The Get Momentum Workbook

Activities and Journaling for getting started when you’re stuck.

A companion to the popular book by Jason and Jodi Womack
Welcome

The Get Momentum Workbook is a companion workbook and journal for readers of the popular Get Momentum book by Jason and Jodi Womack

Taken directly from the book itself, the activities here are specifically designed to help you get started when you’re stuck.
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Now that you’re committed to making a change or starting that big project, where do you go from here? How do you start? The first Get Momentum Activity directs you to identify what is standing in the way of change, and what you can do to get started. *(Chapter 1, Page 10)*

GET MOMENTUM ACTIVITY #1
What Does Being Stuck Mean to You?

Use the space provided to record your answers to each of the questions below. This self-assessment helps you get in touch with your true goals, start getting organized, and begin working on that project that’s stuck.

Plan to spend about 15 minutes on this activity and be as honest with yourself as you’re willing to be.

- What is the change you want to make or the project you want to start?

- How long (Months? Years?) has this been on your mind?

- Why start now? Really? Specifically? Why now?
On a scale of 1–5 (1 being “most important”), how important is it that you get started? (That is, could it wait?) ____________________________

Describe what life will look like five years from now if you do not start now. Be specific and detailed.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Why haven’t you started this project yet? Make a list of all the excuses you can. To start, identify at least 10 reasons!

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
6. ____________________________________________________________
7. ____________________________________________________________
8. ____________________________________________________________
9. ____________________________________________________________
10. ____________________________________________________________
What are the old tactics you’ve been using (staying up late at night, working through weekends, etc.) to try to get started?

Are you willing to spend a minimum of 30 minutes a day using methods you’ll learn in this book to get momentum on the project that is stuck? If so, how can we help hold you accountable?

Ready? Visit www.GetMomentum.com/book to share what you’re getting momentum on. We’re looking forward to hearing from you!
Life is good. Sometimes that’s the problem. You want things to be more than just “good” right? But, you’re not sure how to make the journey to “great.” This activity shows you how to look closer at your current situation to gain clarity at the beginning of the journey. Set your priorities, identify your team, and determine where you’ll get your best work done. (Chapter 2, Page 18)

GET MOMENTUM ACTIVITY #2
Prepare to Get Momentum

Our job is to provide you with a clear and tested path. No “busy work” here, nor will we try to impress you with academic business philosophy. Review the prompts below and use the journal pages that follow (or your notebook) to write what comes to mind.
1. Clarify Your Priorities

This is the place to start. Whether looking at your to-do list for tomorrow or planning the vacation of a lifetime, you have to know what’s most important to you.

Stephen Covey, author of *The 7 Habits of Highly Effective People*, wrote, “The key is not to prioritize what’s on your schedule, but to schedule your priorities.” Media mogul Oprah Winfrey said, “You can have it all. Just not all at once.” And, our mentor Frances Hesselbein noted, “Most of us will be remembered, in work and in life, for just a few words or deeds that made a difference to others.”

Make a list and describe each of at least 10 current priorities (at work, and at life):

1. ____________________________________________________
2. ____________________________________________________
3. ____________________________________________________
4. ____________________________________________________
5. ____________________________________________________
6. ____________________________________________________
7. ____________________________________________________
8. ____________________________________________________
9. ____________________________________________________
10. ____________________________________________________
2. Build Your Circle of Influence

If you change who you spend time with, you will change what you do, what you see, what you think, and what you believe is possible. The people you spend the most time with influence you. Some of the people you associate with can indeed increase the momentum you get on the project you want to start. Unfortunately, others might not be so supportive. Every one of us has experienced the rush and the pressure of accomplishing something that we told someone else we would do. Had we committed this goal to only ourselves, we would probably have missed the deadline or dropped the project completely.

Make a list of people you spend time with. And, identify what you gain as a result!

____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
3. Improve Your Environment

Change where you work and you change what you do. Improve your work environment or change it completely and your productivity will soar. Within the next week, schedule a work session in a conference room, at your kitchen table, or at a local coffee shop nearby. While you’re working in that new location, observe how you’re more (or less!) productive, and watch what you do to get things done.

