# SOAR

# SOAR

## UPLIFT YOUR LIFE

*Don’t stop before you start.*

JAKE ORLOWITZ

*SOAR: Uplift Your Life*

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# Introduction

You've wasted your life. That's what the voice says. Not as a question. As a verdict.

Welcome to being human. That voice isn't special. It's standard issue. The question isn't whether you have it. The question is whether you're going to let it run the show.

A plane was built to fly forward and up. So were you. You were designed to move, to go somewhere, to get there. The voice saying you've wasted your life isn't physics. It's just noise.

You may be in the air already. You may be grounded. You may have crashed. It doesn't matter. What matters is that you want to get somewhere, and you were built to do exactly that. This book will help.

Pilots don't think about how much they're carrying, they think about the wings that will carry them. If you've built your mindset around perceived weaknesses, you're starting with a heavy load and no fuel and no wings. Of course you can't fly. But you can SOAR.

Anyone who has built a paper airplane knows we all get the same piece of paper. It depends how you fold it. This book shows you exactly where the folds go and in what order.

This book comes with a kit. Seven tools, each one simple enough to use with nothing more than a notebook and a pen. No app required. No

certification. No prior experience with self-help that actually helped. Just you, a few pages, and the willingness to begin.

**SOAR** shows you who you are and what you have to work with.

**Can-Do** gives you your next move, right now, today.

**Motivatrix** tells you what state you're in and what to do about it.

**HighLevel** shows you where you want to go.

**Track+** measures your progress so the data can motivate you.

**Pyramid** tends the body and brain that power everything else.

**The Dump** clears out what's dragging you down before it takes over.

In the next chapter we introduce the SOAR framework. It's the most hopeful, merciless thing you can do for yourself. Hopeful because it gives you real odds of success. Merciless because your negativity and doubt are not allowed on board.

Takeoff is in seven chapters.

# SOAR

*Success is achieved by developing our strengths, not by eliminating our weaknesses.*

A wounded soldier with one leg can ski down a mountain. But if they are just the leg, in their mind, the part that was lost or is missing, they can do nothing.

You likely have all your limbs, but something somewhere was lost, something feels missing or in the way. Ignore it. Now let’s get started.

I know what it’s like to have almost nothing left. I left a mental hospital with two things intact: an unusual competence editing Wikipedia, and a silly voice in my head that wanted to draw comic panels of a brain talking to itself. That was it. That was the whole inventory. And it turned out to be enough.

What will be your enough? This is how we figure it out.

## SOAR

*What do you have to work with?*

| Component | What it means |
|---|---|
| **Strengths** | Every good thing about you. Dig for it. Excavate it. |
| **Opportunities** | The view out the cockpit. What you can see and reach right now. |
| **Actions** | What you would have to do to make an opportunity happen. |
| **Rewards** | How your life would be different if the opportunity came true. |

## Strengths

If you only had your strengths, and you kept them while stripping yourself of every weakness, you would achieve a kind of heroism you could not imagine. But you can do that already. Just focus, zero-in, pinpoint, dig for, and excavate every good thing about you.

**Exercise:**

Get a piece of paper. Write down 100 things about yourself that are positive: concrete, human, relational, technical, personal. Not achievements, but the traits that were behind them.

You don’t need 100. I only needed 2. But you should prepare for this list to grow.

As you do this, your mind will have opinions. Nasty ones. Write them down too, but on a separate piece of paper. We’ll come back to them in The Dump, the last tool in this book. For now keep them separate: strengths are this chapter. Nasty thoughts are The Dump. Got it?

## Opportunities

Opportunities is the view out the cockpit. Everything you can see and reach from where you are.

**Exercise:**

Get your strengths list. Now squeeze the juice out of each one. For every strength you wrote down, ask: what could I do with this, right now? Write down every answer. The goal is 50 opportunities. The number is supposed to feel absurd. Good. Squeeze the juice.

## Top Three

Fifty is a lot of opportunities. Good. Now look at the list and circle the three that pull at you hardest. These are the ones you'll work. The rest stay on the page. They're not gone. They're waiting.

## Actions

Actions is what you would have to do to move closer to an opportunity.

**Exercise:**

For each of your top three, write down five steps that would make it happen. Get specific. If you're unsure where to start, start with 'get out of bed.'

