



My Mindpower
by Paola Knecht

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THE SUCCESS MINDSET

WORKBOOK

All the templates, exercises, tips & more
from the eleven pillars to success!

PAOLA KNECHT



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01 DISCOVER YOUR VISION

To start the exciting journey of finding your Vision is easier than you think. It requires a good amount of self-observation, to be honest with yourself, and to follow a methodic, simple but powerful approach.

Discover your North Star! The following questions and exercises will guide you through each step required in the quest of finding your vision.

Step One: Discover what you love

The first step is to identify what you really love doing. Go back to your child memories and recall what filled you with joy in those years.

- *Make an exhaustive list of all the things you love doing*
- *If you would have all the money in the world, how would you spend your time?*
- *List five activities that you do in your daily life and that make you feel happy*

Step Two: What are you good at?



Once you have identified which topics and activities you like, the next thing to identify are those activities in which you consider yourself good. Are you good with numbers? Cooking? Talking to people? Organizing events? Make a list of the top ten things you think you are very good at. You can ask people close to you to give you their opinion: Your parents, colleagues and closest friends can see qualities in you that perhaps you yourself have not seen yet.

- *Ask at least 5 people (friends, family, work colleagues...) in what things they think you are most talented and list at least 10 qualities that they have mentioned.*
- *In your personal opinion, what do you think are your talents?*
- *Put your memory to work, and write at least 5 compliments or positive feedback that you have received for doing a good job. In which areas / topics have you received the most compliments?*

Step Three: Discover your passion!

The intersection between what you love and what you are good at will help you identify what your passion is. As the common definition describes it, passion is "the intense desire or enthusiasm for something." You will know what your passion is when you realize that doing a certain activity or learning about a certain topic brings you a lot of joy and also you do it with a certain fluency. The time you spend doing it fades; you can do this activity for hours and hours and you will never get tired of it.

- *List at least 3 things that you love to do and are also good at doing.*
- *When you were a child, what did you dream of as your ideal profession as an adult?*
- *What kinds of jobs would you accept right now without receiving any payment and why?*



Step Four: Find your vocation

Once you have identified your passion, the next thing to think about is how you can connect your passion with activities for which you can be financially rewarded. When you connect the things you love with the activities for which you can receive some kind of remuneration, you discover your calling, which basically means that you put your passion at the service of others. To find your vocation, you can ask yourself simple questions such as: What are the activities that I currently do, enjoy and are rewarded with money or other intangible value? What kinds of activities give me the most rewards?

- *List all the jobs you have done to date*
- *Try to find a connection between the activities you have been paid for, with the activities you love to do*
- *Write some ideas about jobs that you would love to do and also you can receive a reward either monetary, satisfaction or/and resources...*

Step Five: Find your mission

Once you are clearer about your calling, you will be ready to start exploring a little further and discovering your mission. Some of the fundamental questions to consider are: What can I do to contribute positively to the world? What aspects of my work can I further improve and develop in order to have a positive impact on the lives of others?

Other questions to consider:

- *What do you think are your greatest virtues?*
- *How can you use your strengths and put them at the service of others?*
- *What are your deepest desires?*
- *How do you imagine your contribution would be to make this world a better place?*



A mission is also an image of how you see and think about the future, and it involves all aspects of your life: How do you see your family? How is your job? Where are you living? What are you doing? What is your remuneration?

Write everything you see in great detail.

Having a mission in life is a wonderful thing because it acts as an internal guide that keeps you on the right path; It is like a GPS that shows you the direction to the final destination and thanks to this, you can safely advance towards the next steps.

If you've gotten this far, congratulations - it's a fantastic achievement of self-discovery!

However, there is still more to discover....

Step Six: Discover your North Star- Your Vision

If you want to go one step further and dream of making a lasting contribution to the world, something that goes far beyond you and your area of influence, then you are approaching the highest and noblest aspiration of human nature: To have a vision. The bigger the vision and the more unattainable it seems to be, the more it tends to develop into a lasting passion, which could even leave a legacy after you leave this world.

The vision should act as your north star: It shows you the desired destination on the horizon. It doesn't tell you specifically how you will get there; it just acts as a compass. The precise path of how to get there is not yet relevant at this point.



