

Chellie Phillips
AUTHOR, SPEAKER, COACH

Life EDITS

An online Masterclass designed to guide you step-by-step through the 5 categories of life edits and help you gain greater clarity, increase the joy you feel, and get on the path to greater success.

Your LIFE
is your STORY,
WRITE Well,
EDIT Often!



LIFE EDITS TURN YOUR FAIRY TALE INTO A MASTERPIECE

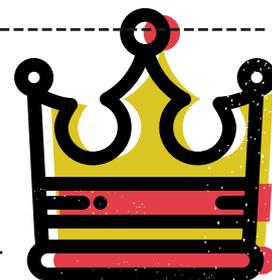
3 EDITS TO START YOU ON THE PATH TO SUCCESSFULLY EVER AFTER



Close your eyes. Listen to the small voice inside you. What would you do if money was no object? What have you been told you were crazy to try and attempt? What does your inner fire drive you to do?

What negative message in your head limits your courage to achieve more? How can you reframe the thought? _____

Write your belief statement. What will you wake up and read every day to remind yourself you can do the impossible? _____



First drafts are never perfect. I know, because I've rewritten the chapters in my life many times. Be brave. Be bold. We must edit our life frequently and ruthlessly. It's your masterpiece after all. Ready for more? Join the Editors Circle today!

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When In Doubt, DELETE IT!

MODULE 1



DELETE
the **NEGATIVE**,
ACCENTUATE
the positive!



DELETE DESTRUCTIVE MINDSETS

LEARN TO FOCUS ON AREAS OF IMPORTANCE AND VALUE

How we define success plays a major role in how we value ourselves. Don't allow the role you are in become your definition of success. Work can't be the only driver.

True success has little to do with the number on a paycheck or the amount of awards on your shelf. It needs to include areas outside of the office.

You need to be careful what messages you tell yourself. Delete the ones that say you aren't good enough, pretty enough or smart enough. I'm here to tell you, **YOU ARE ENOUGH!**

- 1. What provides value in your life? Take a moment and list 10 things that bring value to your life. _____

- 2. What negative messages in your head limit your feeling of worth?



DELETE NEGATIVITY

WHERE DOES
NEGATIVITY INVADE
YOUR LIFE ?

LET'S STOP THE LOOP OF NEGATIVE TALK IN YOUR MIND

Using your list from the previous worksheet, let's reframe your negative self-talk. I'm not pretty enough becomes I look professional and polished. I'm not skinny enough becomes I'm healthy and strong. My boss hates me becomes I'll finish my work with excellence the week.

Instead of the day sucked, try today was a good/bad day for me because...



DELETE NEGATIVITY

**IDENTIFY NEGATIVE
INFLUENCERS AND
MAKE A PLAN TO
DEAL WITH THEM**

LET'S BUILD YOUR SURVIVAL KIT!

Your survival kit for negative people starts with identifying who they are and what area of your life they are impacting. Next you need to identify the boundaries you need to set. Does your behavior around them increase the problems? What triggers do they pull causing you to engage negatively with them.

Name

Trigger

Name

Trigger

Name

Trigger

Boundary

Action

Boundary

Action

Boundary

Action



DELETE DISTRACTIONS

OUR BIGGEST
DISTRACTION IS
USUALLY
OURSELVES

IDENTIFY YOUR MOST COMMON DISTRACTIONS AT HOME AND AT WORK

What Is your biggest distraction at home?

How can you eliminate the distraction (or at least minimize its impact?)

What is your biggest distraction at work?

How can you eliminate the distraction (or at least minimize its impact?)

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A Good BEGINNING, Makes a Good Ending!

MODULE 1

The SECRET
to getting
AHEAD,
is STARTING!



BELIEF IS THE FIRST STEP

TAKE THE SELF-ESTEEM CHECK-UP

Rate from 0 to 10 how much you believe each statement. 0 means you don't believe it at all and 10 means you completely believe it.

Statement	Rating
I believe in myself.	_____
I am just as valuable as other people.	_____
I would rather be me than someone else.	_____
I am not afraid to make mistakes.	_____
I accept compliments without making an excuse.	_____
I try new things and think I'll succeed.	_____
I like the way I look.	_____
I know my positive traits.	_____
I focus on my successes and not my failures.	_____
I am happy to be me.	_____

Overall how did you rate yourself?