## Rewards

Rewards is not a prize. It's how your life would be different if the opportunity came true. What would change in your physical, emotional, financial, or personal circumstances? Be vivid. Let yourself dream.

**Exercise:**

For each of your top three, write down the changes that would happen in detail. Physical, emotional, financial, personal. Don’t hold back.

## What This Looks Like

Here’s what this looks like in practice. Say one of your strengths is that you can draw characters from any movie you watch. That’s not nothing. That’s actually something. So you squeeze the juice: graphic design school enrollment is in four months. That’s an opportunity. Your actions: polish your resume, check costs and financial aid, put together a portfolio, go in for an informational interview, apply. And your rewards? Get out of the apartment with the snoring, dirty roommate. Possibly a job with a real desk chair. Enough money to visit your girlfriend in the next state more often. And something harder to put a price on: not feeling like a loser mooching off your parents. Independence. That’s what one small strange strength can do.

You don’t have to do these things. You’re just reading a book. You’re just making a list. You’re just checking the bolts on the plane. You don’t have to fly, yet. But you might choose to.

### REFLECTION

Why was that so damn hard?

Why do I always doubt, judge, and undersell myself?

What if I felt my strengths as powerfully as I feel my inner critic?

# Can-Do

*You are what you've done and you become what you do.*

I can't do anything. I'm too tired, too stupid, too poor, too fat, too lazy. I'm too sick. I'm too broken.

But so is everyone else, I guess.

What makes the difference? Those who make progress just do what they can.

I had no job. I was living in my dad's basement, literally. I had no friends nearby. I had no romantic prospects. I was on the verge of the rest of my life. What I did have was a list of things called Can-Do that was teetering on 300 items.

The items on my list ranged from taking a bath to traveling across the world. Within ten years I had done them both.

What can you do? That is the only question that matters. There are a lot of things you can't do, but those are irrelevant. There are things you can think or feel, but those won't move the needle. Ultimately you do what you can.

There are two lenses for every task: how important it is, and how urgent. Important things get put off because nothing forces them. Urgent things get done because something does, and they crowd out the important ones. The list exists to catch both.

The trick is to give each category a score from one to five and multiply them. Each thing you can do now has a number. You do the highest scored tasks first, always coming back to the top of the list, knocking off the highest number. It turns a grind into a meditation. Used every day, it turns a stone into a pyramid.

## Can-Do

*What's most important and urgent right now?*

| | Urgent | Not urgent |
|---|---|---|
| **Important** | Call doctor | Update resume |
| **Not important** | Reply to emails | Reorganize sock drawer |

**Exercise:**

Write down everything you could do. Not should. Could. Give each one an importance score and an urgency score, one to five. Multiply. Do the highest number first. When it's done, cross it off and go back to the top.

| Action | Importance | Urgency | Score | Done |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Score = Importance (1–5) × Urgency (1–5). Do the highest score first.

## REFLECTION

Feel better?

Feel daunted?

Feel hopeful?

Good. We’re just getting started.

# Motivatrix

*Self-awareness is a choice that underlies all others.*

You're not a failure, but you think like one.

The first step toward a mindset that works is recognizing one that doesn't.

There are four kinds of mindsets, and every person experiences them all. I'm not here to judge. I've been a lazy slob and a neurotic head case. The difference is I gave them names and stopped inviting them to my dinner party.

The first time I kissed my wife, on a field outside Giants Stadium in San Francisco, seconds after our lips pulled apart, I blurted, 'I might be gay.' This was odd, as we had flirted and fondled for months. It wasn't me. It was Quadrant 4, the headcase, the part of my brain so afraid of misleading someone that it will excessively prevent misunderstanding and throw itself right into it. My wife was unfazed. Her response was as if to say, 'Be gay all you want as long as you kiss me like that.'

You can be effective or ineffective, structured or unstructured, at a given moment. This gives us a grid to map your mindset. You might think the

goal is to be in quadrants 1 and 2, but actually the goal is to be **HONEST.**

## Motivatrix

*What quadrant are you in?*

| | More structured | Less structured |
|---|---|---|
| **More effective** | **Q1**<br>Achiever, taskmaster, pro | **Q2**<br>Creative, savant, artist |
| **Less effective** | **Q4**<br>Headcase, neurotic, wuss | **Q3**<br>Lazy, slacker, bum |

## Quadrant 1

Sometimes you're on it, on task, on the job, getting things done. This is the professional zone. Effective and structured.

