



# *clarity* *workbook*

Questions and Planning

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Your guide to getting clear on  
your problem, goal or vision.



OLIVIA DAY -  
BUSINESS COACH



# 01 *How to use this guide*

I developed this Clarity workbook as a starter to get you going. Sometimes we have a very clear idea of what the problem is, what we want to achieve, what we would like to do, a project or goal and at other times not a clue - just an inkling, a feeling.

Take the time to work through this with a clear, undistracted work space. But, also if you need to bounce the problem statement or what you have come up with someone else that's a good idea too. Feedback can be helpful. But, also trust your instinct - those gut feelings are so important.

Getting clear is the first step in being able to move forward. But if you are struggling with this be kind to yourself. Be gentle, nourishing and loving. It can be hard to get out of one's own brain and get clear. And as always if you need more professional support, guidance or assistance then get in touch and we can work together to move you forward.





## Block out time

Give yourself some time free from distractions. At least an hour. Make your favourite beverage, find a comfortable work spot and set a timer for 30mins to 1 hour.



## Answer the Questions

Just get it out of your brain and on to the paper. Thoughts, words, questions of your own. If you already have a specific problem statement or vision goal in mind write it down. If not just write what comes and keep tweaking till you have it.



## Build a plan of attack

From here you can start to drill down and work out the core actions you need to take to solve the problem, make it happen or achieve what it is you want.





## 02 *Create Space*

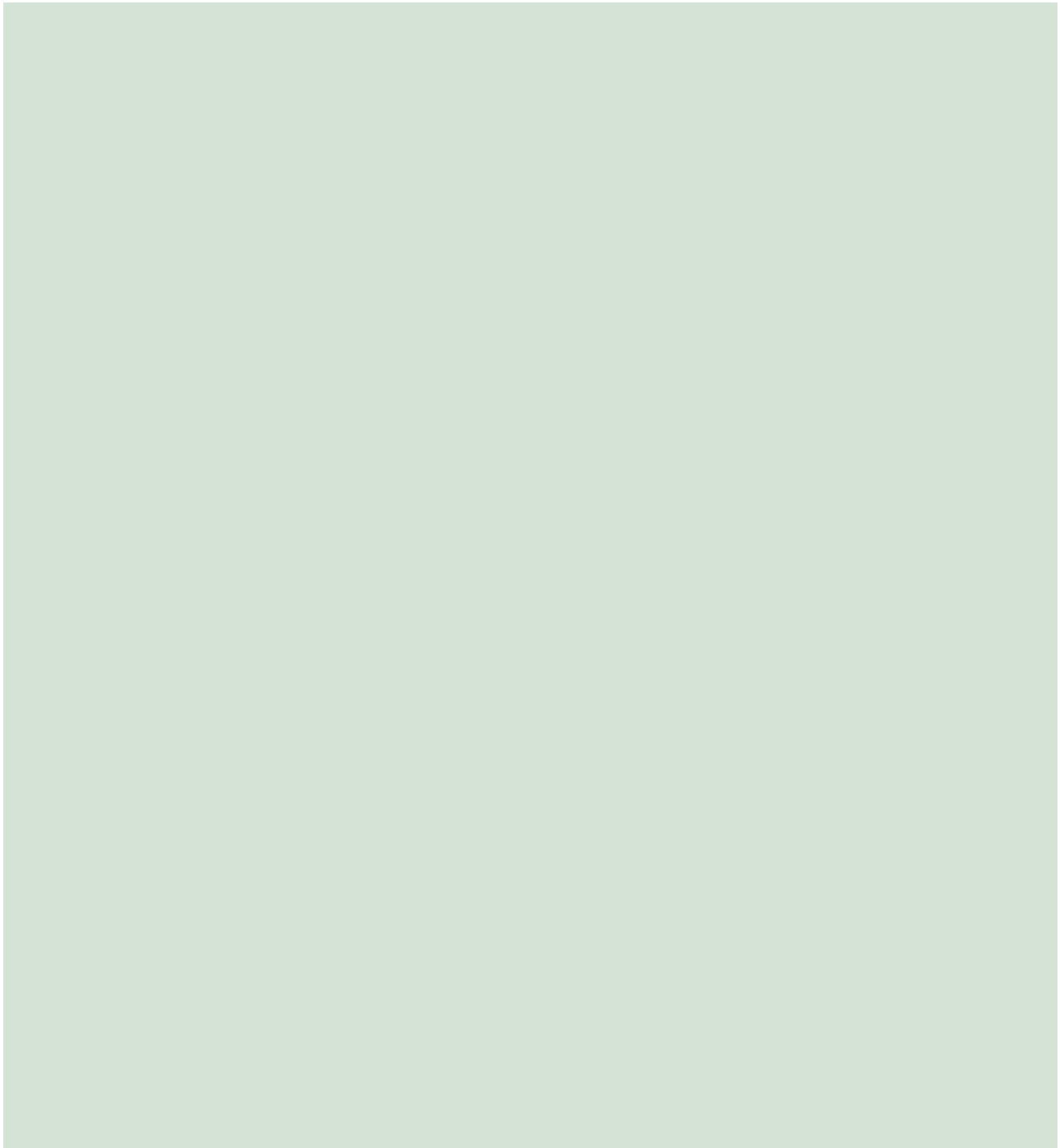
The first thing I like to do is to create space in order to actually get clear on a problem or challenge.

