

HOW TO WRITE YOUR WAY TO A

Rock-Solid Mindset

IN JUST A FEW MINUTES EACH DAY!



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Lesson 1: Write Your Way to a Lifestyle You Love

Learning Objective: How to add journaling to your day and identify what's important to you.

Modern life is busy and stressful. You're quite possibly living the juggle every single day. Wife, Partner, Mum, CEO or maybe you're still working your 9-5 and currently planning your corporate exit to launch a business of your own.

Regardless, you're probably working long, hard hours, in both your professional and domestic life.

And you're probably laughing at the idea that you should also be journaling in amongst your already hectic schedule. But let me ask you this: How much time do you spend scrolling on social media? Or mindlessly sitting in front of the telly every evening? Flicking through online shopping sites and adding things to your never ending wishlist?

So, bear with me here - by just reallocating 10 minutes of your time each day from less productive activities, you can feel good knowing that you're devoting some essential me-time and making active life improvements. Yep, just 10 minutes is all you need.

Do you think "improving your life" through journaling is a stretch? You'll be surprised at how many benefits are attributed to journaling.

In this first lesson, we'll discuss:

- the benefits of journaling
- how to get started
- different types of journals

And, I even threw in bonus journaling prompts to get you started. That's how excited I am for you to discover the magic and power of journaling. So, without further ado, **let's jump in.**

STEP ONE

Embrace the benefits of journaling

Keeping a journal is a great way to track your thoughts and feelings over time, but research and experience have shown that journaling has far-reaching benefits. In fact, journaling can affect virtually every aspect of your life, letting you achieve better success both personally and professionally. For Fempreneuers and aspiring lady bosses, journaling can be an indispensable tool.

Developing a Habit

Fortunately, journaling doesn't have to take too much time; if you have 5 to 10 minutes to set aside each day, you'll be able to start the process and reap the benefits. While you might have some false starts along the way, making a commitment to maintaining your journal will ensure you're on the road to success, and, like any habit, consistency will pay off over time.

In addition to helping you add some structure to your life, which is especially useful for people with hectic schedules, a journal can help you develop other healthy habits. Your journal represents the point where you turn thoughts in your mind into concrete ideas you can act on, and many people find it to be a centerpiece for achieving their goals, both large and small.

Fighting Stress

Stress is a part of modern life and taking steps to minimise it is important for being as productive and healthy as possible. Keeping a journal, according to recent research, can be a powerful tool for fighting stress and maintaining a healthy mindset.

Journaling helps you keep track of your day-to-day activities, without feeling overwhelmed by the daily struggles. Furthermore, journaling provides a sense of stability in your life, giving

you a firm foundation for planning and tracking your daily activities.

By keeping a journal, you'll also hone your ability to focus on important tasks and improving your ability to maintain a productive mindset throughout the day. As you start to maintain your journaling commitment for an extended period of time, you'll feel empowered to set and meet the goals you need to thrive in life and business.

Setting Your Own Terms

Journaling is a great means of helping you succeed on your own terms, instead of following a prescribed path set by others. Journaling is great for defining what success means to you and by tracking your progress, you'll begin to uncover what's truly important in your personal and business life. Over time, this can kick start the translation of your success into money, helping you achieve financial independence.

Fortunately, the process of journaling isn't a difficult one to start; just a few minutes per day is enough to set you on the road to making journaling a part of your daily life. In fact, the practices below only takes a few minutes to implement. However, you'll first need to find out which tools are right for you.

A stylized, handwritten-style logo consisting of the letters 'M' and 'B' intertwined, with a small dot below the 'B'.

STEP TWO

Choose Your Tools

The first step in determining which type of journaling is best for you is deciding between a handwritten journal and a digital one.

Handwriting your journal is the more traditional approach, where you'll be following in the footsteps of thousands of years of tradition. Digital journaling, on the other hand, offers a certain level of convenience and access to a number of useful tools.

Deciding which is right for you is a personal decision, but it's worth noting that both are viable options worth consideration. Note that you don't have to focus exclusively on one type of journaling. Feel free to change which journaling methods you use over time and consider using both digital and handwritten techniques for different types of journals.

