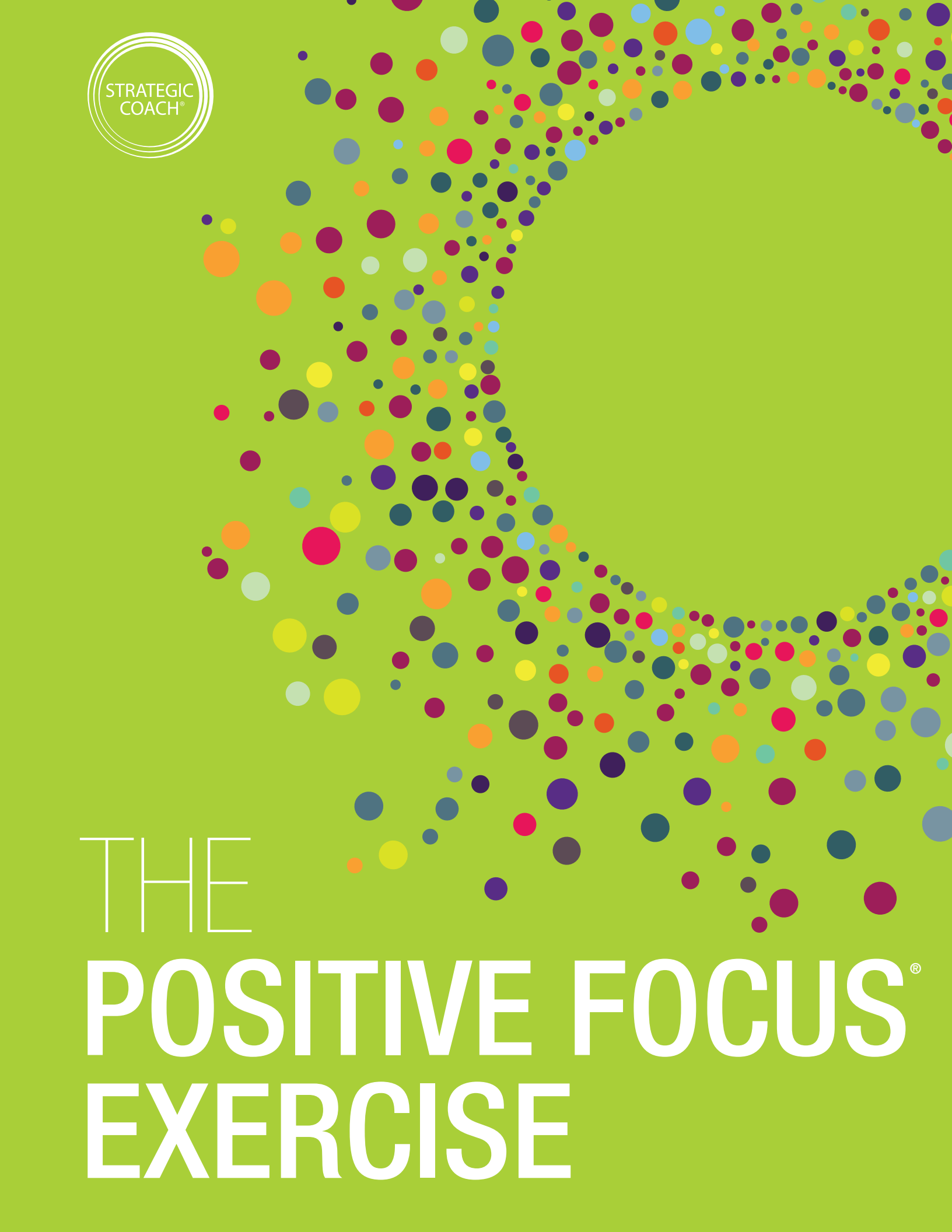


An abstract graphic of numerous colorful dots in shades of purple, blue, orange, yellow, and pink, arranged in a pattern that suggests a stylized human figure or a dynamic flow, set against a solid green background.

# THE POSITIVE FOCUS<sup>®</sup> EXERCISE

# THE POSITIVE FOCUS®

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

Name:

Date:

# THE POSITIVE FOCUS®

## GUIDE

THE POSITIVE FOCUS®

| THE POSITIVE FOCUS®                       |                                         |                                             |                             |
|-------------------------------------------|-----------------------------------------|---------------------------------------------|-----------------------------|
| ACHIEVEMENT                               | REASON WHY                              | FURTHER PROGRESS                            | FIRST ACTION                |
| 1<br>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<br>Completed salary budget              | Have been procrastinating – got it done | Meet w/ Tony to discuss                     | Schedule meeting            |
| 3<br>Called Luke – resolved pricing issue | Relieved – was a complex situation      | Get a quote from Luke for new office chairs | Choose design               |
| 4<br>Worked out details on Jones project  | We're aligned & can move forward        | Start working on proposal                   | Meet w/ Tony to update      |
| 5<br>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.