

# THE OUTLOOK EBOOK FOR MINDSHIFT

Outsight

*To our fantastic Mindshift participants we hope  
that this Ebook helps you on your personal  
development journey.*

**Outsight**

2023 Outsight Growth & Development

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## Outsight

*verb*

out·sight

The process of adopting an empowering and supportive outlook that propels an individual towards achieving success.

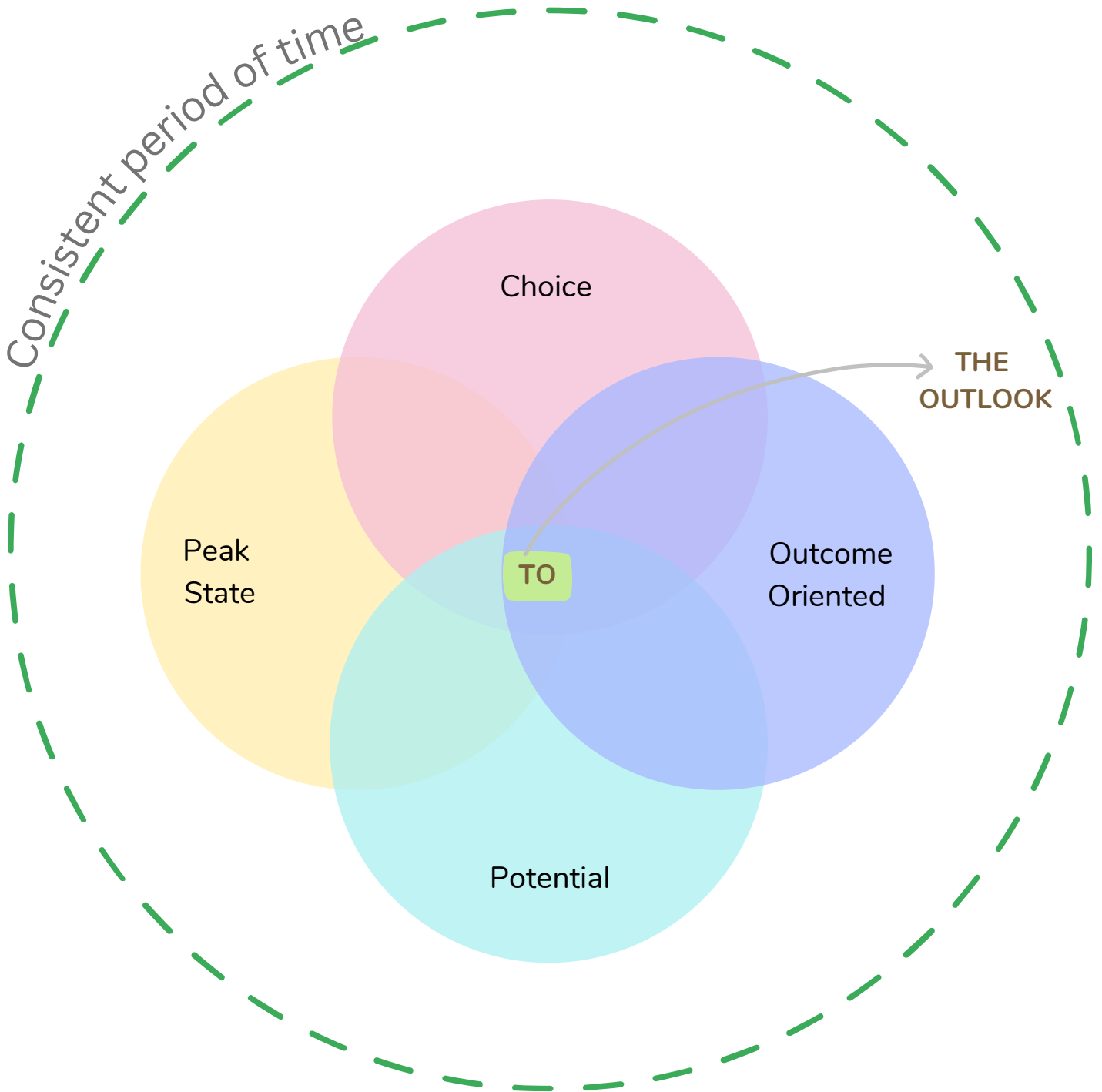
## Outlook

*verb*

out·look

A way to look at, think about and work towards your ambitions.

# OUTSIGHT'S OUTLOOK



# INTRODUCTION

*The Outlook* is our signature, comprehensive approach at Oversight. Being evidence-based and all-encompassing, it amalgamates principles from various developmental concepts such as NLP, Coaching, and Organizational Psychology, and plays a pivotal role in shaping one's state of mind, thought processes, and actions. *The Outlook* represents the sweet spot where four key concepts consistently converge and harmonize over a period of time.