Make a list of where you work, think and create the best.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
GET MOMENTUM ACTIVITY #3
What Do You Want to Be Known For?

■ Answer this question several times: What do I want to be known for? Consider several roles that are important to you. (i.e. The Priorities you identified in Activity #2: What do you want to be known for as a parent? What do you want to be known for as a manager? Etc.)
■ List the names of specific projects you want to be a part of at work, at home, in your community, in the world.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

■ List an event (or several) you want to attend.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

■ List a community program you want to build or support.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Review your list. Okay, surely this isn't the first time you’ve had these ideas. The more time you spend answering this question and the more you talk about it with your friends and mentors, the more action you'll take in line with your purpose and the more motivated you'll feel.
GET MOMENTUM ACTIVITY #4
When Are You Motivated?

Respond to the prompts below:

- List at least 10 activities that make you feel motivated when you do them.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

You’re probably finding you’re more motivated than you thought... and, discovering your motives for action will help you tap into a deeper sense of desire and willpower to help you achieve your goals. This activity helps you to identify when you feel engaged and focused, and how to use that same energy to make the change you want to make—or begin the project you’d like to start. (Chapter 3, Page 31)
Think about times when you’re so focused or you’re having so much fun that you lose track of time. Maybe when you’re at work solving an important problem. Perhaps in the car listening to your partner talk about his or her day. Or when you’re out with your kids at dinner and you realize you’re focused on what they are saying.

Now, highlight the activities that are directly related to the one change you’d like to make or one project you’d like to start. (See Activity #1.)
GET MOMENTUM ACTIVITY #5
What Frustrates You?

List five things you see or deal with regularly that frustrate you or make you feel conflicted. Be real here. Write real things: life things, work things, community things. Those “normal” everyday things might be the perfect place to notice you’re motivated to take action and make things different.

- List 5 real things that frustrate you or make you feel conflicted.

1. 
2. 
3. 
4. 
5. 

When faced with an issue, how often have you said “if only someone would...?” In this activity, you’ll learn to identify the issues that aggravate you and work on ways to resolve them by getting momentum on the change you want to make or the project you want to start. (Chapter 3, Page 35)
How will getting motivated on the change you want to make or the project you want to start inspire you to take action on one or all of the items you listed above? How will taking action fix that problem or make things better for you, your work, your family, or your community?
GET MOMENTUM ACTIVITY #6
How Do You Spend Your Time?

In one of Jason’s favorite books, *The Effective Executive*, Peter Drucker wrote an entire chapter titled “Know Thy Time.” He recommends leaders keep a time log.

He said, “Everything requires time. It is the only truly universal condition. All work takes place in time and uses up time. Yet most people take for granted this unique, irreplaceable, and necessary resource. Nothing else, perhaps, distinguishes effective executives as much as their tender loving care of time."

In your Momentum Journal, answer the questions below to understand how you spend your time and to explore your motives for changing the way you do things.
- What do I spend my time doing? Keep a time log for a week. When you do this, you'll find out how much time you are (or are not) spending on your priorities.

TIME LOG

<table>
<thead>
<tr>
<th></th>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 AM – 10 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 AM – 2 PM</td>
<td></td>
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<tr>
<td>2 PM – 6 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 PM – 12PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What do I spend my money on? Track your spending for a month, and you’ll see where you’re investing that limited resource. Is what you’re buying on your list of priorities aligned with what you want to be known for?

MONEY LOG. edit the time log to be a money log. When do you spend money, and what do you spend it on?

<table>
<thead>
<tr>
<th></th>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
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</thead>
<tbody>
<tr>
<td>5 AM – 10 AM</td>
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</tr>
<tr>
<td>10 AM – 2 PM</td>
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<td></td>
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<tr>
<td>2 PM – 6PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 PM – 11PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
■ What do I wish were different? As you answer this question, you’ll realize there are deeper levels to what you’re motivated to start.

