



*Diane Rolston*

Supporting your leaps and bounds in business & life

# The Ultimate Traction + Action Toolkit



# Congratulations And Welcome To My Ultimate Traction + Action Toolkit

## HOW TO USE THIS TOOLKIT

This toolkit has **3 modules**. Yep, that's right 3 wonderful, action packed modules to get you going! Each module will be e-mailed to you, so you can look forward to seeing them arrive in your inbox for the next two weeks.

### Modules

**10 Days of Traction** (Daily Exercises to Change Your Mindset)

**3 Simple Steps to Get What you Want** (Workbook for getting clarity)

**Action Talks: #1** (Audio on creating a plan of action)

If this is your first time using this toolkit, it is recommended you follow each module step by step. Once you have familiarized yourself with all of the modules, feel free to use them again and again to help you gain more traction, more clarity, and more action.

Think of this toolkit a little bit like a training plan. Have you ever had a fitness trainer or been coached in sports? You know that all coaches and trainers begin with some fundamentals, then move on to more specialized drills. This toolkit has been designed to give you mindset fundamentals that are essential for getting off the treadmill of 'wants with no results', and then drill down on getting clear and taking action.

Turn the page to get started!

## MODULE 1:10 Days of Traction

Yes! You are ready to jump off that treadmill! You yearn for some traction to get a grip on what you really want, and a plan of action to make it happen.

BUT WAIT. I'm sure you've heard that change is HARD. That change takes A LONG TIME. Well, I want you to THROW OUT those learned thoughts about change. Change is as hard as YOU make it. If you choose, you can make change easy on yourself. And that is what gaining traction is really about.

Change isn't hard. It just takes persistence. It takes daily habits. Think about it. What do you do routinely, every day, almost without thinking? Make coffee? Drive to work? These are not HARD to do. Same thing with change.

That is why I created 10 Days of Traction to help you shift your mindset about change, and establish new habits. And you can do it with only 5 minutes a day!

### BEFORE YOU BEGIN

#### Set a time, make a routine

Pick a time of day where you are not going to be disturbed. Give all your attention to this one activity, even if it is just 5 minutes.

#### Quiet your environment

If you can't remove distractions from your main environment (such as phones ringing, kids, etc.) go to a place that is quiet. Maybe it's even your car, but quiet is essential for your mind to absorb this new information.

#### Really think about what these tips say

It's easy enough to skim everything these days. But taking a moment to let your mind savour and contemplate these tips will spur creative thinking and problem solving. Resist the urge to read more than one a day. In order to create change you need time, space and depth. By focusing on just one tip you will have a higher rate of success and a better opportunity for long-term change.

#### Give yourself tools to think & play

A journal, notebook, flash cards, coloured pens, etc. are all great tools for getting our thoughts out on paper, which can help us become aware and sort them out way more effectively than if they just stay jumbled in our head.

#### Make it fun, give yourself permission to be free with it

Don't make this a HAVE TO. Make it a WANT TO. Give yourself no expectations. Quiet your inner judge. There is no perfect way to do these exercises. Give yourself permission to just sit and think about the questions. With the coaching questions, come back to them a couple times on the day to get even deeper and more meaningful answers.

## Day 1: Get Committed and Celebrate

Congratulations for following through and committing to getting started. Savor your new intention. Take a moment. Where are you? If you have cleared a space in your schedule, created your environment, and planned this kind of moment into your routine for the next 9 days... HIGH FIVE! Savor that success. You should celebrate this. If you haven't, then take some time right now to get settled and really think about how you can put this into your routine for the next 9 days. Get ready to make some great changes!

**Here are your powerful coaching questions to ponder today:**

**What is exciting about starting something new?**

**What is motivating you to make a change?**

## Day 2: The Foundation To Change And Grow

Anthony Robbins says, “If you do what you’ve always done, you’ll get what you’ve always gotten.” Let’s start this thinking even in the preparation for change. Imagine your mind and your life are like a garden. No one likes weeds and they come from negative thoughts. Instead, we need to plant positive seeds so that you can grow flowers.

Here are your powerful coaching questions to ponder today:

**What negative thoughts are you going to weed out?**

**What positive beliefs & thoughts do you want to plant?**

## Day 3: Write Down Your Desired Change

You may have heard how a goal is just a dream until you write it down. So grab your pen and write them down. Envision the depth of what you will gain when you accomplish this dream. What you gain might extend further than material things, such as opportunities for learning or experiences. For example, you want to make an extra \$1000 a month. This might influence your confidence, how the world perceives you, allow you to take vacations, pay for school, visit family, pay someone to clean or have more time to do the things you love.

**Here are your powerful coaching questions to ponder today:**

**What do you want? How will it feel? (Not sure about what you want? If you find this really hard, check out module 2 in the toolkit: 3 Simple Steps to Get What You Want)**

**How will you know you have reached it?**

## Day 4: Seek Out Others and Learn From Them

You are not expected to know everything about everything. Many have already blazed a trail before you. Whether they are famous or in your local neighborhood you can learn from their mistakes and knowledge. It's important to figure out who has the knowledge and then how you'd like to learn from them. Will you hire them, attend their workshop, take them for lunch or read their book? It might cost money, however, the return on investment will be higher and you'll end up saving time, money and your sanity. By being told, shown or walked through the process you can reserve your energy for those other tasks that only you can do.

