



Completion Exercise

You can do this exercise with all of your personal and professional outcomes and goals. Completion is important, it releases energy and creates space for NEW!

Directions: Create two columns one title "Complete" and the other "Incomplete". People typically have outcomes and goals around these five areas: Personal, Professional, Relationships, Health (physical, mental/emotional, spiritual), Financial Security.

For each category explore the following questions:

COMPLETE:

- What is complete for you (a project, task, conversation, goal, etc.)?
- What was required for you to achieve this completion?
- What does this completion create for you?
- How will you continue to build on this and expand this area of your life in the future?

Next, for each category explore the following questions:

INCOMPLETE:

- Exactly what is incomplete (a project, task, conversation, goal, etc.)?
- Does this move forward, or do you let go of it?
- What action will you take to complete the item?
- By what date will you complete the item?

ACTION:

Celebrate your completions, they are important, you worked hard for them, and you did it!

With the incompletions that are moving forward be sure you schedule the action you are taking in your calendar, planner, and celebrate that you have now just created more completions.