

Lady(ish)
a life collective

HOW TO CHANGE YOUR LIFE



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Module 1:

How We Unintentionally Sabotage Our Goals

For your first module, our focus is on examining what you want in life and how that compares to where you are currently.

In order to do this, pick one area of your life to focus on and consider the following questions:

What are you worried about?

What scares you right now?

What do you wish was different?

What are you struggling with?

What is a problem you have?

The following worksheets and readings will help you gain an understanding of where you are and why.

BEING INSPIRED BY OTHERS

At every moment in our lives, we can see all of those around us as our teachers. This worksheet will ask you to examine those people in your life who can help you become the person you have always wanted to be.

1. Make a list of five people in your close circle of relationships (friends and family) whom you admire:

-
-
-
-
-

2. Make a list of five people in your professional circle whom you admire:

-
-
-
-
-

3. Make a list of five celebrities whom you admire:

-
-
-
-
-



BEING INSPIRED BY OTHERS

4. Next to each person listed above, write the qualities you admire about them.
5. Do you see any recurring themes? Record them here:

6. In what ways do you also embody those qualities? (If you didn't already know and understand those qualities, you wouldn't be able to recognize them in others. They are your qualities too – to see them in others is to already have them in you. That is why you are drawn to them!)

****MAKE NOTE OF THESE QUALITIES AS YOUR ANCHORS FOR LIVING IN ALIGNMENT WITH YOUR TRUE**

SELF**



A LETTER FROM MY FUTURE SELF

Write a letter from your future self, who's right where you want to be, and have her give you some advice. What would she tell you to stop doing? What would she tell you to start doing? What else might she say?



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A LETTER TO MY PAST SELF

Write a letter to your past self using the following format. This is another wonderful tool for uncovering negative thought patterns and beliefs. Be willing to allow the emotions to surface.

Dear

I'm angry because....

I'm sad because...



A LETTER TO MY PAST SELF

I regret...

I wish...

I'm sorry that...

