

A hand is shown from the wrist up, reaching upwards with the palm facing forward. The hand is light-skinned and is positioned against a blue gradient background that transitions from a darker blue at the top to a lighter blue at the bottom. A thin yellow border frames the entire image. The text 'Achievement Addict' is written in a bold, yellow, sans-serif font, and 'Companion Workbook' is written in a yellow, cursive script font below it.

Achievement Addict

Companion Workbook

ROSE LOUNSBURY



Hey There!

I'm so excited that you downloaded the Achievement Addict workbook. This workbook will help you take the ideas and lessons you learned in the Achievement Addict book and apply them to your life. Overcoming achievement addiction takes practice, and my hope is that these pages provide a helpful practice ground for you as you seek a more fulfilling and happy life.

You can do the exercises alongside the book as you read it, or you can finish the book and do the exercises when you're done. You can do all the exercises if you like, or just pick the ones that seem most relevant to you right now. No matter how you go about it, the work you do here will help you create a more meaningful life beyond busyness and overdoing.

Cheers to every step of your journey!

xo Rose

The Overachiever's 12 Step Guide

- | | | | |
|------|----|----|---------------------|
| STEP | 1 | —— | Now, Then, Soon |
| STEP | 2 | —— | Enough |
| STEP | 3 | —— | Notice & Need |
| STEP | 4 | —— | The Choice Big Bang |
| STEP | 5 | —— | Heart Metrics |
| STEP | 6 | —— | Time |
| STEP | 7 | —— | Tech & Sleep |
| STEP | 8 | —— | No |
| STEP | 9 | —— | Thanks |
| STEP | 10 | —— | Self-Worth |
| STEP | 11 | —— | Love |
| STEP | 12 | —— | Trust |

STEP ONE

Now, Then, Soon

one



Now: Achievement Addict Assessment

Understanding your current situation is the first step toward recovery, and this assessment will help you get clear on your current level of addiction. Mark the following questions and statements that accurately reflect how you feel right now.

- | | YES | NO |
|---|--------------------------|--------------------------|
| • Do you regularly sacrifice sleep in order to get more things done? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your technology use get in the way of your personal relationships? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you feel like your relationship with work gets in the way of your relationships with people? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you regularly wake up in the morning and feel overwhelmed by your schedule for the day? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is "failure" one of your greatest fears? | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	NO
• Do you struggle to relax?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you work while on vacation?	<input type="checkbox"/>	<input type="checkbox"/>
• If given an extra hour in the day, would you use it to be more productive instead of using it for a hobby or self care?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you see "self care" as another task to add to your to-do list?	<input type="checkbox"/>	<input type="checkbox"/>
• In a group or team, are you usually the one who does the majority of the work? (If so, do you resent this?)	<input type="checkbox"/>	<input type="checkbox"/>
• While working on a project or task, do you regularly worry about all the things you're NOT working on?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have difficulty saying "no" to opportunities and requests?	<input type="checkbox"/>	<input type="checkbox"/>
• Would "Ain't Got Enough Time" be an appropriate title for a theme song of your life?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you find yourself rushing through everyday tasks - such as showering, eating, and driving to work - even when you're not late?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you feel like you don't have much fun?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you struggle to "leave work at work?"	<input type="checkbox"/>	<input type="checkbox"/>
• When engaged in conversation, do you often think about what else you should/could be doing instead of talking to this person?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you feel guilty about your inability to do more things?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you often feel like "everyone wants something from me" and do you resent them for this?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you feel like your to-do lists run your life instead of the other way around?	<input type="checkbox"/>	<input type="checkbox"/>

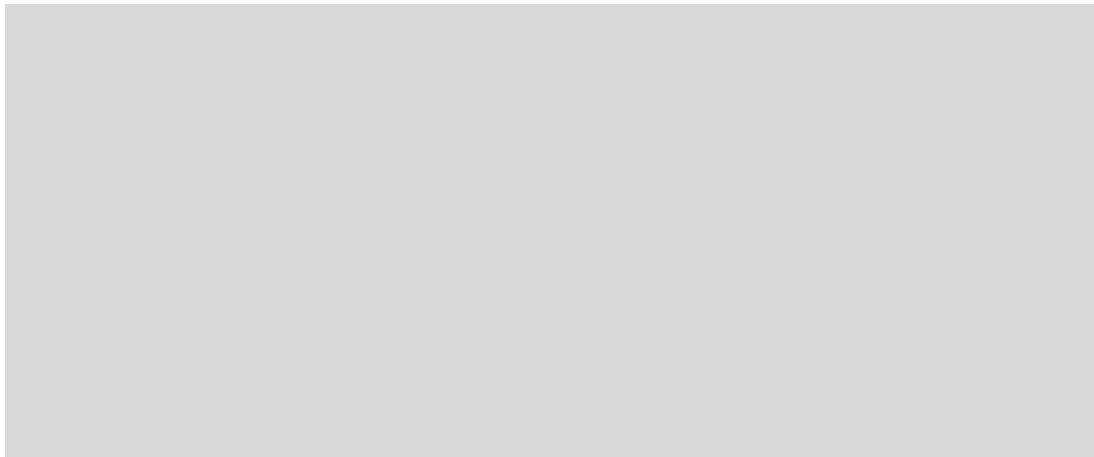
- | | YES | NO |
|--|--------------------------|--------------------------|
| • Do you have A LOT of to-do lists, in a lot of places? If so, does this stress you out? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you often fail to notice your surroundings while walking or driving because you're so focused on where you're going? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you regularly multi-task? (For instance, listen to a podcast while folding laundry, exercise while on audio-only Zoom calls, check email while watching your child's soccer game, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is "Busy" a typical response when people ask you how you're doing? | <input type="checkbox"/> | <input type="checkbox"/> |

Understanding your current situation is the first step toward recovery, and this assessment will help you get clear on your current level of addiction. Mark the following questions and statements that accurately reflect how you feel right now.

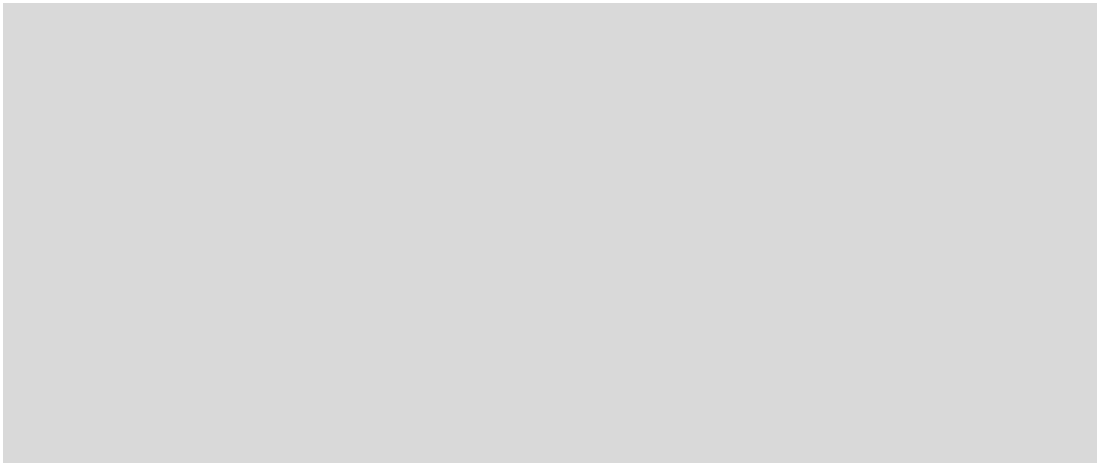
***Then:* Reflection Questions**

Take a moment and write down answers to the following questions. This might take just a few minutes, or you might find it helpful to spend several days reflecting and journaling. The goal of this exercise is to help you understand the origins of your achievement addiction so you can begin to recognize where this pattern comes from and how it continues to show up in your life.

