

GUIDE to using the application

CHVMPION MIND



CHVMPION MIND[®] Technology

2023-_{v1.4}

CMM

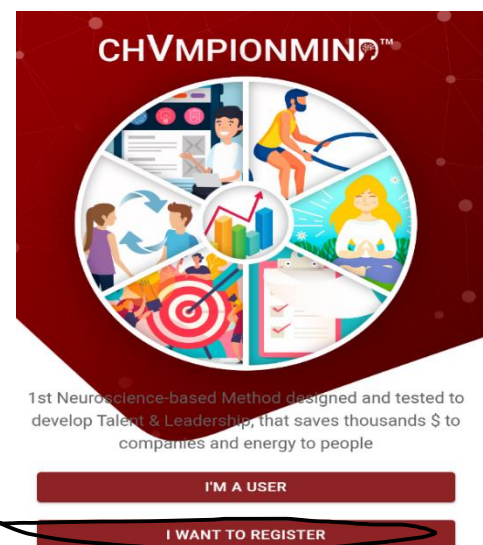
INSTRUCTIONS

Step 1: REGISTER IN THE APPLICATION...

Once you have received the license number to register, (which you will have received automatically or by requesting it to info@chvmpionmind.com), you will register from the following url: <https://chvmpionmind.com/method/>

... And complete your profile. You won't be able to advance until complete your profile.

Step 2: FILL IN ALL QUESTIONNAIRES

The screenshot shows the "Questionnaire" section of the CHVMPIONMIND application. It features a "Test of Stress" section with two questions. Each question has a Likert scale from "Never" to "Very often" with five circular icons representing the scale. Below each scale, there are two text input fields: "Number of times it affects the month (negatively)" and "Estimate in Euros, how much it may be costing you for each time it affects you." The first question is: "1. In the last month, how often have you felt nervous and 'stressed'?" The second question is: "2. In the last month, how often have you felt confident about your ability to handle your personal problems?"

You will move forward one by one and cannot continue until you have completed all the questionnaires.

The estimated time to complete them is between 90 and 120 minutes.

NOTE: The following repeated questions:

- "Number of times it affects you per month (negatively)" or
- "Estimate in Euros (£) how much it may be costing you for each time it affects you".

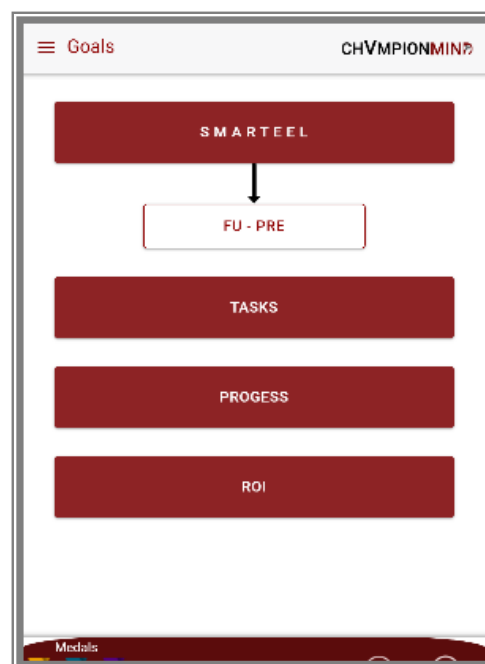
You can put zero value "0", if you don't know how to value it in euros.

Step 3: INVITE 5 OBSERVERS

- You must invite 5 people you work or interact with almost daily or at least once a week. If you work in a company, and the company pays for your subscription to CHVMPION MIND METHOD - CMM, your boss or the person you report to is the only person who MUST be part of the 5 observers. The other 4 people should ideally be 2-3 people from your team, and 1-2 people from your personal circle, as there will be behaviours that will be seen in your professional environment and others in your personal environment.
- These 5 people-observers will receive an invitation by email, when you invite them, and with the access key that they will receive they will have to register in the platform.
- they only need to spend a minimum of about 5 minutes a week or 15 minutes a month, to observe your progress in the application, and offer you positive feedback, at least once a month. That's all they have to do, but they must also observe your progress and confirm that you are performing your tasks, because if they are not active as observers, you will be penalized by getting points deducted. So, explain to them that their support is very important so that you can improve your behaviours and achieve your goals.