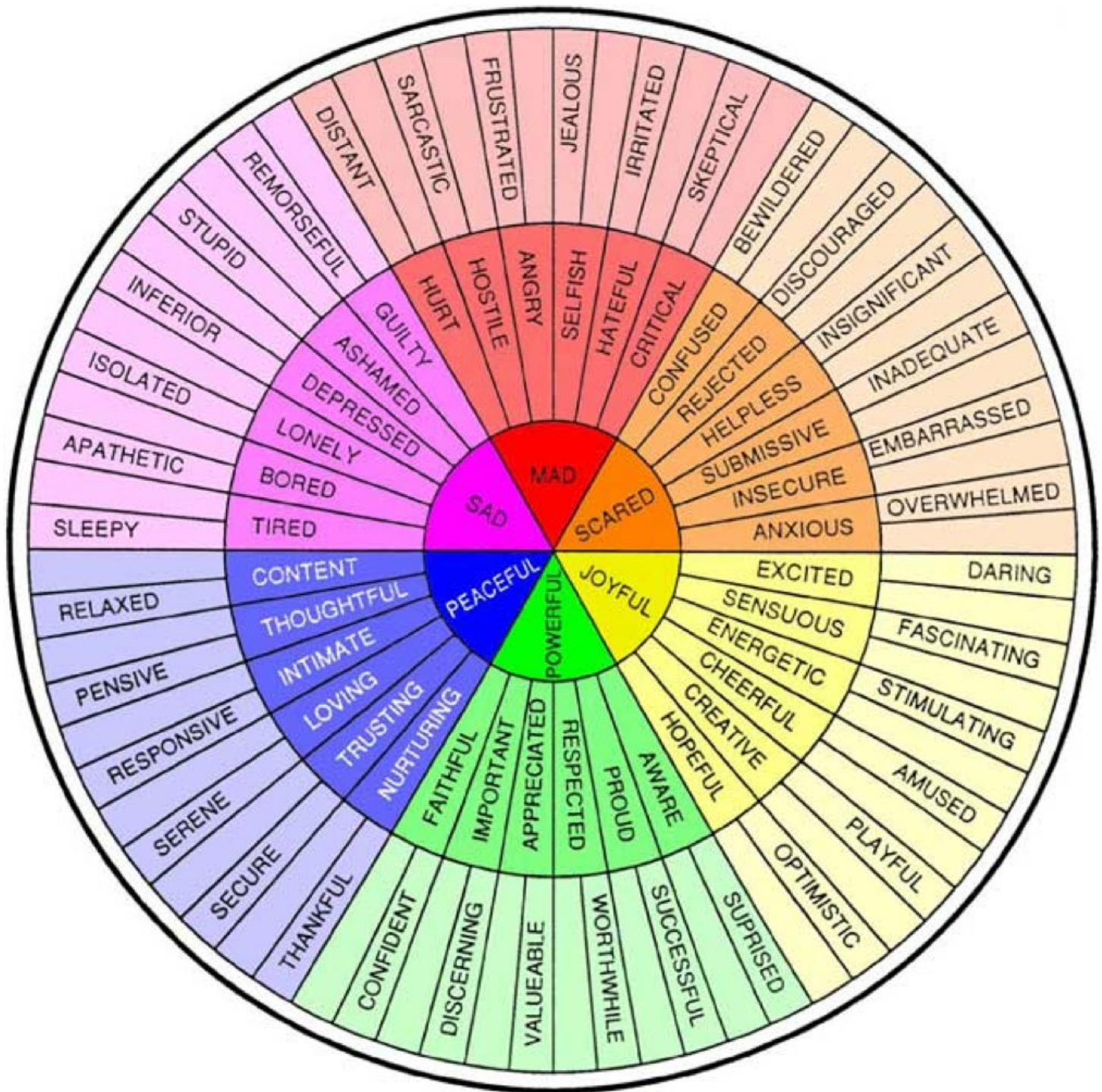


A LETTER TO MY PAST SELF

I love you because...



FEELINGS



PROBLEM REVEAL

Through a thought download, you will reveal your problems and your struggles. Use the question prompts and keep writing for a full ten minutes until you have revealed to yourself the contents of your mind.

- 1. What are you worried about?**
- 2. What scares you right now?**
- 3. What do you wish was different?**
- 4. What isn't right?**



PROBLEM REVEAL

6. What is hurting?

7. What are you struggling with?

8. What is a problem you have?

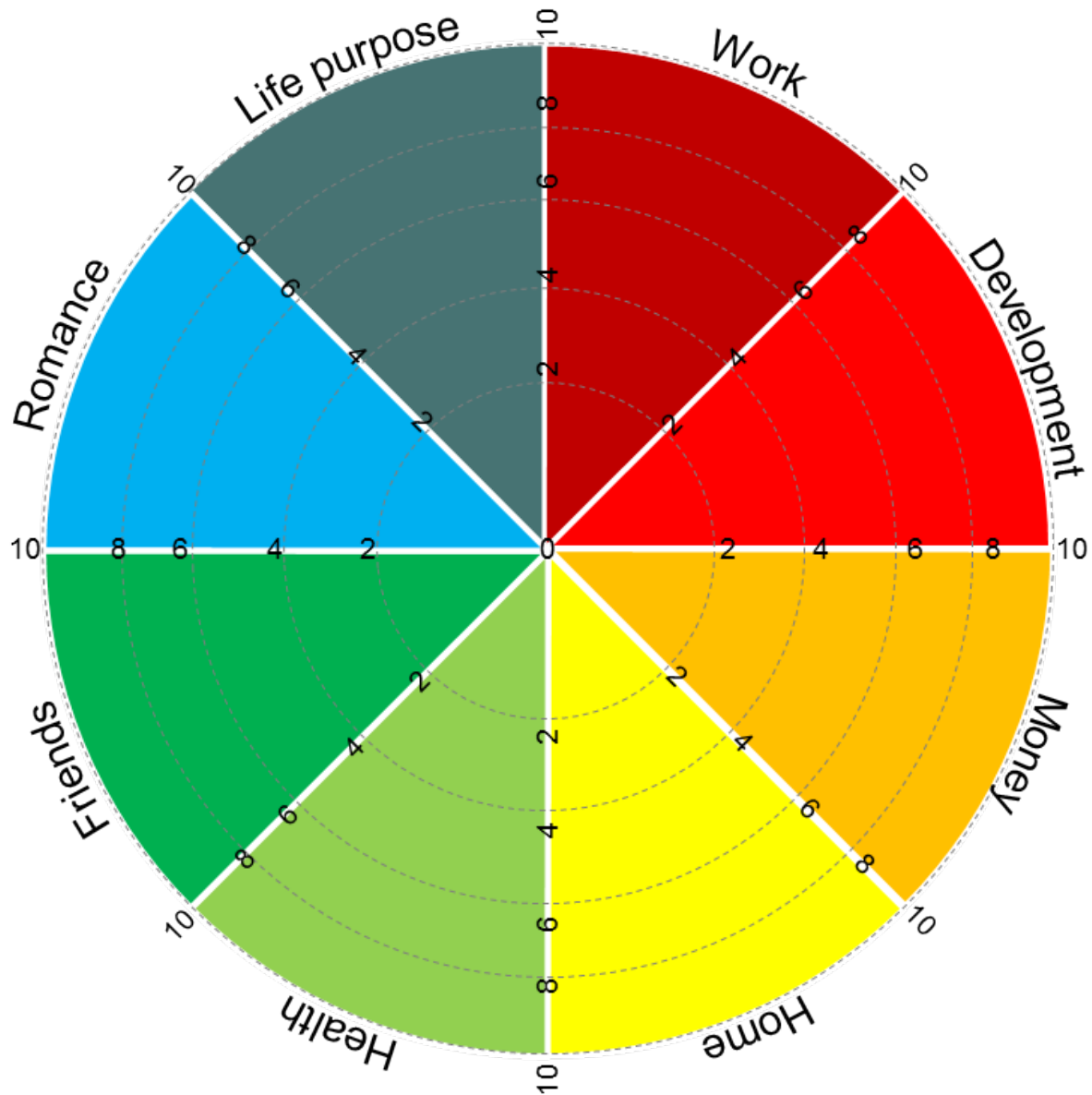
9. What is another problem you have?

