

SELF-DISCIPLINE

In repetition we instill habits

Journaling

Write for fifteen minutes about some aspect of your day as though you were writing in a journal.

When to Journal

Journaling in the morning is best as it sets your day and you get to use your creativity to decide the outcomes of your day. The layout below guides your thought patterns and gives a structure on effective journaling.

- **Quote of the morning:** Your page starts off with a thought-provoking quote. (Optional)
- **Affirmation: I am....** You are encouraged to write a personal affirmation every day and you can repeat the affirmation until it becomes a belief, however, having a variety of affirmations also will boost your confidence.
- **What are you grateful for?** This gets you to appreciate your blessings
- **How can I improve myself today?** This helps you to focus on personal development, so write down an area in your life or character trait you admire and want to develop.
- **What can I give to others today?** Another opportunity to be altruistic
- **What one thing will make today great?** In answering this question, the strategy is to have one thing that will show off your uniqueness.

How to Write a Journal

1. Your journey

- Write with a pen or pencil
- Before you sleep create a moment to review and record at least 3 things that made your day brilliant.

2. Date your entry

- You think you will remember when it happened, but without a written date, you might forget.

3. Tell the truth

- The journal is a record of how you felt and what you did. Telling the truth will make you a reliable storyteller.

4. Write down details

- Record details like the time, location, who you were with, what you were wearing.
- Details will help bring the memory alive when you record using your five senses.

5. Write down what you felt

- What you were thinking? Were you upset? Sad? Anxious? Happy? Write down why.

6. Write a lot or a little

- Your journal entry does not have to be three pages long. It can be a few words that describe what happened, a few sentences about the highlight of your day, or it can be a short description of an event from your day, where you describe details to help you remember what happened. Like, what time of day was it? What sound do you remember?

It is your journal, and you have the freedom to be creative.



Journaling Template

Quote of the morning: ***Stop postponing your best activity to an imaginary perfect day***

Affirmation: I am

I am grateful for:

How can I improve myself today?

What am I feeling today?

What can I give to others today?

What one thing will make today great?

Gratitude – the following made today brilliant:

1.

2.

3.

Personal Development

My definition of success:



What solutions will you offer Ghana, Africa, and the World through your career choice?

1.

2.

3.

4.

5.

My roadmap to my Career:

Identify and list things that distracts your attention during your studies or moments of reflections:

- ✓

- ✓

- ✓

- ✓

- ✓

What habit can you instil to increase the effectiveness of your studying capacity?

- a)

- b)

- c)

- d)

- e)

Today's file:
LIFE LESSONS

Success will not lower
its standard to
accommodate you.



By Richard Akita
One life, make it count.
www.richardakita.com

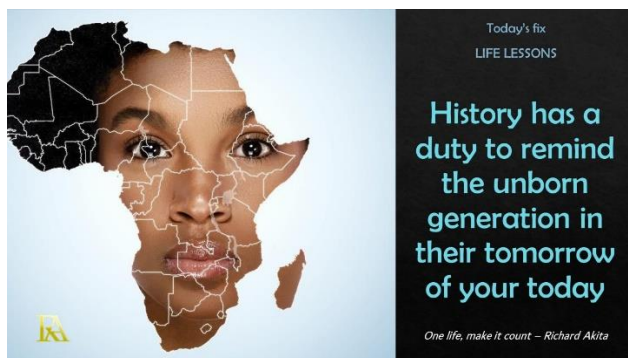
BEING AT THE HELM OF YOUR LIFE

What habits produces your best learning or working patterns?

1. _____
2. _____
3. _____
4. _____
5. _____

What are the benefits of belonging to a study group or having a study partner?

1. _____
2. _____
3. _____
4. _____
5. _____



What are the qualities of a mentor?

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Qualities I expect of my Mentor?

➤ _____

➤ _____

➤ _____

➤ _____

How will a mentor assist you to soar in your quest for success?

➤ _____

➤ _____

➤ _____

➤ _____

Shortlist of Mentors:

➤ _____

➤ _____

➤ _____

Request a meeting with each Mentor on your shortlist.

- Firstly, ascertain their availability to mentor you
- Secondly explain your specific need, area of development, duration and success indicator
- Thirdly seek their consent to become their mentee.
- Finally, once you have decided on your mentor, discuss with your parents or guardian about your chosen Mentor.

Discussion with Mentor:

Name	Area of Development	Duration of Mentoring	Success indicators	Availability	
				Yes	No

MY MENTOR: