

**My
3 Simple Steps
Workbook
for
2017**

Step Back + Step Up + Step Forward

The simple program to help you set goals, get things done and live an intentionally created life.

Name _____

Date _____

Foreward

I came up with the Three Simple Steps years ago as a way to keep track of the tools and techniques that I came across that really worked. I have used these techniques to build organizations, make movies, write books, form healthy habits, break life-threatening patterns of behavior and lose over 100 pounds.

The magic of the Three Steps comes from creating simple structure that can keep you in action if you follow it.

Taking regular, appropriate action toward a specific goal will change your life.

If you don't want to transform your life but you just want to make a small change, the Three Simple Steps will work as well.

I really hope you find this workbook to be very helpful.

There have been hundreds of people who have contributed to this project with their ideas and their encouragement. I want to especially thank Shelley Wenk, Therese Stephano, Alison Locke Nelson, Courtney Catalo, Noel Nightingale and Wayne Liebman for their trust and contribution.

Introduction

Whether you want to lose a few pounds, start a book club, create a new career or wipe out malnutrition there are some tools and techniques that will help you achieve your goals.

The three simple steps are designed to help you organize and remember these techniques and to help you keep moving forward toward your goals.

I have seen over and over again that incredible miracles can happen when ordinary people decide to do extraordinary things. Invariably they have used one or more of these tools or techniques to either set goals, change habits or take accountability for their actions.

I have experienced incredible miracles in my own life when I have applied these tools and techniques to problems and projects.

Here are some things I've done:

- ✓ Lost over 120 pounds
- ✓ Quit drinking
- ✓ Completed 5 Triathlons
- ✓ Repaired incredibly damaged relationships so that they are stronger than ever.
- ✓ Produced over 200 films.
- ✓ Created two small theaters and one improv group. All three are still going strong decades later.
- ✓ Written and published two novels.
- ✓ Wrote and published this workbook.
- ✓ Raised one very special human.

(Please note that I did NONE of these things alone. This is a very important point. I would suggest that almost nothing worth accomplishing is possible without some help.)

An Overview of the 3 Simple Steps

Step Back

The first thing to do is to take a step back, look at the big picture, and decide where you want to go. This may be very easy if you know exactly what you want to do. It may take a lot of work if you don't. It's important to consider and reconsider the Step Back exercises as you move forward to make sure that you are always headed in the right direction.

Step Up

The second step is to take on responsibility and accountability. In this step you identify what you can do and what you can change and use the tools and techniques in this section to set up structures that support you when you don't want to take the action you're committed to taking. It's also important to recognize those things you can't change and what has stopped you from taking action in the past.

Step Forward

The third step is all about action. Stepping forward is about putting one foot in front of the other, creating habits and sticking with them.

When you Step Back you figure out what your destination is and the route you want to take. When you Step Up you make sure you have good shoes and make a commitment to keep moving when you want to stop. Then you Step Forward and keep going until you reach your goal. If you get stopped take a Step Back and figure out why, Step Up to take responsibility for stopping and take another Step Forward.

Two Week Jump Start

Making any kind of change, large or small, takes commitment and energy. Often a big change, like starting a business or moving to a new city, requires a concerted effort that will transform your whole life. Changes like this provide opportunities to create new habits and new ways of looking at the world.

These kinds of changes are always possible but they can be more difficult when you are solely responsible for providing all the transformation and your environment is not changing around you unless you make it change.

If you are in this kind of situation it's good to take some time to take a step back. Maybe use the exercises in the next section to define your values and the direction you want your life to take as you formulate goals and commit yourself to new habits and actions.

At the same time, it's powerful to take steps immediately and get use to reaching your goals.

That's what this Jump Start section is about.

Starting as soon as possible (that means either immediately or tomorrow morning) you are going to:

- ✓ **Commit to doing 3 things for 14 days.**
- ✓ **Tell somebody else about your commitment.**
- ✓ **Figure out a way to reward yourself when you succeed.**
- ✓ **Keep track of your actions for 14 days.**
- ✓ **Succeed and Reward yourself!**

3 Actions for 14 Days

1. Pick ONE of the following actions that you don't currently do regularly. Commit to doing it every day for the next two weeks. Put a check mark next to the one you choose.

- ◆ Make your bed every morning _____
- ◆ Write a gratitude list (morning or evening) _____
- ◆ Walk, dance, run or move in some way for 20 minutes _____
- ◆ Stretch for 15 minutes _____
- ◆ Meditate for (at least) 5 minutes every day _____
- ◆ Call a friend or family member to catch up _____
- ◆ Read a book for 20 minutes _____
- ◆ Get 7 hours of sleep _____
- ◆ Write down everything you eat _____
- ◆ Write down every extra thing (not gas, groceries or regular bills) you spend money on _____

2. Replace a bad habit with a good one for two weeks.

Think of something that you do regularly that you'd like to stop doing.

Examples

- Drinking alcohol, soda or coffee
- Playing video games
- Texting while driving
- Eating cookies
- Surfing the internet or social media mindlessly
- Fighting with your _____

(If you don't have any bad habits you want to replace, congratulations! Pick another action from the list above.)

Replacing Bad Habits

Studies have shown that it's much easier to replace a habit than to get rid of it.

What you want to do is replace the action. Instead of getting a bag of cookies you might try buying an orange or an apple.

Bad Habit: _____

Trigger: _____

Action: _____

Reward: _____

NEW Habit: _____

New Action: _____

You might find that it's difficult to do this without help. One solution is to enlist an "action buddy" to help. Plan to communicate with your action buddy whenever your trigger happens.

Support Plan

Action Buddy(s): _____

Communication Schedule: _____

3. The third thing you're going to do is *pick up this workbook every day*. You will keep track of your actions in the workbook and...

Tell Someone!

Tell someone or tell several people about your commitment to take these actions for 14 days. It's nice if they join you but it's not necessary. This person will be your action buddy and commitment partner and you will ask them to hold you accountable for your commitments. Maybe they will also ask you to hold them accountable as well.

Reward

If you do all three of these actions 10 out of 14 days, plan to give yourself a tangible reward. Avoid unhealthy or irresponsible rewards but make it nice. Maybe a massage or a movie or a little shopping spree. Maybe your commitment partner will make you dinner or massage your feet.

Figure out what your reward will be now so you can look forward to it.

My Reward_____

Tracking

Action #1 _____

Action #2 _____

Action #3 Keep track of actions in this workbook and communicate with my action buddy.

Put an X or check in each box when you do it.

Day	1	2	3	4	5	6	7
Action 1							
Action 2							
Action 3							

Day	8	9	10	11	12	13	14
Action 1							
Action 2							
Action 3							

Space for Notes: What did you learn? What worked? What stopped you?