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# Welcome to Planet Reinvention!

I'm SO excited to help you kickstart your reinvention journey.

If you've decided to utilize this planner, then you've experienced what it's like to be dragged down by an unfulfilling career, and you're not willing to put up with it anymore.

# You're ready to take control of your work and your life, feel more relaxed and confident, and experience the satisfaction and fulfillment of sustainable success

This planner is your first step, and I am here to guide you!

Since 2003, I've helped thousands of other intelligent, passionate, action-oriented people like you overcome hurdles and create amazing careers and lives for themselves. And though I've shared my expertise in major media like the *Today Show*, *CNN*, *The New York Times*, and *NPR*, what makes me MOST qualified to help you is that I've walked the same path you're on.

Back in the 90s, I was working on Wall Street, hating my job, feeling stuck and unsure what to do next. I embarked on a reinvention—long before it became a 'thing' people did—and despite pretty much making every mistake in the book I successfully created a career (in entertainment!) and a life (international travel!) that I loved.

After nine years I was ready for another change and decided to create the company I wished had existed when I felt so lost and frustrated in a job and life I didn't love.

That's how The Reinvention Institute was born!

So I—along with Team TRI and our community of Reinventors—am ready to help you.

### It's time to step past your fear and into your potential.

Let's get started ...



Toach Pamelo

Pamela Mitchell Founder & CEO The Reinvention Institute

# Why Do You Want to Reinvent Yourself?

Answering this question will help you understand your purpose in changing your career.

### Reinvention Law 1: It starts with a vision for your life.

The primary purpose of your career is to deliver the lifestyle you want; therefore we begin every reinvention process not by asking, "What job do I want to do?" but by asking, "What life do I want to live?" We start with the *why*.

WHY are you pursuing this reinvention? When asking the why, go beyond cause (e.g. your industry is in turmoil, or you're bored in your job). Instead, look to the *result* you seek, lifestyle-and-passion-wise.

Even if you're in a forced reinvention because you've been laid off, you still can ask yourself this question. Why? Because if you're going to go through the upheaval of making a change, you might as well end up with the life you want!

So take a moment to answer the following question:

# Why do I want to reinvent myself? What do I want to accomplish professionally AND personally?

Answering this question will help you understand your purpose in changing your career. Take a moment to answer below:

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# **REWARDS & ACCOUNTABILITY**

A powerful way to generate and maintain momentum during your reinvention journey is to create a reward and accountability system.

With rewards, the key is to create an incentive system whereby you set targets along the way and reward yourself as you hit each goal. This is a very important tactic because if you hold off too long on rewarding yourself, you may lose faith or burn out before you reach your ultimate objective, your new career or lifestyle.

Your rewards can be monetary, time-based or activity-based. They should be deliberately fun and pleasurable rather than just a break from the work. And they should happen on a daily, weekly and monthly basis. Some examples include:

- When I finish these five outreach messages, I'll take a break and read for an hour.
- After I make these three calls to contacts, I'll go get a cup of coffee.
- Every Friday afternoon, if I've completed my key reinvention tasks for the week I'll take a break and go to the beach.

The flip side of rewarding yourself is holding yourself accountable for achieving your goals. This tactic helps you overcome the fact that it can be difficult to push yourself to take action, especially if it's something you don't like to do.

You might be tempted to skip accountability and just use rewards as a momentum tactic. Don't do that! BOTH must be present to be truly effective. Reward without accountability is like gorging yourself on chocolate every night and not stepping on the scale—it tastes sweet in the moment, but you'll feel bitter when it comes time to zip up your favorite jeans.

Ways of holding yourself accountable can include

- Setting daily goals and asking a trusted friend to check in with you to see how you've done.
- Emailing your reinvention circle with a weekly status update.
- Hiring a coach.

Or you can do all three!

The key to accountability is that it works best when you arrange something outside yourself. This is so that the energy you would normally spend pushing yourself can be invested instead in doing the work that moves you towards your goal. By setting up an external accountability system, you'll find that you make more consistent progress over time.

Take a moment to outline your reward and accountability plan on the next page.



### Step 1

Take a moment to brainstorm how you plan to reward yourself during your reinvention launch and what milestones you must hit to earn the rewards.

### Step 2

Take a moment to come up with some ways to hold yourself accountable.

