
WORKBOOK

2023

PRO SE DIVORCE/COACH *Workbook*



CREATED BY TRACEY BEE





A WORKBOOK TO PREPARE FOR PRO SE SUCCESS

This tool helps you build a simple personal framework around which the rest of the day's activities fall into place. Create an infrastructure so that no matter what happens, you feel calm and assured.

My Top 3 Case Priorities

My Top 3 Case Stressors

What supportive daily habits could you start?

(Write up specific and measurable actions that best support you mentally, emotionally and strategically. This is to address the stressor as they come up.)

Habits I Can Start

Benefits to Me

Which 3 Habits will you commit to? Things like affirmations, exercises, journaling, etc. The new habits must be in alignment with your priorities.

I will start tomorrow.

I will start next week.

I will start next month.

Pause for a second and TAKE ACTION!

NOTE: The questions are deliberately vague - so, write down whatever pops into your mind.

- 1. Tolerances** (What are you putting up with at the moment?) From the other party, the lawyers, the judge, etc.
- 2. Should Dos** (What do you think you should be doing right now?) Practically, mentally/emotionally & strategically.
- 3. Frustrations** (What things are frustrating you?) Legally, financially, personally, mentally or emotionally.
- 4. Desires** (What do you really want right now?) Legally, personally, mentally, physically or financially.
- 5. Feelings** (How do you currently feel and want to feel?) Visualize it in detail using ALL FIVE SENSES.

Review your answers above, then imagine and write down what you will do to address each of these within the next week (7 days):

1. What can you do to be better able to tolerate the things out of your control?
2. What can you do for the things that are in your control?
3. How can you calm or ease your frustrations?
4. What do you want right now? And can you get them?
5. How do you feel right now and how can you change that?

- Take note of each of these, really take time to go through what you notice about each of these feelings, thoughts, etc. and write down what you observe.
- Write down a specific action(s) that you can take to address them. Actions are affirmations, breath work, exercises, journaling, visualizations, etc.
- Choose actions that you are likely to keep up with. But if you notice that one is not working try another, just don't give up.

1st Key Observations

Action 1

2nd Key Observations

Action 1

3rd Key Observations

Action 1

4th Key Observations

Action 1

5th Key Observations

Action 1



WEEKLY SUCCESS *Planner*



Week of:

My Top 3 Case Priorities

Blank area for writing top 3 case priorities.

My Monthly Goals

Blank area for writing monthly goals.

What I Must Remember

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-
-
-
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-
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Obstacles:

Blank area for writing obstacles.

Distractions:

Blank area for writing distractions.

Action Steps:

Blank area for writing action steps.

Productivity Techniques

Blank area for writing productivity techniques.



WEEKLY REVIEW

What have I achieved this week? Break it down into specific categories.

What have I learned this week? Be specific, no matter how big or small.

What could I do differently next week? Use what worked & what didn't work to answer this.