



THE MIND JOURNAL MANUAL

HELLO & WELCOME

A message from our founders.

Welcome to MindJournal, it means a lot to have you here. By joining this movement you've taken the first steps towards a happier and healthier you.

Over the next few pages, you're going to learn how to get the most from your Journal, so grab a few minutes to yourself and let's get started.

Excited? You should be.

Ollie & Natasha

Founders of MindJournal

Contents

How it works

05 / The Check-in

09 / The Programme

Guided examples

15 / The Check-in

16 / The Pie of Life

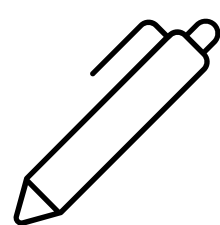
17 / The Stress Bucket

18 / The Relationship Map

Help & support

20 / Frequently asked questions

27 / Get in touch



How it works

Wondering how the Journal works?
Over the next few pages, we'll cover
everything you need to know.

HOW IT WORKS

The Check-in

Check-in with how you feel, set your intentions, practice gratitude and plan a moment in your day that’s just for you.

1

DATE: 13.08.20

CHECK-IN

2

HOW DO YOU FEEL?

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> positive | <input type="checkbox"/> safe | <input type="checkbox"/> grateful | <input checked="" type="checkbox"/> relieved |
| <input type="checkbox"/> happy | <input type="checkbox"/> bored | <input type="checkbox"/> unhappy | <input type="checkbox"/> scared |
| <input type="checkbox"/> hopeful | <input type="checkbox"/> tired | <input type="checkbox"/> frustrated | <input type="checkbox"/> trapped |
| <input type="checkbox"/> stressed | <input type="checkbox"/> hurt | <input type="checkbox"/> furious | <input type="checkbox"/> alive |
| <input type="checkbox"/> nervous | <input type="checkbox"/> eager | <input type="checkbox"/> calm | <input type="checkbox"/> guilty |
| <input type="checkbox"/> tense | <input type="checkbox"/> angry | <input type="checkbox"/> strong | <input type="checkbox"/> bitter |
| <input type="checkbox"/> anxious | <input checked="" type="checkbox"/> excited | <input type="checkbox"/> neutral | <input type="checkbox"/> shocked |
| <input checked="" type="checkbox"/> determined | <input type="checkbox"/> irritated | <input type="checkbox"/> regretful | <input type="checkbox"/> sad |
| <input type="checkbox"/> glad | <input type="checkbox"/> disappointed | <input checked="" type="checkbox"/> lonely | <input type="checkbox"/> energetic |
| <input type="checkbox"/> worried | <input checked="" type="checkbox"/> content | <input type="checkbox"/> low | <input type="checkbox"/> overwhelmed |
| <input type="checkbox"/> insecure | <input type="checkbox"/> negative | <input type="checkbox"/> confident | <input type="checkbox"/> unsure |
| <input type="checkbox"/> confused | <input type="checkbox"/> annoyed | <input checked="" type="checkbox"/> restless | <input type="checkbox"/> |
| <input type="checkbox"/> proud | <input type="checkbox"/> inspired | <input type="checkbox"/> surprised | <input type="checkbox"/> |

3

INTENTIONS / ACHIEVEMENTS:

1. *Finish work at 6pm*
2. *Be patient with Sam*
3. *Organise date night*

4

THINGS YOU’RE GRATEFUL FOR:

1. *A lay in this morning*
2. *Walking Rex at the beach*
3. *Text from Dad*

5

YOUR HAPPY HOUR:

Going for a run after work

1 Timestamp

Add the date to track your progress as you work through your Journal. You can then revisit and reflect using any extra pages.

2 Feelings Checklist

Check-in and tick off how you feel using 50 common emotions as your starting point. There's even space to add your own.

3 Intentions / Achievements

Flexible no matter what time of day you journal, list your intentions or achievements to boost your productivity and confidence.

4 Gratitude

Gratitude is a key ingredient to a happy and fulfilling life. List three things you're grateful for to give yourself a dose of positivity.

5 Happy Hour

It's important to learn how to look after yourself as well as others. Think of the things that make you happy and plan a time to do them.

Using the Check-in

The Check-in has been created to be completed before each exercise or entry. It doesn't matter if you journal first thing in the morning or last thing at night, we've made it flexible so you can find out what works best for you.

Begin by checking-in with how you feel, using 50 common emotions as your starting point.

As you progress through your Journal you may notice patterns in these emotions, allowing you to identify situations that you'd like to create more or less of in your day-to-day.

Next, move on to setting your intentions. These can be mindful actions like being kind, taking breaks or not working too late. Or, they can be task-based such as; finishing that project, returning that call or running that errand. If you journal later in the day you may list these things as achievements instead but again, do what works best for you.

Gratitude is next on the list. Listing three things that you are grateful for will give you that all-important dose of positivity. A great

way to start or end your day, these can be smaller things like getting that lay in or waking up to sunshine, or larger things like the people in your life or your health.

Last but not least is your Happy Hour. This is your opportunity to plan time in your day that is just for you, doing something that makes you happy.

This could be going for a run, reading a book, playing a computer game, anything that brings you joy. We can get so busy in our day-to-day lives that it can be easy to neglect our own needs. By noting this down in your Journal you'll start to set aside time that's just for you.

Remember, there are no rules to how and when you journal, we've made it this way so you can tailor it to your life and find out what works best for you. To start with, try journaling at different times throughout your week, as this will help you to get into a routine and understand when you get the most benefit from writing your thoughts and feelings down.

Everyone journals differently so it is just about experimenting, enjoying the experience, and not putting too much pressure on yourself.

The Programme

30 thought-provoking exercises, divided into three core stages, that increase in difficulty as you work through your Journal.

DATE: 13.08.20

STAGE ONE

ENTRY 1 / 30

WHAT ARE YOUR GOALS?

What would you like to get from writing in this journal? What other goals are you working towards? Think big and think small. Be realistic and unrealistic too.

By starting this journal I hope to ...

M

Remember, goals can sometimes be more about the journey than the destination.

Using the Programme

These stages will guide you through all the areas of your life, examining the building blocks of who you are and in the process help you to discover what you really want.

Starting with the outer layers of your life and working towards your core, the 30 exercises in the programme will challenge the way you think, feel and act, guiding you towards a happier, healthier you.

Stage One

Like all exercises, it's good to warm up first. In this stage, you will learn how to capture your thoughts and feelings and put them down on paper.

Stage Two

Time to step it up a gear. This next stage is going to help you discover your strengths and weaknesses so you can tackle anything that life throws at you.

Stage Three

Your future, your needs and what's important

to you. These exercises might challenge you, but that's the point — if you don't push yourself, you're not learning anything new.

They won't always be easy to answer, but that's ok. If you're finding an exercise particularly challenging, sit with it for a few days and come back to it when you are ready. We always recommend working through the exercises in order, but, again this is completely up to you.

You'll have up to 3 pages of lined paper to explore each exercise. Don't feel pressured to use up all the paper, we've made it this way to give you as much flexibility as possible.

While some people may use all the paper when completing an exercise, others may leave space to come back and revisit it at a later date. This can be a great way to reflect on the progress you have made. And if you need more space, use the free writing section at the back of your Journal.

Throughout the Journal, you'll also find a combination of motivational prompts and advice to keep the good vibes up. Just lookout for the MindJournal symbol at the bottom of the page.

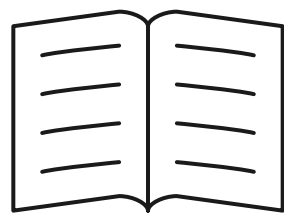
Free Writing Section

We hope that once you have completed the programme, you'll want to keep going. After the final exercise, there is space for a further 60 entries. These entries include the Check-in as well as motivational prompts to keep you going, building your confidence to journal independently.

And when you're ready, the Jotter is waiting for you. The next step in your journaling journey, it features the Check-in, Mindful Reflection Sections and free writing space, giving you more freedom and less guidance so you can achieve anything you put your mind to.

[VIEW THE JOTTER](#)





Guided examples

Sometimes it's easier to see how something is done, so we've completed a few exercises for you.

The Check-in

Below is an example of how the Check-in might be completed. But fill this out however you feel, it’s your journey.

DATE: 13.08.20

CHECK-IN

HOW DO YOU FEEL?

<input checked="" type="checkbox"/> positive	<input type="checkbox"/> safe	<input type="checkbox"/> grateful	<input checked="" type="checkbox"/> relieved
<input type="checkbox"/> happy	<input type="checkbox"/> bored	<input type="checkbox"/> unhappy	<input type="checkbox"/> scared
<input type="checkbox"/> hopeful	<input type="checkbox"/> tired	<input type="checkbox"/> frustrated	<input type="checkbox"/> trapped
<input type="checkbox"/> stressed	<input type="checkbox"/> hurt	<input type="checkbox"/> furious	<input type="checkbox"/> alive
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<input type="checkbox"/> tense	<input type="checkbox"/> angry	<input type="checkbox"/> strong	<input type="checkbox"/> bitter
<input type="checkbox"/> anxious	<input checked="" type="checkbox"/> excited	<input type="checkbox"/> neutral	<input type="checkbox"/> shocked
<input checked="" type="checkbox"/> determined	<input type="checkbox"/> irritated	<input type="checkbox"/> regretful	<input type="checkbox"/> sad
<input type="checkbox"/> glad	<input type="checkbox"/> disappointed	<input checked="" type="checkbox"/> lonely	<input type="checkbox"/> energetic
<input type="checkbox"/> worried	<input checked="" type="checkbox"/> content	<input type="checkbox"/> low	<input type="checkbox"/> overwhelmed
<input type="checkbox"/> insecure	<input type="checkbox"/> negative	<input type="checkbox"/> confident	<input type="checkbox"/> unsure
<input type="checkbox"/> confused	<input type="checkbox"/> annoyed	<input checked="" type="checkbox"/> restless	<input type="checkbox"/>
<input type="checkbox"/> proud	<input type="checkbox"/> inspired	<input type="checkbox"/> surprised	<input type="checkbox"/>

INTENTIONS / ACHIEVEMENTS:

1. Finish work at 6pm

2. Be patient with Sam

3. Organise date night

THINGS YOU’RE GRATEFUL FOR:

1. A lay in this morning

2. Walking Rex at the beach

3. Text from Dad

YOUR HAPPY HOUR:

Going for a run after work

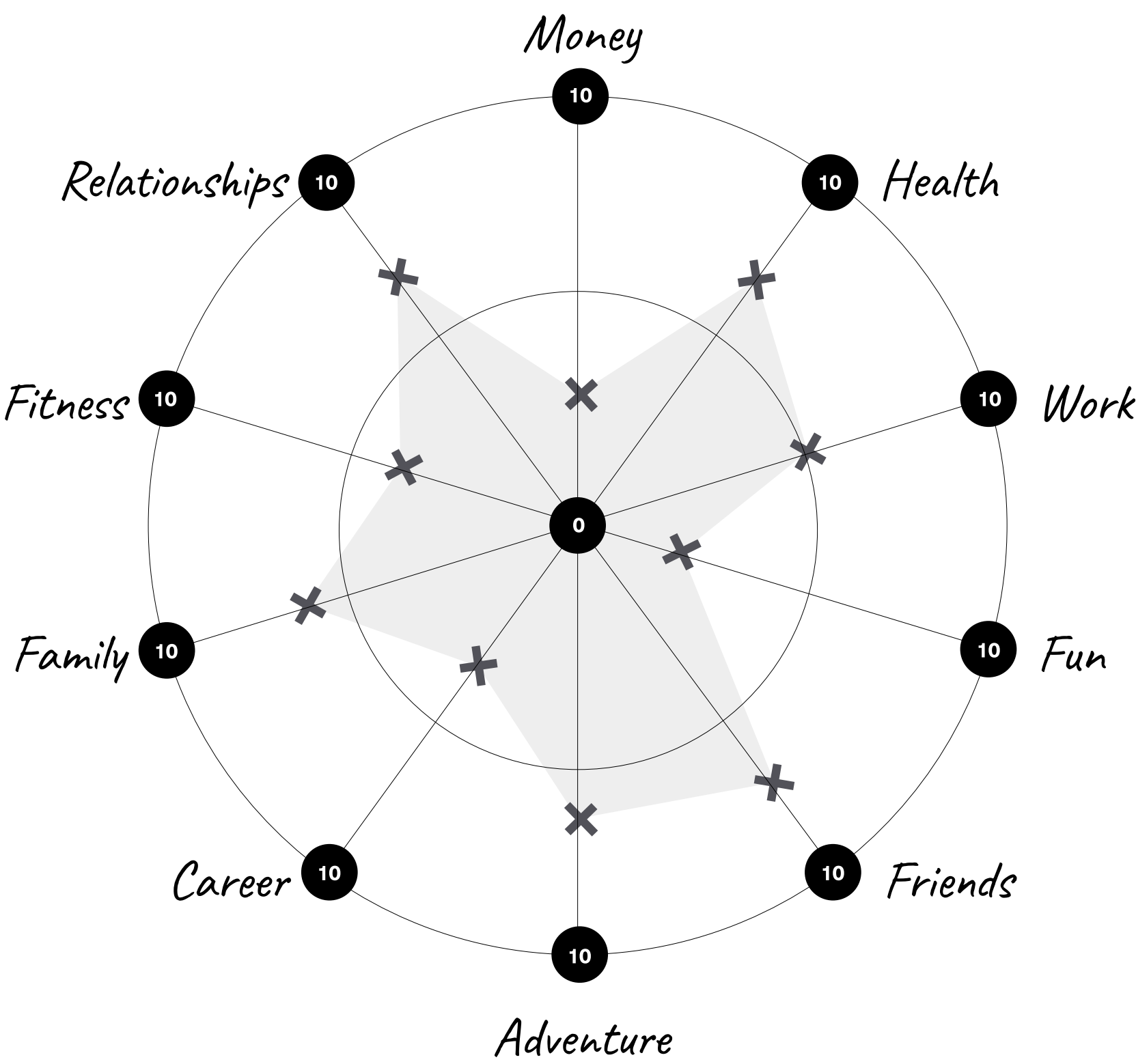
The Pie of Life

A great way to get an overview of your life. You could even create multiple ‘Pie’s’ for each category. Again, it’s up to you.

THE PIE OF LIFE

Pick ten categories from the list below and place each one onto a slice of the pie. Give them a score from zero to ten, marking with a cross on the axis. Join up the crosses and complete the question on the next page.

0 = least satisfied | 10 = most satisfied



M

Pick from: Money, Finances, Health, Wellbeing, Fitness, Family, Friends, Relationships, Career, Work, Fun, Adventure. **Or choose your own.**

The Stress Bucket

Imagine the bucket is filled with water and each item is another drop. If you keep adding, the water will spill out — unless you open the tap.

DATE: 24.08.20

STAGE TWO

ENTRY 16 / 30

THE STRESS BUCKET

In the bucket, list everything that's making you feel stressed. Then, where the tap is at the bottom, list all the things that help relieve your stress.

Holiday budget

DIY jobs need finishing

Work deadline

Car is broken

Argument with Sam

Journaling

Running

Eating well

Time with family

Napping

M

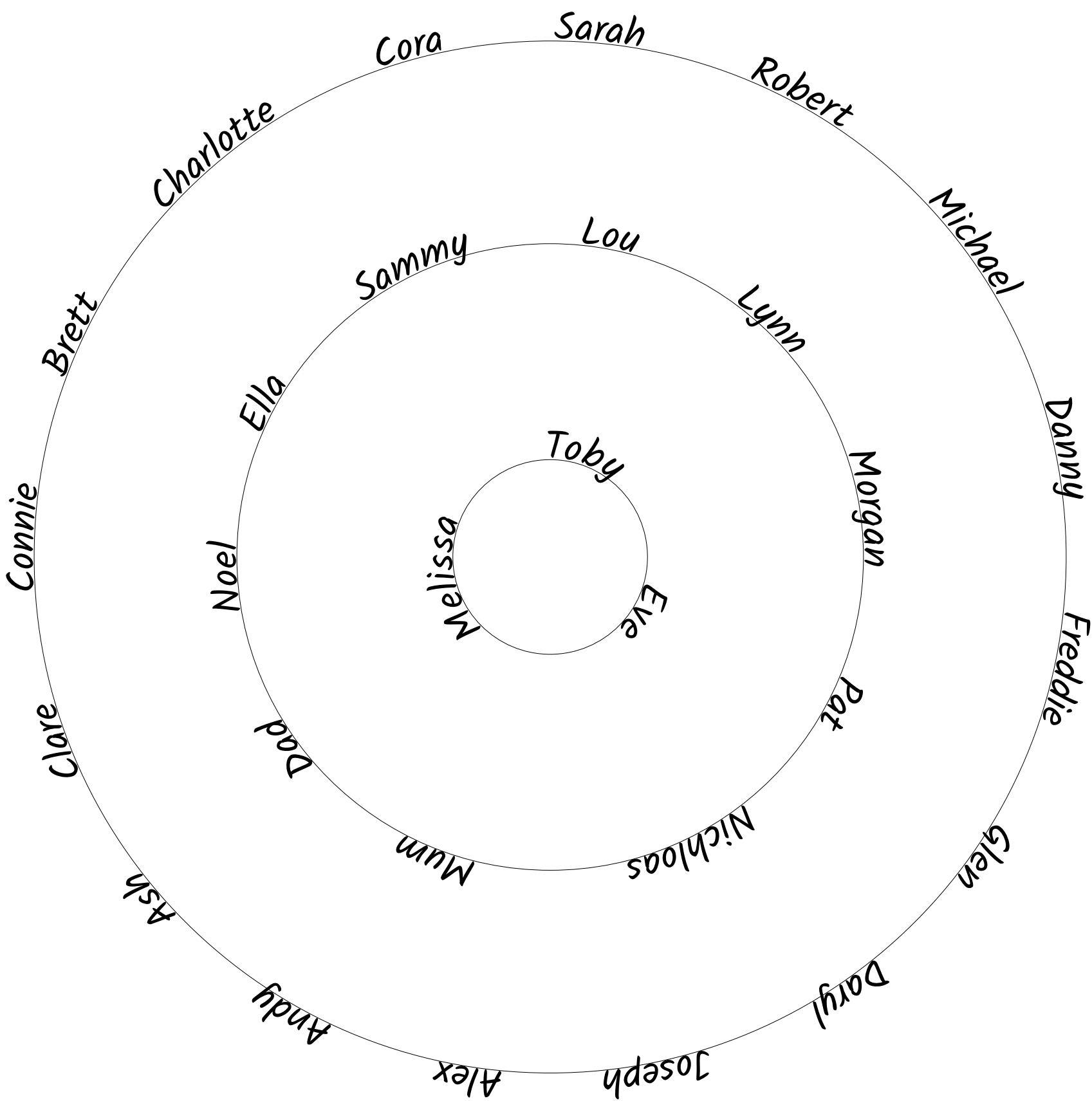
You can only tackle stress when you know what is stressing you out.

The Relationship Map

Friends, family, colleagues. List all the people in your life and think about why you placed them where you did.

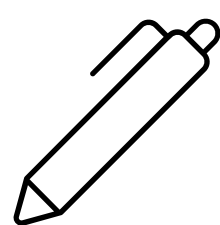
THE RELATIONSHIP MAP

Think about all the people in your life and plot them on the map below. Put the most important person in the middle and work towards the outer ring.



M

Think of the rings as your social circles or the groups of people around you. Don't forget to put yourself on the map.



FAQs

Still got a question? No problem, hopefully we can answer it in the next few pages.

Your questions, answered

From getting stuck to moving on, here are the answers to some of our most common FAQ's.

How many emotions should I tick?

This completely depends on how you are feeling at the time. Tick all that apply. If some emotions feel stronger than others then focus on those.

I'm only ticking negative emotions, is that ok?

Of course. Don't be disheartened if you are ticking more 'negative' emotions than 'positive'. This is an outlet for your mind and a way of tracking how you are feeling. Recognise it, and use the exercises or the free writing section to reflect on why you are choosing the emotions that you are.

Do I need to answer the exercises in order?

Whilst we recommend working through the programme in the order we've designed, there are no rules to how you journal. It's about finding out what works best for you.

However, if you are finding certain exercises difficult to answer, don't avoid them. Sit and reflect on why you feel this way and that should help to get you started.

Help! I can't think of anything to write.

Don't worry, this will happen. On days you don't feel like completing an exercise, try completing the Check-in only. It will allow you to check-in with how you are feeling, set your intentions, practice gratitude and plan a moment in the day that's just for you.

Never force yourself to write. Just make a note in your Journal that on that day, you couldn't or didn't want to write and why you think that might be. This will be helpful when you revisit the exercises at a later date. And give yourself a break, this isn't always going to be easy.

How do I keep my Journal private?

Be open and honest with anyone who may come across your Journal. Explain what it is, why you are using it and that it is private and not to be read by anyone other than you. It's also a good idea to have a safe space to keep your Journal when you are not using it, just in case.

Should I share my Journal with anyone?

It's completely up to you but if you do decide to share your thoughts we recommend reading entries to others, rather than allowing them to do so on their own. Don't forget this is your private space so don't ever feel pressured into sharing if you don't want to.

I've finished the Journal, what do I do now?

When you're ready, the Jotter is waiting for you. The next step in your journaling journey, it features our signature Check-in tool, Mindful Reflection Sections and free writing space, giving you more freedom and less guidance so you can achieve anything you put your mind to.

I'm struggling and need to talk to someone, what should I do?

Firstly, please know that you are not alone. There are lots of options for support out there and you've already taken the first step. The following organisations offer both advice and immediate help if you don't feel you can keep yourself safe.

United Kingdom

Samaritans

Whatever you're going through, a Samaritan will face it with you. They're there for you 24 hours a day, 365 days a year.

www.samaritans.org

United States

National Suicide Prevention Lifeline

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.

www.suicidepreventionlifeline.org

Canada

Crisis Services Canada

If you need support, call us now at our toll-free number 1.833.456.4566. We are available 24x7x365. You will not incur long-distance charges for your call.

www.crisisservicescanada.ca

Continued on the next page.

Australia

Lifeline

If you are thinking about suicide or experiencing a personal crisis help is available. No one needs to face their problems alone.

www.lifeline.org.au

For other regions, please speak to a health professional who can advise you on organisations that can support you with what you are going through.



Got a question?

Hopefully, by now you've got everything you need to get started. But if not, please get in touch, we love hearing from our community and are always happy to help.

SAY HELLO

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