Let's discuss some of the benefits of each style of journaling, starting with handwritten journals.

Avoid Distractions with a Handwritten Journal

One of the primary advantages of keeping a journal is being able to step back from your day and reflect on what you've learned and accomplished. By keeping a handwritten journal, you can avoid distractions and focus better. When writing by hand, you won't be tempted to check your email or refresh your Facebook or Instagram feed, keeping your train of thought intact. Go one step further and deliberately leave your phone and tablet in another room, to completely eliminate the temptation.

Unwinding and spending time away from screens is incredibly important for maintaining your optimal health and journaling with a pen and paper can offer valuable relief.

Retain Information

Any time spent reflecting will help you better retain the information you've gleaned across the day, but not all methods of recording your thoughts are the same.

This is an area where handwritten journaling shines, as research consistently shows that writing information down by hand leads to higher rates of retention than other forms of recording information.

If one of your primary interests in keeping a journal is to better remember how your days proceed, you might want to favour a handwritten journal over a digital equivalent.

Aesthetic Considerations

Physical journals are available in various shapes and sizes and by choosing one that best fits





your personality, you'll be more inspired to keep up with it over time. The look of your journal might seem like a minor consideration at first, but if it's a design that you're in love with, you'll likely stick with it.

A quick search of Amazon will give you a vast array of options to choose from, including leather-bound journals, colourful designs and even ones that feature meaningful quotations on the cover or throughout the journal. Choose one that inspires you or purchase a plain journal and go to town with personalising it. Adding a bit of creative flair can serve as invaluable inspiration.

While there are certainly ways you can customise your digital journal, nothing beats the appeal of having an attractive journal to open up and add to on a daily basis.

Hone Your Writing Skills

In this digital age, writing skills are left to the wayside as they increasingly become less essential when it comes to getting work done. However, writing will always remain a valuable skill, and it's one that can help you stand out.

Writing every day, even for just a few minutes in a journal, naturally enhances your writing prowess. There's a reason why the Internet harps on about how "content is king" and why you constantly feel the need to dish up new content for your audience. Instead of letting

your skills get rusty and having to battle writer's block every time you need to come up with new content, take journaling as an opportunity to practice writing every day. Once you get into the swing of things, you'll no longer freeze up when faced with the prospect of writing a new blog post or chapter in your book.

If you choose to use a handwritten journal, think carefully about what type of writing tool you'd prefer to use. Pencil is a viable option, and it's ideal for those who don't like scratching out mistakes. However, choosing a pen gives you ample options to consider. A simple ball-point pen offers excellent convenience, but smoother pens that use darker ink might be preferable depending on your tastes. Feel free to experiment with various options before deciding on which tool is best for you. And of course, you're free to change it up as you go along!

Convenience

Although a physical journal means that you'll have one more item to tote around, there are lots of small, convenient journals that you can choose from.

Most journals are designed to fit neatly into backpacks, handbags and laptop cases, and they can even provide a bit of cushioning to help keep your electronics safe from bumps and accidental damage. Even if you're a regular traveller, a paper journal is simple to transport and adds little weight to your luggage.





Let's explore the benefits of digital journaling:

Easy, On-the-Go Accessibility

Many people prefer handwritten journals, but digital journals offer the distinct advantage of on-the-go convenience. Cloud storage options can automatically store your journal online and keep it password-protected, letting you access the contents anywhere you are; and the small storage size of digital text means access takes only a few seconds.

Furthermore, you can pull up your journal on any digital device. If you need to recall information but only have access to a phone or tablet, pulling up your journal is quick and easy.

Hassle-Free Editing

Even if you use a pencil instead of a pen, you'll be limited in your ability to modify a handwritten journal. Through digital journaling, copying and moving text from one place to another is quick and easy, letting you adjust your journal to best meet your needs.

You can also store many years of journal text in a small file, and search features make

accessing information a breeze. When it comes to finding specific information, digital journals are far more convenient than their handwritten counterparts.

Ample Digital Tools

There are countless programs that can be used for digital journaling. Some prefer the simplicity of the Notes app, while others might find Google Docs and its accompanying mobile app to be a more robust option.