Step 4: Design your own goals

- With the SMARTEEL and FU-PRE model, you can design your GOAL. Just a SINGLE and MAIN GOAL, that should be in relation to your improvement of soft skills.
- You can add other minor objectives, but from the FU-PRE section. For example, in the FU-PRE you can set a professional objective, such as completing a project, building something, etc... but this objective will be secondary, as your main work, and one that your observers will support you in, is to improve behaviours.
- In your profile, where you wrote the competence you want to work on, you will also have 2 negative behaviours, from the questionnaire the observers have completed, and these two behaviours should be part of your objectives, and for which you will design tasks and milestones to be achieved. You will also have your 10 strengths from one of the questionnaires that you have done, choose 3 from the first 5 that you think will help you the most to achieve your objectives. Your strengths are your strong quality assets, and unlike competencies, which are usually focused on weaknesses that you want to improve, with strengths it is all about taking advantage of your most innate qualities and using them to enhance your talent.
- Fill in the S.M.A.R.T.E.E.L. and FU-PRE boxes, put dates for your milestones, and if you have doubts about how to complete this, look for help on each of those pages that will inform you how to perform each step of these models.

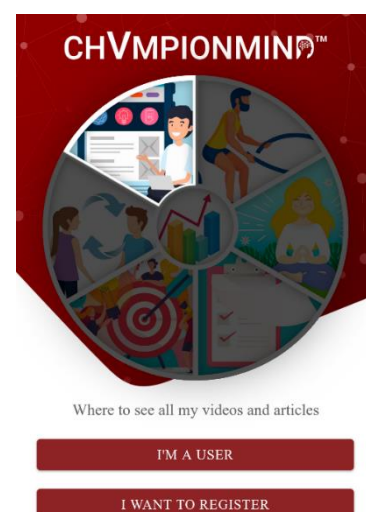


ALL of these steps are required to be completed within two weeks of registration.

Step 5: STARTS WEEK 1

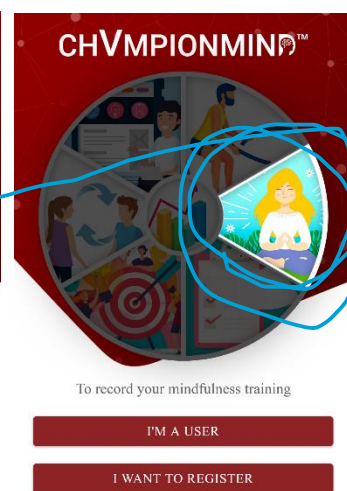
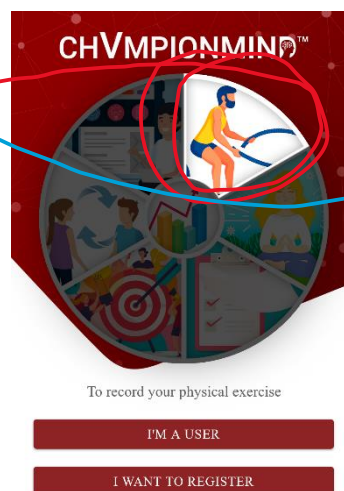
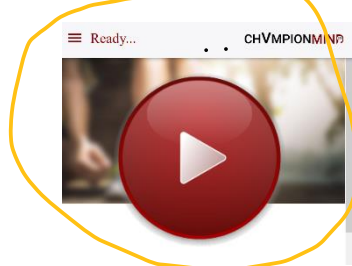
Once you have completed your profile, the questionnaires, and designed your SMARTEEL GOAL + the FU-PRE, you will see a button to confirm that you are ready to start week 1 and to access the CHVMPION MIND method, and start counting your points from week 1 to week 21, with your new habits, tasks, achievements, etc..

- Every Tuesday, from week 1, you will receive in the application, a video or article that you must read or watch, and from there you must make a small summary of about 200 words, and define at least one action related to your objectives from what you learn in that week.
 - The actions you define will be seen by your observers.