Take a moment of reflection and answer the following questions:

- *Imagine what the world would be like if you could accomplish your mission in life?*
- *Imagine that you only have one day to live. If someone allowed you to do one more thing before leaving this world, what would you do?*
- *What thing (s) or actions would you like to be remembered for when your journey in this world comes to an end?*
- *What is the legacy that you would like to leave in this world?*

To know your vision at a higher level, you need to understand what really makes you happy and ask yourself, "How can I live a more joyful life and how can I be the best person I can be?" And to be able to answer those questions, it is necessary to do all the previous introspective work.

The vision must represent the highest goal; It should certainly be bold, and even unattainable, as this is the path of excellence and self-discovery: it is a never-ending learning process. Elon Musk, the CEO of Tesla and Space X, has a bold vision. In a 2018 interview in Austin, Texas, he stated that his vision is that "rocket technology will allow anyone to reach Mars and beyond." Whether he will achieve this vision himself or his company is not relevant, he said. At least, the legacy is left and someone else will take over and get on with the work.



positive for the future and you will be willing to expend every last drop of energy to achieve it.

[illegible]

[illegible]



02 DISCOVER YOUR VALUES

What moves you to your core?

INSTRUCTIONS

Look at the list of values on the second page and select 10 that you consider to be very important for you.

Now, classify your values in bigger categories and think if one can encompass others. For example, if you list as your core values joy, good humor and positivity, try to test if one contains the other. Let's say, you may discover that you are a good-humored, positive person because you consider joy of life something primordial to you.

Reduce your list to two values. Remember those values have to speak the truth about you!

LIST OF UNIVERSAL VALUES

Competence	Authenticity	Freedom
Leisure	Truth	Solitude
Change	Inner Peace	Inspiration
Simplicity	Solving-Problems	Faith
Luxury	Security	Arts
Tradition	Prosperity	Culture
Elegance	Power	Beauty
Travel	Stability	Independence
Outdoors	Pleasure	Joy
Love	Positivity	Maturity
Romance	Decisiveness	Openess
Family	Commitment	Equality
Cooperation	Reputation	Empowerment
Responsiveness	Justice	Ethics
Service	Human Rights	Wealth
Recognition	Diversity	Fairness
Community	Religion	Globalization
Unity	Spirituality	Locality
Passion	Loyalty	Creativity
Education	Excellence	World Peace
Wisdom	Quality	Discipline



03 ACTION PLAN: SMART GOALS

ENGAGE IN ACTION!

List at least 3 life goals. They have to be connected to your vision and supported by your core values.

LIFE GOALS

1.

2.

3.

WHAT IS YOUR WHY?

WHAT LET'S YOU KNOW YOU HAVE ACHIEVED YOUR GOALS?



ACTION PLAN: SMART GOALS

YEARLY GOALS

What do you need to do this year to achieve your life goals?

YEARLY GOAL #1	WHAT SUCCESS LOOKS LIKE
YEARLY GOAL #2	WHAT SUCCESS LOOKS LIKE
YEARLY GOAL #3	WHAT SUCCESS LOOKS LIKE
YEAR GOAL #4	WHAT SUCCESS LOOKS LIKE



ACTION PLAN: SMART GOALS

MONTHLY GOALS

What do you need to do this month to achieve your year goals?

MONTHLY GOAL #1	WHAT SUCCESS LOOKS LIKE
MONTHLY GOAL #2	WHAT SUCCESS LOOKS LIKE
MONTHLY GOAL #3	WHAT SUCCESS LOOKS LIKE
MONTHLY GOAL #4	WHAT SUCCESS LOOKS LIKE



ACTION PLAN: SMART GOALS

DAILY GOALS

What do you need to accomplish today to reach your monthly goals?

1.

2.

3.

4.

5.

6.

7.



04 OVERCOMING PERFECTIONISM

When you do an activity that has a certain relevance in your life and you fail at it, which of the following statements is true about your response?

- | | |
|--|---|
| <input type="checkbox"/> I get in bad mood | <input type="checkbox"/> I can easily move on to other activities |
| <input type="checkbox"/> I feel depressed | <input type="checkbox"/> I tend to think of my failure all the time |
| <input type="checkbox"/> I get angry | <input type="checkbox"/> I feel worried |
| <input type="checkbox"/> I don't think much about it | <input type="checkbox"/> I try to learn from it |

Choose at least 2 of the negative behaviours that you marked above and list 3 ways you can turn it around by doing the opposite.

EXAMPLE:

When I don't hand in a report at work on time, I feel worried.

BEHAVIOR TO TURN
AROUND: BEING WORRIED

- Inform my boss about the delay and not worry further for the rest of the evening.
- I will relax and let it be.
- I will not try to control the situation by pushing others comply to my deadlines.