Pick two of your lowest scoring areas. What would you need to do to move that score up just one point? How would that make a difference in your belief?



**BELIEF IS THE
FIRST STEP**

**BUILD YOUR VISION
BOARD. DREAM BIG.**



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INTENTION STALLS WITHOUT ACTION

We judge ourselves by
intention, but we judge others
by their action.

Don't let where you are now, be where you stay. Pick a goal and let's make a plan to move you toward accomplishment.

What's your impossible?

What' steps will get you
there?

What' deadline are you setting
for each step?

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BE YOUR BEST YOU

**PROVE YOU CAN BEAT
THE "IMPOSSIBLE"
ONCE, AND IT OPEN UP
BELIEVING FOREVER.**

What's your "impossible"?

.....

.....

.....

What strengths do you posses that will help you make this possible?

What skills do you need to learn? What commitment do you need to make?



Write Your Belief Statement

JUST LIKE I WROTE MY MIRROR MANTRA, YOU NEED TO
WRITE YOUR BELIEF STATEMENT. WHAT WILL YOU WAKE UP
AND READ EVERY DAY TO REMIND YOURSELF YOU CAN DO
THE IMPOSSIBLE?

A large rectangular area with a light red background and a black border, containing 15 horizontal lines for writing.



BEGIN CONNECTING

**YOUR FOLLOWERS
ON INSTAGRAM
DON'T COUNT**

IDENTIFY YOUR MOST VALUABLE CONNECTIONS

My Goal	People I Know	New People	What can I offer



THINK DIFFERENTLY

NO MATTER THE
PROBLEM, BREAKING IT
DOWN SETS YOU ON A
PATH TO SUCCESS

**1.
Sense the
problem**

What's the
situation?

**2.
Define the
problem**

What's
the actual
problem? Is
there more than
1?

**3.
Seek
Solutions**

Brainstorm for
solutions? Who
can you ask?

**4.
Evaluate**

What worked?
What didn't?

**5.
Sell the
solution**

How can you
increase buy in?

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**Start Where
You Are.
Use What You
Have.
INSERT What
You Need!**

MODULE 1

We must always
CHANGE, RENEW,
and
REJUVENATE,
to **GROW!**

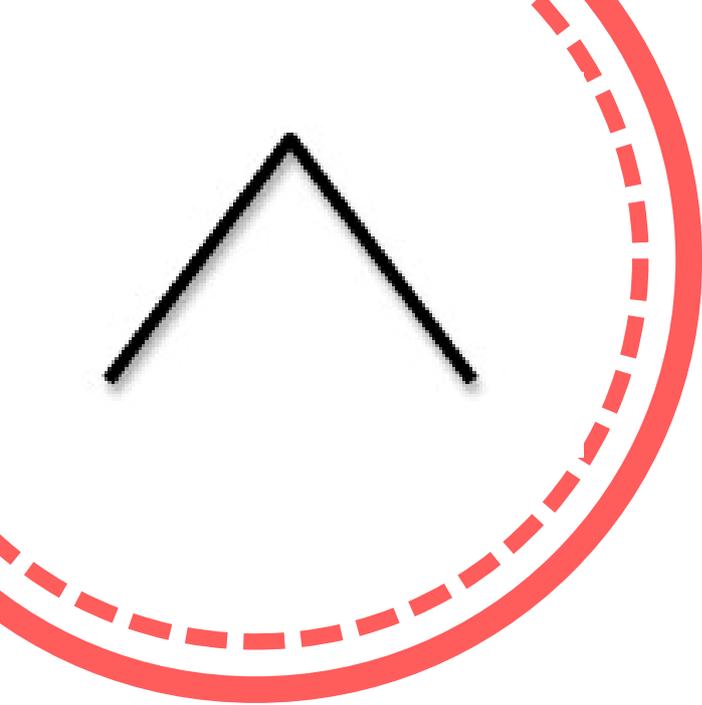


INSERT CREATIVITY

8 WAYS TO ADD MORE CREATIVITY TO YOUR LIFE

Pick 2 and commit to adding them to your schedule this week.