■ Do I really need to make changes now? Should or can I wait? Now it’s time to commit to the process. If you’re going to get started, you’re going to have to make some changes. Are you ready? Really?
Surrounding yourself with people who share similar ideals and values can help you to gather ideas, save time, and achieve more, faster. This activity helps you identify the mentors in your life that you can call on for help in making progress on your project, or getting unstuck when you’re just not sure what to do next. *(Chapter 4, Page 48)*

**GET MOMENTUM ACTIVITY #7**  
**Who Has Done Something You Now Want to Do?**

Set a timer for 30 minutes and respond to this question: Whom do I already know that I can talk with, interview, or otherwise learn from—who has done something like what I want to do? One way to do this is to write about how your project is stuck, then identify specific people you know at work or in your community who could help you get unstuck.
- What did they do that is similar to what I want to do?

- How did they learn what they know? What did they have to do to get where they are?
To help you succeed in making a change or starting a project, it’s important to create a small group of powerful mentors to support you and keep you going when you might feel like quitting. During this activity you will identify those mentors in your life who can help give new insight or ideas for your project and help you get momentum. (Chapter 4, Page 51)

GET MOMENTUM ACTIVITY #8
Whom Can I Learn From?

Answer the Stage 2 Momentum Question again: “Whom can I learn from?” Then...

1. Step 1:
   Make a list of at least three people you’ve learned the most from (about life, about work, about love, about your profession) and whom you think has experience in working on projects like the one you want to start.

   1. __________________________________________
   2. __________________________________________
   3. __________________________________________
2. Step 2:
Whom on this list do you think could ask you a new question, provide an unexpected viewpoint, or give you an idea that could help you start the project that is stuck.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Step 3:
E-mail, write, or call that person and ask if they’ll sit down with you for an hour or so sometime in the next month to discuss your project.

• When will you contact them?

________________________________________________________________________

• How will you contact them?

________________________________________________________________________

• What will you ask?

________________________________________________________________________
GET MOMENTUM ACTIVITY #9
Whom Have You Learned from and How Can You Apply It Today?

■ Who has mentored you in the past?

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

We all need someone to look up to—someone we can call our coach, teacher, or mentor and whose advice and experience motivate us—not only to start our project but also to keep it going. This next activity will remind you of past mentors and how the advice they’ve given you can help you achieve what you want today. (Chapter 4, Page 55)
■ What about that experience proved fruitful? Why?

■ How can you draw upon what you learned from them to get started on an important goal?
Mentors are one of the most valuable resources you have when it comes to getting momentum, and you already have a few great mentors in the people you work and interact with now. This activity helps you reconnect with your mentors, share what you’re working on and give you the opportunity to learn from their examples. (Chapter 4, Page 56)

GET MOMENTUM ACTIVITY #10
Contacting a Mentor Whom You Know

■ Who are your mentors today? List at least five people.
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________

■ Reach out to schedule time with them.
  • Who will you contact first? _____________________________________________
  • When? _______________________________________________________________
  • Who will you contact second? ___________________________________________
  • Who will you contact third? _____________________________________________
  • What kind of invitation works best for you and them (e.g. coffee, lunch, a walk)? ___________________________________________________________
Surrounding yourself with supportive people helps you get the momentum you need to start a project. But, if you’re going to continue to make progress, you’ll also need to spend time with new and different people. In this activity, you’ll learn why it’s important to seek out people with strengths different than your own—people who often are a little farther along the path than you are—in order to learn from their experiences and gain momentum on your project. (Chapter 4, Page 56)

GET MOMENTUM ACTIVITY #11
Whom Do You Network With?

Open your calendar and review the next 30 days. The most productive leaders know that to develop a culture of improvement, they must to manage their time in a way that allows for relationship and team building.

Use the following prompts to put this plan into motion.

- List three people who can serve as a mentor and meet with you once per week for the next month. Choose people with different strengths.
  1. 
  2. 
  3. 
■ How will you contact them and let them know your agenda (i.e.: your career advancement and/or professional growth)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

■ What SPECIFICALLY do you want to ask?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
In order to find a mentor, you need to know what your goals and dreams are and what type of person can help you achieve them. Successful mentoring is a mutually beneficial endeavor. This activity teaches you what you can offer a potential mentor, as well as how to develop a new mentor/mentee relationship. (Chapter 4, Page 58)

GET MOMENTUM ACTIVITY #12
Meeting a Mentor Whom You Don’t Know

Most successful people want to help. Do the prep and background work so they know you’re serious. Be genuine. Then ask. (If you don’t ask, the answer is “no.”) Propose your idea so they know how much of a commitment you’re asking for. Be prepared for them to give you a task to do before they agree. Yes, this is a test to see how serious, persistent, and capable you are. It’s important to start by researching their experience.

