Finish It! Workbook

This workbook accompanies the "Finish It" Course
(https://www.udemy.com/finish-it)
by Rick Davidson and Ben Tristem

This Workbook belongs to:

[your name goes here!]

Finish It! Course Roadmap

During the course we will be following the roadmap below. Each section loops through the questions of What, Why, Who, How and When.

Here are some key points to remind you what to be asking and focusing on when working on your project:

Section	1	2	3	4	5	6
Context	High Level	Today	This Week	Next 30 Days	Next 90 Days	Ongoing
Theme	Vision	Unblocking	Momentum	Habits	Results	Maintaining
WHAT	Select your project and visualise your outcome	Clear your cache and be honest about where you are currently at.	Be clear on main tasks and identify single most important thing each day	Create your Trello backlog for next 30 days	Ask yourself "what if" and choose the life you want.	Identify which tasks and features are highest priority to work on
WHY	Make your project a "Must"	Identify why you procrastinate	Put some skin in the game	Make a public commitment with event-based milestones	Ask yourself "why not me?" and "why not now?"	Constantly connect with your higher purpose
WHO	Find a role model to emulate	Pick someone you can speak with, ask questions of	Contact your Accountability Buddy	Share your project in a friendly community	Share publicly and ask for help where needed	Specify who you will work with to up your game
HOW	Identify what resources you need and what changes are needed	What's your very next action on the aspect that is / has blocked you	Change your state, kill distractions and focus on inputs	Get feedback and iterate	Manage your physiology while also addressing your concerns with marketing or other product issues	Identify how you will sustain your momentum
WHEN	Identify your ball park milestones.	Setting SMART goal and committing to the very next action	Plan your calendar - when are you going to work	Put specific dates all your current commitments.	Be very clear on when the project will be done.	Regularly reconnect with milestones and deadlines and commit to getting your work done on time

Finish It! Section 1: Your High Level Vision

WHAT - HIGH LEVEL

The Project I'm focussing as my number #1 priority to *Get Finished* is:

-

The other projects that I have to put on hold for the moment are:

-
-
-
-

When the project is completed I will feel:

-

A great result for the project looks like this:

-

WHY - HIGH LEVEL

My perfect day looks like this:

-

The big, hairy, audacious dream I have for my life is this:

-

The reason(s) I absolutely HAVE TO finish my current project is:

-

WHO - HIGH LEVEL

* Note: If you'd like to add more than one role model for this section then copy the 4 questions below and fill out the details for each person you respect as a role model.

A person who I look up to as a role model is:

-

I respect this person because they have the following attitudes, philosophies, processes, or style:

-

When faced with difficult circumstances, I expect this person to do the following:

-

One thing I can do to get even more connected to this person as a role model is:

-

HOW - HIGH LEVEL

In high level terms, this is how I will create my project and finish it:

- Time & Place:
  - ○
- Tools & Tech:
  - ○
- People & Processes:
  - ○

Physical things that I don't currently have, but I need to get, in order to complete this project are:

-
-
-

Changes I need to make to my work environment in order to stay focussed and productive are:

-
-
-

Other things that absolutely have to change in order for me to finish this project are:

-
-
-

WHEN - HIGH LEVEL

The time(s) of the day when I do my best work is:

-

The time(s) of the week when I plan to work on this project are:

-

The major milestones or chunks of work for my current project are:

-
-
-
-
-

The ballpark timing for finishing my current milestone is:

-

The ballpark timing for finishing the entire project is:

-

Finish It! Section 2: Removing Roadblocks

WHAT - REMOVING ROADBLOCKS

The "Clear Your Cache" exercise helps get everything out of your head and onto paper (or in a document as the case might be).

The following is a list of all the cool ideas I have for possible upcoming projects:

Cool Idea	When?

The following is a list of all the things (big and small) that I have been putting off doing:

-
-
-
-
-
-
-
-
-

Of the things I have been putting off, this is the one that I commit to finishing today:

-

With my current project, these are the areas that I feel my skills / knowledge might stop me from getting this project finished:

-
-
-

The training / reading / practice / asking that I need to do in order to close my current gaps are:

-
-

If / when I procrastinate, my typical pattern is that I...

-
-
-

The most recent time that I was very effective, my pattern was...

-
-
-
-

To avoid getting overwhelmed with a broad, vague task we should always ask ourselves, "what is the very next thing I need to do" for a task.

My most important task at the moment is:

-

Specifically, the very next action I need to take for this task is:

-

Once the above action is complete, the following "very next action" will be:

-

WHY - REMOVING ROADBLOCKS

My existing definition of failure for this project has been:

-

My updated definition of failure for this project is:

-

An upcoming tasks that I am not entirely sure how to do is:

-

WHO - REMOVING ROADBLOCKS

A person who I can contact for technical help is:

-

A person I can talk with about my project to bounce ideas is:

-

Forums or groups where I can get technical ideas / solutions / inspiration are:

-

The action I will take today in terms of asking for help / input is:

-

HOW - REMOVING ROADBLOCKS

For the next 30 days I am committing to take the following action(s) in relation to killing my distractions:

-

In the past, I have gotten myself into a state of Flow by doing the following:

-

An activity I can do today to switch my state and start the process of Flow is:

-

WHEN - REMOVING ROADBLOCKS

Are you committing to this challenge: For the next 7 days I am only going to promise to do something if I am 100% certain that I will do it.