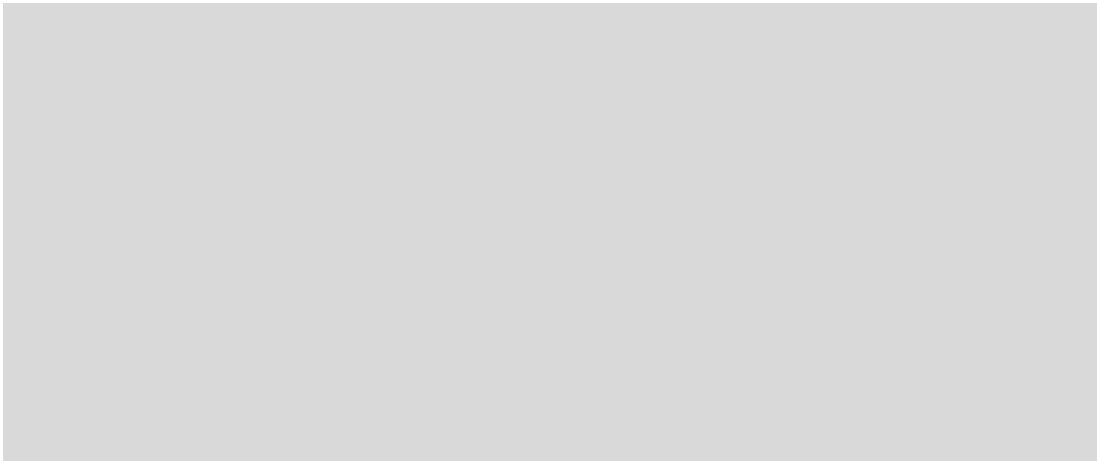
When you were a child, what lessons did the adults in your life teach you about what it meant to be "good"? How did your actions change as a result? Are you still acting in this way?



Can you identify a moment in your past that launched you into busyness, success-seeking, or trying to prove yourself? (Perhaps this was a time you felt like you let someone down or felt like you weren't "good enough.") How is this experience affecting you now?



*If you had to name an overall reason, WHY do you feel compelled to always "do more"? (*And once you have an answer to that question, ask yourself another: Is this TRUE?)*



Soon: Heart Goals

Get a piece of paper and draw a circle near the middle. Inside write down one emotion or experience you'd like to happen more often in your life.

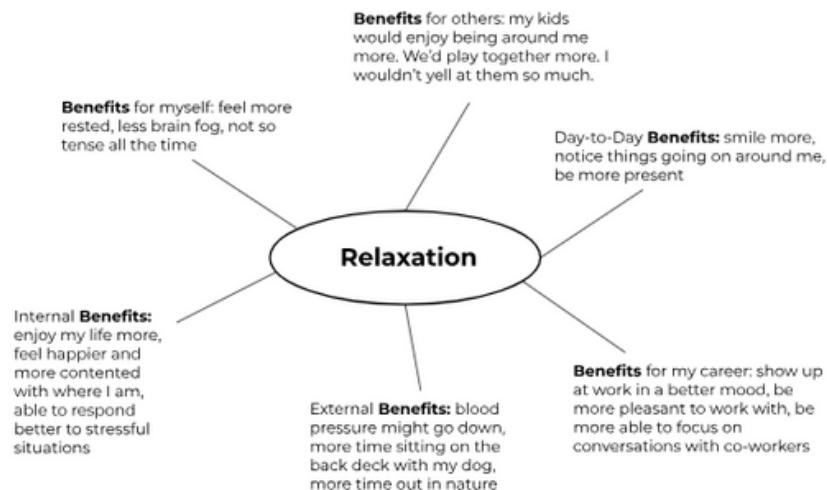
Many of us find this difficult, as it's often easier to name the negative emotions and experiences we don't want. If you find yourself focusing on the negative, use the FLIP IT strategy: write down a negative emotion you don't want. Then cross it out and flip it into its positive equivalent. For example, if you don't want to feel anxiety, flip it to calm.

Soon: Heart Goals

Around the outside of that circle, write down all the benefits of bringing that emotion/experience into your life. I've expanded benefits into several different areas, but it's not important that you list benefits for each. Just do what feels helpful.

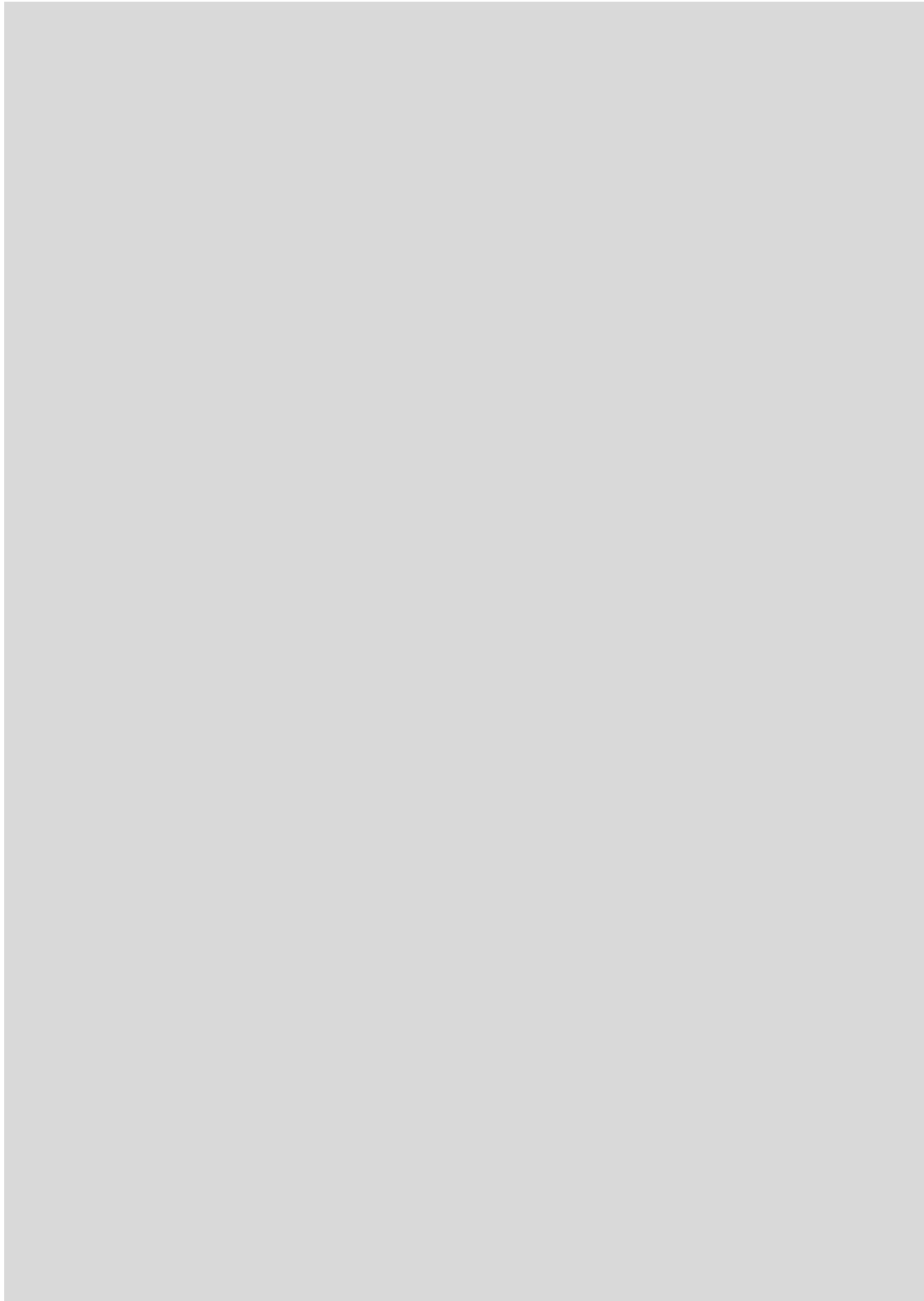


Here's an example of what a completed heart goals map might look like:



Soon: Heart Goals

Use the space below to create a heart goals map for yourself. You can make as many of these maps as you like to help you to visualize what your life might look like when you're no longer addicted to achievement.



