

25-DAY RESET PROGRAM **WORKBOOK**



OWN YOUR 24 HOUR DAY



INTRODUCTION

NOTHING IS MORE IMPORTANT THAN HOW YOU SPEND YOUR TIME



"When I thought I was going to die, I realised I'd never really lived." Abigail Barnes

WHO AM I?

Is an interesting question. 10 years ago I would have told you my name, my job title and where I lived, because those three reference points are how most of us are taught to describe ourselves, some might also add their relationship status, number of children or pets.

It was 8 years ago this year, 25 February 2012 that I found myself without any of those reference point to fall back on. I was a 32 year old woman about to die in a foreign country on a work business trip, in a hospital where I was an insurance number!

A story for another day (one you can read about on my website* and watch the only talk I've given about what happened, link below).

It's with much gratitude that I was given a second chance that day, surviving a stroke without any physical disabilities, and finding ways to navigate the mental health challenges and PTSD.

As a result of this experience (spiritual awakening) I now have huge respect for time and see every day as a blessing. I view self-care as a gift we can give ourselves daily, and this reset program as an opportunity to regain control of our lives and create some certainty in a world that has never been more uncertain.

*You can find more about my wake up call over on: www.successbydesigntraining.com

MY BIO & BUSINESS MISSION

Abigail Barnes is the founder of Success by Design Training, an award-winning entrepreneur, author, speaker and corporate trainer on time management and productive wellbeing.

She is a qualified coach and creator of the renowned 888 Formula.

Success by Design Training, are on a mission to help 1 million individuals create better work/life balance by 2025. Working with ambitious professionals and visionary organisation that want to increase productivity while also improving wellbeing.

The 888 Formula is a cutting-edge, holistic approach to work/life balance. A practical framework that helps individuals audit their life and identify areas for development against 3 key metrics based on science and social norms. It's the foundation for unlocking their time motivation to create lasting change.

LIFE AUDIT

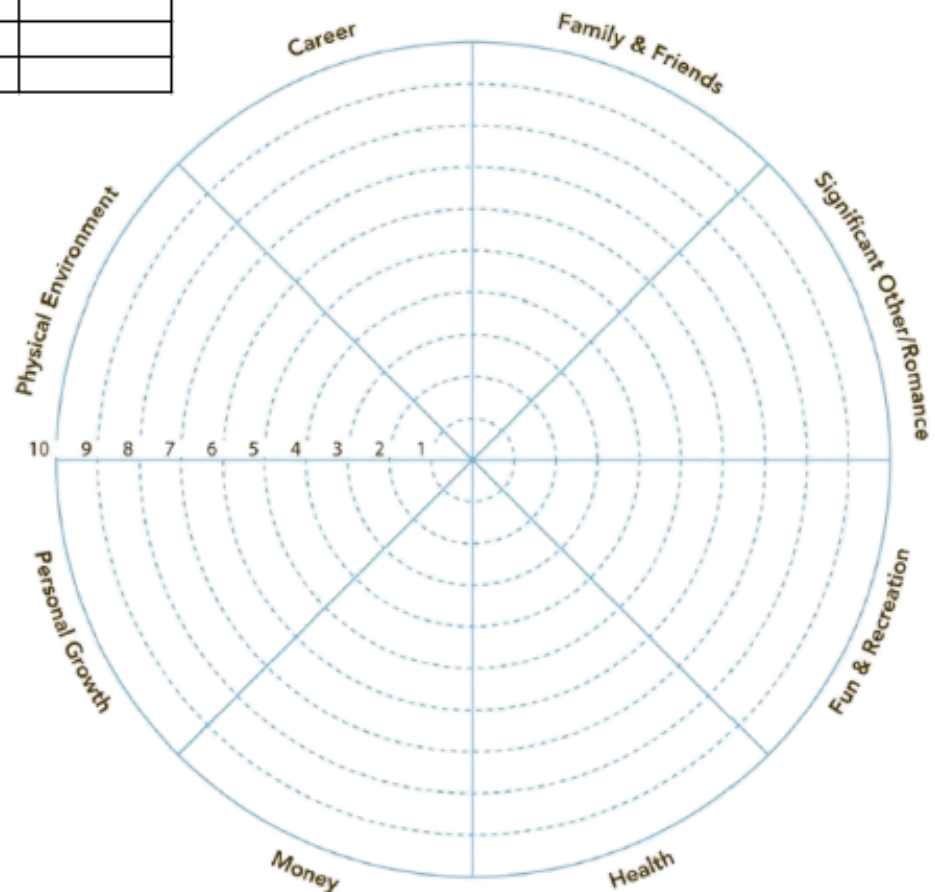
WHAT'S GOING ON IN YOUR LIFE RIGHT NOW?

