



10 STEPS TO FEEL

Motivated

& GET STUFF DONE

WRITTEN BY

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Intentions

The intention of writing and disseminating this eBook is to provide the general population with information on motivation, time management, and productivity.

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This eBook contains affiliate links to resources or services. I only share products that I have used and love. I may receive compensation from these links but at no cost to you.

Hello! Welcome to the resource that has been created especially for bloggers, entrepreneurs, small business owners or anyone who is wanting to create a system to feel motivated and ultimately get stuff done.

This eBook will take you through **10 practical steps** to follow which includes checklists and printables. You may choose to work in chronological order (recommended for the first time using this resource) or select the step that resonates with you the most.

The system shared in this resource has been written by a therapist and as such includes psychological components related to mindfulness, self-care and internal validation. Should you be concerned about your mental health or well-being, reach out to a health professional for more support.

Lastly, you may already have ways of feeling motivated or getting work done. Continue using the strategies that work well for you to gain the motivation that helps you to succeed in your life or business. Incorporate any of the strategies in this eBook that add to your success.

1. CLEAR DISTRACTIONS

Use this checklist to ensure that your working environment is clear of distractions before you sit down and start on your project.

- Turn off or put your phone away.
- Find a quiet environment to work in.
- Use headphones or a white noise machine.
- Clean your work space; clear any clutter.
- Close unnecessary tabs on browser window.
- Batch reply to emails; close browser tab.
- Resist the urge to check any social media.
- Let people know you're busy or unavailable.
- Commit to focusing on one task at a time.

Also ensure that you are not hungry before you start working.. a rumbling stomach can be very distracting! Grab a drink of water to stay hydrated or place a healthy snack nearby to encourage yourself to take small breaks in between getting stuff done.

2. CREATE A MOTIVATIONAL MANTRA

In this eBook **mantra** is considered as a word or phrase that helps give meaning or helps to identify a purpose for accomplishing a task or goal.

Creating a motivational mantra that reminds you of your passion and skill and resonates with the goal you are trying to achieve can help you to succeed.

Ideas to help create your motivational mantra:

- Search for quotes using keywords such as inspire, passion, success, dreams, etc.
- Check out these 32 career mantras from [themuse.com](https://www.themuse.com) for inspiration.
- Create a vision board using visuals.
- Ask someone you trust and who supports you how they would describe your strengths and determination. Channel their description into the creation of your mantra.

Use the template:

I will [verb] in accomplishing [project] because of my [adjective] [strength].

I will succeed in accomplishing my eBook because of my unwavering determination.

3. HAVE A MINDFUL MOMENT P7

Practicing mindfulness can help to slow down the mind and body and also helps to create a feeling of safety in your surroundings, which in turn can help you to focus.

