



# WORKBOOK

# MISSION control

TIME TO TAKE BACK CONTROL OF YOUR LIFE

# WORKBOOK

# MISSION

## OBJECTIVE

KNOW WHERE YOU WANT TO BE

**MISSION**  
**control**

Mission Control is all about understanding where you are right now, getting clear on what you really want, understanding how to make it happen and then making it happen with action.

## ACTIONS

### GROUND YOURSELF: Find your Mission Objective

1. Write down all of the things you want to achieve in life
2. Don't judge what comes out just get all of your ideas down
3. You might start thinking "no, I probably can't do that" or "that isn't big enough to write down"
4. Write it down, getting all of your wants and needs, dreams and ideas down on paper will get them out of our heads makes them one step closer already
5. Now pick 1 - 3 objectives to complete within this year, pick the ones that really matter to you or stir up the most emotion for you, trust me it will help with the next step

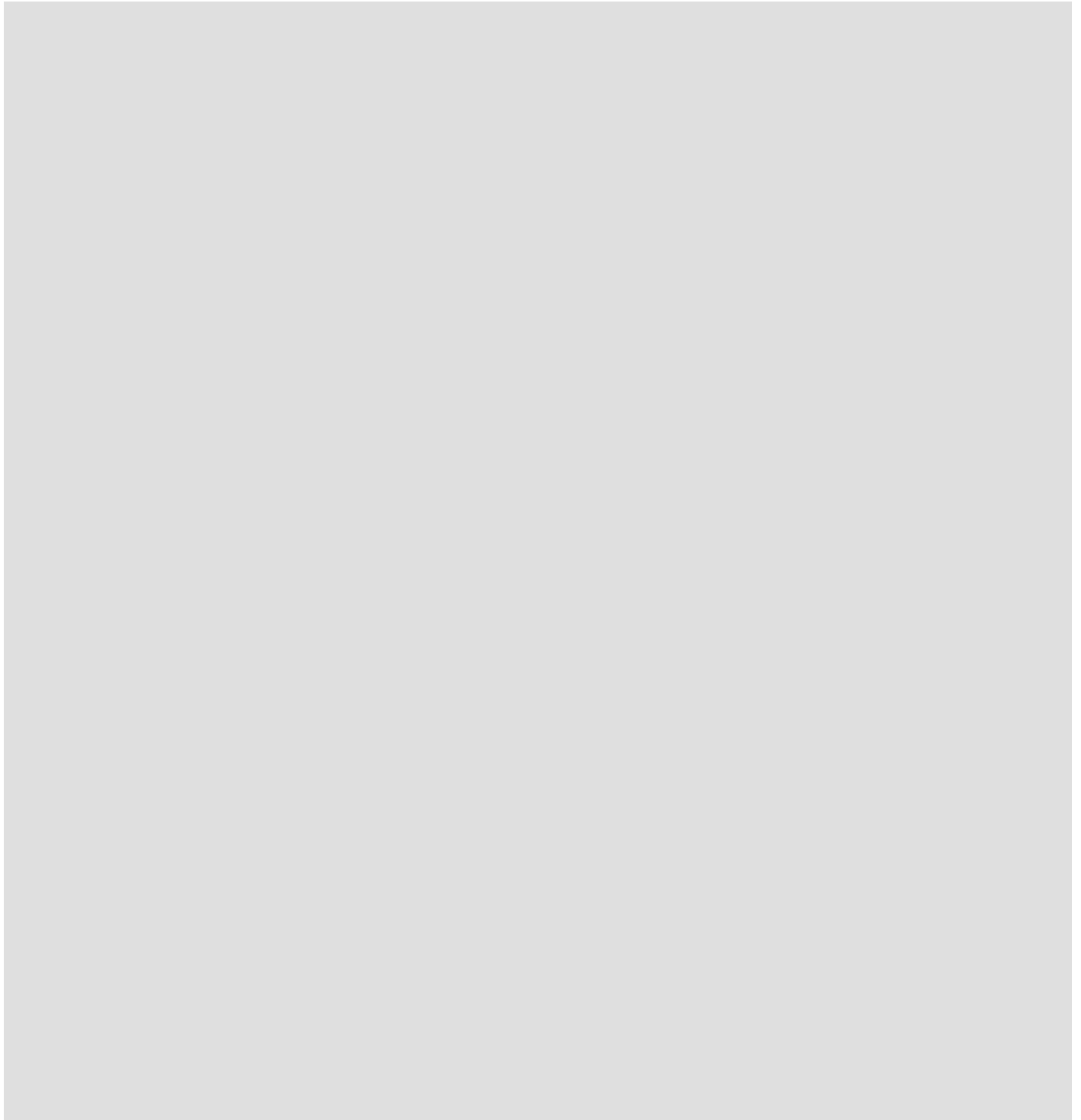


"DREAM BIG.  
START SMALL.  
BUT MOST OF ALL...  
**START!"**

- SIMON SINEK

## ACTIONS

**Find your Mission Objective Cont.**



## ACTIONS

### Keep it SMART:

You now understand what objectives you have to achieve, now you want to make sure they are setup to create the best opportunity to succeed. You do this by making our objectives SMART, this is a way to structure your objectives so they are very easy to understand when we have achieved them.

SMART is an acronym for a type of goal setting process, below is a simple explanation but if you need more checkout our website to understand the process more.

**S** – Specific (Make it simple, and clear to understand exactly what it is you are doing)

**M** – Measurable (Make it tangible, so easily know once you have achieved it)

**A** – Achievable (You definitely need to be outside your comfort zone, but not dream zone that's another lesson)

**R** – Relevant (This objective should move you closer towards where you want to be in the future)

**T** – Time Based (Your objective needs to have a time limit, it can instil urgency)

Understanding the SMART process will make any goal/ objective setting much easier but more importantly much stronger.

1. Take the 1-3 objectives and make sure they are SMART
2. Use the next page to work them out

## ACTIONS

**Make your objective SMART:**

## ACTIONS

### Write a positive objective:

Now that you have picked your objective(s) and made them SMART it is just as important how you write them out. We want to stay away from “negative” language, so don’t use words like NEVER, QUIT, STOP or any other words that may set a negative context.