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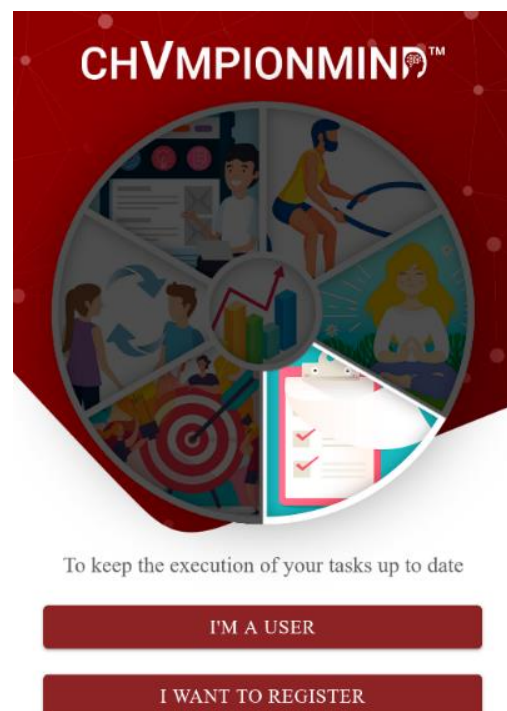
- From day 1 of week 1, you should start your habits by entering the corresponding page for physical exercise and meditation, and clicking on the start button



Clicking within the physical exercise page will take you to the STRAVA web-application to register there, and the data recorded there will be displayed in the CMM application. If you are already registered with STRAVA, you need to use the same email address for CHVMPION MIND, so that the STRAVA data is coordinated with CHVMPION MIND.

Likewise, you will enter every week the page where you will visualize the videos or the articles that you will receive every Tuesday from week 1 to week 21. Some weeks you might not receive videos/articles, but you will receive questions or comments related to your progress so that you can reflect and take appropriate action.

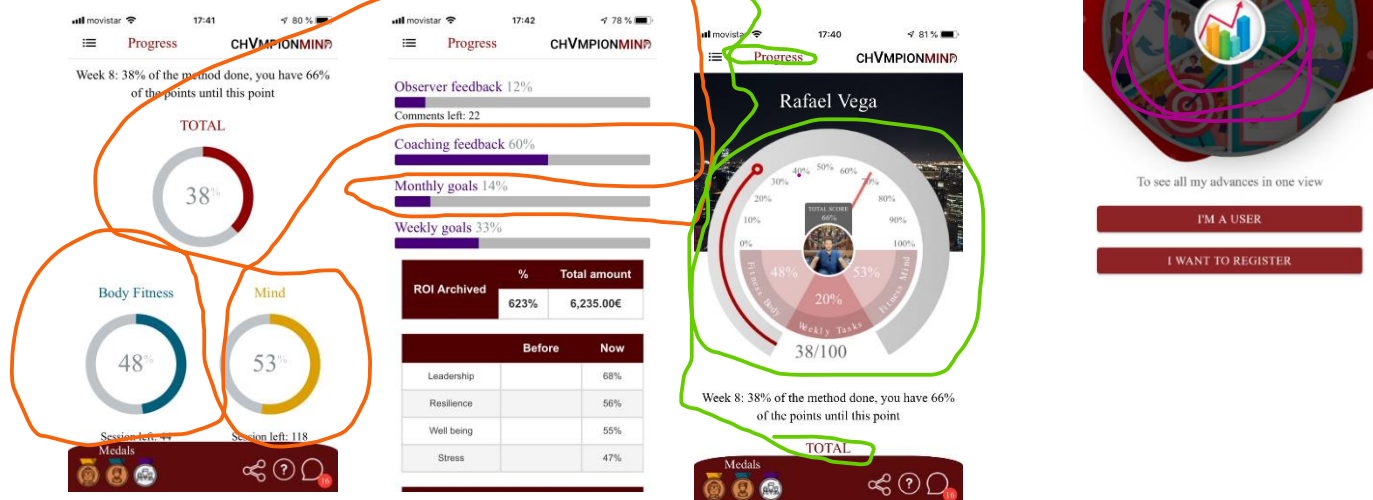
Each week you will receive a mandatory video or article, and perhaps one or two more volunteers to watch/read. Mandatory means that you will have to make a summary or reflection and design an action related to what you have read and seen and your objectives. With the voluntary videos/articles you can still do the same as the mandatory ones, but they do not add or subtract points. Make sure you always do something with the compulsory video/article so you can go forward and not backward in points.