10. What isn't working?



Work Life Balance Wheel

Evaluate individual areas on a scale from 1 to 10 where 1 means "unsatisfied" and 10 means "Completely satisfied." Focus on your satisfaction, not the amount of time you devote to each area.



Work Life Balance Wheel

1. What do you notice about your wheel? Are you surprised or disappointed by anything?
2. We all have areas in our life that will be out of balance from time to time and that is okay! Our lives will never be a perfect wheel but is there one or two areas of your life where you would like to focus on improving your satisfaction? Constrict your focus to **one or two areas only** and please describe them here:
3. What will you gain if you developed more satisfaction in those areas?
4. What will it cost you to allow those areas to remain out of balance?



Work Life Balance Wheel

5. What commitment can you make to yourself to re-invest in these areas of your life? Be specific and record your commitment here:

6. Who (or what) can you enlist to support you in developing these areas of your life?

7. On a scale of 1-10 describe your level of commitment to Item 5 and explain your reasoning for your rating.



Module 2: How to solve ANY problem

In this module, we start our in-depth work with thought models.

This tool alone can change your life.

The model shows us:

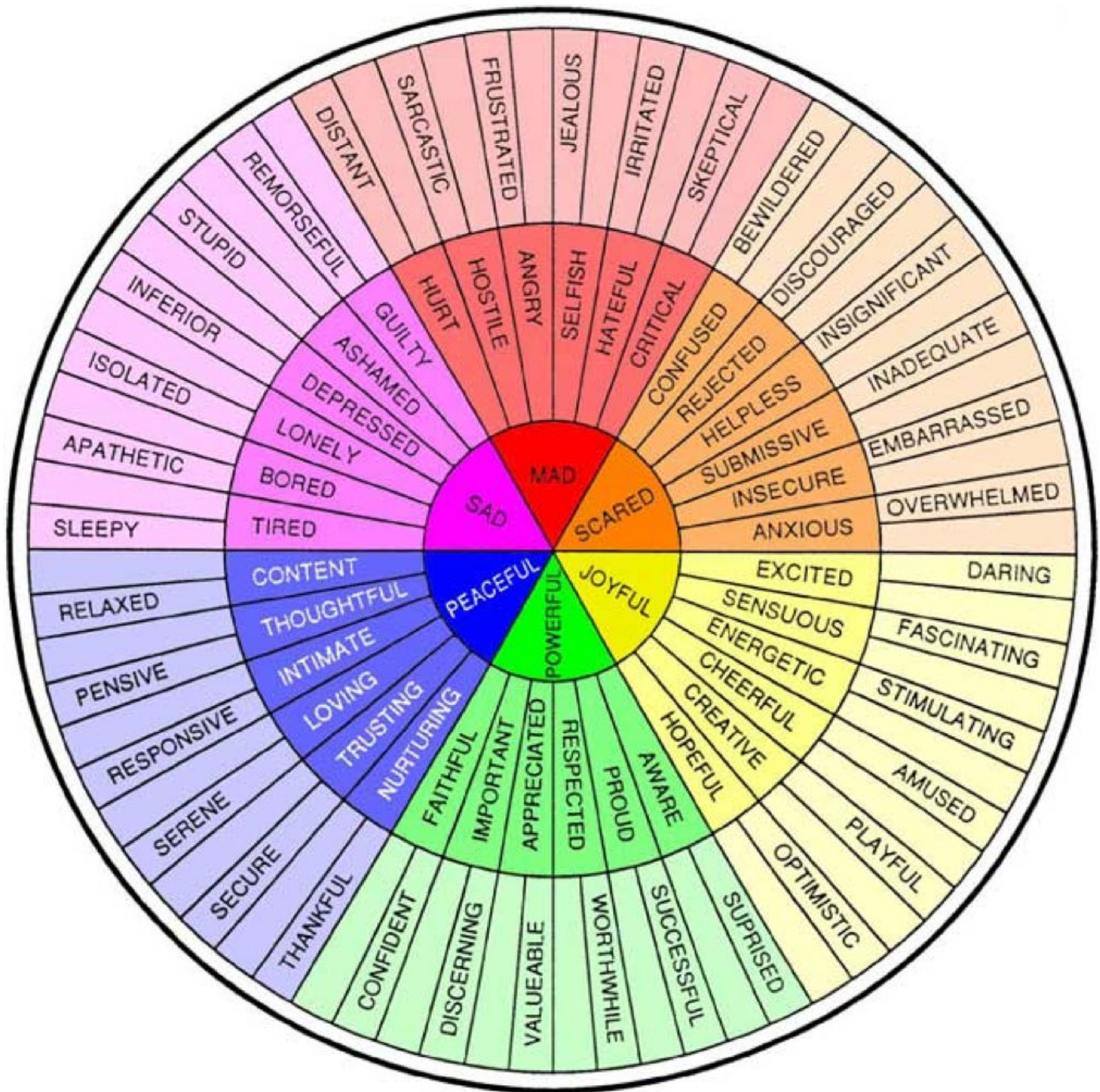
Everything we want in our life we can create through our thoughts.

