

**Your
Zero-Sum
Game
Weekly
Workbook and Planner**

Success on your own terms

Rosa L. Antonini

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DEDICATION

To my family, my friends, and most especially, to you.

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Introduction

Tik-Tok, Tik-Tok, Tik-Tok is the twenty-four-hour cycle we are all part of daily. That is, if we are lucky enough to wake up in the morning. But how can some individuals do much more within this timespan than others? Modern life has many demands, from family, schedules, work, and social events. In addition, we are bombarded with information from all sources on the internet and social media. There is so much of everything fighting to grab our attention every second. Everyone seems super busy. But, is being busy the same as being productive? Can you measure success based on how much you run from task to task every day to the point you can't catch a breath? Do you think your life will change for the better based on having your mind occupied all the time?

Many years ago, I got caught up in a senseless loop that was taking me nowhere. I was making good money but at a very high price. Looking back, I feel I lost a couple of years of personal growth when I fell into depression and wanted to change the career I love as a software engineer. At the time, everyone outside saw me as a successful young woman in the STEM field, and why not? I started at a higher salary than my peers and moved up the ladder much faster than many others despite being Hispanic with broken English. Maybe my youth and inexperience contributed to losing sight of my goals while physically and mentally burning out. Finally, after many lessons learned the hard way, I found my way and realized how much time I was wasting by keeping myself excessively busy without any time to clear my mind and comprehend the loop I had been absorbed by.

During that time, I felt very frustrated and unhappy despite the constant smile and cheerful template on my face. I felt like a victim of all circumstances out of my control. But I was wrong. I was the main source of my problems. These troubles happened because I did not have a system to help me identify my goals and priorities and to keep me on track and accountable for my decision-making and actions. Without having clear visibility of my targets and understanding the reasons behind my desire to attain them, I inadvertently allowed different conditions to impact and push me further away from my path.

Today, I want to share with you the system that has enabled me to make the most out of every day while focusing on my goals and purpose. With this system, I have achieved most of my goals in all areas of my life, and I'm always adding a new one to the list.

I believe no one should go through unnecessary struggles. No one with a curious mind trying to build a better future should be wasting time and energy on the way just because they don't know any better. So I want to save you time and unnecessary steps and troubles.

This workbook and planner will give you a precise methodology to keep track of your decisions and actions weekly. If you use it with mindfulness and determination, you will see measurable results in a few weeks. However, this workbook is not just a task tracker. To get the best results, you must take the time to identify, plan, and architect your plan of action pertaining to your priorities and targets.

The hands-on portion of this workbook is comprised of 54 weeks, where each one of them is represented by two pages. The first page covers your priorities, goals, and learning plan. On the second page, you will track the tasks list for the week, including a session to build and eliminate habits.

There are two ways in which you can use this workbook.

Option 1

You can use this workbook on its own to plan your week and create awareness of the overall goal you are trying to achieve while keeping track of relevant and irrelevant tasks that you may complete each day to keep your schedule clear and maximize the value you get from your time.

Option 2

You can use this workbook as a companion to book, *The Zero-Sum Game of You: Making the Choice Can Be Hard*. In that book, you will find many more details about these techniques' reasoning. Try this second option if you want to build a stronger foundation that you can carry for the rest of your life. You will find a section about the *morning routine*, *daytime checkpoints*, and *nightly exercise routine* to get the best results while using this workbook for this option. Read those pieces carefully prior to starting planning for your week number one.

This workbook contains a weekly template for 54 weeks. The extra two weeks is not a mistake. Fifty-four weeks allows you to play six games if you decide to use it, as explained in option 2.

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How to identify your CORE priorities

I heard a story about how a marriage and family got destroyed after their child drowned in their backyard pool while the mother was on the phone. Do you feel that sensation in your stomach? That is a feeling of losing sight of your top priorities.

Some people tend to see priorities as the sequence of events and tasks we need to accomplish to achieve a goal. For this workbook, I want you to identify your priorities as the overall achievement in your life. The things that will break you if you were to lose them. Some common priorities are finance, religious beliefs, family, health, relationships, and time. Your priorities can be defined only by you; they are your most valuable matters.

