



Getting Things Done: From Intentions to Commitments

Congratulations on choosing to invest your time in what matters most for you! This worksheet will provide you a step-by-step guide to achieving what you really want through commitment and accountability.

IMPORTANT: Please write everything in the present tense, as if it is already happening. That helps trick your brain into getting into the habit of doing it.

It will take about 30 minutes to complete this exercise. It is your life and how you experience it that is up for discussion. So go ahead and find a cozy and quiet place, during a time when you will be able to fully focus, and have fun with it!

1. Define intention: What is your intention, something you REALLY WANT and are not able to let go of right now? Be clear and specific.

Ex: I have a strong and healthy body

2. Define commitments: which activity/activities will you commit to? Remember to:
 - a. Make it small (what is big enough to be meaningful and small enough that you can do without much friction?)
 - b. Make it easy (how can you help yourself / remove potential obstacles?)
 - c. Make it consistent (how often will you do it?)
 - d. Create accountability (who can you share with and how can you measure?)
 - What are you COMMITTING to in order to fulfill your intention?

Ex: 30 minute workouts in my basement.



- How can you make this activity as easy as possible?

Ex: I leave clothes out the night before and use a spreadsheet from the workout group to define each day's exercise routine.

- How do you create consistency?

Ex: I work out 4x/week (Mo, Tu, Th and Sat) right after brushing my teeth in the morning.

- How do you create accountability?

Ex: I track my progress in the workout app and I share my progress with my family.



3. Define benefits: How do you benefit from pursuing this? What about your family? And your community?

Ex: Me - Increased self-esteem, evidence that I can trust myself, feel more energetic, feel better in general, fit comfortably in my clothes.

My family - Better mom and wife, more fun to be around, set example for my kids around healthy habits and commitment despite motivation.

My community - More fun to be around, inspire others.

4. Now let's bring it all together (remember to use the PRESENT tense)

Ex:

Intention	Commitments	Benefits
I have a strong and healthy body	I workout in my basement for 30 minutes on Mo, Tu, Th and Sat, right after brushing my teeth I leave clothes out the night before my workouts I use a spreadsheet from the workout group to define each day's exercise routine I track my progress in the workout app I share my progress with my family monthly	Me - Increased self-esteem, evidence that I can trust myself, feel more energetic, feel better in general, fit comfortably in my clothes My family - Better mom and wife, more fun to be around, set example for my kids around healthy habits and commitment despite motivation My community - More fun to be around, inspire others



Your turn:

Intention	Commitments	Benefits

“Until one is committed, there is hesitancy, the chance to draw back. Concerning all acts of initiative (and creation), there is one elementary truth, the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then Providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one’s favor all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamed would have come his way. Whatever you can do, or dream you can do, begin it. Boldness has genius, power, and magic in it. Begin it now.”

— W.H. Murray

I look forward to hearing how this powerful tool works for you! Please reach out at barbara@bnowconsulting.com to share your experience or ask any questions.

Warmly,
Barbara