

# **Make Moments Matter Journal**

**Your Life: More Aware, More  
Engaged, More Connected**

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**Make Moments Matter Journal v1.0**

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## **Make Moments Matter Journal Introduction**

We all experience hundreds of moments each day of our life. What are those moments? Thoughts, feelings, transactions, interactions, decisions. Most of them barely register with us at all, they are managed subconsciously. That is okay most of the time.

What if we could become **aware** of a few more moments each day to make our day and the day of those around us a little better? What if we could also be more thoughtful, intentional in taking action to make those moments matter?

We can.

That's what Make Moments Matter is all about. If you have gotten this far, you are interested in taking your learning to the next level. Great. This journal is here to guide you through the steps and explain how you can make your life more fulfilling.

This journal is intended to help you move some of your Moments from subconscious (or unconscious) to deliberate. To take charge of a small slice of your life to better it.

### **Ways to Make This Work for You**

Research shows writing about your goals makes you happier and makes you more likely to follow through with them. That is what this Journal is all about.

Make the goal so small it's easy – and so small you have no reasonable excuse not to act on it.

Friends are one of our biggest influences and can help us along the way. Maybe you enlist a friend to do this alongside of you. Perhaps you find a "friend" in this community. Most of us are wired to work with someone else to support us.

The journal is set up to do in phases initially. Get comfortable with step 1 before moving to step 2. Same with steps 3 and 4. If you take a few weeks before moving on to the next step, that is your program. You'll find more success as you get more adept and comfortable. Then you can add subsequent steps.

One Last Thing. A study by Richard Wiseman, a psychology professor at University of Hertfordshire found people who eventually succeeded messed up a little along the way. The secret here? "Treat any failure as a temporary set-back rather than a reason to give up altogether." You are not going to be perfect. You won't remember your journal. You'll "fall off the wagon". That's okay. Admit you are human and move on. If a friend of yours told you they "messed up a little", wouldn't you encourage them rather than browbeat them? Treat yourself like you would a friend. Be supportive, not dismissive.

### **The Structure of This Journal**

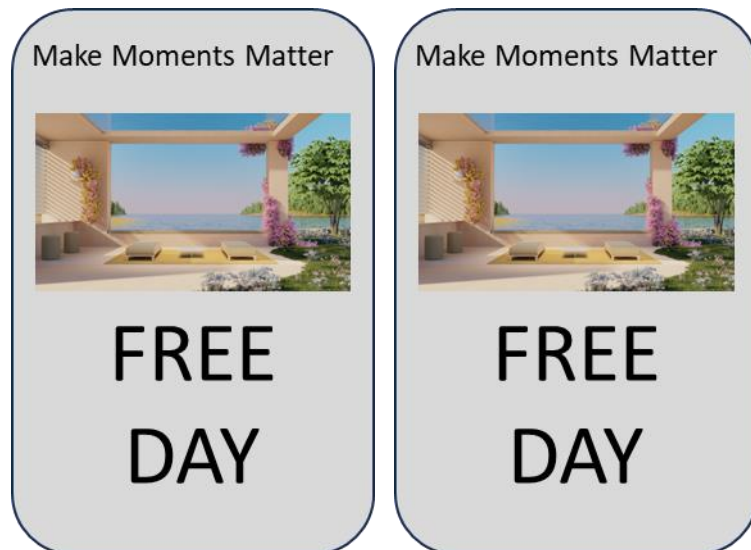
The Journal is set up for you to first try only one step at a time. Only after you are comfortable with all four steps can you start to put them all together. Each of the four steps build from the prior ones. They start with an easy effort and then get progressively more effortful as you gain skills. The first few Journal pages are for completing Step 1. The next few add step 2. Then Step 3 is added. Finally, all four steps come together. From there, the Journal has blanks for doing all four steps together. The journal has examples in to help provide guidance.

For each of the four steps, there is a brief explanation of the goal. Then a place to journal. We provided an example for each in case you need some ideas for how to start out. After explaining the four steps, there are more blank journal spots for you to copy and fill in

### **Before You Go Too Far, Too Fast**

Making any change is not easy. Don't try to do too much too soon. We recommend you start your journal trying to complete it a couple days each week. There is actually a thing called the "What-the-Hell-Effect", which is when you make one bad decision and makes it even worse by doing more of the bad decision. Rather than doing damage control and stopping at one, your brain says "what the hell" and keeps making it worse. We don't want you to feel that way about Make Moments Matter.

