

# COMMON THINGS



# CORE TRUTHS

## Workbook

Everyday Objects & Practical Ways  
to Improve Your Daily Life

SHANNON MEDISKY

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## CUP OF TEA: NOW & THEN

There is only one person you spend every waking second of every day with: you. Make sure you like the company you keep!

Write down three things you love and appreciate about yourself.

Now, focus on investing in that special someone—YOU!

Write down three things you're working towards or would like to accomplish.



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2.

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[illegible]



## CALENDAR: EBB, FLOW, AND WHEN TO SAY NO

Schedules fluctuate. Some days are naturally busier than others.  
Use this knowledge to your advantage when planning.

In the space below, jot down tasks that you do regularly.

Cross out days of the week that are more full.

Then, circle days that are generally not so jam-packed.

In the future, try to schedule appointments for these days.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday





Write down a few words that describe one of your favorite memories.  
*Who were you with? What were you doing? Why is it worth remembering?*

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## WINDSHIELD & REARVIEW MIRROR: FORWARD, NOT BACKWARD

What is one thing you can leave in the past?

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What are three (much more important) things you can work toward in the future?

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Write these down below. Then, consider how you can minimize the prior while increasing the latter in the future.

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## CLEANING SUPPLIES : CLEAN YOUR (HEAD) SPACE

Your mental space is finite. You can only juggle so many thoughts at one time. Take care by taking stock and sorting through what's constructive and what's not.

Write them down. *(Let the size of the boxes below remind you how much focus and attention you should give each.)*

Destructive Thoughts	Constructive Thoughts



## POPCORN: DON'T DREAD—LOOK AHEAD!

There will always be things completely out of our control that we still have to deal with. But instead of feeling trapped and helpless, try being hopeful about how the situation can help you.

Whether it's the opportunity to gain more patience, practice our decision-making skills, or learn how to better lean on others, stressful times can teach us lessons that easier times can't.

Write down one thing you're currently struggling with.

Next, write three specific ways this challenge or situation can help you personally.

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## RULER: RULER AGAINST REGRET

As the saying goes, “Measure twice. Cut once.” Wise words for decision-making, too.

Write down ten specific things you value and prioritize over all else.

The next time you have to make a difficult decision, size it up against this list to help you find clarity.

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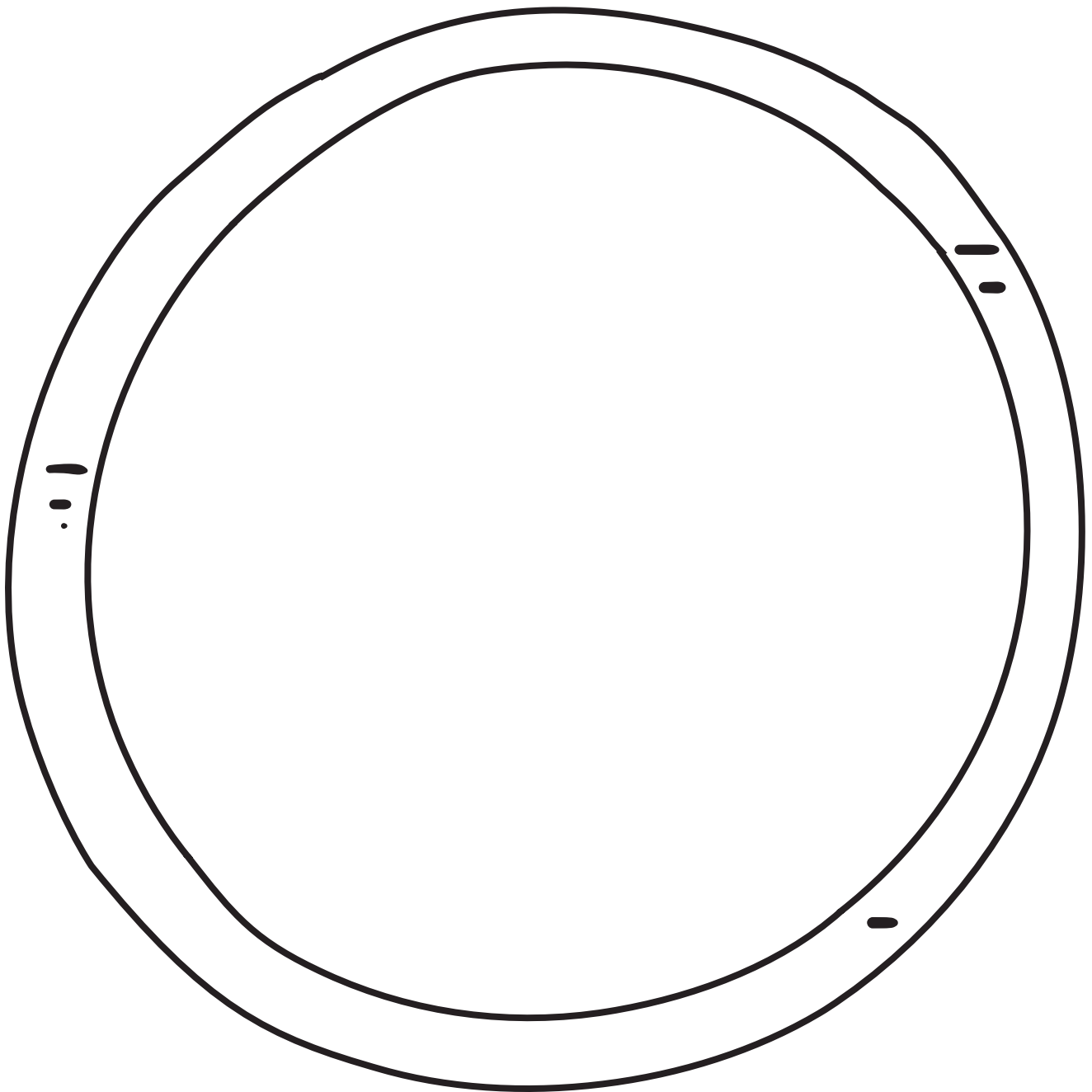


