



# **FIND** *Your* **FOCUS**

3 Steps To Clarify Your Next Best Moves

# Hello!

Focus, clarity, simplification ... words that are so easy to throw around sometimes but not as easy to implement.

Can you relate? Since you have these pages in your hand, I'm guessing so.

In this workbook you'll find the 3 ways I've guided my coaching and mentoring clients to keep moving forward, and ideas I am consistently applying to my life and business too.

Whether you are searching for a solution to something specific, feeling to pull to shift your focus somehow, know you need to revamp your business or refresh how you are approaching your career, or just craving a little refocus back on creating the life you really want...the three strategies I share in this book will help.

Consider using these 3 steps, or simply just one if that feels right, to help guide your discovery on your next best move in your health, in your work, and even in your relationships.

Here's how this workbook flows:

## STEP 1: REFLECTION

You'll find a series of questions to help guide your thoughts and explore who you are, what you want, and the big 'why' behind your role on the planet.

## STEP 2: ASKING OTHERS

You'll see a series of questions (and some encouragement) to boldly ask people for their opinion, and a place to summarize their answers.

## STEP 3: DO SOMETHING

You'll have the space to right down all the ideas you have, and more importantly, itemize which ones you are going to ACT on!

Remember, the purpose of these pages is to help you find clarity, and to offer you a way to approach ongoing situations in your life and business.

There are no right or wrong answers, just the opportunity for you to keep evolving :)

Stay in touch with any questions, feedback, or if you need another opinion to help you find your focus. You can reach me directly at: [drm@drmelissalongo.com](mailto:drm@drmelissalongo.com)

xo Melissa

# STEP 3: REFLECT

*Who are you?*

There are lots of ways to figure yourself out, personality quizzes, books, work with mentors and let's be honest, **this is a life long process** ... we are not going to be able to get through all of this here.

What I want to stress here is **your uniqueness is important**, and understanding and accepting who you are is important for not just your business life, but for your **personal happiness and your emotional well-being**.

One of the biggest lessons I've learned personally, and something I find myself saying the most often to my mentoring clients is "**The fastest way to an unhappy life is being someone you are not**".

Don't let this be you.

**HAPPY PEOPLE = GREAT BUSINESSES = LIVES CHANGED**

*Get aside some time for reflection ...*

- What do you feel you are really good at?
- What do others compliment you the most on?
- What do you love doing? What do you dislike doing? (The goal is to do more of what you love!)
- What are your core values?
- Are you extroverted? Introverted?
- What are your best skills?
- Do you want to work independently? Or do you prefer a collaborative approach?
- Do you like to lead or be led?

**YOUR** *Uniqueness*  
**IS IMPORTANT**

# WHO ARE YOU?

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THINGS I AM REALLY GOOD AT...

WHAT I AM MOST COMPLIMENTED ON...

THINGS I LOVE/DISLIKE DOING...

*There are no right or wrong answers here ...  
actively get to know yourself!*

# WHO ARE YOU?

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MY CORE VALUES...

MY CAREER /WORK SKILLS AND PREFERENCES...

MY PERSONALITY IS (INTROVERTED/EXTROVERTED)...

**JUST BECAUSE YOU CAN DO SOMETHING  
DOESN'T MEAN THAT YOU SHOULD**

# WHY ARE YOU HERE?

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*As a parent, in your work, and as a human being ...*

What do you feel called to do? How do you see yourself making a difference in the world? As an entrepreneur, a parent, or a human?

Are there other opportunities to share yourself or expand your potential that you might be overlooking? (I.e. volunteer opportunities, charitable causes, sports involvement, professional roles etc.)

*Using the space provided write some words or thoughts that come to mind ...*

MY PURPOSE IN MY WORK IS...

# WHY ARE YOU HERE?

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MY PURPOSE WITH MY FAMILY IS ..

MY PURPOSE AS A HUMAN BEING IS...

When you are grounded on your purpose, your 'why' becomes clearer. When you know your why it will help you stay committed to changes you might be experiencing, and will help you stay focused on whatever direction you choose for yourself.

When you are clear on your why It will hit you at a visceral level, and you'll feel it in your heart.

# WHAT KIND OF LIFE DO YOU WANT?

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*What is your dream?*

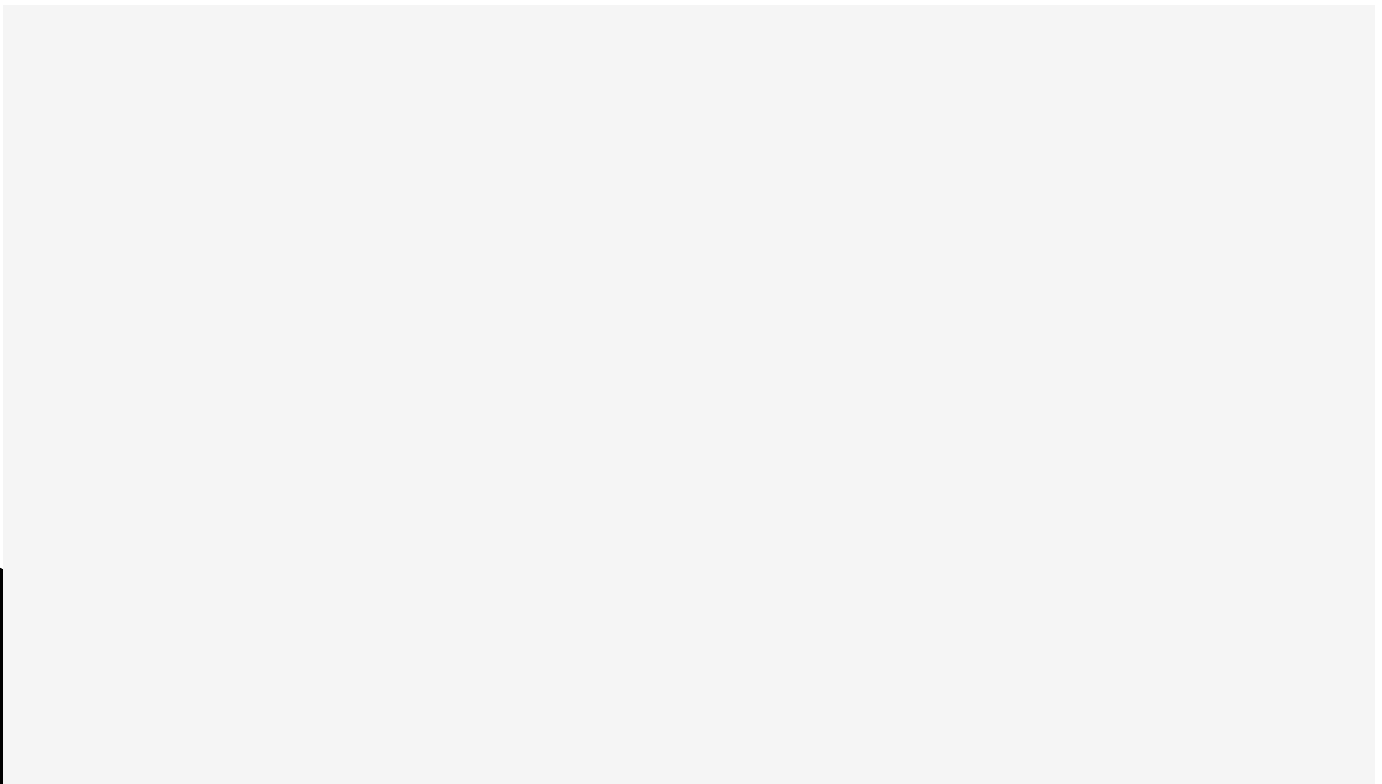
What is your dream for a career? Family life? What kind of lifestyle do you want? **When is the last time you gave this any thought?** Many times we can get caught up thinking we want something, but when we look within, we realize it's not true.

Many times people get caught up in chasing a dream that isn't truly theirs, and that can suck a great deal of joy from your life. You end up hustling for things that really don't matter. I did that, and it created years of frustration and sadness.

What moves you? What lifestyle do you want to live? What luxuries get you excited (if they do at all)? Do you want to travel? What type of home do you want? Clothing? Cars? Vacation properties? Other amenities?

What about your schedule? Do you want more freedom? What do you need to make more time for?

