

### *Journaling your voyage*

Thank you for using this workbook to help guide and kickstart your journey in “Becoming the Boss of You..”

Part of your empowering nightly review is revisiting your daily to-do list. This practice builds a strong sense of your accomplishments and serves as a strategic plan for the next day. It's a powerful tool that helps you anchor yourself and your actions, bringing your intended activities into reality. Remember, we manifest through action, which is the key to taking charge of your journey.

You will also enjoy journaling your mental world of thoughts and feelings in your nightly session. This can become the creative starting point for accomplishments. As you journal, note and analyze your actions, ideas, emotions, and desires to discover what you want. Then you can focus on the tools to facilitate this analysis.

### *Enjoyment and creativity*

Embrace the joy of journaling in the evening. This is a perfect time to reflect on your daily to-do list, as both are meant to become habits. Nightly journaling is not just a task, it's a gateway to your creativity and brainstorming. It's a time for self-discovery and celebration of your achievements. Let this process inspire and motivate you on your journey.

Note improvement in the tools discussed in the book's chapters. For example, note awareness of attitudes or efforts in working at the right pace and focus. As you become more grateful for the progress you have made on your chapter work, you will relax and allow your mind to become even more creative. The rule is to make the journaling process as stress-free and enjoyable. It is also helpful to make this a private journal. This opens the door to creativity. There need not be any right or wrong thoughts, no deductions for punctuation, or spelling errors, or, or, or.....

Don't worry if you feel that this seems like a chore initially. That may be the case if you don't usually write. Start the process. It gets easier. It becomes enjoyable. It becomes very empowering to write a daily to-do list and journal activities that will become your tools. Tools that you will use to sharpen the other tools. Ultimately, this journey is about you learning how to use tools that shape you. Enjoy!