## PLATE: ROOM FOR MORE?

Take a quick inventory of everything that's currently on your plate.

Write important or time-consuming responsibilities in big, bold letters that take up significant space on the plate.

Use smaller print for less demanding stuff that still takes time and effort. Seeing the specific things you currently manage, juggle, and do daily on paper can help you better evaluate whether or not you truly can take on more.





First, write down all the obvious resources and choices you can make that may help. Get it all out on paper to clear your head and make room for thinking differently.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



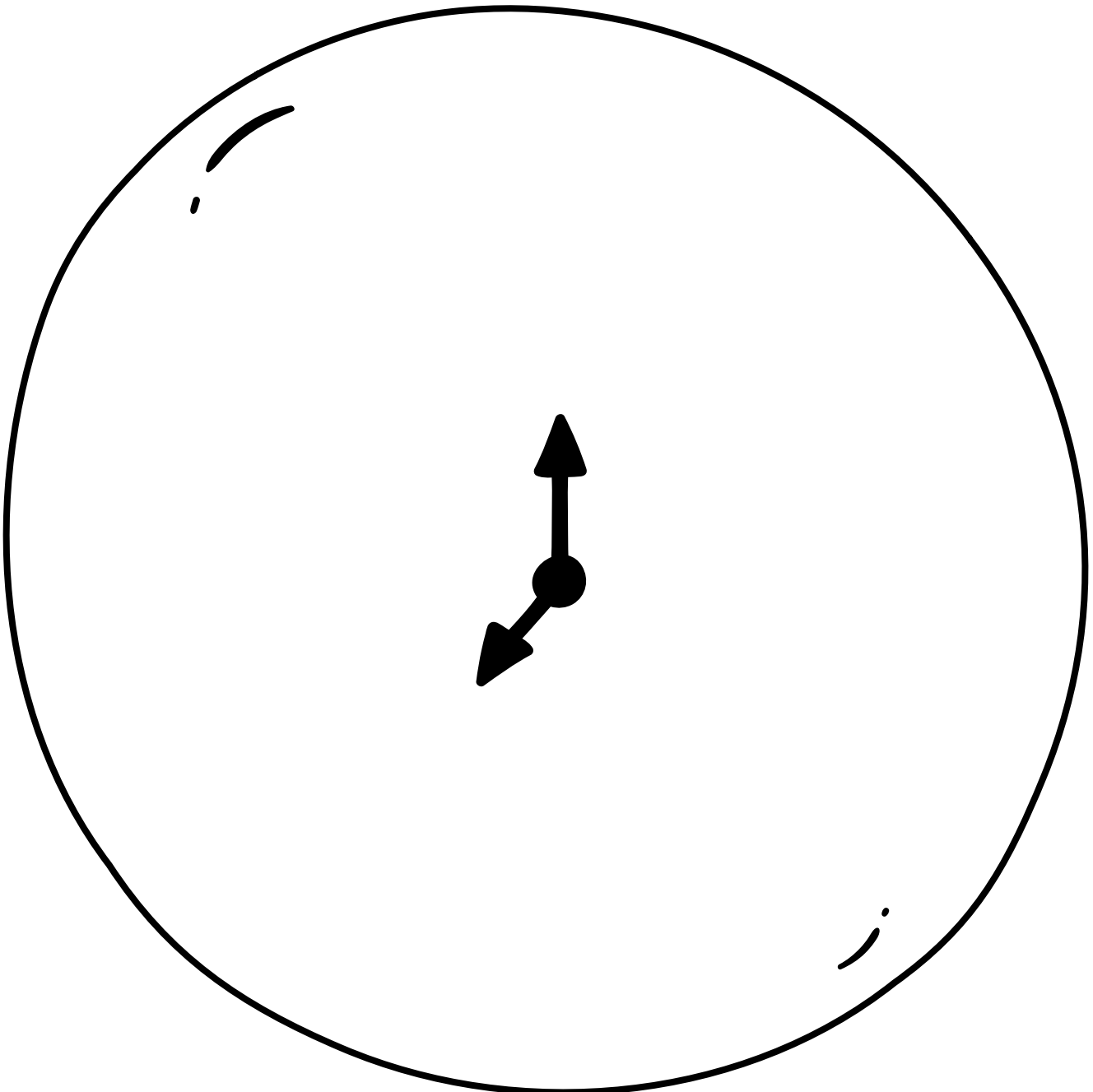




## CLOCK: TICK, TOCK, MASTER OF YOUR CLOCK

Think about the tasks and time blocks that reoccur in your daily schedule. Now, consider the importance of each.

Think of the clock below as a pie chart; the larger the section, the more essential the task—indicating its priority and sometimes how much time it may require. Write in your daily tasks accordingly.





## CHOCOLATE CHIP COOKIES: THE WAY THE COOKIE CRUMBLES

While it's not fun to think about difficult times, it's important to remember what we can still lean on and enjoy in the midst of them.

This way, we're not left wondering what in the world is right when everything feels wrong.

List at least five things that remain the same—and that you can enjoy—even when the world crumbles around you.

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Write down the different things you can say in the heat of the moment to someone who may be trying to pressure you to decide right away.

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# SHOE: MANAGING MESSES

Consider a mess you’re currently dealing with or one you’ve faced in the past.

First, let the mess itself motivate you to make change happen! Don’t ignore it. Messes seldom go away on their own. Instead, think of how much better things could be.

