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The HELLO, HEAD, MEET HEART Toolkit

WEEK FOUR

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How to Execute and turn our PLANS into ACTIONS

Throughout this workbook journey, we turned inward and became familiar with ourselves. We released negative, self-limiting beliefs. The ‘How’ and ‘When’ of burning bright can only be accomplished when we do the foundational work of getting our mindset aligned with who we are and excavating the negative stories.

Just as with any fire, there will be moments when your flame wavers or dims.

Do not be afraid, this is part of the process! This is a clear signal that it is necessary and time to rediscover yourself and get clear.

Weeks One through Three are for you to revisit as often as you would like.

Now it is time to make a plan and execute on the plan.

The keys to creating the life you love to live are consistency and accountability.

Where we often get stuck is believing that we can count on motivation and willpower. Those are great tools. However, they are not always available and do not always get the job done.

This is where we must explore a vision, intention, and commitment exercise.

Week Four
Live a Redesigned Life

Joy is a central component of a life well-lived, but in the throes of burnout, it often gets overshadowed by work and other responsibilities.

While you're in the middle of another "crazy-busy" week, it can be hard to see a way out - but the solution is simple: carve out time and space for joy in your regular schedule!

Take the answers to these questions and let them inspire you as you create the joyful life of your dreams.

When was the last time you felt happy and fulfilled?

What factors created that sense of joy?

What do you feel happy about right now?

Vision and Intention Exercise

Revisit your “I am” statements from Week Three. Identify three to five statements that especially excite you.

Perhaps you are attracted to these because you want to feel more confident in claiming this statement or perhaps you live the statement so well, you know it is you to the core.

Make one sentence out of the words in the following format:

I am a _____, _____, _____ person!

Post this statement in places you will see and read it often.

Take time to listen to the guided meditations from this week. These will help you center and focus on this statement and the feelings that come with it.

Commitment Exercise

Committed action supersedes how we feel. If I do not feel like going to the gym, yet my vision and intention is to be strong and healthy, I get to act from my commitment. Even when you do not feel like doing the laundry and packing for vacation, you operate from your vision and intention to arrive at your desired destination.

Say your “I am” statement routinely throughout every day. Allow this to ground and connect you to your vision and intention.

1. Beginning from #3 of the Vision and Intention Exercise, create a list of all the ways you can build the bridge from where you are today to where you are living that vision in the future. This is like the list of what you need to buy, schedule, or complete before going on vacation.

2. Once you have a list for each of the four categories of your life (health, vocation, relationships, time and money freedom), put a star next to one item on each list that you deem to be the easiest/more fun to complete AND has the greatest impact on the end result of your vision. These are the four things you will focus on daily and weekly.

When in doubt, check in with yourself. You have all the clarity and answers within. You know how to live in generosity, contribution, and service to others. You also know where your limits are and what you need to thrive. You are as important and worthy of thriving as everyone else. And in fact, you are so important that it is vital for you to burn bright in this world.

3. After consistently grounding yourself in your vision and committing to these four tasks for a month, revisit the full list of tasks that move you from today to your vision of health, vocation, relationships, and time and money freedom. Feel free to add to your lists as needed. Create a timeline that extends out two to five years. And begin breaking your lists down into a timeframe.

This is where coaching and accountability become critically important. Community and connection are important parts of being committed to yourself. We are here to support you in burning bright!

A few reminders as we live our REDESIGNED LIFE

- Patience is essential.
- Remember the story of the tortoise and the hare? Although the hare could have easily won the race, he did not. Be patient. This is not a race, this is your life!
- Perfection is not possible. Excellence is always available.
- There is no failure, only learning and winning.
- Reframing your opinions on failure will allow you to enjoy your redesigned life.
- It is fully acceptable to laugh and have fun – especially when moments don't pan out the way you planned!

When in doubt, check in with yourself.
You have all the clarity and answers within.

You know how to live in generosity, contribution, and service to others. You also know where your limits are and what you need to thrive. You are as important and worthy of thriving as everyone else.

You are so important that it is vital for you to burn bright in this world.

Summary, Homework, and What's Coming Up Next!

Congratulations on reaching the end of the 'Hello, Head, Meet Heart' Toolkit. I'm excited for you to dive into all of the content!

This Week We Covered...

- How to make sure this wasn't a one-off experience and ensure that we bring these lessons into our everyday lives.
- Why it's so important to make time for joy, and to keep prioritizing yourself, even when things get 'crazy-busy' at home or at work.

Action Steps from Week Four

- Complete the exercises from this week's workbook, and find a place to keep your new priority lists where you won't forget about them.
- This week doesn't have its own guided meditation, so make time to revisit your favorite from the previous week.

Next Steps for The Future!

- Think back over everything you've learned and discovered over the past few weeks. What has changed for you? How are you feeling now?
- Reach out to a friend and share your experience, maybe even gift them a copy of the 'Hello, Head, Meet Heart' book!

Hey, I'm Hannah!

I'm a best-selling author, podcast host, and speaker. I'm on a mission to help people on the brink of setting fire to it all, learn how to burn brightly instead of burning out, and finally find some balance.

Ever since the day I physically collapsed due to burnout, I've been obsessed with figuring out what makes us burn out and how to design a work life balance that simply, works.

MORE ABOUT HANNAH

CHECK OUT THE
Burn Brightly Podcast

If you've spent years trying to "get it together", balance your personal and work life, taking breaks that don't seem to work, you need more than rest!

LISTEN NOW

Book Hannah
TO SPEAK

SPEAKING TOPICS:

Burn Brightly Without Burning Out (Keynote)
The Burn Bright Workshop
How to Lead When You Are Depleted

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HELLO, HEAD,
MEET HEART

SheShatters works to help educate, empower and light the way for professionals to burn bright. We make it our goal to provide resources and tools to help support professionals, tackle burnout, and remind you that you aren't alone.

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