**Here are your powerful coaching questions to ponder today:**

**What part of what you want are you not clear about?**

**Who do you want to learn from and what is the best way they can support you?**

## Day 5: Tell Others About Your Commitment

It's so easy to envision goals and then not do anything about them. If you truly want to change, why not get a success team in place? Who do you pick? The usual suspects for this would be your partner, best friend or other family member; however, you need to ask yourself if you can be honest with each other. You being honest about your progress and them being honest when you don't do what you said you would. They need to take a stand for what you really want and not let you sneak a hot fudge sundae or put things off in your business for another week.

**Here are your powerful coaching questions to ponder today:**

**Who do you want to ask and what insight should you give them to help you?**

**What do you want them to do when you don't do what you say you will?**



## Day 6: Pick Your Dream Team

If you could surround yourself with five people you admire and enjoy the most, who would they be? This dream team is like your success team. They are people you collaborate with, mastermind with, mutually support or hire to make your success happen. The fun thing is since you get to pick them, you have choice in the matter as to whether they stay or go. They need to be ready to work with you, not against you and once you have some success make sure you celebrate together!

**Here are your powerful coaching questions to ponder today:**

**Who is someone you admire from afar? How can they help you?**

**Who in your inner circle of influence do you need to say goodbye to?**

## Day 7: Give Yourself Permission To Go For Your Goal

3, 2, 1 GO! You are allowed to go for it. Yes your friends, family or colleagues may have something to say, but they might be only doing it out of their own fear. Their fear that you will change so much that they'll be left behind, that you won't care for them the same way or that they will have to change as well. If you have spent the time thinking about the big picture and what motivates you to make the change then they don't have anything to worry about.

**Here are your powerful coaching questions to ponder today:**

**What fears do you need to let go of?**

**When it all works out, what will it look like?**

## Day 8: Be Thankful For Your Mistakes

Mistakes teach you valuable lessons. Don't be afraid to start just in case you screw up because the honest truth is, YOU WILL at some point and it won't be as great as you wanted. Think of it more like you are ready to adjust to mistakes and learn from them. If you fall don't get discouraged – instead say, “Taadah!” and smile or laugh at yourself and move on. Have a plan you want to put in place for when you mess up and how you'll stay motivated to continue no matter what.

Here are your powerful coaching questions to ponder today:

**What is the opportunity in the mistake?**

**What plan do you want in place to motivate you after you make a mistake?**

## Day 9: Acknowledge The Skills You've Gained

One of the biggest mistakes we make is not acknowledging how much we know. The reason why taking action can feel so overwhelming is because we convince ourselves we don't know how. You do know how. You've taken action multiple times. Now, how did you do it? What was the result? Embrace what you know, where you've been and feel confident you can move forward.

Here are your powerful coaching questions to ponder today:

**What skills do you already have that can you apply now?**

**What have you learnt that you can now share with others?**

## Day 10: Enjoy the Change

Now that you've laid a great foundation and put a lot of thought into things... have you started to change something yet? I hope so. If not when will you start? How about tomorrow?

And when you do, make sure you're enjoying the process as well. Keep marking down your progress and the skills and knowledge you have learnt. When you do make progress the final step is to celebrate. This will help you be motivated to continue; especially when times get tough. Know that once you start changing your saboteurs get woken up and they scramble to stop you from achieving your greatness. Be prepared for that. Change can feel uncomfortable and often at the 4-8week mark you could feel like quitting. Be prepared for that as well. Know it's normal and create a plan for your success through it. I believe in you!

**Here are your powerful coaching questions to ponder today:**

**What do your saboteurs say to you? And what will you do when they show up?**

**How will you celebrate your success?**

## Congratulations!

Doesn't it feel great to take action? I bet you feel well on your way to becoming more dynamic in your life. I know you will experience wonderful benefits from these exercises. It just goes to show that sometimes we really do need some practical steps to get us moving in the right direction.

That's why I'm excited to send you **two other modules** to keep you inspired and taking action. Module 2 and 3 are on their way to your inbox, so keep your eyes open!

**And of course, I would love to hear if this module has been helpful to you. I always get great ideas from speaking with people about what they liked best.**

I look forward to connecting with you!

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## About Diane Rolston

I love a good challenge and my purpose in life is to inspire and motivate others to tackle their biggest hurdles. As a Certified Professional Co-Active Coach (CPCC), Speaker and Workshop Leader, I get focused quickly with powerful questions and build your confidence so you can tackle your greatest obstacles and fears, (but I can still crack a joke as easy as I crack my whip).

I have over 12 years of work experience in education, communications, program development and training from a great blend of industries. However, being able to leave the 9-5 grind to be an entrepreneur and mother simultaneously, made me an expert in work/life balance, and productivity. I am the creator of "The Balanced Business Owner" a coaching mastermind series where I take professionals on a speed course to reach their life and business goals, all while keeping them in balance, so they can enjoy the process and the results!

