

# T-TOOL

The T-tool is a simple but powerful way to identify your needs and wants in great detail and to shift your focus from what you don't want to what you Do Want.

The secret to success is to focus your Thoughts & Feelings on what you want.

## Instructions for using the T-tool

1. Draw a line across the page about an inch from the top of the page. From the middle of this line, draw a line down the page in the middle to create a large "T".
2. Label your T-Tool: My Ideal \_\_\_\_\_ (i.e. My Ideal Job)
3. Label the left column "Don't Want" and the right column "Do Want"
4. In the right column write down what you do want. If you think of something you don't want, write it in the left column and then ask yourself, "So, What Do I Want?" Write the answer down in the right column. For instance, "I don't want to work shifts" becomes "I want to work regular, fixed hours" or "I want to work weekdays 8 am to 6 p.m."

# Instructions for using the T-tool, cont...

5. When you have captured what you want, draw lines through the items in the “Don’t Want” column and fold the page in half so that only the “Do Want” column is showing. The “Don’t Want” column (or the “contrast” in your life) has served its purpose of helping you to clarify what you do want so you will now focus on (and attract) only what you do desire. Or you can tear the page in half so only the right side remains. This helps to release any negative energy around what you wrote down in the left column.

6. Cross out “Do Want” and re-label this column “I desire”.

7. Now take the items from your right column and add feeling to them. Here are some examples for “My Ideal Job”:

“I love having my evenings and weekends free”

“I am excited to be working for a company that pays great wages and has a wonderful benefits package”

“I love working with competent, caring, cooperative people”

“I think it’s so cool that my job is only a ten minute commute from home”

“I have decided to only apply for jobs that I truly love”

“I love knowing that my ideal job is coming to me now”

“I love it when employers call me for an interview”

“I love having several job offers to choose from”

8. Use only phrases that generate a positive feeling when you say them. If you notice any resistance, modify the phrase until it feels right for you. For instance, “I think it’s so cool that my job is only a ten minute commute from home” may not feel right but “I love working at a job that is close to home” does feel right.

9. The power of the T-Tool is that it shifts your focus from what you don’t want to what you do want. And once you start to articulate what you want and start to see and feel it, you have already started to attract it.

10. Anytime you are experiencing some contrast (stuff you have attracted that you don’t want), do a T-Tool on it. Notice the shift in your vibration by doing this simple exercise.

You can also simply ask yourself, “So, what do I want”.

11. Review your T-Tool regularly until you have internalized your desire and have a sense that it is already on its way.

WHEN TO USE A T-TOOL?

WHAT TO USE IT ON?

HOW OFTEN TO USE IT?

# NOTES

My Ideal...

Contrast

Clarity

My Ideal...

Contrast

Clarity

My Ideal...

Contrast

Clarity

My Ideal....

Contrast

Clarity

## MY IDEAL CAREER

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- Boring Workplace
- Not able to evolve/learn new skills
- Not getting enough recognition
- The job not being creative enough
- Not working with like-minded people
- Too predictable
- Not a healthy work environment
- Being overworked
- Bland offices
- Not seeing any value in my job
- No opportunity to take initiative
- Having unreasonable superiors
- Having an overly demanding boss
- Not earning a big enough salary
- Working with negative people
- Not being inspired to work to full potential
- No room to grow or be promoted
- Not being given any freedom
- Being expected to work unreasonable hours
- Having to work with too many inflated egos
- The company isn't locally owned
- Too much time is wasted
- Too much beurocracy
- Having to follow outdated procedures
- The company isn't evolving for the better of its staff
- The job doesn't inspire me
- Having to adhere to a strict dress code
- Not being allowed to move around
- Having to work at a computer all day
- Being stuck in the same company for years and years
- Not being allowed to express own opinions
- Not having any respect from seniors/bosses
- Feeling empty at the end of a work day
- Too many meetings to attend
- No spare time because the hours are too long
- Having to travel long distances to work
- Not having a social scene
- Having to work alone
- Not having any structure to work to
- Not able to ask for help

