

**Take Back Your Life;  
5 Steps to YOUR  
Quantum Leap!**



**WORKBOOK**

Welcome!

I hope you find this workbook helpful as you prepare to take your Quantum Leap!

Here are some other tools/offerings that may help you on your journey.

Always feel free to reach out if you have questions, feedback and stories!

Kate Hayes



[Take Back Your Life](#)



[KH Journals!](#)



[High Ground Coaching  
and Development](#)



[KH Colors!](#)

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# STEP ONE

Your Compelling  
Future!



# YOUR COMPELLING FUTURE



## REFLECTION EXERCISE:

CELEBRATE MY TOP TEN ACHIEVEMENTS IN THE PAST TWELVE MONTHS:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.





# YOUR COMPELLING FUTURE



## THOUGHTFUL QUESTIONS:

What were the most challenging situations in the past twelve months and how did I grow from them?

What were my biggest strengths and weaknesses in the past twelve months?



What little things did I enjoy the most during my day-to-day life in the past twelve months?

How did I give or contribute in the past twelve months to myself and others?

What do I still want to release, or let go of? What or who do I want to forgive?





# YOUR COMPELLING FUTURE



## Crafting Your Three-Year Vision

*"Where do I see myself in three years? In terms of the different areas of my life - health, business, relationships, finances, spirituality and community?"*



	<b>HEALTH</b>	<b>BUSINESS</b>	<b>RELATIONSHIPS</b>
What are your top priorities in life? <i>Your priorities will guide your vision.</i>			
What skills or knowledge do you want to acquire? <i>Think about the skills or knowledge you'll need to achieve your vision.</i>			
What impact do you want to make? <i>Consider the impact you want to have on your community, your industry, or the world.</i>			
What obstacles might you face? <i>Anticipating potential challenges can help you prepare for them and build resilience.</i>			
What resources do you need? <i>This could include things like time, money, support from others, or specific tools or materials.</i>			





**HEALTH**

**BUSINESS**

**RELATIONSHIPS**

Who can support you in achieving your vision? *Think about if it's a mentor, a coach, a supportive friend or family member, or a professional network.*

How will you celebrate your achievements? *How will you reward yourself when you reach your milestones?*

How will achieving this vision make you feel? *Imagine the sense of accomplishment and satisfaction you'll feel when you achieve your vision.*

Do you clearly understand what your vision will look like when it's achieved? Describe it.

Can you break down your vision into key components for each category? *For example, if part of your vision is to start a successful side hustle, key components might include product development, marketing and sales.*

Of these components, what do you want to achieve in the next year? **Not all goals are created equal.** *Some are more important for the realization of your current vision. Prioritize these components based on their impact on your vision.*





**FINANCES**

**SPIRITUALITY**

**COMMUNITY**

What are your top priorities in life? *Your priorities will guide your vision.*

What skills or knowledge do you want to acquire? *Think about the skills or knowledge you'll need to achieve your vision.*

What impact do you want to make? *Consider the impact you want to have on your community, your industry, or the world.*

What obstacles might you face? *Anticipating potential challenges can help you prepare for them and build resilience.*

What resources do you need? *This could include things like time, money, support from others, or specific tools or materials.*







## FINANCES

## SPIRITUALITY

## COMMUNITY

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How will you celebrate your achievements? *How will you reward yourself when you reach your milestones?*

