

# Getting Out by Going In

# Kids Rule The GOGI Way

Ages 13-18

# Free GOGI Handouts

This is a free handout packet offered by the volunteers at Getting Out by Going In (GOGI).

This packet belongs to

*Name:* \_\_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_

# **GOGI Life Tool Sets**

The twelve GOGI Life Tools are separated into four sets. On this page, the four sets are listed and overviewed.



# Tools of the Body

This Set of Tools empowers you to take control of your body's responses to life's inevitable challenges. This Set includes the GOGI Tools:

**BOSS OF MY BRAIN** 

**BELLY BREATHING** 

FIVE SECOND LIGHTSWITCH



# **Tools of Choice**

This Set of Tools puts you in charge of everything you think, say, and do and filters them to guide you to a positive life. This Set includes the GOGI Tools:

**POSITIVE THOUGHTS** 

**POSITIVE WORDS** 

**POSITIVE ACTIONS** 



# **Tools of Moving Forward**

This Set of Tools helps you move beyond the past and turn your challenges of today into opportunities of the future. This Set includes the GOGI Tools:

**CLAIM RESPONSIBILITY** 

LET GO

**FOR-GIVE** 



# **Tools of Creation**

This Set of Tools is your guide to designing a life that brings you lasting joy, meaning, and purpose. This Set includes the GOGI Tools:

WHAT IF

REALITY CHECK

**ULTIMATE FREEDOM** 

# **BOSS OF MY BRAIN**

Keywords ~ The 3 Parts: the Smart Part, the Emotional Part, & the Old Habit Part Which Part is in charge right now?

The Tool BOSS OF MY BRAIN helps you realize the control you have over your thoughts. When you use BOSS OF MY BRAIN, you acknowledge that only you are the boss of your thinking and the creator of your own life experience. BOSS OF MY BRAIN helps you increase your positive responses to negative circumstances. To use this GOGI Life Tool, simply consider three parts of your brain over which you have control: the Smart Part, Emotional Part, and Old Habit Part.

#### **The Smart Part**

When you place your hand on your forehead, you are touching the part of your brain responsible for making decisions and learning new information. We call it the **Smart Part** because it helps you make positive, well thought out decisions.

<u>Your Turn</u> ~ Name a time when you used the SMART PART of your brain.

I used the SMART PART of my brain when:

# Emotional Part Smart Smart Part Part

#### **The Emotional Part**

Touch each side of your head just above your ears. At the center of your brain is what we call the **Emotional Part**. This is where you create emotions. When you use this Tool, you become more aware of this part of your brain, and you can better decide if you want it in control or not.

Your Turn ~ Describe a time when you used the Emotional Part of your brain.

I used the Emotional Part of my brain when:

#### The Old Habit Part

Put your hand just above your neck, on the back of your head. You are touching the **Old Habit Part** of your brain. When you use BOSS OF MY BRAIN, you can better assess if you want your old habits to be in control or not. Some old habits are positive and help you do daily tasks like riding a bike or waving and smiling at others. Other old habits may not be positive in any way.

Your Turn ~ Describe a time when you used the Old Habit Part of your brain.

I used the Old Habit Part of my brain when:



- Circle) the words above that best describe the emotions, thoughts, or behaviors you have used in the past.
- Draw a line through the emotions, thoughts, or behaviors that you no long want to use.
- Place a star next to the words that best describe the emotions, thoughts, or behaviors that you want to experience today.

Which part of your brain are you using right now? Which Parts of your brain have you used throughout your day today?

Today, I am using the	Part of my brain.	
Throughout the day, I have used the	e following Parts of my brain and why.	

# BELLY BREATHING

Keywords ~ One Hand On My Belly, One Hand On My Chest. Which Hand is Moving?

My brain works best when my belly moves with each breath? BELLY BREATHING helps you direct your body's reactions and responses to people, places, and things. When you use BELLY BREATHING you maintain control and your actions and reactions become more intentional. BELLY BREATHING gives you the ability to create the best possible response to any situation. BELLY BREATHING is a GOGI Life Tool that helps you to increase positive responses to negative circumstances and stay calm in times of stress. Taking deep breaths helps oxygen move through your entire body. When your oxygen flow is optimal, your brain function is optimal as well. When you improve the skill of breathing with intention, you will naturally make more positive decisions because more oxygen is getting to your brain. To use the Tool BELLY BREATHING, monitor your breathing and let your brain do the rest.



