

2020 Edition

© Sylvia Lane: MeditationsInMotion.com.au



Kaizen Journal

Connect with your true inner nature

Section 01

The basics

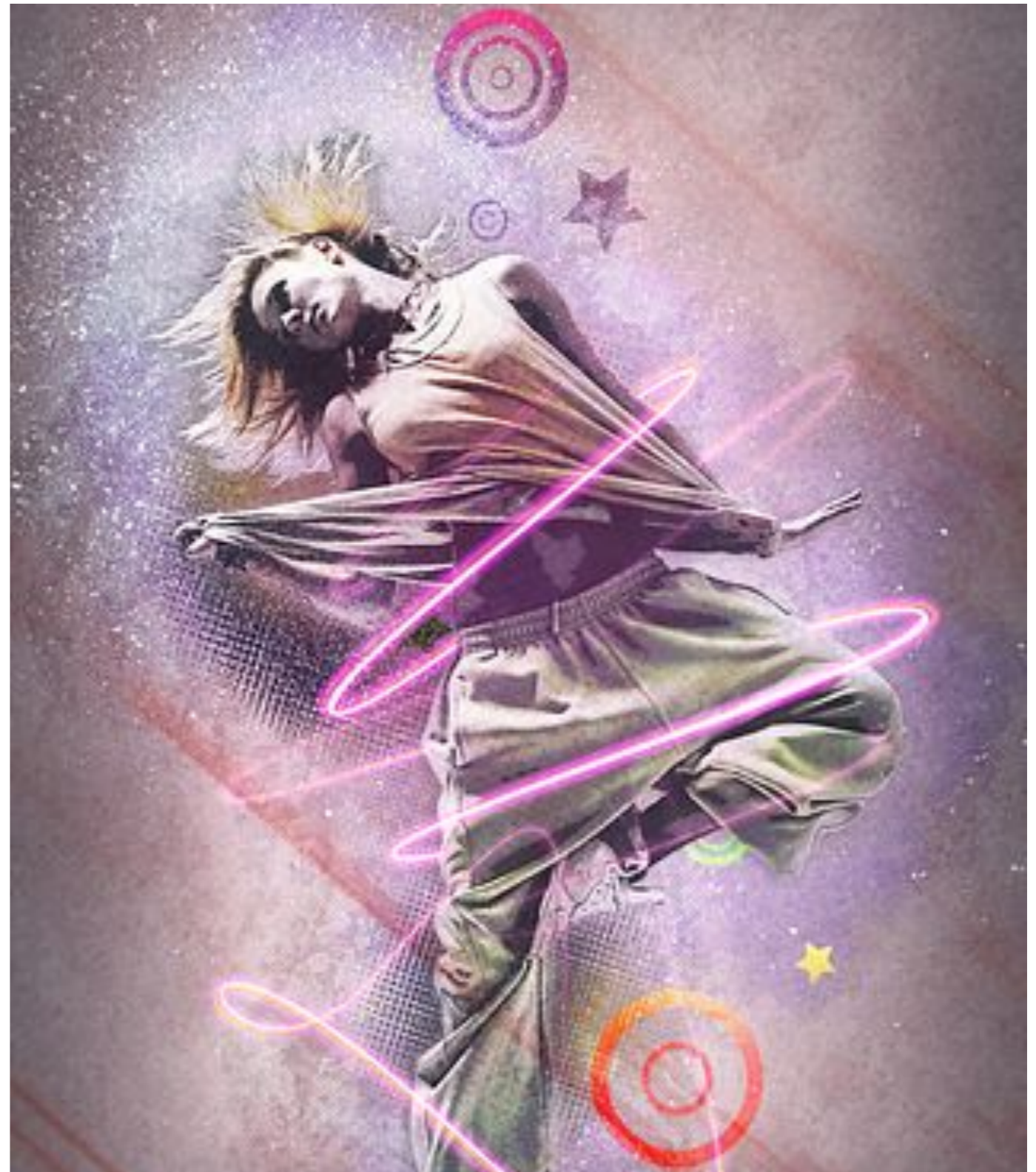
Kaizen - improvement through tiny steps

Changing behaviour 1 small step at a time. Those small changes become a new way of life and ultimately lead to massive change and growth.