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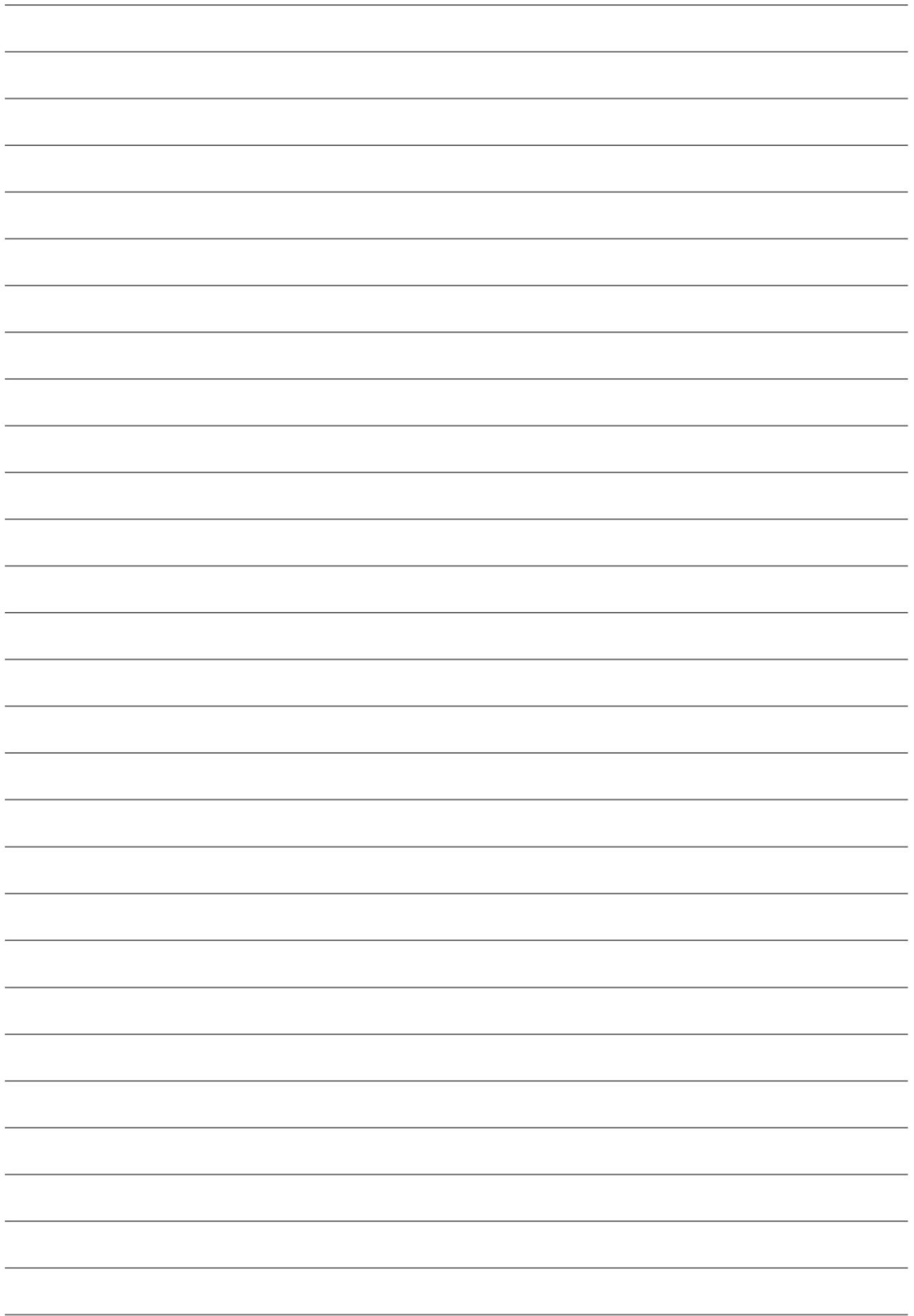
Of these components, what do you want to achieve in the next year? *Do this for each category understanding that some may be more of a priority than others this year. **Not all goals are created equal.** Some are more important for the realization of your vision. Prioritize your goals based on their impact on your vision.*



# MY THREE-YEAR VISION IS:







The background features a central point from which numerous lines radiate outwards. These lines vary in thickness, with some being thick black and others thin black. The overall effect is one of motion and energy. In the lower half of the image, there is a large, jagged, blue-outlined starburst shape that frames the text below.

# STEP TWO

Quantum  
Quarters!

**GOAL #1:**

Specific:

Measurable:

Achievable:

Relevant:

Time-Bound:

Write goal in past-tense:

GOAL #1:

**Why is achieving this goal important to you?**

Why is that important to you/what could it mean for you/your family/your business?

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Mindmap/Brainstorm

tasks

Idea:

Idea:

GOAL #1:

Idea:

Idea:





## GOAL #1:

Possible Roadblocks	Solutions!