STEP TWO

Enough

two



"Enough" Assessment

Using the scales below, rate yourself 1-10 on how you CURRENTLY feel in each of the "Enough" categories.

Do you feel like you have enough stuff?

STUFF

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

Explain why you ranked yourself this way. How do you see the effect of that ranking showing up in your life right now?

Do you feel like you have enough money?

MONEY

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

Explain why you ranked yourself this way. How do you see the effect of that ranking showing up in your life right now?



Do you feel like the quantity and quality of your relationships (aka love!) is enough?

LOVE Quantity

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

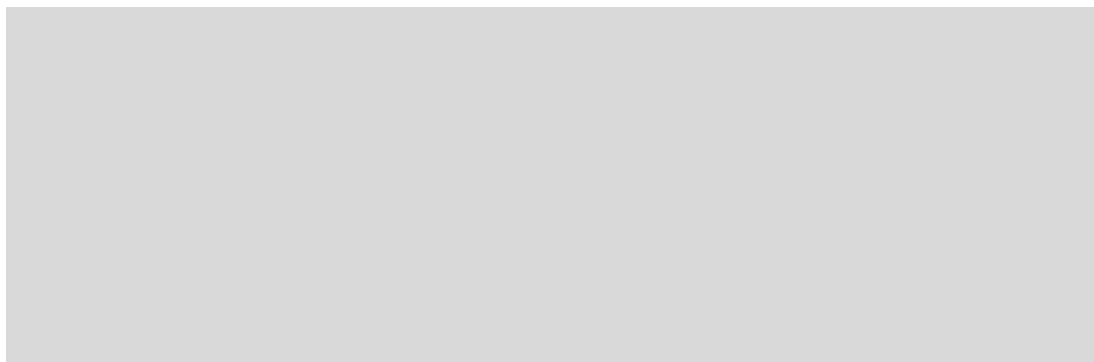
LOVE Quality

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

Explain why you ranked yourself this way. How do you see the effect of that ranking showing up in your life right now?



Do you feel like the acknowledgement you receive is enough?

ACKNOWLEDGEMENT

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

Explain why you ranked yourself this way. How do you see the effect of that ranking showing up in your life right now?

Do you feel like the success you experience is enough?

SUCCESS

Not Enough

Enough

1 2 3 4 5 6 7 8 9 10

Explain why you ranked yourself this way. How do you see the effect of that ranking showing up in your life right now?

"Enough" Activities

Activity #1: Your Enough History

The goal of this activity is to help you identify how the pattern of Not Enough has shown up at different phases of your life.

You can name the phases however you want. Some people prefer to think in time: *childhood, adolescence, young adulthood, after having kids*. Others think in terms of location or career: *when we lived in California, undergrad, grad school, internship at XYZ company*.

Next to each phase, write down how you felt or acted like Not Enough at that time. Be honest. You can burn this paper later if you want! It's only by being truthful about how this pattern has shown up in your past that you'll be able to recognize it and choose differently when it shows up again.

You'll see that an example has been done for you.

Phase of My Life	How did "Not Enough" show up?
<i>School Years</i>	<i>I felt like I wasn't good enough unless I got all A's.</i>

Activity #2: I Am Enough

In this section, you rated yourself 1-10 on 5 areas of Enough: Stuff, Money, Love, Acknowledgement, and Success.

Where are your ratings highest? Why did you score yourself *highest* in these areas?

Where are your ratings lowest? Why did you score yourself *lowest* in these areas?

You can practice bringing Enough into all areas your life by repeating these 3 phrases to yourself:

I AM enough.

I HAVE enough.

I DO enough

I recommend writing these phrases on sticky notes or index cards where you'll see them regularly. You could also make them a screensaver on your phone or laptop.

It's also helpful to modify the phrases to fit particular situations. For example:

I AM _____ enough.

I am capable enough to lead this team.

I am patient enough to handle my toddler's tantrum right now.

I am good enough to write this book.

I HAVE enough _____.

I have enough money.

I have enough clients.

I have enough time to do what is important for me to do.

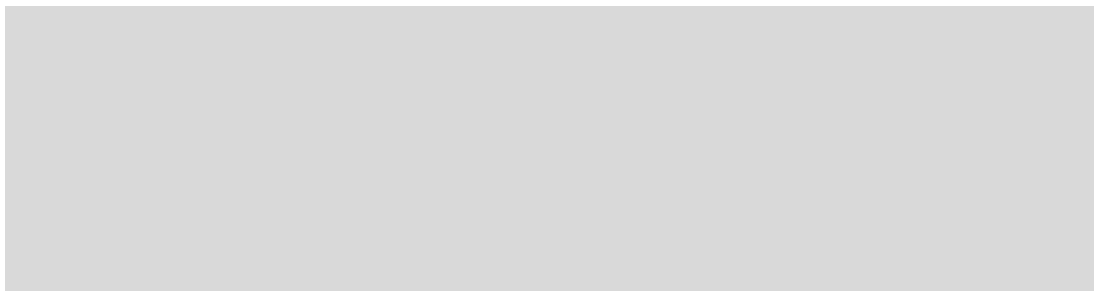
I _____ enough. (*Replace DO with a different verb)

I answer enough email.

I write enough social media posts.

I spend enough quality time with my partner and kids.

In the space below, write several "I am Enough" statements that would be helpful for you to use in your own life:



STEP THREE

Notice & Need

three



Step 3: Notice & Need

The following guided activity will lead you through a practice to help you notice what's going on in your body and start meeting your needs.

Take a moment to get still and quiet right now.

You don't need to be sitting in a traditional meditation posture. You can get still wherever you are.

Close your eyes. *(After reading these instructions, of course! 😊)*

Ask yourself: **What do I notice?**

Perhaps notice your breath. What is it like?

Now, notice your body. Imagine you've never noticed your body before. See if you can observe it like a scientist.

What physical sensations do you notice? (Possibilities: tightness, softness, sharpness, etc.)

Where are they?

What are they like?

Try to just feel them instead of naming them with words like "stress."

We're practicing noticing, not judging.

See if you can just be with whatever you notice.

Without judging.

Without running away.

Now, ask yourself the second question: **What do I need?**

Feel into those parts of your body where you had strong noticings. Ask those parts: *What do you need?* You may get an answer right away. You may not. That's okay. You can always come back and practice more later.

You can practice "Notice & Need" both when you're feeling calm and when you feel out of sorts. The more you practice, the more quickly you'll be able to notice what feelings come up and meet your needs.

