

SJH POSITIVE MINDSET WORKBOOK

Ramp up your confidence, resilience and happiness levels
with this easy to follow workbook.

SCOTT J HAMILTON

#BestYouProject

Introduction

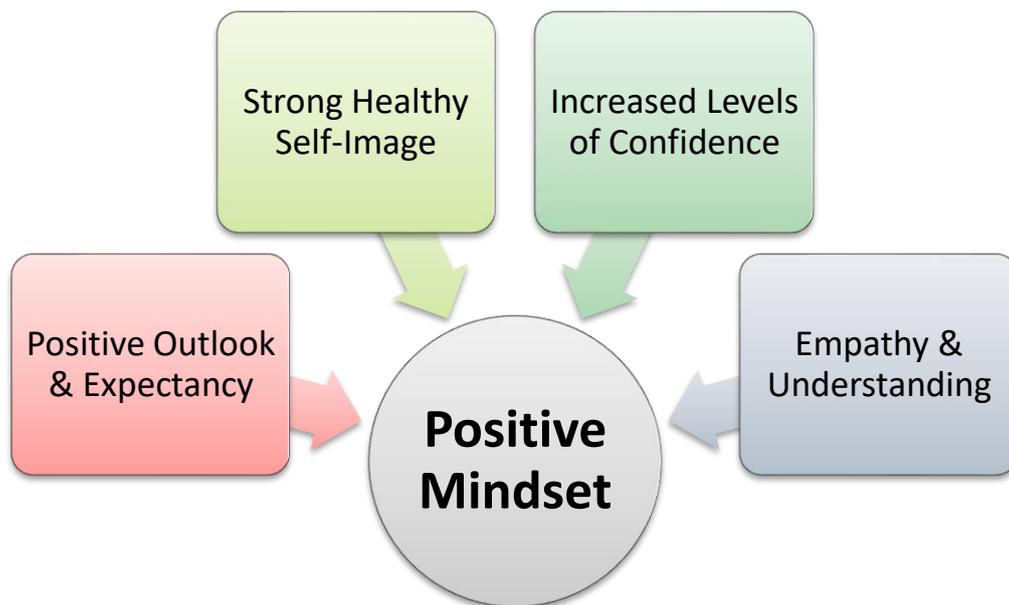
Workbook Objectives

To give the participants the information, tools and skills they need to develop their own positive attitude, ramp up resilience towards life's challenges and increase confidence levels.

Key Outcomes

By the end of the workbook you will:

- Be equipped with tools you can turn to any time you need a confidence boost.
- Have a firm grasp of who you are and where your strengths lie.
- Be in a position to handle conflict in a much more positive manner.
- Have an increased belief and understanding of what you are capable of.
- Be able to quickly boost your mood with simple tools and movements.
- Have clearer vision and positive expectancy of what you can accomplish in the future.



Disclaimer

I do not claim to be a qualified doctor, psychiatrist, counsellor or psychologist ... I am just ordinary guy with some extraordinary tips to share learned through life experience, helping others, training courses and the many hours researching - reading, watching, listening and gathering all the information you'll ever need. These techniques do work, they've worked for others and they've worked for me so the proof is there but you just have to WANT to improve yourself and give up feeling sorry for yourself.

Introduction

Before we get into all the useful techniques shared in each section let me give you an introduction into why I made this workbook and why you should use it. Through many years of studying the experts in developing a healthier mind (Zig Ziglar, Tony Robbins, Jim Rohn, Wayne Dyer and many others) I have discovered some techniques that anyone can use to help them set their default mindset at a healthier, happier level.

For many years I was up and down battling with anxiety and insecurities myself but rather than accepting this as something I had to live with I decided to search out ways to feel happier, ways to find success and ways to improve myself. It didn't happen overnight but through grit and persistence I discovered some techniques and information that everybody should be aware of. What I've learned has helped me immensely and can be turned to at any point by anyone to help pull you up from any down mood - you just have to WANT to help yourself and push yourself to carry out these short techniques on a daily / regular basis.

Many don't realise this but what you focus on daily is what you find more of. Your subconscious mind is an amazing tool but if you are feeding it daily with your insecurities, worries, anger, negative thinking, frustrations all you are doing is creating a default setting that says "Find me more of this negative stuff".

Think about it this way, the world is full of so much detail that you couldn't possibly pick up on every single detail about every single moment of your life. Your subconscious mind can only highlight to you what you have set as the priority and you set your priorities by what you CHOOSE to think about, CHOOSE to focus on, CHOOSE to watch and CHOOSE to talk about!

Do you know anyone that walks into any room / restaurant / hotel / meeting and always finds something negative to say? That's because they have a priority setting of "Negative Hunter". Do you know anyone that goes around life being offended by everything? They have that as their default setting. And do you know anyone that always sees the best in any situation? That always tries to find the opportunity instead of the obstacle? Yip, you guessed it, they have chosen this setting by focusing on the good in their life so much that they find more of the same wherever they go.