Every feeling we have is because of a thought we are choosing.

We can choose to think anything we want about ourselves and the circumstances in our lives.

Practice working with the model this week and start to observe how your thoughts are crafting your reality.

FEELINGS



MODEL PRACTICE

Categorize the following for effective self-coaching.

C T F A R I hate my job.

C T F A R My husband is rude.

C T F A R My husband left me.

C T F A R I lost my job.

C T F A R My sister is disrespectful.

C T F A R I want a job where I'm respected.

C T F A R I am in debt.

C T F A R I am not treated fairly.

C T F A R I don't have enough money.

C T F A R He treats me like crap.

C T F A R I can't leave my job.

C T F A R My secretary is terrible.

C T F A R I hate my body.

C T F A R He yelled at me.

C T F A R I can't change them.

C T F A R I have so much work to do.

C T F A R It's just the way it is.

C T F A R I am mad at him.

C T F A R I am sad.

C T F A R I hate her.

C T F A R I feel fat.

C T F A R I am single.

C T F A R I can't do that.

C T F A R I am frustrated.

C T F A R I feel like a failure.

C T F A R I don't want to do this anymore.

C T F A R I've had a hard life.

C T F A R I don't know what to do.

C T F A R I'm not like them.

C T F A R They don't understand me.

C T F A R There is not enough time.

C T F A R I am too busy.



MODEL PRACTICE

C - Circumstance		
T - Thought		
F - Feeling		
A - Action		
R - Result		

C - Circumstance		
T - Thought		
F - Feeling		
A - Action		
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C - Circumstance		
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R - Result		



MODEL PRACTICE

C - Circumstance		
T - Thought		
F - Feeling		
A - Action		
R - Result		

C - Circumstance		
T - Thought		
F - Feeling		
A - Action		
R - Result		



NEGATIVE THOUGHTS ON REPEAT

1. What is a negative thought you keep thinking?

2. What feeling does this thought cause for you?

3. How do you behave when you feel this way?



NEGATIVE THOUGHTS ON REPEAT

5. What is the result of this action?

6. How does this prove the original thought true?

7. What is a better feeling thought that is believable to you?



ACTIONS THOUGHT DOWNLOAD

1. Record all of the thoughts in your mind at this moment.
2. What are the actions, reactions, and inactions you will take based on these thoughts? Make a list.

ACTIONS THOUGHT DOWNLOAD

4. What are the positive actions you will take today?

5. List some of the positive actions you have taken in your life.

ACTIONS THOUGHT DOWNLOAD

6. List some negative actions from your life.

7. What are the actions you want to create more of in your life?

ACTIONS THOUGHT DOWNLOAD

8. What are the actions, inactions, and reactions you want to eliminate?

9. What are the feelings you want to stop indulging in and why?

DEVELOPING AWARENESS

1. Record all of the thoughts in your mind at this moment. This is a thought download.

2. What are the facts of your thought download?



DEVELOPING AWARENESS

4. What are the positive thoughts on your mind today?

5. What negative thoughts are living in your mind today?



DEVELOPING AWARENESS

6. What is the impact these thoughts are having on you right now?

7. Do you believe you have the power to choose (or not choose) those thoughts? Why or why not?



DEVELOPING AWARENESS

8. What negative thoughts do you want to change today?

9. What will you practice believing today instead of those negative thoughts?



RESULTS THOUGHT DOWNLOAD

1. Record all of the thoughts in your mind at this moment.



RESULTS THOUGHT DOWNLOAD

2. What are results you will create based on these thoughts? Make a list.

3. What are the positive results you created yesterday?



RESULTS THOUGHT DOWNLOAD

4. What are the negative results you created yesterday, if any?

5. List some of the positive results you have created in your life.



RESULTS THOUGHT DOWNLOAD

7. List some of the negative results you have created in your life.

8. What are the results you want to create more of in your life?



RESULTS THOUGHT DOWNLOAD

9. What are the results you no longer want to create?



UNINTENTIONAL MODEL

(WHERE YOU ARE CURRENTLY)

C

T

F

A

R

OBSTACLES & STRATEGIES



INTENTIONAL MODEL

(WHERE YOU ARE GOING)



Instructions

UNINTENTIONAL MODEL – Complete this model, in this order:

C: What is the **Circumstance** you are focusing on? This is the “problem” fact we are working on—your job, your spouse, your finances, etc. It must be neutral and factual only – no descriptors, no opinions, just the facts. *For example: I weigh 185#, I have a job, I have a spouse, my boss said “QUOTE”*

T: What is your predominant **Thought** about this circumstance?

F: How do you **Feel** when you think that thought?

A: How do you **Act** when you feel that way? What do you do? What do you not do? How do you speak to others? How do you speak to yourself?

R: What **Result** do you think those actions are creating in your life? *This is your present state, as created by your thought.*

INTENTIONAL MODEL– Complete this model, in this order:

C: Insert the same **Circumstance** from your Unintentional Model.