Rewards:	Accountability:
Rewards:	Accountability:
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# Other Reinvention Goals

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# My Rewards and Accountability This Week

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# **KEEP A DAILY SUCCESS LIST**

It's really critical to make a habit of tallying your progress. It's so important that one of the first coaching requests we make of our clients is that they start keeping a Daily Success List.

What's a Daily Success List? At the end of the day, you simply write down what has been a success or what's gone well for you that day. It can be big or small, connected to your reinvention or not, as long as it moves you forward.

Doing this is critical because the human brain has to make an effort to retain information. There's a famous study by Hermann Ebbinghaus that illustrates a "Forgetting Curve." It's basically what we know to be true through practical experience—if there's no effort made to retain information, we'll lose it over time.

Why this matters in reinvention is that our natural tendency is to forget all the good things we did that day. If there's a big win you'll remember it, *but big achievements come from small, daily wins.* 

It does not serve you to close out your day having forgotten your wins. You'll then solely focus on what is still left to be done, which means you'll start every morning from a deficit. This creates a feeling of fear and anxiety, which blocks the creative energy you need for your reinvention.

Or there's an even worse result from not logging your Daily Successes: you'll feel like nothing is happening because it's been a while since your last big win. If that goes on for too long, you'll become demoralized and run the risk of abandoning your reinvention altogether.

For this coaching action step, all you do is sit down every evening and <u>log your Daily</u> <u>Successes on your daily planner pages</u>: *Here are the good things I've accomplished or that have happened to me today.* 

What counts as a daily success? Lots of things! Did you take a step even though you were scared? That's a win? Did you overcome resistance to show up and get a reinvention task done? Add it! Did you only eat two cookies even though you really wanted five? Yep, that goes on the list too! It's all about what moves you forward towards your professional AND personal goals.

How many items do you need to add to the list? A minimum of four, as this pushes your mind to go beyond what's comfortable. A lot of times you might think, "I can think of one or two good things that happened today, but that's it." Push your mind to go beyond that stuck point so it's forced to practice noticing and remembering more.

Though this is a simple habit, it is critical to your success. If you take no other action from this planner, do this one. It will transform your life.







### Affirmation .....

# Top Three Reinvention Tasks

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# BIG IDEAS

# My Daily Success List

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The reinvention of daily life means marching off the edge of our maps.

Bob Black

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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People cannot discover new lands until they have the courage to lose sight of the shore.

Andre Gide

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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You will never "find" time for anything. If you want time, you must make it.

Charles Buxton

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# **ENVISION YOUR IDEAL DAY**

The best way to start creating a life vision is by imagining a picture of your ideal day.

You wake up in the morning—where are you? What does the room look like? Who's with you? Visualize every detail and make them real.

You get up and get started with your day—what do you do? Do you have a leisurely breakfast with your family on a sunny patio, or go for a long run, or roll down to your home office to check out the latest headlines online? It's your day—start it the way that makes you happiest.

Now you begin your work. Don't panic here! You don't have to know exactly what work it is you're doing!

Just describe the qualities of the work-life you desire. Do you leave for an office with people, or head off to a quiet writing studio in your backyard, or greet your small team in a sunny loft? Is the environment intense and invigorating, relaxed and laid-back, or creative and a bit crazy?

For lunch, do you go to a new restaurant with your co-workers, read a book in the park, take a quick bike ride? Continue visualizing the details of your day right up until bedtime.

Once you've got your ideal day in mind, expand that picture to your ideal life. How do you see yourself living overall? Think about things like travel, flexibility in your schedule, and hobbies or classes you'd like to pursue. Think about friendships and relationships, where you live, and the secret dreams you've always wanted to pursue.

Flesh out your vision for your ideal day AND your ideal life in detail. Use the next page to write down your thoughts.



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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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Reach high, for starts lie hidden in your soul. Dream deep, for every dream precedes the goal.

Pamela Vaull Starr

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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We should not let our fears hold us back from pursuing our hopes.

John F. Kennedy

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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When thinking won't cure fear, action will.

W. Clement Stone

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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You are designed to reinvent and re-create yourself, over and over again.

Debbie Ford

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# **SHIFT YOUR MINDSET**

Once you've got your vision in place, you don't dive straight into doing! You need to take the time to work on your mindset BEFORE taking action.

Some people, because they're so eager to get moving, try to skip this step. But the key to reaching your goals isn't just the doing. It's the thinking.

Trying to achieve a goal without addressing your mindset is like trying to drive with the parking brake on. It doesn't matter how hard you step on the accelerator; you can't go the distance until you release that brake.