Understanding the value of each of your top priorities is critical. Pursuing goals that compromise your top three priorities will likely give you feelings of regret as time passes. Take your time to define these priorities before setting up your goals.

Write down your top seven priorities. Your number one is the most important and with the most value to you; number seven is the least in terms of importance and value.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

How to set up your goals effectively

Goal setting is a process that initiates with thorough contemplation of what you want to achieve and concludes with a lot of hard work and effort until you accomplish your targets. Let's look at some tips to help you define clear goals and stick to them to achieve long-term success.

1) Set goals that are meaningful to you.

While setting goals for yourself, you need to be sure they are significant to you and that achieving them will add value to your life. Take time to understand the motives triggering your desires to accomplish this goal. Ideally, linking these goals to your priorities would be best to create an overall life balance.

2) Split your main goal into smaller ones.

Your goal-setting plan should include short-term and long-term goals. Achieving short-term goals develops self-confidence and a positive perspective, which are essential in achieving long-term targets. However, if your goal is longer-term due to complexity, resources, and time constraints, then create subset goals to break those complex tasks into smaller ones as granular as possible so you can start making progress and measure the progress objectively.

3) Understand its cost.

Understanding the price you are willing to pay for your goal is critical. Everything has a cost, and you must invest time and effort to achieve anything you want. In many cases, this will impact the number of activities related to your leisure. Is it worth it? How much better will you feel after attaining it, and why? What sacrifices would you need to make? Does this goal interfere with your main priorities?

Understanding the “price” to pay will set up your expectations and help minimize any future regrets.

4) Protect your ideas and goals.

You don't need to discuss your goals with everyone until the idea is “cooked.” Discussing your plans during the initial phase with people who support you is one thing, but spreading your thoughts and ideas with everyone you come in contact with, will weaken it. Everything is energy, and initial thoughts and ideas are very vulnerable in the early stages. Negative thoughts or comments can destroy your idea or your confidence to achieve them in one second.

5) Develop a course of action.

Nothing will ever be built based on an idea, even if the concept is flawless. Thinking is awesome; designing in your mind triggers incredible resources of creativity that cause all tangibles we see around us. Action is the ingredient necessary to make those ideas come to fruition. Can you think of a time when you thought of something great and saw that idea built by someone else? Many times, it is scary to take the first step. Most of the time, the situations and resources will not be at the same stage as your mind. Your physical reality will be lagging, and you will need to build patience and persistence to get success.

This is a crucial phase in the goal-setting process that is sometimes overlooked. You get so focused on the final outcome that you miss the details and necessary stages along the road. You will notice that you are progressing toward your final goal if you write out the individual tasks and then check them off as you fulfill them. This is especially important if your goal is comprehensive and challenging to achieve. Every day you should perform at least one activity related to achieving your targets. It could be learning something, creating a relationship, pondering on ideas, and visualizing your objectives in detail. One thing to keep in mind is to leave room for new ideas and innovation. As you progress in any journey, you will acquire new knowledge about the things that work and the ones you need to discard. This flexibility will allow you to shift positions and adjust your list of tasks as required.

6) Re-assess and re-adjust as needed.

Remember that goal-setting is a continuous process. You may often think you want something, but your interest may decrease once you learn more about your target. In this case, it is better to adjust your focus to avoid wasting time. This is not the same as quitting due to fear or lack of confidence. Changing a goal should be based on clearly understanding why this goal is irrelevant to you.

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Understanding your habits

Who we are, what we do, our friends, jobs, and leisure activities mainly reflect the outcome of our tendencies of repetitive behaviors. None of us had a choice on how or why our lives started one way or another. Loving parents, financial dispositions, access to education, social opportunities, or the lack of them placed us in a specific position that marked our starting block.

Until a young age, we were defenseless and learned to follow habits, cultures, and beliefs based on our surroundings. Then, as we grew older, we started making decisions and building relationships on our own, and these new behaviors started shifting or enforcing our original ones.

Every person on this planet is an evolving product of their habits. So if you want to improve your life, financial stability, relationships, and anything else you can think of, you need to build the habits that will better serve you to attain those goals.

The more a repetitive behavior is reinforced, the more fixed it becomes, thus turning it into a habit. According to different studies, a person can build a habit by doing something consecutively for an average of sixty-six (66) days.

