

Master Your Mind:

A 4-Step Guide to Understanding Yourself & Achieving Your Goals

WORKBOOK



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A NOTE FROM NADA

The human experience. That's what we all have in common. It doesn't matter where we're born, who our parents are, the type of environment we grew up in, or how we look. We all share the need for food and shelter, the ability to think, feel, conclude, assume, and make sense of things. To laugh, cry, get angry or excited, feel embarrassed or exhilarated. The power to choose, be, and do.

Our reasons may be different. How we see and process things may be different. Who we associate with, how we feel, what we believe, the choices we make, and the things we say and do can be different. And yet, we're all the same.

The power to change our circumstances, overcome obstacles, and achieve our dreams resides within each one of us. Yet, often, our own beliefs, thoughts, and automatic responses - chosen long ago - can hold us back. Sometimes, these mental patterns can be so deeply ingrained that we don't even realize they're hindering our progress. But just as we've learned these patterns, we can unlearn them, adapt, and choose a different path - one that aligns with our desires and true potential.

This workbook is designed as your companion on this journey of self-discovery and transformation. It will help you identify the mental barriers that may have kept you from achieving your goals. It's a 4-step guide that takes you from assessing your current situation, redefining what you truly want, envisioning your ideal future, and taking action towards your goals.

We all share the human experience, but how we perceive, interact, and shape our world is a deeply personal journey. I hope this workbook serves as a helpful guide on your unique path.

To a journey full of self-understanding, love, growth, connection, and achievement,



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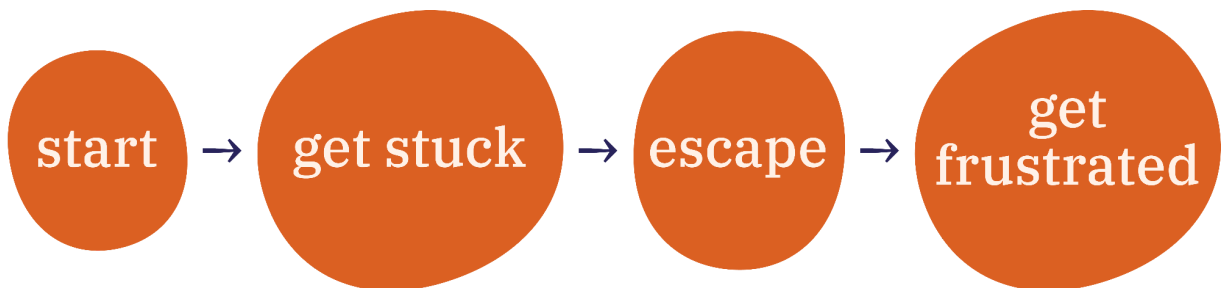


Introduction



We've all been there. Setting goals, trying to accomplish them, perhaps starting strong, but somehow, somewhere along the line we veer off course.

We become too busy or find ourselves doing other things. We allow distractions to take over, and often we come up with very believable reasons why we haven't achieved our goals. To an outsider, we may seem fine, but on the inside, we're upset, sad, and frustrated. So we start again, only to eventually go through the same cycle of start, get stuck, escape and get frustrated, ending up in the same place.



And that's ok. As humans, it's challenging for us to consistently maintain our intentions and goals.

Our brains evolved to continuously predict and simulate future experiences based on our past experiences to help us navigate the world. Many of our beliefs, thoughts, and feelings put us on a path of living by default (autopilot) and they sometimes get in the way of us accessing the best parts of ourselves and creating the lives we truly desire.

It's important to recognize that a lot of our thoughts and feelings occur automatically (like mental butlers) and without any conscious awareness. It's believed that around 40-45% of our daily behaviors are habitual and performed without much conscious thought.

In fact, as much as 95% of our thoughts, behaviors, and emotions can be automatic or habitual.

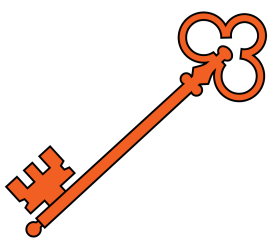


Our adult selves are walking around with beliefs, thoughts, and feelings that our kid selves chose a long time ago to help us manage life, get by, and stay safe..