STEP FOUR

The Choice Big Bang

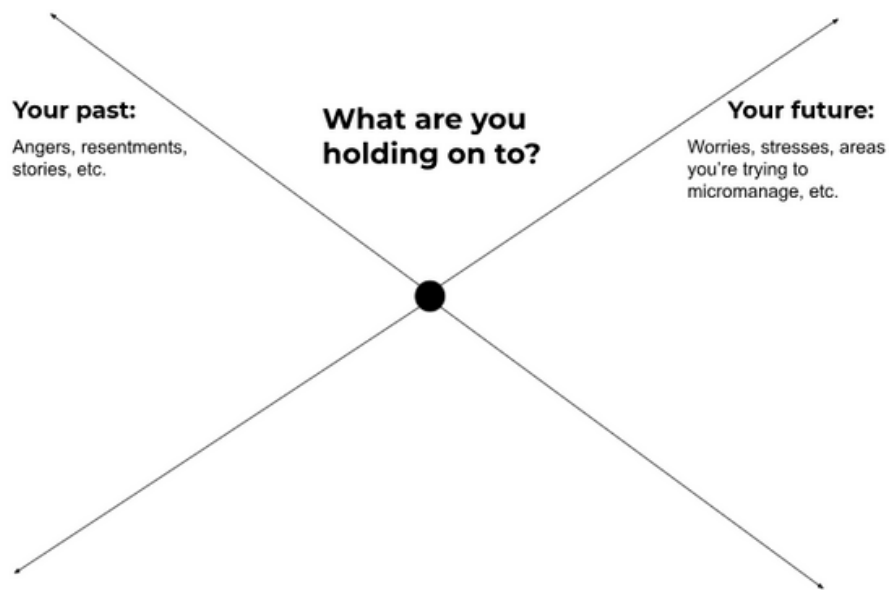


Letting Go Exercise:

Take a moment to get still and think about the Big Bang view of your life. Look back at your past. What stories, angers, and resentments are you holding on to? Try to observe these without judgment. We all have them.

Now look at your future. What worries or stresses are you holding on to? Where are you micromanaging or trying to assert control? Again, observe without judging. We're just getting clear on what's in your mental closet.

Once you have an idea of some of the things you're holding on to, jot those down in "past" and "future" spaces in the diagram on the next page.



Now focus on that black dot in the middle. This is the Now, your only moment of agency, the moment where you can choose to let go. Look at one thing you wrote above and make a choice—right now—to let it go. Say to yourself, “I choose to let go of _____.” Repeat this until you begin to feel yourself letting go of this thing.

If it helps, imagine opening your hands and letting it go. Physically unclench your fingers. Feel your arm muscles relax. Breathe out.

Repeat as necessary, moment to moment, when you find yourself holding on to this thing again. Eventually, you’ll feel it begin to fade as it leaves your mental closet.

This is an exercise to return to and repeat as negative “stuff” tries to enter your mental closet again. You’ll get really good at it and soon you’ll be able to recognize that clutter and let it go before it has time to settle on a shelf.

STEP FIVE

Heart Metrics

five



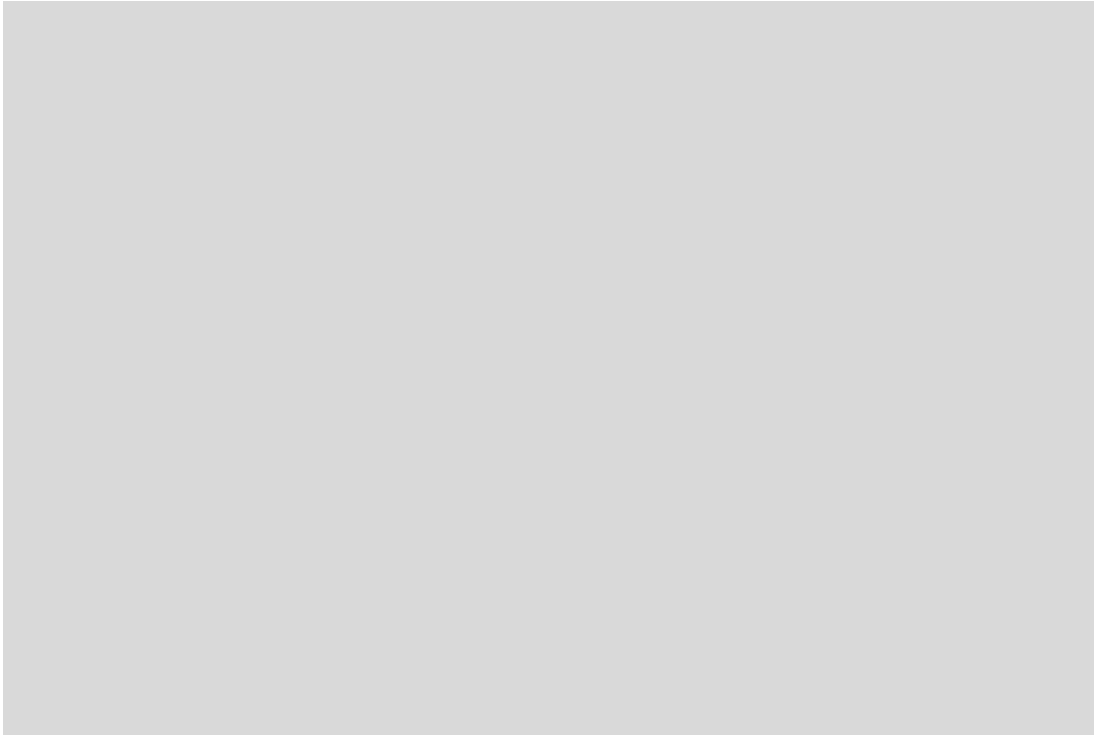
Exercise: Heart Metrics

This exercise will help you create your own heart metrics. Remember, heart metrics should be internal, flexible, and within your control.

You can borrow some of mine, if you like:

- *Am I proud of how I showed up?*
- *Did I try my best?*
- *Did I use my gifts?*
- *Did I help others?*
- *Did I learn?*

Write your heart metrics here:



Copy your heart metrics on a sticky note or index card and put them someplace you will see them daily. Your bathroom mirror, your desktop, your fridge, your bedside table, and your wallet are all good options. I recommend making multiple copies and putting them in several places to remind yourself that you are the only person in charge of evaluating your self worth.

