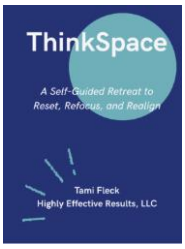
ThinkSpace

TEMPLATES & TOOLS



Your space to pause with purpose. Move with clarity.

Planning your next quarter or year? Exploring a business strategy, personal goal, or one big idea you're ready to move forward?

ThinkSpace is a flexible Focus Framework for individuals, entrepreneurs, leaders, and teams. Choose what matters most, define your desired outcomes, and turn your thinking into intentional action.

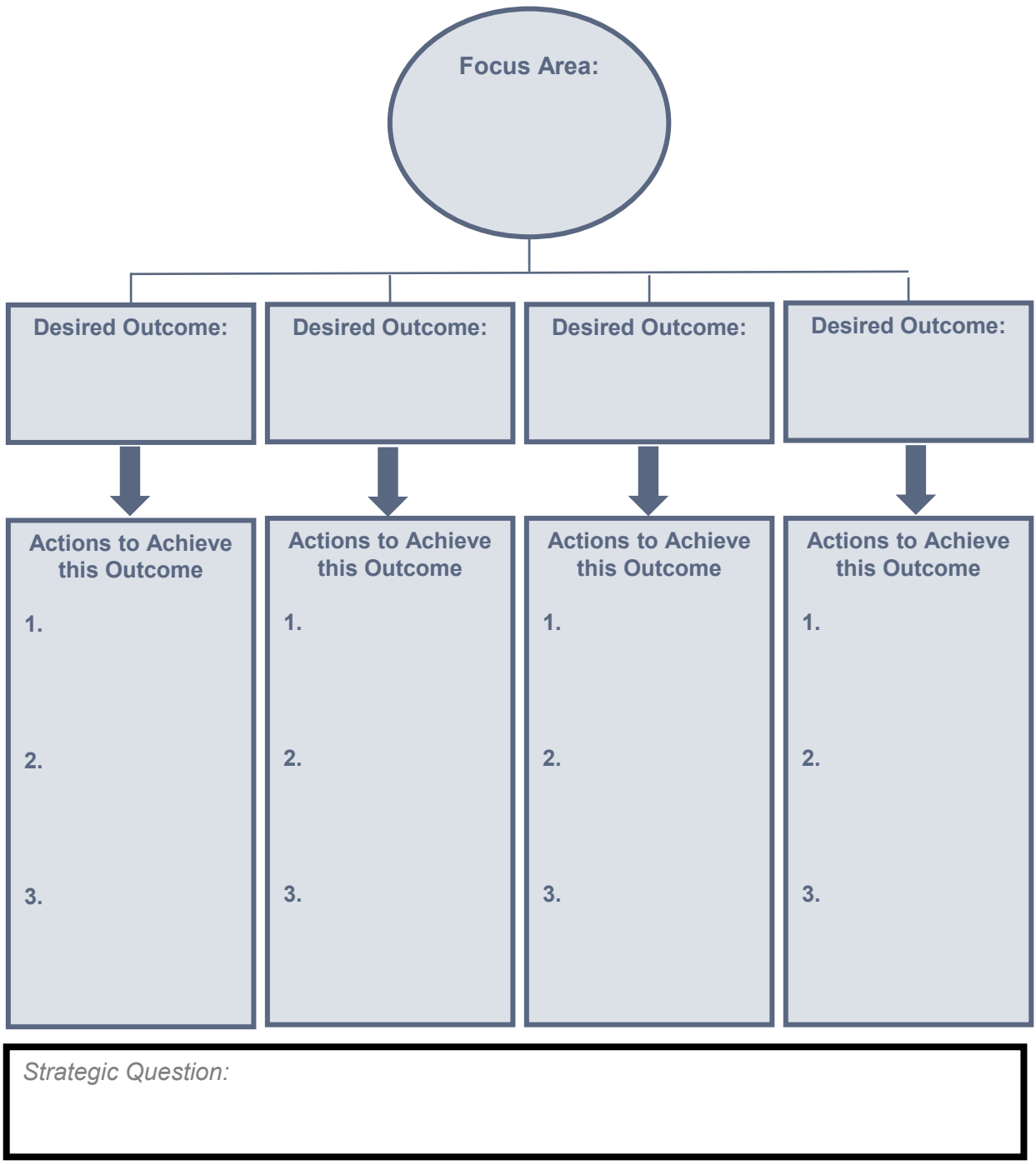
EXPLORE THE TEMPLATES

Click NEXT below to browse the guided tools and start shaping your own ThinkSpace experience.

IN LOVING MEMORY OF MY DAD

Who taught me to think like an entrepreneur, chase my goals with determination, do what it takes to achieve them, and always strive to leave the world a better place.

TEMPLATE: THINKSPACE PLANNING



Template 1.2: ThinkSpace Planning

TEMPLATE: THINKSPACE SESSION MAP

Module	Specific Action
Open	
Reflect	❑ Strategic Question Prompt
Reset	
Momentum	
Deep Dive	
Close	❑ Reflect on day ❑ Celebrate Wins

Desired Outcomes Supported

TEMPLATE: THINKSPACE BOUNDARIES

	Boundary
1	
2	
3	
4	
5	

Template 1.4: ThinkSpace Boundaries

TEMPLATE: THINKSPACE REFLECTION

Instructions:

This is not only to provide some time for reflection, but for you to walk away from these sessions with something to come back to as a reminder.

Strategic Question + Key Insights: As you begin your session, take a walk or go to a peaceful location and reflect on your Strategic Question. Once you feel you spent the time needed, journal your thoughts and key insights here.

Session Reflection: At the end of the day, spend some time reflecting on your day. What did you discover today about yourself, your work, or what matters most? What brought you joy? What surprised you? What challenged you? How did you show up? Capture any aha moments, insights, or shifts that surfaced.

Inspiration Bonus: If you weaved in moments of joy or inspiration, note them here. It's always good to have reminders on what inspires you!

Strategic Question + Key Insights:

Session Reflection:

Inspiration Bonus:

Template 1.5: ThinkSpace Reflection

TEMPLATE: THINKSPACE NEXT STEPS

Turn clarity into momentum.

Identify 3–5 key actions you can take in the next 90 days to keep forward motion on your focus area. These should be realistic, meaningful steps, big or small, that support your vision and sustain your momentum.

Use the table below to outline each action, assign a target date, and track your progress.

Action	Target Date	Status

Tip: Keep this visible!

Post your completed Next Steps list somewhere you'll see often…your planner, desk, or workspace. Seeing your commitments daily helps reinforce intention and encourages consistent progress.