This is a great opportunity to consider all of these things that we often feel too busy to sit down and think about. Give it some thought and use the space below to **free-flow** the ideas that come to you before diving into the specific questions that follow.





**What do you want to experience?**

**How much do you want to earn? How much do you need to earn?**

**How do you want to contribute to world around you?**

**When you think about your lifestyle right now, what elements of it do you love?**

# What else?

**Is there anything else that has come to mind? Dream big!**

...but just make sure these dreams are *your own*. One of the fastest ways to an unhappy life is trying to be someone you're not, or assuming someone else's dreams should be yours. Large or small, simple or grand, whatever makes you happy - that's what you are chasing. You get to define what a successful life feels like to you.

You are entitled to everything you want, and you CAN create it.

You are worthy of abundance and prosperity.

Just give some thought to getting real about what YOU want, and why you want it!

# STEP 2: ASK OTHERS

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If you were to ask those whom you can trust to give you kind, honest, feedback, what would they say about you? What advice would they share? Make a list of 5-10 people, then send them a quick text, email, or even better - connect with them for a conversation on the phone/video or in person. Use these questions to guide your discussion, then summarize their answers here to assess what is most consistent. Ask them:

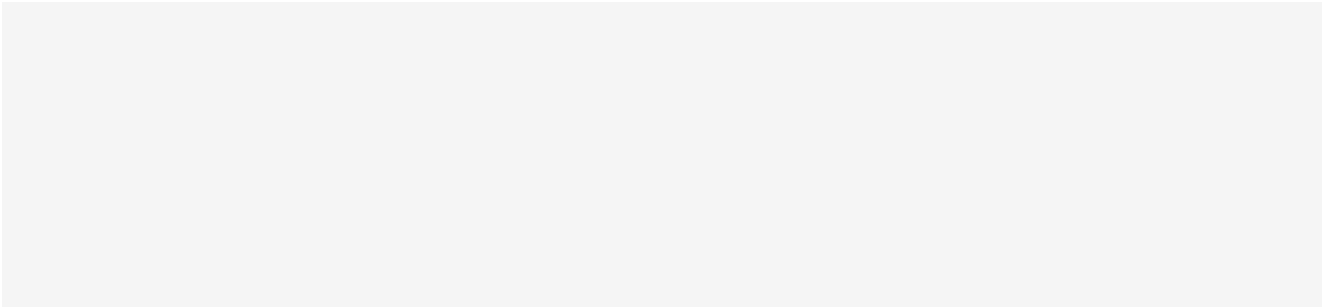
**What's something you would come to me for advice about?**

**Is there something you'd consider me an 'expert' at?**

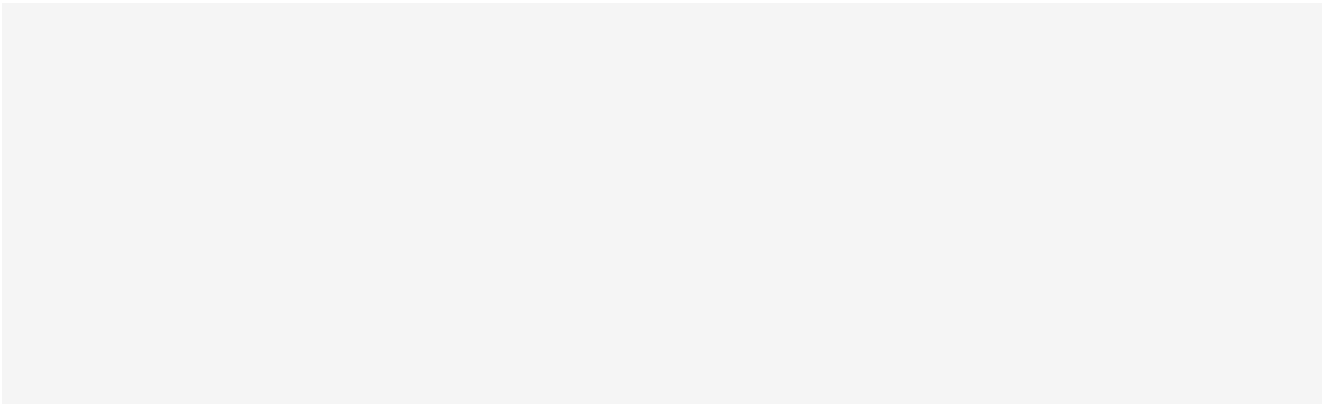
**is there anything I've done that has inspired you?**

**REAL TALK:** This exercise can be highly uncomfortable! You're asking people you respect and care about to give you direct input, and their answers may surprise you! It can also be awkward to put the attention on yourself, and be open and vulnerable to feedback, BUT having the courage to do this will likely give you a nudge in the right direction, increase your confidence, and help you focus your ideas in a way that aligns with who you are and how others see you and your gifts.