- **READ** a real book.
- **REFLECT** List your accomplishments.
- **MOVE** your body.
- **SCHEDULE** time for what gives you joy.
- **CLEAN** out the clutter.
- **BE GRATEFUL** Write it down.
- **OBSERVE** your surroundings and nature.
- **TAKE A RISK** Wear an outfit you wouldn't normally. Eat at a different restaurant.

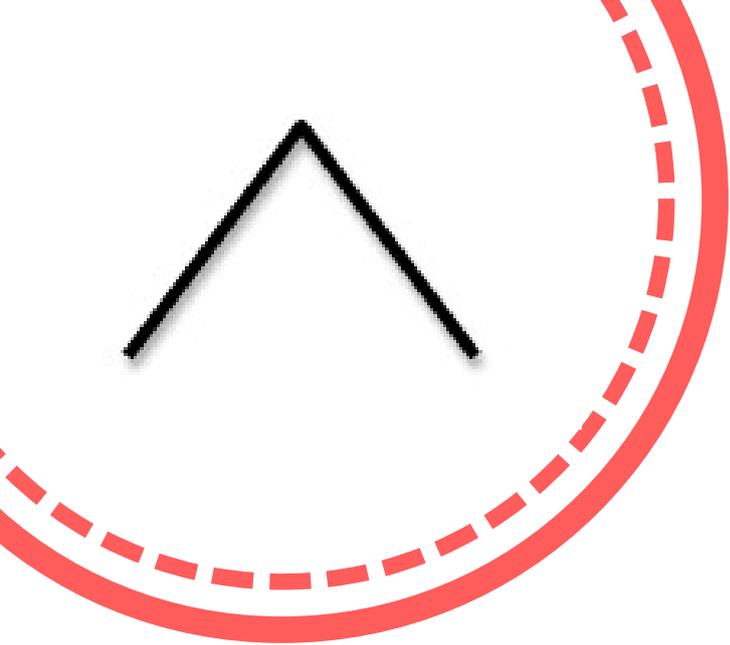


INSERT CELEBRATIONS

**WE RARELY STOP TO
ENJOY OUR
ACCOMPLISHMENTS.
INSTEAD WE SPEED
PAST TO THE NEXT
PROJECT.**

This week, celebrate
the small steps you
take to reach a goal.
Keep track of those
steps here.

What small things
can you do to
celebrate the
successes?



INSERT GRATITUDE

IT'S NOT ONLY FOR
WHEN THINGS ARE
GOING SMOOTHLY

IDENTIFY WHAT YOU ARE GRATEFUL FOR IN EACH AREA

At Home

My Faith

At Work/My Career

Friends/.Connections

**Who will you let know? Pick someone
and write a note and let them know
what they mean to you.**

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Stay **STRONG**, Your **STORY** Isn't Over Yet.



Keep
CALM,
and **SUCCEED!**



REMAIN IN CONTROL

DON'T ALLOW YOUR EMOTIONS TO CONTROL YOU. YOU CHOOSE YOUR ACTION.

HOW DO YOU REACT WHEN YOU ARE ANGRY?