If you want the same all you have to do is make some new habits and program in finding the good instead of focusing on the bad. These techniques CAN help you do this ... but you have to want to yourself, you have to be disciplined enough to do these, even just a few of them, every day for minimum of a month.

Throughout the workbook you will see comments on discussing your answers with your support group or coach. You don't need to discuss these with anyone, the key part is that you do the work and keep doing the work to create better priorities for your subconscious to follow. If you do want to create a support group or hire a coach that WILL help keep you motivated to stick with it. You can pick your own support group or get in touch to join a Workshop to work through this workbook or you can book in for a one-to-one chat with me (Scott J Hamilton) to go through your progress.

If you think you will struggle doing this I am happy to help coach you through this, give you advice and prompt you to stick with it ... but again, you must WANT to do this or you'll be wasting your time and mine. If you need more information on this then visit www.BestYouProject.com for all my writing on this subject, short eBooks and whole host of other useful resources or get in touch.

Understanding Your Mind



Some of Scott's Techniques on Understanding Your Mind

- The Warning Signs
- How You Respond
- Thought Selection
- Peace for an Over Thinker

In this section we will cover information and techniques that will give you a better understanding on how your subconscious mind works, ways you can utilise being an over thinker, choices that will help you feed your mind better information and useful warning signs to help you turn things around quicker when you fall into a slump.

The Warning Signs

When you are not feeling your best you will often sabotage yourself from carrying out actions that would have actually made you feel better or built up your confidence levels. The good news is that part of this workbook will provide you with the tools you need to build yourself up to your best.

Write down some of the warning signs that you're not feeling on top of your game. Following this workshop you will start noticing these warnings signs and be equipped to turn things around:

+ *Not looking after yourself* +

+ *Eating Badly* +

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What are some of the things you could do to break yourself out of this and build yourself back up?

+ *Pushing yourself to Exercise* +

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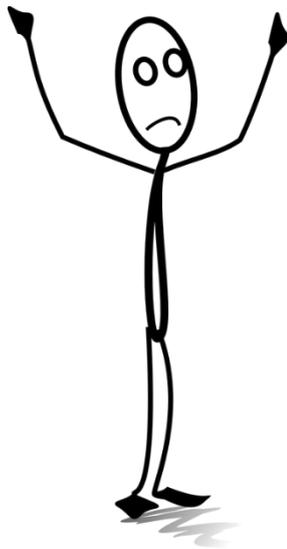
Impact of Your Focus

If you've fell into a habit of focusing on your flaws, your misfortunes, your frustrations etc ... you've actively chosen your default setting to be "seek out negative". You will find more negative, bad things ... there is no doubt! The good news is you can change this. You can build your new happier habits by consciously choosing to replace "dwelling on the bad" with "celebrating the good".

Around the stickmen below, write examples of things they might spend their day focusing on.

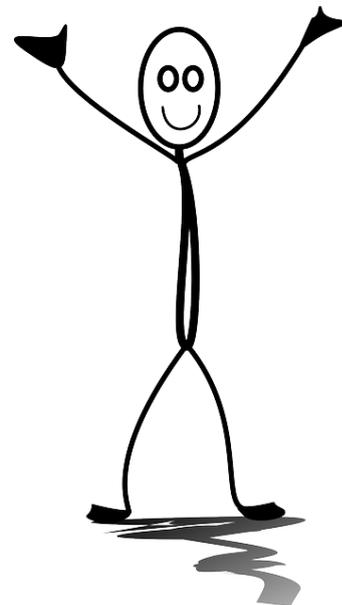
Regular Negative Thoughts

Negative Dweller



Regular Positive Thoughts

Good Finder



How You Respond

Who knows what $E + R = O$?

It is not certain events or particular circumstances that knock us down and keep us there, it is our reaction to them. The meaning we give to these events, whether they kick us in the gut or whether we choose to use them as motivation and learn from them, determines how they impact us.

Event 1

You arrive home and one of your kids starts acting up as they know it'll get your immediate attention. What choices of response do you have? How will your response impact the Outcome?

Options : You could get angry and fly off the handle at them, punish them and keep punishing them until something has an impact ... or you could stay calm, not react and instead tell them what the result will be (no WiFi, no PS4 etc) if they don't stop the bad behavior. As well as that, I'd could throw in a hug, tell them that you love them but that you won't tolerate bad behavior.

Event 2

You are in the supermarket and choose the checkout with shortest queue but the person at the front is taking forever to load her bags and pay for her shopping, what choices of response to this event do you have? How will your choice of response impact your mood? What could the final outcomes be (your state, timing, mood etc) depending on your response once you finally get out the shop?

