

NOTES

Make Shift Happen Toolkit at <https://dailyplanit.com/resources/make-shift-happen-toolkit/>

Chapter 1 The Shift

SOS <https://dailyplanit.com/the-power-of-a-pause-for-positive-shift/>

- “Mindshift” by Carol Dweck
- “Your Brain at Work” by David Rock

Executive Functions - <https://dailyplanit.com/brain-basics/>

1 <http://www.scientificamerican.com/article/brain-games-do-they-really/>

2 <https://dailyplanit.com/brain-basics/>

- <http://www.memory-improvement-tips.com/lightning-librarian.html>
- <https://learnenglishkids.britishcouncil.org/en/games/wordshake>

Chapter 2 Positive Psychology

- “The How of Happiness” by Sonja Lyubomirsky

<https://dailyplanit.com/meet-the-happiness-experts/>

1 www.authentic happiness.sas.upenn.edu/

2 sonjalyubomirsky.com/subjective-happiness-scale-shs/

3 www.scienceofpeople.com/how-to-be-happy/

<https://dailyplanit.com/the-building-blocks-of-positive-shift-be-measuring/>

<https://dailyplanit.com/happiness-based-on-science-and-positive-psychology/>

Chapter 3 Time Perspective

The marshmallow experiment - <https://dailyplanit.com/goal-skills-delayed-gratification/>

Time Perspective and happiness: Philip Zimbardo, Tal Ben Shahar, and Vishen Lakhiani -

<https://dailyplanit.com/time-perspective-and-happiness/>

Chapter 4 POWER UP

Gratitude <https://dailyplanit.com/keep-a-gratitude-journal/>

Uplift <https://dailyplanit.com/uplift-with-kindness-and-compassion/>

Exercise <https://dailyplanit.com/choose-and-schedule-regular-exercise/>

1 <https://darebee.com/posters/50-reasons-to-exercise.html>

2 <https://www.mayoclinic.org/healthy-lifestyle/fitness/in-depth/fitness/art-20046433>

3 <https://health.gov/our-work/physical-activity/current-guidelines>

4 www.healthline.com/health/diet-and-weight-loss/top-iphone-android-apps#2

Chapter 5 PAUSE

Breathe <https://dailyplanit.com/practice-deep-breathing/>

Notice <https://dailyplanit.com/a-mindful-moment/>

Meditate <https://dailyplanit.com/practice-meditation/>

- “The Emotional Life of Your Brain” by Richard Davidson

1 <https://liveanddare.com/benefits-of-meditation/>

2 <https://www.tarabrach.com/ten-minute-basic-guided-meditation-practice/>

3 <https://www.happify.com/hd/meditation-101-animation/>

4 <https://www.forbes.com/sites/alicegwalton/2015/02/09/7-ways-meditation-can-actually-change-the-brain/>

5 <https://www.shannonharvey.com/blogs/blog/how-to-meditate-what-type-how-long-how-often/>
Apps

6 www.healthline.com/health/mental-health/top-meditation-iphone-android-apps#2

7 Breathe2Relax & Virtual Hope Box -
<https://health.mil/News/Mobile-Apps>

Chapter 6 PURPOSE

Spirituality

1 <https://www.pewforum.org/2016/04/12/religion-in-everyday-life/>

Map Your Values at <http://dailyplanit.com/mapyourvalues>

Inspire Flow <https://dailyplanit.com/how-to-increase-flow/>

Aspire – Goals

- End Goals: “The Code of the Extraordinary Mind” by Vishen Lakhiani

2 <https://blog.mindvalley.com/model-of-goal-setting/>

<https://dailyplanit.com/end-goals-lead-to-a-meaningful-journey/>

<https://dailyplanit.com/the-well-balanced-life/>

<https://dailyplanit.com/choosing-goals/>

<https://dailyplanit.com/resources/goal-tools/>

<https://dailyplanit.com/your-inner-adult/>

3 <https://www.mayoclinic.org/tests-procedures/resilience-training/in-depth/resilience/art-20046311?pg=1>

Habits

<https://dailyplanit.com/characteristics-of-the-16-myers-briggs-personality-types/>

<https://dailyplanit.com/whats-the-motivation/>

1 Dan Pink https://www.ted.com/talks/dan_pink_on_motivation

2 How the Overjustification Effect Reduces Motivation from verywellmind.com -

<https://www.verywellmind.com/what-is-the-overjustification-effect-2795386>

3 Alex Vermeer <https://alexvermeer.com/getmotivated/>

<https://dailyplanit.com/tip-the-scales-to-master-motivation-visual-strategies-to-overcome-procrastination/>

<https://dailyplanit.com/25-quotes-and-affirmations-to-finally-defeat-procrastination/>

4 B J Fogg video - <https://youtu.be/AdKUJxin-R8> | Behavior Wizard

www.behaviorwizard.org/wp/behavior-grid/

CHAPTER 7 Productivity

Value of Time - <https://dailyplanit.com/make-today-count/>

10 commandments of non-productivity video - <https://youtu.be/cdISKgdUHQQ>

<https://dailyplanit.com/optimize-your-day-with-the-science-of-productivity/>

Time audit - <https://dailyplanit.com/time-audit-chart-energy-levels-with-a-time-log/>