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- Having an Exciting workplace
- Learning new skills on the job/training & being able to apply these skills
- I am appreciated/rewarded for my efforts
- Having a role where I can think creatively
- Getting to work with fun, youthful people
- Having variety in my day to day role
- A workplace that values healthy staff
- Bosses that understand work/life balance
- Aesthetically pleasing vibrant, funky workplace
- Feeling & seeing that what I do has added value
- Being able to make my own decisions
- Having a cool, understanding boss
- Having a boss who is reasonably laid back
- I earn a large salary for the work I put in
- Get to work with positive inspiring people
- I will feel inspired to give of my best always
- There is room to grow and be promoted
- Given the freedom to be myself
- Reasonable working hours
- Working with well adjusted, soulful people
- The company will be locally owned/operated
- Colleagues are productive with their time
- Beurocracy is avoided where possible
- Systems in place are forward thinking and modern
- The company wants to evolve for the benefit of all
- I am inspired by my role and am excited about going to work
- There is no strict dress code to adhere to
- I am encouraged to physically move around
- Get to leave my desk and travel
- My career will offer me the chance to move beyond a single company
- Allowed & Encouraged to express my opinions
- Bosses and senior colleagues respect me
- I still have heaps of energy left at the end of work
- Meetings don't consume my time and days
- I have enough spare time after work for other pursuits and family
- I don't have to travel far to get to work
- There is a great social scene with like minded people
- Enough people to bounce ideas off of and share the workload if I need to
- Having enough structure to my day to feel like I have direction
- Able to ask for help and given it when needed

**MY IDEAL RESPECT FOR MONEY**

	<b>NEGATIVE</b>	<b>POSITIVE</b>
1	Money is bad	Money is Great
2	I don't have enough	I have more than I know what to do with, to play, go on holiday, shop, and purchase a house
3	I have to work very hard to keep money	Money comes and stays easily in my life
4	I will have arguments over money	I have respect and harmony over money
5	I will always have to be the sole provider	Many people can provide in my life
6	I can't have the life I want till I have money	I can have the fulfilling life I want right now
7	Money is a limited resource	I experience money is an unlimited, flowing, easily accessible resource
8	Money is boring	I experience money as exciting, spontaneous and fun
9	There isn't enough money to go around	There is an excess of money for everyone
10	Money should be given away and not kept	I can look after and cherish money
11	Money is selfish	I am generous and giving with money
12	Money is to be hidden and not discussed	I can be expressive with money
13	Money excess can make you a bad person	Having money can help me help others
14	Money brings trouble	Money brings good times
15	Money is hard to get	Money comes to me incredibly easily
16	I have to scrimp to save	I can save money effortlessly
17	Spending is frivolous	Spending helps the world go around
18	Spending money is wrong	Spending money is great
19	Money breeds contempt	Money brings respect into my life
20	Money is dirty	My money is clean and transparent
21	Most money comes from ill gotten gains	I earn money with respect
22	Easy come, easy go	Easy come, easy stay
23	Plan for a bleak monetary future	I plan for a successful monetary future
24	Be humble and underpaid	I am humble and exceptionally well paid
25	Money will divide families	Money brings my family together
26	Money = greed	Money = generosity
27	Money corrupts	Money keeps me accountable
28	Money doesn't make you happy	Earning money makes me very happy
29	Money equates to corrupt power	Money contributes to a life of development
30	People with money are snobs	I am blessed to have money
31	Money will disappear	Money simply appears in my life
32	Whatever I build financially could disappear at any moment	Everything that I build is stable and has longevity
33	I don't understand money	I am financially literate and wise
34	I cant make wise financial decisions	I make excellent financial decisions
35	I will be cheated out of money	Others help me make wise financial choices
36	I need to be extremely careful with money	I have peace about my money choices
37	If I don't plan for a financial future I will end up on the streets	I am always well provided for, and always have somewhere wonderful to be
38	Financial planning takes a lifetime	Financial planning happens now
39	I will never have enough	I have more than enough to do exactly as I choose
40	I am reliant on others for money	I have total monetary self reliance
41	Money matters most	Money is great, but is only there to support a great life
42	Money cant be shared around	There is so much money to share around
43	Scrimp for cents	I save quickly and effortlessly and achieve results
45	It is mean spirited to look after myself financially	I am smart for looking after my future
46	I cant do what I want until I have money	I can do everything that I want right now
47	Money falls out of my purse	Money falls into my hands
48	People will rip me off	People help me to achieve my financial goals
49	Money goes missing	I find money everywhere
50	I will always be unsatisfied	I find satisfaction in having money

