

Action Checklist

Mindset Hurdles – Awareness & Shift Checklist

Set the space

- ☐ Schedule 20–30 minutes uninterrupted
 - ☐ Use a notebook or journal (not your phone)
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1 Identify the Pattern (Reality)

For each hurdle, write where it shows up in your business:

- ☐ Shame / self-sabotage
 - *Where am I avoiding or holding back?*
 - ☐ Comparison
 - *Where am I looking sideways instead of focusing on my own business?*
 - ☐ Short-term thinking
 - *Where am I choosing easy now over better later?*
 - ☐ Fear, doubt & indecision
 - *Where am I not making a decision I know needs to be made?*
 - ☐ Insecurity
 - *Where am I not backing myself?*
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2 Personal Impact (Make it real)

Now link it to outcomes:

For each one, ask:

- ☐ How has this impacted my business?
 - ☐ What has it cost me? (time, revenue, energy, growth)
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3 Flip the Thinking (This is the shift)

Now challenge each one:

- ☐ Shame → What would ownership look like instead?

- ☐ Comparison → What does focusing on my own path look like?
- ☐ Short-term thinking → What would the long-term decision be?
- ☐ Fear & indecision → What decision would I make if I backed myself?
- ☐ Insecurity → How would I act if I fully trusted my value?

Write the alternative.

4 Awareness in Action

- ☐ Notice when a pattern shows up
 - ☐ Pause before reacting
 - ☐ Name it: “This is comparison” / “This is fear”
 - ☐ Choose the alternative response (even once)
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Focus for the Month

- ☐ Observe daily
- ☐ Interrupt the pattern at least once per day
- ☐ Start acting from the “flipped” thinking

Clarity is the first step. Support makes it stick.

When you're ready to go further:

- Find a Strategic Bookkeeper to support you: <https://directory.betterinbusiness.global/a-z>
- Access FREE practical tools for your business: <https://www.betterinbusiness.global/resources>
- Connect with Jen: <https://nbkservices.com.au/>