“To create change, push yourself. After all, no one else is going to do it for you”
-Sylvia

Micro changes:

- *New tasks or routines become less daunting.*
- *Committing to doing less, is more achievable and less stressful.*
- *Ultimately leads to massive change*



What is a Kaizen Journal?

Kaizen - improvement through tiny steps

Kaizen is a Sino-Japanese word for “improvement” that has been adapted in various ways to represent a specific approach to improvement. One where you make tiny improvements, take tiny steps, toward the goal that you are wanting to achieve.

Very often when we try to make changes in our lives or form new habits, we notice resistance forming from trying to change old habits.

For example, let’s say you decide to focus on your health so you can loose some weight. You decide to buy a gym membership and start going to the gym every morning all through the week and have weekends off.

It sounds simple, after all it’s only one activity and we know that more exercise is good for you, exercising before breakfast will help you loose weight, it helps get your endorphins going leaving you feeling great and energised throughout the day.

But if it so good for you, then why do so few of us actually do it and most importantly, why is it so hard to stick to?

We are creatures of habit who find drastic changes hard.

Let’s break it down...

When I wake up in the morning I shower, get changed, eat breakfast and then go to work. If I suddenly decided I need to do gym session in the morning before breakfast, my whole routine will need to change.

I will need to wake up earlier. To do this I will need to go to bed earlier, which means adjusting my night-time routine.

Now with the new morning routine I need to get changed before I shower, drive to a gym, do the exercise routine, come home after the gym session. Then I have to engage in my normal routine of showering, getting changed, eating breakfast and heading off to work.

Let’s say my gym is 15 minutes away from home and I do a 30 minute workout. That’s a total of one hour (30 minutes of travel and 30 minutes of exercise) extra every day - a total of 5 hours a week if I only workout on week days.

What is a Kaizen Journal continued...

And this is not even taking into account my change needed at night to accommodate waking up earlier!

That is a lot of change and adjustment to begin exercising - no wonder so many people put it off or give it up so easily. This is why we utilise the concept of Kaizen, making small changes, one little bit at a time until we form a complete routine.

The Neuroscience

What you probably don't realise is just how much neuroscience is working AGAINST you in a situation like this.

Our brains are highly adaptable to change and can physically restructure themselves according to our behaviours. You might think that would be good news when trying to form new habits or lose old ones. But in fact, it also works against us. That's because the brain adapts and changes shape according to a very simple rule:

“Neurones that fire together, wire together”

So if you repeatedly do one thing followed by another, then those two experiences become linked in the brain over time. And each time you do those things together subsequently, you further reinforce and strengthen that link.

The connections become myelinated, meaning that the tendrils are insulated and signals travel faster down them. They grow more nodes at the connection points. Eventually, it gets to the point where you no longer have to think about the association. Doing A automatically triggers B.

Changing this takes a HUGE amount of work!

That's where Kaizen comes in. And it's why this is such a powerful and transformative tool.

You look at how you can do things better through micro changes, and what you can remove to make yourself more productive.

01 Kaizen tips



Did you know: Many people believe it takes 30 days to form a new habit BUT it actually takes closer to 66 days according to the most recent research.



Energy and time are finite resources, make the most of them!



Kaizen looks at efficiency as well as improvement.

01 | Journalling for Self Reflection

Journalling is Good for the Soul

You are the sun in your own universe and everything revolves around you.

Everything that happens, that you experience, that you love, that you enjoy, even the things that hurt you are a reflection of you, a reflection of your understanding. Everything is based on how you perceive things to be.

That is why one car accident can have 10 different witness and 10 different accounts of what actually happened.

