

The Visioning Guide

Overload to Clarity



This is a short exercise on **purposeful visioning and intentional planning**; this is looking up, thinking outside of today's chaos and revealing with clarity, the tangible actions that'll move you forward in a direction that excites you!

Visioning is **simple, grounded, and science-backed**.

It helps you identify what you really want, cut through the everyday noise, and set **goals that actually feel like you**. We are always growing and changing, so naturally, what we want will change too.

This is the exact exercise I often do to re-write my to-do list. Last summer, it gave me three audacious business goals that I didn't know were in me which changed my business!

It works because it doesn't start with "what should I do?" but instead begins with 'when do I feel most fulfilled and content'... Have a go. Trust the process?

HOW TO Everyone works differently. I've added some space into this document so you can fill it out as you go along. But, I find it works best for me if I use a large sheet of paper, some coloured pens, and you'll need sticky notes either way.

Step 1: Start with imagining contentment

Ask yourself: When do I *feel* most content, fulfilled and at peace?

Write down in detail 1-2 scenarios that come to mind:

- Where were you?
- Who were you with?
- What were you doing?
- How did you feel?

Know yourself. Back yourself. Build what's next.

**Kate
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Elevate



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Step 2: Give yourself an insightful clue

Look back at what you've written and now answers these two questions:

- What clues do these memories give me about what I want to create or welcome in?

- What's blocking me from experiencing this contentment more often? (beliefs, habits, tangible barriers, people, routines).

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Step 3: Go back to feelings

In each section, write how you **want** to feel in that area of your life / in yourself (e.g. supported, free, capable, loved, adventurous).

Love & Relationships

Home, Day-to-Day, Routine

Career, Work, Business

Leisure, Fitness, Experiences

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Step 4: Dare to Dream

Write what comes to mind about what you want to feel, see, be, do in these areas of your life. If it feels hard, start with how you want to feel in or about those areas. Adjust the titles to suit you.

Scribble freely in each section. Words, phrases, messy notes ~ nobody should read this ~ this is your mind on the page. Be honest.

What do you really want to feel, do, be, learn, experience, achieve?

Personal growth / inner self

Relationships, partner, love

Career / business

Friends & family

Home & routine

Hobbies, leisure & downtime

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Step 5: Summarise, subconsciously

This is where clarity jumps out & surprises you with the tangible outcomes. You need two different colours of sticky notes here.

Go back to Step 4

Part 1)

With the first colour of sticky notes, look at each section from step 4. Write a theme for each section on to your sticky note and layer it on top of your scribbles from that section.

Part 2)

With the second colour of sticky notes, write out 3 outcomes for each section from step 4.

- What could an actual outcome be here?
- What action could I aim for here?
- What exactly might you do here?

Stick this over the top of the first sticky note, so now you have three layers within each section. An example might look like

Scribble layer 1 (straight on the paper): How you want to feel in each area of your life

Sticky note layer 2: Overall themes from each section

Sticky note later 3: Actionable outcomes for each section

Ask yourself:

“What could I actually make / create here?”

“What action or goal would excite me?”

Be honest. You'll start to see the shape of your life ~ the things you want to keep, the things you want to change, and any bold goals rising up. This will help you see what isn't important and what actually drives you.

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Step 6: Step back and see it.

- What do you think?
- Have you created actions that surprised you? Ambitions you weren't consciously aware of?
- Would sharing it with someone feel exciting? (Sharing it optional. Personally, it helped me communicate my brain's inner workings and motivations, but yours is up to you.)

Now, stick your page somewhere you'll regularly engage with it.
Let the sticky notes stay visible.

This is your vision. Your words. Your focus. Your potential.

Why this works:

If you're someone (like me) who has 17 ideas at once, decision-making can feel impossible.

Plus, we don't take the time in our busy lives to look up, or pause for long enough to check we're heading in the direction that feels good to us.

This process works because it is simple, it doesn't take forever, and vitally, it layers:

First the feelings.

Then the themes.

Then the actual, tangible actions.

This reveals the real-life 'could-happen's because we've momentarily benched the limiting thoughts.

It's messy at first, then becomes clear.

This could re-write your whole to-do-list.



About Kate (that's me), and Kate Oates Elevate:

My work is all about helping people shift, mentally and physically. From not feeling like themselves, from the fog of overwhelm or misalignment, from stagnation in their brains and bodies, to clarity, confidence, independent dreaming, and excitement! I am a Certified Coach and Senior Yoga Teacher. I work with mindset and movement to help you shift what's stuck and stir up excitement for this one wonderful life you have!

If this guide stirred something in you, this is only the beginning. With more space, tools and support, the changes you imagine can be reality!

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