

# FUTUREMAKERS TOOLBOX GUIDEBOOK

## Level 1



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# INTRO & ORIENTATION

## HOW TO USE THIS GUIDEBOOK

This guidebook is your space to explore, reflect, and create. It goes hand-in-hand with your online lessons. Think of it as your personal lab notebook for FutureMakers.

- Use it to:**
- Complete activities like the Spark Canvas or Why Statement
  - Write down your thoughts, questions, and insights
  - Track your progress as you move toward Level 2

- You can fill it out:**
- By hand (print it!)
  - Digitally (as a fillable PDF or editable doc)

You don't need to finish every page perfectly. Just show up, be real, and make it yours.



# INTRO & ORIENTATION

## THE IGNITE JOURNEY: WHAT YOU'LL DO IN THIS LEVEL

This level is about finding your spark — the starting point of your FutureMakers journey.

- You'll explore:**
- What energizes you
  - What you care about changing
  - What problem pulls you in
  - Why it matters to you

- By the end of IGNITE, you'll have:**
- A clearer sense of who you are
  - A problem worth solving
  - Your personal "Why"
  - A first idea taking shape

This isn't about having it all figured out.

It's about taking your first real steps as a creator, not just a thinker. You're not just learning — **you're becoming a FutureMaker.**

**Let's go.**

# INTRO & ORIENTATION

## BUDDY MODE VS SOLO MODE

You choose how you want to learn:

### Buddy Mode

- Work with a partner or small group.
- Share ideas, give feedback, stay motivated together.

### Solo Mode

- Work on your own.
- Go at your pace, keep it personal, reflect quietly.

## JOURNAL TIPS – How to Reflect with Purpose

*Your journal isn't about "right answers."  
It's a space to think, feel and figure things out.*

Here's how to make the most of it:

- **Be honest, not perfect** – say what you really think
- **Write like no one's reading** – this is for you
- **Use words, drawings or voice notes** – whatever works
- **Look for patterns** – notice what excites or frustrates you
- **Ask "why?" often** – it leads to powerful insights

*The more real you are, the more you'll learn.*

# POWER FOUNDATIONS

This is your guide. Read this before you begin and use this as your blueprint to get achieve anything you set your mind into.

## What most people get wrong about goals

Most people write goals that sound good — but go nowhere. They're either too vague (“get better at marketing”), too big (“start a successful business”), or too disconnected from what actually matters to them. That's why so many goals end up forgotten or unfinished. We think we failed—but really, we just never wrote the goal in a way our brain could work with. A great goal isn't just a task. It's a **direction** that feels personal, energizing and clear enough to act on.

## What actually works - the science behind it

The goals that actually work are the ones that feel **emotionally meaningful**, are **clearly defined**, and are focused on the **near future**. Why? Because your brain is built to take action on short-term goals that feel exciting and achievable. You need to *feel* connected to what you're doing, and your brain needs a **clear target** to aim for. The more specific and emotionally aligned your goal is, the more likely you are to follow through — not out of willpower, but because it actually matters to you.

## Define a Linchpin goal

Not all goals are created equal. Some goals are just small wins. Others — like linchpin goals — are **game changers**. A linchpin goal is the one thing that, if you focused on it, would move everything else forward. It connects directly to the bigger future you want and creates momentum in other areas. You don't need five goals. You need one that matters. One that unlocks progress. One that makes you say, “If I do this, everything else gets easier.”

## Make it specific and measurable

A powerful goal is **crystal clear**. You should know exactly what you're aiming for and how you'll know when you've hit it. Vague goals like “get better at designing” don't give your brain anything to grab onto. A specific goal sounds more like: “Design and publish 3 Instagram posts for my project by next month.” The more specific your goal, the easier it is to take action—and to feel good when you've made real progress. If a 10-year-old wouldn't understand it, it's probably still too vague.

## Set a 3–6 Month Window

Big, long-term goals can feel exciting — but also overwhelming. That's why the best way to build real momentum is to focus on a goal you can complete in the next **3 to 6 months**. It's close enough to feel urgent, but far enough to make real progress. When your brain sees a clear, short-term finish line, it's more likely to stay engaged. You don't need a five-year plan right now. You need a goal you can actually reach—and feel proud of—this season.