According to other studies, it could take 18 to 254 days to build a new practice or eliminate an old one depending on the habit's simplicity or complexity. Once we create a pattern, our reactions become automatic. Our subconscious mind does not question the instructions we give it, whether right or wrong. Instead, it will perform our demands based on how we have "written our code." We write a new code every day when a specific set of thoughts enters our minds. The subconscious mind does not react as much to our thoughts as to the emotions triggered by them. Every idea or dream you want to attain will only become a reality accordingly to the set of habits you develop.

Daily practices

As discussed in the introduction, you have two options for using this workbook. This section has a reminder for the morning routine, daily checkpoints, and nightly routine, which are explained in detail in my first book *The Zero-Sum Game of You*. You should get some benefits from the summary I provide in this section, even if you have not read *The Zero-Sum Game of you*.

Morning routine

While in a semi-sleep state, relax your jaw, inhale through your nose slowly, and let the air fill up your chest and stomach. This is similar to a baby's breathing. Afterward, open your mouth and let the air come out. Repeat this three times. At this point, your mind will be in an open state to receive your intentions. While the mind is in this calm state, think about a goal or purpose. Maintain an open mind with the expectancy that you will get what you aim for or better. Leaving the door for something better opens the gateway for your subconscious mind to be creative. It also shows you new paths with choices you couldn't have asked for. Once you have your mind in a peaceful state, keep your eyes closed, and imagine pulling down a movie screen where you see yourself performing an activity. Imagine that you have achieved your goal. Keep it simple. It should feel natural. If you are trying to build a solution or business, visualize yourself celebrating the achievement of the solution. If you are trying to obtain a degree or specific job, see yourself as if you've already attained it. Perhaps you can see yourself going out for dinner to celebrate or anything else that portrays your life after your accomplishment. Positive visualizations will trigger positive emotions of achievement.

Now, set your intentions for the day, including asking yourself "How?" and "What?"
"What can I do to make something better, to add more value?"

Be creative with your intentions to make it specific to your goals. You can use some of the intentions provided in the INTENTIONS section in this workbook. While doing this morning routine, don't try to resolve any issue. Just set the intentions and quiet your mind for a few minutes.

To complete your morning exercise, sit up with your back straight, or you may continue lying down. Next, place our hands over your stomach so you can feel your stomach muscles moving. Then, start breathing in and out through your nose rapidly and forcefully. This exercise can make you feel dizzy the first time you do it. Start by doing 1-3 cycles of 5-10 in-and-out rapid breaths.

Some experts suggest doing this exercise by placing the tip of your tongue over the back of your front teeth. Others suggest touching the roof of your mouth with your tongue. I have done this both ways and noticed that it provides an energy boost as long as I kept my mouth closed and my jaw relaxed.

The main objective of this breathing exercise is to get you out of the sleepy stage and to send an energy boost to every part of your body and mind.

Finalize the exercise by allowing yourself to feel grateful for anything you value in your life and the new great things to come. At this point, your mind will have everything it needs to give you the fuel and creativity required to make the most of your day.

Right after your breathing exercise, it's time to take care of your body by engaging in any physical activity for at least 15-30 minutes. Alternatively, an exercise routine is beneficial anytime that works for you during the day. In addition, taking a cold shower or a combination of hot and cold showers will boost your energy and help you minimize inflammation in your body.

Daytime checkpoints

These daily checkpoints' objectives help maintain awareness and constructive thoughts, emotions, and actions. These checkpoints consist of the following:

- Supervising and feeding your mind. Be selective on the information you give attention to. Feeding your mind with positive and constructive information will shield you from toxic energies that circulate among you. It will also better prepare you to deal with people who specialize in bringing negativism wherever they go. Supervise how your thoughts are triggering your emotions and actions. A thought is only important if we feed emotions into it that trigger similar thoughts and emotions to build a compound effect. It is easier to break the unconstructive cycle if we are aware of the first unconstructive thoughts that show up. Feed your mind with constructive thoughts, accurate information, facts, and empowering words.
- Remembering your intentions for the day.
- De-escalating situations by Acting Instead of Reacting. Never make decisions or confront someone while feeling angry. Instead, wait until you feel you are in

control of your emotions and your words. You can block this chain of non-constructivism by using one or more of these methodologies:

