

THE COMPLETE WORKSHEET FOR EFFECTIVE BEHAVIORAL CHANGE

THE COMPLETE PROCESS TO SUCCEED IN CHANGE

V: 4/20

(Link to share: [The Complete Worksheet For Effective Behavioral Change - The Complete Process To Succeed In Change](#))

CONTENTS

THE COMPLETE MASTER WORKSHEET FOR BEHAVIORAL CHANGE	1
IDENTIFY THE PROBLEM	1
CLEARLY IDENTIFY AND DEFINE THE HARM/DAMAGE	1
THE PAYOFF(S)	2
DESCRIBE THE NEW BEHAVIOR & THE OUTCOME	2
WHAT I WANT	3
AM I WILLING TO PAY THE PRICE? (If you're not, don't bother to start.)	3
WHAT HAS GOTTEN IN THE WAY OR MIGHT GET IN THE WAY	3
WHAT MAKES THIS NOT WORK	4
OVERALL BASE FACILITATORS	4
COMMITMENT:	5
MY PLAN OF ACTION,	6
SET IN PLACE THAT WHICH WILL SUPPORT ME ALONG THE WAY	6
WHAT WILL KEEP ME ON THE PATH?	6
HOW I SEE MYSELF IN THE FUTURE:	7
WHAT COULD PULL ME OFF THE PATH AND MY ACTIONS TO HANDLE	7
JOURNAL OF OBSERVATIONS	8
REASSESSMENT DATES	9
FINAL SIGN OFF:	10
MASTER LIST OF ALL THE HABITS/BEHAVIORS I'D LIKE TO CHANGE	11
LINKS TO RELATED ARTICLES	12
INSTRUCTIONS AND PERSPECTIVE	13

THE COMPLETE MASTER WORKSHEET FOR BEHAVIORAL CHANGE

If you are starting this for the first time, first see [the instructions and perspective](#) section.

IDENTIFY THE PROBLEM

The solution often springs out of a clear definition of the problem.

___ I am aware (at least someone has asserted it and it seems true) that this is SOMETHING THAT IS NOT SERVING ME AND/OR IS HARMING ME.

Comments: _____

DESCRIPTION of what it is: _____

CLEARLY IDENTIFY AND DEFINE THE HARM/DAMAGE

It is not helping me and/or it is harming me in the following way(s):

<u>HARM/DAMAGE</u>	<u>RATING</u>

Rate each one on a scale of 1-10, with 10 being horribly harmful.

THE PAYOFF(S)

The payoff(s) I am getting from my current behavior: (Number these for reference below).

These are primary believed or actual [payoffs](#), plus what are known as secondary benefits, which are simply "side benefits". These are a result of running what are called "[rackets](#)". What is, and could in the future, holding this behavior in place - describe the process, so you understand it and can therefore find a substitute that will provide the same.

1. _____
2. _____
3. _____

What else I could do that would get the same payoff or be a **suitable substitute**:

1. _____
2. _____
3. _____

DESCRIBE THE NEW BEHAVIOR & THE OUTCOME

(that you would like to accomplish)

My new behavior I wish to accomplish is: _____

The outcome(s) I would like to accomplish is: _____

__ I am listing my new rules on a "These are the rules" page.

IDENTIFY THE BENEFITS OF THIS CHANGE

(to my life)

Rate each one on a scale of 1-10, with 10 being incredibly beneficial.

What I will do to keep these clearly in mind, if needed:

- ☐ Review, remind myself every days or week or
- ☐ [Visualize](#) the feelings, rewards, etc of doing the new strategy
- ☐ Review the list of benefits/whys and strongly declare your commitment

WHAT I WANT

My destination is: (Clearly defined, and attainable.)

AM I WILLING TO PAY THE PRICE? (If you're not, don't bother to start.)

☐ Yes, absolutely.

WHAT HAS GOTTEN IN THE WAY OR MIGHT GET IN THE WAY

☐ I must first know enough about how things work. I will "study" to the point where I can proceed with the benefit of [Sufficient Knowing](#).

Temptations, situations that got in the way:

Other:

Write below each of the "get in the way" items (above) and what strategy and handling you will do when those come up.