R: What is the **Result** your future self has that you don’t currently have (with respect to the Circumstance)? *For example: I make \$10,000 more, I am happy, I weigh 16 pounds less, etc.*

A: What types of **Actions** (or inactions) did your future self engage in to create that result?

F: What **Feeling** would propel your future self to take those types of actions?

T: What **Thought** would generate that feeling for your future self?



OBSTACLES BRAINSTORM

What obstacles stand in your way to achieving this goal?

Why don't you have the result from your Intentional Model now?

What do you need to learn to step closer to your Intentional Model?

What could prevent you from achieving the result you want?

Are there people in your life who would not want you to achieve this goal?

STRATEGIES BRAINSTORM

For each obstacle you identify, develop a strategy.

How will you overcome all these challenges?

Are there lies you are telling yourself that you need to let go?

Are there thoughts that aren't serving you that can be released?

Can you develop a plan to acquire the skills/tools you need to succeed?

How will you handle challenging situations?



Module 2: How to Build Powerful Relationships

The work that we do on relationships is some of the most challenging

but also some of the most rewarding work we will do together.

Unless you are a recluse, odds are that you have found yourself challenged by the other people in your life.

When you stop expecting people to be perfect, you can like them for who they are.

DONALD MILLER

This module will explore our expectations of others—our manuals—and will examine our ability to care for ourselves and our needs. Most importantly, we will explore how to set and execute boundaries.

PEOPLE PROBLEMS

1. Name a person you think causes a negative emotion in you.
2. What do they do or say that triggers you?
3. What is the emotion you have when this happens?
4. Why do you think they have this power over your emotions?

PEOPLE PROBLEMS

5. What is the thought you are having that is really causing your feeling?

6. When you blame them for how you feel, what action do you take?

7. What are other thought options when they behave this way?

RELATIONSHIP THOUGHT DOWNLOAD

1. Thoughts about myself.

2. Thoughts about the people in my life?



RELATIONSHIP THOUGHT DOWNLOAD

3. How do I feel when I think these thoughts?

4. What are the results these thoughts are creating?



RELATIONSHIP THOUGHT DOWNLOAD

5. How are these thoughts serving me in my life?



PERSON OF FOCUS

Person of focus:

Judge this person. Don't hold back. Let all the "ugly" judgments out of your head. Don't edit yourself or try to be appropriate or kind. Get it all out.



PERSON OF FOCUS

Now, go back through the list and notice how many of these judgments also apply to you. Circle those that are true about you. Notice that most judgments of others are projections we have of ourselves. If you spot it, you got it.

Describe the manual you have for the person. What are your expectations of that person? What do you most want that person to do and why? Let yourself go to a perfect world where that person does exactly what you want them to do and when you want it. Be specific and allow yourself to be outrageous.



PERSON OF FOCUS

What would you be thinking and feeling if that person did all of these things perfectly? Notice that you can think and feel these things anyway....



PERSON OF FOCUS

Allow that person to be who they are meant to be. So, who is that person? What do they do? How do they act? What are they consistent about? If you aren't trying to control them or interfere, who are they in their actions?

Why do you imagine that person does these things and is this way? What thoughts do you imagine drive that person's actions?



PERSON OF FOCUS

Do you love this person unconditionally? Why or why not? Make a note below of when you do love them and when you try to withhold love from this person. Remember, their lovability is 100%, so what's your excuse when you don't love them?

How do you show up in this relationship? Do you show up knowing that your lovability is 100%? Do you try to get them to love you more for your sake? How? Does it work? Why or why not?



PERSON OF FOCUS

Who do you want to be in this relationship? In other words, what kind of employee, spouse, sibling, or friend do you want to be? Make sure you think about this separately from the other person's behavior—don't let that determine who you are. Decide who you want to be. Take some time to write it all out.

How do you want to feel? Why



PERSON OF FOCUS

How do you want to act and show up?

What do you want to offer to this person?



PERSON OF FOCUS

How do you want to think? Remember that your relationship with someone is all about your thoughts about them and yourself within that relationship.

How do you want to think about yourself in this relationship?



PERSON OF FOCUS

How do you want to think about the other person in this relationship?

How do you want to define and think about your relationship together?



PERSON OF FOCUS

Write an “I’ve been meaning to tell you” letter below. This is a letter you can send or not send. Just writing it feels amazing. I love to send these in the mail unexpectedly.

Dear:

I’ve been meaning to tell you...

I admire you for...

I’m thankful for...

I remember when...

You have shown me how...

You told me...

I’m grateful for...

I love you because...



THE MANUAL

1. Think about someone you want to change and write their name here.

2. Write, in detail, what you would like them to do.



THE MANUAL

4. For each item, write down why you want them to behave in this way.



THE MANUAL

5. How do you think you would feel if they behaved this way?



THE MANUAL

7. How would your thoughts about them change if they behaved this way?

8. Do you want them to behave this way even if they don't want to? Why or why not?



THE MANUAL

10. What do you make it mean when they don't behave this way?

11. When someone wants you to behave in a certain way to make them feel good, what is that like for you?



BOUNDARIES

1. What is the boundary violation? (must be emotional or physical intrusion)

2. What is the boundary you want to set?

The request: *If you...* Click or tap here to enter text.