- Go for a walk.
 - Run images of the argument while picturing the person you're arguing with as a funny character, cartoon, or someone you admire.
 - Gain internal power and balance your mind through AIR (Acting Instead of Reacting) AIR – Act Instead of React.
- Exercising Awareness, Actions, Accountability. Live in the present moment and understand the motives behind every decision you make during the day. Then, follow these decisions with actions and be accountable for them. Sometimes the outcome will bring you joy and success, for which you should celebrate your hard work and determination. Other times they will bring you frustrations. During these times, take a breath and celebrate because you have an opportunity to learn something and grow stronger despite the overwhelming feelings you may feel while going through it.
- Sharpen or get new knowledge in your area of expertise and interests required to achieve new goals. Learning is a journey that never stops. If you stop learning, you stop growing and living to the max. Learning will open paths for you while opening your mind to possibilities and growth. If you spend time commuting, try to invest most of this time reading or listening to positive inspiration and motivational books, speeches, or podcasts. You can read or listen to anything that lifts your spirits.

Nightly exercise routine

This exercise has the most benefits when executed before going to bed. Therefore, you can incorporate this exercise before your sleep schedule if you have a night job.

Breathing Exercise called the 4-7-8.

The 4-7-8 Breathing Technique. Start by exhaling all air from your lungs, making an 'Ahhhhh' sound. Then inhale and count 1 to 4 in your mind while keeping your mouth closed. Next, hold this breath while counting from 1 to 7. Finally, open your mouth and exhale while counting from 1 to 8 and make the 'Ahhhhh' sound— repeat this cycle three times.

By now, your mind should be clear to focus on anything you want. This could be finding an answer to a problem or coming up with an idea. This exercise enables your mind to receive messages from your subconscious mind. First, spend one to two minutes visualizing an event that indicates your problem has been resolved. Then, keep a pen and paper next to your bed to write any idea that may come to you in the middle of the night.

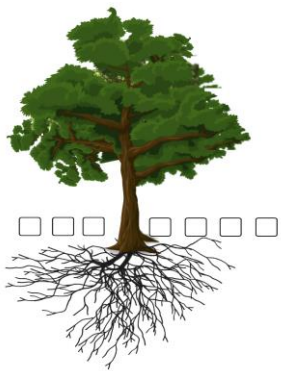
If this is the first time you are doing this type of problem-solving technique, it may take you a little longer for the answers to come to your conscious mind.

Finish the evening routine by setting intentions like, "Tomorrow will be a great day!" "Everything is thriving for the better." "I can always find a solution." Be creative and make intentions that are important to you. Always write or say intentions in a positive statement. For example, instead of "I won't smoke anymore" use something like this: "I'm wise to choose healthy choices for my mind and body. I love being able to breathe without issues."

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Habits

As discussed in the introduction, building a new habit takes time and dedication. A similar effort is needed to discard existing ones. Starting with the first week of hands-on of this workbook, you will be using two images - a tree and a stop sign. These images will help you build awareness and accountability for the habits you may want to construct or discard.



The tree image will help track how consistently you work on your new habit. Closer to its roots, it has a box representing each day of the week. Please add a checkmark inside each box after completing a practice or activity that reinforces the habit you are trying to build. Be consistent in executing an action every day to build your new habit. The image with the roots reminds you that just like a tree needs water and nourishment, constructing a pattern takes consistent effort. And just like it takes a long time for a tree to grow tall and strong, it will take time to build a habit that will stay with you for as long as you need it.



The modified stop symbol with the affirmation “I’m done with this” has been designed to help you remember which habit you want to discard. What behavior do you want to change because it pulls you away from your goals and the person you want to be? Below the sign is a square box representing each day of the week. After completing a practice or activity that weakens your bad habit, you will add a check mark inside each box. You can also give yourself a star for your excellent work.

Today is the beginning of your new you, your new life, and your new decisions. Make every day count. You will encounter new challenges as you move forward but keep going. Those are growing pains. Keep true to yourself and dream big. Don't let others crush your aspirations.