*Ishall Dogood*

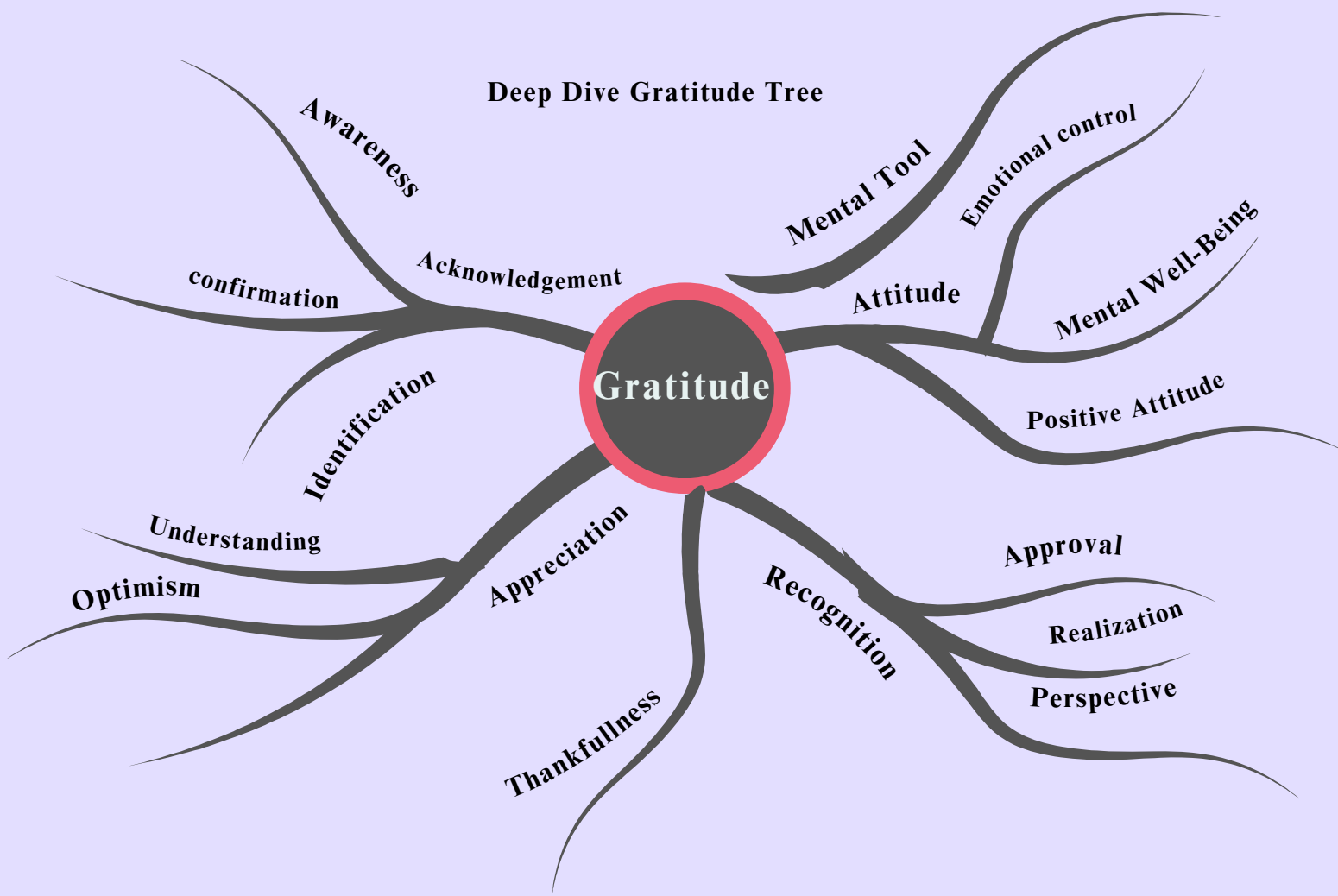




Below is an example of using the tree concept for deep dive journaling. The main idea is the trunk of the tree. The thoughts and ideas from the central idea of gratitude can be considered branches.

The main idea is to allow the mind to associate to some degree but not leave what is relevant to the tree trunk. The further your mind roams from the trunk, the more likely the ideas are less relevant to the pure idea of gratitude. this allows the subconscious mind to tell us things we might not consider. Having all the ideas from our session related to gratitude is still essential.

As we stated in the book, if the thought of your ex being a real asshole pops up in your mind, you are not even close to being on the tree anymore.



**Take a deep dive into:**

**The written word – Review the section on the written word. It is a powerful tool and has been forever. It has stood the test of time. Journal your thoughts in your notebook.**

**Priorities – Consider how this is the practical step to your freedom of choice. Understanding and building the proper attitude toward prioritization is a step that makes your choices habitual. By using and sharpening the tool of priorities, we take control of the most important aspects of our lives.**

**Habit – Possibly reread the section on habit. Brainstorm the fact that our habits rule our lives. They are where the rubber meets the road to becoming the boss. Ask yourself, "Which habits align with the life I desire?" Do you see any improvement in the tool of habit? Is prioritization becoming a habit? Habit can work for us on the unconscious level and allow us to succeed daily if the habit is good.**

**Awareness – Remarkably, our thoughts start everything. Also, controlled thinking is more potent than scattered thinking. Journal that observation gives us knowledge; it sharpens the tool of controlled thinking. We can see emotions, actions, and thoughts by sharpening our awareness. We can become present in the moment and help become aware of the real you. We also learn to pay attention.**

**e any change in your ability to see more, adapt, and consider different perspectives. This ability makes us more adaptable to new ideas, insights, and experiences. Keep in mind that the changes are very subtle in the beginning, including us having an open mind.**

**Similar to open-mindedness, a positive attitude helps us face challenges. We tend to see opportunities more easily when we have a positive attitude. Hopefully, you've seen some new insights as you work on the tool. Hopefully, you saw how a positive attitude can help you attract success and lift your spirits. Again, small changes make a big difference. Many times, we notice that by lifting our spirits, we reduce our stress.**

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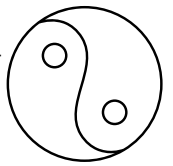
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• Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Chapter 3 - Journal

- Journal attitudes you hold close to the time traps we covered.
- Make journaling a habit every evening as you review your daily list.
- Play The Rating Game every Night:
- Look at your to-do list. For every A priority item you had, put a 40 next to it. For every B priority item, put a five next to it. Every C gets only one next to it. Add the total points on the entire list together. This is the total if you completed the entire list. Then, add the points for what you did get done. Divide the completed points by the total points. The goal is at least 50 percent, and over 80 is excellent.

• Total List Points \_\_\_\_ Total Completed points \_\_\_\_ Daily Percentage \_\_\_\_



Are you seeing any opportunities to delegate to others? .

Have you noticed any change in dropping the idea of perfection and sticking to excellence?