The consequence: *Then I will...* Click or tap here to enter text.



BOUNDARIES

3. What are your fears (if any) around establishing this boundary?

4. What are the benefits of establishing this boundary?



BOUNDARIES

6. How will you set this boundary?

7. How will you ensure that you honor your boundary?



STANDING UP

1. Do you often say no without explanation? Is it difficult or easy, and why? Who do you need to say no to more often?
2. What does it mean to “stand up for yourself?” Is it really necessary? How can you prevent the need for this?
3. Do you people please? With whom and why?



STANDING UP

4. I often say that people pleasers are liars. Do you agree, or not? Why?
5. Do you ever expect others to please you? Do you want people to do stuff for you and with you even when they don't want to? Explain.
6. What exactly is a boundary and when do you need one?

STANDING UP

- 8. What are some of your nonnegotiable boundaries?**
- 9. Do you let people cross your boundaries too often? You will know because you will feel resentful. What are those boundaries, and what needs to change?**

STANDING UP

10. What are the hardest boundaries to enforce, and why?



Module 4: How to leverage your emotions to take meaningful action.

In this module, we tackle the incredibly important topic:

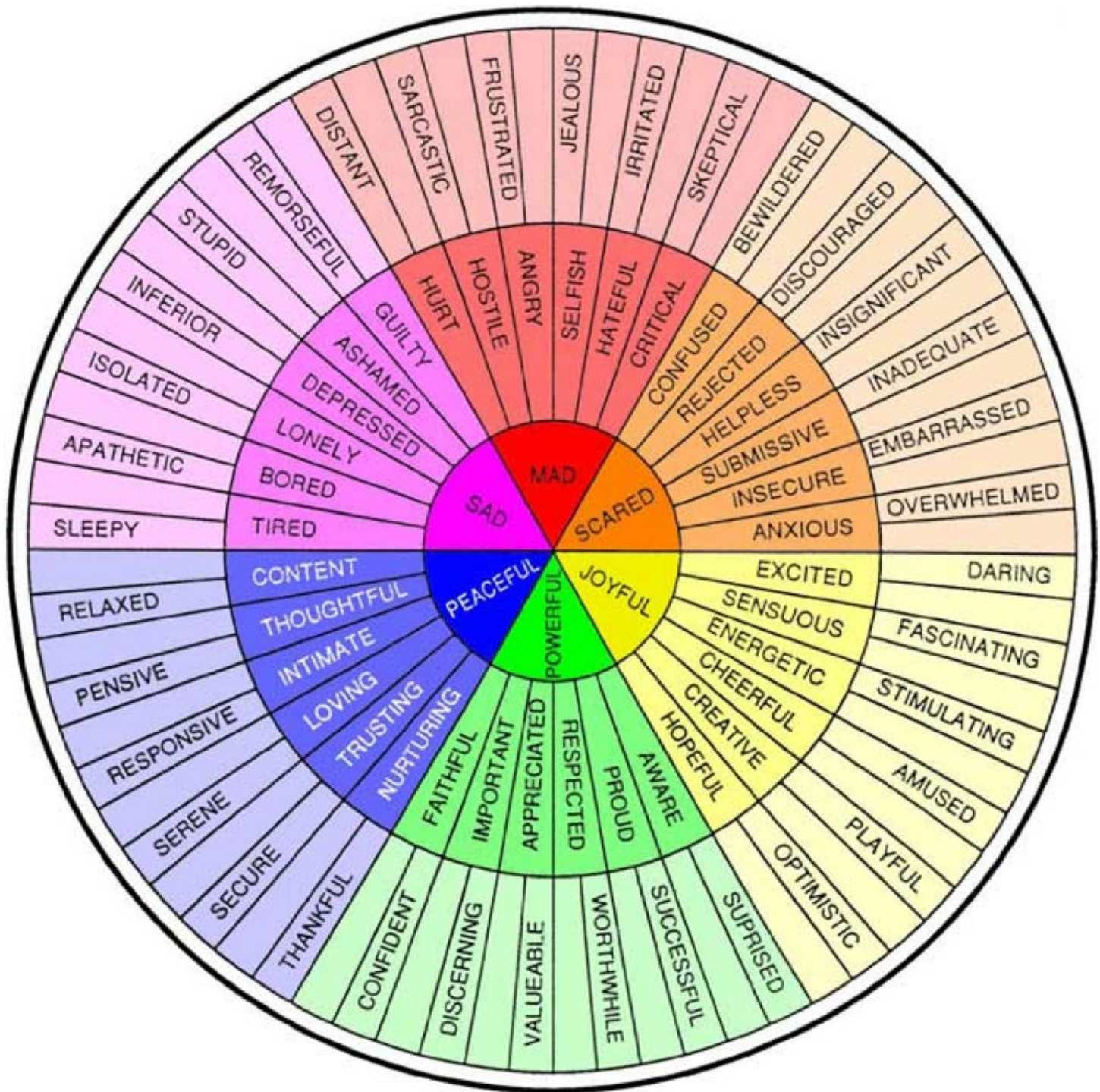
Emotions.