BEHAVIOR TO TURN
AROUND: _____



WORKSHEET

BEHAVIOR TO TURN
AROUND: _____

BEHAVIOR TO TURN
AROUND: _____

How did it feel to shift the negative feeling associated with the perception of failure for something more positive and realistic?

SET REALISTIC STANDARDS AND STRIVE FOR EXCELLENCE

Whether we know it or not, our actions are often guided by a set of standards and underlying beliefs. When we set too high standards of behaviour and action, they tend to cross the line of what is realistic based on your life situation.

In the following table, write what standard you have set for yourself in every of the life categories below. Then in the last column, evaluate if your standards are realistic or need adjustment.

	Standards I set for myself	Is it realistic? Yes or No
School or work performance		
Cleanliness & order		
Relationships & Family		
Health & Fitness		
Finance and Organisation		



How many of the standards you set for yourself are not realistic?

For every identified "non realistic standard", write down a new standard that is more realistic and flexible.

non realistic standards	realistic standards



05 **BONUS** EXERCISE

Develop mental strengh when dealing with
stressful situations

1. Visualize the object that causes you stress or fear

Close your eyes, and when you have the object or situation of fear in mind, make a close-up at the mental image. How does it look like? Does it still feel scary? which emotions can you identify while looking at it?

2. Confront your fear mentally

Now, visualize and make a mental rehearsal about how would you confront your fear. Try to imagine yourself confronting the situation with the most possible level of detail.

For example, imagine that you are afraid of presenting a difficult project report to your boss. How would you approach this situation? How can you prepare for it? Which kind of difficult questions do you think might come? how would you respond?



3. Maintain a positive self-talk

It doesn't matter how challenging or scary a situation or a person seems to be. Try to focus your mental energy on developing positive thoughts and a strong sense of confidence, which will assist you in your weakest moments. For example, before approaching a difficult situation, tell yourself that you are capable to handle it, and give yourself some tolerance to make mistakes.

Think of a situation that triggered in you a high degree of stress or fear. Now, write 3 positive statements about how you will handle this particular event.

1.

2.

3.

4. Breathe deeply and stay calm!

Your body sends you all the time powerful signals. Are you feeling at unease? nervous? Close your eyes and concentrate on your breath, like when you meditate. Breathe deeply 3 times. Stay calm. Then, slowly open your eyes. What is your immediate feeling?



5. Keep in mind: "Crisis brings power"

One of the most amazing features of our human character is our ability to respond to crises or life-threatening situations in an extraordinary way when done spontaneously. When we face anger, courage comes to our aid. We become ordinary people doing extraordinary things.

Think of an event you would consider extreme in your life. For example, imagine one of your children being in danger. What would you do? How would you react?

"The greatest mistake a man can make is to be afraid of making one"
- Elbert Hubbard



06 SEVEN CHARACTERISTICS OF THE SUCCESS-TYPE PERSONALITY

Have you ever wondered what makes people truly successful? What is the difference between someone who achieves their goals and the rest who seem to be always behind? It turns out, the success-type personalities can be predicted. They mainly follow universal blueprints that are accessible to everyone who is willing to see them and work for them.

Do you want to develop a success-personality? then make sure your follow the seven characteristics below:

1 SET YOUR DIRECTION

- Set yourself new personal goals and go towards them
- Find a personal project that is meaningful for you and do something every day to fulfil it
- Always look forward, not backward!

2 SEEK THE TRUTH

- Understand that no person acts purely on facts. They act based on their own mental images
- Be willing to accept failure and ignorance as part of being human and aspire to get better
- Do not get emotionally involved with errors. Detect them and then move forward

3 DEVELOP COMPASSION

- Spend as less energy as possible judging others
- Respect other people's needs. Develop a genuine interest in helping others
- Focus on how can you improve the relationship or the situation instead of expecting something from the other person
- Make yourself a person of value. Someone that is worthwhile to be around because it adds more than it takes



SEVEN CHARACTERISTICS OF THE SUCCESS-TYPE PERSONALITY

4 SELF-ACCEPTANCE

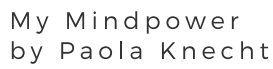
- Recognize your unique values and what you can bring to the world
- Do not embody yourself in your mistakes. Learn from them but then move forward. You are not your mistakes!
- Accept the fact that we are forever in a state of growth. We are constantly striving, but never arriving. That's why the popular saying "Life is the journey and not the destination" is a timeless truth