#### Fill Your Belly

#### One Hand on My Belly

Sometimes something as simple as placing your hand on your belly will remind you to breathe more deeply. When you use this Tool often, you will train your mind to automatically breathe in a way that supports your best decisions.

#### One Hand on My Chest

Oftentimes, when we are upset or angry, our breathing gets very shallow, and our breath is restricted and centralized to our chest area. Putting one hand on your chest allows you to easily identify if you are chest breathing.



Empty Your Belly

# Which One is Moving?

When you slow down enough to identify the pattern of your breathing, you are instantly in charge of creating the best outcome. Slow down and pay attention to your breath. Your brain works best when you breathe with your belly.

Describe a time when taking a few deep breaths really served to help you make positive decisions. Or, do
you remember a time when someone recommended you stop for a moment and breathe?

# **FIVE SECOND LIGHTSWITCH**

Keywords ~ Flip My Switch. Old Thought → New Action By the count of five, I Flip My Switch and get to my New Action.

FIVE SECOND LIGHTSWITCH helps when your decisions seem to be automatic and beyond your control. Using FIVE SECOND LIGHTSWITCH, you regain control of thoughts, words, and actions. You can Flip The Switch and change the outcome of situations. FIVE SECOND LIGHTSWITCH is a GOGI Life Tool that can help you rewire your brain from making negative old habits to diligently taking positive action.

#### FIVE SECOND LIGHTSWITCH

You can easily gain control of your actions, reactions, thoughts, and words with FIVE SECOND LIGHTSWITCH. When situations seem to be the boss of you, it's easy to Flip Your Switch with FIVE SECOND LIGHTSWITCH.

Old Thought? ~ To use FIVE SECOND LIGHTSWITCH, identify things that set you off, upset you, or push your buttons. By identifying your Old Thoughts about these things, you will be prepared to Flip Your Switch.

New Action? ~ Now that you have identified specific Old Thoughts, identify some productive New Actions. For example: BELLY BREATHING is a positive action; Stepping away from a negative situation is a positive action. Pick a few options for

your New Actions.

#### Flip the Switch

When an Old Thought creeps into your mind, notice the Old Thought. Within five seconds, use your FIVE SECOND LIGHTSWITCH to get to your New Action.

Write an Old Thought.

Now, write a New Action you can use to Flip Your Switch.

#### My Five

Pick out five solid reasons you want to remain on a positive track. When an Old Thought tries to take over, look at your fingers and name the five good reasons to get to your New Action.

5 reasons I want to remain on my positive life direction.

l	 	 	
2.			
3.			
5·			
<i>-</i>	 	 	

# Flip That Switch

	_	4
		5
ipping the Switch requires		lanned actions when you have e <b>planned action</b> s you can use
Action #1		Action #3
Action #2		Action #4
Acti	on #5	
your opinion, how might ategy for breaking negati		GHTSWITCH be a good

# **POSITIVE THOUGHTS**

Keywords ~ The 3 P's: Is it Powerful? Is it Productive? Is it Positive? With every thought, I ask the 3 P's.

POSITIVE THOUGHTS was added to the GOGI Life Toolbox to empower you to create mastery of your thinking process. When you use your POSITIVE THOUGHTS Tool, you are reinforcing within your brain the kind of life you want to create for yourself while simultaneously charting the course for your future. The Tool POSITIVE THOUGHTS requires nothing more than filtering each thought through The Three P's. With this Tool, you can measure every thought as either powerfully moving you in the direction of or keeping you further from your intended life experience. The Three P's help you practice the skill of discernment.

#### Is it Powerful?

When you know how you want to feel in your life, it is easy to determine if your thoughts are powerfully generating this feeling. You will also be able to know if your thoughts are keeping you from your goals.

#### Your Turn

Write down the first POSITIVE feeling that comes to your mind. When do you feel this way?

#### Is it Productive?

With an idea of what you want in your life, you can filter all thoughts through a level of productivity. Is the thought in your mind one that is productive in your effort to create your life?

#### Your Turn

What is the first PRODUCTIVE thought that comes to your mind right now? And, do you act on this positive thought often? Explain.

- 1	situation may
	always retrain
	process to find
	which is a key
	positive exper
	too late, nor is
	apply POSITI
	any situation.
-1	each and ever

#### Is it Positive?

Regardless of how negative your seem, you can your thinking d hidden positives, to unlocking more iences. It is never s it too difficult to VE THOUGHTS to When you weigh ry thought on a scale of either negative or positive, it will be easy to retrain your brain to focus on creating POSITIVE THOUGHTS, automatically.