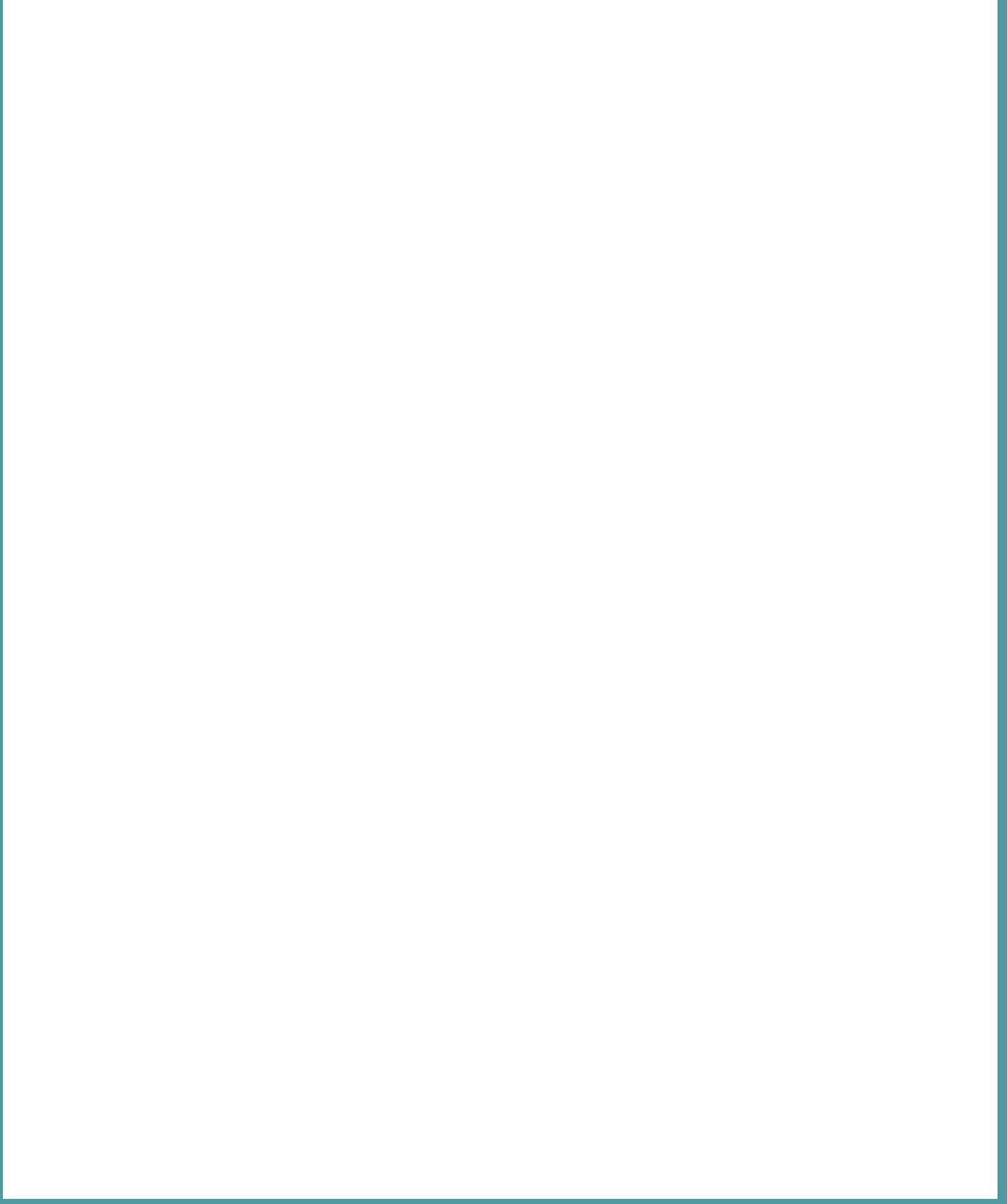
You might be thinking to yourself 'I just don't have time to unwind, I need to get my work done!' but trust me.. taking even a few minutes to become more present in the moment can ultimately help you feel more energized to achieve your goals.

Ways to have a mindful moment:

- Focus on your breathing... think about your breath coming in, and going on... accept the thoughts and worries that come into your mind and again focus on your breathing. Continue for at least 5 minutes.
- Introduce a pleasant aroma into your environment using aromatherapy and natural essential oils.
- Take a few moments and stretch, releasing the tension throughout your body.
- Listen to podcasts focusing on mindfulness or meditation ~ check out my suggestions [here](#).
- Go for a walk, even just around the block or in a stairwell, and focus on your breathing.

4. FREE WRITE TO-DO LIST

Use this space to write down your ideas, to-do lists, hopes, dreams, fears. Don't worry about punctuation, grammar or spelling. Just write!



5. PRIORITIZE GOALS

Hopefully you enjoyed the previous task of free writing your to-do list. Often times, writing can feel like a chore or that it has to be 'perfect'. Free writing can be a way of externalizing all of your incredible ideas or goals in an authentic way.

Now take a look back at your free writing. Grab different coloured highlighters (for example, **red** = high priority, **yellow** = medium priority, **green** = low priority). Now go through your free write list and highlight any *major* goals or tasks according to the priority colour.

Write out your list of top priorities:

1. _____
2. _____
3. _____
4. _____
5. _____

6. BREAKDOWN GOALS

List priorities and smaller tasks under each goal.