## *Journaling your voyage*

As you write at night, remember that this workbook is becoming a powerful tool. It crystallizes thought and allows you to dream. It is a practical activity that sharpens your tools, and you will see it will reveal how great you are. Here are some starting topics you might pick to do “deep dive journaling.

**The written word** – Review the section on the written word. I mean, it is a powerful tool and has been forever. It has stood the test of time. Journal your thoughts in your workbook.

**Priorities** – Consider how this is the practical step to your freedom of choice. Understanding and building the proper attitude toward prioritization is a step that makes your choices habitual.

**Habit** – Reread the section on habit. Brainstorm the fact that our habits rule our lives. They are where the rubber meets the road to becoming the boss. Ask yourself, "Which habits align with the life I desire?" Do you see any improvement in the tool of habit? Is prioritization becoming a habit?

**Awareness** – Remarkably, our thoughts start everything. Also, controlled thinking is more potent than scattered thinking. Record any awareness that observation gives us knowledge; it sharpens the tool of controlled thinking.

**Let's have some fun finding out how great you are.**

**It will be helpful to take a night and journal about a tool. Attitude is a good example.**

**Ask if you would like to be better at it. Ask yourself what benefits you could gain by improving that tool. You could note someone you think is excellent at the tool. Consider being grateful that you are better at using it than someone you know.**

**Look at the tool from as many angles as possible and think about how you might use it more.**

**Next, define the tool as if you are explaining it to a six-year-old child you care about.**

**Next, define it for an adult about your age and intellectual level.**

**Then, go to the dictionary or Wikipedia or ask Siri for the definition. You often find out you are pretty darn smart because you are. Do it! It's worth doing, for sure.**





## Use of the written word

**Buying a journal guides you to write on the topics the author feels are important. That is helpful. This book also does that since this type of guidance makes it easy to be mindful. It becomes easy to keep us on track. As we get further into this journey, you will be asked to make the choices on the topics you will journal. It's part of you becoming the boss. With that in mind, let's discuss two types of journaling we want to participate in.**

**The first is what we have talked about above. You have a central idea, and that topic acts like the trunk of a tree, if you will. As you allow your mind to associate, it will travel from the trunk to a main branch of the central idea. Sometimes, it will travel to other branches from off that branch and sometimes even get to a leaf. This may be when you realize your thoughts are no longer related to the trunk. You look at the topic and get your mind back to the central idea. The association process allows the subconscious mind to have a say and help us by providing information we may have missed in our hustle and bustle of the day.**

**The question is always, how far from the main trunk do you want your mind to go? The benefit of free association and the benefit of staying on track is a balance you have to decide upon for yourself. On certain nights, I allow more free-wheeling. I'm out on the leaves for sure. Other nights, I stick closer to the trunk of my idea tree. For example, if your central idea is gratitude, you think of how horrible your ex was. You are probably off the tree altogether.**

**Later in the book, we will discuss another type of journaling that acts differently upon us and can be used to break through when you are stuck on a problem. This second type keeps you very close to the trunk. It acts like a spring cleaning and organizing the mind on your topic.**

**For now, when you pick a topic, make sure you control how far from the trunk your mind wanders, but it's your choice. You're the boss.**



**Deep Focused Journaling -- On the following page is an example of deep-focused journaling. It's concentrating your mind deeper on that tool as you journal if you need to understand it better.**

