



THE
SUCCESS
WORKBOOK

Elizabeth Hamilton-Guarino

THE SUCCESS WORKBOOK



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IMAGINE WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 1: Let's Begin—Evaluating Success

To begin this exercise, I suggest reading this relaxation statement to help you focus and get in the frame of mind to take the assessment that follows.

RELAXATION TUNE-IN

Begin by taking several breaths. As you take a deep breath in and then out, imagine beautiful white light coming into your energy field from the top of your head down to your toes. Move your attention into your heart. Feel love, a peace within your body begin to vibrate through your entire being. Taking another deep breath in and out, allow the energy of gratitude to emanate throughout your body—gratitude for everything in your life that has brought you to where you are today. Know that today you have the power of infinite possibilities for success within you. Take a deep breath, staying present in your heart center now.

Read this relaxation statement to yourself or out loud:

That's right! I now realize that I am very relaxed. In fact, the more I stop and take deep breaths, the more relaxed I feel. I am now aware that I am creating intentional success every day in every way. Each and every time I stop and take deep breaths, I am already going beyond my normal experience, which causes me to recognize my infinite possibilities. That's right! I now recognize that I am grateful for everything that has occurred in my life, which feels increasingly amazing. I now notice that my confidence has expanded exponentially. I am now ready to begin an honest assessment of my success today.

Let's take an honest assessment of how successful you feel in several areas of your life. In the areas noted below, please give yourself a score of 1 to 10 (with 1 being the lowest rating, and 10 being the highest). For each area, please place notes or comments to briefly explain your score.

Here's an example:

CAREER

Score: 5

Reason: I'm in my mid-forties and feel I need a career change so that I'm not commuting so much. I'm missing precious time with my family.

Before you begin, take a moment to get centered in your heart. (See Relaxation Tune-In above.) This is an exercise of love. Love yourself enough to give an honest evaluation of where you are in your life now. You may want to take a moment to read this relaxation statement once or twice. Focus your energy and think with your heart.

CAREER

Score: _____

Reason: _____

PERSONAL RELATIONSHIPS

Score: _____

Reason: _____

PROFESSIONAL RELATIONSHIPS

Score: _____

Reason: _____

EDUCATION

Score: _____

Reason: _____

VOLUNTEERING

Score: _____

Reason: _____

FINANCES

Score: _____

Reason: _____

HEALTH, NUTRITION, FITNESS

Score: _____

Reason: _____

OVERALL HAPPINESS, SENSE OF PEACE AND HARMONY

Score: _____

Reason: _____

SPIRITUALITY

Score: _____

Reason: _____

LIFESTYLE, HOME, AND LEISURE

Score: _____

Reason: _____

HABITS

Score: _____

Reason: _____

VACATION, HOBBIES, ACTIVITIES

Score: _____

Reason: _____

APPEARANCE

Score: _____

Reason: _____

OVERALL SUCCESS AND OUTLOOK ON LIFE

Score: _____

Reason: _____

EXERCISE 2: Journal Prompt—Vision and Defining Success

When I coach people personally and professionally, I encourage the use of a journal. In this book, we will have many journal prompts for the second exercise in each chapter. Remember, in your journal you can do *anything*. You can use crayons, markers, pens, or pencils. You can make drawings, or doodle. You can write long answers or bullet points. Do what resonates with you. You might not have all the answers or be able to provide specific details, and that is okay. Simply start somewhere and allow your mind, heart, and soul to think and grow. Let's start by answering these questions.

How do you define success? _____

Imagine you are already successful. What does a day in your life look like?

Thinking of all the successful people that you know, who would you most like to emulate? Why? _____

Those are big questions and I'm going to ask them again, so if you didn't answer them at this exact moment, don't worry, just keep moving forward. Let's continue.

BELIEVE WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 3: Choose One Area

This exercise is designed for you to have more success. In your success assessment in Exercise 1, you scored yourself from 1–10 in several areas. Now please identify four areas from that exercise where you scored the lowest. Write them in your journal or below. You will select one of these areas to work on.

1. Area: _____ Score: _____
2. Area: _____ Score: _____
3. Area: _____ Score: _____
4. Area: _____ Score: _____

To help you get more clarity, consider reviewing what you've written above and then close your eyes. Take a few deep breaths and bring one of the areas you listed into your vision. Take a deep breath and ask your heart, *Is this the most important area to work on?*

Repeat this process for each area on your list.

Next, take another deep breath, staying present with your heart-based thinking. You are ready to choose. Of these four areas, which one would you most like to focus on so that you can expand and create more success?

