



PLANNING

for Success



**INCREASING
CONFIDENCE**



Allah is with

me

WORKBOOK

+ Action Plan

ABOUT THIS WORKBOOK

This workbook was designed to support you in starting your Arabic journey with confidence.

May Allah accept our efforts &
guide us all toward what is pleasing Him
Ameen

- DISCLAIMER -

This workbook is intended for participants of the
Online Training
Planning for success
ONLY

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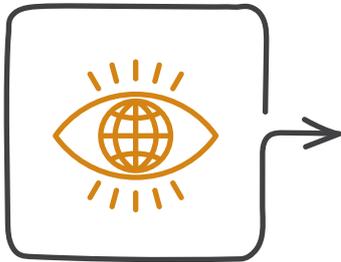
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KNOWING OURSELVES

مَنْ أَنَا؟

Who am I?

NOTES



OUR UNDERSTANDING
THE WORLD

العَالَمُ

has been influenced by



EXPLORING OUR PAST

الْمَاضِي

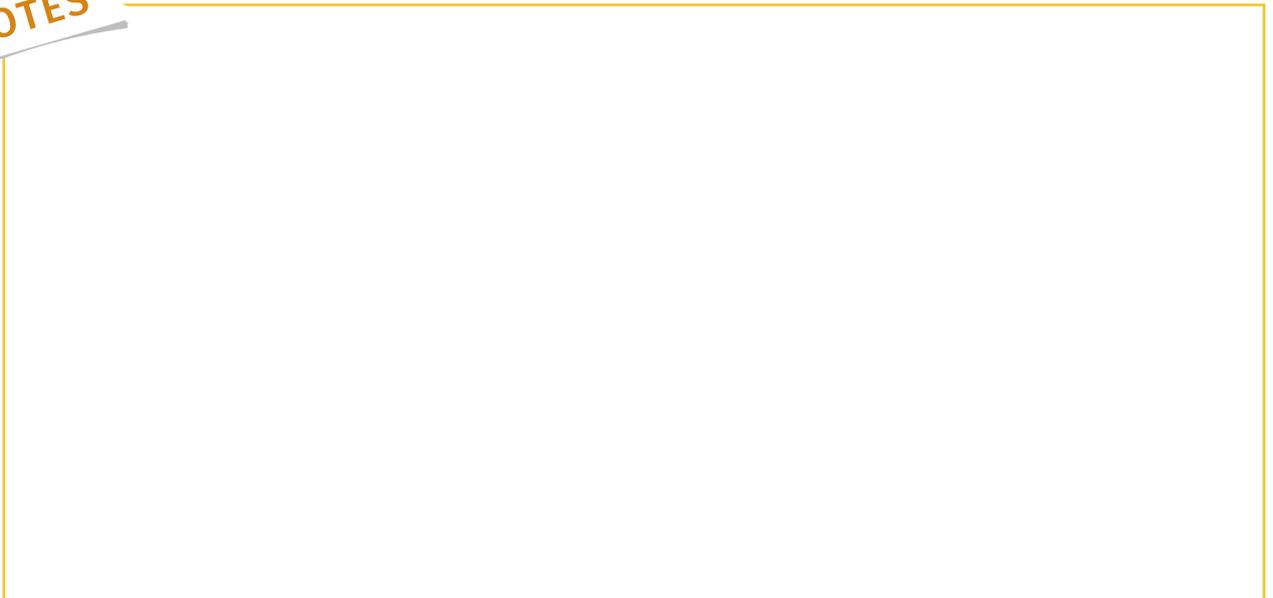
MY LIFE'S JOURNEY

NOTES



MY EDUCATION

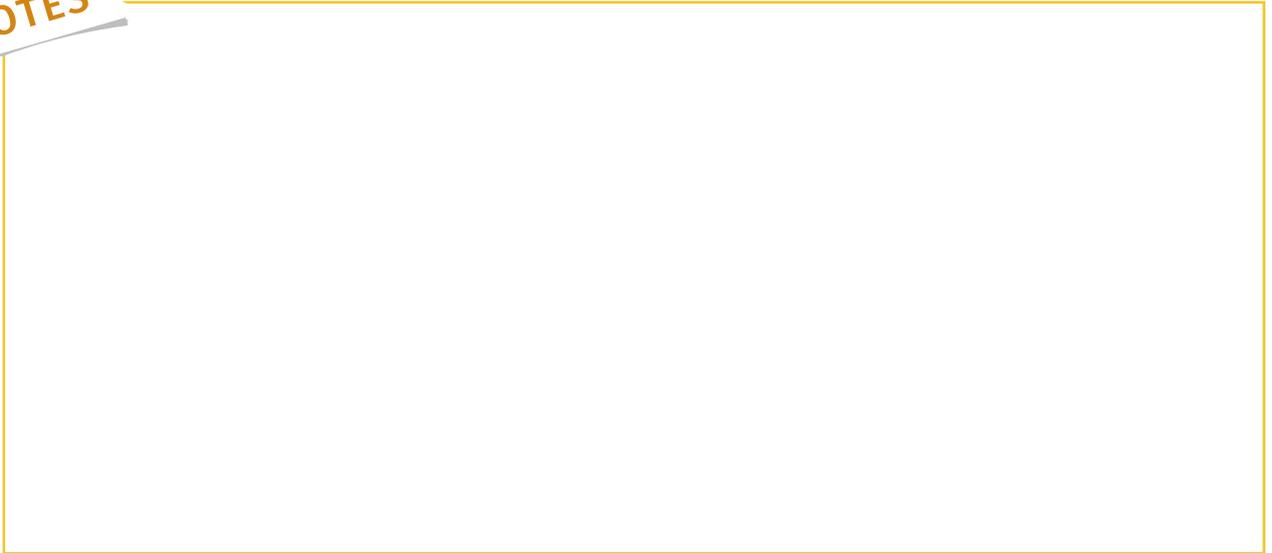
NOTES



EXPLORING OUR VALUES

MY PARENTS VALUES

NOTES



MY OWN VALUES

NOTES



EXPLORING OUR QUALITIES

MY FAILURES

What was a failure you experienced recently?

Why was it NOT successful ?

MY SUCCESSES

What was a success you experienced recently?