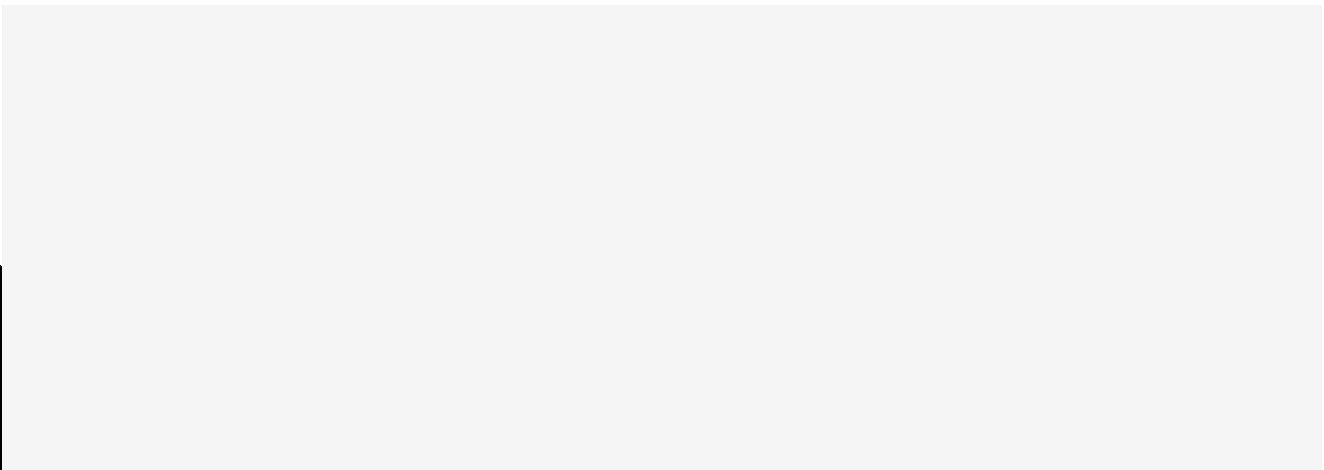
**If you could give me one piece of advice, something that you wish I would absolutely follow, what would that be?**



**If you were to describe my personality and strengths in 5 words, which words would you choose?**



**If you feel stuck on a solution, need to make a decision or want to make a change but feel uncertain, what do you do?**



# STEP 3: DO SOMETHING

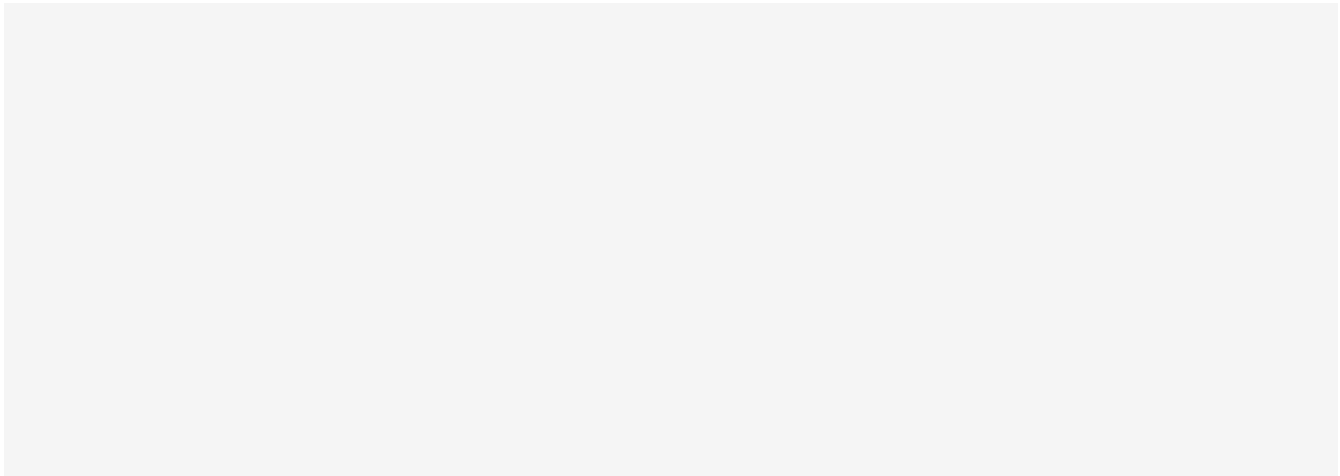
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One of the BEST ways to find clarity is by actually jumping in and DOING SOMETHING.