Here is a fun way to keep committed while also giving yourself a break. They are called "free day cards". When you have a day that you are "not feeling it", pull out your Free Day Card and place it on your desk (or table or mirror). On the day where you play a Free Day Card, you do not have to journal or make any moments matter. It's a gift for you. You can allot yourself two free day cards every week. You can use them whenever you want during the week. Once you play a card, it cannot be used again that week.



### **One Last Thought**

This journal is in early stage of development. You could be of great help. We'd love your suggestions for improvement. After all, a community can build a much better tool than one person. Send along your thoughts to [BelvoirPress@gmail.com](mailto:BelvoirPress@gmail.com). We'd love to hear from you

## The Six Types of Moments

Moments are the everyday thoughts and events you experience. Sometimes it helps us to be a little more aware if we can organize events. We categorize moments into six types.

**Thoughts**- ideas, reminders, feelings that come to you. Things that pop into your head

An example: I should reach out to (name).

A thought crosses your mind about a friend you have not checked in with for a while.

**Decisions** -Choices or conclusions

Examples: Should I do this or not? Do I pick A or B?

You have an opportunity to do something for yourself. Or not do something detrimental to yourself.

**Opportunities**- Openings or prospects that often come in the form of a question

Example: Someone asks us “Would you like to?”

**Reactions** - how you respond to something

Examples: Why did that happen?

What do they want?

I can't believe they cut me off

**Connections** – relationships with others or exchanges with others

Examples: “Is that (person)? Or That is (name), I have not seen them in a while

Here comes the waiter/waitress/bartender. I

**Observations** – people, places, things that you notice or perceive

Examples: He does not seem like himself today

Did they get their hair cut? Did they get a new tattoo?

### More about Moments

A Moment does not need to be really big. In fact, most of them are not. Don't get hung up on doing “more” or “something big”. Simply doing something that you thought about and then were intentional about is a really great start. Remember, we never know the impact a Moment done now might have in the future. Don't judge your Moments for worthiness. Celebrate that you have lived your life with a few more Moments with action.

Now let's get started

## High Level Summary of the Four Steps

### Step One – Pause: Notice Moments

The goal of this step is to notice a few more moments in a day. What does it mean to “notice”? Simply pause for a few seconds and recognize “this is a moment”. Shift that moment from something you would have **subconsciously** acted on (or not) to something you now recognize. It can be as simple as look to see if someone serving you has on a name tag, realizing someone asked you to do something in the future, or recognizing you walked across the street without looking for vehicles. It’s recognition. Not specific action.

So many of our moments slide by us subconsciously. We are not aware that they really happened to us. If we can start to be a little more aware of some of those moments, we can bring more meaning to them. The way you increase awareness is through “P” – Pause. Stop for a second and notice the moment. In this step, you are like a child who lays on the ground and observes the clouds flowing by.



During the day, make note of moments you notice. You don’t have to take action on them. Simply noticing them is making progress! At the end of the day, write them all down in your Journal.

### Step 2 – Make More Moments with Intention

The goal is to improve on your awareness. In Step 1, you paused and noticed Moments. In this step, you are going to be thoughtful and intentional about at least one Moment. How?

**Be thoughtful.** Ponder a moment that you are now more aware of. Consider what it might ask of you. You might want to search your heart for guidance or ponder your personal values. In this part of the step, you are like the famous Rodin sculpture, The Thinker.



Ask yourself a few simple questions. What is this moment presenting to me (a call to action, a reminder of someone, a decision to do something or not)? Is the end benefit or action for me or for someone else? How is this consistent and aligned with my values? What would I tell my best friend to consider if they were in this position?

**Be Intentional.** We’ve spent the time thinking about this moment. Now let’s take action. Do something on purpose. This is your chance to make your choice for taking action. You have more control.

What action might I take? What am I going to do about it? It is okay to decide you are not going to do anything about it. That is being intentional.

### **Step 3 – Reflect and Learn**

Now that we have met a moment, paused, thought its implications through, and made an intentional action, how do we learn?

The goal here is to reflect on your thought process you used for that particular moment. From the first two steps, you became aware of more moments in your life and have practiced being more intentional about them. You have already made progress. This reflection step will help you remember what you did and why you did it. It is a way to do a self-evaluation. This will set you up to celebrate adding one more moment of conscious action in your life.