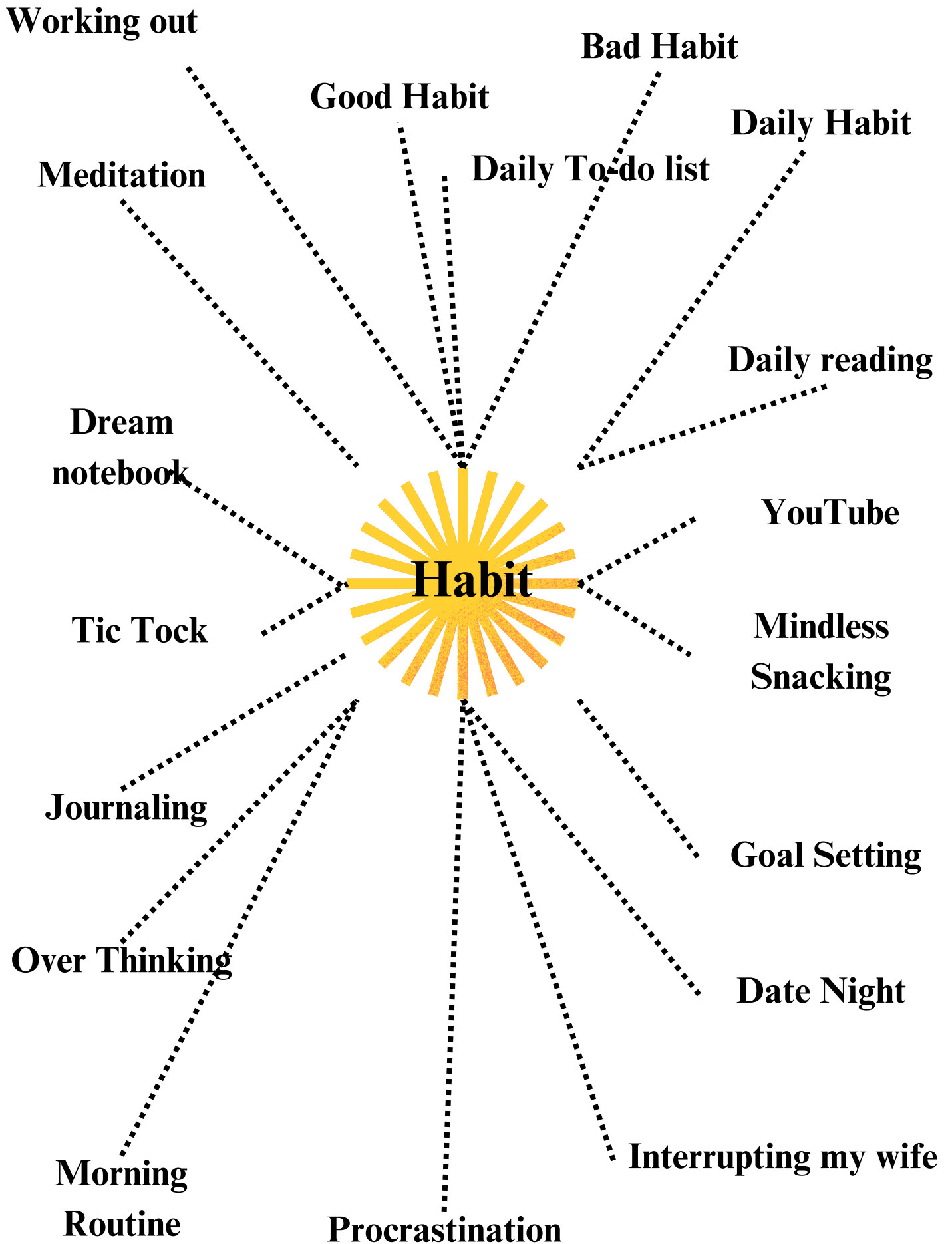
**I generally freely associate using the tree structure we discussed earlier when deep dive journaling. The tree structure gives my mind a little more creativity but still keeps me on topic. I also find it fun to write down whatever catches my attention and look for patterns later.**

**However, when I get stuck, I do my focused deep dive to help with a tool. Here is how it works: I pick my tool or topic. I say the tool's name in my mind, and then, on a blank page in my journal, I write down the first thought that comes into my mind. I then say the tool's name to myself again and write down the first thought that comes into my mind. I constantly return to the central idea of the tool and always write down the first thought it brings forth. I liken this to the sun with its rays because every thought comes right from the sun. There are no branches of thought like the tree method.**

**There are a few rules. You cannot use the same thought twice. You can use a similar thought as previously written down if you're able to form it with a new word or group of terms. Keep the descriptions as brief as possible. Use as few words as possible, but use enough so that if you return to the journal in the future, you will understand what you meant.**

**There will come a time when you feel no more possible thoughts exist. Focus a bit longer on the central idea. See if you can break through; stop if you cannot develop anything new after about 90 seconds. You are probably mentally tired. If you break through, many more rays may come from the sun connected to the idea.**

**This type of journaling keeps us always on the central idea. You will find that you may not get insights that night, but in the next few days, you will become increasingly aware of the benefits of this study. This technique stretches the mind on a subject and tidies it up. as well.**



## The Crystal Ball – Joan of Arc

As you continue to journal, remember the inspiration of Joan of Arc and know it is in you as well.