### MAKE IT POSITIVE:

## TEMPLATE

Now write your objectives in to the Mission Control Template (one sheet per objective)

# WORKBOOK

# IDENTIFY

YOUR FOCUS

UNDERSTAND WHY IT'S IMPORTANT

**MISSION**  
**control**



## IDENTIFY YOUR FOCUS:

### Understand why:

Awesome now you have your objective or three (no more than 3 at a time) you need to really understand why you want to achieve it. We touched a little bit on the emotions that these objectives can stir up in the “Find your objective” phase, but now it is time to drill down.

So let's brainstorm again,

1. Take each of your objectives
2. Drill down at least those 5 times on each,
3. If you feel like you could go deeper, then do it.
4. Use the next page to drill down



“EFFORTS AND COURAGE  
ARE NOT ENOUGH WITHOUT  
**PURPOSE AND DIRECTION.**”

- John F. Kennedy



## ACTIONS

**OBJECTIVE:**  
WHY?

## TEMPLATE

Now write the WHY on each of your Mission Control Template.

# WORKBOOK

# CREATE

## ACTIONS

TAKING STEPS TO ACHIEVING SUCCESS

**MISSION**  
**control**

## CREATE ACTIONS:

### First steps to success:

Every path to success started with just a first step in the right direction, and you have the direction sorted (well done you!) So now let's figure out your first step towards that success.

## ACTIONS

1. For each objective draw up 3 columns and head them up Start, Stop and Keep Going
2. Now list as many things under each column that will help you reach your objective
3. Once again don't judge them just get them down
4. Go through our actions and group any of them that are connected and could be joined, this will make them more specific and also eliminate any of the "not" so important actions
5. Prioritise what actions really matter to the objective, you can have a max of 3



"YOU DON'T HAVE TO SEE  
THE WHOLE STAIRCASE,  
**JUST TAKE THE FIRST STEP**"

- MARTIN LUTHER KING, JR

**OBJECTIVE:**  
START

STOP

KEEP GOING

## ACTIONS

Now we can go through all of the actions that we have written down and find what is the very first step that we need to complete in order for us to kick-start this objective. During this process think to yourself there can only be one first step, however there could be a couple of things involved with it, what we don't want to do is over complicate it because the first step should be a simple quick win.

## TEMPLATE

Now write in the first step for each of your objectives.