This section delves into the importance of cultivating a positive outlook and explores the transformative effects it can have on mental and emotional wellness.

# BUILDING AN EMPOWERING BELIEF SYSTEM

Before we get into *The Outlook*, let's take a look at what building an empowering belief system is all about.

It's all about the power of self belief ! The power of self-belief starts with our thoughts. Our thoughts are the seeds of our beliefs. What we repeatedly think, both consciously and unconsciously, takes root and shapes our perception of ourselves and the world around us. Our beliefs then are not passive constructs; they mold the foundation upon which our actions are built, and inform our outcomes. The actions we take based on our beliefs, shape the results we achieve. If we believe we are capable and resilient our actions align with these convictions, propelling us towards our aspirations.

# BUILDING AN EMPOWERING BELIEF SYSTEM

Conversely, self-doubt and limiting beliefs manifest as actions that inadvertently sabotage our progress. Self-awareness is the compass. It is only by introspecting on our thoughts and identifying patterns, can we recognize and challenge limiting beliefs.

Furthermore, it's important to nip negative thoughts in order to reframe one's thinking. We must be mindful of our language choices. If you recall, we explored both the inside-out and outside-in approaches to strengthen our empowering and supportive belief system during the Mindshift workshop.

**Thoughts**

=

**Beliefs**



**Our  
Beliefs**



**Our  
Actions**



**Our  
Results**

Furthermore, we have added a focusing and centering ritual below to help you with the flow of work.

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# ***Focusing and Centering Ritual***

## **STEP 1: IDENTIFY YOUR TASK**

- Often procrastination stems from not having clear objectives or knowing how to go about a certain task.
- Create a plan for yourself
- Know exactly what you will do
- Break bigger complex goals into smaller easy to do action steps
- Stay focused

## **STEP 2: IDENTIFY THE SPACE**

Environment plays an important role in staying focused.

- Identify a space that fuels your productivity and creativity.
- A space that cuts out distractions.
- A space that gets you excited to do the work.

# ***Focusing and Centering Ritual***

## **STEP 3: ENGAGE IN A CENTERING RITUAL**

- Choose a short ritual that will help you focus and zone into your work.
- Select one that is best suited for you at that time.
- One that will give you the burst of energy and focus that you require in that moment.

## **STEP 4: SET YOUR INTENTION**

- Set an intention for the task at hand and the duration of your focus.
- Build an intention that will motivate you to keep going, delivering your best even when the temptation of procrastination and distractions looms around you.

# ***Focusing and Centering Ritual***

## **STEP 5: SET YOUR TIMER**

- Schedule in your breaks.
- Select a time frame that allows you to be productive without burning out.

## **STEP 6: BE FOCUSED AND PRODUCTIVE**

- Go out and perform.
- Be your best productive self.

# PEAK PERFORMANCE STATE

Achieving peak performance at work is not just about skill and expertise; it's also deeply influenced by the mental and emotional state we bring to our tasks. Cultivating a peak performance state is a powerful strategy to enhance productivity, creativity, and overall job satisfaction.

In the pursuit of peak performance, maintaining a positive state plays a crucial role. This positive mindset contributes to heightened energy levels and increased motivation, providing the necessary drive to tackle challenges and achieve set goals. Additionally, a positive state fosters creativity and innovative problem-solving enabling individuals to hone a flexible mindset.

# PEAK PERFORMANCE STATE

Peak Performance State is the term used by researchers for **optimal states of consciousness**, those peak moments of total absorption where self vanishes, time flies, and all aspects of performance go through the roof. The result of going quiet is liberation as we act without hesitation. Creativity becomes more free-flowing, risk taking becomes less frightening, and the combination lets us tap into our potential.

## • **Thought Bubble:**

- Your non-negotiables.
- What your ideal workspace looks like.
- The Pomodoro technique for productivity.

# BEING OUTCOME ORIENTED

Being outcome-oriented is a practical and logical approach to not only managing your to-do list but actively working towards your overarching ambitions.

It involves shifting the focus from merely completing tasks to envisioning the desired result or outcome derived from those tasks. Whether it's attending a meeting or tackling daily responsibilities, being outcome-oriented prompts a reflection on what was achieved rather than just what was done.

This mindset supports you in making choices aligned with your ambitions, unlocking your inner potential, and recognizing opportunities around you.

# BEING OUTCOME ORIENTED

By adopting this approach, you gain clarity of thought, allowing for new perspectives and the creation of a clear route with identified action steps. Stepping out of your comfort zone becomes a natural progression, expanding your inner potential.