# GOAL CLARITY CHECKLIST

*Is your goal FutureMaker-ready?*

Use this checklist to test your goal idea. Check **YES** or **NO** for each one:

Question	YES	NO
Does this goal feel energizing or exciting to me?		
Will this goal move me closer to the career, project, or impact I want?		
Is it specific—can I clearly describe what success looks like?		
Can I measure it or know when it's done?		
Is it realistic to complete in the next 3–6 months?		
Would this goal help me unlock or accelerate other things I want to do?		

**If you said YES to at least 5 out of 6 — you've got a strong goal.  
Let's write it down.**

 **WRITE YOUR LINCHPIN GOAL** - Use the space below to write your linchpin goal — your #1 focus for the next 3–6 months.

**My Linchpin Goal Is...**

*(write it clearly and specifically)*

**Why this goal matters to me:**

*(1–2 sentences about why you chose it and what it connects to)*

**What success looks like:**

*(Describe how you'll know you've achieved it. Use numbers, timeframes or a "done" description.)*

# FOCUS & FLOW

*Manage your attention, tasks and energy to get things done.*

## **Focus isn't just willpower**

Most people think focus means trying harder. But focus isn't about forcing yourself—it's about **setting yourself up** to pay attention. Your brain needs clarity, boundaries, and breaks. If you've struggled to stay on task, it's not because you're lazy. You just haven't learned how to work with your brain instead of fighting it.

## **Your brain likes small wins**

Trying to do everything at once is a setup for burnout. Instead, focus on **one clear task at a time**, and make it doable. Break big projects into small actions. Give your brain something it can finish in 20-40 minutes. That's how you build momentum — and how you start to enjoy the process.

## **Energy is more important than time**

You don't need more hours — you need to use your **best energy** for your most important work. Pay attention to when you feel focused, tired or wired. If your brain works best in the morning, protect that time. If you're a night owl, don't try to force 7am study sessions. **Match your energy to your tasks.**

## **Make it easier to start**

Getting started is often the hardest part. You can hack this by making it **super easy to begin**. Create a simple startup ritual: put your phone away, open your journal, play a focus playlist, and set a 25-minute timer. Once you start, your brain will usually keep going. Action leads to motivation — not the other way around.

## **You don't have to do it alone**

If staying focused is tough, try **co-working with a friend** or using tools like focus timers, checklists, or body-doubling (being in the same space as someone else who's working). You're not failing if you need support — you're just being smart about how you get things done.

# FOCUS & FLOW

## FOCUS TOOLKIT - *Create your personal plan to stay on track*

### QUICK FOCUS HACKS

Try these strategies and circle the ones that work for you:

- Work in **25-minute sprints** (Pomodoro technique)
- Use a **focus playlist** or white noise
- Put your phone in another room
- Break big tasks into steps: "What's the first 5-minute move?"
- Start with something fun or easy to get momentum
- Use a **body double**: study or work near someone else
- Set a simple rule: "No screen-switching for 20 minutes"
- Write your **1 goal for the session** on a sticky note

### MY STARTUP RITUAL

Create a simple 2–4 step ritual to get into focus mode.

- Choose from:**
- Short exercise - zone 2 cardio or stretching
  - Yoga
  - Breathing exercise
  - Visual focus exercise

### MY FOCUS ZONE

- When do you usually focus best?
- Morning
  - Afternoon
  - Evening
  - It depends

Where I focus best: \_\_\_\_\_

What helps me stay on task: \_\_\_\_\_

- What to do when I get distracted:**
- Take a quick 5-minute break
  - Do one breathing exercise
  - Check in with my goal
  - Switch locations
  - Reset my ritual

# AUTOMATE SUCCESS

*Build a system that generates results without burnout.*

## **Success isn't about hustling harder**

Most people think success comes from grinding every day. But that's a fast track to burnout. The real secret? **Consistency over intensity**. Systems — not willpower — are what help you show up again and again. A system is just a set of small habits and supports that make progress easier, even on the hard days.

## **Start with a weekly checkpoint**

One simple system that works: a **weekly check-in**. Once a week, ask yourself:

- What did I work on?
- What felt good? What didn't?
- What's one small thing I want to focus on next?