When you do mindset work, you'll face your fears and excuses, confront your limiting beliefs, let go of old stories, and give yourself full permission to pursue your reinvention. Your goal is to create a headspace of confidence and possibility.

For this coaching action step, list limiting beliefs that would block your reinvention (e.g., "I'm too old to start a new career") and shift them into new beliefs that support your goals (e.g. "I can successfully start a new career at any age.")

Take a moment to write out your old and new beliefs below:

Old Belief:	Old Belief:
New Belief:	New Belief:
New Belief:	New Belief:





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Affirmation

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# BIGIDEAS

# My Daily Success List

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What you're supposed to do when you don't like a thing is change it. If you can't change it, change the way you think about it.

Maya Angelou

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Affirmation .....

# Top Three Reinvention Tasks

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# My Daily Success List

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What we speak becomes the house we live in. <sub>Hafiz</sub>

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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Make yourself who you've always wanted to be. Unknown

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# MAP OUT YOUR RULE OF FIVE

An effective tactic to make consistent progress in your reinvention, even in the midst of a busy life, is what we call the *Rule of Five.* 

The strategy here is to outline—in advance—how you'll utilize specific blocks of time that can be easily slotted into your schedule.

What will you do if you have an extra five minutes before a meeting? Make a list now so you can turn to it when that opportunity pops up. Perhaps you'll send a quick LinkedIn connection request or email a contact to schedule a virtual coffee.

Next, figure out how you'll use fifteen minutes. Maybe that's enough time to research a contact you're meeting with so you're familiar with their background and have some connection points.

Then, outline what you'll do if you can block out 50 minutes in your day (1 hour) or five hours (an afternoon) in your week. The goal here is to create a plan for the doing deeper work associated with your reinvention (e.g. revising your LinkedIn profile or working through your coaching action steps). Try to have at least one or two of these deep work windows each week.

Take fifteen minutes (6) to begin sketching out your *Rule of Five* plan below:

<b>15</b> minutes:
5 hours:





Affirmation

# Top Three Reinvention Tasks

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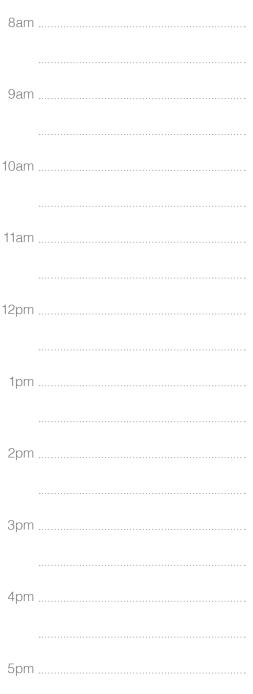
# My Daily Success List

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When I let go of what I am, I become what I might be. Lao Tzu

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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Self-trust is the first secret of success. Ralph Waldo Emerson

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Affirmation

# Top Three Reinvention Tasks

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Do what you can, where you are, with what you have. Theodore Roosevelt

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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Motivation is what gets you started. Habit is what keeps you going.

Jim Ryuh

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# My Rewards and Accountability This Week

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Affirmation

# Top Three Reinvention Tasks

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Judge each day not by its harvest, but by he seeds you plant.

Anon

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Affirmation

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The best thing about the future is that it comes only one day at a time.

Abraham Lincoln

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Affirmation

# Top Three Reinvention Tasks

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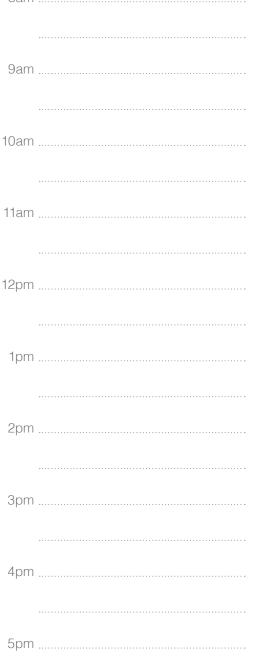
# My Daily Success List

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I am still making order out of chaos by reinvention. John le Carre

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Affirmation

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# My Daily Success List

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All our dreams can come true if we have the courage to pursue them.

Walt Disney

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Affirmation

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With every rising of the sun, think of your life as just begun.

Ella Wheeler Wilcox

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# Www.PlanetReinvention.com



Affirmation

# Top Three Reinvention Tasks

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Once your mindset changes, everything on the outside will change along with it. Steve Maraboli

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Always let your inner light shine.By doing so, you not only light a path for yourself, but also light a way for others.