Your adult self today might be striving for a promotion at work, for example, but your deep-rooted fear of looking stupid and feeling less-than, which took root when you ran for class president and didn't win, keeps you from taking risks or seizing opportunities.

Maybe you're aiming to become a respected leader in your field, but the imposter syndrome you developed early on when your teacher once unfairly criticized your work keeps you from owning your accomplishments and fully embracing your capabilities.

These automatic beliefs, which are tied to hidden thoughts and feelings, were once helpful survival mechanisms in our younger years, but now act as barriers to achieving the fulfilling lives we desire.



Recognizing and addressing these habitual patterns is the key to breaking free from their grip and stepping into our true potential.

Lucky for us, our brains are adaptable and capable of forming new neurological pathways, which in turn can lead to the development of new automated thoughts, emotions, and habits. This means that we have the power to change, and so can our circumstances and experiences of life.

This transformation requires two core elements though: **awareness** and **effort**.

Awareness isn't easy to gain, but it is the key that will open all the doors of possibility. It requires reflection, letting go of judgment, and heightened observation. The challenge is in confronting things we might not want to face. It's like looking in a mirror after neglecting self-care for 30 years. Oof, not fun.

But once we gain insight and start recognizing automated thought patterns, automatic reactions, and habitual behaviors, the doors to change begin to open.

And now with awareness in hand, we can put forth the effort we need to walk through these doors. This involves thinking differently, questioning and challenging assumptions, devising plans, implementing them, practicing, observing and continuously cultivating awareness as the cycle continues.

While nothing can truly replace the safe space, listening, empathy, guidance, and partnership that a human coach can provide you on your journey, you can still follow a step-by-step approach to help you expand your awareness and inspire action that leads to change.

Here's an easy to follow, **4-step process** that can help you get out of your own way and achieve great(er) things.



Let's get started!



Step



1

Assess

What's really going on?

We're going to start the process of assessing by going inward.

Let's take a step back and look at what's going on from a different perspective so that we can uncover blind spots to help us see and understand what's really going on for us.

It's crucial that you let go of any judgment towards yourself as you go through this exercise. There is no right or wrong answer. Just share whatever comes to mind and jot it down.

What is a goal you're working towards?

What makes this goal important to you?

What will it give you that you don't have now?

What have you done so far to work towards this goal?

What else needs to be done in order to achieve it?

What's getting in the way from you doing those things?



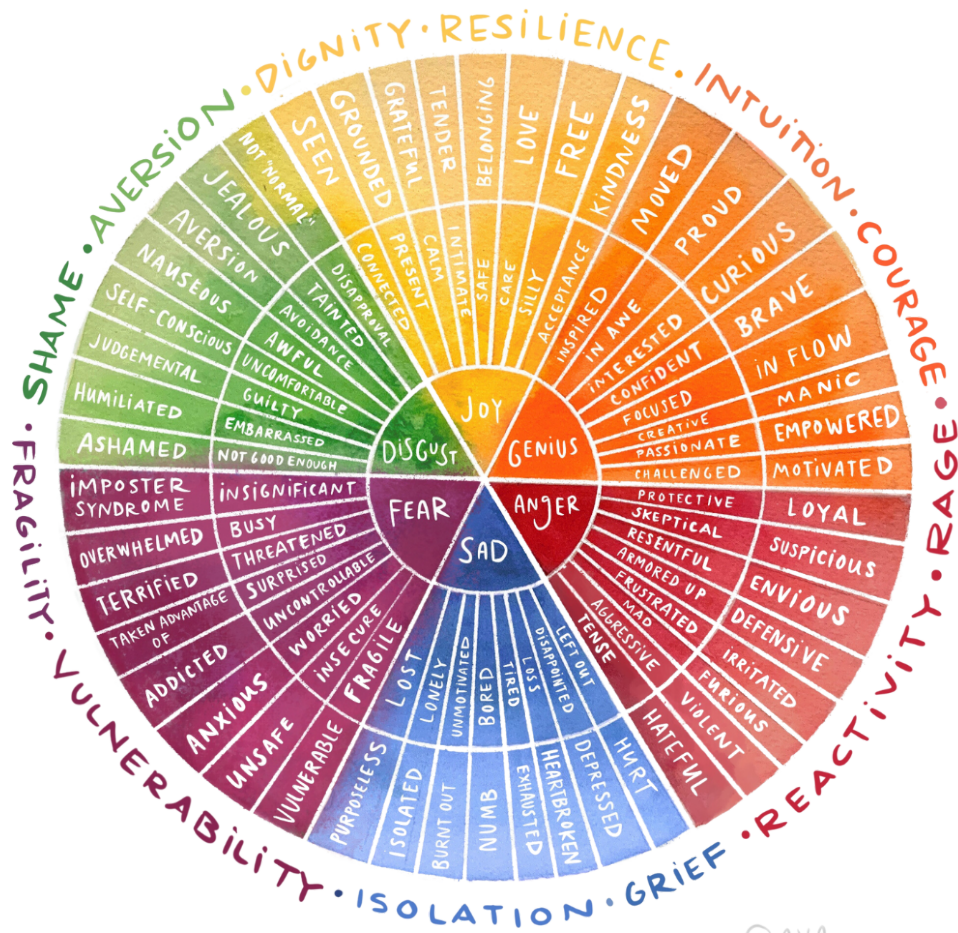
Limiting beliefs lurk in the background of our daily lives. They hide and embed themselves deep within our psyche and run on autopilot without us even knowing.

