



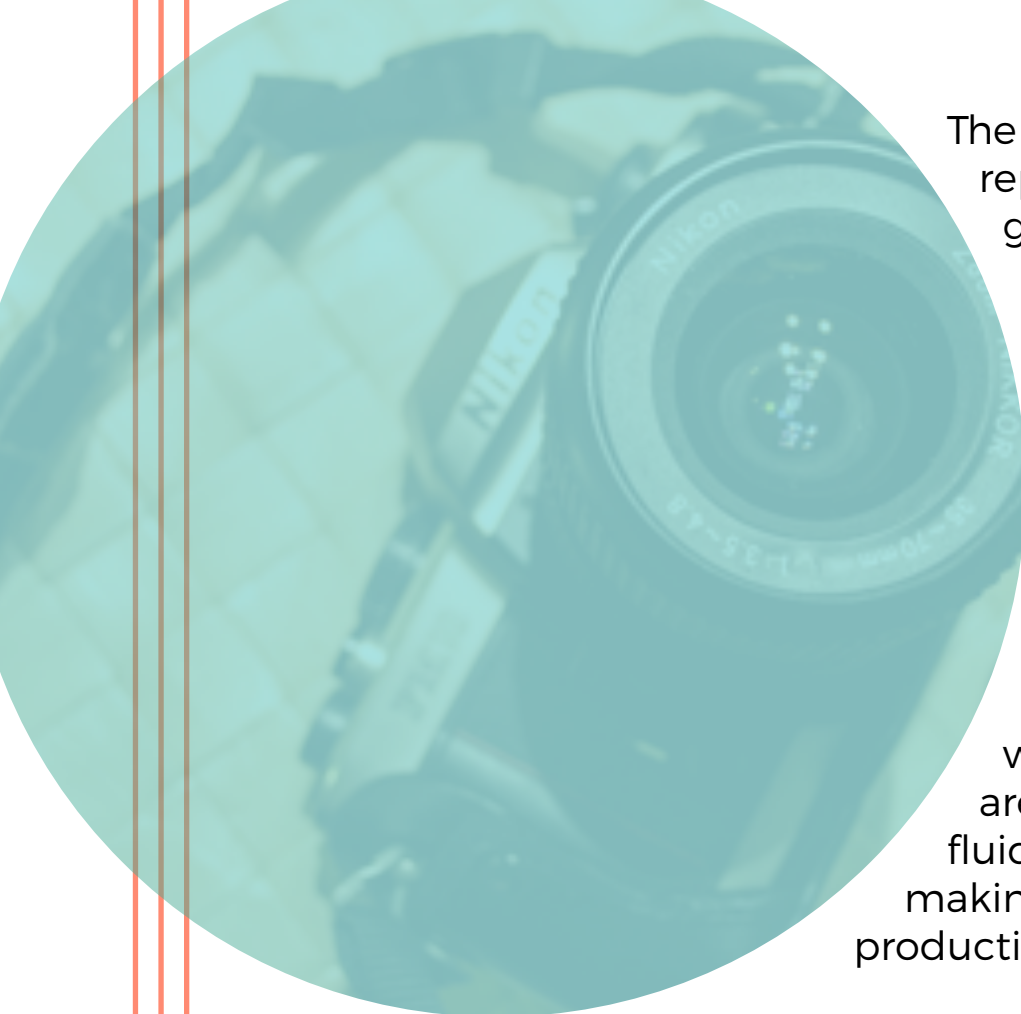
# How to Discover Your

# How

Take a moment to reflect back on a time when you were so immersed and energized by your work that you completely lost track of time.

A time when you felt excited, stimulated, and challenged all at the same time and everything came together effortlessly.

This, my friends, is your flow state and in order to tap into and harness this state of effortless power, we have created this worksheet to help you create awareness of and a life around your HOW.



The HOW of your business represents the values, guiding principles, and environments that enable us to bring our WHY to life. They are the tangible things we do, the actions we take in our daily lives that represent our WHY.

When we know the exact conditions under which we work best, we are able to promote more fluidity into our work lives, making our lives easier, more productive, and more inspiring.

## *Step 1:* REFLECT

To discover the guiding principles behind your HOWs, you must reflect on the moments when you were in a flow state. List those moments:

- 
- 
- 
- 
- 
- 
- 
- 
-

## Step 2: ACTIONS

What were you doing when you were in that flow state? List those tasks as action verbs - example: I was organizing a fundraising event:

- ➔
- ➔
- ➔
- ➔
- ➔
- ➔
- ➔
- ➔
- ➔
- ➔
- ➔

## Step 3: PATTERNS

Pay attention to any patterns that may have popped out from your list of actions above. **CIRCLE** the tasks that are similar.

## Step 4: PRIORITIZE

Narrow your circled tasks down to 5 simple, direct, actionable statements. Think verbs without the -ing ending - example: "I was organizing a fundraising event." becomes "I organize events that support others."

It helps to answer this statement:

*I am at my best and in a flow state when...*

1.

2.

3.

4.

5.

These  
are  
your  
HOW  
statements.

If you maintain discipline of HOW  
under the right environment, you will  
best be able to fulfill your WHY.

## TIPS FOR OPTIMIZING YOUR FLOW STATE:

### 1. SCHEDULE FLOW SPACE

Determine the timeframe you have to devote to working in your flow state. This may be in the morning between 5am and 9am, during your lunch break at work, or in the wee hours of the night between 11pm and 2am. Tell the people around you about your flow state zone, so they can respect this time you wish to not be disturbed.

### 2. SET AN INTENTIONAL GOAL

Write down your goal for the day - be intentional about it. Make it something you can finish in the time you have to work, but that will move you forward in your business. If your initial goal is too lofty, break it down into more manageable sub-goals that can each be pushed out in a day.

### 3. KNOW THE STEPS

Make a list of the steps it will take to reach that goal. Knowing how to systematically move from one step to the next alleviates your brain from having to decide what to do next and losing focus.

### 4. CREATE YOUR IDEAL WORK ENVIRONMENT

If I am working in my home studio, I clear the clutter off my desk, I make sure I have lots of light to work under, and I open the doors and windows to allow fresh air to circulate through my space. The combination of space, light, and fresh air put me in my happy place.

### 5. SET UP YOUR RITUALS

These are the triggers that place you in the flow state of mind. My rituals involve, lighting incense, filling a water bottle with cold water, making myself some tea, grabbing a light scarf incase I get a little cool, and playing either instrumental music or cafe sounds from the website [coffitivity.com](http://coffitivity.com).

### 6. REMOVE DISTRACTIONS

There are many apps out there to keep you from sneaking a peak at Facebook or checking your email. I keep it simple by checking one last time to make sure there's nothing demanding my immediate attention, then closing down my browser. This leaves just the document I'm working on open in full screen mode on my laptop. I also put my earphones in and listen to cafe sounds from [coffitivity.com](http://coffitivity.com) - it's what helped me finish my Master's thesis! Coffee shop sounds have been scientifically proven to boost your creativity and keep you focused so they are the ideal white noise to get you into your flow state.

*Where focus goes, energy flows*