Next, consider all the various ways you can mitigate the mess’s negative impact on you. *(Can you take care of the mess and make it go away entirely? If you can’t, what steps can you take to limit your exposure to the mess—or at least minimize the negative impact?)*

Lastly, how can you move on? Even if you can’t get away from the mess entirely, how can you devise a plan to make it less troublesome so that you can move forward instead of staying stuck right where you are in it?

Motivate	Mitigate
Move On	



Write down as many different ways you can rest and recharge. Focus on variety, including activities that can be done in just a few minutes to capitalize on pockets of extra time throughout your busy day.

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Let go and get rid of anything in your life that makes it more difficult.

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## SUITCASE: YOUR SUITCASE OF SKILLS

You know and can do a lot—even when you don't feel like it. Being mindful of all your unique skills, abilities, and knowledge is important.

Fear can often rob us of our confidence and threaten to wipe our memories clean of all we are capable of. Prepare for this inevitable in advance.

In the suitcase below, write down some of your talents and skills. As you do, remind yourself that all of these abilities go with you—and are at your immediate disposal—no matter what you face, where you go, or how you feel.

A large, empty suitcase outline with a handle and straps, designed for writing down skills and talents. The suitcase has a rectangular body with rounded corners and a sturdy handle on top. There are two straps on the front panel, each with a buckle. The interior of the suitcase is divided into two main sections by a horizontal line. The top section is a single large space, and the bottom section is divided into two smaller spaces by a vertical line. The entire interior is filled with horizontal lines for writing.