Why was it successful ?

EXPLORING OUR QUALITIES

Success

النَّجَاحُ



External vs internal

Failure

الفَشْلُ



External vs internal

NOTES

EXPLORING OUR QUALITIES

MY POSITIVE QUALITIES

NOTES



MY NEGATIVE QUALITIES

NOTES





OUR THOUGHTS PATTERNS

أفكارنا

Negative Thoughts Patterns

- **All-or-Nothing Thinking**

Looking for _____.

- **Overgeneralization**

General conclusion after one _____ event.

- **Filtering**

Viewing everything in a _____ lens.

- **Disqualifying the Positive**

_____ the good outcomes.

- **Jumping to Conclusions**

_____ things (mind reading, fortune telling)

- **Magnification & Minimization**

Making our _____ bigger than they are and making our good qualities _____ than they are.

- **Emotional Reasoning**

Making our emotions _____.

- **Should Statements**

Having unrealistic _____ and rigid rules.

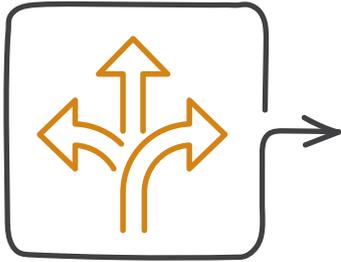
- **Labelling**

Making an incident or _____ define your whole identity.

- **Personalization**

Making yourself the _____ of external negative events.