“What happens to us is not as important as the meaning we assign to it. Journaling helps sort this out” - Michael Hyatt

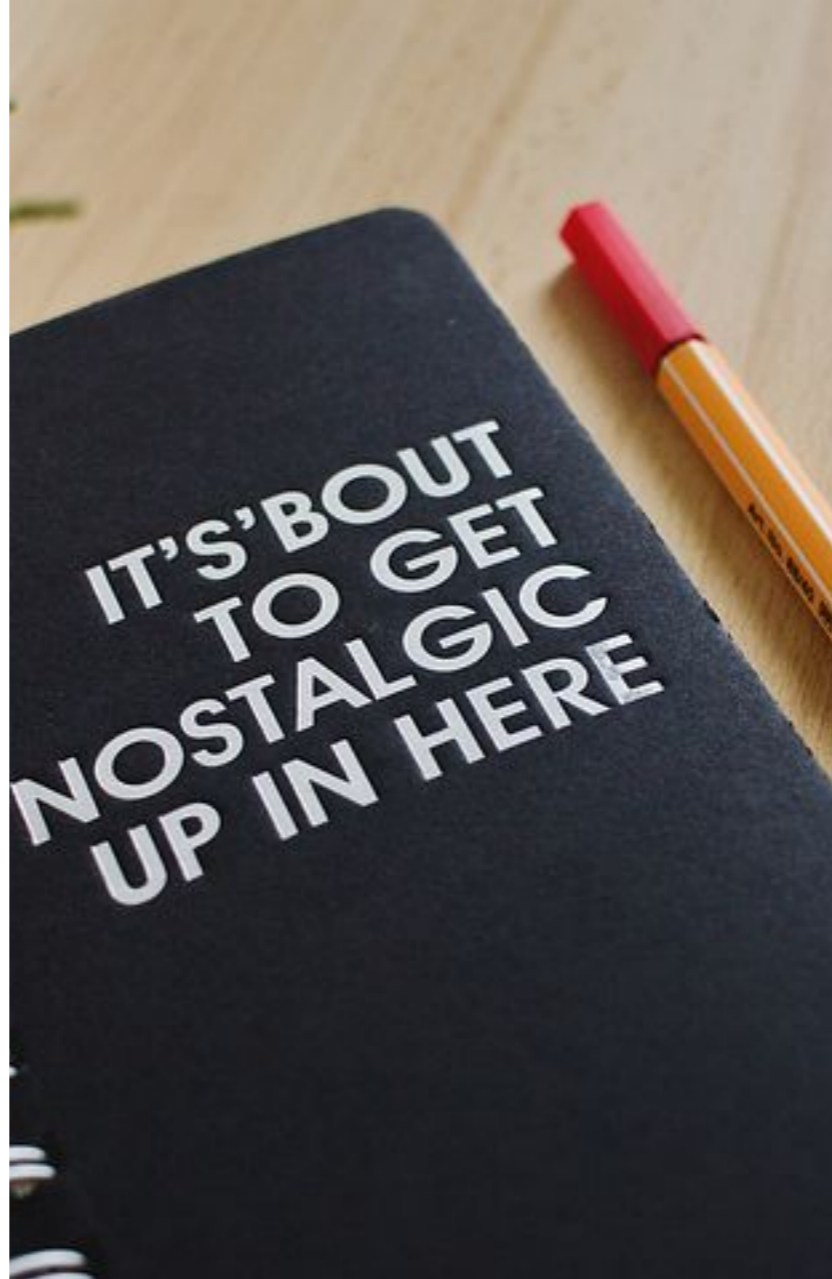
- *Journalling helps us self-examine our hearts and our motives.*
- *Journalling helps bring clarity and perspective.*
- *Journalling helps us record our journey.*
- *Journalling can keep us focussed.*



01 | Journalling tips



Keep your journal private so that you feel comfortable writing anything and everything.



Your journalling schedule is up to you. Some write at night, others write when the inspiration strikes. What works for you?



Use your journalling to as your opportunity to connect with you - don't be afraid to follow your instincts.

Section 02

Let's begin

Instructions:

Set A Goal:

To begin your journey, first set a goal (at this stage, choose only one that you feel is achievable for you right now)
Make it positive, specific and measurable and create an affirmation around it.

Something like “I want to make more money in my business” is vague. It is not measurable (how much is more) nor does it have a set date, so do you want to make money by tomorrow or is this goal a long-term goal?

Is it realistic for you to earn \$1 million in a week when you are just starting out or are you better off wanting to earn \$1 million dollars a year after being in business for 5 or 10 years? Make it achievable and realistic for you.