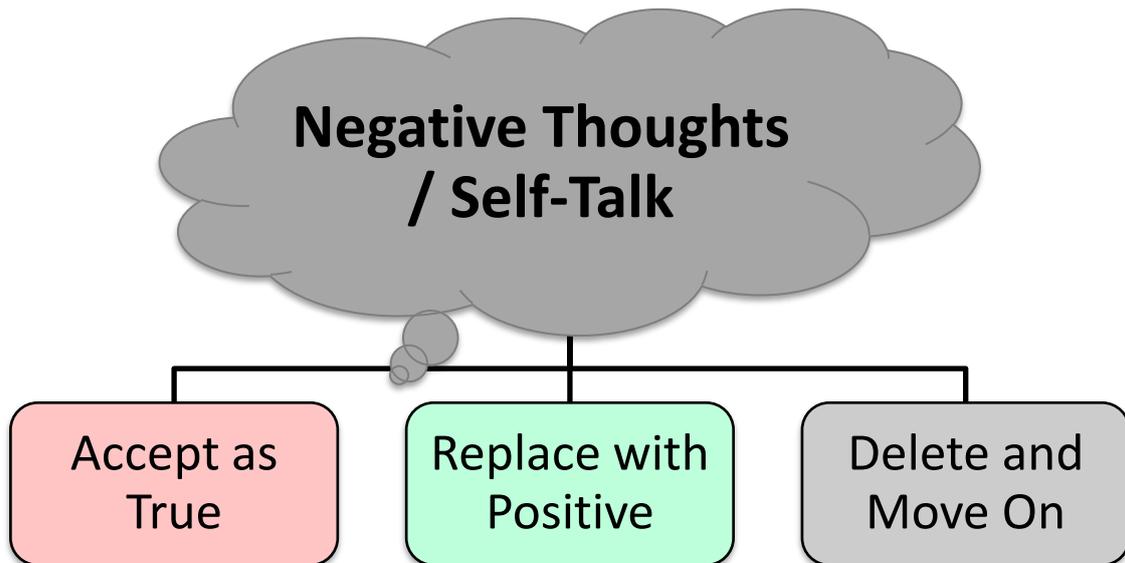
E (Event) + R (Reaction or Response) = O (The Outcome)

Thought Selection

Every day, each of us go through our life with a constant flow of thoughts and self-talk going on in our minds that nobody else gets to hear. The quality of this self-talk is based on prior experiences and the mood level we are currently in. These thoughts help program your focus priorities.

This constant flow of thoughts will very often throw up negative thoughts and self-talk as you approach certain situations. There are several options you could make when you start to hear these.

What are your choices?



ACCEPTING NEGATIVE THOUGHTS & SELF-TALK - When you accept a negative thought it will bring on more negative thoughts. It's like the focus thing I mentioned at the start, the more you allow negative thoughts in your head the more negative thoughts you will have.

Whether it is complaining about your surroundings or family, or whether is having panicking thoughts about the future causing you anxiety ... you are allowing these thoughts to live in your head. You need to replace them or at the very least delete them.

REPLACING NEGATIVE WITH POSITIVE - When you CHALLENGE negative thoughts and keep replacing them with more positive ones you will eventually have positive thoughts as default ... but you have to stick with it. Anytime you hear yourself thinking a bad thought or even saying a negative statement out loud you have the power to stop and replace it with a more positive alternative.

DELETE AND MOVE ON - At the very worst if you can't think of anything positive to replace it with just say Delete and move on. If you don't like delete, say Cancel, Not True, Stop or whatever works for you. It might not make you a positive thinker overnight but it will certainly help you stop the negative thoughts and stop anxiety in its tracks

Peace for an Over Thinker

As an over-thinker and former extreme worrier myself I am delighted to tell you that overthinking does not have to be a hindrance. Exaggerating scenarios in your mind, ramping it up until it becomes completely overwhelming CAN become a thing of the past.

Building on from Thought Selection, you need to realise that worrying thoughts CAN be replaced by reinforcing better expectations over and over in your mind. Sounds simple and it actually really is.

One example could be the panic of going somewhere new, starting off just a little anxious and then before you know it through continual negative thoughts reaching the point where avoidance of the potentially amazing experience actually becomes more appealing than having to face up the highly heightened, negatively enhanced expectations. Sound familiar?

You can replace these thoughts with positive alternatives like - "Everything is going to good", "this will be a great experience", "I'll take as much from this as I can". Saying anything at all positive will make you feel better about what is ahead. Change your assumptions from the bad to the good!

Write down a possible scenario or two that might cause over thinking and what the more positive alternatives you could actively make.



Building You Up



Some of Scott's Techniques to Build You Up

- Victory Log
- Mood Boosters
- State Changers
- Big Ideas

In this section we will use easy to follow techniques to build up your confidence, identify quick ways to boost your mood that you can turn to on a down day, learn simple movements that you can use to break out of a negative state and start looking at planning out some big life goals.

Victory Log

The Victory Log is a simple exercise for you to list down all your achievements to help you keep confidence levels high. You can add as much detail as you like to each achievement, you can even add accompanying images and videos to them if you have them.

Start with the Majors - things from any time period in your life that you really should be feeling proud you have achieved. Add to this any time you complete another big accomplishment.

