

The Eight Reasons

Paper version of the online activity. Use this worksheet to identify the strategies you use most and the reasons they work for you.

Name: _____

Date: _____

Step 1 Select your strategies

Read the strategy list and check the ones that describe you. For best results, choose about 8 to 12 strategies that you use most often.

- 1. I revise my big-picture goals regularly.
- 2. I keep visual reminders of my goals in my space.
- 3. I set clear deadlines for myself (and others).
- 4. I look for small, immediate steps to move forward.
- 5. I skim content quickly to find ideas.
- 6. I focus on the most valuable parts of big tasks - and skip what doesn't matter.
- 7. I try to work smarter, not just harder.
- 8. I handle things once instead of revisiting them over and over.
- 9. I can concentrate deeply for long stretches (sometimes with coffee).
- 10. I do one thing at a time.
- 11. I use writing to organize my thinking.
- 12. I keep my workspace clear and focused.

Step 1 Select your strategies, continued

Continue checking the strategies that describe you.

- 13. I don't dwell on past failures.
- 14. I give myself breaks and rewards after hard work.
- 15. I truly unplug on weekends.
- 16. I let myself relax and do nothing sometimes.
- 17. I start with the most important thing.
- 18. I ask myself, "What would happen if I skipped a task?" - and skip it if it's not important.
- 19. When I avoid something, I try to face it directly.
- 20. I eat in a way that keeps me alert.
- 21. I organize things so I never waste time looking for them.
- 22. I try to get satisfaction from every minute, even when I'm not "accomplishing" something.
- 23. I wake up early to give myself a head start.
- 24. I protect my weekends from work.

Step 2 Sort your strategies into reasons

Look at the strategies you checked. Write each strategy number into the reason that fits best for you. A strategy can fit more than one reason, but try to pick the best match.

Step 2 Sorting grid

Write strategy numbers in the boxes. You can use the same number more than once if it truly fits.

<p>Keeps You Focused</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Reduces Stress</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Boosts Motivation</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Builds Insight</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Feels Fulfilling</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Gives Me Direction</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Energizes Me</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Creates Order</p> <hr/> <hr/> <hr/> <hr/> <hr/>

Step 3 Analyze your results

Count how many strategy numbers you wrote in each reason box. Enter the totals below, then rank your reasons from highest to lowest.

Reason	Count	Rank
Keeps You Focused	_____	____
Reduces Stress	_____	____
Boosts Motivation	_____	____
Builds Insight	_____	____
Feels Fulfilling	_____	____
Gives Me Direction	_____	____
Energizes Me	_____	____
Creates Order	_____	____

Your reflection

Top reason: _____

Second reason: _____

In one sentence, what do these reasons suggest you need most right now?

One-week action

Choose one strategy from your checklist to strengthen this week:

Strategy number: _____ What I will do: _____

When I will do it: _____

How I will know it worked: _____

Quick reminders by reason

Keeps You Focused: Set daily priorities and remove one distraction you can control.

Reduces Stress: Build in short breaks and simplify by delegating or dropping low-value tasks.

Boosts Motivation: Use small milestones and rewards to keep momentum.

Builds Insight: Do a short weekly review and write what you learned.

Feels Fulfilling: Connect tasks to values and meaning, not only outcomes.

Gives Me Direction: Revisit long-term goals regularly and adjust your next steps.

Energizes Me: Protect sleep, add movement, and eat in a way that supports steady energy.

Creates Order: Organize your space and your system so you stop wasting time searching and redoing.