There are even dedicated websites for specific types of journaling; 750words.com, for example, encourages users to participate in a particular type of journaling many people find useful.

When making your choice, make sure to pick a tool that appeals to you and your unique needs. A bit of extra research can go a long way towards finding your perfect digital journaling platform.



STEP THREE

Create a Lifestyle You Love Through Journaling

Are you living your dream life, or do you need to make some changes? Journaling can help you decipher that. If you're less than happy in any aspect of your life, explore those thoughts in your journal. Work out unresolved feelings or conflicts. Create pros/cons lists to examine if your desired change is worthwhile.

Do you have goals that you gave up on after leaving uni or having kids? Put yourself first in your journal and write down the goals that are most important to you NOW. There is absolutely no need to live in the past, especially if those goals are outdated or were meant to please someone else. This is what I mean by "creating a lifestyle you love." Only YOU can take action to make a change and journaling will guide you towards taking the right action.

Although many people think of journaling as a nighttime activity, there are also plenty of benefits to journaling in the morning. The aforementioned 750words.com, for example, encourages users to spend part of their mornings journaling how they're feeling, which can help keep them from feeling frustrated and overwhelmed as the day unfolds. This can help you to clear your mind, making it easier to see what's important during the day and setting yourself up for success. This clarity is invaluable for making journaling a powerful tool in your daily life.

Needless to say, journal when it best fits into your schedule and develop a habit that you know you can maintain. Ideally you want a quiet space so you can really get in touch with your thoughts (as opposed to grabbing 10 minutes before your next client call). Even if it means getting up 10 minutes earlier, try it. Pretty soon journaling will become second nature, no matter what time of day.

But...what do I write about? Almost anything is fair game in a journal; but I remember how frustrated I felt in school when a teacher would say, "Write about anything you want." So, if you're one that prefers clear instructions or guidance, start off with one of these styles:

Gratitude Journaling

One of the simplest yet most powerful forms of journaling is gratitude journaling. This involves writing down three things you're grateful for every day or every evening. It's normal for us to feel stressed and when we do, we're often unable to realise the positive parts of our lives. Through gratitude journaling, you'll be able to

take a holistic view of your life and focus on what makes you truly happy and fulfilled.

Studies show that there are many benefits to gratitude journaling: You'll feel more optimistic, and you might even be better able to keep up your exercise routine according to research from the University of California at Berkeley.

The Ideal Day Exercise

Perspective is invaluable for thriving personally and professionally, and provides a means of uncovering what's most important to you. The ideal day exercise involves writing down, from waking up to heading to bed, what your ideal day would look like. This form of journaling is best done without thinking about financial or time obligations: If you had no limits, what would your ideal day look like? What type of home would you most like? What would your love life look like? How about your wardrobe? Nothing is off-limits, so let your imagination run wild.

Some experts recommend using the present tense when practising the ideal day exercise, as you'll be able to better connect your feelings with your choices. Present tense also helps your brain to think that you've already accomplished these goals.

Brain Dump Journaling

Have you ever had the feeling like your brain is swirling in a million different directions, making it really difficult to focus or concentrate on any one task? While that may be a figurative description, it's basically caused by hoarding too many ideas in your brain which really need to be let loose on paper. Add the endless list of daily to-dos, your clients' demands, and finding the time to create and nurture your own business, it's no wonder you can't focus!

Brain dumping simply means writing down the first thing that comes to mind. Or writing down every single thing you need to do today – including stopping at the supermarket to do your groceries or giving your mum a call to say hello.

To start, you can trial doing a daily brain dump where you list all the tasks that need to be completed and allocate an amount of time against each item, until your day is filled with a mix of business and personal tasks.

While that may sound extreme, the brain dump journaling method still has its merits. Once all these thoughts are written on paper, you can prioritise which tasks need to get done versus the ones that can be saved for tomorrow.



STEP FOUR

Manifest What You Want in Life

Although somewhat controversial, the concept of manifesting has proven increasingly popular over recent years. Often viewed as a New Age concept, manifesting is the process of visualising or meditating on the goals you have in life and what you want to acquire, with some believing that there's a spiritual component to the practice.