# Art by Coach Keith Erickson

# My POSITIVE THOUGHTS

tough.		

# **POSITIVE WORDS**

Keywords ~ The 3 P's: Is it Powerful? Is it Productive? Is it Positive? With every word, I ask the 3 P's.

POSITIVE WORDS permit you to declare who you are today and what you want for your life. When you use the Tool POSITIVE WORDS, you create space for positive opportunities in your life. The Tool POSITIVE WORDS helps restructure your brain's thought process and invites positive collaboration with others in creating improvements and providing solutions in all things. The POSITIVE WORDS Tool may be an easy Tool for you to master, but you may find it challenging to understand. Many individuals choose their words stating they are "factual," "honest," and "realistic." While to some extent this might be true, the observation is not the totality of possibilities. A fact is not the totality of all facts. It is one fact. Truth for one person may not be the truth for another. Choosing to use POSITIVE WORDS, even in a negative situation, is a skill that requires practice.

#### Is it Powerful?

Before you say a word, ask yourself – or someone else – "Is this word powerfully moving the situation in a positive direction?"

#### Is it Productive?

As you choose your words, filter them through The Three P's by asking if that specific word is productive. Does that word provide a productive, positive option?

When you choose negative words, you are defining the situation as static. When you choose positive words, even in a negative situation, you are breaking down the static nature of the situation and crushing its power over your life experience.

#### Is it Positive?

As you choose your words, your focus on the positive options will greatly determine your ability to build momentum in a positive direction.

With this Tool, you can consider your words as either moving you powerfully in the direction of your intended life experience, or keeping you further away from your intended life experience. The Three P's help you practice this skill of choosing beyond the limits of negativity.

In the space below, write down some POSITIVE WORDS you can think about your own life. What are some of your positive qualities?

And,		tivity
<b>\</b>	788	Fill in the blanks with positive responses
	I was:	
	I will be:	
	I have:	
	I should:	
	I could:	
	I would:	
	I can:	
	I don't:	
	I don't have:	
	I feel:	
	I think:	
	I believe:	
	I trust:	
	I hope:	
	I want:	
	I see:	
	I hear:	
	I touch:	
	I hold:	
	I give:	

# **POSITIVE ACTIONS**

Keywords ~ The 3 P's: Is it Powerful? Is it Productive? Is it Positive? With every action, I ask the 3 P's.

POSITIVE ACTIONS is your GOGI Life Tool to prove to yourself, and to others, that you have taken command of your choices. Through your practice of POSITIVE ACTIONS, you can develop the skill of focusing your energy on creating positive reactions and responses to all of life's circumstances. As POSITIVE ACTIONS become a habit, and a way in which you move through each day, you become increasingly confident in creating the life you desire. The POSITIVE ACTIONS Life Tool is often misinterpreted as requiring massive changes that are noticed by the world around you. POSITIVE ACTIONS mastered through the small every day decisions.

#### Is it Powerful?

Before choosing to take any action or reaction, use your Three P's. Is the action powerfully moving you in the direction of your desires? Or would this action get you further from your goal?

#### Your Turn

How might asking this question help you? It helps me: \_\_\_\_

#### Is it Productive?

As you consider your action, consider if it is productive. Does your goal become clearer or closer with this action?

#### Your Turn

Why is considering if an action is productive helpful?

#### Is it Positive?

Regardless of how negative your situation may seem, is the action you are about to choose one that is considered positive?

#### Your Turn

What is one POSITIVE ACTION you will choose today?

Today I will: 1) \_\_\_\_\_

2) \_\_\_\_\_

3)

While the bigger changes are sometimes needed or desired, it is in the smaller, daily decisions where this Tool is perfected. In other words, the bigger changes come more easily when POSITIVE ACTIONS has been practiced with the smaller, daily decisions.

# **CLAIM RESPONSIBILITY**

Keywords ~ Am I Proud Of This Choice?

I am responsible for all of my actions and reactions today.

As a Tool, CLAIM RESPONSIBILITY provides a sense of ownership you can use to make the best decisions available today. Use CLAIM RESPONSIBILITY for decisions today to become aware that actions and reactions to life's inevitable challenges are yours to choose.