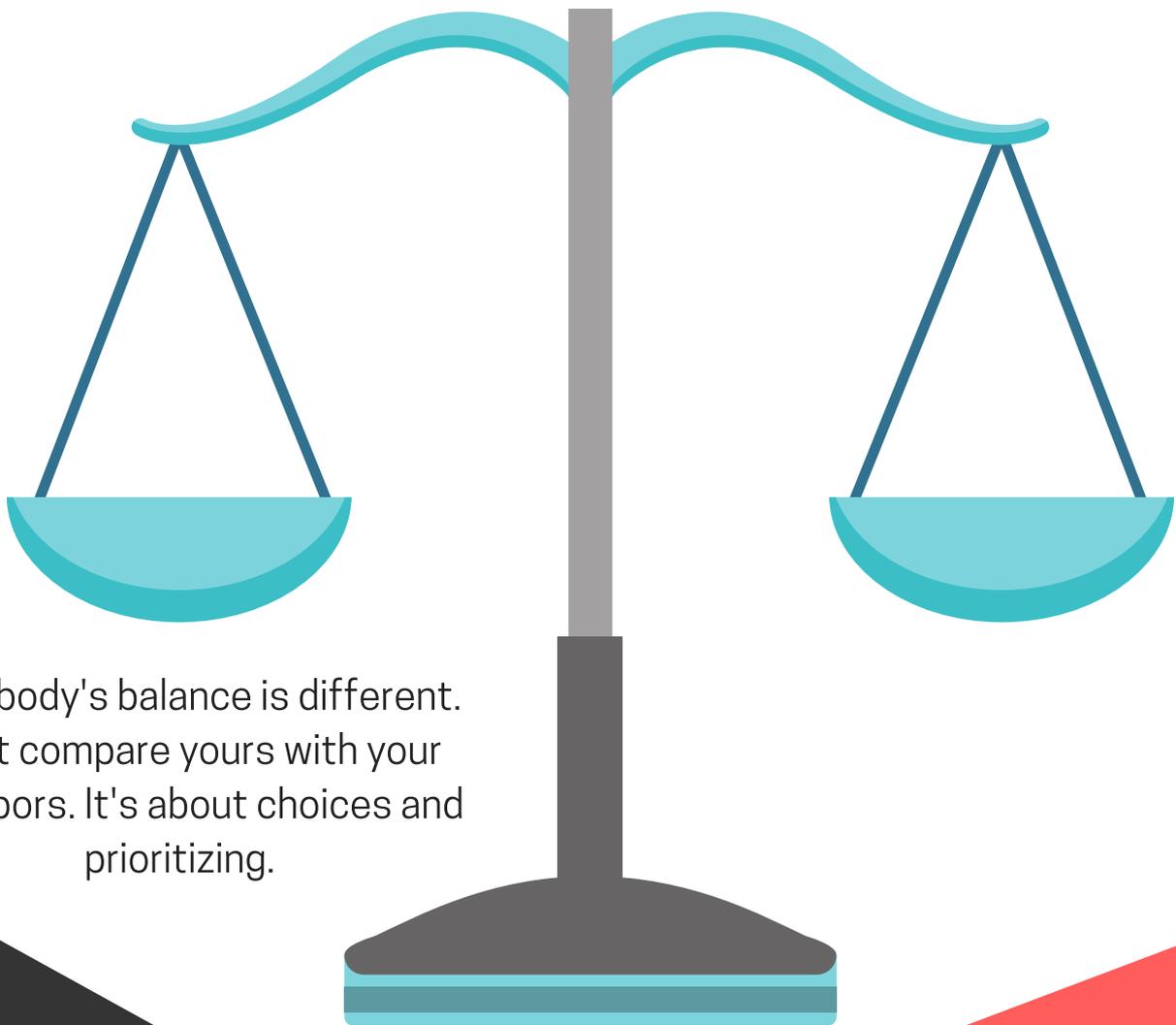
My Mind Goes Blank	I Insult the Other Person	My Face or Neck Turns Red	I Scream or Raise My Voice
I Punch A Wall	I Cry	I Plan My Revenge	I Get Quiet and Shut Down

**Identify your triggers.
Is there a positive you can identify?
Choose now how you will react.**

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REMAIN BALANCED

**BALANCE COMES FROM
MAKING SURE ALL
AREAS OF OUR LIFE
ARE REPRESENTED**



Everybody's balance is different.
Don't compare yours with your
neighbors. It's about choices and
prioritizing.

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**MOVE
forward
with PASSION
and Don't Look
Back.**



Eat Your
EXCUSES for
Breakfast and
MOVE on.

MOVE THE CLOCK

**12 MINUTES X
5 WORK DAYS
=52 MORE HOURS A YEAR**

- Sets goals with deadlines.
- Make a list with prioritized items each morning. Review in the evening
- Handle things once.
- Do the task you like least, first.
- Schedule/use a planner.
- Pick your Peak Time.



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MOVE THROUGH THE DARK TIMES

**YOUR EXPERIENCES
HELPS YOU BE MORE
COMPASSIONATE TO
OTHERS**

Build A Box of Blessings



- Fill the box with positives about the person or situation.
- Ask for help.
- Talk to God
- Don't get derailed.
- Give yourself permission to enjoy other people.
- Use distractions for good.

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MOVE PAST FAILURE

**EVERYTHING YOU
WANT IS ONE THE
OTHER SIDE OF FEAR**

**TAKE A LOOK AT MY LIST OF FEARS AND
HOW I SQUASHED THEM....**

Fear of failure

I had to realize that failure is a part of the process. You learn from it and grow and get better. It's not an ending. It's a try again moment.