Personally, I am a huge advocate of manifesting what you desire in life and a believer in the laws of attraction, but I digress.

There is ample research showing that visualising and focusing on your goals can help you achieve them, setting you up for sustained success. Even if you don't believe in the more fantastical aspects of the manifesting concept, thinking about it while journaling can make the process invaluable when it comes to uncovering your true goals and achieving them.

In order for manifesting to work, you need to think about what exactly you want in life.

Do you want a spouse? Then go into detail about the type of person you'd be attracted to. Include their physical characteristics but also include details about their personality, work ethic, profession (if that's important to you), etc.

Do you want to move into your dream home? Think about the details of that home, including the location. Think positively that you'll have the money to purchase that home when it comes on the market.

Let's be clear, though: Manifesting is not a magic wand that grants you your every desire. Think of manifesting as a way to spell out exactly what you want out of life. When you're living an intentional life, you'll start to notice when certain opportunities arise, especially opportunities that will bring you closer to realising a goal. Reaching goals, however, still involves plenty of work so don't just sit back and expect miracles.



STEP FIVE

Build a Habit with One Prompt a Day

Journaling is not a one-size-fits-all tool, and you might find that your chosen methods will naturally evolve over time. Regardless, finding out what works best for you is a process that requires a bit of dedication, and getting an early start will place you on the path to sustained success.

You can make a start with just one prompt a day and write a short response. Consider a surprise journal: What did you find out during the day that surprised you? A gratitude journal is also a great option to help build the journaling habit. Even if you simply open up your journal to write down whatever comes to mind, you'll be building a habit which will help you with discovering what works best for you.

There's no right or wrong way to journal, and you don't need to worry about spelling or grammar mistakes. Your journal is your own, and the art of translating your thoughts into words on a page or a screen is one that can serve you well for a lifetime.

If you're a fan of variety, mix up these prompts and the exercises in this lesson so you get used to writing. Remember, you're not writing the next bestseller; you're exploring your hopes and dreams and dealing with unresolved feelings.

Choose ONE prompt and dedicate 5-10 minutes writing your answer. If your time runs longer because you have a lot to write, so be it.



STEP FIVE

Here are some prompts, in no particular order, to get you started on your journaling experience:

- Write 5 affirmations for when you're stressed or in a bad mood.
- What's keeping you up at night?
- Name the 3 biggest priorities in your life right now.
- What are your biggest fears?
- Do you have a fear that is stopping you from achieving your goals?
- Name 3 bad habits you'd like to change.
- Start a bucket list or add to an existing one.
- Are you happy with your life? Why or why not?
- List the 10 best moments in your life.
- Think of someone you love; write about that person.
- Daydream about your perfect life. Describe it in detail.
- What made you smile today?
- What are 5 childhood memories that you're grateful for?
- You just spent all day with yourself; are you bored?
- What advice would you give to your younger self?
- If money was no object, what would be your dream job?
- If money was no object, where would you live? What would you do?
- Write about a book that spoke to you.
- When you think about the future, what excites you the most?
- What's your theme song and why?
- What about you are you most proud of?
- You can work in a business you love but pays very little OR you can work at a high-paying job that you hate. Which job do you take and why?
- You received great news today, who do you tell first and why?
- What do you appreciate most about your life right now and why?
- What's your biggest regret in life and how do you overcome it?
- What's one comfort zone challenge you'd like to conquer?
- What kind of physical clutter has been holding you back from living life?
- What is your 5-year goal?
- If you could start life again, would you? What would you change or do differently?
- Who inspires you and why?
- What trips are on your bucket list and why?
- What has been your best trip so far in life? Why?
- Name 10 places you would love to see.
- Do you think you are a positive or negative person?
- Could you be a better friend/spouse/partner/sibling?
- What are your top 5 personal strengths?
- What is something you want to achieve this year?
- What is a challenge you'd like to overcome?
- Write about a fear you'd like to overcome.
- What is your favourite holiday? Why?
- Write about a turning point in your life; how would life be different if you made different decisions?
- What brings you joy?
- Who has made the most impact in your life?
- Write about lost friendships.
- Where are you happiest? Describe that place.



Happy Journaling!