This quick check-in builds awareness—and makes it easier to course-correct early, before overwhelm hits.

## **Use triggers to make habits stick**

Want a system that works on autopilot? Connect new habits to things you already do. For example: After I brush my teeth, I write my to-do list OR After I finish lunch, I check in on my project.

This is called **habit stacking** — and it helps your brain build routines without the struggle.

## **Build a recovery loop**

A good system doesn't just push you forward—it also helps you recover when you fall off. Plan for setbacks. If you miss a day or a task, no guilt—just reset. Ask: What would my future self want me to do next? Systems that include grace and reset moments are the ones that last.

## **Make it yours**

Your system doesn't have to look like anyone else's. It could be digital or on paper. Solo or with a buddy. Simple or creative. What matters is that it helps you stay connected to what you care about—and moves your ideas forward without draining your energy.

*A strong system is like having your future self cheering you on.*

# SYSTEM PLANNER

*Design a way to keep moving without burning out*

## 1. WEEKLY CHECK-IN

Pick a day to reflect on your progress. This takes 5–10 minutes.

**My Check-In Day:** \_\_\_\_\_

Use this space each week:

**What did I work on this week?** \_\_\_\_\_

**What felt good or motivating?** \_\_\_\_\_

**What was hard or distracting?** \_\_\_\_\_

**One win:** \_\_\_\_\_

## 2. HABIT STACKING – MAKE IT AUTOMATIC

Link a small action to something you already do.

**When I [habit I already do], I will [new habit].**

Examples: *“When I finish breakfast, I check my project notes.” ; “After school, I spend 10 minutes sketching my idea.”*

**My Habit Stack:** When I \_\_\_\_\_, I will \_\_\_\_\_.

## 3. RECOVERY PLAN – FOR OFF DAYS

**If I fall off track, I will...**

- Take a short break
- Look back at my Why
- Restart with a 10-minute micro-task
- Talk to a buddy or mentor
- Give myself grace—and try again

**Other ideas I want to try:** \_\_\_\_\_

***This isn't about being perfect. It's about showing up, one step at a time — with less pressure and more purpose.***

# TOOLKIT FOR FUTURE MARKERS

## MY ELEMENT ASSESSMENT

*Find your spark by mapping your passion and talent.*

### Step 1: Discover Your Zones

Think about what you love and what you're naturally good at.

Pick 2–3 answers in each column (or add your own).

#### I'm good at...

- Organizing things
- Explaining or teaching
- Drawing or visual design
- Solving puzzles or tech problems
- Leading or energizing others
- Writing stories or posts
- Creating content
- Fixing or building things

#### I love...

- Music, dance, or performance
- Helping people
- Gaming or digital worlds
- Nature and animals
- Art, fashion, or design
- Coming up with ideas
- Sports or movement
- Social media or making videos

**Which combos excite you most?** Write 1–2 "Zone Combos" below (e.g. "Creating content + helping people")

### Step 2: What Lights You Up?

Complete the sentence: "When I'm doing \_\_\_\_\_, I feel most alive."

### Step 3: Connect It to a Problem

What's something that annoys, frustrates, or excites you in the world—especially something related to your Zone?

**A problem I notice is:** \_\_\_\_\_

**Why this connects to me:** \_\_\_\_\_

### Step 4: Who Might This Help?

Think of someone this problem affects. Fill in the blanks: *This might help someone who is...*

Age: \_\_\_\_\_

They struggle with: \_\_\_\_\_

They spend time doing: \_\_\_\_\_

# SPARK CANVAS

Map what lights you up, what you're great at and where you can make a difference.

## 1. WHAT LIGHTS ME UP

List activities, topics, or moments where you feel excited, energized or curious.

*Examples: Helping people, solving problems, gaming, making art, talking to friends, nature, etc.*

**My Spark Activities:** \_\_\_\_\_

## 2. WHAT I'M GREAT AT

List your natural talents or skills—things you do well, even without trying. *Examples: Explaining ideas, organizing, drawing, fixing things, leading, noticing details, staying calm under pressure.*

**My Strength Zones:** \_\_\_\_\_

## 3. WHERE I FEEL IN FLOW

Think about when time flies by. When do you feel totally focused or “in the zone”?