Write it here: _____

Next, since we love action, we are going to put our words in motion and create space to grow, change, and have the incredible success we crave. Please complete the following exercise.

Area: _____ (from Exercise 3)

I choose to focus on _____ (area).

What do you currently believe about this area?

What new beliefs do you think would help you to expand in this area?

To obtain this success, I realize I need to take action to support my new beliefs. Here are two goals and actions I am willing to take:

Goal: _____

Action: _____

Date: _____

Signature: _____

Goal: _____

Action: _____

Date: _____

Signature: _____

I have always dreamed of _____

I dream this because I _____

When I imagine I have realized my dreams, I feel _____

and my success looks like _____

To reach these actions I need to keep thinking _____

_____ and _____

I need ear plugs and bubble wrap for the following situations and people:

I am going to take this action to work around these situations and people:

That's right, I am _____ and I am _____

That's right, I allow _____ and I also allow _____

That's right, I create _____ and I create _____

I am loved. I am successful. I am joy. I create harmony and peace.

I am clear with my vision, purpose, and belief in myself. I surround myself with those who have my best interests at heart. I follow through in my intentions.

I am _____(your name)

EXERCISE 4: Journal Prompt—Defining Success

Remember, in your journal, you can do ANYTHING. Use crayons, markers, drawings, writing, doodles, short answers. You might now have all the answers and details to these questions. It is important to start somewhere and allow your mind, heart, and soul to think and grow. Let's answer these questions.

Dream big! What are you dreaming of accomplishing?

What or who has stopped you from achieving this dream?

Are you achieving your dream and need to sustain the momentum of success?

FOCUS WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 5: Staying Focused—Managing Distractions and Derailments

Name and describe 5 things that you allow to distract you.

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

Name and describe 5 things that you can do to work around each of these distractions.

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

Name and describe 5 things or habits that derail you and throw you off course.

1. _____

2. _____

3. _____

4. _____

5. _____

In reviewing the above, name and describe the steps that you will take to stay on course.

1. _____

2. _____

3. _____

4. _____

5. _____

Name and describe 5 absolutes. These are absolute boundaries that you place on yourself or keep so others don't violate your boundaries.

1. _____

2. _____

3. _____

4. _____

5. _____

EXERCISE 6: You're the Star—Shine Bright

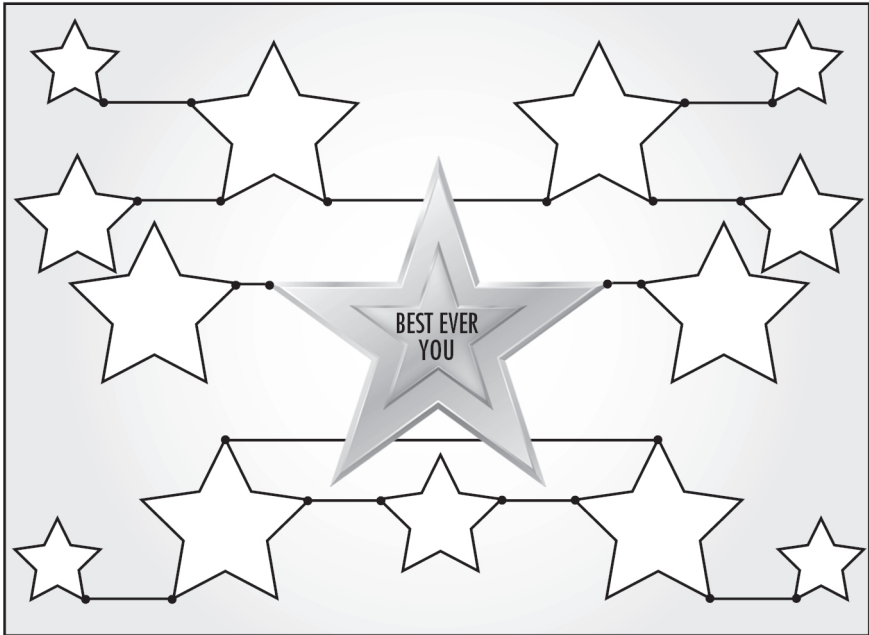
This is the Star of Awesomeness from the Constellation YOU in the Galaxy of Authenticity. The stars connected to you are your personal constellation and galaxy.

1. Consider the people closest to you now. They are the people that you interact with or who impact you the most. Place their names in the center stars (closest to you).

- 2. Consider the roles, habits, or activities that you have with each of these people. Place the description of those in the outer stars.
- 3. On the lines that connect the stars, write the A word that best describes the way you feel when you are with this person doing this activity. Or you may find that a D word (distraction, destructor to deductor, derailer or drama) is more appropriate.