The Daily Victories are everything else, anything from finishing a report to having a right good tidy out at home. It could be the new achievement at the gym to a one off great shot at the golf course.

The Major Victories

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Daily Achievements

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2 Truths & 1 Lie

Pick out the 2 most unique achievements from above, make up 1 lie and share with others in your support group or mindset coach and see if they can guess which ones are true.

The 2 Truths: +

+

The Lie: +

Homework – add to your Victory Log every day with 5 good things about your day and add any other major achievements you have. This builds confidence and a positive attitude about your life.

Your Own Mood Boosters

Bad days, we all have them but for some it can be the start of a downward spiral into self-pity and dwelling on the bad things in their life. Luckily for us all though there are things we all can do to turn that bad day around before the mood dips too badly.

A large number of people out there think that happiness and their general mood levels are actually out of their control, that outside elements and experiences are the only determining factors to whether they are feeling happy or not but fortunately that's not how life works. Outside factors might create the situation but how you respond to the situation determines how you feel about it.

You can choose to brush off any small annoyances and stick to feeling cheerful and positive ... or you can dive on these annoyances and get angry about them. It's your choice.

What things have lifted your mood in the past? Give some examples.

+ *Listen to good music, looks at photos of good times ...*

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What else do you think could lift your mood and turn your day around?

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Homework – *find more ways to lift your mood when you've hit a slump, add to these to your list.*

Life's To-Do List

We often stop ourselves from trying something new for fear of ridicule, failure or even pain but if you give in to this fear and hide in your comfort zone you will never be able to grow into an even better version of yourself and you'll stop yourself from going after your big goals.

It is proven that stepping out of your comfort zone can go a long, long way to building amazing confidence and a healthy self-image if you do it often enough.

The feeling of being nervous and being excited are very similar, when you started to feel nervous about doing something tell yourself it is excitement and push yourself on.

List down 10 things that you would love to do at some point in your life, use this as your To-Do List:

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State Changers

There are simple exercises and movements we can all do at any point to change how we are feeling and improve our mental state. Can anybody tell me of anything we can do to quickly move from a low mood to being re-energised? Think of Tony Robbins, Matthew McConaughey, Conor McGregor.



As well as exercises and movements there are even simple stances that can change our mood, can anybody suggest some?



Many celebrities use power stances, confident walks or movements to get themselves ready to perform, can anybody name any celebrity that they have seen doing this? And can you demonstrate what they did?