## DUTCH OVEN: PUT A LID ON IT

Reserve your right to time and space to think things through adequately before acting on anything. While doing this is essential, knowing what to do or say when facing pressure to make a quick decision can be difficult.

Use the space below to think of various ways to (politely and not-so-politely) put people off, to defer them until you're ready. Practicing what you can say in advance during these moments will help you be more prepared when you need to speak up so that you can press pause and think things through.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## PICTURE: PICTURE THIS!

Scroll through the pictures on your phone and select one.

Write down all the facts you can see in the picture, such as who is there and what is happening.

Next, remember all the specifics that were happening behind the lens and what was cropped out of the image, such as the people who were there but not in the shot, what was happening in the background, and what you might have been facing that day that potentially influenced you to take the picture in the first place.

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The first list is only face-value, only a portion of what happened at that moment and place in time. The second list reflects a much richer, larger look at what really went on. Remember this the next time you go to make a decision or form an opinion. Don't settle for a snapshot.

## LAUNDRY BASKET: BREAK IT TO MAKE IT



Sure, laundry can be a beast. But we tackle it one piece at a time, and it gets done. Any challenge, task, or situation—no matter how overwhelming—can be handled the same way.

Think of something you're facing now, something that may feel insurmountable. Write a few sentences about it.

Then, sift through it for specifics. List as many actionable tasks (stuff that you can do, not just think or worry about) to help make progress.



Stop looking at the entire situation. That only adds fuel to your feelings of panic. Instead, use this list for clear directions and instructions on what to do next to make progress.



## GIFT: THAT'S A WRAP!

Like a gift or present that must be opened and unwrapped, anything worth achieving takes time and effort.

Write down a goal you'd like to reach or a positive change you'd like to make. Next, list specific tasks that will help you get there. Instead of looking at these tasks as chores or hurdles, view them as steps that inch you closer to unwrapping the gift of your future success.





## SHOPPING CART: SHOP YOUR THOUGHTS

There's no doubt about it. You juggle a lot.  
No wonder your mental space feels woefully full.

This feeling, this fact, proves that it's essential that you have a safe place where you can take a break from all the noise, including all your internal talk and chatter.

List down some of the thoughts in your head right now. They could be upcoming deadlines or appointments, decisions left to make, or something unfinished that's gnawing at you.

Next, shop the list. Categorize them. Underline personal or family concerns, circle work-related issues, and draw a box around anything else.

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Now, look back at your list. The circles and squares you drew are boundaries. Let them remind you that, as much as possible, these thoughts and concerns should be kept out of your head while in your home.



## BILL: TALLY THE TOLL & COST

Every bill includes two important things: a list of charges and the total cost. But have you ever stopped to think about how you spend your personal resources, your time, energy, and emotions?

While money is important, you are your most valuable resource of all, and how you choose to give of yourself—and to whom is vitally important.

Write down how you spend your time. Consider different tasks you complete with regularity and people you spend time with.

Next to each, write down a percentage estimate of how much time and effort they require from you (with 100% being all-consuming). Be mindful, though, that the percentages don't only reflect the amount of your time but also the amount of energy each requires.

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_____	_____

Use this itemized list to determine if you're in the black or red when it comes to how you're spending your time and energy. Then, make necessary changes accordingly.



Consider how this challenge can grow YOU. Write down specific ways you can improve. List resources you can find and skills you can develop in the midst of it.

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Try to forget about all the negatives. *(They're easy to identify, so there's no need to practice that skill!)* Instead, challenge yourself to write down as many positives as possible, either in the midst of or as the result of the struggle. Consider specific ways you can improve. Think about new resources and opportunities you can take advantage of. Reflect on potential new people and experiences you can fill your life with as a result.

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## LAMP: LET THERE BE LIGHT!

Act on that truth rather than how you feel. Believe it or not, a good place to start is actually with your fears.

Think about a hardship you're facing right now. Write down all the horrible, no good, very bad things that you've already thought or worried about. Put them down on the paper so they can stop bouncing around inside your head.

Next, for each fear or worry, write down one specific task you can do or action you can take to address it. The goal is to transform your worries (*which are only negative and waste your energy*) into concerns (*which are constructive and lead to action*).

### Fears & Worries

### Actions & Steps




# HANGER: SELECTIVE SHOULDERING

You can do a lot. You can do anything! But you can't do everything at the same time. Like a hanger trying to hold too much, you can break, too.