## Quadrant 2

Sometimes inspiration creeps in. You're flowing, doing things you only imagined, making something new, finding insights, seeing what is possible. This is effective and unstructured, and it's not only for artists and musicians.

## Quadrant 3

Sometimes you're just a bum. You may not want to be a bum, but there you are, unclean and wiping crumbs off your shirt after your second afternoon nap and third binge episode. This is ineffective and unstructured, and you know what, we all need it, but it's no place to live.

## Quadrant 4

Sometimes your mind is a drill sergeant screaming the worst at you. Your response is fear, avoidance, rumination. This is ineffective and structured, like your brain knows where all the bodies are buried and is digging them up to put in your way.

If you find yourself in a quadrant you don't like, pause. Name it. I'm being a taskmaster. I'm being an artist. I'm being a wuss. I'm being a slob. If you like where you are, keep going. If you don't, look at the matrix and ask yourself where you want to be right now. Then go back to the last chapter and focus on what you Can Do to get there.

A word of caution. If you find yourself in Quadrant 3 or 4 and you think you like it there, ask yourself this: is it actually satisfying, or just familiar? There's a difference between rest and avoidance. If your quadrant is costing you something, relationships, health, time, dreams, you don't like it there. You're just used to it. This book exists for exactly that moment.

Put a mental pin on the mindset map where you are. Look at it. Stare at it. Then look at the rest of the map. Put your finger where you want to go.

**Exercise:**

Three times a day, morning, afternoon, evening, write down your quadrant number. Just the number. Do it for a week. You'll see your pattern, and patterns are easier to change than moods.

### REFLECTION

It's ok. Whatever you are, wherever you are, it's ok. Ok?

Timing matters almost as much as mindset. Being a taskmaster during kid playtime is as bad as it gets. Being a slob on a quiet Sunday is just fine. What is it time for right now?

This is kind of a lot. Can you take, like, ten deep breaths?

# HighLevel

*You are never too old to set a new goal or imagine another dream.*

There are things you want. Things you've been hoping for, waiting for, pining for, denying yourself, avoiding. And now you see the strengths, the actions, and the opportunities alongside a mindset for the goal. It's time to lay out the targets.

Imagine your perfect match is looking for you in the vapid world of online dating. But this time, something sticks out. As you read the profile of a person in search of fun, commitment, pleasure, passion, you just know they are writing about you, but you five years from now. What does the profile say?

The trick about self-help is you're kind of dating yourself. After all, you spend all this time alone together. It's nice when you and yourself, you know, like each other. And the best way to get there is to go somewhere together that feels great.

These are goals from the air, hence HighLevel. Once you can take off, once you can see the ground spread and sprawling beneath you, where do you want to go?

I realized my strengths at Wikipedia and my desire for companionship, beyond my dog, contained the seeds of towering redwoods. I could get a job at the Wikimedia Foundation. I could start a new relationship, a healthy one. I could have what I wanted. But I didn't have infinite time to wait.

There are nine life areas worth mapping. Eight are the landscape of your life: Body, Mind, Work, Money, Relationships, Creative, Play, and Spirit. The ninth, Help, is the one most people forget. For some that means finally seeing a doctor. For others a therapist, a career counselor, or an executive coach. For some it's finding a mentor, going on a meditation retreat, or doing serious trauma work with a psychologist. Whatever it is, getting the right help at the right time can unlock every other area on this list. It deserves a Pinnacle Goal too.

The inner critic will tell you you can't reach these goals, you don't deserve these goals, you don't have what it takes to achieve these goals. Kick them off the plane. Without a parachute.

**Exercise:**

Make a chart with all nine life areas. For each one, write a single Pinnacle Goal. Not a to-do item. Not a vague wish. An awesome win. Something that, if you pulled it off, would make you feel like you'd really lived. Then give each one a date.

## HighLevel

*Where do you want to go?*

| Life area | Pinnacle goal | By when |
|---|---|---|
| **Body** | | |
| **Mind** | | |
| **Work** | | |
| **Money** | | |
| **Relationships** | | |
| **Creative** | | |
| **Play** | | |
| **Spirit** | | |
| **Help** | | |

## REFLECTION

What would you try if you knew you couldn’t fail?