**Flow Moments:** \_\_\_\_\_

## 4. WHERE THESE OVERLAP

Draw a circle or write a few words. What overlaps between what you love and what you're good at? What connects? *This is your Spark Zone.*

**My Spark Zone (words or sketch):** \_\_\_\_\_

## 5. PROBLEMS I CARE ABOUT

Now connect your spark to the world. What real-world problems, challenges, or causes matter to you? *Examples: Anxiety at school, food waste, youth loneliness, animal protection, lack of access to tech, etc.*

**My Spark Zone (words or sketch):** \_\_\_\_\_

## 6. IDEA STARTER

*“If I could solve just one of these problems using my spark zone, I’d explore...”*

\_\_\_\_\_  
\_\_\_\_\_

# PROBLEM WORTH SOLVING

What's worth your time, energy and ideas?

## START HERE: Choose Your Entry Point

Pick whichever speaks to you most right now:

- A.** I want to fix or improve something that frustrates me or others
- B.** I want to turn something I love, or a skill I have, into something valuable

## STEP 1: SPOT THE PROBLEM

Answer the questions that fit your entry point.

**If you chose A** – Frustration or purpose-driven:

- What annoys or frustrates me in everyday life?
- What do people around me struggle with?
- What's a situation I've seen that felt unfair, broken or just... bad?

**A problem I notice is:** \_\_\_\_\_

**Why it matters to me:** \_\_\_\_\_

**If you chose B** – Passion or profit-driven:

- What do I enjoy doing or creating?
- What do people ask me for help with?
- What could I do (or make) that people would want, need or pay for?

**Something I love or want to build is:** \_\_\_\_\_

**What it gives others:** \_\_\_\_\_

## STEP 2: MAKE IT REAL

Imagine one person this problem (or idea) connects to.

- Who are they (age, interests, situation)?
- What's one moment in their life where this shows up?
- What would help them?

**This matters to someone who...** \_\_\_\_\_

## STEP 3: FRAME THE PROBLEM

Use one of these to write a clear problem statement:

- "Many people struggle with \_\_\_\_\_, especially when \_\_\_\_\_."
- "How might we make it easier for \_\_\_\_\_ to \_\_\_\_\_?"
- "What if we could help \_\_\_\_\_ feel / do / experience \_\_\_\_\_?"

**MY PROBLEM WORTH SOLVING:** \_\_\_\_\_

# WHY STATEMENT BUILDER

## What drives you to take action on this idea?

Your **why** is the fire behind your idea. It's the reason you care — and the reason you'll keep going when things get tough. You don't need to save the world. Just be honest about what this means to *you*.

**START HERE: Reflect.** Check all that feel true for you:

- I care about this because it's personal
- I see other people struggling with this
- I love doing this and want to grow it
- I think I can make money or stand out with this
- I want to make things better, easier, or more fun
- I want to express who I am through this idea

## BUILD YOUR WHY STATEMENT

Use one of these sentence starters (or write your own):

- "I want to solve [problem] because I believe [core belief or value]."
- "I'm building [idea] because I care about [impact or audience]."
- "I chose this because I love [activity or skill] and I want to [bigger outcome]."
- "This matters to me because \_\_\_\_\_."

WRITE IT OUT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OPTIONAL BONUS:

**Read your Why Statement out loud.**

*If it feels real, bold, and clear — you nailed it.*

*If it feels flat, tweak it until it hits. This is your compass.*

## MILESTONE CHECKLIST

### Am I Ready for Level 2: BUILD?

Before you move on, take a moment to check in with yourself. You don't need to feel "perfect" or "finished" — you just need to feel like you've started.

#### ✓ **SELF-CHECK** - Have I...

- Completed the My Element Assessment?
- Chosen my top 3 Spark Zones?
- Identified at least one problem I care about?
- Written my Why Statement?
- Created or started my Spark Canvas?

#### 🧠 **REFLECTION**

- Do I feel connected to the problem I want to solve?
- Do I feel curious and motivated to start shaping an idea?
- What questions do I still have? Who could I ask?

**If most of this feels like a YES — you're ready to BUILD.**

Give yourself permission to move forward, even if you don't feel "finished." You're not supposed to have all the answers yet — just the courage to start shaping them.

