



Take Action: The Workbook ©Cindy Bishop Worldwide LLC
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Intro

You can have all the training in the world. You can have an abundance of expertise even. You are undoubtedly full of unlocked potential, but it is going to unleash itself unless you take action.

There are plenty of reasons that we don't take action, and almost none of them have anything to do with being lazy or incapable. So, you can stop beating yourself up.

Most of our problems in taking action come down to one of the following:

- Overthinking
- Fear
- Worry
- Doubt
- The thoughts of others or what we think they think of us

These aren't the only reasons we don't take action, but the vast majority of the time, our inaction comes down to one of them.

That is what this workbook is for - we will deal with those issues head-on so that you can start taking action.

Let's Get Going by Taking Action!

The first step to conquering your inaction is to deal with the issues stated previously:

- Overthinking
- Fear
- Worry
- Doubt
- The thoughts of others or what we think they think of us

The good thing is, most of them go hand in hand.

For example; fear, worry, doubt and the thoughts of others are all similar. They are all scenarios we build up in our head, that may or may not come true. Even if any part of our imagined scenarios happen, they often aren't even close to whatever we imagined.

The first exercise is a long one, but it will focus on conquering your fear, worry, and doubt. After that, we will do a similar task to deal with the thoughts of others. Finally, we will give you that needed nudge towards taking action and begin to improve your pathway to self improvement!

Fear, Worry, Doubt & The Thoughts of Others

These four feelings hold us back a lot in life. Just think about it for a second. Have you ever missed out on an opportunity because you stopped yourself with self doubt, fear, or worries? Did you allow yourself to get held back?

The answer is probably yes! One of (or a combination of) those feelings might even be holding you back from taking needed actions right now. Let's not wait a second longer, let's start to deal with those disabling feelings.

A Deep Dive Into Your Fears, Worries and Doubts

On the following page you will see a table with three columns:

- Define
- Plan
- Deal

In the **first column (Define)**, you are going to write down every **fear, worry or doubt** that might be holding you back from taking action. List all the things that might go wrong if you take the actions you have been wanting to do. List all the worst-case scenarios that you imagine could happen.

In the **second column (Plan)**, pretend like you already performed your actions and list out the steps you could take to avoid these fears, worries, and inaction.

In the **third column (Deal)** list what steps you will take to stop the sticking thinking from creeping up with scenarios to control them if they do indeed happen.

This exercise is designed to help you face your fears, establish a plan to deal with them and then rationalize them into something less scary. We will include an example.

DEFINE	PLAN	DEAL
<i>I am worried that I may alienate my work peers if I quit my job</i>	<i>I will give them time to prepare and hire someone new.</i>	<i>I will reach out to my valued friends and let them know my motivation and that I am there for them still.</i>

DEFINE	PLAN	DEAL

Two pages are included because we really want you to think about this exercise and try to unearth as many fears, worries and doubts that you can.

The Thoughts of Others

This exercise is a lot like the previous one, except slightly different columns.

First Column: What Others May Think

Second Column: Why It Isn't True

Third Column: Why You Shouldn't Care

WHAT THEY THINK	WHY IT'S NOT TRUE	WHY I DON'T CARE
<i>People will think I'm an idiot for giving up a good job!</i>	<i>I may be giving up a good job, but it isn't good for me.</i>	<i>I need to do what's right for my family and me.</i>

WHAT THEY THINK	WHY IT'S NOT TRUE	WHY I DON'T CARE

Now that you have completed these tables, you have given voice to the nagging fears, doubts and worries in your head. You have made them real.

You also took a step toward rationalizing them. Even if your worries are real (and sometimes they aren't!) you know how you will deal with them when the time comes.

Now that this exercise is done, you have taken a huge leap towards being able to take decisive and consistent action.

A couple things you should have learned are:

1. Many of your fears, doubts and worries can be dealt with by planning ahead as well as rationalizing a strategy to handle them.
2. You can bounce back from many of your fears, doubts and worries
3. The thoughts of others can't really hurt you
4. The thoughts of others aren't always based in reality
5. The worst-case scenarios usually aren't all that bad
6. Even an attempt at taking action will usually pay off
7. Not taking action can hurt you in the short and long term.

Just doing this simple exercise should motivate you to take action. You should feel a sense of relief, like some great burden has been lifted off your shoulders.

Now is the time to start taking some serious action! The next section will help you do just that...

Take Action!