Use the following prompts to put this plan into action.

- Think of someone or a couple of people whom you don’t know but whose talents you admire—and who could possibly be a mentor to you.

1. 
2. 

(Chapter 4, Page 58)
Learn as much as you can about them. Read their articles, books, websites and other sources of information, and check out their social media presence.

How will you approach them? How will you position your request for mentorship so it’s easy for them and they know how much of a commitment you’re asking for? (Make sure your request lets them know very specifically what it is you’re looking to do or improve on.)

What do you hope to gain? What can you give them in return?
GET MOMENTUM ACTIVITY #13
Learning from a Mentor You Don’t Know

Who comes to mind as a role model whom you don’t know, haven’t met, and might not ever meet? Steve Jobs? Oprah? You get the point. It might be a “thought leader” in your professional field or a celebrity whom you’ve looked up to over the years. Just because you don’t know this person doesn’t mean you can’t learn from him or her. You can learn from these people by doing homework and being observant. You can learn from mentors you don’t know in at least four ways:

1. Follow them on social media and you’ll see what they do to expand their business or grow personally and professionally.

2. Leave a comment on an article they published or share one of their updates with your community—these are methods to engage with these people in ways that could bring you closer to them.

3. Consume the content they create: articles, blog posts, podcasts.

4. Attend a presentation or workshop they present.

What you think you can or can’t do is often reinforced when you watch someone else do it—even if it’s someone you don’t personally know. This activity teaches you how you can learn and gain momentum from the people you admire, without ever meeting them in person. (Chapter 4, Page 59)
Use the following prompts to put this plan into action.

- Who comes to mind as someone you can learn from whether you meet them or not?

- How can you consume the content they create?
  - □ Read their books
  - □ Read their articles
  - □ Read their blog
  - □ Listen to their podcasts
  - □ Attend a presentation or workshop they present
  - □ Other ____________________________
  - □ Other ____________________________

- How can you follow them and become a part of their community?
  - □ Follow them on twitter
  - □ Join an online community they belong to
  - □ Share something they wrote with your community
  - □ Comment on article they wrote
  - □ Other ____________________________
  - □ Other ____________________________
GET MOMENTUM ACTIVITY #14
Three Subprojects I Can Complete

Step 1

Write a list of things you think of when you think about your project. This isn’t necessary a to-do list, a timeline, or a plan. These items include anything related to the project (big things, little things, short term things, long term things), as well as people or similar projects or tasks. Start by listing the names of people you think of as well as any “like-products or like-projects” you can think of related to your project. Brainstorm this list for at least 30 minutes. Aim for at least 50 line items. 75 would be even better!

1. 
2. 
3. 
4. 
5. 
6. 
7. 

You have decided on the project you want to complete or the change you want to make, but you’re overwhelmed when you look at everything that needs to be done—which can prevent you from even starting. This activity explains how breaking down a large project into three more achievable subprojects is an effective way to get and keep momentum. (Chapter 5, Page 68)
If you find not much happened during those 30 minutes, one of two things occurred:

1. Your project isn’t really that big, meaning it probably won’t take a whole 90 days to complete.

2. You thought too much. Your frontal cortex got in the way as you started judging what you wrote, and that prevented you from remembering all the things that you’ve been thinking of recently. If this happened, start again—right now.

Step 2:

Review your list and determine the next three “milestones.” These should be intervals—subprojects—that are spaced around 30 days apart.