STEP SIX

Time

six

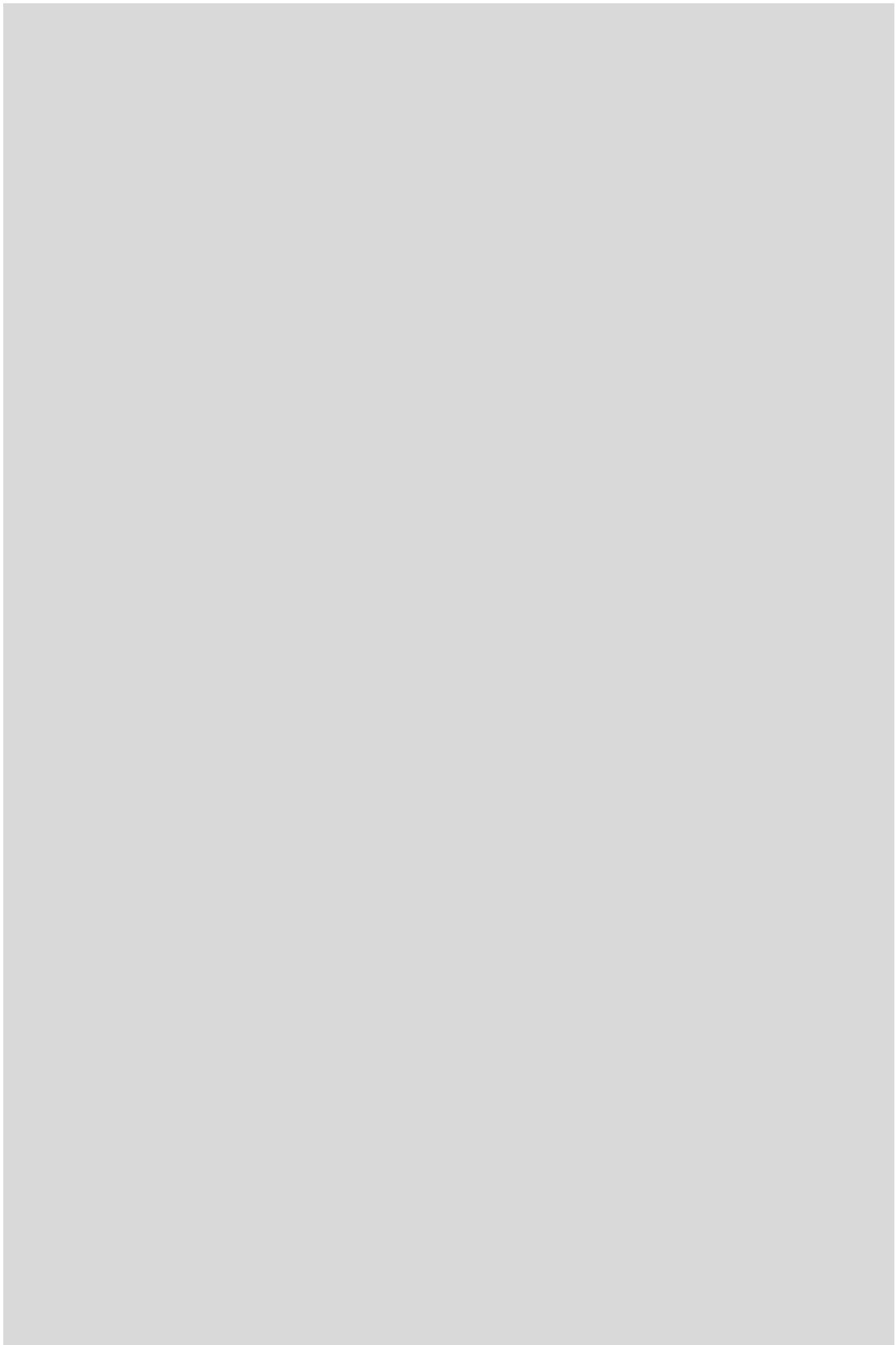


Exercise: Letters to Time

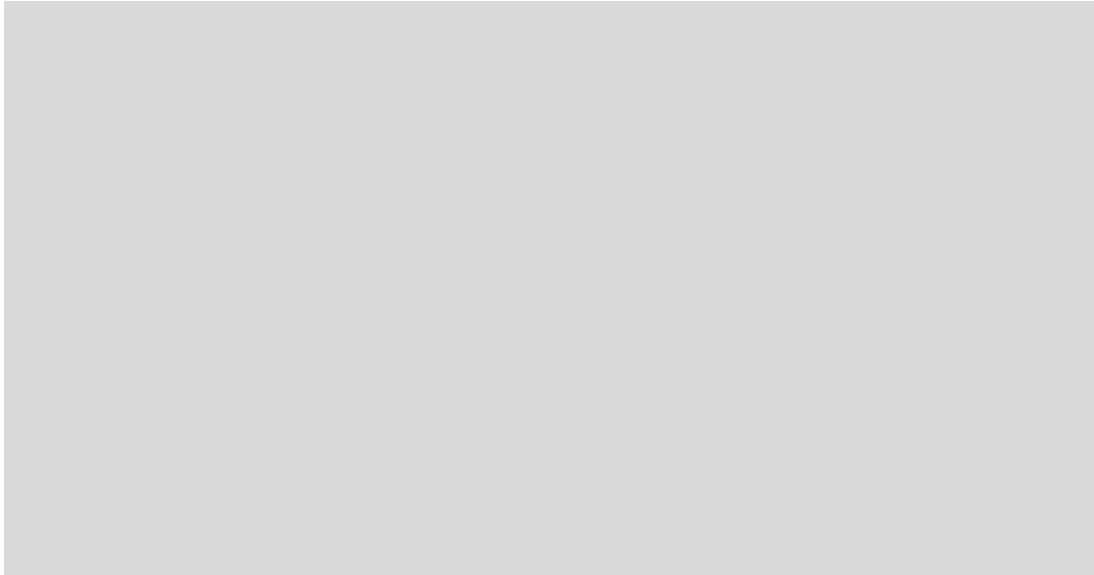
For this exercise, you will write two different letters to Time. If it helps, you can return to Chapter 6 of my book to read my sample letters.

Write: For the first letter, write in the voice of your overachiever self. Don't censor yourself as you write, just write.

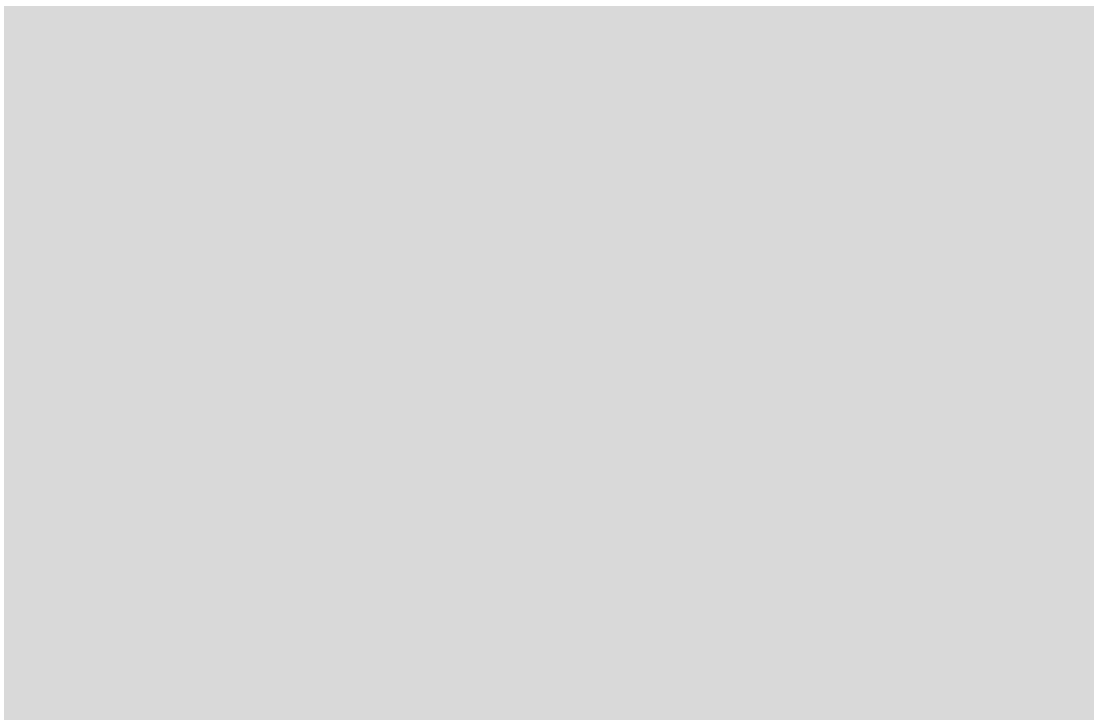
A large, empty gray rectangular box intended for the user to write their letter to Time.