Find a quiet area, clear your desk, go for a walk, sit outside - create space internally and externally. That will help to allowing you to concentrate free from distractions and to tune in to your intuition and guidance.



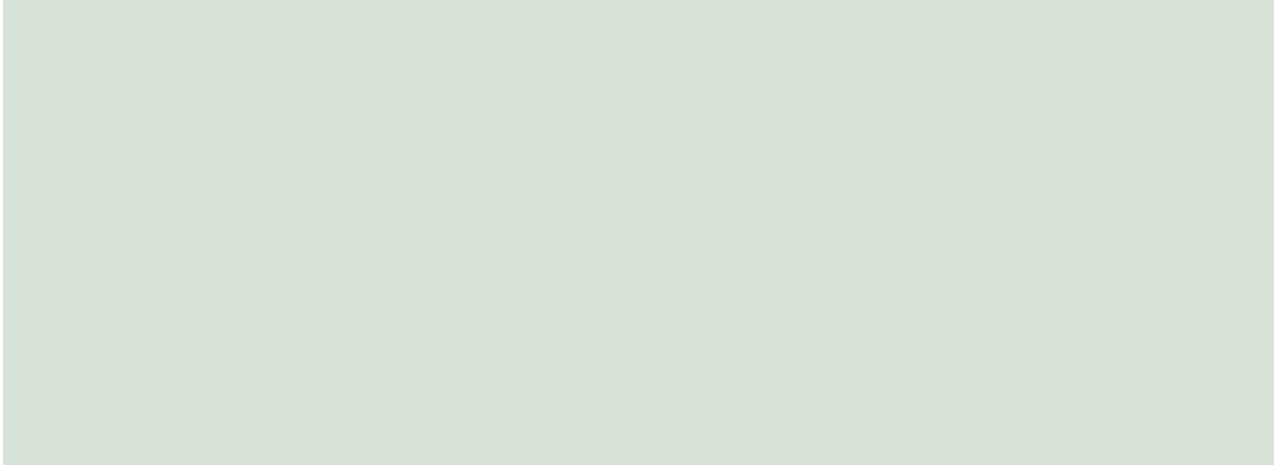
# Questions for Clarity

Question 1 - What is the vision, problem, niggle, issue, opportunity, goal or question you have? What is it you are trying to find clarity on? What is it that is causing frustration, feeling stuck or sense of overwhelm? This could be in your business/side hustle or lifestyle.