Best of luck. You got this!

Ready

Set

Go

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LIST YOUR TOP 3 PRIORITIES

EXAMPLE

- O** My Family

- Σ** My business/work/Career

- U** My community

LIST YOUR TOP GOALS FOR THIS WEEK *

- Define intentions for every day

- Spend quality time every day with my children

- Eat healthy foods at least 6 days


- Exercise at least 5 times

- Do one good act for a person I don't know

- Minimize the time I spend on social media

THIS WEEK I WILL LEARN....













I will read a book about building relationships.



I will hear a podcast about how economy is affecting my business.



I WILL DO THESE TASKS THIS WEEK TO HELP ME REACH MY GOALS



-  I will read bedtime stories to my kids (Family priority)   


-  I will come up with a task that add value to my customers (business) 


-  I will eat salads 3 days this week (personal goal about health) 

-  I will cook or buy one meal to bring to a homeless (Community) 

-  I will go for a 45 min walk 5 times this week (personal goal) 

-  I will check my social media only twice a day for no more than 15min 

-  I will say my intentions every day before getting out of bed

-  I will have dinner with my family every day

Let's go

*Are your goals in line with your priorities? If they aren't, assign a timeframe for this conflict to exist. Pursuing goals that conflict with your top priorities may create feelings of regret in the future.

List any other tasks you are planning to do this week

MON Call the dentist and make appt
Pick up dry cleaners

TUE Call cable company
Pass by post office

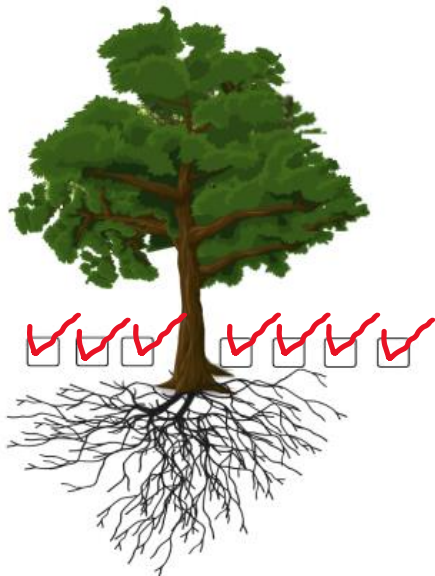
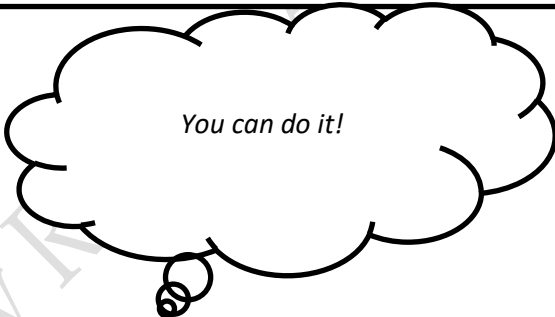
WED Baseball games

THU Parent teacher conference

FRI Night out with partner

SAT-SUN Family time
BBQ with family and friends

New Habit Become an avid reader



Habit to discard Smoking



“

Despite so many quotes about how struggles are essential for growth, don't look for unnecessary burdens as a way of living. The struggles are not to indulge in; they are not the price. Instead, pursue your happiness and self-fulfillment, whatever that means to you.

”

week 1

LIST YOUR TOP 3 PRIORITIES

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Σ _____

U _____

LIST YOUR TOP GOALS FOR THIS WEEK *






- _____
- _____
- _____
- _____
- _____
- _____

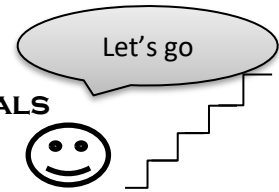
THIS WEEK I WILL LEARN... 



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I WILL DO THESE TASKS THIS WEEK TO HELP ME REACH MY GOALS

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-  _____
-  _____
-  _____



*Are your goals in line with your priorities? If they aren't, assign a timeframe for this conflict to exist. Pursuing goals that conflict with your top priorities may create feelings of regret in the future.