Donald L. Hicks

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Affirmation .....

# Top Three **Reinvention Tasks**

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Life isn't about finding yourself. Life is about creating yourself.

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Affirmation

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Happiness lies in the joy of achievement and the thrill of creative effort.

Franklin D. Roosevelt

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# **CRAFT YOUR AFFIRMATIONS**

Positive affirmations are simple, direct statements that declare specific goals in their completed form. They're important because they help your internal conversation align with the reinvention vision you want to create.

The subconscious learns through repetition, so a tip we always recommend to our clients is to record themselves saying their affirmations, and then play it back daily.

When you do that, your brain gets used to hearing itself say those words and, eventually, it becomes your new internal conversation. This is an effective way to dissolve hidden mindset blocks.

Here are a few examples of affirmations are supportive of reinvention:

- My life can expand and grow and be as big and glorious as I want it to be.
- This is a day of delightful surprises!
- I am open and receptive to new avenues of income.
- There is time and space for everything I want to do today.
- I can handle any experience or situation that is put in my path.

Take a moment to craft your personal set of affirmations below:

# Affirmations:



Affirmation

# Top Three Reinvention Tasks

# A GREAT DAY IS WAITING!

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# My Daily Success List

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# Freedom lies in being bold.

Robert Frost

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Affirmation

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There is virtue in work and there is virtue in rest. Use both and overlook neither.

Alan Cohen

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Affirmation

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If you want something new, you have to stop doing something old.

Peter Drucker

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Affirmation

# Top Three Reinvention Tasks

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See any detour as an opportunity to experience new things.

H. Jackson Brown Jr.

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Affirmation

# Top Three Reinvention Tasks

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# My Daily Success List

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It doe not matter how slowly you go, so long as you do not stop.

Confucious

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5pm	





Starts	 •
Ends	

# This Week's Top Three Reinvention Goals

1	
2	
3	

# Other Reinvention Goals

•	
•	
•	
•	

# My Rewards and Accountability This Week

1	
2	
3	
4	





Affirmation

# Top Three Reinvention Tasks

# A GREAT DAY IS WAITING!

88	
	 2
9a	
	 3
10a	

1 .....



# My Daily Success List

1	
2	
3	
4	

### "

Your power to choose the direction of your life allows you to reinvent yourself, to change your future, and to powerfully influence the rest of creation.

Stephen Covey

"

8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	



Affirmation

# Top Three **Reinvention Tasks**

# A GREAT DAY IS WAITING!

8an	
	 2
9an	
	 3
10an	

1 .....

# BIGIDEAS

# My Daily Success List

1	
2	
3	
4	

# "

If we take care of the moment, the years will take care of themselves.

Maria Edgeworth

"

8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	

5pm .....

# I've Finished My KickStart... What's Next?

You've made a decision to move forward — yay! 🎉

Kudos to you, action-taker, for not slowing down on your dreams and goals. Our Reinvention Xcelerator is your perfect next step.

The Reinvention Xcelerator is a 90-day group coaching program precisely designed to help you fast-track your reinvention and reach the life you dream of more quickly.

When you join the Xcelerator, you gain access to:

• The Reinvention Launch Club:

Our private community forum where you can post questions and have them answered by our Reinvention Coaches and belong to a supportive circle of other Reinventors

- Reinvention Coach<sup>®</sup> Office Hours: 2x/month live group coaching calls with a Reinvention Coach<sup>®</sup>
- Reinvention "Lunch & Learns" with Coach Pamela: 1x/month live group learning calls + Q&As with Coach Pamela
- The Reinvention Playbook:

A detailed twelve-week checklist that walks you through the exact steps you need to take in order to have a successful reinvention.

### • The Reinvention Lab:

Our digital resource library of videos, audios, and coaching action guides.

PLUS... you also get this INCREDIBLE bonus:

 One private Reinvention Roadmap session: an individual 90 minute 1:1 call with a Reinvention Coach<sup>®</sup> that takes you through a specific exercise that uncovers your individual roadmap for happiness. (Your roadmap is the tool you use to figure out if a reinvention opportunity is "right" for you.)

### To continue your momentum from your KickStart, don't delay...

You're just steps away from the knowledge, tools, support, and inspiration you need to help you expand your options and create a life filled with purpose, passion, and joy.

JOIN US NOW!