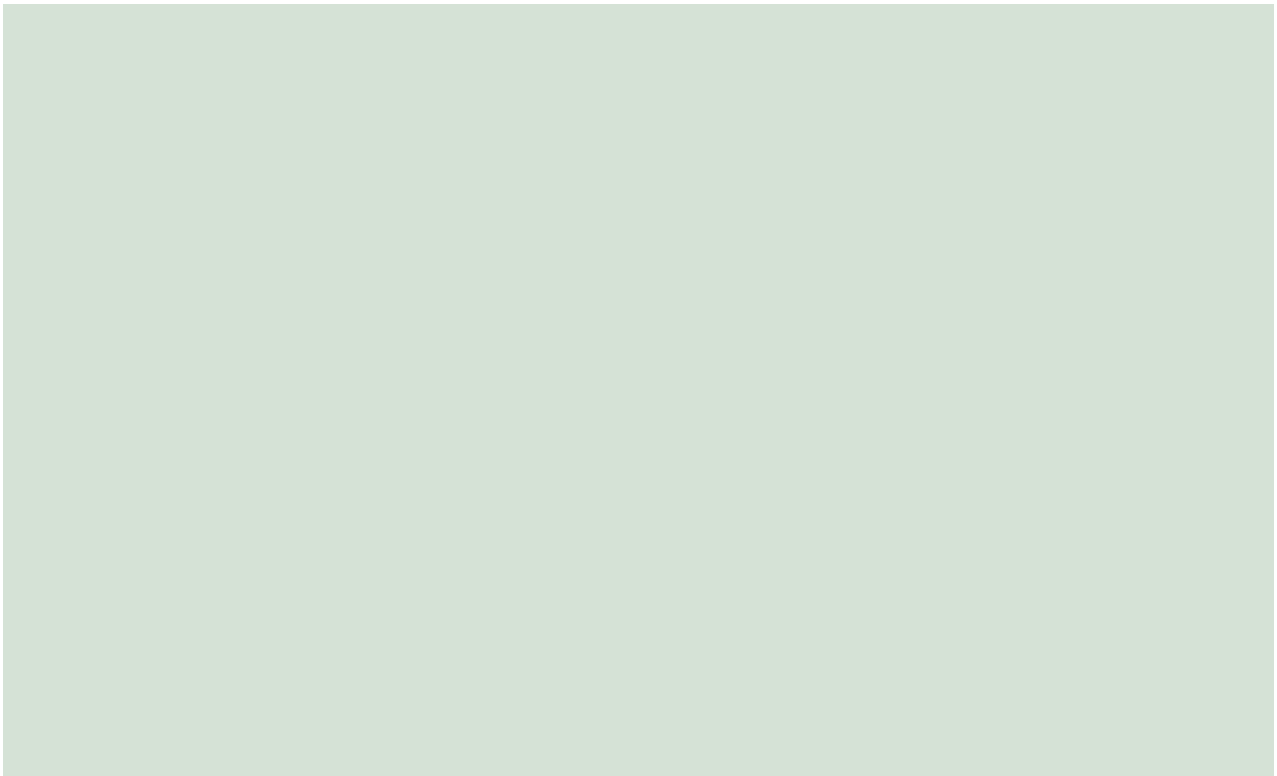


# Questions for Clarity

Question 2 - How would finding clarity on this impact your life?

