. Discouragement
17. Anger
18. Revenge
19. Hatred/Rage
20. Jealousy
21. Insecurity/Guilt/Unworthiness
22. Fear/Grief/Depression/Despair/Powerlessness

From the book "Ask and It is Given", pg. 114

Source: mindfulhealingtherapy.com

AWWW YES!

YOU MADE IT TO THE END OF THIS QUICK, ACTIONABLE GUIDE! I TRULY HOPE YOU'VE ENJOYED IT AND THAT IT WILL REALLY HELP YOU TRANSFORM YOUR LIFE THIS YEAR!

Three quick favours to ask of you:

1. If you are looking for Planners to get you started in planning your goals, do check out the **Slay Your Goals Planner** right here. It's not dated, comes in pdf format so can be printed out multiple times and is full of motivational quotes, guiding prompts, reflection questions, calendar sheets and goal-setting techniques. Start living your life intentionally & go get all those dreams!
2. I'm creating more wonderful products just for you! And I'd like to know what areas in life you need help with. Kindly click on **this link** for a short 2 min survey!
3. If you are on **Instagram, Pinterest, YouTube or Email**, do click on the icons below to connect with me!