If we all had the ability to easily find our limiting beliefs, we'd already be halfway to where we'd need to be.

So be patient with yourself as you work on the next question.

👁️ What thoughts keep coming up for you when you think about what needs to be done, or when you actually try to do those things? (For example, "This has to be perfect," "It's too hard," "What's the point?" "People like me don't get to lead teams," "You'll never make it," "Who do you think you are?" "I suck at this," "I'm so fat," "Why would anyone want to listen to me?") Take your time here and be as specific as you can.

What feelings or emotions come up for you as you think of these things? Are you terrified? Furious? Indifferent? Sad? Use the wheel of emotions above to help you be more specific. List all that apply.



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What are you avoiding or hoping won't happen?

What do you find yourself doing when you're avoiding those things?

Pay attention to when and where you get stuck, give up, escape, or self-sabotage. It doesn't matter how you escape - it could be through alcohol, food, tv, social media, work, sex, etc.



This may take a few days or even weeks of observation. These won't be easy but when you look for the patterns, they can uncover a lot.

For example, you notice that every time you sit down to write an email to your boss, you get up for coffee. Or every time your significant other starts to argue, you walk away.

Start wherever you are. Notice what you're seeing. Jot it down:

What are you getting out of doing those things? (What does that give you?)

What's something you were really committed to in the past that you were able to accomplish?

What made that important enough to see it through?



Step



2

Redefine

What do you really want?

It's good to see things as they are and uncover stuff about ourselves that we weren't aware of before. And yeah, it sucks to see all the things that didn't go the way we wanted and all the things holding us back and all the stuff we didn't do.

But whatever we focus on expands. And for the most part, we've been dealing with, looking at, thinking about, and feeling all the things we don't want for a long time. And the more we sit with that, the heavier, bigger, and more real it feels.

If we keep thinking about and focusing on what we don't want, we'll just get more of it.

In order to create possibility and move forward, we must start clarifying what it is we want to think, feel and do and start focusing on that.

Challenge your automatic thoughts and beliefs by looking at your answers to the question with the 🧐 in the previous section. Rewrite each thought/belief from that list here and counter each one with an opposite thought or belief. If a belief was in the form of a rhetorical question (like, "why would anyone listen to you?") challenge it and answer it. For example, "Because I have 10 years of experience."

What do you want to think and believe? Write it all down. I want to believe that...(I am capable. I am strong. I have what it takes to make more money, etc.)

What do you want to feel? List out all of the things you want to feel then go back to the wheel of emotions and add anything else you see there that you want to feel.



Step



3

Re-**en**vision

What do you want your future to look like?

Visualizing a future state - seeing it, feeling it, sensing it - allows us to have something very concrete to work towards. The imagery engages our brains in ways words alone can never do. We shape our own realities through the way we perceive the world.