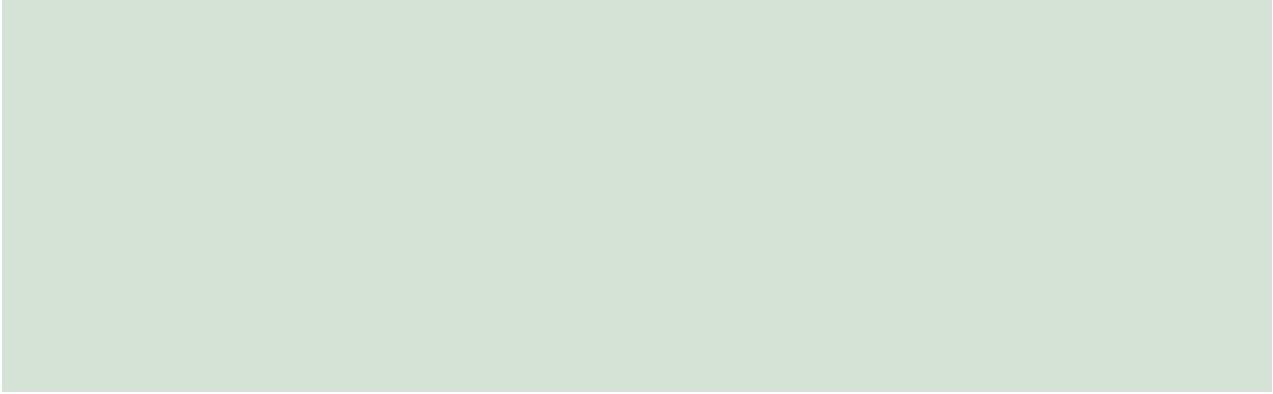


Question 3 - What resources do you need in order to solve this problem, achieve the goal, activate the plan? Time, people, technology, financial etc.

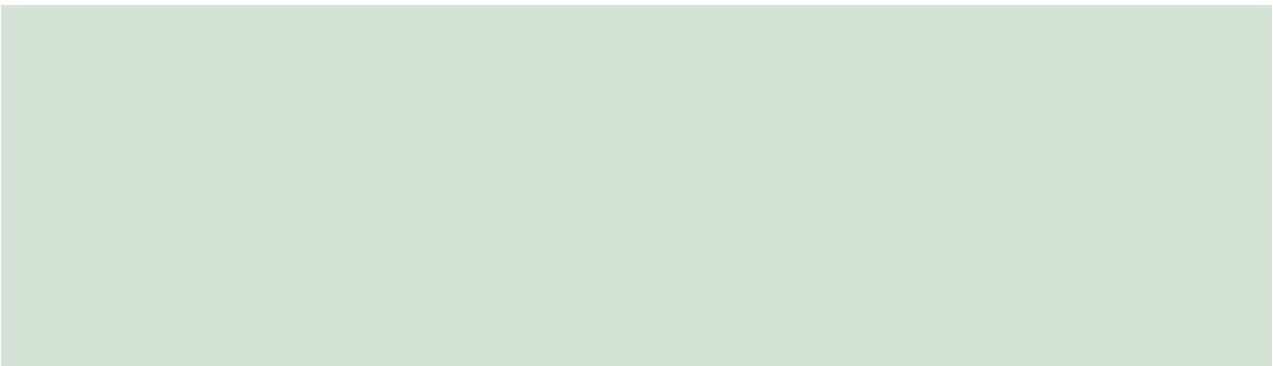


# Questions for Clarity

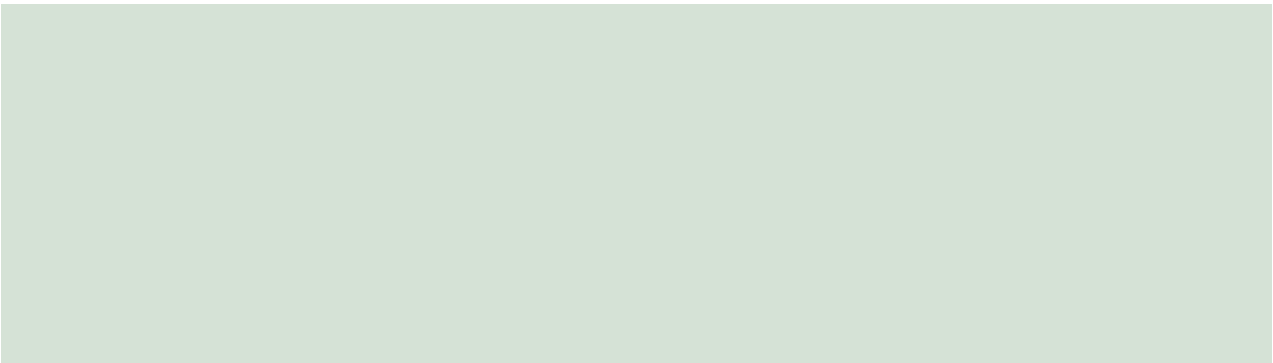
Question 4 - Is there a timeline/deadline for this problem, project, goal, vision?



