



How to reset your life and
get back on track



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Introduction

Do you sometimes wish you could push the reset button on your life?

Control-Alt-Delete is intended to take you on a journey of discovery.

A journey that includes tuning into the real you. To clarifying what you want out of life and how to get it.

Many of us live on autopilot – following the scripts of others and the goals that we believe should be important. For a while this works, but there comes a point when self-doubt starts, or disaster strikes, and you feel as though the rug has been ripped from under your feet. Rather than cruising through life, it feels like you are in the middle of a hurricane with no idea of where you are going. Alternatively, you might wake up one morning and realise you are stuck, going round in endless circles.

Instead, you can learn how to take back control and set your own direction. A direction that aligns with your values – the stuff that is important to you and provides meaning to you.

Life is not supposed to be about constant stress and doubt. Sure, there will always be ups and downs, but it is about dealing with what is thrown at you on your own terms. Take back control of your life and, even when adversity strikes – which it inevitably will from time to time – you will have the tools and resilience to get through it. Not only surviving but feeling truly alive. Freeing yourself from self-judgement and doubt and, instead, adapting and growing on your journey through life.

Figure 1 provides an overview of the process this book follows. It is very much like the strategic planning done in organisations, only in this instance it is the strategy and plan for your life. Working through the whole process will provide you with your very own unique blueprint for living life.



Figure 1. The 5 steps of the process to re-setting your life.

In Part 1 of the book we will be establishing your life strategy – the big picture of what you want your life to be about. Your **life mission** is the basis to everything, as it sets the direction you want to move in. This is your guiding light, or 'true north', if you prefer. In this section we will be using a variety of tools to help you get clarity on what exactly you want in your life. It's a bit like a blueprint. The details and how you get there will come in later sections.

Your **values** provide clarity on how you are going to proceed. They determine your preferences and priorities, and how you spend your time and money. We all have values, but often we can't articulate what they are. Here we will work through a process to establish your core values, the values that are most important to you.

Next we will examine **self-beliefs** and the stories you tell yourself. We will explore where these come from and how they impact your behaviour, decisions and responses to situations. You will have an opportunity to consider whether your inner dialogue and self-beliefs are helpful to you in achieving the life you want and whether they are even true! We will explore ways of controlling, changing or deleting the stories and self-beliefs that are keeping you stuck.

In Part 2 we will establish a detailed life plan to ensure you align with the direction you want to take in life. The **intentions** you set yourself in each area of life will align with your life mission and values. This is when we start getting into planning mode and clarify what you want to achieve in

each area of your life – physical and mental wellbeing, work and study, finances, relationships, leisure, and lastly, joy. The intentions you set are the signposts, or the big goals if you prefer, to keep you on track with your life mission and values.

The **actions** you set under each intention become the individual steps along your journey, all heading in the direction that is right for you. This is where you get into detail. In effect it is the ‘what you need to do’ in order to achieve the intentions and life mission you have set yourself. Once you have clarified all the actions you want to take, you can prioritise them and decide on timeframes. After this, of course, is implementing your plan and getting into action!

Following this process is the start of your journey. Once you get into action you enter a cycle of self-reflection and personal growth. You will experience increased self-awareness and resilience, ensuring you keep moving forward in the direction that is right for you!

This is your journey – make the most of it!

To get the most out of this book, make a pact with yourself now. Promise to be open and curious as well as honest with yourself. No self-judgement either!

Work through the process and spend time reflecting on the questions and exercises. Try the techniques.

Make notes as you go, either in a notebook or on a computer or phone app. Not only does this provide a record of your thinking, it also helps you clarify your thoughts. Work through the exercises – some will be easy, while others may take more thought. Be patient with yourself. Not everything I suggest will resonate with you and some things may not be relevant, but I hope you can take what you need, reflect on the questions and decide what is right for you.

Journalling

Before we start going through the process to re-setting your life, I would strongly recommend getting into a daily habit of journalling, as it can really help you to get to know yourself better.

The insights and 'ah-ha' moments you get from journalling are very useful foundations to this whole process.

Journalling can also help you download at the end of each day and check in with yourself. It does not need to take a lot of time, but it can certainly be a useful habit to have.

So, please, if you are not already journalling, start now!

Appendix 1 has a template and instructions for you to follow.

Copies can also be downloaded from my website (www.control-alt-delete.co.nz).

**Congratulations for investing in yourself,
enjoy the journey ahead!**

PART 1 :

YOUR LIFE STRATEGY

THE BIG PICTURE

- Finding your life mission
- Establishing your values
- Tuning in to your inner narrative and self-beliefs