Feelings are why we do (or don't do) everything in our lives.

Those subtle vibrations are part of everything we do and it's time to take a hard look at our experience with emotions.

This week we take a closer look at why feelings matter and how to leverage your emotions to create the life of your dreams. More importantly, we will discuss how to process negative emotions so that you can end the negative cycle of buffering in your life.

FEELINGS



FEELINGS THOUGHT DOWNLOAD

1. Record all of the thoughts in your mind at this moment.

2. What are your feelings you are creating by these thoughts? Make a list.



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FEELINGS THOUGHT DOWNLOAD

4. What are the positive feelings you are creating today?

5. What are the negative feelings you are creating today?

6. List some positive feelings from your life.



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FEELINGS THOUGHT DOWNLOAD

- 8. List some negative feelings from your life.**
- 9. What are the feelings you want to use to fuel your life?**
- 10. What are the feelings you want to stop indulging in and why?**



NOW FEELING

1. What are you feeling now?
2. Where is this feeling in your body?
3. What color is this feeling?
4. Is this feeling soft or hard?
5. Is this feeling fast or slow?
6. How does this feeling make you want to react?
7. Why are you feeling this?



WHAT ARE THE FEELINGS YOU CHOOSE?

You can decide what emotions most serve you in this

balance between positivity and negativity.

You can't feel happy all the time and I hope I have convinced you that you don't want to. You can decide which emotions will help you balance positivity and negativity.

I love the imagery of a silver platter of emotions. What are the ones you need and the ones you want to feel on purpose?

Positive _____

Negative _____



MY WORST-CASE SCENARIO

Write about everything you are currently afraid of that holds you back. Don't be shy. Go for the worst-case scenarios. Evaluate what you think would be horrible about failing.

Include the fear and the reason.

WHAT I'M AFRAID OF

Getting fired.

Going broke.

WHY I'M AFRAID (THOUGHT)

No one will ever hire me again.

I will be homeless and destitute



THE WORST FEELING

1. What is the worst feeling you can imagine ever having to face?
2. Describe this feeling and why you name it as the worst.
3. What would that feel like in your body? Describe the location in your body and exactly how it would show up. Be careful to include all the details about the sensations and nothing about the thoughts that would be going through your head. Just notice how it would feel in each part of your body.



THE WORST FEELING

4. What do you imagine would cause a feeling like this?
5. When you think about this feeling and the great lengths you have gone to avoid feeling this way, can you explain why that might be? A simple vibration is harmless in our body, so why do we do so many things to avoid it that might be harmful to ourselves?
6. If you were willing to feel this emotion without fear, how might you act differently in your life? What might you do differently, and why?

Module 5:

Re-designing my career and my future.

As professionals, we will inevitably encounter a moment when we wake up and wonder whether we are on the “right path.”

As humans, it is normal to seek a life of value and great contribution.

So how do we find our purpose?

The answer might surprise you.

In this module, we will examine purpose —

What is purpose and how do we live a purposeful life?

Does having a purpose matter?

Take the time to examine your value and consider – What will be your greatest contribution to this life?

MY FUTURE DESIGNS

Sometimes to get unstuck, we have to open our minds to the possible lives available to us.

Create three different five-year plans for your life using the prompts below. Have fun and get creative with the options available to you!

For each life plan, list what is happening in each year of your plan including all aspects of your life – What do you do for fun? What are you learning? How do you use your free time? What are your goals? Who is with you on the journey? What do you look forward to?



MY FUTURE DESIGNS

LIFE 1: YOUR CURRENT LIFE OR THE IDEA/DREAM YOU HAVE BEEN CONSIDERING

Description:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Do you have the resources (time, money, training, skills, resources) to pull off this plan?

How much do you like this plan?

How confident are you that you could accomplish this life?

What does this plan get you that you are wanting in life?



MY FUTURE DESIGNS

LIFE 2: THE LIFE YOU WOULD CREATE IF LIFE 1 (ABOVE) WAS NO LONGER AN OPTION

Description:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Do you have the resources (time, money, training, skills, resources) to pull off this plan?

How much do you like this plan?

How confident are you that you could accomplish this life?

What does this plan get you that you are wanting in life?



MY FUTURE DESIGNS

LIFE 3: THE LIFE YOU WOULD CREATE IF MONEY WERE NO OBJECT

Description:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Do you have the resources (time, money, training, skills, resources) to pull off this plan?

How much do you like this plan?

How confident are you that you could accomplish this life?

What does this plan get you that you are wanting in life?



FUTURE SELF

1. How is my future ideal self different from me today?

2. What are her/his predominant thoughts?

3. What does she/he do to create the life she wants?

4. What actions did she/he have to take to create a future different from my present?



FUTURE SELF

5. Why is it important for me to become more like this future self I have envisioned?

6. How can I start implementing some of those actions from Item 4 to get closer to my ideal self?

7. How can I practice being more like this future version of myself?



FUTURE SELF

8. What advice would my future self have for me about my current circumstances?
-



GOAL SETTING – PICKING THE GOAL

Start by writing down 25 things you want:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

GOAL SETTING – PICKING THE GOAL

Once you have your list, pick one as a goal.