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________
Waiting until the last minute to start and complete a project is stressful, and it often means not delivering your best effort or results, no matter how hard you work. This activity will show you how spending just 30 minutes a day to focus on a specific aspect of your project will allow you to get some real work done, and find the momentum you need to complete it. (Chapter 5, Page 71)

GET MOMENTUM ACTIVITY #15
Practice The 30/30 Rule

Find 30 minutes today and spend that block of time working on something that isn’t due for 30 days or more. The easiest way to do this is practice with a personal project, and then apply the idea to your work goals. Is there a birthday, celebration or blended-trip (work and personal) coming? Spend 30 minutes thinking about and planning the details you know you’ll have to handle. Are there tickets you can put on hold, or reservations you can make? Are there people you want to connect with while you’re there? Is there a gift you want to purchase ahead of time, thereby saving money and making sure that you mail it with plenty of time? Of course, the above questions are all about the “personal” side of things. Create your own checklist of things you’d want to think of ahead of time as you think of professional and community-based goals.
Use the following prompts to put this plan into action.

■ Fully describe a significant part of a personal, professional, or community-based project that should be complete in 30 or more days from today.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

■ At what time TODAY or TOMORROW can you devote a full 30 minutes to that project?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

■ How can you make sure this time is focused and productive? Details!

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Planning ahead is a great way to avoid having deadlines sneak up on you, as well as allowing you to accomplish more than you could do at the last minute. This activity teaches you to work more efficiently and effectively, so you can spend less of your valuable time dealing with last-minute emergencies. (Chapter 5, Page 74)

GET MOMENTUM ACTIVITY #16
Implementing The 90/90 Rule

Review your calendar this month and schedule a 90-minute meeting with yourself. Find one day you are confident that you’ll be able to “keep the meeting.” (You don’t want this one to become “overcome by events.” Stick to your plan!) To prepare, identify a big project you will start working on three to six months from today. Again, it can be work or personal, just make sure that you’re going to still be working on it 90 days from now. On the day you’ll practice this 90/90 planning session, make sure you have the tools you will need. Among the gear we always recommend:

**Your “To-Do List” system.** During your thinking time, you’re going to come up with actions that you need to do or delegate in the short to mid term. Write them on your to-do list, so they get done sooner than later.

**Your e-mail management system.** No doubt you’re going to come up with something you’ll need to ask or send someone. Have your e-mail handy, but don’t get distracted by the inbox! (Consider working off-line.)

**Your calendar (professional and personal).** Surely, you’ll come up with some ideas that you need to park on your calendar as a reminder one week, one month, or even one quarter from today. The purpose of practicing The 90/90 Rule is to feel what it’s like—90 or more days from today—to have already started working on a project.
GET MOMENTUM ACTIVITY #17
Working On a Shared Vision

By the way, are you working on something with a partner or a colleague? (Please read pages 70-73 of the book Get Momentum.) The more you each know about where you are going, and what it will look like when you get there, the easier it is to choose what to work on for 30 minutes a day and 90 minutes each month. Include these people in your planning so you are on the same page in how to complete your large project. Thinking in terms of milestones, subprojects, and timed workflow sessions (The 30/30 Rule and The 90/90 Rule) puts you in the driver's seat of control of the thing that is stuck. You can improve how you set milestones and how you work smarter to achieve what you set out to accomplish. For one, we encourage you to focus on the emotion of the outcome.

Use the following prompts to put this plan into action.

- Identify a project you are working on with a partner or a colleague.

- Share your vision for the project—in other words, your ideal outcome.

- Then:
  - Get their vision of the ideal outcome
  - Come to a shared agreement of the ideal outcome
  - Enjoy and leverage the synergy!
  - Include your partner(s) during The 90/90 Rule thinking session
Wouldn’t it be nice to know when your project might be veering off course? Don’t waste valuable time working on something that doesn’t move the project forward. This activity shows you how to build strong monitoring systems so that you’re able to identify what’s working, what’s not working, and when you might need to re-direct your efforts. *(Chapter 6, Page 84)*

**GET MOMENTUM ACTIVITY #18**

**When Do You Fill Up?**

You’re driving through town when you’re momentarily distracted by a flashing light on your dashboard indicating that the gas tank is almost empty. It’s not a matter of IF you’ll refuel, but when and where you’ll stop to fill the tank.

1. Do you let the gas tank “almost empty” light remind you to refuel? Does it ever surprise you?

2. Would your response (how much farther you drive or how soon you find a service station) depend on who else is in the car?
3. Would “where you are” impact your decision to get gas a little sooner?