There is a time and place for you to claim responsibility for the past, and there is a time and place for you to learn how to make better decisions for the future. CLAIM RESPONSIBILITY, as a Life Tool, focuses on making decisions today that you will be proud of doing.

#### Your Turn

List three decisions related to CLAIM RESPONSIBILITY.

Today, I CLAIM RESPONSIBILITY for:

I.	

2. \_\_\_\_\_

3. \_\_\_\_\_

#### **CLAIM RESPONSIBILITY for today**

Using this GOGI Life Tool today permits you to ask the question, "Am I proud of the choice I am about to make?" This Life Tool is best utilized when used for a specific choice, on a specific day, in a specific situation. In this way, you are not dragging past choices into your current situation.

#### Your Turn

Most people struggle to distance themselves
from past habits or decisions. How can you
make today's decisions based on who you
are today?

#### **CLAIM RESPONSIBILITY for the past**

Using the CLAIM RESPONSIBILITY Life Tool to reconcile decisions of the past permits you to consider positive options you might have missed. This helps you avoid making decisions similar to those you now regret.

Y	0	ur	1	ur	n

One	decision I	would	have d	lone d	iffeı	rently	was t	he	time	when	<i>I</i> :
-----	------------	-------	--------	--------	-------	--------	-------	----	------	------	------------

If I could do this differently I would have:

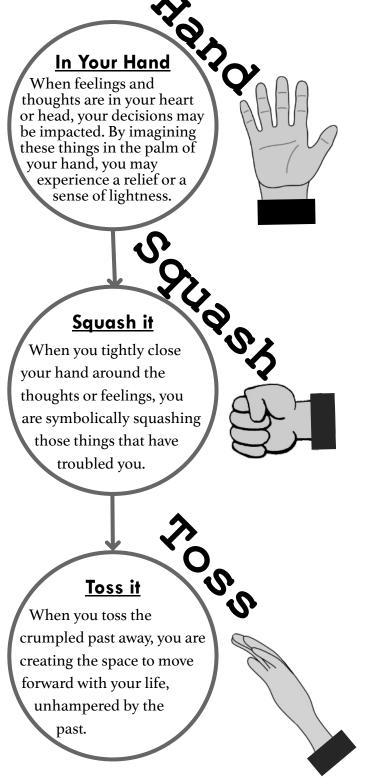
# **CLAIM RESPONSIBILITY Activity**

Ι	CLAIM RESPONSIBILITY for today!
(Drav	w yourself on top of this mountain.)
	This is me! I can do it!
<b>A</b>	
	T. J. VOV.197
	Today, I CLAIM RESPONSIBILITY for
	how I act around:
	now ract around.
Today, I CLAIM RESPONSIBILI	TV for what
I think when:	11 Ioi what
	Today, I CLAIM RESPONSIBILITY
	for what I think about:
Today, I CLAIM RESPONSIBILI	ΓY for how I treat:
/~~\	Today, I CLAIM RESPONSIBILITY for
	how I reply to:
T. I. LOLANA DEGROVANIA	
Today, I CLAIM RESPONSIBILI	I Y for how I react to:
<del>////</del> //	
_	Today, I CLAIM RESPONSIBILITY for what I say about:

# **LET GO**

Keywords ~ Hand/Squash/Toss? When bothered, I put the feelings in my Hand, Squash them and Toss them away from me.

FOR-GIVE is the GOGI Life Tool of safety. For you to give back to your family, friends, or society, you must be safe from harm. With this Tool, you make certain you are safe from harm so you can begin to be of service to others. FOR-GIVE is used to get a safe distance from the harm you caused or the harm you experienced, whether in your control or completely out of your control.



You may find you are able to make the best decisions when you are not suffering from harmful events or harmful people from your past. When you are able to consider each new day as holding unlimited potential for good, regardless of the past, you have naturally moved beyond the pain and suffering you may have endured or inflicted. The GOGI Life Tool LET GO gives you an easy method for getting to that place where you can create something positive, regardless of your past. LET GO permits the most positive decision possible, which impacts the lives of others.

Placing a negative thought or a feeling in your hand, squashing it, and then tossing it far from you is one way of protecting others. If you do this, you will be acting and reacting in the present, and not bringing pain and suffering from your past into the current situation.

#### Your Turn

What are five things you might want to HAND/SQUASH/TOSS this week?

I		
2		
		-
4		_
5.		

#### **FOR-GIVE**

Keywords ~ For Me To Give To Give, I Need Safety From Harm.