What would be worth trying even if you knew you might fail?

What would still be worth trying even if failure were inevitable?

# Track+

*Nothing measured, nothing gained.*

Goals without measurement are like a plane without tracking instruments. Sure it works on a clear, sunny day, no clouds, brilliant blue skies. But you'll crash in the storms.

There is an old religious psalm: 'Teach us to number our days.' This is not a religious book. But that line is Track+ in six words.

0's grow to oblivion. 1's add to infinity. You don't want any 0 days. A 0 day is ten thousand times worse than a day with any progress or momentum at all. If you turn on your music for 30 seconds that's so much better than not finding your headphones at all. If you step outside your door for one minute, that's so much better than staying in bed. First you had to prep your mindset to do it. Then you had to get it done. And then, maybe, you dance to your tunes for 20 minutes and go for a 30 minute walk. But you'd never have started without the hatred of 0.

Counting is a ritualistic, rhythmic habit. It gives meaning to void. It adds texture to periods when life feels flat.

Counting is just one at a time, but it adds up. Big numbers are built from small ones.

A streak is when points connect and leave a mark across the sky.

My streak was 90 days in a row going to the local coffee shop, ordering giant iced coffees, and staying there with my computer from nine to five. All day I sat, looked at my Can-Do list, and started writing my life. I chatted with patrons, made friends, started taking phone calls for work outside. After the blitz of caffeine and tasking, I drove my boxer to the dog park, listening to downtempo techno music for an hour of frisbee and breaking up fights and walking down to a slow river. That routine hit so many points on my tracker and I didn't miss a day in three months.

Here is your Track+ chart. We are counting small things, regularly. Not to win a prize or beat a score. Just to count, each day, what matters. Because grains of sand become an immovable mountain one grain at a time. Your personalized version lives in the worksheets at the back of this book.

# Track+

*What did you do today?*

| # | Zone | Habit | M | T | W | T | F | Sa | Su |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **Body** | Move your body | | | | | | | |
| 2 | **Body** | Drink water | | | | | | | |
| 3 | **Body** | Eat a real meal | | | | | | | |
| 4 | **Body** | Sleep before midnight | | | | | | | |
| 5 | **Body** | Shower/wash face | | | | | | | |
| 6 | **Mind** | Read 10 pages | | | | | | | |
| 7 | **Mind** | Learn something new | | | | | | | |
| 8 | **Work** | Update Can-Do list | | | | | | | |
| 9 | **Work** | Do one meaningful task | | | | | | | |
| 10 | **Work** | Review HighLevel goals | | | | | | | |
| 11 | **Money** | Check finances | | | | | | | |
| 12 | **Money** | No unnecessary spending | | | | | | | |
| 13 | **Relate** | Reach out to someone | | | | | | | |
| 14 | **Relate** | Say something kind | | | | | | | |
| 15 | **Relate** | Do something for someone | | | | | | | |
| 16 | **Create** | Make something | | | | | | | |
| 17 | **Create** | Listen to music | | | | | | | |
| 18 | **Play** | Go outside | | | | | | | |
| 19 | **Play** | Do something just for fun | | | | | | | |
| 20 | **Spirit** | Meditate or sit quietly | | | | | | | |
| 21 | **Spirit** | Write one gratitude | | | | | | | |
| 22 | **Spirit** | Five minutes doing nothing | | | | | | | |
| 23 | **Help** | Keep an appointment | | | | | | | |
| 24 | **Help** | Ask for help | | | | | | | |
| **Daily total** | | | | | | | | | **/168** |

Counting days is a way, one hopes, of having days that count.

**Exercise:**

Write down 20 to 50 things you could do each day that would be good for you. These are your tracking items. Make them yours.

## REFLECTION

What if you miss a day? You feel bad about yourself? Of course not. You wake up tomorrow and try again.

The goal is not to track your life. It’s to leave tracks as you blaze trails.

# Pyramid

*You wish to raise a tower that will pierce the clouds? First lay the foundation.*

Decrepit shame. Loss of time and opportunity. Slovenly mess and mistakes. But why blame a bicycle when its chain wasn't greased, or even attached to the gears?