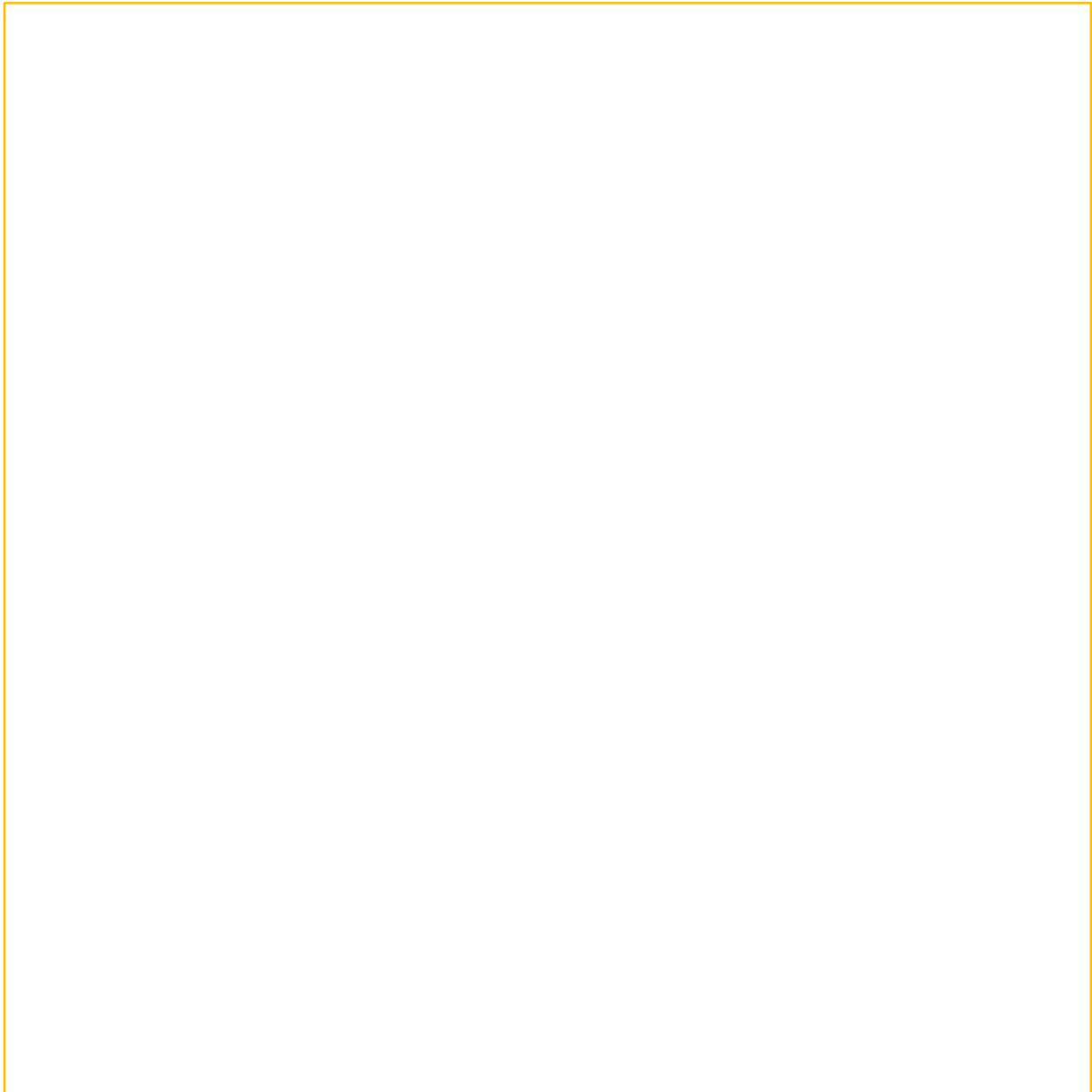
Big Ideas

Now's your chance to get really creative - forget all the excuses, all the reasons why you can't achieve something, and get rid of all the limitations that you've been placing on yourself so far, and have a think about some the big things you would like to achieve in your lifetime. No restrictions! Dream big and shoot for the moon.

Start this now by picking something you really want, close your eyes and picture it. Take a few minutes to get the full picture, every little detail ... now write it all down.

Goal: _____

How it looks:



30 Day Confidence Building

Pick out 2 or 3 of the below challenges and complete each day. It should take you no more than 10 or 15 minutes a day. Do these every day for 30 days to get started:

- Every morning (or even the night before) set yourself a minimum of 5 tasks for the day. It doesn't matter how big or small, all that matters is that you take the action and complete them.
- Every day write down 5 of your strengths, big or small. You need to find 5 new things to add each day so you may want to go into detail on some of your bigger character strengths. Break it down into every little detail. This builds a better self-image.
- Every day write down 5 things you are grateful for, 5 completely new things each day. This builds a grateful attitude.
- Every day write down 5 highlights from your day. This builds belief that there actually is good in every single day and you'll actually start seeking out good experiences.
- Every day write down 5 positive things you think other people you respect would say about you. This builds a more positive awareness of how you are actually perceived.
- Every day add 3 new things to your Must Do list, 3 things that at some point in your life you'd like to accomplish, see, visit or achieve. This builds a more positive outlook.

I'm not saying this will cure anxiety, though it might, what I am saying is regardless of the story you are telling yourself or the mood you are in ... that if you do a few of these things for 30 days at the end of this challenge:

- **Your mood WILL have improved**
- **Your confidence levels WILL be higher**
- **Your self-image and self-worth WILL be healthier**
- **Your outlook on life WILL be more positive**

Developing Positive Expectancy



Some of Scott's Techniques on Developing Positive Expectancy

- Good Things
- Strength Check
- Following Your Excitement
- Daily Gratitude

In this section we will turn you from complaining about the frustrations / annoyances to celebrating all the good already in your life, we will build up a higher acceptance for how many strengths you already have, get you excited about what you could start achieving and build up a happier outlook through gratitude.

The Good Things

A lot of the time we get caught up in frustrations, focusing on the bad things about a situation / job / person / home etc. This is an extremely bad habit that most of us fall into at one time or another.

This exercise builds new habits of finding the good in situations, people & the world all around us. Think of 4 areas of your life you may have fallen into the bad habit of looking at the bad stuff - it could be complaining about your job, your partner, your kids, your car, your house or your income.

Now write 4 headings and list down 5 GOOD things about each area.

<p>A _____</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>B _____</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>
<p>C _____</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>D _____</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>

Homework - add to these lists daily and create lists for every area of your life that you are not fully appreciating quite as much as you should be. Keep adding to these daily.

Strength Check

List down each strength you have. If you find this hard start by thinking about all the things you are grateful for about yourself. Are you kind? Good at a certain sport / career? Witty? Good at cooking? Organised? Honest?

Go into detail. Instead of writing "I'm good at golf", write - "I'm great at short chips onto the green, excellent at putting, good at judging distance of shots, calm under pressure" and so on.

Break it down to every skill you have.

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Circle the 3 most unique or interesting strengths you have from the list and discuss with your support group or mindset coach.

Homework - Take this list home, read it over when you need a boost and add 3 or more strengths to it every day until you finally realise just how much you have already got going for you. If you find this hard ask others to give you a bit of positive feedback on what they consider to be your strengths.

Follow Your Excitement

We all feel passionately about something, when we talk about it we light up the room. Many of us though stop doing what excites us because we feel we don't have time but if our passion brings us to life and makes us happy even just talking about it, surely we have to make time for it somewhere, somehow? Schedule it in if you have to.