Awesomeness
Awareness
Abundance
Action
Allow
Authenticity

Align
Assess
Acceptance
Attention
Actualize
Amplify



- 4. In this next constellation, be creative. Write the names of the people who bring you the most joy and consistently support you. Then, create your own stars and add activities that lift you up and create the A word feelings.

5. Next, create stars and activities for people and activities that you would like to have in your life.



PLAN WORKBOOK



POINTS TO PONDER

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EXERCISE 7: MAP System (Motivation, Action, Plan)

I use this exercise a lot in my coaching practice with clients. To do this exercise well, think about who, what, where, why, when, and how to MAP out your plan. With that in mind, answer the following questions.

Who: Who are you? What is your vocation?

What: What are your divine gifts that you will share with the world?

Where: Where do you want to make this magic happen? _____

Why: What is your motivation? What is your why and how is it motivating you?

How: What action are you willing to take? Identify two very specific actions you are going to take to get there.

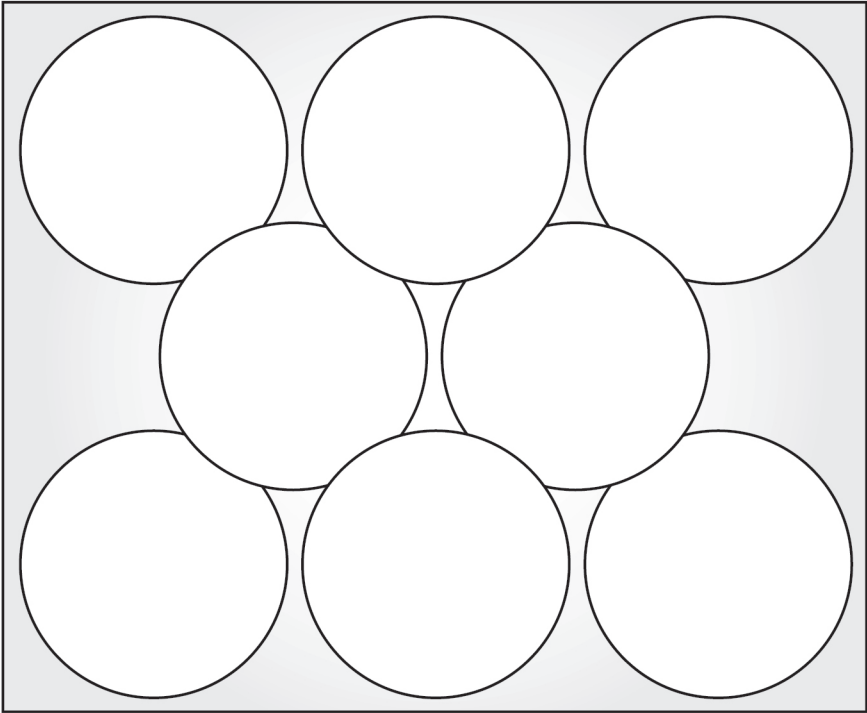
When: What is your plan? What is your time frame, and what steps are you going to take to accomplish this? _____

Date: _____

Signature: _____

EXERCISE 8: Journal Prompt—Getting Around to It

Here are “round-to-its.” In each one, write something that you’ve intended to do, but have never done. Maybe you’ve said, “Not today, but I’ll get around to it later.” Elaborate your list of roadblocks for not getting these things done, and why or why nots in your journal or below. Do you see a pattern?



ASK WORKSHOP



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 9: Ask Big

Reach beyond anyone you already know and list five people you wish you knew.

What do you need each of the five people to do?

What do you wish or want to happen as a result of asking big?

Who is someone who has said yes to you before and helped you?

Pick one person from your list of five you wish you knew and contact them. Write any notes about them, your thought process, contact information, fears, wishes, and so forth here.

Be brave and bold. Go ahead and contact each person in your list. What was the process like?

EXERCISE 10: Journal Prompt—Success Changes Things

In your journal, write about any fears you have surrounding success. If everything went your way or didn't go your way, how would your life change? Free write any goals, wishes, fears, benefits about success. There is no right or wrong answer.

NETWORK WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 11: Twenty Powerful Questions

Write twenty questions that you can have at your fingertips to ask others when you first meet people in a networking situation or otherwise. Think of these as conversation sparkers and listening tune-ups for you.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

EXERCISE 12: Journal Prompt—Begin with the End in Mind

In your journal, write freely about how you wish to be remembered.

What do you want people's perception of you to be?

