



# **50 Steps to Greater Happiness and Success: THE CHECKLIST**

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CHECKLIST  
50 STEPS TO  
GREATER  
HAPPINESS AND  
SUCCESS

## 50 Steps to Greater Happiness and Success Checklist

- I am choosing affirmations with care, making sure that they are:
  - Specific
  - Ones I can believe in
  
- I have made a commitment to focus on how my glass is half-full— not half-empty
  
- I am cutting toxic people out of my life—the ones who:
  - Talk only about themselves
  - Focus solely on what I can do for them
  - Make me feel stressed or heavy at the thought of interacting with them
  - Suck me into a negative mind-frame
  - Make me doubt my abilities
  - Drains my energy
  - Other \_\_\_\_\_
  
- I have made a commitment to reframe habitual negative self-talk and thoughts
  
- I am on the alert for the words “always” or “never” in negative self-talk, since I am now aware this is a destructive habit known as “all-or-nothing thinking”
  
- I am reframing all-or-nothing self-statements to more positive, proactive and realistic statements that empower me
  
- I am checking catastrophes, big and small, against the benchmark of: “Will this really matter five years from now? A year from now?”
  
- I have created a “worry time” and I am rigorously practicing tabling all worry into that limited period
  
- I am reminding myself that fear can be just another name for excitement

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- I understand that I have to change my responses and actions before my feelings may follow them, and I am committed to persevering until they do
- I have realized that out of failures, we learn and grow: The only true failure is never trying
- I am focusing outward on others: Not continually being absorbed with my own fears, emotions and needs
- I have found a way to tap into what brings me joy and ignites my passion in my current life/work situation—even if this happens in the smallest way with the most limited scope—for now
- I am acknowledging that by persevering I am already a success
- I am creating cut-off dates where action must be taken whether or not I am ready, as an antidote to “analysis paralysis”
- I am aware that asking for feedback indiscriminately is not as helpful as keeping it limited to a just a few professional and objective peers, friends or niche members
- I am listening internally for small signs tipping me off to potential events and decisions that are either emotionally right—or tripping off alarm bells
- I have loosened up my planning to include a basic preparedness around which I can be flexible
- I have committed myself to getting small tasks that can be done immediately—immediately (instead of tabling them till later)
- I am relieving staleness or mental fatigue by occasionally changing my environment

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- I am learning to recognize my triggers for negative thought patterns or behaviors—and head them off at the pass
- I am aware that building in rewards is a necessary life and business investment, and I am doing that now
- I have created the ideal home office space for me
- I am following the ground rules I have set for others, and not only providing them with an example, but respecting my own “space”
- I am facing my own weaknesses with a non-judgmental, objective attitude
- I am breaking overwhelming tasks (especially those that cause me to procrastinate) down into bite-sized chunks
- I am making use of tools to help me manage my workload, including:
  - Apps
  - Schedulers/calendars
  - Timers
  - Other \_\_\_\_\_
- I am learning to delegate—successfully
- I am remembering to plan for outsourcing, so I can free up not just my time, but raise my energy too
- I am honoring my learning style and preferences by investing in what I need to learn the way that comes most naturally to me
- I have cut my “To-do” lists down to each one’s top three priorities at most

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- I am not adding extra “To-do” items until I have accomplished that main list’s top three priorities
- I am remembering to physically take a short break from the computer several times a day to refresh not only my circulation and body, but also my mind
- I have adopted the habit of looking to see how I can make the most out of work I (a) create once (b) have already created, so I can finally drop the “hours for dollars” model
- I am setting a big but achievable monthly goal—and adopting a “Motto of the Month” to inspire me to keep focusing to reach it
- I have adopted the daily habit of:
  - Starting each day by finding three things I can be grateful for, on awakening
  - Reciting three things I like about myself, that day
  - Asking myself: “What do I want to remember about today?”
- I have not only cut negative people from my daily life, I have replaced them with positive people
- I have dropped asking self-questions beginning with “why” and have replaced this with “How” and “What”, so I will set myself up for more proactive responses
- I have given up the bad habit of thinking that perfectionism is a virtue, and now recognize it as a cognitive distortion
- I am defusing fearful or stressful anticipation or situations by asking myself realistically, before weighing up the risks: “What’s the worst that could happen?”
- I am taking steps to ensure I stay in touch with and connect with real, live people

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- I recognize that twenty-minute power naps are more effective than:
  - No sleep
  - Poor quality, longer naps
  
- I am catching myself every time I tell myself I “should” do something, and eliminating that word (and the guilt that goes with it) from my vocabulary
  
- I am checking my To-do lists for three things I can easily drop, every day
  
- I am getting into the habit of only focusing on one task or topic for short blocks of time
  
- I value and nurture my relationships
  
- I am listening more than I speak—and I follow through
  
- I am letting go of things I don’t need and creating more of what I want, including:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- I am using all these tips to fine-tune my life—and achieve happiness and success, my own way!