Fear of being judged

My work is an extension of who I am. It's a direct representation of what I believe and what I've experienced. It's intimidating and scary to put it out for people to see. Someone's opinion doesn't change my value as a person.

Fear of creating crap

Everyone may not like everything I write. I rely on my training and experience and the positive feedback I've received. I take criticism and use it only as a way to grow. I'm secure in my skills and ability.

Fear of not being "Enough"

I've learned to trust in my passion and abilities. I don't allow myself to feed negative thoughts or self-talk. Even if it helps one person on their path, I've done my part to make the world better.

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MOVE PAST FAILURE

NEVER LET SUCCESS
GET TO YOUR HEAD.
NEVER LET FAILURE
GET TO YOUR HEART.

WHEN THINGS DON'T GO AS PLANNED,
PUT THESE 3 STEPS TO WORK FOR YOU.

1

Be Nice To Yourself

Would you talk to a friend or co-worker the way you are talking to yourself? Mistakes just mean you've found a way that didn't work. Dissect what went wrong. Use it to grow.

2

Grow

While you examine what went wrong look for the following things:

- A. What you change?
- B. What should you try next time?
- C. Are there people/ or team members I should have utilized?
- D. Who are they?
- E. Do I need more training?

3

Move On

Take a look at what's waiting on your desk. Pick your next project to tackle and implement what you learned. Nothing helps you move past failure than to make a success out of the next endeavor.

MOVE YOUR CAREER FORWARD

MAP OUT WHAT MATTERS TO BE READY TO MARKET YOURSELF SMARTLY

So far in my career, I have experience doing this type of work.

- A. Working with people D.. Working analytically
- B. Working with things E. Working creatively
- C. Working with data F. Working alone

List your top 3 skills.

1.
2.
3.

List your top 3 strengths.

1.
2.
3.

List your top 3 job values.

1.
2.
3.

List 3 careers you'd like to explore

1.
2.
3.



MOVE YOUR CAREER FORWARD

LET'S KEEP CRAFTING THE PERFECT CAREER STORY FOR YOU

Where do you see yourself at the pinnacle? Describe the position, the company and the intangibles that make it the dream job.

- 1.
- 2.
- 3.

What makes that your ideal profession? How does it match your skills and strengths? What value does it bring?

- 1.
- 2.
- 3.

Are you missing any qualifications? Be specific. How can you master those? Develop your plan.

- 1.
- 2.
- 3.

IS PROMOTION IN YOUR CAREER PLAN?



If you're ready to level up and get promoted, Pathway to Promotion can help you achieve the success you've been looking for in just 15 minutes per day.

People who receive promotions do 3 specific things. Bosses look for a lot of different qualities when deciding who to promote. Many people get overlooked after stacking a string of satisfactory annual reviews together. How to get promoted isn't something covered in your business classes or mentioned in your employee handbook, but it is something you can learn.

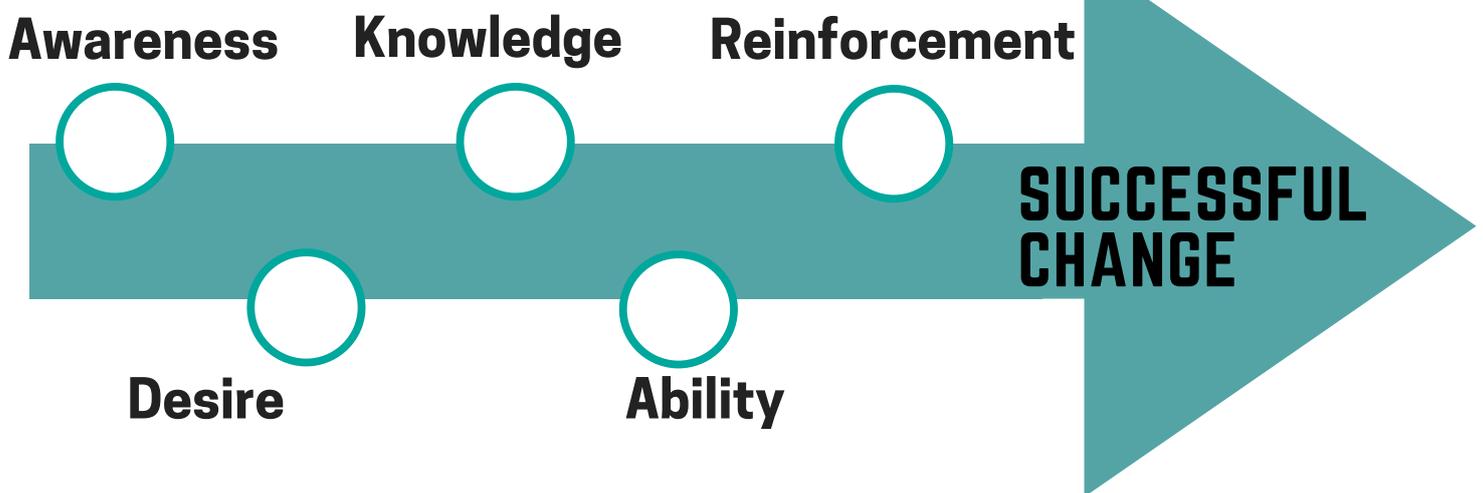
If you're ready to move up, you need to make sure you're known for the right things at work. You need to...