<b>MY IDEAL WORK/BUSINESS FOCUS</b>		
	<b>NEGATIVE</b>	<b>POSITIVE</b>
1	Numbers only	I enjoy working with language and ideas
2	No creativity	I work in a highly creative field or environment
3	Repetitive	My work tasks evolve from day to day
4	Without people	There are plenty of interesting people around
5	Working by the rules	Rules are fluid and flexible
6	Boredom	There is always something interesting happening
7	List driven	Work projects vary and are challenging
8	No spontaneity	The work environment is dynamic
9	With a bad boss	I have a great boss who I can learn from
10	With horrible coworkers	I have great working relationships with my coworkers
11	Doesn't pay well	The pay is excellent
12	No opportunity to learn new things	There are always new things to learn and master
13	Behind a computer all day	There is lots of movement and variety
14	Does not involve any expression	I feel that I contribute and I am authentic
15	Is located in a dull environment	The work environment is a pleasure to be in
16	Really early starts	I start work at an hour that I feel my best
17	Not flexible	There is lots of flexibility in the role, and organisation
18	Very directive micromanaging boss	My boss uses an appropriate style to help me reach my goals
19	Boss has no people skills	My boss has great people skills
20	Company is unethical	I work for an ethical organisation
21	High degrees of stress	I am not given any work that is beyond what is possible
22	No direction given	There is a company vision and strategy for the future
23	Huge expectations but no reward	I exceed my expectations and I am well rewarded
24	Clients are very negative, and argumentative	I enjoy interacting with my clients and find them inspiring
25	No personal ability to change anything	I have access to everything I need
26	Colleagues do not have the skills to work	My colleagues are talented at what they do
27	Lacks vibrancy	The environment is vibrant
28	There is no support	There is both system, and management support
29	Work does not have relevance in life	I work in a job that contributes to my life as a whole
30	I feel like I am wasting time	I feel like I am where I need to be
31	I am not utilizing my skills	I use my skills daily
32	No opportunity for advancement	I can see opportunities for advancement and development
33	Working for a stingy organization	My organization invests in their staff
34	Never achieving anything	I make great personal achievements
35	No job security	I know that I will have a great job next week
36	Very industrial	The natural world is incorporated into my environ'
37	The environment has no colour	The work place is very colourful
38	Isolated	I feel connected to others
39	Answering phones all day	I have a PA
40	No company vehicle	I have a company vehicle
41	I have to work over the stat holidays	I have the public holidays off
42	My office is a mess	I have a nice work area
43	I feel out of my depth	I am working towards mastery of my skills
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## ***My Ideal Client***

- My ideal clients are eager and passionate to be coached by me, they love referring me and do so every month.
- My ideal clients know my coaching is fantastic value and easily pay my full fee.
- My ideal clients shows up for every session and complete the coaching in the required # of sessions.
- My ideal clients love doing all their actions between sessions.
- My ideal clients makes regularly contact between sessions and are open to try new things,
- My ideal clients work hard and do what they say they will when they will
- I love that my ideal clients listen intently and are open and honest
- I love that my ideal clients energise me and are committed to their success and want to grow and be successful.
- I love that my ideal clients provide wonderful and constructive feedback that enhances my coaching
- I love that my ideal clients praise me and my products and services to others.
- They respond promptly to calls and emails
- I love that my ideal clients see the value of what they have learned and apply it in aspects of their lives.
- I love that my ideal clients seek me out and all come through referrals, my workshops, website, yellow pages, friends, advertising.