Use the chart below to record your feelings against 8 key areas in your life.

The first step to effective change is to review your current circumstances. To do this you are going to score 8 key areas of your life out of 10, colour in the segments that represents how happy you are for each of the 8 areas of your life (it is to be expected that some areas will score higher than others).*

*For more details watch the **Life Audit Masterclass Training** (saved in the Members Area of the website).

Area	Score /10
Friends & Family	
Significant Other/Partner	
Fun & Recreation	
Health	
Money	
Personal Growth	
Physical Environment	
Career	



LIFE AUDIT

WHAT'S GOING ON IN YOUR LIFE RIGHT NOW?

Let's go a little deeper on 4 key areas of your life.

How would you rate your feelings about the below on a scale of 1-10? (one being deeply unhappy, and 10 being over the moon)

Use the space to get more specific:

- **Your work life? Score /10**

- **Your personal life? Score /10**

- **Your mental health? Score /10**

- **Your happiness? Score /10**

25 DAY PLAN

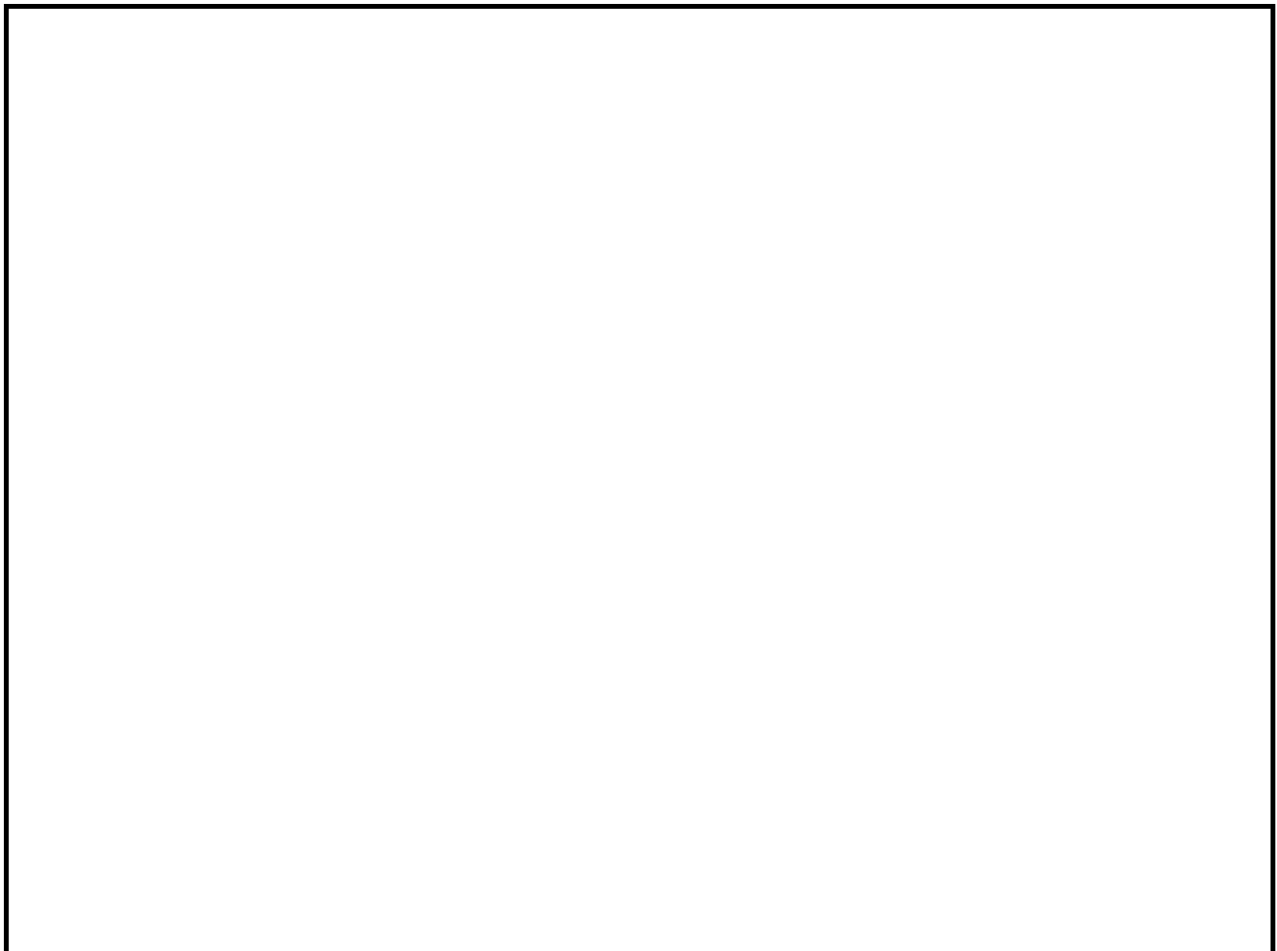
MAKE THIS YOUR BEST MONTH EVER

Identify 2 goals you will focus on over the next 25 days.

8 Questions to help...

- Set an alarm for 4 minutes, write down everything that comes to mind right now.
- Next set a new alarm for 4 minutes, use the questions below as prompts to narrow the options down to the 2 most important things you want to focus on (there are no wrong answers).

1. What is future you doing in 25 days time?
2. What does life look like in 25 days time?
3. What does life feel like in 25 days time?
4. What does life smell like in 25 days time?
5. What does life taste like in 25 days time?
6. What are you prepared to let go of to get what you want?
7. What does having it mean to you?
8. Are you committed to try something new?



25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

Continued...

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write or draw their 25-day plan.

25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

WHAT ARE YOUR 2 GOALS FOR THE NEXT 25 DAYS?

Use the space below to detail your goals including WHY and WHAT your motivation is for wanting to achieve them.

GOAL 1

GOAL 2

25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

MAKING YOUR GOALS SMART