·Me: “Hello, Jeanne, may I call you Joan?”

·Joan of Arc: “Certainly, Mr. Dogood, everyone refers to me by that title.”

·Me: “You are a very inspiring figure and deserve to be. I recognize the importance of starting with small things and small victories and letting them sprout into larger accomplishments. Was that part of your journey?”

·Joan of Arc: “Yes, of course. I didn’t just walk into battle without armor and an invite from my country. It always starts small.”

·Me: “It has been said you represent the qualities of the DC comic superhero Wonder Woman. Do you take that as a compliment?”

·Joan of Arc: “Sure! However, I contend that Wonder Woman represents my qualities instead of my representing hers. She is fearless in battle, inspiring, and does not hide from her responsibilities. What’s not to like?”

·Me: “I am finding what is inspiring and important to me through journaling. How did you know what was important to you?”

·Joan of Arc: “You like to imagine you get inspiration from some pretty great historical figures by doing this game you call the crystal ball. It works for you. Yet, some might say you are crazy or in fantasy. I engaged in deep prayer and received help from some good sources myself.”

·Me: “Oh! Like who?”

·Joan of Arc: “I’m not trying to one-up you, but they were angels. You know, from heaven.”

·Me: “All right, now you are just showing off. I am trying to get people to see themselves as their boss. Hopefully, this will get them to work toward the qualities of a good boss. What qualities did you have to develop?”

·Joan of Arc: “People like to say that I was resilient and overcame adversity, which may be true. However, we had no choice. We were at war. I did have to learn to be a leader, even as a teen. I had faith and conviction. I will tell you that it’s easier to exhibit those qualities in church than on the battlefield. I learned to listen within myself, which led to some brilliant strategic maneuvers. You asked. I’m not trying to boast.”

·Me: “You are admired for not letting your gender hold you back. Are you proud of that?”

·Joan of Arc: “Well, that is a narrative of your age. I saw myself as a person. I was a human. I did not let my gender enter into the equation one way or another. I never focused on that. I did not do what was right as a woman. That would be limiting. I did what I felt was right as a person. You know, it is quite a wonderful thing to be a human. We are blessed. Even the angels will agree with that!”

## **Gratitude – a power tool for a happier life**

Every handy person I know has at least a few cordless power tools. We have these tools because they work better. They are super convenient. The tool of being grateful is like a power tool. It just makes life better. We have been teaching the practical application of life's principles, and gratitude is one of them.

Like so many of the other tools, the concept of gratitude is so simple that people underestimate its power. Once you gain the habit of appreciating the little things, the everyday blessings, you become happier. What if you woke up every morning and thanked God for the gift of a new day? "This is the day the Lord hath made; be glad and rejoice in it." Psalm 118: 24. We can be grateful for the roof over our heads. Be thankful for the people in our lives that we love.

Gratitude is a game-changer. It's a practical tool like all other tools. Sharpening it can enhance your relationships, improve your health, and even fuel your success in business and beyond. It can boost mood, reduce stress, and improve overall well-being. It's like a shortcut to happiness. When we focus on what we have rather than what we lack, our perspective shifts, and we find joy in the present moment.

Make gratitude a daily practice and put it in your journal. Like any of the tools, to make it a habit, start small and help it grow.

## **Taking Responsibility for Our Lives**

Another power tool is responsibility. The ability to focus on our goals is paramount for our success, and we must take responsibility for charting the course we want in life. In today's world, with all the information potential it offers us, for some reason, the victim mindset has become chic in circles. While it may garner pity from others, it won't lead to success in life. "God will not have his work manifested by cowards." As stated by the great American philosopher Ralph Waldo Emerson in his work "Self-Reliance."

Our behavior is visible, and people often observe us closely. Before we can make a difference in the world, we must be able to drive change within ourselves. Embracing responsibility is natural on our journey toward being a boss. As we become more time-efficient and effective, our self-perception and how others see us improves. Our family, friends, and colleagues are influenced by the impressions they form based on our past actions. Clear communication of our expectations sends a potent message. Others see us as self-motivated and focused. They can see we take responsibility for our actions.

Improved use of the tools and taking responsibility make us appear more reliable and competent. People become more receptive to us, increasing our sense of responsibility even more. Embracing responsibility brings greater life satisfaction because it is effective life management.