On each page you will be able to see the progress of each part you are running, physical exercise, meditation, weekly tasks and monthly goals.

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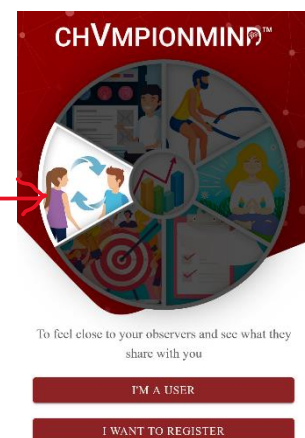
In addition, from this page you will be able to see all the partial and global score as you go along



The habits you must maintain to earn points, and if you perform less than the minimum required, not only will you not add, but points will be subtracted from your global score, that is, you will go backwards in your progress. If you perform more than the minimum required, you will add extra points which could exceed 100% of the overall score and get more rewards.

Minimum required:

- Physical exercise:
 - 30 minutes a day for at least 3 days a week, during the first 4 weeks.
 - 30 minutes a day for at least 4 days a week from week 5.
 - Then to increase to 40 min/day x 4 days/week from week 9
- Meditation:
 - 10 minutes a day for 5 days a week for the first 4 weeks.
 - Then 10 minutes a day for at least 6 days a week from week 5.
 - Then 15 minutes a day for at least 6 days a week from week 9.
 - Finally, 20 minutes a day for at least 6 days a week from week 13.
- Videos/articles: Weekly viewing / reading, one compulsory, summary/reflection of what was seen/read and definition of task, every week.
- Task execution: Each week you should mark the tasks, milestones or designed goals from previous weeks/months according to the dates you marked that the goals should be executed or reached.
- Feedback from observers: Every 4 weeks, you should receive feedback and approval that you have executed your tasks/actions or achieved your goals, from a minimum of 3 observers. If you receive marks/observations from less than 3 observers, points will be deducted from your overall progress.
- ROI: It is recommended that every week, or at least when you complete an action or achieve a milestone, you go to the ROI area and fill in the boxes



INSTRUCTIONS

- associated with that action or achievement. The web-application will not allow you to continue if you accumulate a delay of more than 3 weeks without completing this area.

Goals CHVMPIONMIND

SMART EEL

Fu - Pre

Tasks

Progress

ROI

Medals

ROI List CHVMPIONMIND

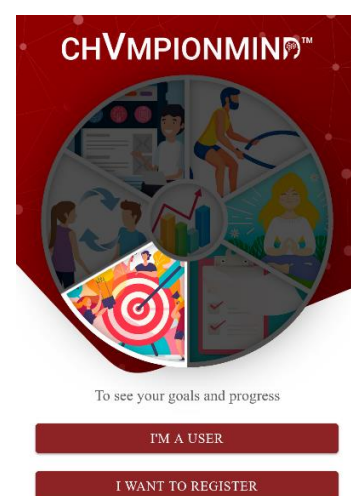
This is the list of your current ROI forms, you must complete the forms you have not yet filled out.

Week	Date of filling in	Action
1	21 July of 2020	View
2	21 July of 2020	View
3	29 July of 2020	View
4	29 July of 2020	View
5	11 August of 2020	View
6	11 August of 2020	View
7	11 August of 2020	View
8	11 August of 2020	View
9	10 September of 2020	View
10	10 September of 2020	View
11	10 September of 2020	Update
12	10 September of 2020	Update
13	24 September of 2020	Update
14	24 September of 2020	Update
15		Fill in
16		Fill in
17		Fill in

SCORING, AWARDS AND REWARDS

Throughout the 21 weeks you will be adding or subtracting points for all these actions:

- Physical exercise
- Meditation
- Reading and summary of the videos and articles you receive, plus the action that you will define
- Weekly tasks executed
- Feedback from your observers, at least from 3 of them, and at least once every 4 weeks
- If you are working with a coach, you will need to do a minimum of 1 session every 4 weeks, and a maximum of 3 sessions every 4 weeks. It is recommended to complete 10 during the whole process of 21 weeks.
 - There will be a sum of 10 points for each minimum session done, and a penalty of 5 points for not meeting the minimum required every 4 weeks



All these habits and actions that you do they will add up to the global points, but if you do less than the method requires, points will be subtracted, which is like taking one or more steps backwards.

Now, if you perform more than the minimum required you will add extra points, so you could recover points if you have had a bad week. And this last reason is why it is possible to achieve more than 100%.

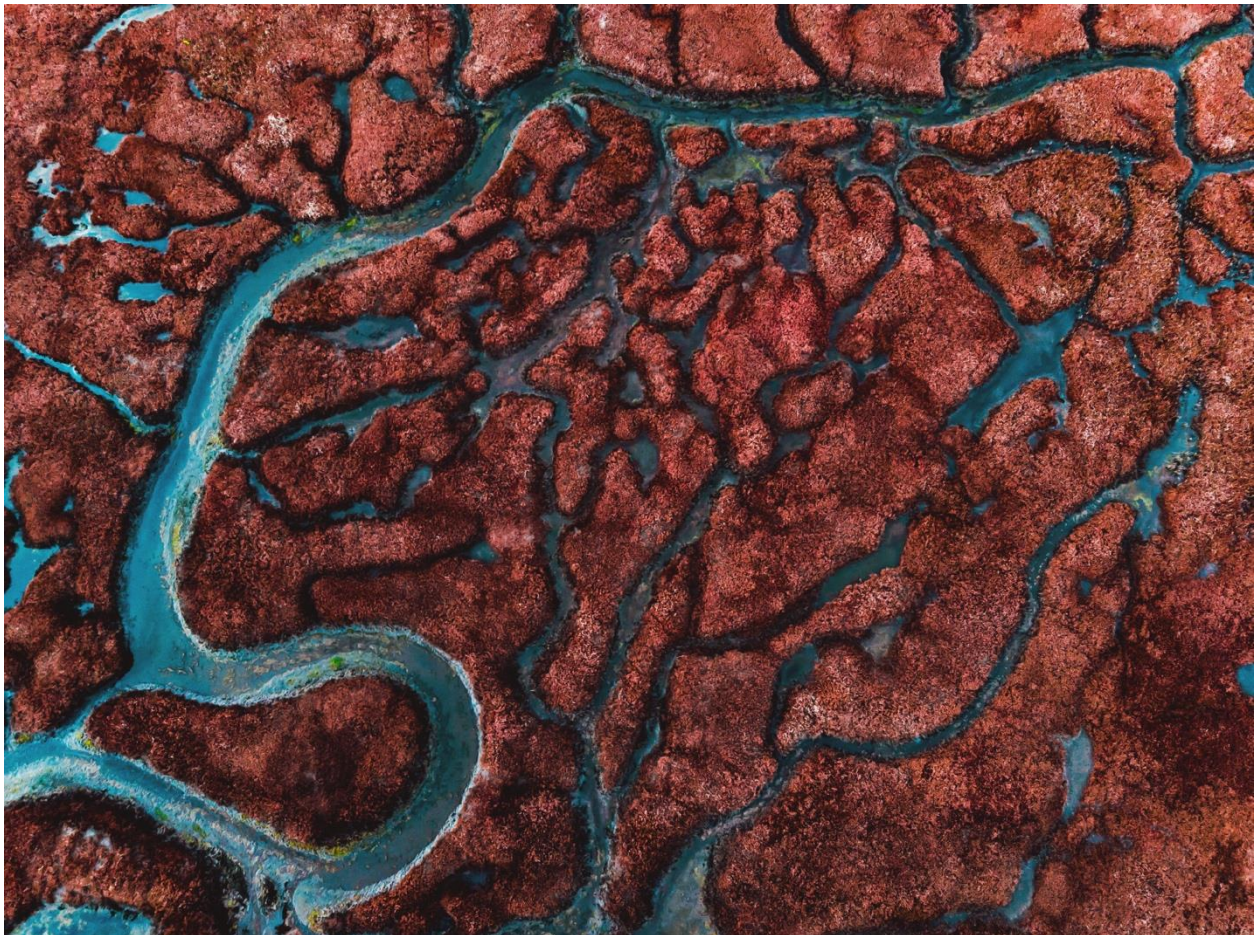
You must bear in mind that:

- ❖ If you get a 60% or less overall score one week, you'll get a blocking warning. If you get <50% for 2 consecutive weeks or 3 discontinued weeks, you will be blocked permanently and you will not be able to continue, losing any prize or incentive that you had agreed, or the whole deposit that you put.

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- ❖ At the end of the method, if you get 80% or less points, you will receive 50% of the deposit you put in or what was agreed with your company, if your company paid for you.
- ❖ At the end of the method, if you get 81% or more, you will get 100% of the deposit you put in or what was agreed with your company, if your company paid for you.
- ❖ And if you reach the end of the 21 weeks to exceed 100%, you may have an additional prize, depending on what you have agreed with CHVMPION MIND or with your company.

The road to success is called CHVMPION MIND®



Changing habits is complicated but not impossible. To enter a Sport High Performance Center - SHPC -, First, the athlete must be invited because of her current talent or potential performance, and second, she must comply with the rules and the three basic principles of the SHPC if she wants to become, or remain, an elite athlete.

These principles are:

- 1- Commit to training every day, without exception. We are training champions.
- 2- Seek and accept the support of other people who will observe you and give you feedback for your continued progress.
- 3- Measure your progress constantly. What is not measured cannot be improved!



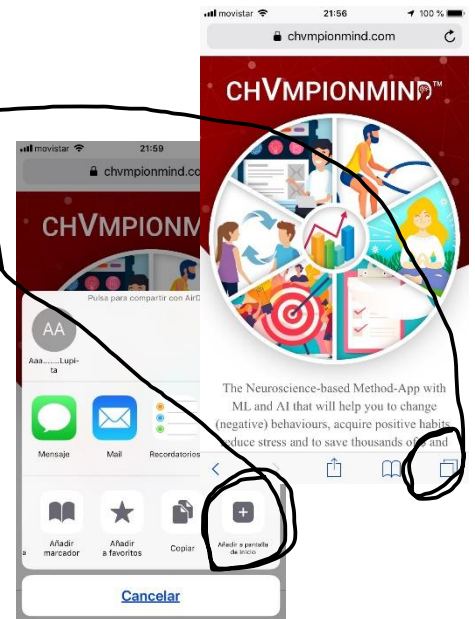
CHVMPION MIND Technology is based on Science, Technology and Integral & Agile Coaching, (with our own algorithm), Artificial Intelligence and Big Data, it offers a unique platform for behavioural change, competence improvement, development of strengths, acquisition of healthy habits that, among other benefits, help users to reduce stress, implement better decisions, focus on objectives, increase productivity and measurable savings and benefits for companies and organisations that implement it.



INSTRUCTIONS

To use CHVMPION MIND from your smartphone please follow the following steps:

- Open Safari (it's only possible with this explorer)
- Go to the URL: <https://chvmpionmind.com/method/>
- At the bottom, click on the icon in the middle =
- You will find different options at the bottom. Go to the 5th one starting from the left, which is called "+ Add to your initial screen", (you can change the name to save it with)
- Press ACCEPT, and it will show up on your smartphone.



NOTE: *When registering on the web-application for the first time make sure you select the language you want to work in (English or Spanish) and that it is the same language in which your observers will write their comments. Once you have selected this language it cannot be changed. If for example you select English and, in your browser, for example Chrome has it configured to translate pages to Spanish, it is possible that you see part of the web-application with automatic translations of Chrome, which can be wrong. In this case, you will have to deactivate the automatic translation in your browser, in order to see the correct version of English that you have selected in the web-application.*