## TEMPLATE

Pick a maximum of 3 Immediate Actions for each of the Start, Stop and Keep Going and write them in to our template.

## TEMPLATE

### **Template is complete:**

We have now completed the full Mission Control Template and can see very clearly what our objective is, why it is important to us and how we are going to achieve success.

# WORKBOOK

# VISUALISE

## YOUR SUCCESS

KNOW WHAT IT FEELS LIKE TO WIN

**MISSION**  
**control**

## ACTIONS

Now take some time out, a quiet place is better but wherever you can find a space is ok. Take some deep breaths, this doesn't have to be done in any particular way, whenever I do this I start with a long slow breath in through my nose and draw the breath into my stomach, hold my breath for 2 seconds and then slowly breath out through my mouth and make sure that if I have breathed in for 6 seconds then I breathe out for 7 seconds.

## ACTIONS

Now picture ourselves having completed our objective, how does it look? Some things maybe easy for us to "see" for example if our objective was to "To compete and complete a full marathon in September 2016." We could picture ourselves actually competing and completing in the marathon, running through the finishing line and throwing our hands in the air with excitement and pride of our effort in completing this objective.

**NOTE:** Here is a technique that might help from sports psychologist Jim Afremow, PhD in his book , **The Champion's Mind: How Great Athletes Think, Train, and Thrive.**

### **15-Second Centering Breath Process**

1. Breathe in through the nose if you can for a count of one, two, three, four, and five, expanding the belly.
2. Then hold it for a count of one and two.
3. Then breathe out through the mouth for a count of eight, releasing the air in the belly. Be prepared; this is a big breath.



## TEMPLATE

Let's now take our completed Mission Control Template and hang it up, if we hang it up somewhere we can see it daily then we can make it a habit to look at it and then see and feel the success that is coming from the effort we are putting in.



YOU CAN'T DEPEND ON  
YOUR EYES WHEN YOUR  
**IMAGINATION IS OUT OF FOCUS."**

- MARK TWAIN

# WORKBOOK

# NOW TAKE

## ACTION

GET MOVING AND GET ACCOUNTABLE

**MISSION**  
**control**

## ACTIONS

Now make a list of all of the people who we may get to hold us accountable, once don't judge the list that is flowing out, just get it down.

Now go through and pick the one person you know will be your hard coach and if we need to pick two. When we go to make contact with them just speak the truth, open up and share with them the why, why this means that much to you that you are willing to contact them and lay it all out.

If they are the right accountability partner for you they will see this benefit and they will take their duty very seriously. If they don't want to, don't get disheartened we don't know anyone else's situation there may be a number of reasons that they are unable to help out this time round, but don't let that stop you, go back to your list and try someone else until you find your match.

1. Use the next page to write as many people down as you
2. Identify who would be the right person for you
3. Write down their contact details or how you are going to get them if you don't

# NOW TAKE ACTION

# KRIS MAC

## ACTIONS

**ACCOUNTABILITY PARTNER:**  
**CONTACT DETAILS:**

## TEMPLATE

Get them to sign your Mission Control Template and explain to them what you need from them.

KRISMAC.NZ

# WORKBOOK

# CRUSH IT!

## FINAL THOUGHTS

NOW TAKE BACK CONTROL OF LIFE

**MISSION**  
**control**

**IT IS YOUR TIME:**

**No better time:**

That's it you have done it. You have Mission Control, now you just need to put it into practice you should have sorted a date and time for your catch up with your accountability partner, so make sure you get to work. This is simple...right, but it definitely ain't easy and believe me there is a huge difference.

Now that you have this plan you have to put the work in to achieve it, but make sure you celebrate the small wins that you have and don't beat yourself up if you stray from your plan, just look at what happened and learn from it.

All the so called failure is how you learn, but it is what you do with the failure that is key, if you do the same thing again without learning from it then you are an idiot!

Enjoy the process and keep your head up, because this is how you succeed in life, once you have achieved these objectives you set new ones, it quickly becomes a habit being able to set Mission Control Objectives and then achieve success.

If you keep achieving success with smaller objectives they contribute to greater success and you start to live the life, you want. You can start to set your sights further ahead and with that clarity and focus you can hand craft exactly where we want to be.

**So go forth and conquer and remember Adapt & Overcome!**