________________________________________________________________________

________________________________________________________________________

Ask yourself similar questions when you review progress on milestones you’ve identified.

4. Do you wait until the last minute to prepare for the task you need to work on next? Do these deadlines ever surprise you?

________________________________________________________________________

________________________________________________________________________

5. Would your response (how much you try to do on your own or how soon you ask for help) depend on who else is working on the project with you?

________________________________________________________________________

________________________________________________________________________

6. Would the size, scale or importance of the project impact your decision to ask for help a little sooner?

________________________________________________________________________

________________________________________________________________________
When you define milestones that are one, two, and three months out, you can more effectively and efficiently plan the time and resources it will take to achieve success. And you will be able to tell sooner if you’re off course along the way. This can save you time and money and effort!

Build a monitoring system that gives you the information you can use to make better decisions about what to do next, ask for help as soon as you need it, and take course-corrective action appropriately. This will save you time and money in addition to getting more things done, better.

7. Now, think of your project. What kind of monitoring system can you devise to help you make better decisions about what to do next and what corrective actions need to be taken?
It’s easy to get off track if you aren’t closely monitoring the path your project is taking. With this activity you will learn how to create indicators of success for your project, as well as how to monitor the data in order to make adjustments and good decisions about where it’s headed. (Chapter 6, Page 86)

GET MOMENTUM ACTIVITY #19
I’ll Know I’m Off Course If…

1. What specific indicators would tell you if you’re on or off course for achieving your milestone?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What are five criteria that you can monitor? (Think quantitative: What can you count, measure, or track? Numbers, time, dollar amounts, etc.)

1. __________________________________________

2. __________________________________________

3. __________________________________________

4. __________________________________________

5. __________________________________________
When did you last take time to review a project once it was completed to reflect on what you learned, the insights you gained, and what you would do differently next time? This activity helps identify what worked and what didn’t on a previous project, so that you can benefit from your own wisdom to save time, money, and resources the next time. *(Chapter 6, Page 88)*

**GET MOMENTUM ACTIVITY #20**

**The Debriefing Process**

Take some time after your next event or project to think about what you would or would not do again. Two important outcomes of the debriefing process are:

1. To learn from and repeat what worked.
2. To share and teach best practices for future success.

Answer the following questions on your own, then sit down with a mentor, colleague, or family member to discuss.

- What worked especially well? What parts would you want to repeat if or when you do this again? What factors worked in your favor?

- ___________________________
- ___________________________
- ___________________________
- ___________________________
- ___________________________
What didn’t work? Did you miss something entirely? What assumptions did you make that backfired? What areas needed more support than you expected? What took more time than you budgeted for? What lessons did you learn? Where was there confusion?

What were the biggest risks you took? Did they turn out as you expected? Were they worth it? Did you take enough risks? What surprised you? How well did you handle those surprises? How could you better prepare for a surprise factor?
If money, time, and resources were not a factor, what would you do differently next time? What features, benefits, or goodies would you add? Describe in vivid detail this ideal scene in terms of wild success and flawless execution.
Many times, we hear our members say that a crisis could have been anticipated and avoided if they had sat down to do the right planning and given their attention to the process of progress. This activity will teach you how to effectively monitor your upcoming events in order to identify what is working and where things might be going off course. (Chapter 6, Page 91)

GET MOMENTUM ACTIVITY #21
What Positive Things Are Happening That I Can Acknowledge?

- Look at your calendar for the next three months. List five things you could monitor. (Of course, look for things that could surprise you as well!)

1. 
2. 
3. 
4. 
5. 

We recommend you monitor these five things in cycles of 30 to 90 days at a time. If you attempt to monitor too much information at once, you’ll become overwhelmed by the time it takes to collect, process, and organize all the data. If that happens, you might stop tracking altogether. By selecting five things to watch for, you will:

- Make it easier to observe exactly what’s happening.
- Figure out if and when you need to correct your course sooner.
- Notice patterns and processes that you can turn into best practices.
Do you focus on what went right during the day or are you more likely to remember what went wrong (or what didn’t get done) and allow that to impact your feelings for the rest of the day? This activity helps you learn how to recall and focus on the things that went right, which can lead to even more positive experiences in the future. (*Chapter 6, Page 93*)

GET MOMENTUM ACTIVITY #22
The End-of-the-Day Process

The best way to acknowledge someone or something positive is to increase your awareness. And you can fine-tune your awareness during the day. For years, we’ve personally been doing the following practice as well as teaching it in workshops and in our Get Momentum Leadership Academy, with great results. At the end of the day (today), use the following three prompts to reflect on what went right.