5 TAKE RESPONSIBILITY

- Recognize and accept the consequences of your actions
- Being courageous is nothing more than taking responsibility for who you are and acting in line with your values
- Taking responsibility for your actions requires big effort, commitment and willingness to be humble and accept your shortcuts in front of others, as well as courage to defend your opinion and your vision when is necessary

6 ALWAYS ENGAGE IN ACTIVITY

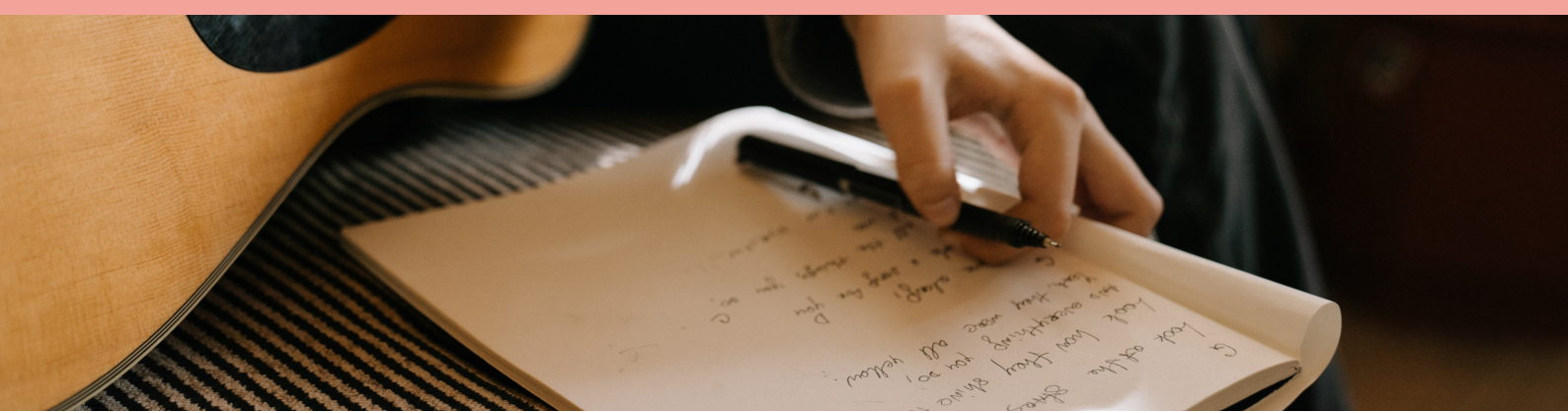
- Activity is life. Engage yourself everyday in activities that give you joy
- Look at life with anticipation and with a sense of wonder. Isn't it exciting to look forward to something meaningful? Like, looking forward to complete a project? go on holiday? go for dinner with your loved one?
- Develop an enthusiasm for life by looking for activities that you will enjoy and feel satisfied for



7) MADE IN HEAVEN

- # Reflections

This image shows a single page from a notebook or ledger. The page has a light cream background and features ten evenly spaced horizontal blue lines running across its width. There are no vertical margin lines, text, or other markings present on the page.



07 TEN TIPS TO IMPROVE YOUR TALENTS

01 Forget about time recording...repetition is key

Instead of scheduling time slots to perform an activity, increase the amount and intensity of repetitions. For example: Instead of scheduling 30 min a day to practice different guitar songs, aim for playing a specific song 5 times in a row.

02 Do not confound activity with result

When you set yourself a specific activity, link it with a goal you want to reach by performing that activity. Work towards *mini achievements* with the objective of progressing little by little.