Stop entertaining those _____ thinking patterns that affect you _____



OUR NAFS INCLINATION

النَّفْس

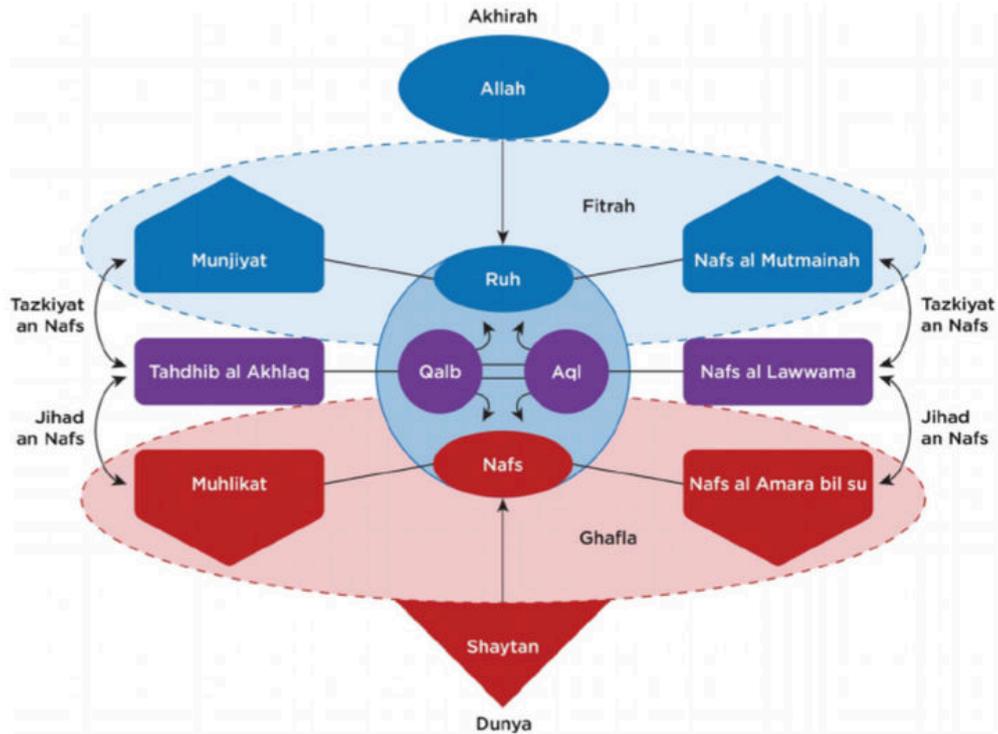


Fig. 1 An Islamic model of the soul

Rothman & Coyle, 2018

NEEDS VS WANTS

NOTES

#6.2: INCREASING CONFIDENCE



Al hamdulil'Allah, you have reached the end of this section & it's time to get to work sister! Read & answer the questions below.

Take it ONE STEP AT A TIME!

2- KNOWING OURSELVES

How well do you know yourself? Reflect & Answer

Do you feel you struggle to understand your behaviors?

yes *no*

What aspects of yourself do you find most difficult to understand?

Are there times when you feel disconnected from yourself or your emotions?

yes *no*

How comfortable are you with exploring your past experiences and values?

EXPLORING OUR PAST

My life's Journey

Retrace the major events of your life & reflect on them



EXPLORING OUR PAST

My Education

Rethink about your past experiences in school, what happened and how did you feel

Early Education

School Years

Higher Education

EXPLORING OUR VALUES

My Parents' Values

Select at least 10 Values you believe were important to your parents

Abundance	Humor	Trustworthiness
Authenticity	Influence	Wealth
Achievement	Harmony	Wisdom
Adventure	Justice	Success
Authority	Kindness	Status
Autonomy	Knowledge	Goodness
Appearance	Leadership	Change
Balance	Learning	Challenge
Beauty	Love	Empathy
Boldness	Loyalty	Punctuality
Compassion	Meaningful Work	Recognition
Challenge	Openness	Risk
Citizenship	Optimism	Simplicity
Community	Peace	Support
Competency	Pleasure	Work
Contribution	Popularity	Family
Creativity	Recognition	Preparation
Curiosity	Religion	Sport
Determination	Reputation	Solidarity
Fairness	Respect	Vision
Faith	Responsibility	Routine
Fame	Security	Strength
Friendship	Self-Respect	Excellence
Fun	Service	Travel
Growth	Spirituality	Coherence
Happiness	Stability	Trust
Honesty	Sociability	Independence

EXPLORING OUR VALUES

My Own Values

Select at least 10 Values that are important to you

Abundance	Humor	Trustworthiness
Authenticity	Influence	Wealth
Achievement	Harmony	Wisdom
Adventure	Justice	Success
Authority	Kindness	Status
Autonomy	Knowledge	Goodness
Appearance	Leadership	Change
Balance	Learning	Challenge
Beauty	Love	Empathy
Boldness	Loyalty	Punctuality
Compassion	Meaningful Work	Recognition
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Growth	Spirituality	Coherence
Happiness	Stability	Trust
Honesty	Sociability	Independence

My Values

Reflections

Looking at the values your parents had, how have these values shaped your perception of the world around you and your interactions with others?

Are there any values from your upbringing that you find yourself questioning or challenging as you navigate through life as an adult?

