

**SHIFT-IT
COACH** Inc.

MINI SHIFT-IT RETREAT

MERKLEY MAPS®



INSTRUCTION WORKSHEET

PURPOSE & BENEFITS:

- To Conduct A Quick Personal Reflection Retreat;
- To Quickly See The Overarching Movement Of Your Life / Evolutionary Story;
- To Direct Your Mind and the Universe on What You Wish to Create Next.

**SHIFT-IT
COACH** Inc.

Produced by: SHIFT-IT Coach, Inc.
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OVERVIEW OF EXERCISE:

The Mini SHIFT-IT Retreat is designed to give you a handy tool for reflecting at important times in your life -- at that special end of year time (late December into early January), after an important event or milestone (special birthday, arrival or loss of a loved one, job transition, retirement, etc.).

"The future belongs to those who prepare for it today." - Malcolm X

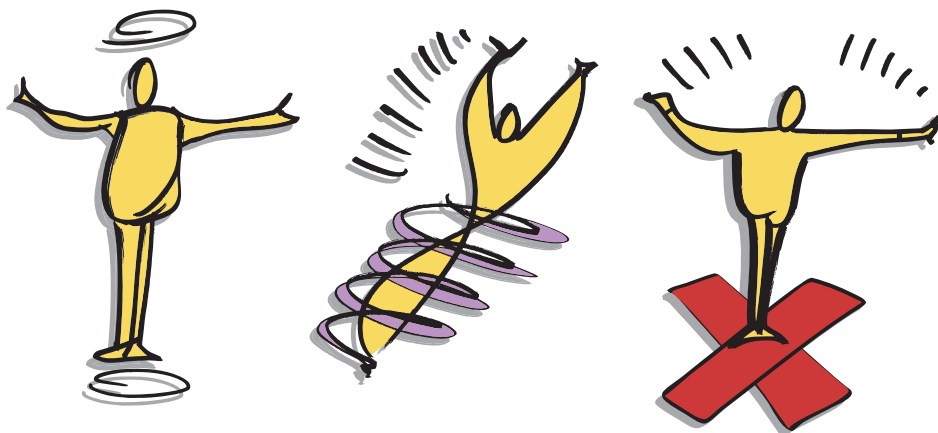
"We are not in a position in which we have nothing to work with. We already have capacities, talents, direction, missions, and callings." - Abraham Maslow

"Dream lofty dreams and as you dream, so shall you become." - James Allen

This Mini Retreat is excellent for people who would like a taste of the full SHIFT-IT Retreat -- or who have already had one and are want a quick check-in / review tool to monitor their ongoing progress.

In five basic moves, you will conduct a high-level review of your past, analyze your current cross-roads issues, examine what is now calling to you (desired future), identify and flip some of your most problematic thoughts and beliefs, and determine the next action steps that are on your path.

This Mini Retreat is something you can choose to do alone, or in the company of others -- a great tool to use in a reflection retreat with friends, partners, mastermind members or other like-minded and supportive individuals.



BEFORE YOU BEGIN:

SET ASIDE 60-90 MINUTES:

Find or create a quiet, peaceful place for yourself where you aren't likely to be disturbed. Minimize distractions as much as possible (phones off, 'gone fishing' sign on the door, etc). Set aside at least 60 minutes to complete this exercise (it could take you more depending on the depth you wish to take it).

Feel free to adapt the templates to meet your own individual needs. For example, the figures in the maps are rather gender neutral. Feel free to add hair, clothes; whatever you want, should you like them to represent you in a more personalized manner.

ASSEMBLE MATERIALS:

You'll need the Mini SHIFT-IT Retreat Maps and a pen (multiple colored markers if you'd like to make it creative). If you have completed a prior SHIFT-IT Retreat, have your report within easy access to



INSTRUCTIONS FOR MINI SHIFT-IT RETREAT:

STEP ONE: IDENTIFY YOUR CROSSROADS ISSUES:

Begin with the central map, marked "Mini SHIFT-IT Retreat".

On either side of the "X marks the spot" graphic, list out the current crossroads issues that mark your current situation.

Consider the following questions in writing our your answers:

- What crossroads are you currently standing on in your life?
- What is currently 'up' for you? Or down?
- What is most significantly on your mind lately? In your heart?

The graphic is a worksheet titled "MINI SHIFT-IT RETREAT". It features a central illustration of a yellow stick figure standing on a large red "X" with the text "X MARKS THE SPOT" below it. Above the figure are two large, empty speech bubbles. To the left of the figure, under the heading "DESIRED OUTCOMES:", are two empty speech bubbles. To the right of the figure, under the heading "CROSSROADS ISSUE:", are two sets of horizontal lines for writing. Below these sections is a table with the heading "DEEPLY WORK:". The table has 4 columns and 4 rows. The first column is labeled "1", the second "2", the third "3", and the fourth "4". The first row is labeled "A", the second "B", the third "C", and the fourth "D". The bottom of the graphic includes the text "SHIFT-IT COACH" and "www.shift-it-coach.com" on the left, and "Mini SHIFT-IT Retreat 11001-1001" on the right.

Write your answers in the lines on either side of the big "X".

Summary Thoughts:

Now, take a moment to create a few summary statements of where you currently stand. Write these summary thoughts in the three thoughts bubbles above the figure.

A few examples:

- "Things are going great and I'm ready and open for more".
- "I'm frustrated and can't wait to get into something better".
- "Life is great, I just need to up the ante a bit".
- "I've cycled back into some old things I need to take care of".
- "I really need to get a handle on the weight issues this year".
- "I need to create great balance in my life".
- "*%^!! , things are tough!".
- "Time to manifest greater abundance and success".

Record your summary thoughts in the quote bubbles.

"Learn to love and accept yourself for who you are right now. Love all of the things you have already created. You do not need to be perfect before you do your life's work; accomplishing your life's work will help you grow and evolve. As you love and accept who you are right now, you make it possible to move in new directions." - Sanaya Roman

STEP TWO: CONDUCT A 'HISTORICAL SNAPSHOT':

Move now to the "Historical Snapshot" map to begin mapping out where you have been. Start by determining the timeframe you want to keep your thinking to. Do you want to consider your whole life? Just the last six months? Your last year? Or follow your intuition to do what feels right to you and not put any specific time frame on things? There is no wrong way to do this. Just go with what makes the most sense for you at this particular point in time.

Use the main arrow for the Map to collect significant events, activities, people, places, things, etc. that have happened to you in the past timeframe you have chosen. Here are a few questions to aid your thinking:

- What have you accomplished this last while?
- What have you received? What has come to you?
- What have you manifested?
- What things have happened?
- What activities have you been most engaged in?
- Where have you been? Gone to? Thought about?
- Significant people that have come or gone?
- New arrangements? Changes? Jobs? Businesses? Relationships?
- What has worked well? Felt good? Been enjoyable?
- What hasn't worked well? Felt bad? Hasn't been enjoyable?
- What is the most significant thing that has occurred?

Record your answers on your Map.

Summary thoughts:

As before, create three overall summary thoughts to sum up how this past time period has been for you. **Record those summary statements in the quote bubbles provided.**

Themes:

As you review your notes, look over what you have written --- are there any repetitive themes in what you have created? What are the commonalities? Similarities? What do you see in your history? **Record your thoughts about themes and insights in the lower section of the Map.**

"Your Work Now, Is To Get Into Your Virtual Reality: Make Yourself Feel Good In Your Dream – And Then Watch How Quickly Feel-good Stuff Amasses To Your Point Of Attraction." - Abraham-Hicks

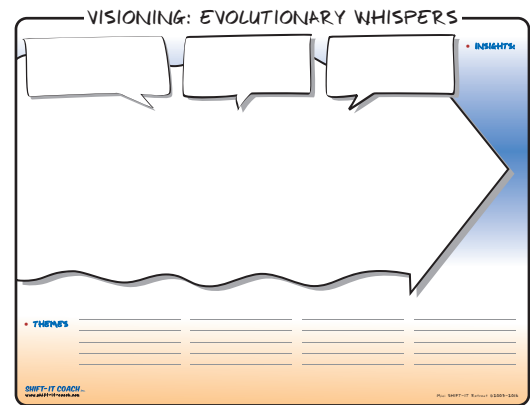
STEP THREE: RECORD YOUR 'EVOLUTIONARY WHISPERS':

Now turn to the third Map marked "Visioning: Evolutionary Whispers".

Do the same process as you did for the Historical Snapshot, but this time consider your desired future as opposed to your past.

Consider the questions below:

Use the main arrow of the map to record your what is emerging for you in terms of thoughts about what you want for yourself and your future. Again, determine the timeframe you want to consider. Six months from now? One year? Several years? What you want to have accomplished /experienced by the end of your life? Go with whatever time frame feels appropriate to you.



A few questions to feed your thinking:

- What is calling out to you? What wants to be expressed?
- What do you really, really want?
- What whispers or nudges are you receiving about your path?
- What do people say to you that you should be doing, that makes you feel good when you hear it?
- If you had a magic wand, what would you whisk into being?
- If you had all of your financial needs taken care of, what would you do?
- Which people or kinds of people surround you?
- What is happening money-wise? Career wise? Family-life-wise? Relationshipwise? Fun and recreation? Friends? In your spiritual life? Personal development? Business?
- How are you spending your time? What does it feel like? How do you think about things?

Record your answers on your Map.

Summary thoughts:

As before, create three overall summary thoughts to sum up what you desire for your future. Imagine yourself there, and record what you think and feel from that vantage spot. Write yourself some encouraging statements from this best case scenario future. **Record those summary statements in the quote bubbles provided.**

Themes:

As you review your notes about your desired future, look over what you have written -- are there any repetitive themes? What are the commonalities? Similarities? What do you see in your future? **Record your thoughts about themes and insights in the lower section of the Map.**

STEP FOUR: DO YOUR 'BELIEF WORK':

Return to your first Map, the one with your Crossroads work. It is now time to complete the Belief Work section that is on the lower part of your Map.

In this portion of your mini retreat, we will be identifying and working with the negative, doubting and uncertain thoughts, beliefs and attitudes that arise in reaction to the mini-Vision you have just created for yourself.

The Power of Your Beliefs:

The 'make or break' for a Vision is whether or not you believe it is possible, and possible for YOU, in the time you have guesstimated it will take.

At a very deep level we create and manifest according to our Belief Systems. If you can't fully allow your Vision, then you have some problematic beliefs (concepts, ideas, opinions, assumptions, programming, etc) swirling around inside of you somewhere.

The worksheet is titled "MINI SHIFT-IT RETREAT". It features a central illustration of a yellow stick figure with arms outstretched, standing on a red 'X' labeled "MARKS THE SPOT". Above the figure is a large speech bubble. The worksheet is divided into four main sections: "DESIRED OUTCOMES:" at the top left, "CROSSROADS ISSUE:" in the middle left, "MARKS THE SPOT" in the center, and "BELIEF WORK:" at the bottom. The "BELIEF WORK:" section contains a grid of boxes, some of which are marked with an asterisk (*). At the bottom left, it says "SHIFT-IT COACH" and at the bottom right, it says "© 2003-2016 SHIFT-IT COACH, INC. 1-800-555-1234".

The purpose of this mini belief work exercise is to drag your problematic beliefs out into the light of day and FLIP THEM, FLIP THEM GOOD. Often these initial thoughts are just old habits or inherited ways of thinking. They are just unconscious reactions that we have never stopped to take a full, educated and mature look at. Or, they may have long, deep roots that we are well aware but have not been able to quell.

In this exercise you will be discovering and countering the instant negative reactions you have to new Vision. Flipping your beliefs will help soften, tame and taper your resistance. You will begin to pave a way out of your negativity into a more encouraging place. A place where your Vision can flourish and manifest.

Let Your Gremlin, Inner Critic, Itty-Bitty-Shitty-Committee Speak:

Look at the Vision you have just completed for yourself and begin to give voice to any negative reactions to it. In our culture this negative side has many different names: Gremlin, Inner Critic, Devil's Advocate, Doubting Thomas, the Shadow or the Dark Dog. A funny one is the Itty Bitty Shitty Committee. Whatever you choose to call it, this is the darker or heavier kind of energy that comes up when we create a shiny, sunny Vision or set goals.

WRITE YOUR NEGATIVE REACTIONS IN THE BOXES MARKED WITH AN '*':

Begin to put words to your instant negative reactions. They may be expressions of doubt, fear, skepticism, disbelief, scorn, etc. Repeat your focus area to yourself and be open to whatever comes up, even if you feel it's childish, or immature or embarrassing (or not). There is nothing 'bad' about this thinking. It is how a part of you authentically feels. We want it to come out. So allow it to come up in whatever form. Here are a few examples:

Ex. I have personal (home/house) and professional (office/facility) property.

- Yeah right, I tried that before and it didn't work (I went bankrupt)
- My dreams are too high, other people can do it but I can't, I'm a loser
- How the heck are you going to swing the capital for that, with the way things are with the bank

Ex. I am in a committed, satisfying partnership and have my own family.

- Can I really be happily married, look at my parents!?
- What if something goes wrong with having kids?
- You'll have to give up yourself & your own work and identify.

Ex. I have multiple streams of income (\$5M net worth and \$200K income)

- How do I keep all of this going?
- Rich people are jerks!
- I'm not worthy, who am I to have this!?

Just go with whatever comes into your mind (don't censor, don't try to be fair or politically correct ... just get it out quickly). Collect these reactions in the spaces with the '-'. If it is a particularly problematic area and you have lots of negative statements, just keep writing them and go over to the next column (and the next) if you need to. You can always print out another sheet (or just scribble them down on a regular sheet of paper). Stop when you run out of steam and/or start to repeat yourself in similar ways.

Find the positive flip:

Your next move is to authentically find the 'flip' of your negative statement. Find a more positive (healthy, mature, grounded) thought or belief that counters the negative one. It doesn't have to be Pollyanna, in fact the best ones aren't. But it should somehow soften or gently imply a more positive frame. What you are doing is using the negative as 'contrast'. You are using it to help you find it's energetic opposite --- cause that is what we are doing; we are subtly shifting your energy to feeling better than your natural set point.

For example, for the thought: 'yeah right, how is this going to happen?' --- the flip might be something like 'I don't know how, but somehow it is possible for this to happen'. For: 'who am I to want this?' the flip might be 'who am I not to want this?' or 'if I want it, there must be something in this for me and I can find out what that is'. For: 'when pigs fly' the flip could be "I don't know about pigs, but I've heard of others doing this and they are no better or smarter than me, so why not!" I think you get the idea. The important thing is that you find your own, authentic flip. Something that suits you and feels energetically at least a little bit better than the original, instant thought. Find your own style. Your own humour if desired. But find your more positive voice and use it as a to contrast to that nasty little inner critic that shows up so quickly.

WRITE YOUR FLIPS IN THE '+' SPACES

If You Are Having Problems Finding the Flip:

Probably, already, as you read the negative thoughts, you are beginning to naturally FLIP them ... to reframe them into something a tad more positive and empowering. Go with this natural flipping desire. Create more inspiring, healthy, happy ways to think than what is written. If you run into a

really tough one, that you really don't know how to flip, imagine and summon a part of you, THE highest imaginable part of you (that has all the answers, wisdom and knowledge about you and life) and get that part to come up with a more positive, empowering '+' statement.

You can also think of someone you really admire or someone who is a role model in this particular area that you have problems with. Imagine what they would say. Imagine what thoughts they must hold in order to manifest the way they do. (in the case of positive, empowering thoughts, its ok, even desirable, to borrow from other people!).

You could even go out and ask people who have what it is you desire what it is that they are thinking in order to get what they have. They might not have ever consciously answered that question before, but I guarantee you that whatever they are thinking is in alignment with what they have. They believe and allow their desires instead of shooting them down as soon as they are launched. You can study from these people and start adopting their positive way of thinking and looking at things.

Examples of flipped beliefs:

I HAVE PERSONAL (HOME/HOUSE) AND PROFESSIONAL (OFFICE/FACILITY) PROPERTY.

Yeah right, I tried that before and it didn't work (I went bankrupt)

Just because you tried it before doesn't mean it won't work this time. Many people suffer bankruptcies and financial setbacks. It's actually pretty common on the entrepreneurial path. It's not what happens to you but what you do with what happens to you that counts.

My dreams are too high, other people can do it but I can't seem to, I'm a loser

I have my dreams for a reason. They aren't too high. They are just right for me. If other people can do it, I can do it. I am not a loser. I am myself. I have my own path. I'm fine.

How the heck are you going to swing the capital for that, with the way things are with the bank?

I don't know how I am going to swing it but I bet I can figure out a way. I'm resourceful. I'm smart. I have good friends and business contacts. There are many ways I could structure things. This is possible. Many other people have done it and they aren't any smarter or talented than I am. I can do this too.

I AM IN A COMMITTED, SATISFYING PARTNERSHIP, WITH CHILDREN.

Can I really be happily married, look at my parents and other couples I know?

I have the communication tools. This is not my parent's relationship. There may be moments where I do get hurt, but that is part of it. I've waited so I would make a better decision than most. I'm ready. I can deal with things whatever happens anyway.

What if something goes wrong with having kids?

I'll deal with it. I've got a supportive network. Technology is more advanced than it used to be. Diet. Exercise. There is always a risk. I'll cross that bridge if I get to it.

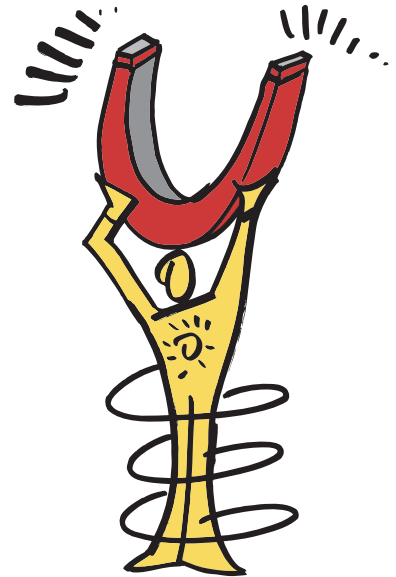
I'll have to give up myself and my identity to be married and have kids.

No, that is the traditional model. I don't have to do that. I can create whatever I desire. We can create a relationship and structures that support both of us and our talents.

Flip Until You Feel Better:

In order to activate the special attraction powers of your Vision, you've got to figure out a way to FEEL GOOD about what you want. Flipping your negative reactions helps shift your energy. Helps, bit by bit, to get you feeling better and better. As the energy of your thoughts shift, so does your energy overall. And, the better you feel about your Vision, the more you ALLOW it. The more you soak it up. Feel it. Believe in it. Imagine yourself having it and it feeling good.

By doing this, you take on the energetic of what you want. You begin to vibrate like it. Like attracts like. As you allow your vision and imagine yourself easily having it, you open yourself up to it. You become magnetic to it. The actions, things, circumstances and people who will play a part in you having it, will begin to appear and be drawn to you. Bit by bit you will magnetize your Vision to you. Moving it out of the realm of the invisible and unseen into the tangible, real world.



Bottom Line: It is all about feeling better. Pick another thought. Pick a thought that feels better (and is still authentic to you). Bit by bit pave your way to being able to fully allow your Vision.

Make "FLIPping" a New Habit:

Your energy doesn't shift overnight. So make 'Flipping' a new habit. When you catch yourself focusing on the negatives of a thing, situation, circumstance, etc ... use that negativity to help you figure out what you really do want. Use it as contrast. FLIP IT GOOD. What we focus on is what we get. So use the focus of your mind effectively. Focus on what you truly do want, not on the negative that is so easy to go to.

Most of us were brought up to be negative scanners, to some extent. We notice what we don't like. What isn't working. What doesn't feel good. As like attracts like, we get more of the same. Now we can use our negative scanning ability for a good purpose. By creating the flip we get our minds off of what we don't want (the negative) onto what we do want (the more positive). While it takes some work, like a muscle that needs to be weight trained, this flipping ability can be developed. You can train yourself to focus more productively. And by focusing on what you do want, you will attract more of that into your life.

FYI: A Recommended Resource:

Many of the concepts woven into the Flip It, Flip It Good work come from the body of work produced by Esther and Jerry Hicks. Called Law of Attraction, The Art of Allowing, and The Science of Deliberate Creation, see www.abraham-hicks.com for more information.

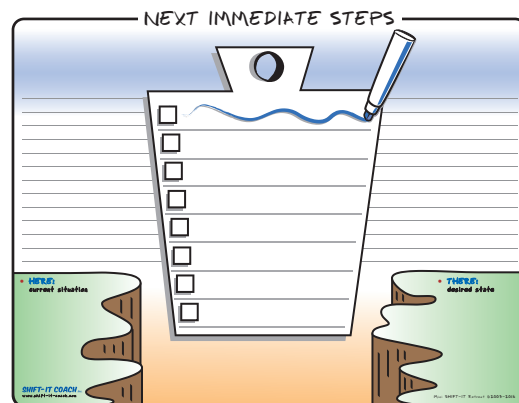
STEP FIVE: DETERMINE YOUR NEXT STEPS:

The final move of your Mini SHIFT-IT Retreat is to link your present situation and your future together. You do this by figuring out tangible, doable, measurable actions that you can begin to implement that will move you in the direction of your vision.

For this mini-retreat, don't worry about creating a whole, detailed action plan (if you do want to do this, see Action Plan Map of the full SHIFT-IT process).

Instead, begin to brainstorm small, immediate, easy steps that you can start taking now.

As you decide upon and start implementing these small steps, new ones will appear.



To determine your immediate next steps, ask yourself the following questions:

- What do you know you need to do next?
- What is the smallest next step you can take to move things forward?
- What is something you can do today? Tomorrow? In the next week?
- Who do you need to talk with? Anyone you need/want to meet with?
- What makes sense from this point in time? What's logical?
- What does your intuition tell you to do?
- Is there something you need to be, rather than do?
- What have you been procrastinating on that if you did, really would open up some energy, space, or resources?
- What can you chunk down to make it easier?
- What can you involve others in? What can you outsource?
- What services do you need to get? Products? Assistance?
- What information do you need to find out? How can you get it?
- What attitude do you need to adopt? Practices you need to put in place?

Use the lines on either side of the clipboard image to brainstorm your thoughts.

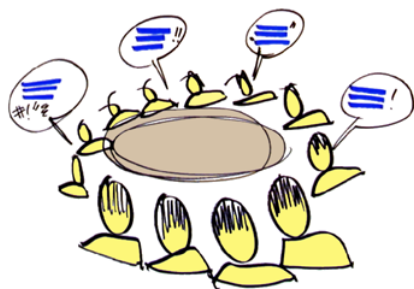
Prioritize and Assign Due Dates:

Cull out your most important actions and record them in priority order on the clipboard image. Assign an accountability date to your action. When will you commit to getting this done? Write that date next to your action. Write your actions in any scheduling or organization systems you use: calendar, date book, palm pilot, blackberry, etc.

Create Ongoing Support:

After you've got your Next Steps on paper and into your schedule you've got to create some accountability and support around them. Some people are very disciplined loners, but the majority of us need to create supportive structures to keep ourselves motivated, on track and accountable.

Create some sort of ongoing support structure for yourself. Perhaps you and your mate are an entrepreneurial couple who can support one another. Or you have a friend or business buddy who you can pair up with to swap plans and encourage one another.



Or, you can join or create a 'mastermind group' of like-minded individuals to meet on a regular basis for the sole purpose of creating a supportive, dynamic environment.

Depending on what you are working on, life and business coaches are excellent resources that more and more people are engaging for confidential support and strategy.

Whatever you do, create some sort of ongoing support structure to help you deal with the inevitably ups and downs of manifesting your Vision – it will be a journey that is made much more enjoyable and productive when you have others to share things with, encourage you, affirm you and, when needed, kick your butt!

Take a Flexible Stance:

You don't have to have everything worked out completely. Just begin with what is top of mind and go from there. Action Plans are living documents --- they shift and morph as life does.

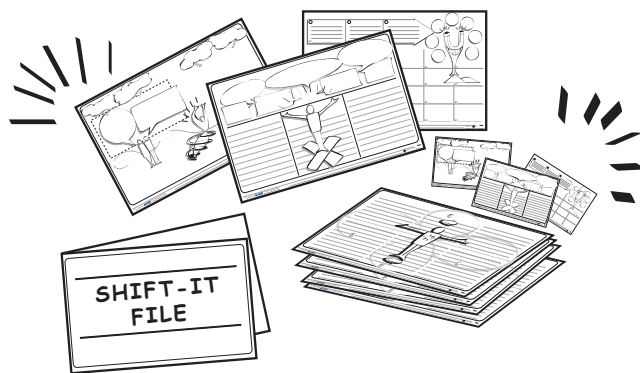
Step by step your path to your goals and Vision will reveal itself and unfold. Your job is to take your first known steps and trust that others will become apparent as you complete your immediate tasks.

Preserve Your Work!

Like any of your SHIFT-IT work, be sure to protect and preserve your work --- so you can refer to it repeatedly and, as you complete your steps, acknowledge how far you have come.

Make a SHIFT-IT Retreat an annual ritual.

Keep your old Maps on file, so you can appreciate the Big Picture flow of your evolutionary development. Appreciate what you have accomplished and marvel at the sometimes circuitous and fascinating route that your journey takes. Recognize what you have accomplished and be sure to take time to celebrate your successes before moving onto another series of goals and tasks.



STEP SIX: COLLECT OVERALL INSIGHTS:

After completing your MINI SHIFT-IT RETREAT templates, step back and consider the overall experience. How was this experience for you? What did you learn? What were your main insights? Anything new you can now SEE about yourself or your life? What are your general 'takeaways' from doing this work?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

ADDITIONAL RESOURCES

Like the visual way of doing planning. Check out SHIFT-IT Coach, Inc. for additional products and services --- all in my visual style:

SHIFT-IT Online:

Like using visual maps? Join other SHIFTERS from around the globe in this 7-week online class (run by easy webinar technology). We use my full SHIFT-IT Visual Coaching System as our base, Get clear, get inspired – create a life that really works for you! [More Info.](#)

The SHIFT-IT Home Retreat Kit:

Full, step-by-step Kit to conduct the full version of the SHIFT-IT Visual Coaching System – 17 graphic maps in all – see your past, make peace with your present, manifest your desired future. [More Info.](#)

Visual Coach Certification:

Are you a coach, therapist, counselor or other Process Professional who works with individuals? Want to add working visually to your own toolkit, including being able to use my visual maps with your own clientele? See Visual Coach Certification for full details and application process. [More Info.](#)

Private SHIFT-IT Coaching with Christina:

Work privately with me via webinar or in beautiful Victoria, British Columbia, Canada. [More Info.](#)

Visual Skills Training and Other Offerings:

Check out our full curriculum of online and in-person courses. As well as handy Home Study Kits. [More Info.](#)

I love to receive any feedback you should care to give. Please email any comments, suggestions and queries to Christina@shift-it-coach.com Stay tune to the e-Zine for more developments.

Happy SHIFTing!



Christina Merkley
The SHIFT-IT Coach
www.shift-it-coach.com

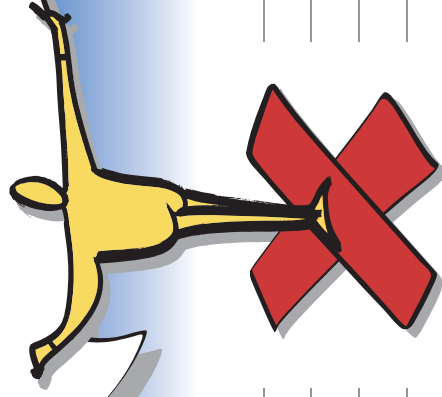
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SHIFT-IT Coach, Inc.
401-1121 Fort Street
Victoria, BC, Canada, V8V 3K9
1-866-925-2351

— MINI SHIFT-IT RETREAT —

• DESIRED OUTCOMES:



• CROSSROADS ISSUE:

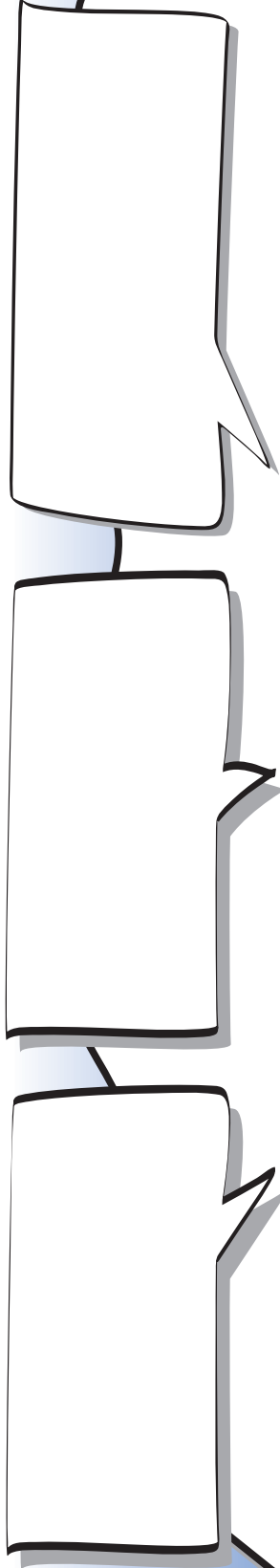
MARKS THE SPOT

• BELIEF WORK:

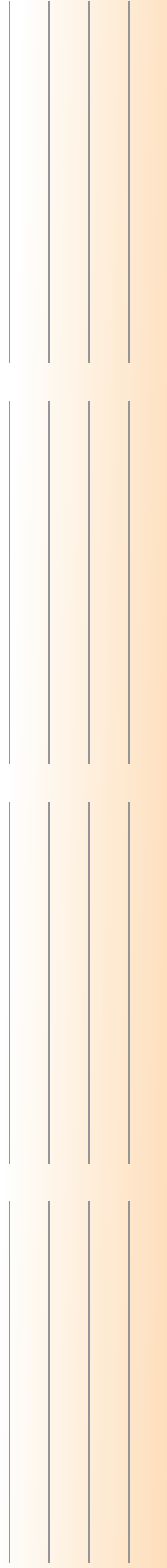
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HISTORICAL SNAPSHOT

• INSIGHTS:

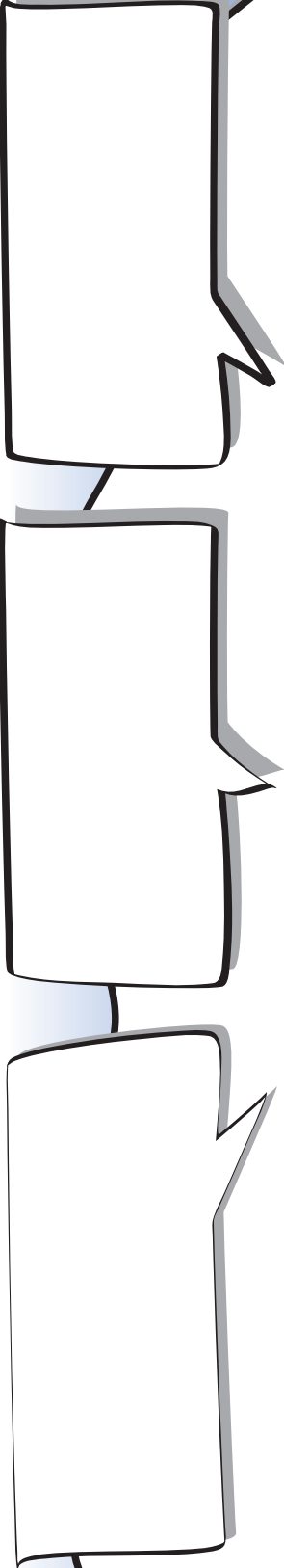
Three large, empty speech bubble shapes arranged horizontally, intended for handwritten insights.

• THEMES

A grid of lines for writing themes, consisting of 4 columns and 5 rows of horizontal lines.

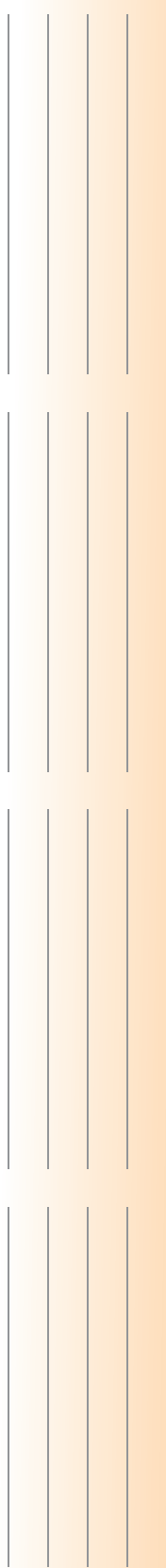
VISIONING: EVOLUTIONARY WHISPERS

• INSIGHTS:



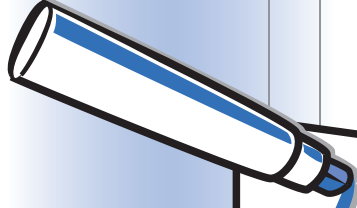
Three large, empty speech bubble shapes arranged horizontally, intended for participants to write their insights.

• THEMES



A grid of lines for writing themes, organized into four columns and five rows.

NEXT IMMEDIATE STEPS



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• **HERE:**
current situation

• **THERE:**
desired state