1. _____

2. _____

3. _____

4. _____

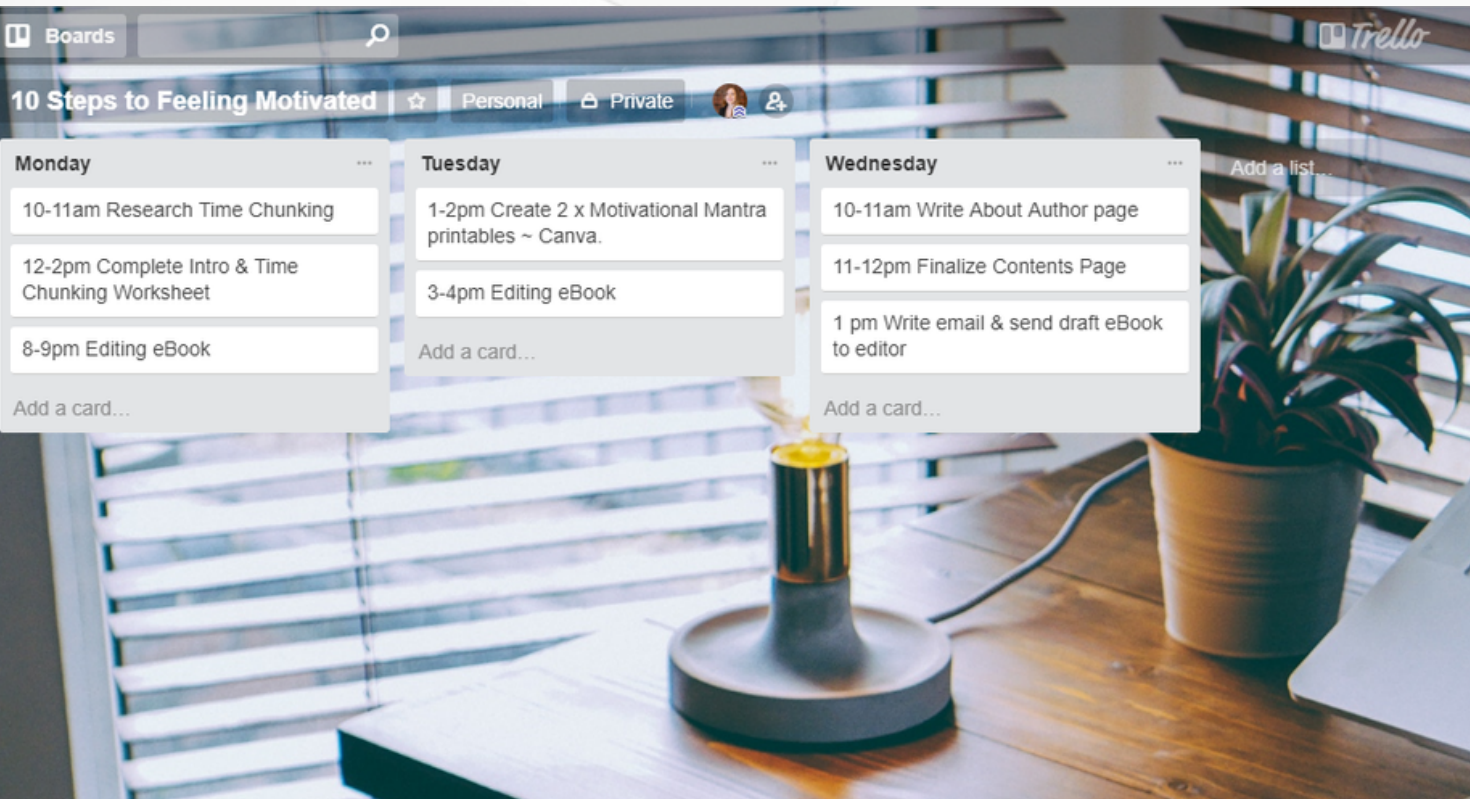
5. _____

More of a digital organizer? Try [Trello](#) (free).

7. PRACTICE TIME CHUNKING P11

Time chunking is a practice of separating tasks into more manageable segments with the goal of helping you to feel less overwhelmed and making better use of your time. Use the task list in the previous step.

Here is an example of time chunking using **Trello**:



You may choose to work on more than one project at a time which is totally okay! It's great to set the bar high so that you can reach the goals you have set out for yourself and for your business.

Be sure to check in with your task list. Are you ticking items off the list? If not, create even smaller tasks. Little bits add up to a lot when you start accomplishing each task and goal.