- Yes / No

I am committing to the following SMART Goal (which includes the specific action I'm taking as well as when it will be completed by) in relation to working through and taking actions with this "Finish It" course:

-

Finish It! Section 3: Gaining Momentum

WHAT - GAINING MOMENTUM

For each day that I'll be working over the next 7 days, these are the SINGLE most important tasks for me to finish (not "work on" but "finish").

- Day 1:
- Day 2:
- Day 3:
- Day 4:
- Day 5:
- Day 6:
- Day 7:

When written as user stories, over the next 7 days I will be completing the following:

- Day 1:
- Day 2:
- Day 3:
- Day 4:
- Day 5:
- Day 6:
- Day 7:

WHY - GAINING MOMENTUM

The following rewards would make me very happy:

- Today:
- This week:
- This year:

The following punishments would make me quite miserable:

- Today:
- This week:
- This year:

WHO - GAINING MOMENTUM

The person I can ask to be my accountability buddy is:

-

I will propose that we make commitments on a regular basis. The frequency will be:

-

The consequence(s) I am willing to have linked with my commitment is:

-

I will ask this person if they'll be my accountability buddy by this time:

-

HOW - GAINING MOMENTUM

In relation to my project, I am committing to the following INPUTS each week:

-

I relation to other things in my life, I am committing to the following INPUTS each week:

-

Five things I can think of doing in order to change my environment this week are:

-

The one change to my environment I am committing to making today is:

-

WHEN - GAINING MOMENTUM

(Write Yes or No based upon your action)...
I confirm that I have contacted my accountability buddy and made a commitment, with consequences, to take actions that will ensure I finish my project:

- Yes / No

Finish It! Section 4: Building Habits

WHAT - BUILDING HABITS

MVP refers to Minimum Viable Product and describes the minimum things needed in my project to have it usable.

The MVP for my product is as follows (note: if the MVP is already finished, then write down the next major iteration):

-

I have created a backlog with prioritised User Stories in the following location (eg. in Trello, in a spreadsheet, in a notebook):

-

WHY - BUILDING HABITS

The next milestone I could create an event for is:

-

The sort of event I could create for this upcoming milestone is:

-

The most appropriate date for this event-based milestone would be:

-

Here is what I am committing to:

-

WHO - BUILDING HABITS

I can show / share the following aspects of my project right now.

-

I can show / share the following aspects of my project this week.

-

I am committing to showing my project this week to the following people.

-

HOW - BUILDING HABITS

The interesting thing about my project is:

-

My objective for sharing is:

-

I could remove (or not create) the following feature / content from my project and still have it be a great project:

-

At some point in the future I need to decide between these two (or more) options:

-

How I will make this decision:

-

WHEN - BUILDING HABITS

The following are my commitments as they relate to my project for the next 30 days.

The frequency with which I will look at / update my backlog or project plan is:

-

I will next share my project with people other than my close circle of friends by this date:

-

I will complete these 3 (or more) actions from my "things I've been putting off" list:

-

My current goal for when I'll finish the entire project is:

-

I am committing to working this number of hours per week on this project:

-

My project will be in the following state in 30 days time (describe your project):

-

Finish It! Section 5: Getting Results

WHAT - Getting Results

If we ask ourselves, "what if" it can often give us very clear choices. The following 2 questions are intended to make you think, but more importantly give you a clear reminder to refer back to in terms of how you want your life to turn out.

If I was to lose momentum, not keep my word on my commitments, not try my best and ultimately, not finish the projects I work on, then I imagine in 10 years time my life would be like this:

-

On the other hand, If I was honour my commitments, stay focused, work when I say I'll work, ask for help, try my best and ultimately, finish the projects I work on, then I imagine in 10 years time my life would be like this:

-

WHY - Getting Results

We ask, "why not me?"
Here are all the **positive** reasons I can think of **why I am absolutely capable** of getting the results I want:

-

We ask, "why not now?"
Here are all the **positive** reasons I can think of **why now is a great time** for me to achieve the things I want to achieve.

-

WHO - Getting Results

The following are the tasks / actions / requirements for my project that I like and am good at (on the left) and the ones which I dislike or am not good at doing (right side).

LIKE DOING / GOOD AT	DISLIKE DOING / BAD AT
●	●

Who I need to help me address my "Right Side" is:

-

The specific action I am going to take regarding this is:

-

HOW - Getting Results

Over the next 90 days I am committing to the following regarding my sleeping:

-

Over the next 90 days I am committing to the following regarding my exercising:

-

Over the next 90 days I am committing to the following regarding my eating / drinking:

-

WHEN - Getting Results

When I am finished this project, the next most likely project that I will work on will be:

-

Finish It! Section 6: Continuous Improvement

As you continue to build upon the lessons from this course its valuable to continue to use your workbook as a source of focus and motivation. Ask yourself the questions in the table below and return to the relevant section in your workbook for more depth on that area.

When you finish your current project and start on a new project, be sure to go through the workbook again, updating / adding / changing the details to keep it relevant and powerful for you.

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Notes - Continuous Improvement

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