What legacy do you want to leave the world?

COLLABORATE

WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 13: Your Collaboration Style

Would you like to collaborate with someone? Who?

What would you like the outcome to be from a collaboration?

List five fears you have about collaborating.

List five benefits that will result from collaborating.

What observations do you have regarding your style when interacting with others? What do you bring to the collaboration?

EXERCISE 14: Journal Prompt—Powerful Collaborations

Think of a powerful collaboration. It can be anything from a marriage to a famous rock band. Write about it here. Research it if you wish and add notes in your journal. Be sure to include what you like and dislike, changes you would have made, outcomes, and more.

SUSTAIN WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 15: This Chapter of Your Life and the Chapters That Follow

What chapter of life are you in? If your moments today were a chapter in a book, what would the chapter be titled?

Look forward one year. What does your life look like one year from now?

Share some success happening in your life right now that you'd like to sustain for years to come.

What's something you don't want to change and why?

What personal development work do you need to do to sustain success in your life?

How long do you plan on working and what can you do to continue your professional growth?

What good habits do you need to follow (and to be disciplined and consistent with) in your life?

What are you willing to do differently in order to sustain success?

What is the most difficult aspect of sustaining and maintaining success for you?

What is one thing you would absolutely like to be remembered for in your life?

EXERCISE 16: Journal Prompt—Your Life

Let's talk about your life as a whole, how it has gone so far and how it may go moving forward. Let's go decade by decade and write about your life, what happened in those years, and envision will happen in the future.

0–10: (Years _____ to _____)

10–20 (Years _____ to _____)

20–30 (Years _____ to _____)

30–40 (Years _____ to _____)

40–50 (Years _____ to _____)

50–60 (Years _____ to _____)

60–70 (Years _____ to _____)

70–80 (Years _____ to _____)

80–90 (Years _____ to _____)

90–100 (Years _____ to _____)

100 and beyond:

ADJUST WORKBOOK



POINTS TO PONDER

Think. Write. Talk. Action. (*Because practice makes us our best.*)

EXERCISE 17: Create Your Recipe for Success

Take a moment and create your own recipe for your best life. For example, shown here is my recipe from Chapter 9 of *The Success Guidebook*. Use words from the word bank to complete the recipe. Have fun with this!



RECIPE TO BE YOUR BEST EVER YOU

INGREDIENTS

You
100 cups of Gratitude
50 cups of Energy
20 cups of Acceptance
20 cups of Peace
20 cups of Love
20 cups of Laughter
20 cups of Action
12 cups of Forgiveness
10 cups of Kindness
5 cups of Patience
1½ cups of Determination
1 cup of Humanity
1 cup of Confidence
1 pinch of Reality

DIRECTIONS

Ground Yourself in Gratitude.
Brew Positive Energy.
Stop Comparing.
Discover the Power of We and Us.
Find Your Best, Most Peaceful You.
Surround Yourself with Love.
Make Small Lasting Changes.
Realize Your Moments Matter.
Examine Your Positive Self.
Practice Wellness.
Be Kind.
Create a Value System for Yourself.
Create Your Best Life.

Favorite family recipes are passed from generation to generation. The recipe cards are tattered, torn, or sometimes so secret they are memorized. Excellent recipes remain with us and feed our mind, body, and spirit; they create our Best Ever You.

Elizabeth



CREATE YOUR OWN RECIPE FOR SUCCESS

INGREDIENTS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

DIRECTIONS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Successful Words

- | | | | | |
|--------------|--------------|---------------|---------------|------------|
| Ability | Authenticity | Choose | Consistency | Do |
| Acceptance | Awareness | Clarity | Courage | Dream |
| Achieve | Awesomeness | Confidence | Decide | Drive |
| Accomplish | Balance | Choose | Dedication | Educate |
| Actualize | Believe | Clarity | Determination | Effort |
| Adaptability | Benevolence | Confidence | Devotion | Empower |
| Align | Best | Collaboration | Determination | Energy |
| Ambition | Capacity | Compassion | Devotion | Engage |
| Amplify | Change | Competency | Discipline | Enthusiasm |
| Assess | Character | Competition | Discover | Excellence |

Successful Words (continued)

