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Mindset Development Planning Guide

Step 1

SELECT A MINDSET THAT YOU WANT TO DEVELOP MORE OF

Select one of the following:

- Growth
- Open
- Promotion
- Outward





Step 2

JOURNAL ABOUT YOUR SELECTION

Research has found that journaling is one of the most effective activities for rewiring our mind. Journaling doesn't need to be a long drawn out process. At a minimum, it should be 2-3 paragraphs.

Here are some prompts for your journaling:

- Why did you select the mindset that you did?
- How do you think you will think and operate differently if you possessed more of your selected mindset?
- How might you be seen differently by others if you possessed more of your selected mindset?
- How do you think you might be able to more positively contribute within your sphere of influence if you if you possessed more of your selected mindset?

This journaling effort should provide you with greater motivation for shifting your mindsets and bring clarity to how you are going to be different than you are now.



Step 3

DEVELOP A 30-DAY PLAN

When thinking about your 30-day plan, remember that in order for us to shift our mindsets we need to regularly activate the mindset neural connections associated with that mindset. This means that you need to engage in small exercises or interventions on a regular basis over time.

To get you started, answer the following questions:

- How many days a week are you going to do mindset exercises?
 - Recommendation: 4+ days
- When you do these exercises, how much time are you going to spend per day?
 - Minimum recommendation: 5 minutes
 - Preferred recommendation: 10+ minutes
- When during the day are you going to engage in these exercises?
 - Recommendation: Either
 - Determine a set time (e.g., 7:00 a.m.)
 - Or, partner it with a current habit (e.g., while I am eating breakfast, after my meditation)



Now, you need to determine and plan out your mindset activities.

This could be as simple as saying that you are going to spend 10 minutes each day reading a book.

Or, you can mix up your activities, such that it might look as follows:

- Monday: Read 10 minutes from book
- Tuesday: 5 minutes from book, 5 minutes journaling
- Wednesday: Listen to podcast or TED Talk
- Thursday: Have a discussion with colleague or spouse about mindsets
- Friday: Read 10 minutes from book
- Saturday: Watch a short video
- Sunday: Read an article and journal about it

For a wide variety of exercises associated with each of the four Success Mindsets, click on the following:

[Resources for Developing a Growth Mindset](#)

[Resources for Developing an Open Mindset](#)

[Resources for Developing a Promotion Mindset](#)

[Resources for Developing an Outward Mindset](#)

Now, fill out your plan on this monthly plan:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



Example Vertical Development Plan #1

PUSHING AGAINST ASSUMPTIONS

1. In my weekly one-on-one meetings, rather than leading with all of the things that I want to talk about, I will invite them to lead with the things that they want to talk about.
2. I am going to ask my team members to provide me with feedback on how I can improve as a leader.

MINDSET EXERCISING

To get you started, answer the following questions:

- For the first two weeks, I am going to spend 15 minutes each weekday reading from the book, "Think Again."
- For the next two weeks, every weekday, I will stick to the following schedule:
 - Monday: Ask my team a question related to having an open mindset during our team meeting
 - Tuesday: Read an article
 - Wednesday: Meditate
 - Thursday: Watch a video
 - Friday: Engage in a journaling exercise



Example Vertical Development Plan #2

PUSHING AGAINST ASSUMPTIONS

1. When I need to hold employees accountable to our deadlines, I will take a moment to remind myself that I am not the “enforcer,” I am the “business enabler.”
2. When employees come to me with a problem or questions, I am going to refrain from answering, and instead ask questions.

MINDSET EXERCISING

See the calendar below.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Gratitude journaling Meditate <i>(using the Insight Timer app)</i>	Gratitude journaling Read a book <i>(e.g., Success Mindsets)</i>	Gratitude journaling Meditate <i>(using the Insight Timer app)</i>	Gratitude journaling Read a book <i>(e.g., Success Mindsets)</i>	Gratitude journaling Meditate <i>(using the Insight Timer app)</i>	Gratitude journaling Read a book <i>(e.g., Success Mindsets)</i>	Gratitude journaling Meditate <i>(using the Insight Timer app)</i>
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