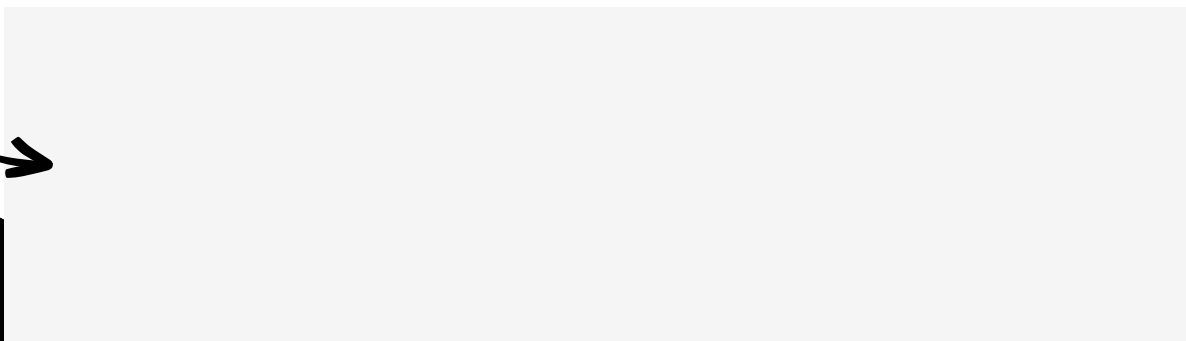
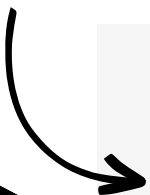
Dream all you want, but unless you ACT you'll never know if what you *think* you want...is actually what you want! Many people get stuck in the zones of "what-if", "I'd love to create" and "I have so many ideas and don't know where to start". Although creativity will light you up, it doesn't translate into much unless you make something happen.

When you act on the ideas you have, whether they work out as expected or not, *you'll always gain insight*, and this my friend, is golden.