FOR-GIVE is the GOGI Life Tool of safety. For you to give back to your family, friends, or society, you must be safe from harm. With this Tool, you make certain you are safe from harm so you can begin to be of service to others. FOR-GIVE is used to get a safe distance from the harm you caused or the harm you experienced, whether in your control or completely out of your control.

#### **FOR-GIVE**

You may want to help someone who is suffering, or you may believe that your suffering may help someone avoid their own. It is human nature to want to help, especially when you experience the hope that life can be more than pain and harm. A key to realizing a life full of purpose is your ability to maintain a safe distance from any and all future harm. When you commit to remaining safe from harm, you can help others find that safety as well.

# FOR-GIVE is about your safety

Once you are safe from harm, it is then that the process of true and lasting forgiveness can unfold. Until you are safe, it may not be wise to try to forgive.

# FOR-GIVE helps with forgiveness

FOR-GIVE as a Life Tool is not the same as the act of forgiveness. Forgiveness is important, but before true forgiveness is possible, you will need safety from future harm. There is little point in forgiving someone for stealing your money if they consistently reach into your pockets to steal more. In this case, it is not wise to forgive them. Forgiveness requires safety from future harm, or it simply leaves you vulnerable to additional harm.

Your Turn	
When you read that the GOGI Life Tool FOR-GIVE is not about "forgiveness," what do you think?	
To learn that FOR-GIVE is about safety may cause you to think. What are you thoughts?	

# WHAT IF

# Keywords ~ What If I Am Not My Past? No to the past = Yes the future

WHAT IF is the Tool you can use to instantly access the big picture and a wider perspective for every situation. With WHAT IF, you are instantly removed from automatic thinking and old habit reactions and propelled into the power to create the optimal outcome. Using WHAT IF empowers you to make positive future decisions, and not be held back by the limiting choices of your past.

You can use this GOGI Life Tool to consider a possible positive or negative outcome. You can use WHAT IF to define yourself beyond the mistakes of the past. Using WHAT IF helps you unlock from self-defeating beliefs about who you are, what you are, and what you can do today. WHAT IF lifts the lid off the limits of the past and permits you to see more options available for creating your life. In reality, you are only defined by your past to the extent that you repeat similar behavior. WHAT IF also helps you align with a new identity, permitting you to define yourself by today's decisions, not yesterday's. Asking yourself, "What if I am not my past?" is a solid use of the WHAT IF Tool.

#### WHAT IF for the positive

When you use WHAT IF to consider a possible positive outcome, you open the channels of hope. Having awareness of positive possibilities may be the first step toward positive and lasting change.

#### Your Turn

What are three significant WHAT IF questions you have about your future?

I.	What if I	
2.	What if I	

3. What if I	
3. vv nat 17 I	

#### **WHAT IF for the negative**

When you use WHAT IF to consider a negative outcome, you have the power of conscious choice. You can decide if the negative outcome is your best or only option, or you can decide to create a positive alternative.

#### Your Turn

WHAT IF can be used to avoid danger. What are three negative WHAT IF questions that can be used to avoid poor decisions?

Negative choice	= Negative Outcome
I	
2	2
3	3

#### WHAT IF for your past

By asking yourself, "WHAT IF I am not my past?" you are given the option to define yourself beyond the limits of your past.

#### Your Turn

What are three words you would like to have used to describe the type of person you are? Today,

I. I am	_
2. I am	
3. I am	

# REALITY CHECK

Keywords ~ The Ten And Two Rule.

Ten Steps Forward And Two Steps Back Is Still Eight Steps Ahead.

REALITY CHECK is the GOGI Life Tool to help you acknowledge that you are human and mistakes do not dictate or limit possibilities. REALITY CHECK also helps you move beyond the mistakes and steadily toward creating your life with greater commitment, knowledge, experience, and resources. REALITY CHECK lets you understand that ten steps forward and two steps back is still eight steps ahead.

#### **CREATE**

As humans, we inherently want to create lives that bring us joy. The challenge is when we see temporary joy played out in the lives of others. Oftentimes, what we are witnessing is not joy at all, but the futile struggle to find joy in ways that are not lasting. By the time we realize this, we are in too deep and habits are formed too deeply to be easily reconstructed. Not only that, in our youth we do not have the inherent wisdom we gather along life's journey. At some point, however, we want to change but we fumble, fall, and make mistakes that oftentimes disable our progress and damages our self-esteem. This is where REALITY CHECK comes in handy.