1. Identify one specific thing (project or task) you completed. It’s typical to review all the things that didn’t get done. During this activity, focus on something that you finished.

__________________________________________

__________________________________________

__________________________________________

__________________________________________
2. Think of one person you can acknowledge and the contribution they made. Identify a task that they did. Recognize the contribution the person made privately, and if appropriate, publicly.

3. Mentally review one event or circumstance you are grateful to have heard of or been part of. Pause long enough to reflect on what went well—specifically, what went in your favor.
Change can be scary and difficult—and it can be hard to know where to even begin—but not making changes (or making too many changes too fast) can sabotage your momentum and the results you want to achieve. The following activity guides you in making small changes that will have a big impact on your momentum and outcomes. *(Chapter 7, Page 107)*

GET MOMENTUM ACTIVITY #23
What One Change Can I Make to Move Forward?

Spend some time thinking about the Momentum Question: “What one change can I make to keep moving forward?”

Use the following prompts to reflect on what one thing you can change to move forward.

■ What is one change you can make to move forward?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Do you need to modify your implementation of that change? What should you do more of? What should you do less of?

More

Less
Why work harder and longer each day, trying to keep up with your growing workload, when you can double your productivity and increase your free time by focusing on one small change at a time? This activity will help you discover where you can implement a new system or process that will save you time and keep you moving forward on your work. (Chapter 7, Page 109)

GET MOMENTUM ACTIVITY #24
Modifying in Practice

Take a moment and reflect on your work. List what tasks you can automate, delegate, or eliminate. If you don't know where to start, contact your mentor (see Chapter 4) or review the next 90 days of milestones. It is tempting to make big changes all at once. But over the years, we have learned that the best way to sustain momentum is to implement one small modification at a time and to focus on it deliberately.

We note three key kinds of small changes: You can automate, delegate, or eliminate. Every month or so, we question every routine we do and ask ourselves if we can do it in less time than it currently takes. There is no alternative if you're already maxed out, if you're already pushing up against the clock every morning and every evening because you aren't able to take on any more.

Choose your changes wisely, and implement the ones that will help you get momentum.
Use the following prompts to reflect on how you can work smarter.

- What is one thing you can automate? How?

- What is one thing you can delegate? To whom? How can you best train that person to take this task over for you?

- What is one thing you can eliminate? How?
GET MOMENTUM: MORE RESOURCES TO HELP YOU KEEP THE MOMENTUM YOU HAVE

This isn't the end; it's just the beginning.

Here are two ways to stay connected to the power of Get Momentum:

1. Join the Get Momentum Leadership Academy.

You’ve had a taste of what we’re like as your coaches. If you’re ready to commit to Get Momentum and really experience the support, interaction and community, choose which membership level of the Get Momentum Leadership Academy is right for you. Sign up for the support you need and get started today.

www.GetMomentum.com

2. Bring the Get Momentum Workshop to your next company event.

On-site Get Momentum Workshops are the easiest—and fastest—way to equip your team or your entire organization to Get Momentum. Imagine if your whole team had the mindset and the skill set to achieve their most important goals.

These 1-3 day workshops are not the rah-rah kind of motivation of yesteryear, but authentic experiences that bring people together and give them something positive to talk about for months, if not years. The easiest and fastest way to Get Momentum at work is to share the experience.
The Womacks personally guide you as you work together so that you can:

- Identify your purpose as an organization. What do you want to be known for?
- Create a plan to make progress on your goals and implement a structured accountability system to keep you on course.
- Use the strategies you read and practiced here in the book on your real projects, both at work and at home.

Contact Jodi directly to ask about scheduling and pricing:
Jodi@GetMomentum.com