Alright, you have hopefully dealt with your fears, worries and doubts.

Now it is time to take some action. The template below can be used for any action that you have been holding off on accomplishing.

It is based around 3 core concepts:

1. Define Your Goal
2. Clarify it
3. Get Ready
4. Take Action!

Sounds simple right?

Well guess what, it kind of is! You may need to reflect quite a bit, so don't rush through the template. On the other hand, don't dwell over it for weeks either.

We have included **3 Action Templates** below to get 3 specific actions going. Print them out and utilize them to personalize and keep track of your Action Plan. Keep them so you can reflect on later versions in comparison to see your incredible progress.

Action Template #1

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Clarify it

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your purpose or motivation to do it?”

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

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

- 1.
- 2.
- 3.
- 4.
- 5.

Take Action!

The idea in this section is to build some quick momentum! Think about the minimum viable action that you could take to progress towards getting your action going. For example, what is the easiest, quickest thing you could do right now to get the ball rolling?

The easiest step I could take right now:

Read that step once more and highlight, or circle it. That’s what you will do today. Ideally, you will do it right now. I mean, stop reading this and go do it. THAT ..is taking action!

Action Template #2

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Clarify it

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your purpose or motivation to do it?”

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

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

- 1.
- 2.
- 3.
- 4.
- 5.

Take Action!

The idea in this section is to build some quick momentum! Think about the minimum viable action that you could take to progress towards taking action. For example, what is the easiest, quickest thing you could do right now to get the ball rolling?

The easiest step I could take right now:

Read that step once more and highlight, or circle it. That’s what you will do today. Ideally, you will do it right now. I mean, stop reading this and go do it. THAT ..is taking action!

Action Template #3

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Clarify it

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your purpose or motivation to do it?”

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

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

1.

2.

3.

4.

5.

Let's Go...Take Action!

The idea in this section is to build some quick momentum! Think about the minimum viable action that you could take to progress towards taking action. For example, what is the easiest, quickest thing you could do right now to get the ball rolling?

The easiest step I could take right now:

Read that step once more and highlight, or circle it. That's what you will do today. Ideally, you will do it right now. I mean, stop reading this and go do it. THAT ..is taking action!

Action Template #4

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

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

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

1.

2.

3.

4.

5.

Let's Go...Take Action!

The idea in this section is to build some quick momentum! Think about the minimum viable action that you could take to progress towards taking action. For example, what is the easiest, quickest thing you could do right now to get the ball rolling?

The easiest step I could take right now:

Read that step once more and highlight, or circle it. That's what you will do today. Ideally, you will do it right now. I mean, stop reading this and go do it. THAT ..is taking action!

Action Template #5

Define Your Action

Write down what action you have been struggling to take. Another way to frame this is to think about any goals you have been putting off.

Get Clear

In this section, you want to get clear about why you want/need to take this action. This can also be framed as “what’s your motivation?”

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

Get Ready

In this section you are going to plot out a general plan of action. Basically you are breaking your action into smaller micro-actions. For example, if your action is “leaving your job” then a micro-action might be “drafting my letter of resignation”. Try to think of about five, but the more the better!

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Let's Go...Take Action!

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The easiest step I could take right now:

Read that step once more and highlight, or circle it. That's what you will do today. Ideally, you will do it right now. I mean, stop reading this and go do it. THAT ..is taking action!

Conclusion

Since I assume you are out taking action – I will keep this section short.

In this workbook, you laid out the major problems that hold most of us back from taking action. You reflected on these issues, wrote them down, and then thought about why they weren't that big a deal in reality.

Then you imagined how things would be if you DID take the action you were holding off on. You then contrasted that to the pitfalls that could happen if you DIDN'T take action.

Finally you mapped out how you will take action, followed by a single step you could take right away.

...And you took that step right? Right?

If so, congrats!

You are now an action taker.

About the Author



Cindy Bishop is a 30-year veteran Agent and Managing Director for her real estate education company, Cindy Bishop Worldwide. Over the years, she has been a top producing agent, owned her own brokerage, and built a thriving real estate business. Like many of you, she performed real estate sales in the trenches holding open houses, knocking on doors, and marketing to her sphere.

In 2010, Cindy began her journey as a real estate coach and freelance speaker. Recognizing a need for better agent education and business development training, she took her personal motto “Know and Grow” and applied it to a coaching program and for hire training that gives agents the knowledge and tools they need to build a successful business they can be proud of.

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