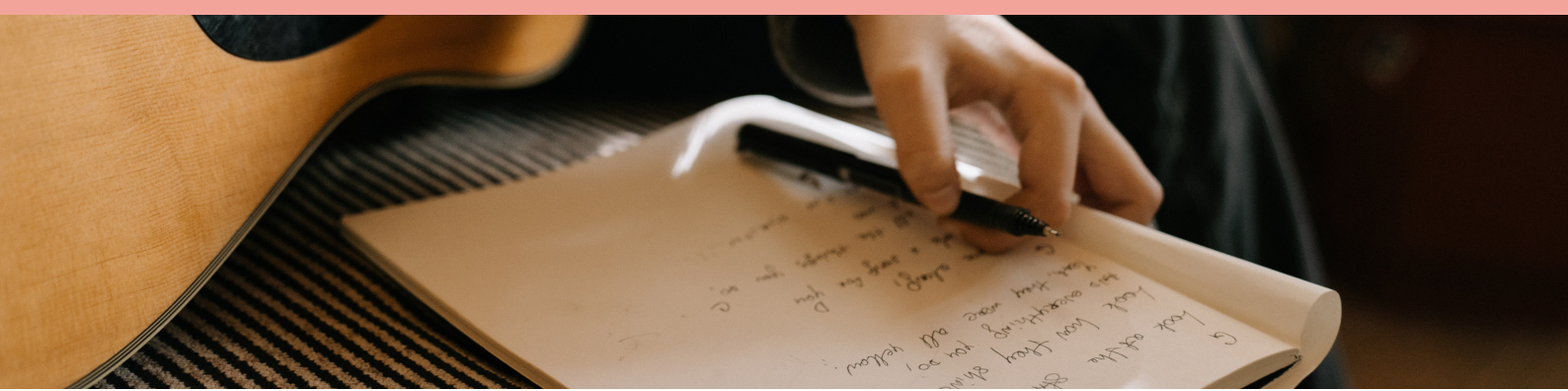
03 Do things slowly

When you take the time to analyse your actions in *slow mode*, you are able to see things more clearly. In other words, you do things more consciously and in this state, it's easier to detect errors and correct them right away.

04 Work deeply and not longer

One of the oldest myths about work productivity is a false belief that the longer you work, the more efficient you become. However, it has been proven by numerous studies that the length of work does not necessarily correlate with doing meaningful or valuable work.

It is wiser to concentrate deeper in a shorter period of time, than spending a long period of time doing shallow work. Next time you have to prepare an important piece of work, try it out, work with a bigger concentration in a shorter period of time and measure your result!



TEN TIPS TO IMPROVE YOUR TALENTS

05 Simulate the result in your head!

Close your eyes and imagine yourself practising the activity you wish to reach an outstanding result. Imagine how you will do that activity successfully; go over and over again in your head about it. Every time you "solve successfully" the situation in your head, your brain will be working in reinforcing those neural connections that keep you in a creative state and this will play in your favour the moment you have to confront the situation for real.

06 Take a break

It's equally important to take a break from intense work. Schedule regular times where you can fully disconnect after an intense work session. Go for a walk, watch your favourite movie, take a nap, or do a completely unrelated activity.

07 More efforts = Bigger learning

Numerous research shows that the more effort you put into an activity, the bigger the learning. For example, if you want to capture the key information from a report, instead of reading it through several times, just read it once and then try to make a summary of what you read. The effort of remembering, structuring and writing the information down in a coherent way requires more effort than just reading, but the learning will be much bigger. Try it out!

08 Pay attention

Most of our daily activities are done unconsciously. However, when we think about our abilities and talents, then we realise that the only way to do something successfully is by paying a lot of attention to what we are doing. For example, if you want to perfect a dance move, you have to do it slowly, pay attention to every single aspect of the move. That's the only way you can find out what to improve.





DATE:

A vertical photograph featuring a pink notebook and a white marble notebook. Two sharpened pencils, one red and one purple, are positioned diagonally across the notebooks. The image is set against a solid orange background.



09 BONUS: BODY, MIND AND SOUL SELF-CARE CHECKLIST MATERIAL

Enjoying the read about the wonderful connection of body-mind-spirit & want to know some more? Here is more material to check out!

SLEEP & MEDITATION AND MINDFULNESS

- ☐ Book: Why We Sleep, Matthew Walker
- ☐ Book: The Headspace Guide to Meditation & Mindfulness, Andy Puddicombe
- ☐ Book: 7 Mindsets to Master Self Awareness, Elizabeth Diamond
- ☐ Ted Talk: The Power of Mindfulness: What you practice grows stronger, Shauna Shapiro

HEALTH & BEAUTY, RELATIONSHIPS

- ☐ Book: Earthing, Clinton Ober, Stephen T. Sinatra MD et al.
- ☐ Book: Eat to Beat Disease: The New Science in How your Body Can Heal itself, William W. Li MD
- ☐ Book: Love and Do Not Suffer, Walter Riso
- ☐ Podcast: The Ultimate Health Podcast, Jesse Chappus

PHYSCHOLOGY & SPIRIT

- ☐ Book: The Book on the Tabu Against Knowing Who You Are, Allan Watts
- ☐ Book: Inner Engineering: A Yogui's Guide to Joy, Sadhguru
- ☐ Book: The Power of Your Subconscious Mind, Joseph Murphy
- ☐ Book: 12 Rules of Life, Jordan Peterson