The SMART goal framework helps you set boundaries and identify the steps you need to take, the resources necessary to get there and milestones that indicate progress along the way. SMART goals will help you achieve them more efficiently (doing the right things) and effectively (doing them productively)*

*For more details watch the Goal Setting Masterclass Training (saved in the Members Area of the website).

S = Specific

Be as clear and specific as possible with what you want to achieve. The more narrow your goal, the more you'll understand the steps you need to take.

M = Measurable

What evidence will prove you're making progress toward your goal? For example, if your goal is to write a book, you might measure your progress by the number of words you wrote, or the sections you completed. Setting milestones along the way will give you the opportunity to re-evaluate and adjust your plan as necessary. When you achieve your daily milestone, remember to reward yourself in small but meaningful way.

A = Achievable

Have you set an achievable goal? Setting goals you can reasonably accomplish within a certain timeframe will help keep you motivated and focused. Using the above example of writing a book you should have some understanding about the stages involved in it. Before you begin working toward a goal, decide whether it's something you can achieve now or whether there are additional preliminary steps you should take to become better prepared, such as speaking to an expert.

R = Relevant

When setting goals for yourself, understand their relevance. Each goal should align with your longer term work/life plan. If a goal doesn't support your objectives you will need to rethink it. A good question to ask is how does this goal support my long-term plans?

T = Time-based

A deadline provides motivation and enables you to prioritise. It's often hard to know how long something will take, but without a plan of any kind it will take as long as the time you have available. A deadline gives you something to work towards, and whether you hit it or not you will gain information you can use with future goal setting.

Here are a few examples of how SMART goals can benefit people in different circumstances:

- Kate would like to create a better work/life balance and have more time for her family and hobbies
- Steve's goal is to get promoted to sales director but he's not sure where to begin...
- Audrey wants to get a job in the tech sector but doesn't have industry experience...