## **GOAL #2:**

Specific:

Measurable:

Achievable:

Relevant:

Time-Bound:

Write goal in past-tense:

## GOAL #2:

### **Why is achieving this goal important to you?**

Why is that important to you/what could it mean for you/your family/your business?

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Mindmap/Brainstorm

tasks

Idea:

Idea:

GOAL #2:

Idea:

Idea:



## GOAL #2:

Possible Roadblocks	Solutions!

### **GOAL #3:**

Specific:

Measurable:

Achievable:

Relevant:

Time-Bound:

Write goal in past-tense:



## GOAL #3:

### **Why is achieving this goal important to you?**

Why is that important to you/what could it mean for you/your family/your business?

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Mindmap/Brainstorm

tasks

Idea:

Idea:

GOAL #3:

Idea:

Idea:

Quarter 1 (first 90 days)	Step Goal	Action Items
<p><b>Quarter 2 (second 90 days)</b>          In the space to the right, jot down what milestone you'd like to achieve during this 90 days. You will work on specific action steps when you complete the first 90-day section. This will allow you to review and reflect.</p>		
<p><b>Quarter 3 (third 90 days)</b></p> <p><b>Quarter 4 (fourth 90 days)</b></p>		

### GOAL #3:

Possible Roadblocks	Solutions!

**GOAL #4:**

Specific:

Measurable:

Achievable:

Relevant:

Time-Bound:

Write goal in past-tense:

## GOAL #4:

### **Why is achieving this goal important to you?**

Why is that important to you/what could it mean for you/your family/your business?

Why is that important to you/what could it mean for you/your family/your business?

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Mindmap/Brainstorm

tasks

Idea:

Idea:

GOAL #4:

Idea:

Idea:

Quarter 1 (first 90 days)	Step Goal	Action Items																					
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## GOAL #4:

Possible Roadblocks	Solutions!

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# STEP THREE

Weekly  
Wins!

## Weekly Wins!

This section brings your planning system into the limelight.

Whether it is electronic or paper, it is time to dig in!

Steps:

Structure Week – place all your commitments, tasks, action items, appointments, time blocks, focus times into your planner.

*(See Take Back Your Life – Five Steps to YOUR Quantum Leap for more information)*

Track Habits – What are some habits you want to add this 90 Day Quantum Quarter? Make sure you have some way to track your progress. Here is an example of a Habit Tracker *(See Take Back Your Life – Five Steps to YOUR Quantum Leap for more information)*

HABIT	MON	TUES	WED	THUR	FRI	SAT	SUN
Goal task						N/A	N/A
Move 20 min							
Floss							

Make sure you plan for celebrating a job well done! Get that in your planner! *(See Take Back Your Life – Five Steps to YOUR Quantum Leap for more information)*

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# STEP FOUR

Devoted  
Days!

## Devoted Days!

More work to get done in your planner! By creating Devoted Days, you will see your distractions fightable, your procrastination tendencies beatable and your productivity unstoppable!

*(See Take Back Your Life - Five Steps to YOUR Quantum Leap for more information on any of the steps)*

Steps:

Establish your morning routine (make sure you include setting your intention or the day!).

Create your *Go Time* each morning - what will you work on?

Plan for your breaks.

Establish a distraction free zone. Here is an exercise to assist you:

<b>Internal/External Distraction</b>	<b>Possible Solution</b>
<b>"I am getting so many great ideas; I should research them while they are fresh!"</b>	<b><i>Keep a notebook handy called "IDEAS" and write them down for future research when you are not in a Go Time session.</i></b>

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# STEP FIVE

Regular Review  
And  
Reflection!

## Regular Review And Reflection!

You can copy this page for each review, get the *Take Back Your Life Planner*, or grab a notebook – just make sure you are looking back weekly and quarterly. Here is the review process.

*(See Take Back Your Life – Five Steps to YOUR Quantum Leap for more information on any of the steps)*

Weekly Steps:

Investigate

The first step in the review process is to investigate how your plan is progressing. During your weekly and monthly reviews, take the time to assess your current position in relation to your goals. Ask yourself: What progress have I made? Have I taken consistent action? Am I moving in the right direction?