Take a few minutes to think about what brings you to life then draw yourself doing whatever that is. If you have more than one, feel free to draw as many as you like. The drawing can be as fancy or simple as you like, no prizes for the best drawing.

Now talk through what your passion is and what the drawing represents with your group or coach.



Daily Gratitude

As hard as life may be, there is always something to be grateful for. Sometimes we just get too caught up on what we “DON’T” have that we forget about all the amazing things, experiences, people and strengths that we “DO” have. The more you focus on what you do have, the happier you will become.

Think about it – if you are not truly grateful for the things you already have, how do you expect to feel grateful or fulfilled when you get something else?

What do you have to be thankful for today?

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Homework – every day add 5 things that you are grateful for to your list. This builds appreciation for the amazing life you already have.

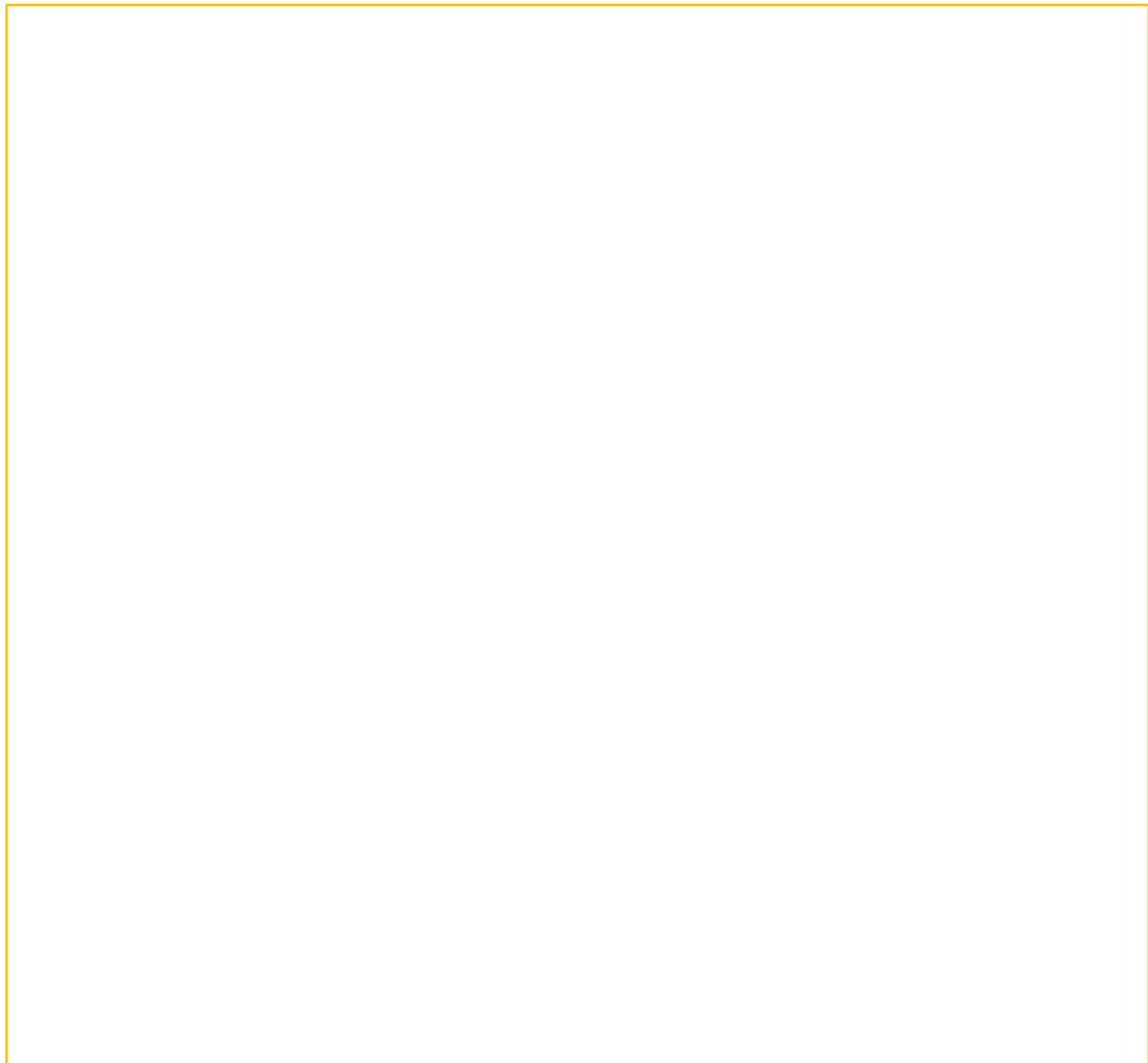
How Do YOU Want To Be Remembered?

This might sound a bit morbid or a bit dark but it is wonderful technique for getting a perspective and understanding if you are selling yourself short of how you really want to live your life. If you've got a big dream still in you that has so far gone unfulfilled this technique might be just what you need to see it. This might even reignite that passion for doing something you always wanted to do.