1 <https://podio.com/site/creative-routines>

2 Chronodex from Kate Smith - <http://katesmith-artist.blogspot.com/2012/02/chronodex-update.html>

CHAPTER 8 FOUR ELEMENTS OF PRODUCTIVITY

I. System - <https://dailyplanit.com/choosing-a-time-management-system/>

- “Getting Things Done” by David Allen

II. Plan - <https://dailyplanit.com/planning-is-thinking/>

- “The Personal Efficiency Program” by Kerry Gleeson
- 2 <http://zenhabits.net/purpose-your-day-most-important-task/>
- Weekly Review - <https://dailyplanit.com/weekly-review/>
- Annual Review - <https://dailyplanit.com/anannualreview>
- III. Routine - <https://dailyplanit/a-daily-routine/>
<https://dailyplanit.com/design-your-ideal-workspace/>
- “The way we're working isn't working” by Tony Schwartz
- “18 minutes” by Peter Bregman
- 1 blip-blip app
- IV. Focus - <https://dailyplanit.com/four-fantastic-tools-for-focus/>
<https://dailyplanit.com/setting-priorities/>
<https://dailyplanit.com/find-the-sweet-spot-with-the-priority-matrix/>
- “The Seven Habits of Highly Effective People” by Stephen R. Covey
- “The War of Art” by Stephen Pressfield
- Creativity - <https://dailyplanit.com/get-creative/>
- Free tutorial - <https://dailyplanit.com/time-managment-101/>
- Free email course - <https://dailyplanit.com/the-10-week-productivity-challenge/>

CHAPTER 9 PEOPLE

- 1 <http://www.actionforhappiness.org/10-keys-to-happier-living/connect-with-people/details>

Sharing

- <https://dailyplanit.com/sharing-is-caring/>
- Give <https://dailyplanit.com/12-ways-to-give/>
- Volunteer <https://dailyplanit.com/share-the-love/>
- Simple Gifts of Appreciation <https://dailyplanit.com/the-joy-of-giving/>

Relate

- <https://dailyplanit.com/dont-wait-relate/>
- 2 Jim Carrey speech - <https://dailyplanit.com/choose-the-door-of-love-jim-carreys-commencement-speech/>
- “Six Pillars of Self-Esteem” by Nathaniel Branden
<https://dailyplanit.com/develop-your-self-esteem/>
- “Real Love” by Greg Baer
- 3 Brene Brown - https://www.ted.com/speakers/brene_brown
- 4 Greek words for love - https://en.wikipedia.org/wiki/Greek_words_for_love

Cultivating Relationships & Friendship - <https://dailyplanit.com/cultivating-relationships/>

Love Books - <https://dailyplanit.com/love-books/>

- “All About Love” by Bell Hooks
- “The Five Love Languages” by Gary Chapman
<https://dailyplanit.com/what-is-your-love-language/>

Needs - <https://dailyplanit.com/do-a-needs-analysis/>

- “Creating Optimism” by Bob Murray and Alicia Fortinberry
- “Give & Take” by Dr. William Harley | website at www.marriagebuilders.com
<https://dailyplanit.com/plan-for-growth/> (meeting needs with love)

Conflicts:

- “Why Marriages Succeed or Fail” by John Gottman
- “Getting to Yes” by Roger Fisher

Emotional Intelligence <https://dailyplanit.com/emotional-intelligence/>

- “Emotional Intelligence” by Daniel Goleman

Identify emotions - <https://dailyplanit.com/identify-emotions/>

REBT - <https://dailyplanit.com/understand-emotions/>

Emotions and the brain - <https://dailyplanit.com/manage-anger/>

<https://dailyplanit.com/free-tools/coping-skills-toolkit/>

5 <https://health.clevelandclinic.org/what-happens-to-your-body-during-the-fight-or-flight-response/>

Express emotions - <https://dailyplanit.com/express-emotions-with-i-statements/>

CHAPTER 10 COMMUNICATION

<https://dailyplanit.com/skills-employers-want-1-communication/>

<https://dailyplanit.com/listening-skills/>

CHAPTER 11 the shift to values

<https://dailyplanit.com/discover-u-in-ten-steps/>

<https://dailyplanit.com/mapyourvalues/>

<https://dailyplanit.com/clues-to-purpose/>

<https://dailyplanit.com/your-unique-selling-proposition/>

<https://dailyplanit.com/create-a-vision-board/>

<https://dailyplanit.com/free-tools/brand-and-purpose-toolkit/>

<https://dailyplanit.com/uncover-hidden-talents/>

CHAPTER 12 POWER TOOLS, FOCUS THEMES, & AUTHENTIC SELF

<https://dailyplanit.com/a-path-to-being-authentic/>

<https://dailyplanit.com/conquer-your-fears-and-get-stuff-done/>

CHAPTER 13 the final chapter

Make healthy food choices - <https://dailyplanit.com/make-healthy-food-choices-and-track-diet/>

- “Blue Zones” by Dan Buettner

1 <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/grocery-store-tour-shopping-the-perimeter>

2 <https://www.health.harvard.edu/blog/why-keep-a-food-diary-2019013115855>

3 Dan Ariely - https://www.ted.com/talks/dan_ariely_what_makes_us_feel_good_about_our_work?

Work Engagement - <https://dailyplanit.com/free-tools/work-skills-toolkit/>

4 <https://bronnieware.com/blog/regrets-of-the-dying/>

<https://dailyplanit.com/the-angst-guide-to-motivation/>