In the column on the left, list the responsibilities you're already managing and must continue to do.

In the column on the right, list the optional tasks you're currently considering. Then, compare both lists. Think about your current energy level and time. Be mindful of your priorities, too. Then, be selective about choices moving forward.

Must Dos

Would Like to Do

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Think of something you can't change but wish you could avoid entirely. Write about what you can focus on and think about instead.

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*What skills do you have that you can lean on? Are there new skills you can create as a result of a challenge or circumstance? Think about what would help you personally in this situation. How could knowing this equip you to help encourage someone else, too? Write about it.*

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## PAPER: PUT IT ON PAPER

Too much mental clutter? Need to escape your echo chamber? Racking your brain trying to think of new ideas or potential solutions? Get out of your head by putting it all down on paper.

Consider using the **POP** process to help. **Purge your thoughts by writing them down.** Then, **organize them.** What's in and out of your control? Lastly, **process it all.** Where can you find clarity? What are your next actionable steps? How can you intentionally respond now that you've sifted through—and written down—your thoughts?

Purge: What's bothering you?

What's IN your control?

What's OUT of your control?

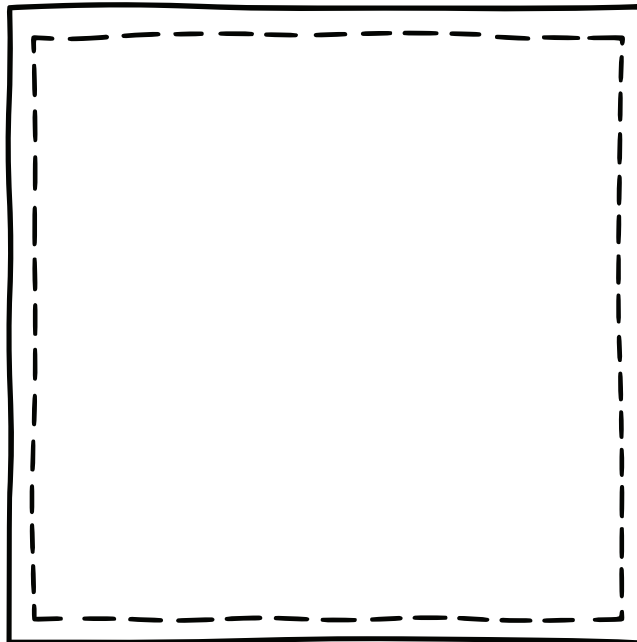
Process: What can you do to move forward?



## CRAYONS: COLOR OUTSIDE THE LINES

Think of a challenge you're facing. Write down the obvious potential next steps or choices inside the small square.

Write down all the not-so-obvious options in the space outside of the square. Consider things you haven't tried before. Stretch yourself to get creative. Imagine the potential of an even better outcome by being willing to color outside what's expected.





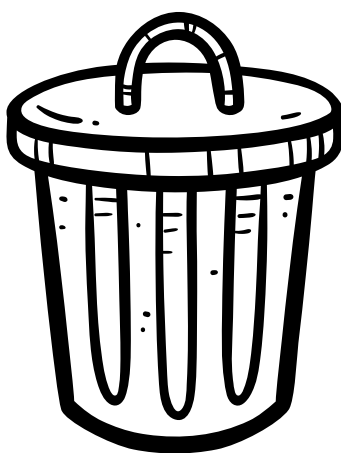


## TRASH: TAKE OUT YOUR TRASHY THOUGHTS

We all have them, the negative thoughts and memories that worm their way into our heads, forcing us to relive sometimes painful, traumatic memories.

None of us can stop this. But we can be prepared with better, more productive thoughts to fill our mental space with and push these other trashy thoughts out.

Imagine putting all your negative, unwanted thoughts in the trashcan below. Use the space around the trashcan to write down positive, constructive thoughts and memories you can immediately bring to mind to redirect and distract your thoughts when you need to kick the trashy thoughts out.

