

No More Excuses!

Getting More Done Tool

INSTRUCTIONS: Are you getting in your own way? Are you making excuses for not taking action? It takes courage and honesty to admit we make excuses, even though we ALL do it... While making excuses can be a good thing, it also undermines our confidence in ourselves - and life itself. Remember awareness is power. Simply use the worksheet below to identify your excuses, understand the underlying fear/consequences, and commit to do things differently.

- **Start by writing out the goal or outcome you're looking for** in the space below, then complete the table for each excuse.
- **Next pick 3-5 excuses you make on a regular basis.** Put pen to paper and write - and no judgement please! Whatever pops up, write it down.
Eg. I'm too busy, It's too cold, I don't have..., I was too tired etc.

Now for each excuse, answer the following questions:

1. **What's the underlying thought or fear?** Take a deep breath, pause and notice what thought or feeling pops up. Then whatever it is, write it out below.
2. **What's the impact of this excuse?** How are your excuses affecting you? Your life? Your relationship with self/others? What opportunities have you missed?
3. **What could I say instead?** Think about the goal you want to achieve and why. One idea is to acknowledge your fears/feelings - and then commit to take one step towards your goal, no matter how small.
4. **What will I do with this information?** With this knowledge, what steps will you take to address your fear/s, lack of resources, motivation, self-belief etc.?

The Goal/Outcome I want is _____ Why I want this _____

List your excuses. What are the excuses you're making? Look for words like "can't", "don't have" "didn't", "Sorry, but" or "because".	What's the underlying thought or fear? What's really going on? Write whatever thought or feeling comes to mind - however silly it may seem.	What's the cost / impact of this excuse? How specifically does this excuse affect you, your life, relationships?	What could I say instead? What would you like to hear yourself say instead? How could you be kind to yourself and still move towards your goal?	What will I do with this information? What will you do to address your excuse making? Write your actions below:
1.				
2.				
3.				
4.				
5.				