Question 5 - What would be the first step after getting clarity?

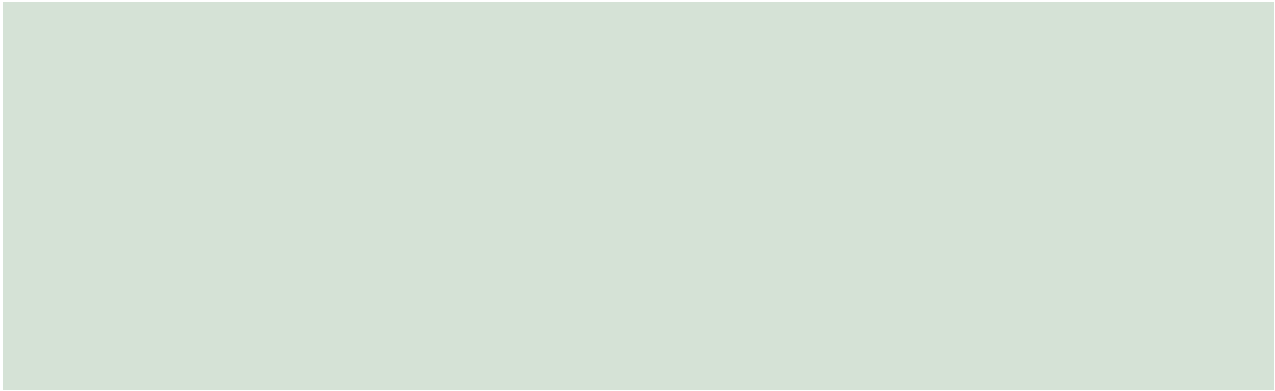


Question 6 - How would you feel if you achieved the goal, created the vision, solved the problem?