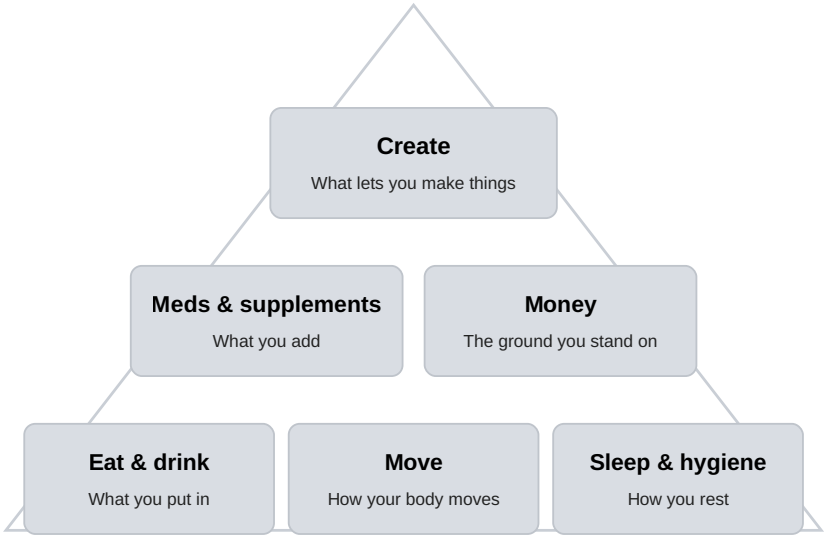
In Colorado, I peed into trash bags. I washed my clothes with Lysol, and then showered wearing them. It was not a good vibe. Out there, where I found Wikipedia, my brain had gone off the gears. The wheels were spinning but I was going nowhere, stewing in my own endless self-awareness of how I had failed in college. The more I thought, the more I spun, the more detached I became from reality. I wound up in a cabin on a mountainside with no running water and a space heater. I wasn't just spinning, I was running. Despite the calm insistence of therapists, I refused medication, until one day, after a week in a hospital, I put half of a half of a ruddy pill in my mouth, and things started to change.

This isn't a parable about medication. It's about chemistry and physics. Your brain runs on water and energy, your body too, plus sunlight, movement, blood flow, wide breaths, music, and the powerful emotional

and physiological regulation of other people. But we too often put garbage in and get garbage out, and wonder why. This is the why.

Sometimes the most powerful input is another person. A hug, a phone call, a walk with someone who knows you. You can’t always manufacture this, and on your hardest days it may be impossible. But it belongs in the picture. When it’s there, let it count.

The pyramid has three tiers. The base is eat, move, sleep. Nothing above it works without them. The middle is meds and supplements, and money. What you add and what you stand on. The peak is create. It sits on top because it’s the first thing to go and the last thing to come back.




Look at your pyramid. For each of the six areas, list what you actually have going. An empty row is fine, we are not here to judge. But you may just realize you are 150% on sleep and flat broke, so eating poorly, with no money for the medications your body needs. Or maybe you are hitting the gym and eating right and killing it at work, but you are short

on sleep so you feel too exhausted to do anything creative. Or you have a little of each, but it is just thin, and you could use a brick in each area.

## Pyramid

*What are you running on?*

| Area | What I have going | One brick to add |
|---|---|---|
| Eat & drink | | |
| Move | | |
| Sleep & hygiene | | |
| Meds & supplements | | |
| Money | | |
| Create | | |

Stop blaming your car for running without oil. Stop blaming your brain for running on Fruit Loops and Manga reruns. Stop blaming your garden for floundering when you haven't had five hours of sleep in five months. Stop blaming yourself. And don't blame your inputs either. Change them to support what you Can Do.

## REFLECTION

Why have you been unkind to your body and mind? Do you not deserve joy?

What is the easiest thing you can change today? The easiest brick to add?

Don’t think you can do this? Don’t think you have the time or self-worth? Get ready for The Dump.

# The Dump

*There is no such thing as a problem without a gift for you in its hands.*

In your house, you take out the trash, or at least put it in a bin. Why do you leave it strewn around your mind?

This book has asked a lot of you, namely to soar and not to crash. Crashing has not been permitted. Until now. Now is when you tilt your nose towards the ground and go up in a heap of flames ten thousand times. Now is when you unleash your mind's inner critic on all the faults, excuses, and limitations. It's been there, but I've asked you to ignore it, ruthlessly. Now I want you to invite it in. Because we're going to throw it out.

