

A man and a woman are high-fiving on a track. The man is on the left, wearing a grey athletic shirt and black pants, smiling. The woman is on the right, wearing a black athletic top and black pants, also smiling. They are standing on a red and green track. The background shows trees and a clear sky.

Accountability

Challenge

IT'S TIME FOR YOU! LET'S SEE HOW
YOU CAN TRANSFORM IN EIGHT
WEEKS.

CHALLENGE #1: GOAL SETTING

Set Your Focus

Without clear goals in mind, work is meaningless. Your success will skyrocket just from writing down your goals and setting your focus. When you create your goals you want to think of a few things: what is most meaningful to me in life, what can I realistically do to create the change I desire, and how will I feel when I have reached these goals? Write down at least one action goal and one outcome goal for each category.

- Your action goals should be things you set out to do. For example: "I will perform 30 minutes of strength training three times per week."
- Your outcome goal is the thing you wish to get out of doing the action. For example: "I will loose 0.5% body fat within 8 weeks."

Use the SMART framework to get started.

S: Specific, be precise.

M: Measurable, can you actually quantify your goal?

A: Attainable, be realistic.

R: Relevant, does your goal match this setting and your long term vision of success?

T: Timely, set a time stamp.

NUTRITION GOALS

ACTION GOAL

OUTCOME GOAL

ACTION GOAL

OUTCOME GOAL

FITNESS GOALS

ACTION GOAL

OUTCOME GOAL

ACTION GOAL

OUTCOME GOAL

MINDSET GOALS

ACTION GOAL

OUTCOME GOAL

ACTION GOAL

OUTCOME GOAL

CHALLENGE #2: MINDFUL HABITS

This week's focus is to identify one mindless habit you have (yes we all have them!) and to focus on breaking this habit. You are going to put in your best effort to avoid that activity all together. Examples of mindless habits are: eating while working on the computer, snacking while making dinner, opening extra tabs on your computer that are not keeping you focused on work, and switching between tasks before you have finished what you are working on.

STEP ONE

Decide which mindless habit you want to work on, write it here:

STEP TWO

What emotion do you feel is tied to your mindless habit, how can you substitute for this? Example: if you are eating because you are anxious, can you do 5 deep breaths instead?

STEP THREE

What is one thing you could do differently to help yourself break the habit. Example: if you are switching between tasks before getting your work done, can you set a timer and commit to spending that amount of time on focused work with one task?

STEP FOUR

How will you reward yourself at the end of the week for focusing on more mindful activity?

HABIT TRACKER

Simply write yes or no (whether or not you were able to avoid the mindless habit) next to each day for the week. If the answer is no, give a reason why. Be prepared to report back to your team.

o Day One _____

o Day Five _____

o Day Two _____

o Day Six _____

o Day Three _____

o Day Seven _____

o Day Four _____

CHALLENGE #3: RITUALS

Daily Habits Create Great Change

Take a moment to think about your goals. What can you do every day to move closer to those goals, to maximize your time, and to create positive change in your life? Rituals do not need to be complicated, but they do need to be meaningful. Set up daily rituals for yourself and see your productivity skyrocket, your mindset shift, and your energy improve. An example of a morning ritual is as follows: Drink 8oz water, exercise/stretch 20 minutes, affirmations outside in the sun two minutes.

**MORNING
RITUAL**

**START OF WORKDAY
RITUAL**

**END OF WORKDAY
RITUAL**

**EVENING
RITUAL**

CHALLENGE #4: JOURNALING

Journaling is a something that has proven time and time again to be effective in reducing stress and anxiety and improving one's sense of self awareness and purpose. This challenge is to complete at least five minutes of journaling daily. Start with three gratitude statements by writing down three things things you are truly and effortlessly grateful for that day. Then use the four additional journaling prompts.

Gratitude Statements of The Day

"Happiness is not something you postpone for the future; it is something you design for the present."

-Jim Rohn

O _____

O _____

O _____

Two Things I am proud of today

O _____

O _____

One area in my life that I would like to change or improve upon?

O _____

Two things I would like to do tomorrow to move me closer to my goals.

O _____

O _____

Two people I connected with today and how this made me feel.

O _____

O _____

CHALLENGE #5: GROW YOUR KNOWLEDGE

Never Stop Learning

Learning new things is key to improving maintaining our cognitive abilities and has shown to improve happiness. This week let's learn more about what is necessary to reach our personal goals. Without the right knowledge about how to achieve your goals, it is difficult to focus on action steps that will help you reach those goals. Your challenge for this week is to learn something new by either reading one article, starting a new book, or listening to a couple podcasts around the topic that relates to your goals. Spend a minimum of 10 minutes per day educating yourself. Write below the books, articles, or podcasts you have chosen.