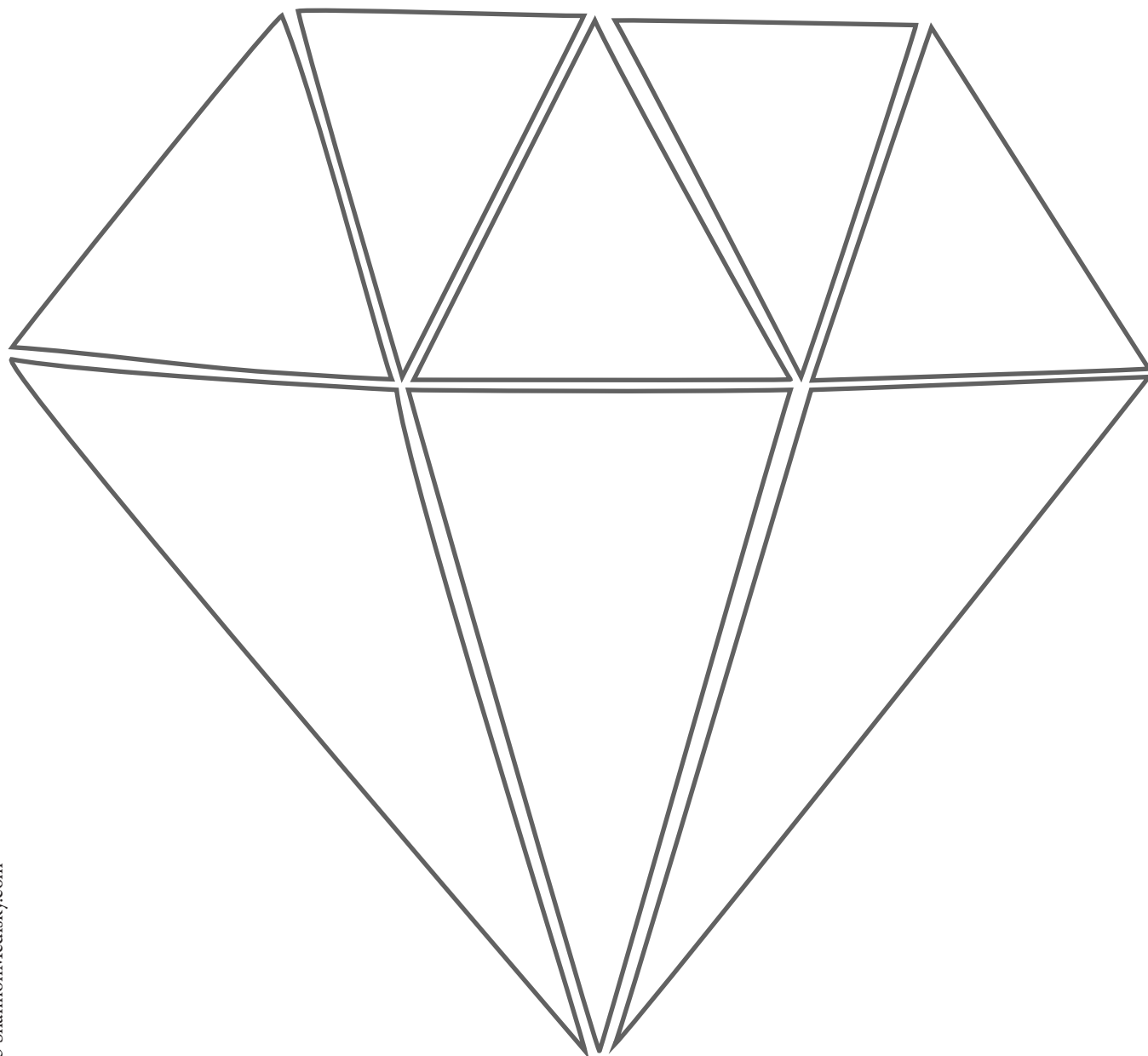




## DIAMOND: CUT OUT FOR THE BEST

We're all diamonds in the rough, waiting to be shaped and polished into our full potential.

In the different sides and facets of the diamond, write down various actionable steps you can take to help better yourself. Think about specific ways you can invest in your mental well-being. Consider how you can improve existing skills or gain new ones. Reflect on a habit you've wanted to break or begin and write down a few steps to start.





Take a few minutes to reflect on small but effective ways to fill your cup and keep it full. *What relaxes you? What kinds of activities do you enjoy? Are there small, inexpensive luxuries that make your life better?* Write the answers to these questions down. They are your antidote to exhaustion and burnout.