There are levels of trash. Some people put pizza-stained paper plates on any surface they can reach from their couch. Some people organize into landfill, recycling, green waste, and compost. Some people avoid products that have excess packaging in the first place. What's your mind's attitude towards its own refuse? Does it refuse it? Or does it let it gather in pepperoni-scented corners until there's nowhere to walk?

What I'm asking you to do here is almost unheard of in the world of self-help. I want you to dump the 5% of you that takes up 95% of the

garbage. I want you to put it on paper, privately. I want you to write it down. I want you to see what you've been shouting at yourself.

There are types of garbage, for the inner critic aficionados. There are memories that won't loosen their grip. There are thoughts about yourself that bother you. There are criticisms of what you've done, who you've become, or what you're capable of. There are fears that something bad will happen now. And there are anxieties about the future that something bad will happen later, especially if you try to do what you Can Do.

**Exercise:**

Write it down. Give each one a type. Rate its grip, one to ten. Ten means it runs your day.

## The Dump

*What's taking up space in your mind?*

| **Garbage**<br>The thing that's bothering you | **Type**<br>Memory / Thought / Criticism / Fear / Anxiety | **Grip**<br>1 to 10 | **Came back**<br>Tally marks |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

You may be feeling shy or shameful right now. Put your list somewhere safe and listen...

There is magic in writing things down. Sure, it's terrifying. But let me tell you a story.

When I was a tutor in Colorado, before I moved to the mountain cabin, I became sure I was going to harm kids. I carried it around with me like a lie, helping student after student get into college or ace their geometry quiz. I carried it with me through the mental hospital, through six glorious years with my stepdaughter, and right up to the birth of my own son. And then its weight threatened to break me. I told my dad's college roommate, a world-class doctor. 'Jake,' he said, 'have you ever harmed any kids?' 'Well,' I responded, 'one time I put my hand on a girl's forearm.' The doctor burst out laughing. 'You're going to be a great dad.'

The more you write down your thoughts, the more you begin to pick them up. You don't have to discard them, they're right there on paper, for you to note in the future should they return. 'Oh, that thought, already have it on the list.' And then you move on, to what you Can Do, to who you can become.

## REFLECTION

Good job. Good fucking job.

How do you feel? Gross, or cleansed, or just exhausted?

Remember, you're not this. You're 5% imaginary cruft and 95% stardust. Go make your world, kid.

# Takeoff

*Your life is waiting. You deserve all of its charms and its pains. You deserve its fullness.*

Each chapter in this book has given you a piece of the puzzle. It's up to you to rotate each one into place and put them together. I leave that to you, the reader, as an exercise in living.

There's a selfie of me, eight years after I got out of the hospital. Eight years after I started my Can-Do list. I'm perched on a rock in South Africa. I flew there, or should I say was flown there, for the global editor gathering called Wikimania. After the conference three of us trekked east toward safari and wound up at a little cove called Betty's Bay. Betty's Bay is beautiful. We're staying at an unusual Airbnb. It's unusual because there are hundreds of penguins in the backyard. The hand holding the selfie camera is my wife's, and it captures me, her, and our daughter on a rock surrounded by tuxedoed waddling sprites. This is how good it gets when you SOAR.

There's an old saying: if you have six hours to chop down a tree, spend the first four sharpening your axe. This book is your whetstone. You are not the problem. You are the blade. You don't have to change. You have

to work on sharpening your knife. Then it will slice through your situation like obsidian through soft butter.

## Your Tools

*SOAR: Uplift Your Life*

| Tool | Purpose | Sheet |
|---|---|---|
| **SOAR** | You know what you have to work with. | p. 40 |
| **Can-Do** | You know what to do next. | p. 47 |
| **Motivatrix** | You know what state you're in. | p. 49 |
| **HighLevel** | You know where you want to go. | p. 50 |
| **Track+** | You know how to measure your progress. | p. 51 |
| **Pyramid** | You know what powers you. | p. 54 |
| **The Dump** | You know what to throw out. | p. 55 |

Your mission is to use these tools, thoroughly, daily, as if your life depends on it. Because it does. Treat each of the seven worksheets in the back of this book like your own personal operating manual, bible, or book of wizardry and magic incantations. The real work happens line by line, day by day. Each line you fill out is a prayer for something to come your way, a brick for you to place in a tower you can't yet see the height of, a seed that will anchor its roots fast into the dirt before shooting up through the earth. Do you hear me? You were built for this. You were designed to SOAR.