1. Know the right way to show commitment to the team and company.
2. Implement strategies to build the right influence in a way that positively impacts your career.
3. Learn techniques to develop creative game-changing solutions.

Visit
chellephillips.com/promotion
to learn proven steps to
increase your visibility with
supervisors and key
stakeholders so they
recognize your star potential.

EMBRACE CHANGE

ALL CHANGE MEANS YOU
ARE LEARNING OR
TRANSFORMING



- First, take a deep breath. It's going to be OK. Don't make rash decision.
- There will be a period of uncertainty.
- Find your peeps. You need a trusted person or group of people to share your thoughts with and discuss options and solutions.
- Make your list. The old pro and con list gives you a visual representation of the situation.
- Be flexible. Stay positive.
- If you need to leave the situation, be prepared.

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MOVE TOWARD FORGIVENESS

IT'S A GIFT YOU GIVE
YOURSELF

DID YOU CAUSE THE HURT?

Own Your Mistake

Recognize you made the mistake (either intentionally or not) and admit that mistake to the other person involved.

Clean It Up

Apologize if you hurt someone. Be sincere. People know if you truly mean it or not. Be specific with what you did. If you can fix it, do it. Show that the relationship has value to you and you want to make amends.

Reflect on why

Take time to think about why the situation happened. What could you have done differently? How could it have been avoided all together? How did you feel before the apology and after?

Move on

We are all going to make mistakes as we write the chapters of our life. The key is to not get stuck dwelling on them. If you've been sincere in your efforts you can't control whether another person chooses to forgive or hold a grudge. You learn from the mistake and try not to do it again. Remember we make mistakes, but none of us are a mistake.

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MOVE TOWARD FORGIVENESS

IT'S A GIFT YOU GIVE
YOURSELF

HAS SOMEONE HURT YOU?

What happened?

Identify the action or violation that occurred. How did it come to be? Did you play any role in the outcome? Look at it from the other persons side as well.

Accountability

Own the outcome. If you played some part, be prepared to apologize too; but be ready to forgive yourself so that you can move forward. If not, who is responsible? How can the scales be balanced?

Can you let go?

List the advantages and disadvantages of holding on to your negative feelings. What if they never apologize? Understand you have the choice. You can choose to remain hurt, or you can choose to be free.

Focus on the future

By forgiving, you are not giving the other person a pass. You are simply choosing to let that event be part of the past while you choose to focus on the future. Commit to letting go. Don't dwell on it. Don't get sucked in to remembering it over and over.

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**HOW WILL YOUR CHOICE
IMPACT YOU IN:**

**5 MINUTES
5 DAYS
5 MONTHS
5 YEARS**

MAKE INTENTIONAL CHOICES

The High 5 Approach is a way of looking at the consequences of our choices and actions and it works for large and small scale challenges.

It's designed to help you remain true to the values and desires you have for life - to be your authentic self.

It's not about how much is on your plate, it's about prioritizing to make sure every area - spiritual, physical, emotional, career - are all represented.

Use the High 5 Approach this week. What happens if you go to the soccer game instead of working late? What if you skip your kids school program? What if you tell your boss you can't attend a conference? What if you don't make it home for dinner?

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