Identify

Using the results of your investigation, identify the strategies, habits, or actions that have been effective in moving you closer to your goals.

Simultaneously, identify the areas where you faced challenges or fell short of your expectations.

Innovate

What is a new strategy you can apply to that habit you struggled with last week? Can you stack it on a current habit to increase your success rate? How could you use your time blocks to better prepare for your weekly meeting? Is there someone you can reach out to that may have some great ideas on a project you are at a crossroads with? Can AI assist or propel you forward in any area you are struggling?

On the following pages you will find worksheets for both the weekly and 90-Day review.

# Weekly Review

<b>Goal One:</b>	
<b>Identify</b>	
<b>Investigate</b>	
<b>Innovate</b>	

<b>Goal Two:</b>	
<b>Identify</b>	
<b>Investigate</b>	
<b>Innovate</b>	

<b>Goal Three:</b>	
<b>Identify</b>	
<b>Investigate</b>	
<b>Innovate</b>	

<b>Goal Four:</b>	
<b>Identify</b>	
<b>Investigate</b>	
<b>Innovate</b>	




## 90 Day Review

What do I need to do <i>more of</i> next 90 Day period?	
What do I need to do <i>less of</i> next 90 Day period?	
What new habits have you successfully added to your life that relate to this goal? If any.	
<b>Goal One:</b>	
How would you describe your goal now that you 90 Days are completed? How far did you get? What have you completed/not completed?	
What would you have done differently? How can this relate to your goals for next 90 Day period?	
Do you need to continue work on this goal next 90 Day period? If yes, what does success look like for that 90 Day period?	

## 90 Day Review

<b>Goal Two:</b>	
How would you describe your goal now that you 90 Days are completed? How far did you get? What have you completed/not completed?	
What would you have done differently? How can this relate to your goals for next 90 Day period?	
Do you need to continue work on this goal next 90 Day period? If yes, what does success look like for that 90 Day period?	

<b>Goal Three:</b>	
How would you describe your goal now that you 90 Days are completed? How far did you get? What have you completed/not completed?	
What would you have done differently? How can this relate to your goals for next 90 Day period?	
Do you need to continue work on this goal next 90 Day period? If yes, what does success look like for that 90 Day period?	
<b>Goal Four:</b>	
How would you describe your goal now that you 90 Days are completed? How far did you get? What have you completed/not completed?	
What would you have done differently? How can this relate to your goals for next 90 Day period?	
Do you need to continue work on this goal next 90 Day period? If yes, what does success look like for that 90 Day period?	



# What's Next?

Rinse and Repeat!  
Start back at Step  
Two and complete  
another 90 Day  
plan!

## About the Author

Kate Hayes is a passionate advocate for personal growth and leadership development. As an accomplished facilitator and speaker in the leadership and time management niche, her writings provide practical strategies and insightful guidance to those seeking to take control of their lives and careers. Her book *Take Back Your Life! 5 Steps to Your Quantum Leap* is a testament to her dedication towards empowering people to realize their full potential.

As the owner and coach at High Ground Coaching and Development, Kate's mission is to inspire leaders to create more leaders. She achieves this through one-on-one coaching, training, workshops, keynote speaking engagements, and mentor programs. Her approach is not only inspiring but also pragmatic, providing clients with actionable steps to achieve their goals.

In addition to her coaching work, Kate is also the founder of Connect2Women - a non-profit organization dedicated to fostering networking, development, and growth among women across Wyoming. Through hosting workshops around the state and running a statewide mentor program, she has made significant strides in promoting female empowerment.

Kate lives in central Wyoming where she and her husband enjoy all the amenities living in the great spaces have to offer. This includes having a horse in your backyard!

To book Kate to speak email

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To explore more about Kate's books and resources visit

[www.highgroundcoachinganddevelopment.com/books](http://www.highgroundcoachinganddevelopment.com/books)

To learn more about Kate's Next Gen Leadership Program visit

[www.highgroundcoachinganddevelopment.com/keynote](http://www.highgroundcoachinganddevelopment.com/keynote)

To read Kate's blog posts visit

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