It also helps you learn. What did I like about what I did? What might I do better next time? Did I spend too much or too little time? You might realize later you could have done more or less.

The tool we recommend to do this evaluation is through the two very different and distinct definitions for the word “Deliberate”. You can always go to The Make Moments Matter YouTube Channel to get a little more detail, but there is a summary below.

Take one moment from step 2 and journal about your thought process. Here are some prompts

Deliberate, pronounced "/də'libə,rit"= the last part is pronounced "it". This definition is to engage in long and careful consideration. Journal a little about your thought process. Why did you think about this particular moment? How did you evaluate what to do? In what context did it come to you?

Deliberate, pronounced "/də'libə,rāt" = the last part is pronounced like "ate". The definition is to do something consciously and intentionally. What did you Deliberately do? What specific action did you take? What did you do on purpose. Or not on purpose? What choices did you consider?

### **Step 4 – Share and Join the Community**

You’ve made it to the last step. The goal here is two-fold. First, to share your experience with a moment. It’s a chance to celebrate making progress. The second goal is to support others on their journey by acknowledging their moment.

Part 1 - Share a time where you Made Moments Matter. Tell us about it on our YouTube Channel. Or if you want to be a little more private, you can send a note through our website MakeMomentsMatter.Life or reach out to us on our via email BelvoirPress@gmail.com. Tell us what you did. What did you get out of it? If there was another person involved, what did it do for them? Why was it meaningful?

Part 2- Join the Community by supporting someone else’s Moment. Give some positive feedback. Other people are on the same journey as you, trying to make Moments Matter. They are making themselves authentic and vulnerable by sharing a moment. Celebrate their accomplishment. This is another great way to make a moment matter.

“You can really change someone's life for the better simply by offering words of encouragement.” Kevin Kelly

## Make Moments Matter Journal

### Step One – Notice Moments and Document Them

The goal of this step is to notice a few more moments in a day. What does it mean to “notice”? Simply pause for a few seconds and recognize “this is a moment”. Shift that moment from something you would have **subconsciously** acted on (or not) to something you now recognize. It can be as simple as seeing someone’s name tag and thanking them by name rather than simply thanking them.

So many of our moments slide by us subconsciously. We are not aware that they really happened to us. If we can start to be a little more aware of some of those moments, we can bring more meaning to them. The way you increase awareness is through “P” – Pause. Stop for a second and notice the moment.

Remember: you are like the child staring up and noticing the clouds

Day:

Moment	Brief Description of the moment

### Example

Day: September 28, 202X

Moment	Brief Description
Grocery Store bagger	Noticed his name tag and thanked him by name
Backing out of parking space	Noticed another car; Let them go first
I needed a break	Got up from desk and went for a walk

Want to go a step further? Categorize the type of moment: (T) = Thought; (D) = Decision; (OP) = Opportunity; (R) = Reaction; (C) = Connection; (OB) = Observation

## Step 2 – Think

In Step 1, you paused and noticed Moments. In this step, you are going to be thoughtful and intentional about at least one Moment. How?

**Be thoughtful.** Ask yourself a few simple questions.

What is this moment presenting to me (a call to action, a reminder of someone, a decision to do something or not)? Is the end benefit or action for me or for someone else? How is this consistent and aligned with my values? What would I tell my best friend to consider if they were in this position?

**Be Intentional.** What action might I take? What am I going to do about it? It is okay to decide you are not going to do anything about it. That is being intentional.

You can pick one or more moment to journal about. Journaling about one will give you a victory and a sense of accomplishment. Journaling about more than one will sharpen your skills.

Utilize the questions above, and other questions you have, to write down what you thought about and the choices you considered.

**Brief Summary of the Moment:**

**Thoughtful. What was my thought process:**

**Intentional. What action/decision did I take:**

### Example:

Utilize the questions above, and other questions you have, to write down what you thought about and the choices you considered.

**Brief Summary of the Moment:**

I went to a breakfast meeting based on a recommendation from someone that my wife, Rose, knew. My plan was to find out a little about the group and the meeting structure. Based on that, I could understand what part of our story fit their need. After that, I was looking for an opening to ask if we could present.

**Thoughtful. What was my thought process:**

It became clear very early that this was not going to be a place to make a presentation.



