



## The Personal Success Accelerator System Worksheet

*“Success has power. Documenting success and creating evidence allows your achievements to empower you.” ~ Randi Levin Coaching*

This worksheet is to be used in conjunction with each of your *Personal Success Accelerator System* monthly meetings.

Use a notebook or computer file to create and build upon your successes based on the checklist prompts outlined below. Print 12 copies of this worksheet to use for each of your monthly meetings.

### Step #1: Document Success

Make a list of your successes over the past month Use the worksheet below to do your initial documentation then combine this in a dedicated folder or notebook space. **Note:** *If this is the first time you are participating in The Personal Success Accelerator, begin by making a list of **all your successes over the past year**. Dig deep and go beyond the big ones. Make sure to list the small successes and even the aborted or failed attempts at accomplishing your goals that resulted in some small wins and achievements.*

### Helpful Hints:

1. There is no one right way to make your lists and it is fine to have them be free flowing and random from your head and heart to the paper or computer. You are creating evidence and celebration around successes and accomplishments which will support you in illustrating your own growth.
2. **You are creating a habit.** Once you begin regularly using this System, you will organically begin to see your focus shift toward confidence and accomplishments and it will become second nature to you to see your success more easily as it unfolds and to build upon it.
3. Since as humans we tend to emphasize what did not work before we acknowledge what did, allow your mind to scan the possibilities and then pull forward into today the highlights of events and actions taken. Do not dwell in the past, simply lift the achievement no matter how small out of the past and into the moment!
4. Focus on taking your successes forward into today. Once identified, what can you do NOW to generate more success? Calendar it. RSVP it. Pay for it. Alert whomever needs to know! Use your monthly meetings to thread the elements of past successes through in the current moment!

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## Step #2: Build Upon Your Growth

**Success Inventory Worksheet** - *Once you have completed your Success Inventory List answer the following prompts.*

1. Celebrate where you may not have! Bask in the glow of a job well done regardless of whether you reached the finish line on a particular goal or dream...**if you took positive action and you had even a glimmer of success...it is a success!** *Place a reward on your calendar right now. Treat yourself to that massage or manicure, or give yourself a bonus hour to read, meditate or take a nap. Schedule it in. You deserve it!* What are you celebrating and how? Document that here.

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2. Group like items together. If the things that you listed are all pertaining to your marriage or revolve only around your new job, make note of that. Can you find the balance here? Does your list include a cross section of accomplishments across various aspects of your life? What may be missing from this list?

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3. How did seeing your list and engaging in your Personal Success Accelerator make you feel?

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4. Were there surprises, things that you did not even realize happened or deserved merit?

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5. What items on your list this month made you smile? Not to be underestimated, the wins that put a smile on your face are the ones that you want to do more of. Where can you lean into expanding upon the successes that make you the happiest? Success breeds success.

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6. Where are your incompletes? If there was an epic fail that occurred this month, is there a success, or successful steps that came out of this? If the steps taken were bold and wins, but the overall result on achieving your goal was not, what can you extract from the successes? Goals you went after, things you started and never completed deserve another look back for what worked. Can you complete this goal or task now from a different vantage point? What did you learn? Where are your untapped successes?

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7. When you look at your successes where does gratitude play a part? Take a moment to reach out and thank someone. Write them a letter, send an email or a text, call or make plans with them. Pay your success forward. Document that here.

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8. If you did not have much to document this month or if you are feeling unsuccessful from time to time evaluate what is getting in your way. If it is fear, where can you fear less so that you can do more? What small thing can you do right now in the face of that?

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9. Where can you build upon this month's success list? Look back at your entries from previous months Are you seeing a pattern form between your monthly or annual lists? Intuitively what are your next steps?

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10. As you build this Accelerator System out over time kick the System up a notch by looking back a bit further. Take a look back at this same specific month LAST YEAR. If you compare January to January in terms of achievements what pops out to you? Do you see your own growth? Document that.

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### Step #3: Accelerate



**Acceleration Tip:** Focus on what you want and why you want it! Get really clear on what you want in your life. When you can grab hold of the what and the why, how you will get it will more organically find you. Build upon your successes, what is important about them and why?

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Look at your monthly list and find up to 3 things you would like to expand upon in the month ahead. What is important to you and why? What are 3 action-oriented steps that you can put into play RIGHT NOW that generate momentum and initiate commitment? Where can you stay in the conversation on these concepts and with yourself?

1. 

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2. 

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3. 

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**Commit to doing those 3 things. Put them on your calendar right now during this meeting. Text or email anyone involved and pay for any events or associated costs involved before you end your self-guided session. Acceleration is about accountability.**

#### What do you want to experience?

Fill your success bucket from an experience vantage point: Most of us have bucket lists filled with things we would like to happen in our lives. Your bucket is not a bottomless pit, so what you choose to fill it with is exactly that...a choice. Your choice. Fill your bucket by designing the life you want TODAY. Fill it based on your successes. Plan for it in advance because now is your new next. Use your *Personal Success Accelerator System* to support you in building out those experiences!

#### Here are a few examples:

- If you got traction this month on meeting more people for your business and you took bold steps at events and documented this on your Success Accelerator, where can you further fill your bucket to generate more of that now? Can you commit to a conference or host a networking dinner of your own next month? In other words, fill your bucket from a place of power BASED on your own unique successes garnished from using this System.
  
- If you were surprised to see achievements on balancing your personal and professional life emerge on your Success Accelerator take another look in at what felt balanced to you. Let's say

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that you set more boundaries this month between work and home and that you mindfully did things in all arenas of your life that felt fulfilling. Fill your bucket by intentionally planning your next 30 days to have that same vibe. Look in weekly at your relationships to the key variables in your life and to yourself. Set boundaries that allow you to be present in all areas of your life with less expectation and more in-the-moment acceptance.

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**Cheers to your success! I welcome staying in the conversation with you! If you have completed your first month using *The Personal Success Accelerator System* and you have not already scheduled your Accelerator Strategy Session, please do so below. Please note that sessions are only available to those participating and paying for this program and that that they cannot be shared or transferred in anyway. You have up to 3-months from purchasing *The Personal Success Accelerator System* to schedule your one-on-one session. Sessions are done via phone.**

**[CLICK HERE TO SCHEDULE YOUR SESSION](#)**