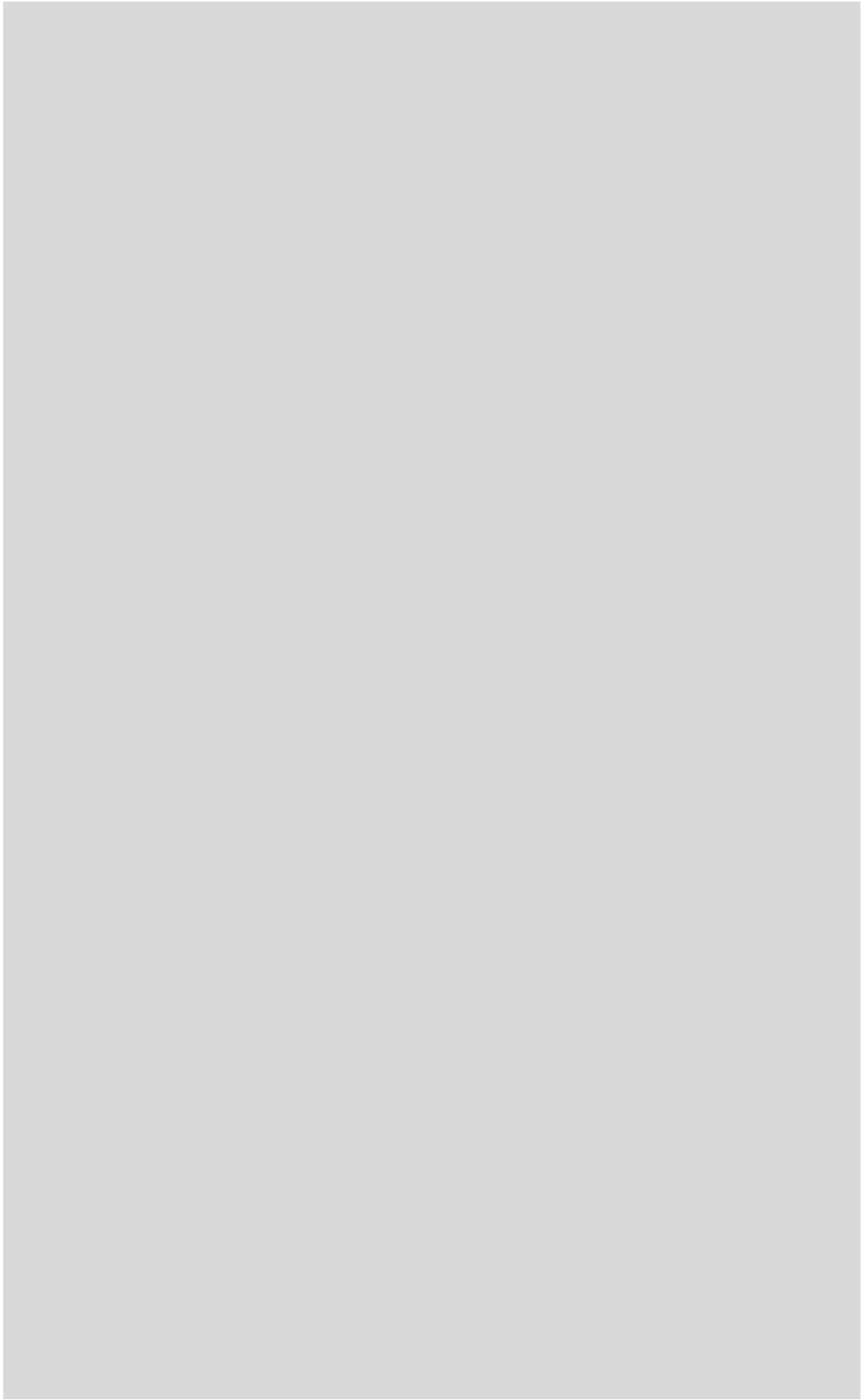


Reflect: Read the letter back to yourself. What do you notice? How would you describe the person writing the letter? What kind of relationship do they have with Time?

A large, empty gray rectangular box intended for the user to write their reflections on the letter.

Write: Before you write the second letter, take a moment to close your eyes and imagine the kind of relationship you'd like to have with Time. How does it feel? What does it look like? When you're ready, open your eyes and **write a second letter to Time, in the voice of your true self.**

A large, empty gray rectangular box intended for the user to write their second letter to Time.



Reflect: Now, read this second letter back to yourself out loud. How is this letter different from the first? How would you describe this relationship?



STEP SEVEN

Tech & Sleep

seven




Exercise: 48-Hour Phone-Free Challenge

Are you up for a challenge that will radically change your life? 🤖 Yes, you are!

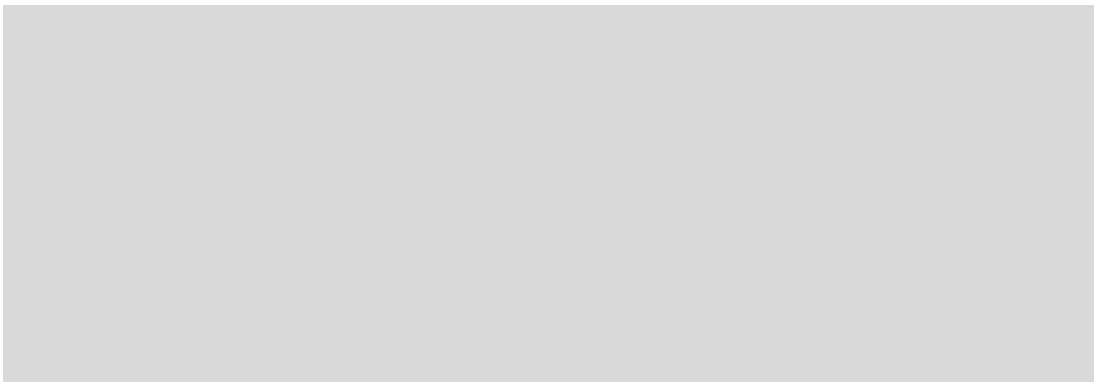
Choose a 48-hour window to go without your phone. I recommend a weekend, from Friday evening until Sunday evening. During this 48-hour period, plug your phone into the wall and use it like a “real phone,” to send and receive calls only.

After completing this challenge, reflect on the experience using the three questions on the next page.

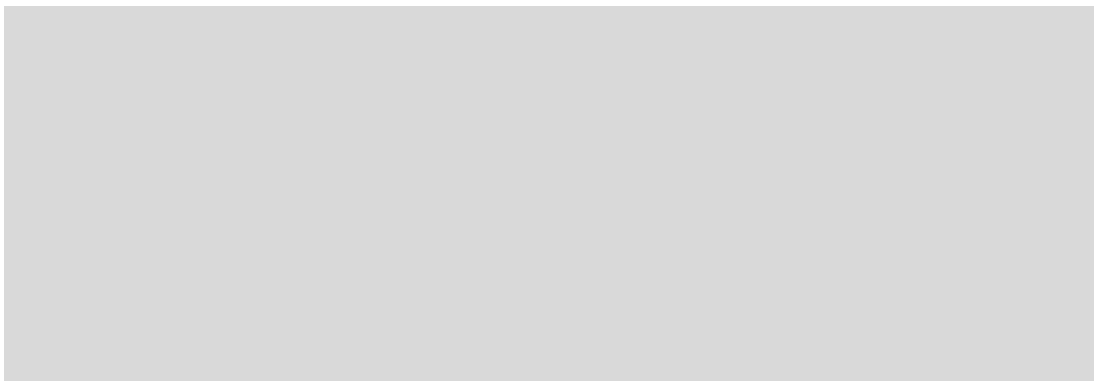
What did you notice as you completed this challenge? What feelings, thoughts, or a-ha's came up?



Based on this challenge, what boundaries would you like to set with your phone use going forward?



What do you need to put in place to fully commit to setting these boundaries with your phone?



Exercise: Sleep Boundaries

Create a table like the one below. On the left, brainstorm all the different factors affecting your sleep. Think of everything: staying up late to watch the news, your late-night snack habit, your early-morning yoga routine. Then brainstorm a possible boundary you could set to alleviate that factor. (It’s okay if some of the boundaries are the same. In fact, it’s better if they are, as having one boundary that resolves multiple factors will get you enjoying some solid sleep more quickly!)

I’ve added some examples to help you.

Factor Affecting My Sleep	Possible Boundary
6am cardio class	I don’t set my alarm for less than 7 hours from the time I go to bed. If I want to go to cardio class, I get in bed by 10:30pm.
Late night snacking	I don’t eat after 7pm. If I’m hungry after 7pm, I drink water or decaf tea.

Once you’ve completed the table, **PICK ONE** boundary to practice. Just one. Once you’ve practiced this boundary enough that it becomes a habit, you can add another.

STEP EIGHT

No

eight



Exercise: Busy Emotions

Make a list of the emotions you feel when you are busy. Decide if they are positive or negative. Reflect on how this looks and feels in your life.