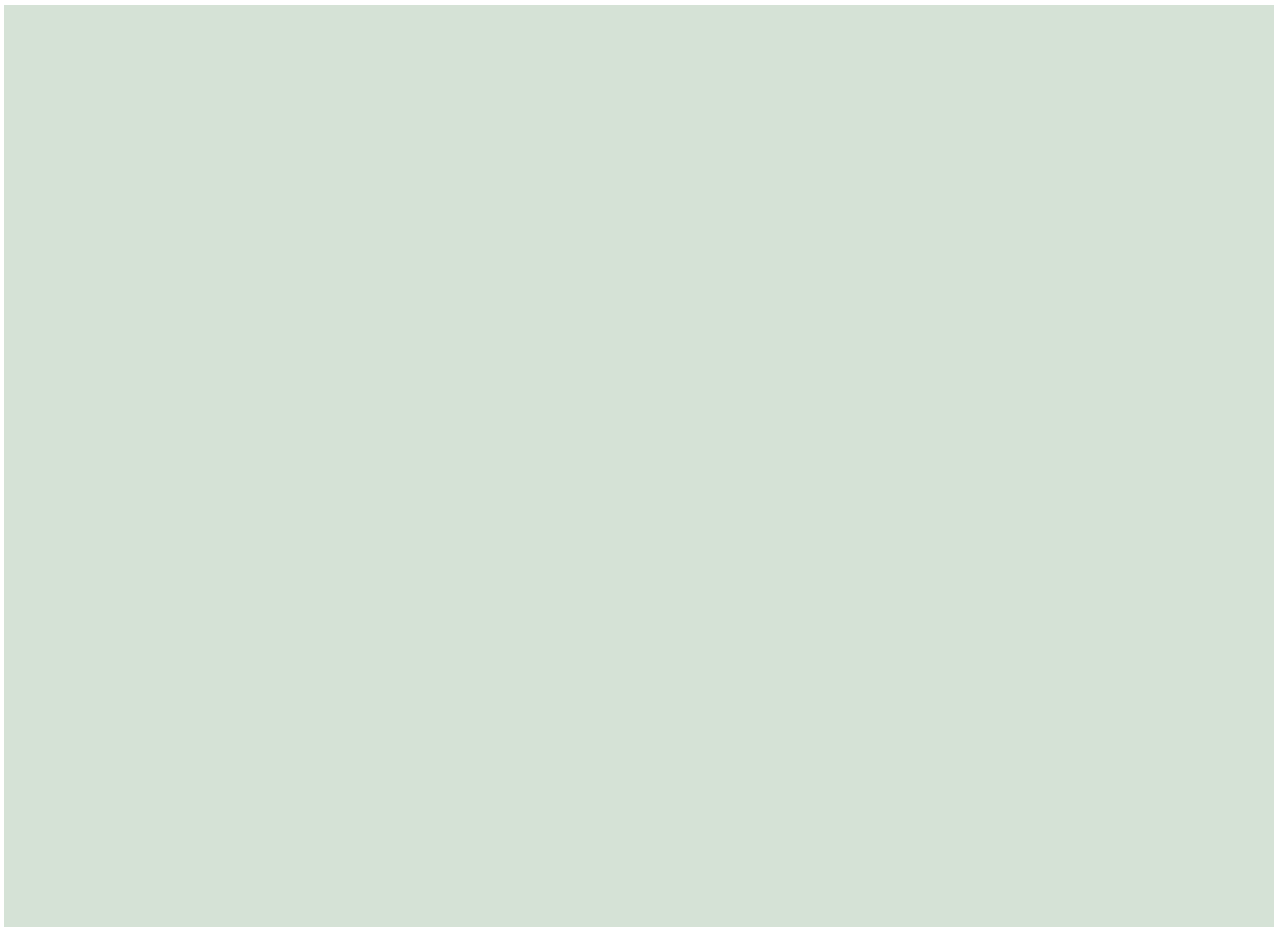


# Questions for Clarity

Question 7 - What are 3 things you can do this week to help you either continue to find clarity or start developing a plan?



Question 8 - How would you define success for this achievement, problem solution, creation, strategy, project, plan? Intrinsic success, emotions, financial, lifestyle?





# Overview:

*Use this page to clearly write out the issue, resources, timeline and plan.*

*Problem, Goal, Vision Statement:*

*Be really specific if you can.*

*Resources Required:*

*You may still need to do more research esp for tech or finances but again be as specific as you can.*

*Timeline:*

*Is this goal/project/vision time sensitive? If so state it here.*

*Next Step:*

*What the first most important Next Step towards achieving the outcome you want?*