For example:

I want to make \$3,000 in profit per month within 1 year of starting my business.

Then change the goal into an affirmation - get rid of want, should, like etc and phrase it like it is already happening

For example:

After being in business for 1 year, I am already making \$3000 profit every month!

Write your goal here:

Instructions:

Specify how you will achieve your goal:

Let's get specific! What do you need to do to achieve your goal?

Example:

Product Development

Social media marketing

Staff training

Self Development

This is unique and specific to your goal, so set some time aside and get creative

Write your sub - goals here:

Instructions:

Let's narrow it down further...

Choose one sub-goal from above and let's break it down further...

For example, lets choose Social Media Marketing

Let's break that up into:

*Instagram

*Facebook

*Twitter

*Pinterest

Now we choose one category, for example Pinterest.

Write a list of everything you need to do for Pinterest marketing in your business.

For example:

- Set up Pinterest Account
- Connect Pinterest with the website
- Create relevant SEO boards that are topic relevant
- Create a list of your SEO keywords and descriptions
- Create pins
- Post and/or schedule pins that will drive traffic to your blog/ website / product

Write your break-down on the next page:

Strengthening our “Why”

In my experience as a business owner and business coach, I have found it is important to strengthen your “why” periodically.

When we have set-backs within our business it can be easy to lose focus and forget our “why” leaving us wondering if you should even continue what you are doing.

YES, you absolutely should!

“Success is not final; failure is not fatal: it is the courage to continue that counts.”

– Winston Churchill

*The key to success of any business is the level of commitment, drive and energy that you as an entrepreneur bring to your business. It is your **passion**, your **motivation** of **why** you began in the first place!*



01 | Why Tips



Your **Why** can keep you motivated, on track and help you make decisions.



Feeling **grateful** for all that you achieve, for every success or goal you accomplish, helps more success fall into your lap.



Gratitude helps you feel more positive, relish good experiences, improve your health, deal with adversity, and build strong relationships.

Section 03

Bringing it all together

03 Bringing it all together...

Starting your Journal

When selecting your journal, choose whatever works for you, and write in it when it suits you. I like larger journals as it is easier to write in and I like to do my journalling in the morning. I'm more inspired and it helps clarify my thoughts and objectives for the day.

“A personal journal is an ideal environment in which to become. It is a perfect place for you to think, feel, discover, expand, remember, and dream.”

– Brad Wilcox

*Enjoy your
journey...*



03 Bringing it all together

Instructions:

Once you have established your main **goal** to achieve or **habit** to change, choose your sub-goal tasks that are needed to make it happen.

1 - Write these actions on the next page. By working on these tasks consistently will bring you success.

2 - In the next column, write down your why's and benefits. This will keep you focused, on track and motivated

3 - In the next column, write down 10 things you are grateful for daily. If you are having a bad day, you may have something like "I am grateful I got out of bed this morning", or "thank you for my morning coffee". The more you do this section, the more your life will change!

4 - Write something you can eliminate or stop doing. This will make you more efficient and help bring about change quicker and easier.

5 - Virtually or mentally pay yourself for the work you are doing. By paying yourself for completing the tasks you are doing gives the tasks value, rewards you for putting in the hard work and keeps you accountable and on track. Once you have earned \$100, reward yourself with something relaxing and enjoyable.



Write a list of at 1-3 activities you can eliminate:

For example: Instead of binge watching Netflix every night, I will only watch on weekends and only for 2 hours at a time.

"Pay" yourself \$1.00 for every task successfully completed for the week

This week I have completed _____ tasks

For this week, I now pay myself \$ _____

My ongoing total is \$ _____

This month my reward will be _____

When you have paid yourself a total of \$100 - reward and treat yourself to a relaxing activity (such as a massage, shopping spree, expensive lunch...whatever floats your boat)

2020 Edition

\



Kaizen Journal

For help, info, guided meditations and more:

www.MeditationsInMotion.com

This journal is © Sylvia Lane 2020. None of this material may be used, sold, broken up or disseminated in any way, shape or form without written consent from Sylvia Lane.