Emotion I feel when I'm busy	Positive or Negative?	What does this look or feel like?
<i>stressed</i>	<i>negative</i>	It looks like me snapping at my partner and kids. Late nights on my laptop. It feels like I am always in the middle of a crazy tornado.

Emotion I feel when I'm busy	Positive or Negative?	What does this look or feel like?

Once you've completed the table, answer two more questions:

What are you trying to accomplish by being busy?

Is being busy helping you accomplish that? Why or why not?

Exercise #1: Clear your plate

Saying No starts with looking at your current commitments—everything to which you’ve explicitly and implicitly said Yes—and deciding if they are necessary and/or fulfilling.

The Explicit Yeses are things you’ve overtly said Yes to, such as committee work and volunteer positions. The Implicit Yeses are the things you’ve silently said “Yes” to by simply taking them on so that you and others now just expect you to do them.

You are allowed to say No to both explicit and implicit Yeses.

Explicit Yeses

What is the commitment? (Committees, networking groups, coaching t-ball, etc.)	Is it necessary and/or fulfilling? In other words, is it a YES or a NO?	If it's a NO, use the After Yes No. <u>What</u> will that look like and <u>when</u> will you do it?
<i>Monday morning networking group</i>	It's a No	<i>Email Phil and tell him I'm sorry, but this is my last month. I'll send the email by Friday.</i>

Implicit Yeses

What is the commitment? (meal planning, teacher communication, organizing vacations, etc.)	Is it necessary and/or fulfilling? In other words, is it a YES or a NO?	If it's a NO, use the After Yes No. <u>What</u> will that look like and <u>when</u> will you do it?
<i>Organizing the family reunion every summer</i>	It's a No	<i>Schedule a family Zoom to see if people want to continue this tradition and if so, how we can take turns planning. I'll send a group text to the family on Saturday.</i>

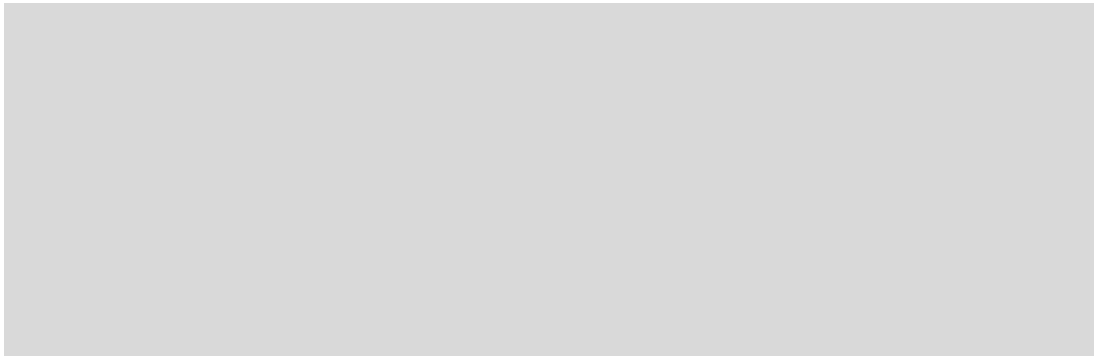
Reflection questions:

What came up for you when you considered saying No to some of your explicit and implicit commitments?

If you actually went through with saying No to some things, how did you feel about it?



How will you continue to practice saying No in your life?



Exercise #2: Keep your plate clear

Once you've cleared your plate of your current unfulfilling commitments, you can better examine incoming requests to see if they are a YES or a NO. Use this table as a framework to help you.

What is the commitment request? (volunteer request, party invitation, etc.)	Is it necessary and/or fulfilling? In other words, is it a YES or a NO?	If it's a NO, <u>how</u> and <u>when</u> will you say no?
Chairing the XYZ committee	It's a No	I'll use the No Quota. I'll email my department head this afternoon.
Attending the ABC fundraiser event	It's a No	I'll use the No Sandwich. I'll text Maria tonight.

STEP NINE

Thanks

nine



Exercise: Gratitude Journal

Practicing daily gratitude will make a huge difference in how you feel about your life. In the space below, write down five things you're grateful for in the morning, and five more things you're grateful for at night.

This morning, I am so happy and grateful for...

A large, empty gray rectangular box intended for writing the gratitude journal entries.

Tonight, I am so happy and grateful for...



Now, keep it going! Get yourself a small notebook and a pen to place by your bedside. Each morning, list five things you're grateful for. Each night, list five more things. Repeat daily and feel yourself start to capture the joy.

STEP TEN

Self-Worth

ten



Exercise: Separating Self from Achievements

Draw two rectangular boxes side-by-side. Label them “self” and “achievements.”

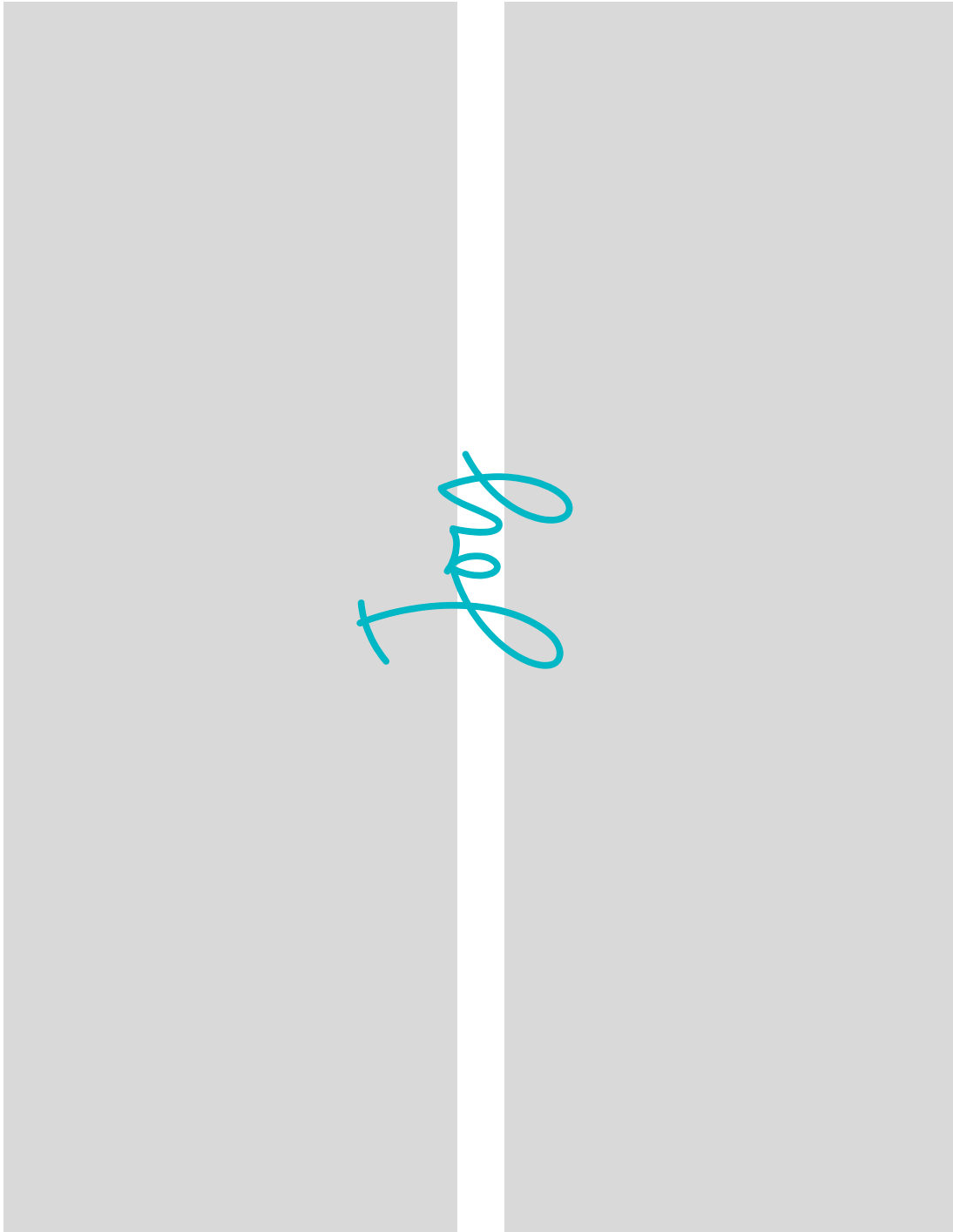
In the “self” box, brainstorm all the things that make you uniquely you. You can list personality traits, hobbies, special skills or talents. If you struggle with this, think about things that make you happy... do you love nature? Exercise? Music? Taking care of animals? These are the ingredients in the soup of your self. List them all here. Take a moment to appreciate and celebrate these unique aspects of you.