#### Your Turn

Do you get disappointed with yourself when you make mistakes, or are you inclined to get up and start again? Explain.	

#### Your Turn

What does "ten steps forward and two steps back" mean you?	
In your opinion, why is making life changes perceived an experienced as something difficult? Explain your thought	
experienced as something afficult: Explain your thought.	

# REALITY CHECK for Change

REALITY CHECK is a Tool that helps you overcome the reality that old habits and limiting beliefs are often a challenge to change; This is because REALITY CHECK offers our Ten and Two Rule: Ten Steps Forward and Two Steps Back is still Eight Steps Ahead. When you truly understand this, you are able to quickly regain your footing for the journey ahead when missteps are taken.

# **ULTIMATE FREEDOM**

Keywords ~ Being Free Is Up To Me. Living a life of service sets me internally free.

When you to cultivate internal freedom. With ULTIMATE FREEDOM, you see each day as an opportunity to make the world a better of a place through your choices today. Making the choice to be of service and create positive experiences is the core of the GOGI Life Tool ULTIMATE FREEDOM. ULTIMATE FREEDOM is a Tool you can use to develop and/or maintain a sense of purpose in your life. ULTIMATE FREEDOM places you in the mindset of service. Using this Tool, you will improve every situation, ease the minds of those who suffer or struggle, and advance a positive perspective.

#### ULTIMATE FREEDOM

When you focus on seeing
your day through the eyes of ULTIMATE
FREEDOM, you may have a more positive
outlook on life. You may notice more opportunities
come your way. By choosing to be of service, you
may find your path becomes a little easier as well.
With the Tool ULTIMATE FREEDOM you may
find yourself happier, find yourself more aware,
and find that a general sense of abundance
begins to overcome a previous sense
of lack.

#### **Being Free Is Up to Me**

With your ULTIMATE FREEDOM GOGI Life Tool, you are empowered to design your days exactly as you see fit. You can begin your day knowing the world is a better place as a result of your service.

#### Your Turn

Recall a time when you helped someone in need. What was their reaction? How did it make you feel?

# It is Time for Me to Step Up

# My steps to becoming a Positive Community Member

Let this staircase represent steps you are committed to taking to being the best you can be. On each line, name a step you are willing to take to be a more positive version of you.

My Final Step	
#9	
#8	
#7	
#6	
#5	
#4	
#3	
#2	
Step #1	
'h	
	My name:
	Today's date:

# Tools of the Body



This set of Tools empowers you to take control of your body's responses to life's inevitable challenges.

#### **BOSS OF MY BRAIN**

When you use BOSS OF MY BRAIN, you may realize only you are the boss of your thinking and the creator of your life experience. To use this GOGI Life Tool, simply consider three parts of your brain over which you have control:

<u>The Smart Part</u>: Place your hand on your forehead, you are touching the part of your brain responsible for making decisions and learning new information. This part helps you make positive decisions.

The Emotional Part: Touch the sides of your head just above your ears. At the center of your brain is the Emotional Part of the brain. This is where you create emotions. With this Tool, you become more aware of this part of your brain, and can choose if you want it in control or not.

The Old Habit Part: Put your hand just above your neck, on the back of your head. This is the Old Habit Part of your brain. When you use BOSS OF MY BRAIN, you can better assess if you want your old habits to be in control or not.

#### BELLY BREATHING

Breathing with your belly helps oxygen move through your body. When your oxygen flow is optimal, your brain function is optimal as well. When you build the skill of breathing with intention, you will naturally make more positive decisions because more oxygen is getting to your brain. To use the Tool BELLY BREATHING, monitor your breathing and let your brain do the rest of the work.

One Hand on My Belly: Something as simple as placing your hand on your belly can remind you to breathe deeper. When you use this Tool often, you will train yourself to automatically breathe in a way that supports your best and most positive decisions.

One Hand on My Chest: Oftentimes, when we are upset or angry, our breathing gets shallow and the air we take in is restricted and centralized to our chest area. Putting one hand on your chest allows you to identify if you are chest breathing.

Which One is Moving? When you slow down and identify the pattern of your breathing, you are in charge of creating the best outcome for you. Your brain works best when you breathe with your belly.

#### FIVE SECOND LIGHTSWITCH

You can gain control of your actions, reactions, thoughts, and words with this Tool. When situations seem to take control of you, you can easily Flip Your Switch.