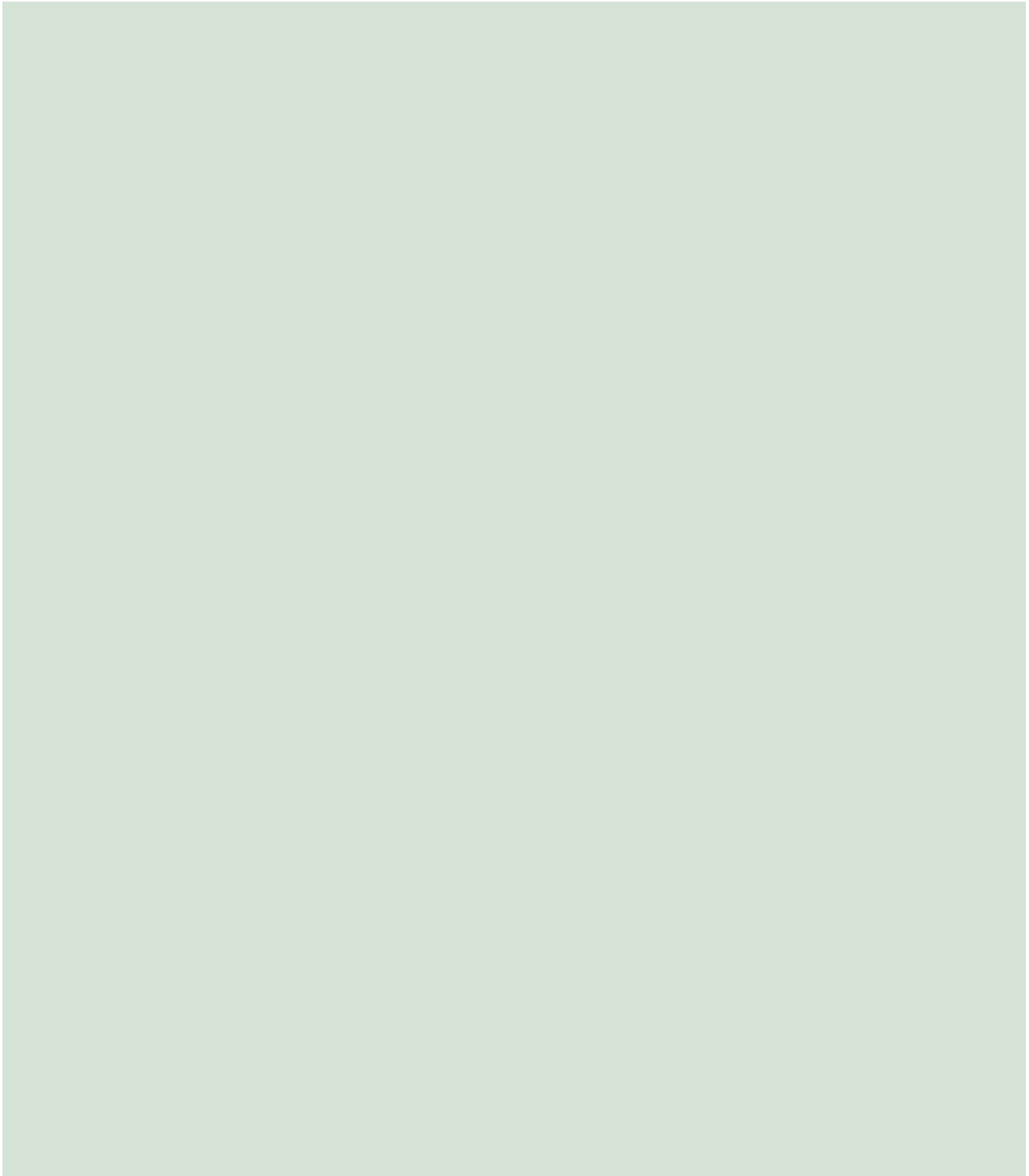
*Success Statement:*

*Specific statement on what the success is for you.*

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# Mindset:

*What are the new thoughts you need to have in order to move on?*

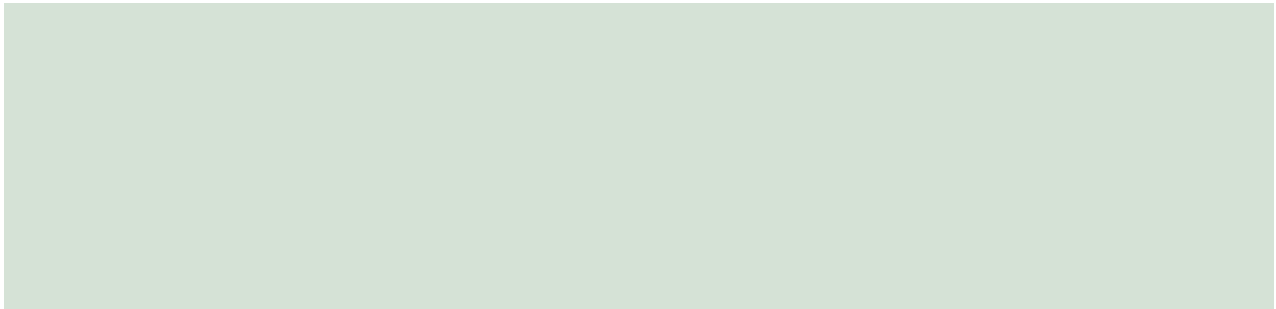
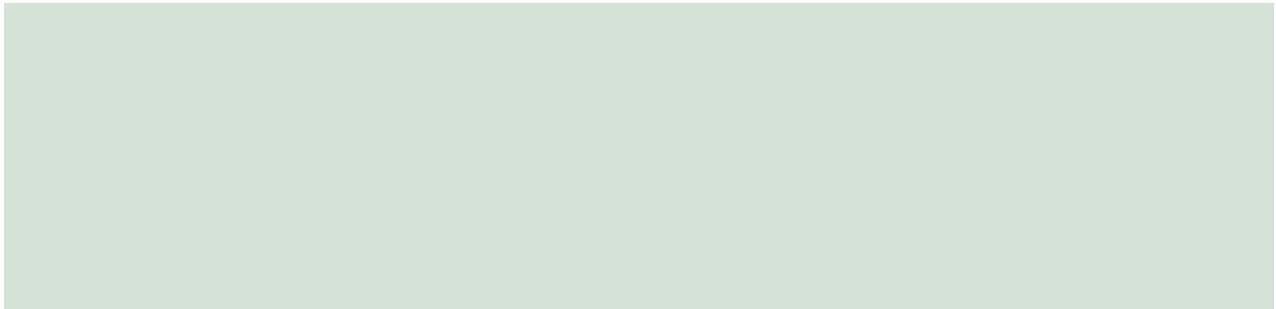
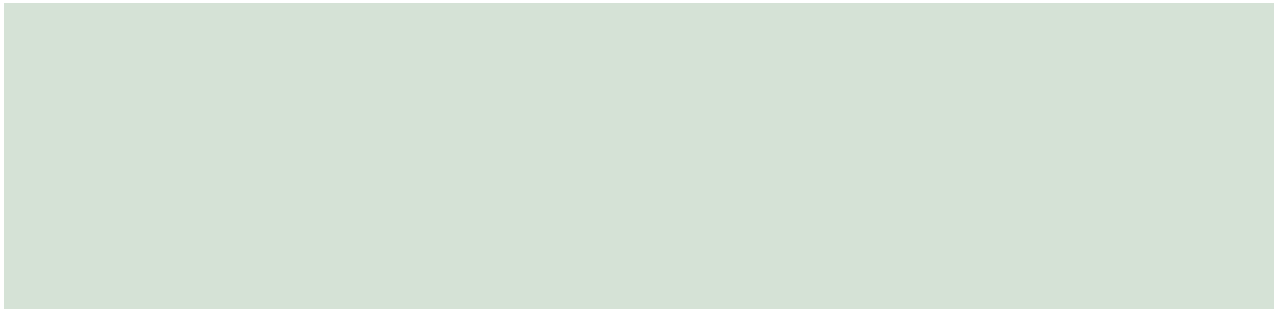


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# Start Planning

*3 things this week:*

Once you have clarity you can start developing a plan to get to where you want to be or solve the problem, achieve the vision. What are three things you can do this week to ensure forward momentum?



# Hi! I'm Olivia,

I hope that you found this Clariy Workbook helpful for whatever pinch point, problem, issue, challenge, vision, opportunity or goal you have at the moment. And there may be more than one. Most likely. We are always juggling more than one decision, project or plan.

Sometimes it can be as if we are just flying by the seat of our pants and running adhoc around the place. But, with a clear vision of what IT is and then what needs to be done we can move forward with less overhwlem and more clarity. I am super great at planning. And use this process to help with feelings of overwhelm. I'm human too. But, this method helps me to see the bigger picture, plan out my days and be confident in my forward trajectory with lots of flexibility for life changes and tweaking.

So, I created this plan to help others get started. If you need support with getting clear or the next steps then reach out. xOlivia

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