Instead of allowing our past experiences to guide us into an automated, default future, we can use mental simulations like visualization to influence our emotions and motivations. This can then lead us towards a new future - one that we consciously choose and actively create.

This process involves clearly aligning our true desires with a vivid vision of what we want to achieve, inspiring and empowering us to take action.

How would someone who feels, thinks, and believes in the ways you want to think, believe and feel actually show up in life? What do they do? How do they spend their time? What do they do when things don't go their way?

What thoughts, feelings or behaviors do you need to change to be that empowered version of yourself working towards your goal?



Step



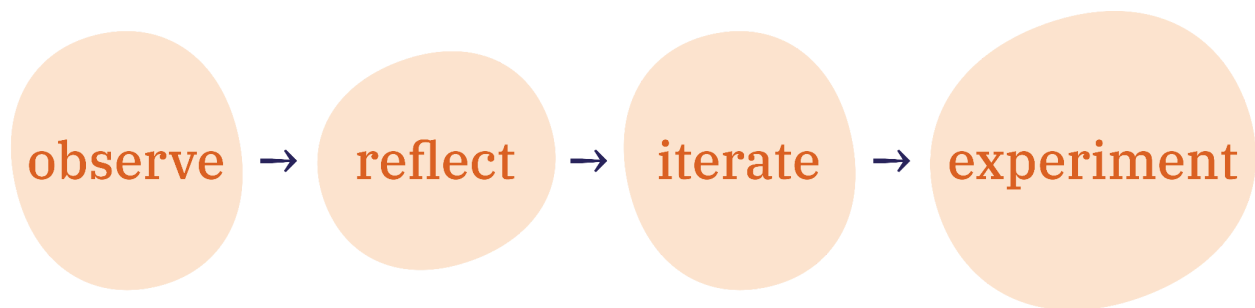
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Make it Happen

What are you going to do?

Here's where you start to do things differently.

You plan your next steps, change things in your surroundings, and seek support in ways you haven't before. This is all about taking action, experimenting, seeing how things unfold, observing internal and external impact, reflecting on them and continuing the growth process:



You're challenging your own status quo here, so it's kind of like going against gravity. Things won't necessarily go smoothly or turn out the way you expect. That's ok, it's part of the process.

So once you start implementing and experimenting with the thing you're doing differently, new things will happen. Observe them again without judgment. Think about it, reflect, gain more awareness. Iterate and change things up again. What do you want to do now? Experiment. And the cycle continues.

What are some things you can do to get you closer to that version of yourself that’s empowered, thriving, and achieving your goal? Again, there is not right or wrong, so just list out anything and everything that comes to mind. Maybe it’s something like, “Get rid of all the alcohol in my home,” “Wake up 30 minutes earlier each day,” “Put a schedule for myself to read,” “Send that email.” Whatever it is, write it down.

What’s one thing from that list that you can do right now?

What can you change or do to your environment that will support you in doing this one thing?

Is it getting a wall calendar?
Dedicating a space for yourself? Working out of a cafe instead of home? Cleaning your bedroom?

What and/or who can help you?

What are your next steps?



Conclusion



Change is hard. Transitions are the hardest. And when you've been blindly running on automatic for years on end, patience during growth is your friend.



Remind yourself that all you're really doing is "looking under the hood" and finally learning how you've been operating all these years.

There's nothing wrong with you. There's nothing to fix. You're simply identifying your default operating system, the one you masterminded as a child, and you're stepping up to take the reins, and redesign the system. That takes an enormous amount of awareness and effort.

Remember, you are the master of your mind, not its servant. By taking this journey, you are making a choice to understand and manage your thoughts and emotions effectively. It's not about conquering or suppressing them; it's about recognizing, understanding, and steering them in a direction that serves you.

We are all constantly evolving; a forever work in progress. There is no magic bullet, no one way of doing things. This journey of self-understanding is yours to take, but you're not alone in it. [Visit the blog](#) for more support and if you're feeling ready for some

deeper exploration, [set up a free discovery call](#) with me and see how personalized coaching can help you.

Your journey to personal growth is just beginning. Stay strong, be patient, have grace, enjoy the journey, keep growing and always remember that you are more powerful than you know.