You. You can't do this. You never could. But once you do everything in this book, the plane will fly itself. Go fuel up.

# The Work

*Blank sheets to fill your life.*

Photocopy them, tear them out, or fill them in. Your book, your rules.

# SOAR

*What do you have to work with?*

**Strengths.** Write down 100 things about yourself that are positive. Concrete, human, relational, technical, personal. Traits, not achievements. You don't need 100. Prepare for the list to grow.

| | | | |
|---|---|---|---|
| 1 | | 26 | |
| 2 | | 27 | |
| 3 | | 28 | |
| 4 | | 29 | |
| 5 | | 30 | |
| 6 | | 31 | |
| 7 | | 32 | |
| 8 | | 33 | |
| 9 | | 34 | |
| 10 | | 35 | |
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| 19 | | 44 | |
| 20 | | 45 | |
| 21 | | 46 | |
| 22 | | 47 | |
| 23 | | 48 | |
| 24 | | 49 | |
| 25 | | 50 | |

# SOAR

Strengths, continued

| | | | |
|---|---|---|---|
| 51 | | 76 | |
| 52 | | 77 | |
| 53 | | 78 | |
| 54 | | 79 | |
| 55 | | 80 | |
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| 70 | | 95 | |
| 71 | | 96 | |
| 72 | | 97 | |
| 73 | | 98 | |
| 74 | | 99 | |
| 75 | | 100 | |

# SOAR

*What do you have to work with?*

**Opportunities.** Squeeze the juice from each strength. For every one, ask what you could do with it right now. Write down every answer. Aim for 50. When the list is done, circle your top three.

| | | |
|---|---|---|
| ○ | 1 | |
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| ○ | 24 | |
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# SOAR

Opportunities, continued

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|---|---|---|
| ○ | 26 | |
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| ○ | 48 | |
| ○ | 49 | |
| ○ | 50 | |

# SOAR

*Top Three, opportunity 1 of 3*

**Actions.** Five steps that would make it happen. Get specific. **Rewards.** How your life would be different if it came true. Don't hold back.

**Opportunity**

**Actions**

1

2

3

4

5

**Rewards, physical**

**Rewards, emotional**

**Rewards, financial**

**Rewards, personal**

# SOAR

*Top Three, opportunity 2 of 3*

**Actions.** Five steps that would make it happen. Get specific. **Rewards.** How your life would be different if it came true. Don't hold back.

**Opportunity**

**Actions**

1

2

3

4

5

**Rewards, physical**

**Rewards, emotional**

**Rewards, financial**

**Rewards, personal**

# SOAR

*Top Three, opportunity 3 of 3*

**Actions.** Five steps that would make it happen. Get specific. **Rewards.** How your life would be different if it came true. Don't hold back.

**Opportunity**

**Actions**

1

2

3

4

5

**Rewards, physical**

**Rewards, emotional**

**Rewards, financial**

**Rewards, personal**

# Can-Do

*What's most important and urgent right now?*

Write down everything you could do. Score each one for importance and urgency, one to five. Multiply. Do the highest score first. Check it off, then go back to the top.

| Action | Importance | Urgency | Score | Done |
|---|---|---|---|---|
| | | | | ☐ |
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# Can-Do

My Can-Do list, continued

| Action | Importance | Urgency | Score | Done |
|---|---|---|---|---|
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# Motivatrix

*What quadrant are you in?*

In each box, write what you look like when you're there.

| | More structured | Less structured |
|---|---|---|
| **More effective** | **Q1** Achiever, taskmaster, pro | **Q2** Creative, savant, artist |
| **Less effective** | **Q4** Headcase, neurotic, wuss | **Q3** Lazy, slacker, bum |

**Weekly check-in**

Three times a day, write down your quadrant number. Just the number.

| Day | Morning | Afternoon | Evening |
|---|---|---|---|
| **Monday** | | | |
| **Tuesday** | | | |
| **Wednesday** | | | |
| **Thursday** | | | |
| **Friday** | | | |
| **Saturday** | | | |
| **Sunday** | | | |