WHAT MAKES THIS NOT WORK

- ___ I quit too soon. I stop short. I do not [complete](#) (and then I conclude that it didn't work, when the real problem was that I didn't DO the work!!!). Realistically, these processes take a fair amount of time and people become impatient, and tend to seek shortcuts or to skip parts of the process - and then they wonder why they don't succeed! (As you well know, short term gratification (in lieu of long term progressing) does not work
- ___ I leave off steps or fail to execute them fully, thinking I can take a short cut and not realizing that they are all necessary to make the whole thing work!
- ___ I succumb to blaming the process for not working, when I should note that it didn't work and then keep on persisting on finding what's missing and should be added or what's a wrong step in the system. I go passive, fall victim to it, instead of going "all the way" to correcting and persisting to the point I actually get the desired results.
- ___ I get some "relief" from the bad symptoms of a poor behavior and then I don't do more. I get what I wanted (relief) but fail to notice that I have not actually completed the process that works for the long term in life!
- ___ I fail to notice that the new behavior begins to fade and/or I fail heed the fact that I am not getting the results I want, that I am getting bad results! And/or I just don't do the necessary repairs to fix/repair the system.

OVERALL BASE FACILITATORS

___ I understand that willpower and the capability for change are increased if I do certain things that generate more energy and keep my energy up. Doing this will make all of this much easier and much more productive. ([Energy Checklist](#) and [The Pre-Set, Super-Committed Schedule For An Always Powerful Day! Not Optional!](#)) I also understand that changing that energy and my momentum during the day will help me be less prone to do dysfunctional behaviors.

If one does not do these base facilitators, things in life will be very difficult and also cause more breakdowns and/or lack of follow-thru!

(Scroll down to the next part of this section.)

What I Will Do To Better This

____ Therefore, what I choose to do to utilize those very doable methods are: (list them, then later decide which to do or not)

COMMITMENT:

Based on the above, I commit to the following (with specific dates and actions toward it):

I will do this to full completion of the objective, period, with no outs. (If I fail, I will re-start and go at it again. I have decided that **ultimate failure on this is not an option.**)

Committed to this ____ day of _____, 2____: _____

Signed

I will announce this commitment to: _____

MY PLAN OF ACTION,

Specific, and dates (can be filled in later): (Also, if relevant, specify how long you'll do the action for.) I hereby make the decisions to do these actions.

(Optional) Some treat or reward for myself starting this: _____

(Definitely) The reward for completing this will be: _____

Be generous here, but don't give it to yourself unless you complete what is necessary to do to get the desired result.

Rewards along the way at each milestone will be:

SET IN PLACE THAT WHICH WILL SUPPORT ME ALONG THE WAY

My plan to do that which follows to keep me on the path:

Who will support me and what resources I will use.

The affirmations and declarations to excite me and support me

WHAT WILL KEEP ME ON THE PATH?

- ___ Read the benefits and payoffs, above, at least daily.
- ___ Daily, at least, repeat related affirmations (to make this "larger" in your mind and to wire it into neuronal pathways, which in turn make things easier because it is easier to follow a grooved pathway in the brain).
- ___ Partner, support team in the process (being accountable, and sharing this sheet with the other person)
- ___ Rewards (for even small things)
- ___ Celebrate, how: _____
- ___ My monitoring sheet
- ___ Interacting with a role model, finding models to emulate
- ___ If I fail, I simply re-start, and continue adding new weight to my neuronal pathway.
- ___ Write in your [Improvement Journal](#) what you notice and what to do to make things work.
- ___ Specifically writing down what you will do and when (in studies, this had *huge results* compared to those with just an intention)
 - ___ Specifically writing down each step and when it will occur in the sequence of what you do in life (this set up "cue-ing", so that the preceding action/event "triggers" this action)
- ___ Having a system and a process, written down, that is clear and inclusive

HOW I SEE MYSELF IN THE FUTURE:

(Visualization, which motivates, plus giving me a chemical boost, feel, smell, taste.)

Such as: I am proud of myself for quitting smoking. I see myself as smoke-free and very healthy and alive. I am so grateful for having done this. I see myself smiling with satisfaction as my supporters are applauding my success. I am confident about all of this. I am a better person for having done this - and persisted. I am forever grateful. And I am so very proud of myself for following through!

WHAT COULD PULL ME OFF THE PATH AND MY ACTIONS TO HANDLE

Cue, situation, circumstances, people, stimulus

Action I will take to keep on the path

JOURNAL OF OBSERVATIONS

Since change involves doing new things you don't quite know how to do (such as discipline yourself), observing the failures and acknowledging even the small successes is an important tool, so you can adjust. Keep this worksheet available to look at or put it into the journal. If it is a paper journal, it's best if it is hardbound. ([The Life Improvements Journal](#) is an example of a possible format/concept.

