My tasks

The task sheets are designed to help you create and collect your thoughts, so that you can understand yourself, each aspect of your life and the changes you would like to make in much more depth.

Each task differs slightly, but ideally include as much detail as possible. You can download, print and complete the sheets, or use the format and guidelines below to capture your thoughts in a notebook.

* *My timeline* – firstly use this to plot your life up to this moment in time\*. Note your age at each point below the green line and then what happened at that age in the space above, for example, “4 – started school”, “11 – moved house”, “19 – met Dan”, “31 – started work at Anson”, etc.
* *My vision* – within each of the six life aspect boxes, write about what really excites you, what you dream about, and what you would love to be part of your future. Examples could include “Play – I’d love to explore the Greek islands” or “Work – I want to open a bakery and coffee shop”.
* *My timeline* – after exploring your vision, \*create a second timeline from now into the future. As before, plot your age below the green line, but here the age at which you’d like to achieve these new goals, for example, “36 – go on a Mediterranean cruise” or “43 – open my own bakery”.

* *My profile* – next, in the top box for each aspect, consider who you currently are both positively or negatively, such as “People – I’m always there when friends need to talk” or “Work – I often work longer hours than I need to” and, if negative, in the bottom box who you would like to be.
* *My resources –* here list the resources you currently have to hand, using each of the eight boxes to detail common ones including time, money, qualifications, experience, skills, support, energy and willpower, such as “Skills – I can build my own websites”, plus any others specific to you.
* *My circle –* now consider the circle of people around you within each aspect of your life, listing those who are most influential and using the two sides of the box to note positive and negative relationships, e.g. “People – my partner is my best friend” or “… – my sister and I don’t get on”.
* *My patterns –* you should now see both positive and negative patterns emerging in how you are within the different aspects of your life, so note these here, for example, “I make plans but don’t always follow them through”, and in regard to other people “I often find it difficult to say ‘no’”.
* *My beliefs –* you should also now see that you hold a variety of core beliefs about how you feel about yourself, about other people and about the world, examples of which could include “I can achieve anything I put my mind to” or “people aren’t always there for me when I need them”.
* *My thoughts –* finally, the last task is simply a free space for you to capture anything else that’s important to you, for example that you haven’t included within or to elaborate on your other tasks. You can also use this space to reflect on your experience of completing the workbook.

My timeline

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My vision

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| My home |  | My health |
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| My play |  | My people |
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| My work |  | My world |

My timeline

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My profile

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| My home |  | My health |
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| My play |  | My people |
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| My work |  | My world |
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My resources

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| --- | --- | --- |
| Time |  | Money |
|  |  |  |
| Qualifications |  | Experience |
|  |  |  |
| Skills |  | Support |
|  |  |  |
| Energy |  | Willpower |
|  |  |  |
| Other | | |

My circle

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| --- | --- | --- | --- | --- |
| My home | |  | My health | |
|  |  |  |  |  |
|  | |  |  | |
| My play | |  | My people | |
|  |  |  |  |  |
|  | |  |  | |
| My work | |  | My world | |
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My patterns

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| Positives… |
| …around others |
|  |
| Negatives… |
| …around others |

My beliefs

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| --- |
| …about me |

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| --- |
| …about others |

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| …about the world |

My thoughts

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