This week I mostly lived in Q _____

Next week I want more Q _____

# HighLevel

*Where do you want to go?*

One Pinnacle Goal per life area. Not a to-do item. Not a vague wish. An awesome win. Then give it a date.

| Life area | Pinnacle goal | By when |
|---|---|---|
| **Body** | | |
| **Mind** | | |
| **Work** | | |
| **Money** | | |
| **Relationships** | | |
| **Creative** | | |
| **Play** | | |
| **Spirit** | | |
| **Help** | | |

# Track+

*What did you do today?*

**Sample week.** Twenty-four small things, counted daily. Use this page as a model, then build your own on the next two.

| # | Zone | Habit | M | T | W | T | F | Sa | Su |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **Body** | Move your body | | | | | | | |
| 2 | **Body** | Drink water | | | | | | | |
| 3 | **Body** | Eat a real meal | | | | | | | |
| 4 | **Body** | Sleep before midnight | | | | | | | |
| 5 | **Body** | Shower/wash face | | | | | | | |
| 6 | **Mind** | Read 10 pages | | | | | | | |
| 7 | **Mind** | Learn something new | | | | | | | |
| 8 | **Work** | Update Can-Do list | | | | | | | |
| 9 | **Work** | Do one meaningful task | | | | | | | |
| 10 | **Work** | Review HighLevel goals | | | | | | | |
| 11 | **Money** | Check finances | | | | | | | |
| 12 | **Money** | No unnecessary spending | | | | | | | |
| 13 | **Relate** | Reach out to someone | | | | | | | |
| 14 | **Relate** | Say something kind | | | | | | | |
| 15 | **Relate** | Do something for someone | | | | | | | |
| 16 | **Create** | Make something | | | | | | | |
| 17 | **Create** | Listen to music | | | | | | | |
| 18 | **Play** | Go outside | | | | | | | |
| 19 | **Play** | Do something just for fun | | | | | | | |
| 20 | **Spirit** | Meditate or sit quietly | | | | | | | |
| 21 | **Spirit** | Write one gratitude | | | | | | | |
| 22 | **Spirit** | Five minutes doing nothing | | | | | | | |
| 23 | **Help** | Keep an appointment | | | | | | | |
| 24 | **Help** | Ask for help | | | | | | | |
| **Daily total** | | | | | | | | | **/168** |

# Track+

*What did you do today?*

**Your week.** Write down 20 to 50 things you could do each day that would be good for you. Make them yours. Mark each one you do.

| # | Zone | Habit | M | T | W | T | F | Sa | Su |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
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| 25 | | | | | | | | | |
| **Daily total** | | | | | | | | | /___ |

# Track+

Your week, continued

| # | Zone | Habit | M | T | W | T | F | Sa | Su |
|---|---|---|---|---|---|---|---|---|---|
| 26 | | | | | | | | | |
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| 50 | | | | | | | | | |
| **Daily total** | | | | | | | | | /___ |

# Pyramid

*What are you running on?*

For each area, list what you actually have going. An empty row is fine. Then name one brick you could add.

| Area | What I have going | One brick to add |
|---|---|---|
| **Eat & drink** | | |
| **Move** | | |
| **Sleep & hygiene** | | |
| **Meds & supplements** | | |
| **Money** | | |
| **Create** | | |

# The Dump

*What's taking up space in your mind?*

Write it down. Give each one a type. Rate its grip, one to ten. Ten means it runs your day. When it comes back, add a tally mark. Already on the list.

| **Garbage**<br>The thing that's bothering you | **Type**<br>Memory / Thought / Criticism / Fear / Anxiety | **Grip**<br>1 to 10 | **Came back**<br>Tally marks |
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# The Dump

Continued

| **Garbage**<br>The thing that's bothering you | **Type**<br>Memory / Thought / Criticism / Fear / Anxiety | **Grip**<br>1 to 10 | **Came back**<br>Tally marks |
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# About the Author

Jake Orlowitz is a writer, a Wikipedia editor of nineteen years, and the founder of WikiBlueprint, a Wikipedia consulting firm. He founded The Wikipedia Library at the Wikimedia Foundation, where he worked for five years. He is the author of the memoir *A Gently Illustrated Guide to Utter Madness* and the essay collection *Welcome to the Circle*. He lives in Santa Cruz, California, with his family.

*Don’t stop before you start.*