Notably, you begin to actively seek out opportunities, tapping into your choices and potential. Understanding what you want to achieve in every situation, asking yourself what would make the experience great, and consciously identifying the resources needed further contribute to this outcome-oriented mindset.

As a result, you start to proactively choose actions in alignment with your desired outcomes, paving the way for growth !

# BEING OUTCOME ORIENTED

**Thought Bubble:** 

- Understanding your action steps.
- Outsight's signature Triple A Method (awareness, alignment, application).

# RECOGNIZING CHOICE

Embracing a choice mindset is a transformative state of mind where individuals acknowledge their agency regardless of the circumstances they find themselves in.

It marks a departure from passive waiting to an active stance of making supportive decisions, propelling them towards their ambitions.

This mindset serves as a catalyst for unleashing untapped potential and fostering self-confidence through the cultivation of agency.

**Agency**, defined as a sense of control in everyday life and the capacity to influence one's own thoughts and behavior, becomes a cornerstone of this mindset.

# RECOGNIZING CHOICE

The choice mindset advocates for accountability over blame and excuses, encouraging individuals to take control of their actions rather than being a victim of circumstance.

This shift in perspective not only supports personal growth and development but also cultivates a solution-oriented approach.

By recognizing choice, individuals empower themselves to navigate challenges with resilience.

## Thought Bubble:

- Realizing the difference between supportive and unsupportive choices
- Understanding how to exercise choice.

# HARNESSING POTENTIAL

Unlocking your true potential is a journey of self-discovery that begins with the recognition of the immense reservoir of capabilities within.

Internally, potential resides in your inherent superpowers, a unique amalgamation of talents, beliefs, and strengths that form the core of your identity. This internal landscape is the birthplace of your dreams ! It's a realm of untapped greatness waiting to be harnessed and channeled toward your aspirations.

On the external front, your potential meets the world in a myriad of possibilities and opportunities. It's not just about what you can do; it's about the meaningful actions you are poised to take to make a difference.

# HARNESSING POTENTIAL

Recognizing and seizing these external opportunities is an integral part of harnessing your full potential, allowing you to transcend personal boundaries and contribute positively to the broader tapestry of life.

In the synergy between internal and external potential, you find the key to unlocking your most authentic and impactful self.

## Thought Bubble:

- Recognizing both your inner demons as well as your inner light.
- Understanding how to spot and seize opportunities.

# CONSISTENCY

In the realm of self-improvement, there exists an unwritten chapter that serves as the linchpin to success—consistency.

Defined as the ability to remain unwavering in behavior, attitudes, or qualities, consistency is the silent force propelling individuals towards their goals. Much like the gradual strengthening of muscles through training, being consistent is a muscle in itself—one that grows stronger with practice.

Consistency serves as the elusive yet omnipresent final chapter in the narrative of most self-help books, the unspoken rule concluding coaching lessons, podcasts, and every piece of valuable advice.

# CONSISTENCY

It is, without question, the master key to unlocking the full potential of any endeavor.

Whether embarking on the journey of learning a new language, crafting a literary masterpiece, or navigating the challenges of business leadership, consistency emerges as the guiding force. It surpasses the allure of artful prose and rather becomes an important factor when steering a business toward profitability.

It is the common thread weaving through every success story, emphasizing that, in the pursuit of any goal, consistency is not just a strategy—it's the very essence of accomplishment.

# CONSISTENCY

Thought Bubble: 

- Understanding habit stacking
- Understanding why consistency is hard to achieve.
- The power of synaptic pruning.

# MOVING FORWARD

We want to emphasize our firm conviction at Oversight: success extends beyond mere goal achievement. It hinges on fostering a resilient mindset, one that conquers obstacles, embraces change, and flourishes in diverse environments. These fundamental principles form the bedrock of our company ethos, serving as an empowering force for our clients.

Our Outlook is structured upon four key pillars, converging to establish a comprehensive framework for success. This holistic approach seamlessly integrates personal and professional growth, encapsulating the essence of what we stand for at Oversight. As you near the end of this ebook we hope these principles resonate and inspire lasting transformation in your endeavors.

# Unlock Your Potential with Outsight!

Whether you're an individual aiming for personal growth or a business striving for enhanced team performance, we're here to help.

Discover proven strategies through digital, individual, and team coaching.

Our unique approach combines two pillars: the practical *outside in* techniques for immediate results, and the transformative *inside out* focus on personal growth and self-awareness.

Your journey to lasting success starts here.

[www.whatanoutsight.io](http://www.whatanoutsight.io)

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