I had to decide what I was going to do. I decided to be a listener. I paused to reflect. I could be upset about the time I “wasted”. Or I could decide maybe it was my role today to make someone else feel good about themselves. My passion project needed to take a back seat to someone else’s passion project.

**Intentional. What action/decision did I take:**

I had to decide what I was going to do. I decided to be a listener. The moment had been presented to me to listen to someone else’s passion project and encourage them. Perhaps I would make them feel better about themselves because they got to explain the good works they were doing.

I was intentional about not allowing myself to think that I had “wasted my time”. I followed up on a lead. It did not pan out. I did something I really did not want to do but did because it was a step on our journey to publicizing our book.

### Step 3 – Reflect and Learn

Now that we have met a moment, paused, thought its implications through, and made an intentional action, how do we learn?

The goal here is to reflect on your thought process you used for that particular moment. From the first two steps, you became aware of more moments in your life and have practiced being more intentional about them. You have already made progress. This reflection step will help you remember what you did and why you did it. It is a way to do a self-evaluation. This will set you up to celebrate adding one more moment of conscious action in your life.

It also helps you learn. What did I like about what I did? What might I do better next time? Did I spend too much or too little time? You might realize later you could have done more or less.

<b>Summarize the moment:</b>
<b>Deliberate: engage in long and careful consideration</b>
<b>Deliberate: do something consciously and intentionally</b>

#### Example:

<b>Summarize the moment:</b> I went to a breakfast meeting based on a recommendation from someone that my wife, Rose, knew. My plan was to find out a little about the group and the meeting structure. Based on that, I could understand what part of our story fit their need. After that, I was looking for an opening to ask if we could present.
<b>Deliberate: engage in long and careful consideration</b> I was in a breakfast meeting with others. I did not have time to ponder next steps. In the moment, I considered options. I could have excused myself to talk with others at the event before breakfast was served. That was part of the purpose of the meeting. I could have found an opening to talk about what I wanted to talk about at the table I was at.
<b>Deliberate: do something consciously and intentionally</b> I decided to go with my gut feeling that being in the role of listener was a better role to take on this day in this place.

Equally important, I told myself I could not look at this as a waste of time or an inefficient use of my time. I could go there very easily. I generally do. That would have at least two negative consequences. One, if another opportunity like this came up, I would gladly decline because I figure "it will be like the last one". I have no way of knowing that in advance, but I can easily default to inaction over action. Second, I could have been upset with my wife for sending me to this. She did not have enough knowledge about the event. What good would it do to be upset with her?

**Step 4 – Share and Join the Community**

You’ve made it to the last step. The goal here is two-fold. First, to share your experience with a moment. It’s a chance to celebrate making progress. The second goal is to support others on their journey by acknowledging their moment.

Part 1 - Share a time where you Made Moments Matter.

Part 2- Join the Community by supporting someone else’s Moment


Example

On the next pages are more pages for you to fill out your progress.

**Part 1: Notice and Document**

Day:

Moment	Brief Description of the moment

Day:

Moment	Brief Description of the moment

Day:

Moment	Brief Description of the moment

Day:

Moment	Brief Description of the moment

**Step 2 – Think**

<b>Brief Summary of the Moment:</b>
<b>Thoughtful. What was my thought process:</b>
<b>Intentional. What action/decision did I take:</b>

<b>Brief Summary of the Moment:</b>
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<b>Brief Summary of the Moment:</b>
<b>Thoughtful. What was my thought process:</b>

**Intentional. What action/decision did I take:**

**Brief Summary of the Moment:**

**Thoughtful. What was my thought process:**

**Intentional. What action/decision did I take:**

**Brief Summary of the Moment:**

**Thoughtful. What was my thought process:**

**Intentional. What action/decision did I take:**

**Step 3 – Reflect and Learn**

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You've made it to the last step. The goal here is two-fold. First, to share your experience with a moment. It's a chance to celebrate making progress. The second goal is to support others on their journey by acknowledging their moment.

Part 1 - Share a time where you Made Moments Matter. Share on this channel. Or, if you don't want to broadcast it, send us a note through our website, [MakeMomentsMatter.Life](http://MakeMomentsMatter.Life)

Part 2- Join the Community by supporting someone else's Moment. Document what you did. Give yourself a gold star or a pat on the back. Recognize you are trying


The next pages are for you to take notes