List any other tasks you are planning to do this week

MON	
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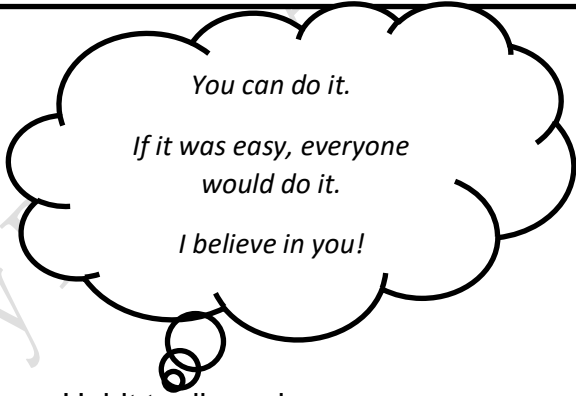
TUE	
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WED	
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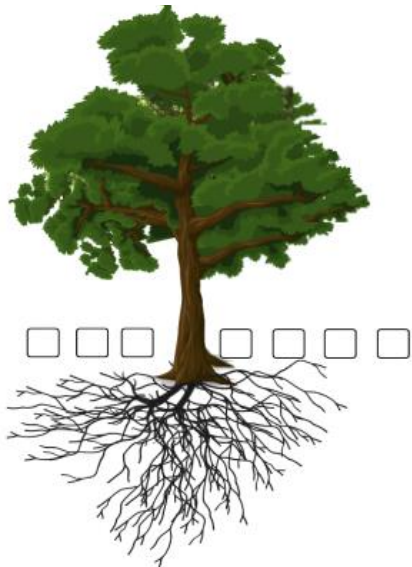
FRI	
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SAT-SUN	
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New Habit _____

Habit to discard _____



“

Despite so many quotes about how struggles are essential for growth, don't look for unnecessary burdens as a way of living. The struggles are not to indulge in; they are not the price. Instead, pursue your happiness and self-fulfillment, whatever that means to you.

”

LIST YOUR TOP 3 PRIORITIES

WEEK 36

O _____

Σ _____

U _____

LIST YOUR TOP GOALS FOR THIS WEEK *

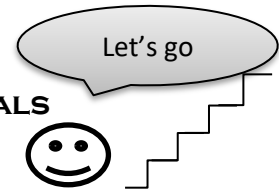
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THIS WEEK I WILL LEARN.... 



I WILL DO THESE TASKS THIS WEEK TO HELP ME REACH MY GOALS

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*Are your goals in line with your priorities? If they aren't, assign a timeframe for this conflict to exist. Pursuing goals that conflict with your top priorities may create feelings of regret in the future.

List any other tasks you are planning to do this week

MON

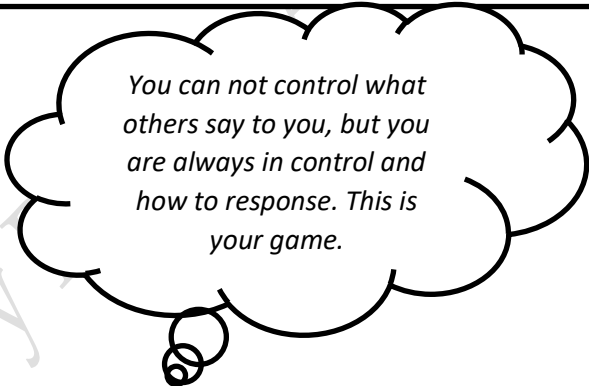
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WED

THU

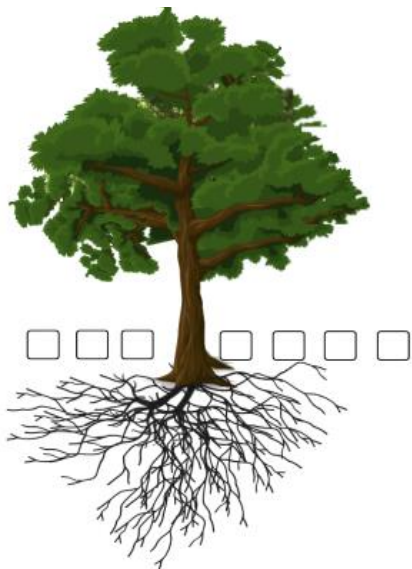
FRI

SAT-SUN



New Habit _____

Habit to discard _____



“

Being grateful is not an excuse to lose your ambition. You can be grateful for anything you have, no matter how big or small, but that does not mean you should not dream of bigger and better things. Gratitude is the key to igniting the flame to achieve and become anything you want. Feeling grateful should not make you lazy. Never give up your aspirations.