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## TELESCOPE: TELESCOPIC HOPE, MICROSCOPIC COPE

Hope is essential for motivation. It's easier to get anywhere if you know where you're going. But staring at a huge mountain you need—or want—to climb can be incredibly overwhelming. It's hard to start if you don't even know where or how to begin.

Shift your focus. Instead of focusing telescopically, think microscopically. Think of a goal or task ahead of you. Write it down in one or two sentences. Next, list all the small, specific, actionable steps that will add up and lead to your success.

### Telescopic: Set Your Goal...

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### Microscopic: How to Get Your Goal...

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## PUZZLE PIECES: BREAK IT DOWN TO PIECE IT TOGETHER

A puzzle is never truly broken. It just isn't built yet. Remind yourself that anything worth building often begins that way, too. The mess isn't the problem. It's in our timing and focus. Building takes time. Start small.

Challenge yourself to write five tasks you can complete or actions you can take within the next week to help you build something out of the mess you feel. Keep them small. Make them specific. Ensure they're doable and realistic. That's how you'll make progress.

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## BANDAGE: FEEL TO HEAL

Challenging emotions can often come on hard and quickly, causing even more confusion and stress. But ignoring, avoiding, or bottling them up isn't the answer.

Instead, go ahead! Have a FIT—just do it on paper. Think of a challenging feeling you have recently or are currently experiencing. Use the prompts below to help you process through it.

**Feel:**

Describe what  
you're feeling.

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**Identify:**

Name the emotion  
you're experiencing.

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**Think:**

Think about how  
you can respond,  
not react.

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Write a few of them below. This will help bring clarity to where you can sway and flex.

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If you're feeling angry right now, consider what's not right. Think about what triggered this emotion in you. Then, don't waste that fire. Let it motivate you to get to work, even if it's hard. Write down specific ways you can do this.

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Think about something you regret. In the column on the left, write down a few specific choices you could've made differently or things you could have done instead.

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Pull yourself out of the situation to see it more clearly. Now, pretend it's a close friend or someone you care about facing the same challenge or trying to make a difficult choice. *What kinds of questions would you ask them to help inform your advice? How would you encourage them to make the best decision given the circumstances? What specific facts would you remind them to help keep them aware of the potential consequences?* Write these down. Then, let these same things inform you, too.

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## ROPE: CUT THE ROPE, CUT YOUR LOSSES

It's good to have hope, and it's great to have a goal. But holding on too tightly to our plans and dreams can keep us tied up and unwilling to make the changes needed to continue making progress.

Think of a current goal. Write down a brief description of the action steps you are taking—or will take—to work toward it. Then, create a plan to help you put it into practice. But don't stop there. Plan your pivot, too. What are some specific things you can do when hurdles or challenges come and threaten your progress?

Goal:

What do you  
want to achieve?

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Plan:

Action steps  
to get there

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Pivot:

Specific ways to  
still make progress  
when things  
don't go as planned

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## LEAVES: LETTING GO TO HOLD ON

Are you carrying the weight and burden of something you can't change?  
That gets heavy.

What's more important: your health and contentment or that thing that's gnawing at you?

There's a way to move forward with a lighter load—even when we loathe what we have to take along with us. In short, fill up your life, head, and heart with so much stuff you care about and enjoy that there's little room left for annoyance or even thinking about that thing that bothers you.

Write at least one thing that's more important to you, something worth filling up your life with. Then, write specific action steps you can take to make that one thing a priority in your daily life and thoughts.

### What's More Important...

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### Specific Ways to Let Go by Shifting Your Focus...

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## PACKAGE: HANDLE WITH CARE

Think of a challenge or choice you're facing and consider specific ways you can handle it with care.

Before you take any action or make any decisions, write down the questions you need answered, the people you can reach out to who have pertinent knowledge and/or the expertise you need, and specific next steps you can take to move forward in the most informed, beneficial way possible.

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What questions do  
you need answered?

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Who can you ask  
for information  
and help?

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What are the  
next steps you can  
take after you're  
better informed?

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Find the beauty. Embrace the surprise. Accept the potential gift.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Think of something challenging from your past. Then, challenge yourself to find at least one way that experience made your life better later on. Avoid lingering too long on the difficult or painful memory. Instead, it's time to dig for the silver lining in that situation. Purpose to let that be your focus. *How did it make you a better person? Did it help you gain grit and resilience? Did it help you grow your empathy? What new skills and talents did you develop as a result?* Way to go, YOU! Write about it.

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