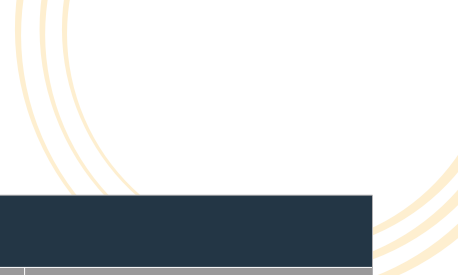


THE
POSITIVE FOCUS[®]
EXERCISE

THE POSITIVE FOCUS®



THE POSITIVE FOCUS®			
ACHIEVEMENT	REASON WHY	FURTHER PROGRESS	FIRST ACTION
1			
2			
3			
4			
5			

Name: _____ Date: _____

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GUIDE

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ACHIEVEMENT	REASON WHY	FURTHER PROGRESS	FIRST ACTION
1 Met w/ Joe & Sara re: Thompson deal	Got staffing issue worked out	Make sure Tim gets the training he needs	Ask Joe for regular updates
2 Completed salary budget	Have been procrastinating – got it done	Meet w/ Tony to discuss	Schedule meeting
3 Called Luke – resolved pricing issue	Relieved – was a complex situation	Get a quote from Luke for new office chairs	Choose design
4 Worked out details on Jones project	We're aligned & can move forward	Start working on proposal	Meet w/ Tony to update
5 Great team meeting	Up to date & connected	Book offsite meetings	Follow up w/ Tina

Name: (Your name) Date: (Today's date)

1 THE POSITIVE FOCUS®

Each week, write down all of your achievements. You can make a note of these as the week progresses, or designate a time on Friday or Monday to write them down for the week.

2 ACHIEVEMENT

Describe what you accomplished. These can be business or personal items, big or small. Consider your week and think of the following types of activities you may have made progress on: meetings, phone calls, vacations, projects, family events, purchases, or health-related achievements.

3 REASON WHY

Explain why this was an achievement for you. Telling yourself this will reinforce the progress you've made and will help keep you in a positive frame of mind.

4 FURTHER PROGRESS

For some of the items, there will likely be further progress you can make. If this is so, make a note of it here. If not, just leave this blank.

5 SPECIFIC ACTION

What specific action can you take to make this further progress? Use verbs such as “call,” “meet,” “follow up,” and so on. Again, if the activity is complete, feel free to leave this blank.