”

Thirty-Six Weeks Checkpoint

Woo hoo! Another successful game. You know the drill now. Take some time for some reflection. How many tasks did you successfully complete and which one are you most proud of? Which ones were you not able to finish and why? And what can you do better in the coming weeks based on what you have learned?

Checkpoint reflection

Oak trees have strong deep roots. They withstand winds during storms and give you shade in the hot summer, always firm, steady, and beautiful, just like the unshakeable roots built during a lifetime with a loved one. Your branches might be separated from time to time, but the strong roots will always keep you bonded to your beloved ones.



Introspection Summary

Which goals were you not able to finish and why?

What can you do better in the coming weeks based on what you have learned?

Take some time to relax and celebrate your gains. Working continuously on your goals takes a lot of effort persistence. Keep going!

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LIST YOUR TOP 3 PRIORITIES

WEEK 54

O _____

Σ _____

U _____

LIST YOUR TOP GOALS FOR THIS WEEK *

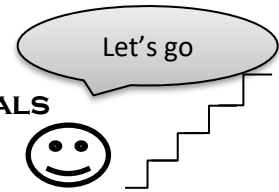
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THIS WEEK I WILL LEARN... 



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I WILL DO THESE TASKS THIS WEEK TO HELP ME REACH MY GOALS



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*Are your goals in line with your priorities? If they aren't, assign a timeframe for this conflict to exist. Pursuing goals that conflict with your top priorities may create feelings of regret in the future.

List any other tasks you are planning to do this week

MON

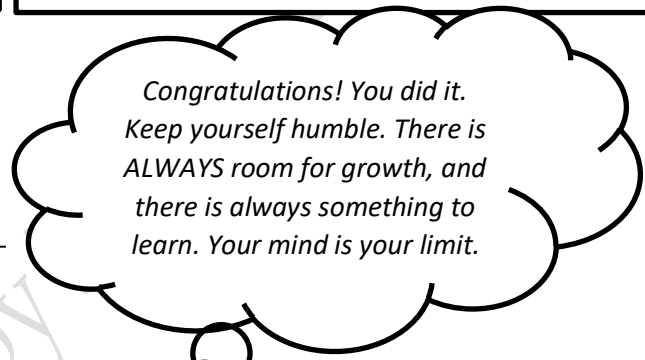
TUE

WED

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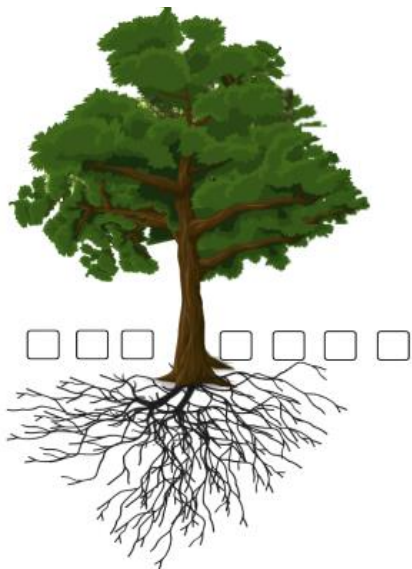
FRI

SAT-SUN



New Habit _____

Habit to discard _____



□ □ □ □ □ □ □

“

The first step to stop growing and becoming old and obsolete is to entertain the idea that you are superior to others. Each of us is a unique and complex system independent of what others see and understand.