<u>Old Thought?</u> Identify things that upset you or push your buttons. By identifying your Old Thoughts about these things, you will be prepared to Flip Your Switch.

<u>New Action?</u> Now that you have identified specific Old Thoughts, identify some productive New Actions. For example: BELLY BREATHING is a positive action. Pick a few New Actions.

When an Old Thought creeps into your mind, notice the Old Thought. Then, within five seconds, use your FIVE SECOND LIGHTSWITCH to get to your New Action.

<u>My Five:</u> Pick out five reasons you want to remain on a positive track. When an Old Thought tries to take over, look at your fingers and name the five reasons to get to your New Action.

# Tools of Choice



This set of Tools puts you in charge of everything you think, say, and do and filters them to guide you to a positive life.

#### **POSITIVE THOUGHTS**

With this Tool, you can measure every thought as either powerfully moving you in the direction of your intended life experience, or keeping you further away. This Tool helps you practice the skill of discernment.

#### Is it Powerful?

When you know how you want to feel in your life, you can determine if your thoughts are powerfully generating this feeling. You will also be able to know if your thoughts are keeping you from your goals.

#### Is it Productive?

You can filter all thoughts through a level of productivity. Is the thought productive in your effort to create your desired life?

#### Is it Positive?

Regardless of how negative your situation may seem, you can retrain your thinking process to find hidden positives. It is never too late to use POSITIVE THOUGHTS in any situation. When you weigh each and every thought on a scale positivity, you can retrain your brain to automatically create POSITIVE THOUGHTS.

#### **POSITIVE WORDS**

Using POSITIVE WORDS is a skill that requires practice. You may find this Tool enjoyable to use because it instantly gives you alternatives to negativity. POSITIVE WORDS permit you to declare who you are today. When you use the Tool POSITIVE WORDS, you craft your future possibilities and create space for more positive opportunities in your life experience. POSITIVE WORDS helps restructure your brain's thought process, and invites positive collaboration with others and creates improvements in all situations.

<u>Is it Powerful?</u> Before you say a word, ask yourself, "Is this word powerfully moving the situation in a positive direction?"

**Is it Productive?** As you choose your words, filter them through The Three P's by asking if that specific word is productive. Does that word provide a productive, positive option?

**Is it Positive?** As you choose your words, your focus on the positive options will greatly determine your ability to build momentum in a positive direction.

#### **POSITIVE ACTIONS**

POSITIVE ACTIONS is a Life Tool mastered through the small, and often unseen, decisions that are made each day. While the bigger changes are often desired, it is in the daily decisions where this Tool is perfected. Bigger changes come more easily when POSITIVE ACTIONS is practiced with smaller decisions. Small decisions add up quickly and set the pattern for bigger actions in the future. POSITIVE ACTIONS is your Life Tool to prove that you have taken command of your choices.

**Is it Powerful?** Before choosing to take any action or reaction, use your Three P's. Is the action powerfully moving you in the direction of your desires? Or would this action get you further from your goal?

**Is it Productive?** As you consider your action, consider if it is productive. Does your goal become clearer or closer with this action?

**Is it Positive?** Regardless of how negative your situation may seem, is the action you are about to choose one that is considered positive?



This set of Tools helps you move beyond the past and turn challenges today into opportunities tomorrow.

#### **CLAIM RESPONSIBILITY**

CLAIM RESPONSIBILITY focuses on making decisions today that you will be proud of doing. Your actions and reactions today are not tethered to the past, unless you do the tethering. This Tool provides a sense of ownership you can use to make the best decisions available to you today. You can use CLAIM RESPONSIBILITY for decisions today, to become aware that your reactions to life's inevitable challenges are yours to choose.

#### **CLAIM RESPONSIBILITY for today**

Using this Tool requires you to ask yourself, "Am I proud of the choice I am about to make?" This Life Tool is best utilized when used for a specific choice, on a specific day, in a specific situation. In this way, you are not dragging past choices into the present.

#### **CLAIM RESPONSIBILITY for the past**

Using the Tool CLAIM RESPONSIBILITY to reconcile decisions of the past permits you to consider positive options you might have missed. This helps you avoid making decisions similar to those you now regret.