Faith	Humility	Love	Possibilities	Smile
Flexibility	Humor	Lovable	Potential	Spirit
Focus	Ingenuity	Loved	Practice	Stop
Forgive	Initiative	Management	Prosperity	Support
Friendships	Inspiring	Marketability	Purpose	Sustainability
Fundamentals	Integrity	Mentor	Read	Tenacity
Give	Intention	Mindset	Recharge	Timing
Generate	Intuition	Miracles	Relax	Tolerance
Grace	Imagine	Motivation	Reliability	Trust
Gratitude	Impact	No	Remember	Truths
Ground	Joy	Observe	Resilience	Understanding
Grow	Judgment	Open-minded	Resourcefulness	Unique
Habits	Kindness	Passion	Respect	Values
Happiness	Learn	Patience	Routine	Vision
Harmonious	Lifestyle	Peace	Sacrifice	Visualize
Heal	Listen	Percolate	Self-love	Voice
Health	Live	Perseverance	Self-respect	Work
Heart	Loyalty	Planning	Self-worth	Yes
Honesty				

EXERCISE 18: Journal Prompt—Making Changes in Your Life

In your journal or below, list changes and adjustments you'd like to make, need to make, and dream of making.

Changes you would like to make:

Changes you need to make:

Changes you dream of making:

CELEBRATE WORKBOOK



POINTS TO PONDER

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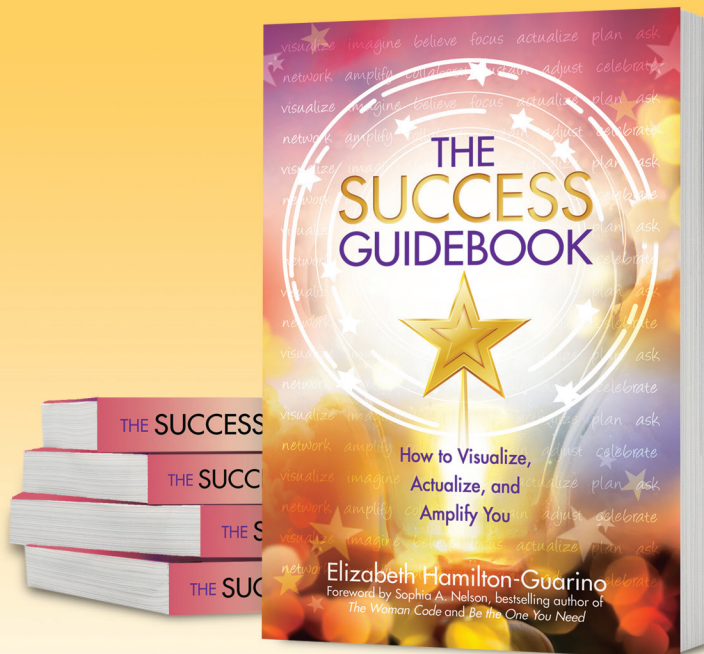
EXERCISE 19: Yay You!

1. What accomplishments have you achieved, and how are you celebrating those successful milestones?

2. What brings you joy?

3. Describe a small or big win that you've had recently. What's going well in your life?

Powerful Guidebooks to Harness Your Inner Strength and Move Toward a Life with Unlimited Possibilities



“Elizabeth Hamilton-Guarino hit a home run with this book; you get a blueprint for success and different ways to achieve success. Get your notepad ready as you get a master class with this book.”

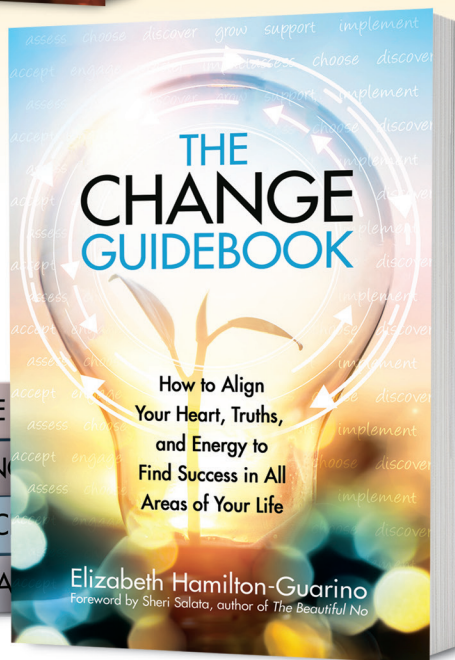
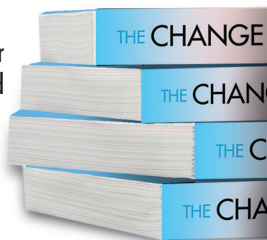
—Edwin Thompson, head baseball coach, Georgetown University
BestEverYou.com/SuccessGuidebook

“Hamilton-Guarino guides readers through the process of developing new and better habits and includes a series of exercises designed to help readers define and manifest their goals.”

—Kirkus Reviews

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