**What are some things you are waiting to DO for your health?**

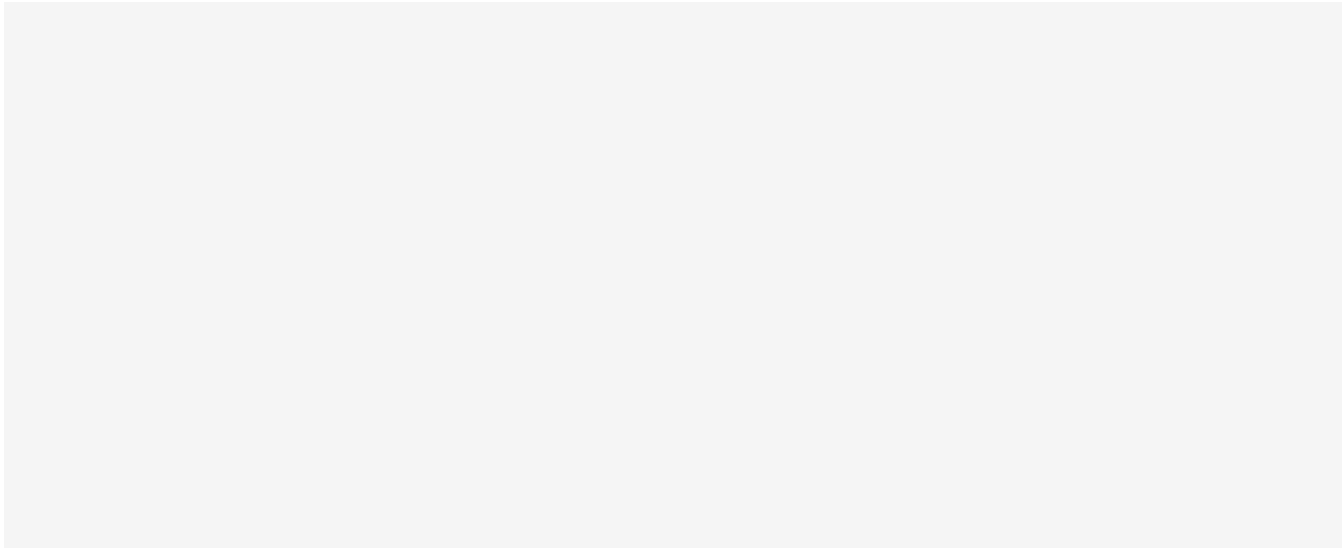


WHICH **ONE THING** COULD YOU START TODAY?

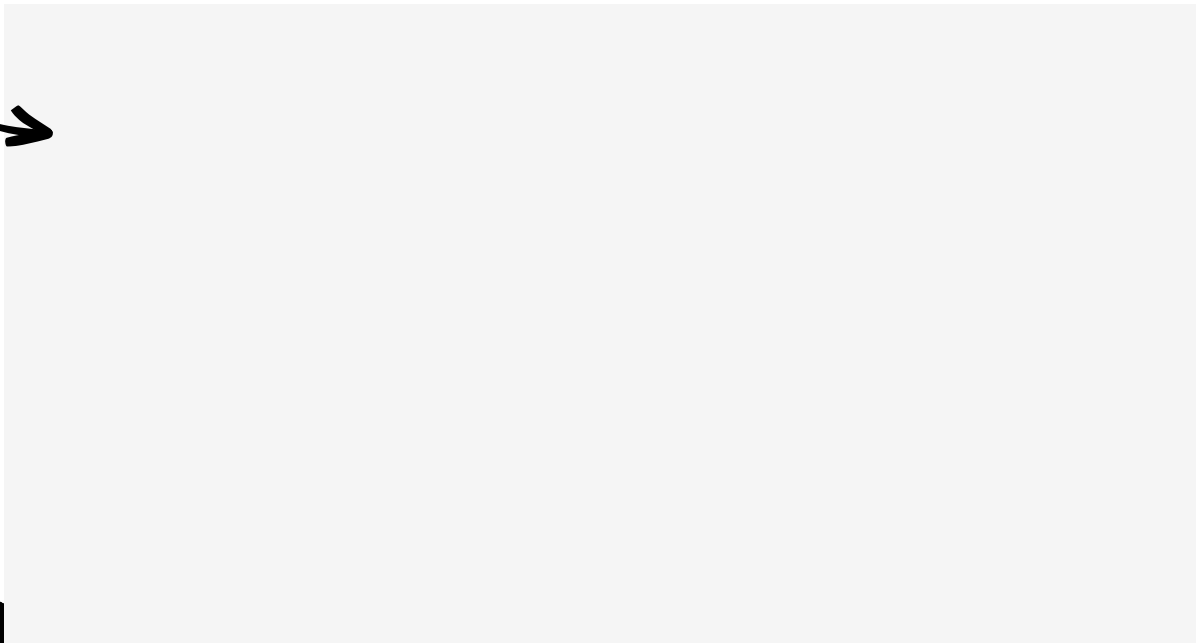
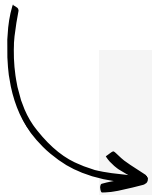


**What are some things you are waiting to DO for your relationships?**

(ALL of the connections to people you love and want to support in your personal life - friends, partners/spouses, children, extended family).



**WHICH ONE THING COULD YOU START TODAY?**



**What are some things you are waiting to DO within your business or career?**

(Do you have ideas for a side-hustle, a way to expand, products to add, or ideas to streamline and scale you have yet to implement?)

**WHICH ONE THING COULD YOU START TODAY?**