#### LET GO

When you are able to consider each day as holding unlimited potential for good, regardless of the past, you can naturally moved beyond the pain and suffering of the past. The Tool LET GO allows you to the capacity to create positivity, regardless of your past by placing negative thoughts or feelings in your hand, squashing it, and then tossing them far from you. When you do this, you can act and react in the present, and not bring pain and suffering of your past into the present. When you use LET GO, you are empowered to disconnect from past harms and hurts.

<u>In Your Hand</u> When feelings and thoughts are in your heart or mind, your decisions may be impacted. By imagining these things in the palm of your hand, you may experience a sense of relief or lightness.

<u>Squash it</u> When you tightly close your hand around the thoughts or feelings, you are symbolically squashing those things that have troubled you.

<u>Toss it</u> When you toss the crumpled past away, you are creating the space to move forward with your life, unhampered by the past.

#### **FOR-GIVE**

FOR-GIVE is the Safety Tool. For you to give back to others, you must be safe from harm. With this Tool, you make certain you are safe from harm so you can start being of service to others. A key to living your purpose is your ability to be a safe distance from any and all future harm. When you are committed to remain safe from harm, you can help others find that safety as well.

<u>FOR-GIVE vs forgiveness</u>: FOR-GIVE as a GOGI Life Tool is not the same as the act of forgiveness. Forgiveness is important, but before true forgiveness is possible, you need safety from harm. There is little point in forgiving someone for stealing your money if they continually reach into your pockets to steal more. Forgiveness requires safety from future harm, or it leaves you vulnerable to more harm.

<u>FOR-GIVE aids forgiveness</u>: Once you are safe from harm, the process of true and lasting forgiveness can unfold. Until you are safe, it may not be wise to try to forgive. Once you are safe, you can begin to give back.

# Tools of Creation



This set of Tools is your guide to designing a life that brings you lasting joy, meaning, and purpose.

#### **WHAT IF**

WHAT IF helps you define yourself beyond the past. The Tool WHAT IF permits you to see all options available to you while you create your life today. You are only defined by your past to the extent that you repeat past behavior. WHAT IF allows you to define yourself by today's decisions, not yesterday's.

With WHAT IF, you instantly access the bigger picture and are empowered to make decisions not limited by your past.

WHAT IF for the positive When you use WHAT IF to consider a possible positive outcome, you open the unlimited possibilities for positive growth and lasting change. WHAT IF gives you awareness of all possible positive outcomes.

<u>WHAT IF for the negative</u> When you use WHAT IF to consider a negative outcome, you have the power of conscious choice. You can decide if the negative outcome is your best or only option. Or, you can choose POSITIVE ACTIONS.

<u>WHAT IF for your past</u> By asking yourself, "WHAT IF I am not my past?" you are given the option to define yourself beyond the limits of your past.

#### REALITY CHECK

REALITY CHECK is your Tool to help you acknowledge that you are human and realize that your mistakes do not determine or limit your possibilities. As humans, we inherently want to create lives that bring us joy. At some point, we usually want to change for the better. We fumble, fall, and make mistakes along this journey of positive change. These missteps oftentimes disable our progress and damage our self-esteem. This is where REALITY CHECK comes in handy.

REALITY CHECK helps you move beyond mistakes by committing to getting right back on track. You can live your life with greater commitment, knowledge, experience, and resources because, with REALITY CHECK, you understand that ten steps forward and two steps back is still eight steps ahead.

REALITY CHECK for Change: REALITY CHECK helps you overcome the reality that old habits and limiting beliefs are often a challenge to change. This is because REALITY CHECK offers the Ten and Two Rule: Ten Steps Forward and Two Steps Back, is still Eight Steps Ahead. When you understand this, you are able to regain your footing for the journey ahead.

#### ULTIMATE FREEDOM

The ULTIMATE FREEDOM Tool simply means you look for opportunities to be of service. You can use ULTIMATE FREEDOM to develop and/or maintain a sense of purpose in your life. Using this Tool, you will improve every situation, ease the minds of those who struggle, and help advance a positive perspective. When you use ULTIMATE FREEDOM, you may find yourself happier, find yourself more aware, and find that a general sense of abundance begins to overcome a previous sense of lack. ULTIMATE FREEDOM is the Tool of service.

**Being Free Is Up to Me:** With your ULTIMATE FREEDOM GOGI Life Tool, you are empowered to make every day an impactful day. You can begin your day knowing the world is a better place as a result of your service. When using the Tool ULTIMATE FREEDOM, you find ways to see each day as an opportunity to make the world a little better of a place because of the choices you are making throughout the day.