In the “achievements” box, list the major accomplishments in your life. Have you graduated from college? Raised children? Bought a house? Become a senior associate in your firm? Written a screenplay? Organized a successful fundraiser for your church? List all your achievements here. You can even include small ones, like remembering to take the trash out every Thursday. Take a moment to celebrate your achievements. They are well and good.

Now look at the space between these two boxes. Write the word JOY inside that space. Realize that having room for joy in your life means keeping these two boxes separate.

SELF

ACHIEVEMENTS

The image shows two large, vertical, light gray rectangular boxes side-by-side. The left box is labeled 'SELF' and the right box is labeled 'ACHIEVEMENTS'. In the narrow white space between the two boxes, the word 'JOY' is written in a teal, cursive, handwritten style. The 'J' is on the left side of the space, and the 'OY' is on the right side, with the letters overlapping the boundary between the two boxes.

Exercise: The Stone

Find a beach or nature area and go for a walk. Look for a perfect stone, one that has the right weight, smoothness, and maybe some interesting or surprising features. Take it home and keep it in your pocket, purse, or on your desk or dresser. When you look at or touch the stone, remind yourself of your self-worth. Like this stone, your self-worth is perfect and complete, just as it is. You do not need to “do” anything to enhance it.

**Caveat: Before taking a stone from a nature area, please make sure that you are allowed to do so!*

STEP ELEVEN

Love

eleven



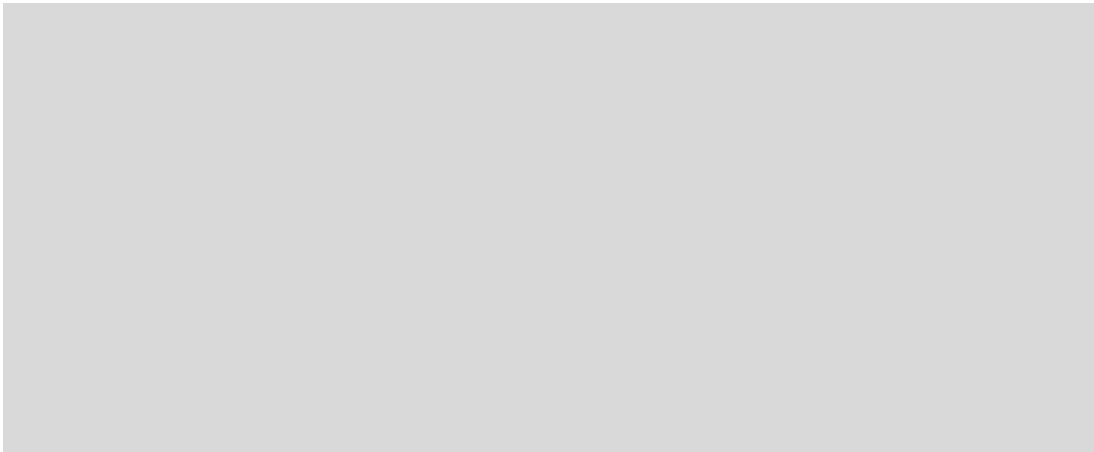
Exercise: Love & Approval

This exercise will help you examine your relationship between love and approval. Take a moment to reflect and write about the following questions.

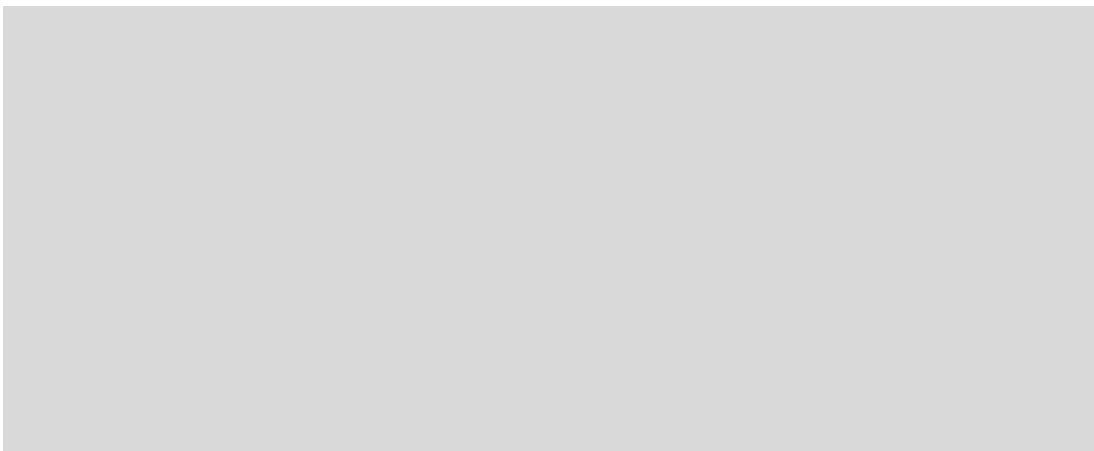
1. Where are you currently seeking approval in your life? (Consider your relationships, career, health, friendships, etc.)

A large, empty gray rectangular box intended for writing answers to the exercise questions.

2. Are you silencing your true voice by seeking this approval? Explain why or why not.



3. If you answered "yes" or "sometimes" to question 2, what would it look like to stop trying to score approval points and instead focus on love in these areas?



STEP TWELVE

Trust

twelve



Exercise: Feel Fear, Act in Trust

We're all going to feel fear at many times in our lives. This is natural! But it's up to us whether we choose to *act in fear*. For this exercise, we're going to identify areas of your life where you often feel fear. Then we'll imagine what it would look like to intentionally choose to *act in trust* in those situations. The chart below contains some examples to get you thinking.

I Feel Fear When...	What does it look like when I act in that fear?	What might it look like to act in trust?
<i>asking for a raise</i>	<i>stay silent and just hope my boss notices my effort</i>	<i>email my boss to set a meeting to talk about compensation</i>
<i>talking to my partner about strengthening our relationship</i>	<i>stay silent, feel disconnected, pick fights over small things</i>	<i>set up a date night to talk specifically about our relationship</i>

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Complete this blank chart to examine the times you feel fear, what happens when you act from that fear, and what it might look like to act in trust.

I Feel Fear When...	What does it look like when I act in that fear?	What might it look like to act in trust?

Reflect: What did you learn by doing this exercise? How has it impacted your thinking about acting in fear vs acting in trust?



Thanks!

I'm so glad that you downloaded the Achievement Addict workbook. I hope completing these exercises helped you feel more calm and grounded and gave you insight into how you can move forward into a life that feels more open, free, and full of joy.

If you'd like to continue working toward a life beyond busyness and overdoing, feel free to visit me online at [roselounsbury.com](https://www.roselounsbury.com). From there, you can connect to my social media channels, read my blog, or learn more about working with me.

Cheers to living your best life!

xo

Rose