Imagine the time has come, you've lived your life to the full and achieved everything you ever dreamed of. Everyone you love and know has got together to write your obituary, what would you like to be read out to summarise that amazing life?

Take your time to write down a short paragraph or list of minimum 5 amazing things that you will achieve in your lifetime. Share this story of your amazing life with your support group or coach.

*** The Life of** _____ *****



Empathy & Understanding



Some of Scott's Techniques on Empathy & Understanding

- Other People
- 3 Chair Perspective
- Pointless Anger
- Visualising

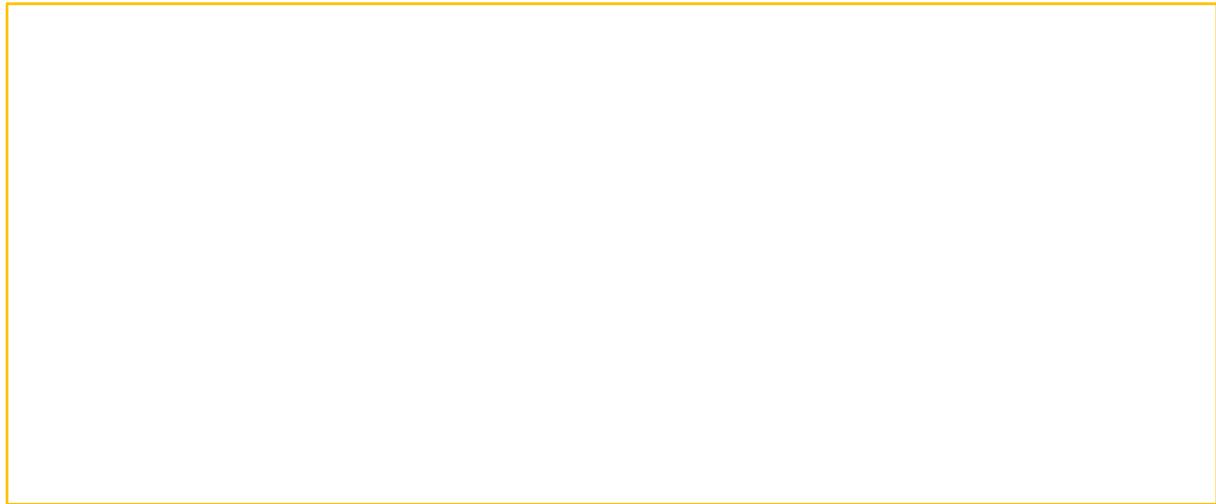
In this section we will give you a healthy way to approach difficult characters, a useful tool for assessing and resolving conflict, simple ways to review your progress so far and an exercise that will clearly show you how much power your own mind has.

Other People

Believe it or not, normal, happy people don't go around tearing other people down. Something is causing this behaviour and it's not you. The person may be having a bad day, bad week or even bad year and they're coping mechanism is to take it out on you or anybody else around them.

I can promise you that nobody wants to go around being angry and unhappy, even worse if it's all the time ... but sometimes people just are due to their own circumstances or attitude. These people can be pretty miserable and many of them just lash out due to how they're feeling.

What sort of actions / behaviours might suggest a person being rude or nasty to you is actually the one we should be feeling sorry for?



As soon as you start thinking what might cause the bad behaviour towards you will realise the person has their own troubles and probably deserves your pity rather than your anger.

Can you think of any occurrence situations where this point of view might have helped you take something said or done to you less personally? Discuss with the groups or your coach.



3 Chair Perspective

The 3 Chair Conflict Resolution technique can be used with adults and children of all ages. It is a simple technique that teaches those involved empathy for others.

This can be used to resolve conflict between two people (or more) or you can use it yourself to get a bit of perspective about a particular situation.

Chair 1 – sit in the 1st chair and tell the story from your perspective.

Chair 2 – now sit in the 2nd chair and tell the story from the other person’s perspective, thinking about what may have caused them to act the way they did.

Chair 3 – now sit in the 3rd chair and tell the story as if seen by someone else that would be completely neutral. What story would they tell considering both your perspective and the other person?



Take a minute or two to think of a recent challenging situation you faced.

Now talk through each challenging situation using this approach.

What would’ve happened differently if you had used this technique at the time?

Pointless Anger

Hanging on to anger towards anyone is and always will be more damaging to you than it ever will be to the other person. You can hang onto it for as long as you want but the only person feeling bad and being dragged down by it is you. You need to find ways to let go.

By changing your focus in the Positive Outlook section you will have hopefully learned to focus more on the good about situations, people and even yourself so hopefully giving up your anger will now be easier as you start focusing on the good in your life instead.

Watching a TV documentary recently I heard someone say the sentence below, this was from someone who had been put through a truly awful experience for many months. If someone like that can move and ditch anger I'm sure we all can.