Podcasts



Books



Articles

1. What were three of the top things you learned this week?

2. Is there anything new you plan to implement into your life from what you learned?

3. What follow up questions do you have in regards to something new you learned this week?

CHALLENGE #6: HYDRATE!

While we may be able to go weeks without food, only a few days without water is enough to be the end of us. With life's distractions, mild to moderate dehydration is common and presents health risks. Our bodies are made up of approximately 60% water, and if this is not replenished daily, we could be in serious trouble. Aside from life-threatening concerns around dehydration, we also need to be aware that mild dehydration can significantly reduce athletic performance, productivity, ability to focus on a task, and our mood. If you are feeling irritable and fatigued, drink a large glass of water and see how you feel 30 minutes later.

This challenge is simple. Drink at least 64 ounces (eight, 8oz glasses of water) every day and track it. Coffee does not count!

Day One: ○ ○ ○ ○ ○ ○ ○ ○
Day Two: ○ ○ ○ ○ ○ ○ ○ ○
Day Three: ○ ○ ○ ○ ○ ○ ○ ○
Day Four: ○ ○ ○ ○ ○ ○ ○ ○
Day Five: ○ ○ ○ ○ ○ ○ ○ ○
Day Six: ○ ○ ○ ○ ○ ○ ○ ○
Day Seven: ○ ○ ○ ○ ○ ○ ○ ○

Options to get even greater health benefits from your water



Warm water, lemon, and pink himalayan salt

This is one of the best ways to start the morning! The lemon helps alkalize the body and the pink himalayan salt has 84 essential minerals and electrolytes, making you feel refreshed and energized.



Turmeric, cinnamon, lemon, and ginger water

Soak slices of fresh turmeric, ginger, lemon, and cinnamon sticks for an anti-inflammatory punch! Delicious and so good for you!



Orange and rosemary water

Soak orange (or grapefruit) slices and rosemary in water for improved blood flow and cognition. Rosemary has been shown to improve memory and both citrus and rosemary improve the immune system. this is a tasty way to prevent illness.

CHALLENGE #7: MEDIATION & MINDSET

With the busyness of modern day life, it is easy for the mind to become clouded. To avoid losing focus on your goals and on what is most important in life, meditation and deep breathing can be very helpful. The challenge for this week is to complete 10 minutes of meditation OR deep breathing daily. Check out the following resources to help you discover strategies that work for you!



Top Meditation Apps

- [Calm](#) - free trial
- [Insight Timer](#) - free
- [Headspace](#) - free trail
- [Ten Percent Happier](#) (excellent for beginners) - free trial

Mindset Podcasts

- Happier with Gretchen Rubin
- Optimal Living Daily
- Good Life Project
- The School of Greatness

MEDITATION TIPS

1. Create a quiet and comfortable space to complete your meditation. This space should be different from where you work, eat, or complete other daily tasks.
2. Start small, five to ten minutes per day is better than nothing. Chose a time frame that is manageable for you.
3. Release expectations. Meditation is a practice and it may take time for you to truly be able to calm the mind. The first several times you meditate may not be easy.
4. Start with deep breathing to help relax and calm the body.

CHALLENGE #8: REFLECT AND REVISE

See Your Progress

Wow, look how far you have come! It is time to reflect on how you have done. Go back to your goal sheet from week one. As you read through each of the goals ask yourself these questions:

- Have I reached this goal?
 - If not, did I do the work necessary to reach the goal? What can I do differently to make more progress? Is this still a goal that is meaningful for me?
 - If yes, what action did I take to reach this goal? Should I continue with this action or is there a way to up level this action to further my progress.
- What new goals would I like to set moving forward or how can I revise my goals considering what I have learned about myself through this challenge?

Go ahead and write down your new and revised goals.

NUTRITION GOALS

ACTION GOAL _____

OUTCOME GOAL _____

ACTION GOAL _____

OUTCOME GOAL _____

FITNESS GOALS

ACTION GOAL _____

OUTCOME GOAL _____

ACTION GOAL _____

OUTCOME GOAL _____

MINDSET GOALS

ACTION GOAL _____

OUTCOME GOAL _____

ACTION GOAL _____

OUTCOME GOAL _____