”

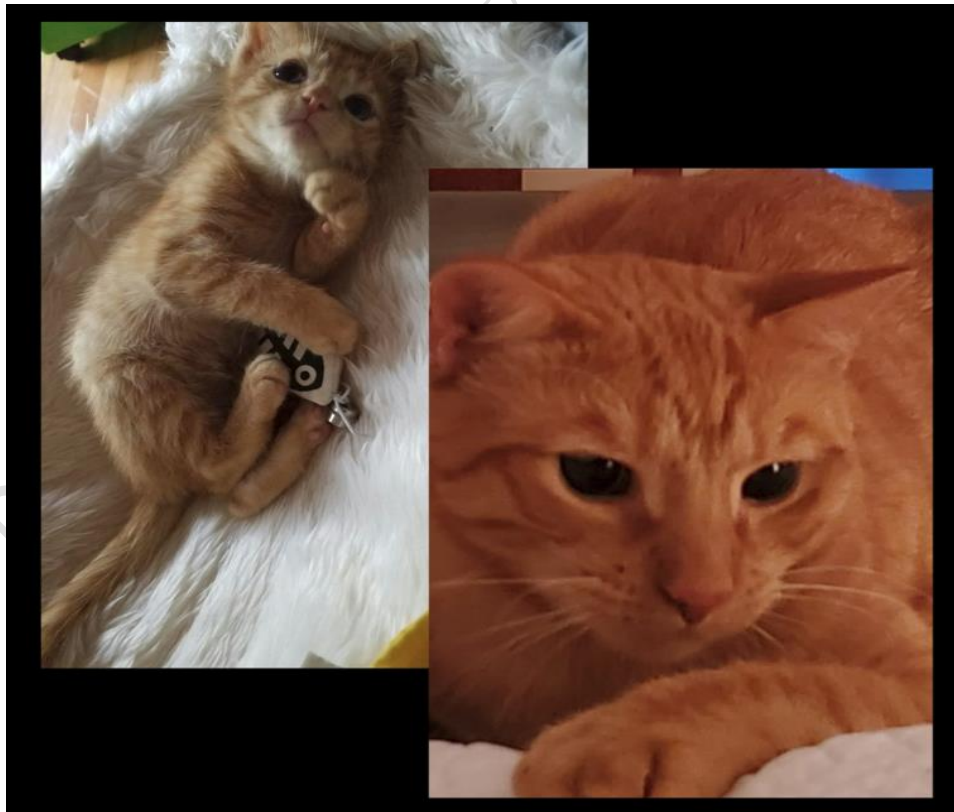
Fifty-Four Weeks Checkpoint

You are a leader. You have done a remarkable job with your constant persistence and dedication!

Checkpoint reflection

As your dreams and actions progress, your current life's template will start to fill up. The more you realize what you want and where you are going, the bigger the template you'll need. Once you grow larger than your current life's template, the feeling of frustration will arise. But don't panic; it means you are just moving on to your next phase.

During this phase, pay attention to the opportunities around you, the new people you meet, and the new challenges on your road. All of them are here to help you build a new template where you can fit your new and expand further.



Introspection Summary

Which goals were you not able to finish and why?

What can you do better in the coming weeks based on what you have learned?

Take some time to relax and celebrate your gains. Working continuously on your goals takes a lot of effort persistence. Keep going!

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Rosa L. Antonini



A devoted philanthropist and Software Engineer. Throughout the years, she noticed the similarities between human behaviors and software engineering. She is deeply passionate about helping others open their minds and hearts to live a life of self-fulfillment. Her debut book, *The Zero-Sum Game of You*, came to her as an inspiration born from her sense of gratitude. She then created this workbook as an aid for individuals to track and manage their personal goals, priorities, purpose, and daily tasks allowing them to easily monitor their progress and hold them accountable to themselves.

Since her early upbringing, Rosa has been fascinated with learning about science and metaphysics. This pursuit of interests influenced the core foundation of her values and sensitivity to others. Rosa has always been empathetic and compassionate with a strong desire to identify ways to help decrease others' suffering.

Rosa has developed a 63-day program to be exercise like if it is a "game to build success and happiness according to each individual's needs and wants.

Rosa is very aware of the difficulties and challenges one must go through when there is nothing more than a desire or an idea. Because of this, she uses most of the funds from these books to sponsored training and educations to help young adults in financial needs, with the proper skills to get better jobs.

Other books:

- *The Zero-Sum Game of You: Making the Choice Can Be Hard*
- *Tu Juego de Suma Cero: Tomar la decisión Puede Ser Difícil*

Visit her website at www.rosaantonini.com