### **What do I and my perfect customers have in common?**

- We both want to become better people, more successful, happy, liked and appreciated.

### **What do I want my perfect clients to expect from me?**

- My ideal clients love that i am a professional and a-for-most-expert in coaching and to get results.
- My ideal clients love that I have fun and love what I do
- My ideal clients love am me provide useful follow up between sessions and keep regular contact after coaching is completed.
- My ideal clients love that i earn \$250,000 or more a year.
- They expect me to be true, authentic and tell the truth.
- They expect me to ask the hard questions in a soft way.
- They love that i have a peaceful, inspiring and energising office.
- They that i am living a fun and balanced life of love, joy, peace, confidence and prosperity
- They expect me to provide state of the art coaching and to be of exceptional value.
- They love my online presences that is inspiring, functional and useful.
- They love my professional, discreet and accommodating staff.
- They love how I communicate and present.

### **What is there for me to improve to become more attractive?**

- I love and value me and what i do.

**MY IDEAL RELATIONSHIP**

	<b>NEGATIVE</b>	<b>POSITIVE</b>
1	Controlling behaviour	I have complete freedom and expression
2	Manipulative	We communicate with honesty and clarity
3	Lack of freedom	I am always free to be myself
4	Feeling trapped	I always have positive choices and options
5	My choices not valid	Everything I choose is right for me
6	Uncommunicative	We communicate in an amazing positive way
7	Dishonest	There is complete honesty in my relationships
8	Mean	My relationships are kind and supportive
9	No synergy	I have incredible synergy with others
10	No passion	There is wonderful passion in my relationships
11	Fighting	I have peace and harmony in my relationships
12	Not hearing each other	Everyone feels heard in my communication
13	Different values	I share the same values with those I love
14	Unattractive	I find my partner very attractive
15	Unfriendly	I have friendships with very likeable friendly people
16	Not compatible	I am emotionally, physically, and intellectually compatible with my partner
17	Harsh	We speak words with kindness
18	Critical	I am in a very supportive relationship
19	No creativity	There is creativity in my relationship
20	Partner wont take the lead	My partner can take the lead when necessary
21	No spontaneity	My relationship is spontaneous and so much fun
22	Cant express emotions	My partner can express their needs and emotions
23	Lack of awareness of self and others	My partner is very self aware
24	No connection	There is an incredible connection between myself and my partner
25	No spirit	I share spirit with my friends and partner
26	No shared interests	I share interests with my friends and partner
27	No common goals	We are all working towards our common goals
28	No love	So much love resides in my relationships
29	Untrustworthy	I can trust my loved ones whole heartedly
30	Changeable like the weather	My relationships are solid and constant
31	No sense of humor	I laugh all the time with my loved ones
32	Liar	There is honesty and truthfulness in all that we say
33	Unfaithful	There is faithfulness and integrity and longevity in my relationships
34	Cant connect	I connect on many levels with my loved one
35	Cant commit	Both people can commit to the relationship
36	Emotionally cold	My partner feels warm and caring
37	Unphysical	Our relationship feels great to be expressed physically
38	Too many difficult issues	We can successfully work through whatever comes up
39	Our families don't get on	Our families really like each other
40	Nasty and cutting	Our words are supportive and kind
41	Lazy and refuses to work	My partner contributes towards what needs to be done
42	Doesn't understand me	My partner really gets me
43	On separate life paths	We are travelling on the same great road together
44	Vindictive	The past is forgotten and we move positively forward
45	Different degrees of emotion	There is incredible love and respect by both parties
46	Lacks spark	I love my partners sole company and we have chemistry
47	No generosity	My partner has a very generous spirit
48	Boring and watches tv all day long	My partner wants to get out and do things with me
49	Arrogant	My partner is self assured and knows themselves
50	Conceited	My partner knows his worth, and is humble