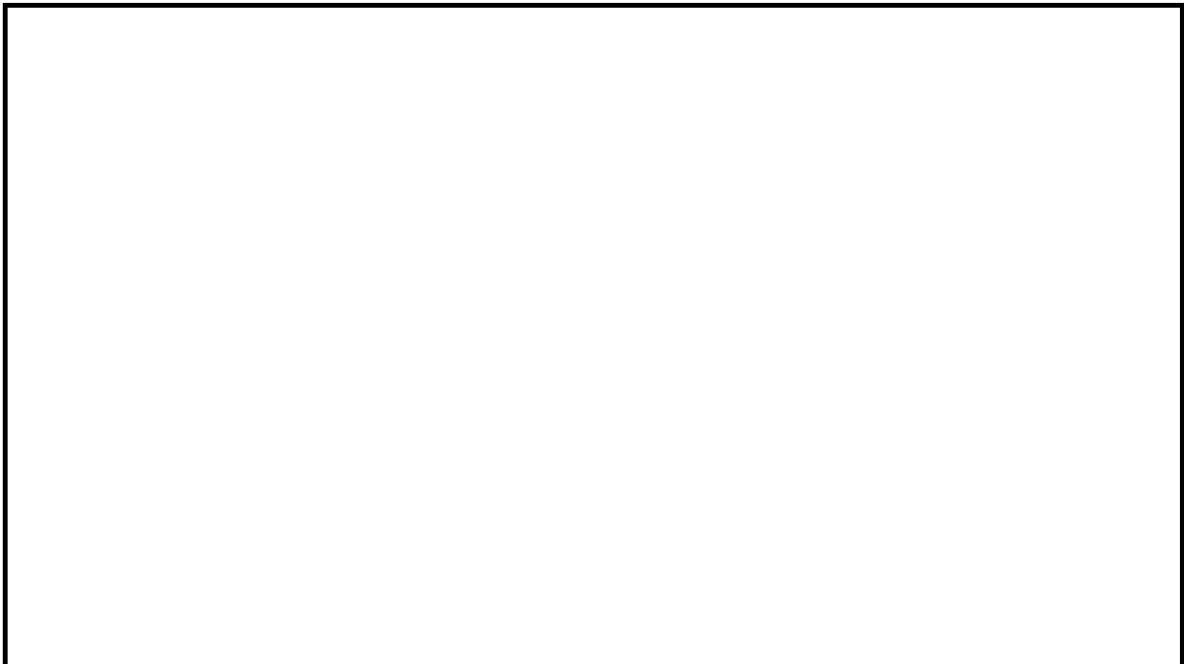
25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

RE-WRITE YOUR GOALS SO THEY ARE SMART GOALS

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Time-based

GOAL 1



GOAL 2



25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

STEP 2: 8 STEPS TO SUCCESS - GOAL 1

In this next section we are going to break down your goal into the 8 Action Steps (or less) that you need to take to achieve it in the next 25 days..

STEP 1	
STEP 2	
STEP 3	
STEP 4	

25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

8 Steps to achieve your goal. Continued...

STEP 5

STEP 6

STEP 7

STEP 8

25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

STEP 2: 8 STEPS TO SUCCESS - GOAL 2

In this next section we are going to break down your goal into the 8 Action Steps (or less) that you need to take to achieve it in the next 25 days..

STEP 1	
STEP 2	
STEP 3	
STEP 4	

25 DAY PLAN

MAKE THIS YOUR BEST MONTH EVER

8 Steps to achieve your goal. Continued...

STEP 5

STEP 6

STEP 7

STEP 8

AGREEMENT

MAKE THIS YOUR BEST MONTH EVER

*"We achieve what we commit to." **Abigail Barnes***

STEP 3: ACTION TIME

Now you have your 6-8 Step plan breaking down your 2 SMART goals it's time for action. In the box below put a start date and sign your commitment. A plan without action is just a dream!

I commit to putting my plan into action.

Date I will start:

Signed:

**DURING THE NEXT 25 DAYS TAG ME IN YOUR SOCIAL
MEDIA UPDATE POSTS & USE THE #25DAYRESET**

You can find me on Instagram, Facebook & Twitter
my handle is [@abarnesauthor](#)

25 DAY RESET DIARY

MAKE THIS YOUR BEST MONTH EVER

*"If you don't track it, you can't review it" **Abigail Barnes***

Keep notes of what is happening, how you feel, and what resistance you are encountering
(use the back of the workbook to write on if you run out of space).

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Congratulations

Now you've seen first hand the power of intention,
inspiration and accountability, it's time to,
set some new goals.



Next Steps...

Action & Accountability are the key to change.

Find out more about our Training

Email us to discuss how we could support you: enquiries@successbydesigntraining.com

MINDSET

MAKE THIS YOUR BEST MONTH EVER

MASTERING YOUR MIND

Before we get started, let's talk about mindset.

1. Who am I being?



5. What do I
commit to
changing?

2. What am I doing?

3. What am I getting

4. How do I want to feel?