Evening

Afternoon

Morning

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Evening

Afternoon

Morning

8. JUST START. SERIOUSLY.

P13

The more we think about an idea without getting started or working towards a goal, the more anxious we can feel. The stakes seem to get higher and the negative self-talk can creep in...

...I'm not good enough.

...Other's will judge me.

...I don't have the drive to do this.

Sound familiar? It's normal to feel this way. We are wired to doubt ourselves. Yet having a system in place to get stuff done can only work if we just *get started*.

"Change is never a matter of ability, it's always about motivation." ~ Tony Robbins

Instead of allowing these doubts to creep in, challenge your negative self-talk...

...I *am* good enough.

...It doesn't matter if others judge me.

...I have the drive and passion to do this.

Now that you have a system in place, you know your goals and smaller tasks to start with, and have your time chunked out... *just start! Seriously!*

You have been working *really* hard on your tasks and checking things off your to-do list. Great job! But don't forget that you are human and you need to take care of yourself.. it's okay to take breaks!

Have the same compassion for yourself as you would for others. This means you first need to recognize the suffering you are experiencing.

Take a moment to consider your own suffering now.. are you stressed about your projects? Worried about other peoples opinion of you? Experiencing suffering from the past?

Self-compassion involves feeling warmth and love for your own well-being. This involves recognizing your need to be cared for by yourself in this moment.

What are you needing in this moment?

Consider these ideas:

- Practice a **loving-kindness meditation**.
- Be kind to yourself; re-frame negative self-talk to be more positive, focus on your strengths.
- Give yourself permission to take a break.

Congratulations! You are on your way to increase your motivation and finally get stuff done.

Yet if you are like most bloggers, entrepreneurs or just people in general, it can be difficult to sit in the moment and admire your accomplishments.

Taking the time to validate your accomplishments and the goals that you have been able to achieve (even if you are still working through a project) is incredibly important for boosting self-esteem and maintaining motivation.

Consider ways of rewarding yourself, even in small ways. Show yourself some love for all the efforts you have put in!

Some ideas of rewards:

- Share your accomplishments with others!
- Have a pamper or self-care day just for you!
- Go on vacation or explore your city for the day!
- Give yourself permission to do something fun!

“Happiness is not in the mere possession of money; it lies in the joy of achievement, in the thrill of creative effort.” ~Franklin D. Roosevelt

Need more help? Check out my list of **blogging resources**.

The background features a light gray laptop keyboard in the upper right and a spiral-bound notebook in the lower right. The notebook has a white cover and a silver spiral binding. The text is overlaid on this background.

you are
capable
of

Great
THINGS

The background features a light gray laptop keyboard at the top and a spiral-bound notebook with a white cover and a teal tab at the bottom. The text is centered over these elements.

find your
passion
& RUN
WITH IT!

10 STEPS TO FEEL

Motivated

& GET STUFF DONE

1. CLEAR DISTRACTIONS

Put your phone away. Find a quiet spot to work.

2. CREATE A MOTIVATIONAL MANTRA

"I can create my own success from working hard".

3. HAVE A MINDFUL MOMENT

Close your eyes. Focus on your breathing.

4. FREE WRITE TO-DO LIST

Write down your goals without having an agenda.

5. PRIORITIZE GOALS

Identify larger goals; order by importance.

6. BREAKDOWN GOALS INTO SMALLER STEPS

Create smaller sub-goals under each larger goal.

7. PRACTICE TIME CHUNKING

Block out a specific amount of time for each task.

8. JUST START. SERIOUSLY

Revisit your motivational mantra & get started!

9. TAKE BREAKS

Give yourself permission to practice self-care.

10. REWARD YOURSELF

Validate any accomplishments; show yourself love.

Heather LeGuilloux

Therapist & Mental Health Blogger

Hi there! My name is Heather and I am the creator and editor of heatherleguilloux.ca.

As a mental health professional, I offer my knowledge and support to others in a range of different settings, including in the therapy room, through my articles on my blog, and by creating digital products like these to help individuals understand and find help for their mental health concerns.

I hope you found this resource helpful and for getting things done and if you have any questions, comments or concerns, please email me directly at heather@heatherleguilloux.ca.