REASSESSMENT DATES

Fill in the dates below and tickle them on calendar for initially revisiting and reassessing. Fill in the reassessments on this same sheet so you have a clear black and white and continuous view of what is going on. (If doing by hand, use the back of the page for additional inputs.)

The tickled dates ahead of time:

____/____/____

____/____/____

____/____/____

ASSESSMENT FOR

____/____/____

How it is going/succeeding:

How the actions/strategies should be revised and/or replanted:

ASSESSMENT FOR

____/____/____

How it is going/succeeding:

How the actions/strategies should be revised and/or replanted:

ASSESSMENT FOR

____/____/____

How it is going/succeeding:

How the actions/strategies should be revised and/or replanted:

FINAL SIGN OFF:

____ I have built this into my life and it is something I will do always as part of my life.

Signed off this ____ day of _____, ____

MASTER LIST OF ALL THE HABITS/BEHAVIORS I'D LIKE TO CHANGE
IN THE NEXT FEW YEARS

See a filled-in example included in [The Five Stages Of Deliberate Change](#).

List all the items you can think of, stop for a second, then add a few more. Keep this list in your About Me notebook for reference, and add to it over time. Rate the level of harm from 1—10, with 10 being very, very harmful and 1 being minor – these ratings will serve as a prioritization basis for the list on what to address to have the most benefits to your life. One would then use the change form to address each in the order you choose. It is interesting to note how many of these will have a high harm level, but are pushed out of our awareness on a daily basis. The IMP column rates importance, priority to do this, and the impact of it. A = Very high impact, B = Large impact, C = Some impact, D = Little impact. On the key ones you choose to commit to, place a tentative date to start. Don't start a new one until you've largely mastered the current one.

IMP	ITEM	COMMENTS	HARM (Level of)	DATE START

LINKS TO RELATED ARTICLES

[Process Of Changing](#) - Main page

[Where Are You Being Intentionally Stupid?](#) - Read this, identify what to stop doing, and then repair your life!

[Habits](#) - A key power source to utilize.

[Willpower](#) - Unravel the psychology, humanness, and process of this.

[The Struggle Of Behavior Of The Higher And Lower Brains](#) - If you don't have this straight, if you don't understand this, then you won't be able to manage life! (Without this understanding, we often go into "being victim".

[Behavior Management](#) - Learn this, for it is the entry point to creating a great life.

[Belief Processing Forms](#) - To change a belief...

[Attaining The Changes You Want In Life - Contents, Links](#)

[Habits, Willpower, Discipline, Self-Control Contents/Links](#)

INSTRUCTIONS AND PERSPECTIVE

A word document *shorter version* of this is available to write into, in the piece: [The Five Stages Of Deliberate Change](#), with an example of a completed worksheet.

Using the simpler form (above) or this form, I recommend that you highlight and **copy** the entire webpage (or word document) and then paste it into your own word processing document. This is **recommended** because the space allotted will expand as you continue to type in what is needed.

There is also a form, at the end, for a "Master List Of All The Habits I'd Like To Change In The Next Few Years." All of them, not just some! Then you'd prioritize them on which to do in which order and by when.

(Note that working with a qualified coach or consultant/counselor can dramatically increase the effectiveness.)

Some parts are skippable, but I wanted to have at least one "complete" process. It is not wise to be stuck on taking shortcuts or shortcutting any process - especially if they are important and impactful.

Yes, this will take extra time compared to not doing it properly (aka using a "short" cut). But what you want is to be able to complete this successfully - and this is what it takes. (And you'll save the time it takes to do it over after not having succeeded before.)

[Keith D. Garrick](#)

Of [The Life Management Alliance](#)

(A [pay-it-forward](#), never-a-cost endeavor to dramatically improve people's lives)

How to be in the loop as things develop: Use this link to [the blog](#) and then sign up for email notification on the web version of the blog.

Please [Contact me](#) with any suggestions, additions, revisions, etc., that might help improve this piece and the process, and/or any questions or requests you might have.

(Note that most of the pieces I write are intended for more study and completion. As such, you might do the overall reading of the piece and then tickle it for followup later if you cannot complete it in one sitting. It is not likely that you can do it in one sitting. Possibly, read [How To Read And Learn From A Keith Garrick Piece](#).)