"Don't let a bad past experience steal any more of your time today. No matter how long the situation lasted or how much you have dwelled on how bad it was - Decide today that you are no longer going to let that take up any more of your time, time that you could instead be feeling happy."

Discuss real of examples of times you have held onto anger? How did this affect the other person? Who felt the real impact of this anger the most? What other options did you have?

Reflective Drawings

Draw an image that you think represents each different stage of your life. Some may be in the future but that's ok, just draw an image of what you would want to represent your life or big achievement. For each stage draw a small image that represents that age range the best (a significant event, achievement or experience).

Don't worry about the quality of the drawings, even stick men will do. We can either all take turns, sharing or if some people would rather not share we can just get some willing volunteers to walk through each stage of their life, talking us through what each image represents.

0-16 Years Old	16-25 Years Old
25-50 Years Old	+50 Years Old



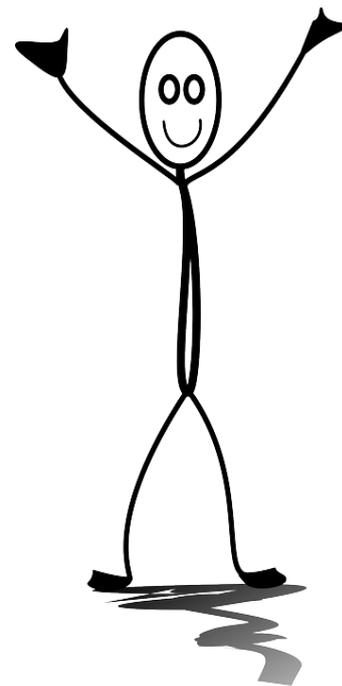
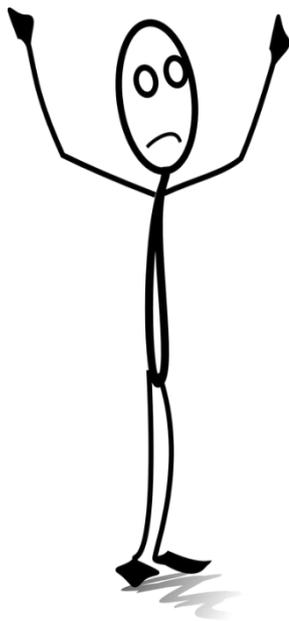
Visualising

In pairs using the below sheet think of a negative experience you have had, tried to picture it vividly and get yourself back into the mind-set and feelings of that moment. Now run through the check sheet exercise talking through body state when thinking about a bad event.

Now do the same only thinking about a good event and outcome. Discuss the results.

Negative Situation

Positive Situation



Wrap Up

Key Take Away Points

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My Action Plan

HOMEWORK

Building on the Workbook

On each of the sheets you should have noticed Homework but in case you missed them:

- Visit the Healthy Mind section of [#BestYouProject](#) and read some articles.
- Every day write down 5 more things to be grateful for.
- Every day write down 5 more highlights from your day.
- Add new Strengths, new Achievements & new Goals to your lists whenever you can.
- And always be inquisitive, ask questions again and again until you full understand.

30 Days Maximisation Challenge

Here is a 30 day challenge that will help bring out your best performance, push your confidence levels even higher and help you make more progress on many key areas:

- Every morning (or even the night before) set yourself a minimum of 5 tasks for the day ahead. It doesn't matter how matter how big or small, all that matters is that you take the action and complete them.
- Every day write down 5 of your strengths, big or small. Recognising your strengths is not being arrogant, it is being respectful of yourself and an essential part of reaching your maximum confidence levels.
- Every day write down 5 things you are grateful for. This helps in developing a positive approach and aligns your focus onto the good things in life to find opportunities instead of obstacles.
- Every day write down 5 highlights from your day. You are achieving many things every day and when you start to recognise these you will unleash your potential to achieve even more.
- Every day add 3 new things to your Must Do list, 3 things that at some point in your life you'd like to accomplish, see, visit or achieve. This builds a more positive outlook.

About the Author

Born in Ayrshire, Scotland, Scott J Hamilton is a freelance writer, speaker and positive mindset coach. He is the Founder of the [#BestYouProject](#) and author of “[SJH Positive Mindset Workbook](#)” and “[SJH Maximising Your Potential Workbook](#)” and the upcoming book “[The Little Happiness Handbook](#)”

Scott shares life lessons, tips and techniques to help others understand how their mind works, build incredible levels of self-confidence and set themselves up for success. His teachings allow everyone to create simple daily habits that will support and develop into a positive mindset and really help push people to maximise their potential.

To find Scott and the [#BestYouProject](#) on social media look for the accounts below:

- Twitter: [@ScottyJHam](#) and [@BestYouProject](#)
- Instagram: [@ScottyJHam](#) and [@BestYouProject](#)
- LinkedIn: [@ScottyJHam](#)

If you need Scott to talk you through the workbook, arrange a workshop, book Scott for a speaking Event or book in one-to-one coaching please email BestYouProject@hotmail.com .



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