Consider your current values and beliefs. Do you find that they align with the values you were raised with, or have you developed different values over time?

EXPLORING OUR QUALITIES

My Successes

List 10 Things you have accomplished in your life (*big or small*)

-
-
-
-
-
-
-
-
-
-

My Weaknesses

List 5 Things you are struggling with in your life

-
-
-
-
-

KNOWING OURSELVES

The reasons behind my Successes

Internal

external

-

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The reasons behind my Failures

Internal

external

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EXPLORING OUR VALUES



My Positive Qualities or Virtues

Select at least 10 Positive Qualities you see in yourself

Active	Accurate	Respectful
Warm	Self-Reliant	Grateful
Friendly	Independent	Resourceful
Clean	Inventive	Courteous
Honest	Wholesome	Helpful
Loyal	Attentive	Appreciative
Trustworthy	Frank	Imaginative
Dependable	Purposeful	Self-Disciplined
Open-Minded	Realistic	Decisive
Thoughtful	Adventurous	Humble
Wise	Relaxed	Self-Confident
Mature	Curious	Easygoing
Ethical	Modern	Consistent
Courageous	Charming	Positive
Constructive	Modest	Creative
Productive	Enthusiastic	Fashionable
Progressive	Polite	Convincing
Individualistic	Patient	Thrifty
Observant	Talented	Bold
Neat	Perceptive	Methodical
Punctual	Forgiving	Interesting
Logical	Ambitious	Unselfish
Prompt	Lenient	Responsible
Loving	Spontaneous	Reasonable
Diplomat	Caring	Likable
Cheerful	Tolerant	Clever
Determined	Devoted	Cooperative
Adaptable	Tolerant	Romantic

EXPLORING OUR VALUES



My Negative Qualities or vices

Select at least 5 Negative Qualities you see in yourself

Aggressive	Immature	Superficial
Argumentative	Impatient	Thoughtless
Arrogant	Impolite	Touchy
Authoritative	Impulsive	Uncaring
Babyish	Inconsiderate	Uncontrolled
Bossy	Insensitive	Uncooperative
Careless	Insincere	Unfriendly
Childish	Insulting	Unreliable
Cold-hearted	Intolerant	Unselfish
Conceited	Irrational	Violent
Cowardly	Irresponsible	Vulgar
Critical	Judgemental	Weak
Cruel	Jealous	Weird
Dangerous	Lazy	Hopeless
Deceitful	Mean	Ignorant
Dependent	Moody	Emotional
Dishonest	Noisy	Impulsive
Disloyal	Obnoxious	Sarcastic
Disrespectful	Paranoid	Unfocused
Disorderly	Pessimistic	Nervous
Foolish	Picky	Perfectionist
Forgetful	Rowdy	Stubborn
Greedy	Rude	Materialistic
Grouchy	Selfish	Procrastinating
Guilty	Sneaky	Resentful
Gullible	Snobbish	Stubborn
Hateful	Strict	Ungrateful

EXPLORING OUR THOUGHTS

Negative Thought Patterns

Go back to the section on thought patterns and reflect on the ones that you feel you are engaging in.

Unhealthy Thought Pattern Identified:

What am I telling myself?

Reflections:

Unhealthy Thought Pattern Identified:

What am I telling myself?

Reflections:

EXPLORING OUR NAFS

Needs VS wants

List some of the activities you engaged in recently:

-
-
-
-
-
-
-
-
-
-
-

Now identify the ones that responded to a real need.

Look at the others and reflect on your intentions.

KNOWING OURSELVES

My Personality

Here are some tools to explore your personality

Myers-Briggs Type Indicator (MBTI):

The MBTI is based on 4 dichotomies, creating 16 personalities:

Extraversion (E) vs. Introversion (I)
Sensing (S) vs. Intuition (N)
Thinking (T) vs. Feeling (F)
Judging (J) vs. Perceiving (P)

The Big Five Personality Traits:

Openness to Experience
Conscientiousness
Extraversion
Agreeableness
Neuroticism

The Enneagram:

The Reformer
The Helper
The Achiever
The Individualist
The Investigator
The Loyalist
The Enthusiast
The Challenger
The Peacemaker

My Spiritual Personality

myspiritualpersonality.yaqeeninstitute.org

Take the Quiz and write the answer you got