Now, let's put the goal into a measurable sentence.

It has to be measurable, so you'll know when you've completed it. There has to be a deadline. Pick something that causes you to stretch, but also something that you can complete within the time frame you chose and in the time you have available to you.

For example: By (insert date and time), I will have completed and created (insert goal here). I will know I'm done because of (measurable statistic).

By _____, I will have completed and created _____

I will know I'm done because _____.

Now commit.

Why do you want to achieve this goal?

CONSTRAINT & PRIORITIES

1. Brainstorm a list of what is important to you in your life.

2. Now prioritize these in order of the top five:



CONSTRAINT & PRIORITIES

3. Why have you chosen these five and put them in this order?

4. Now take a few minutes and think about yesterday. How much of your time was spent on each of these priorities?



CONSTRAINT & PRIORITIES

5. With this perspective, would you change how you are currently spending your time? In what ways would you change it?

6. What things would you like to eliminate from your life in order to have more focus on your priorities?



CONSTRAINT & PRIORITIES

7. Can you think of ways to constrain your focus so it is in line with what is most important to you?

8. How can you make your priorities more constrained, simplified and specific?



CONSTRAINT & PRIORITIES

9. For each priority, how do you have to think, feel and act to get the result you want?



CONSTRAINED FOCUS

1. What is one area of focus you would be willing to constrain your attention to for the next 90 days?
2. Have you made it as specific and measurable as possible? How?
3. What would you have to eliminate from your mind and your schedule to create a focus on this one thing?



CONSTRAINED FOCUS

4. If you accomplish this one thing, does it eliminate other to dos or items that you think or worry about? List them here.
5. How will you know in two weeks if you are on your way to accomplishing this result?
6. What is the exact result you will create?
7. What is the plan to make it inevitable?

FOCUSING TO GET IT DONE

1. What did you accomplish yesterday?

2. What's on the schedule for today?

3. What are your thoughts and feelings about it? Do a mini thought download.



FOCUSING TO GET IT DONE

4. Complete a model on one of the thoughts that isn't serving you. See attached instructions.

UNINTENTIONAL MODEL:

C: _____
T: _____
F: _____
A: _____
R: _____

5. How do you want and need to feel to get this work done today? What would you need to be thinking?
-
-

6. Create an intentional thought model with the new thought.
-
-

INTENTIONAL MODEL:

C: _____
T: _____
F: _____
A: _____
R: _____



FOCUSING TO GET IT DONE

Model Instructions

UNINTENTIONAL MODEL – Complete this model, in this order:

C: What is the **Circumstance** you are focusing on? This is the item that's on the schedule for today. It must be neutral and factual only – no descriptors, no opinions, just the facts.

T: What is your predominant **Thought** about this circumstance?

F: How do you **Feel** when you think that thought?

A: How do you **Act** when you feel that way? What do you do? What do you not do? How do you speak to others? How do you speak to yourself?

R: What **Result** do you think those actions are creating in your life? *This is your present state, as created by your thought.*

INTENTIONAL MODEL– Complete this model, in this order:

C: Insert the same **Circumstance** from your Unintentional Model.

R: What is the **Result** you would like to create with respect to the circumstance. *I complete the project today. I spend 3 hours on this project, etc.*

A: What types of **Actions** (or inactions) did your future self engage in to create that result?

F: What **Feeling** would propel your future self to take those types of actions?

T: What **Thought** would generate that feeling for your future self?

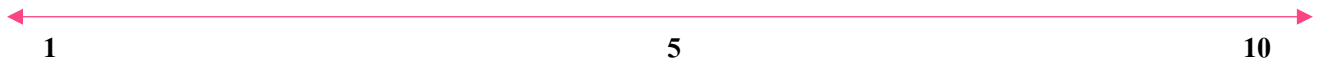


FINDING MY PASSION

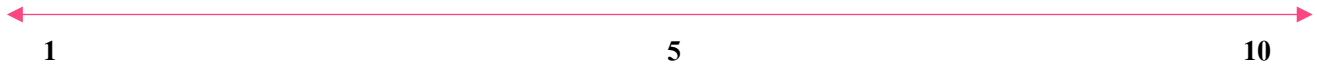
For one month, commit to observing your days to see what parts of your life and what activities bring you joy or energize you. Record the results here.

Activity/Event/Interaction:

Impact on my energy (1: sapped my energy to 10: energized me)

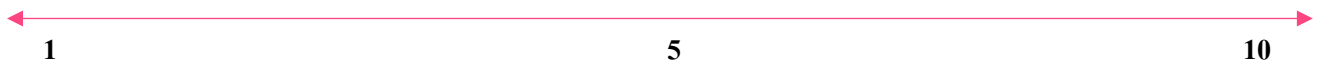


Impact on my engagement (1: not at all engaged to 10: extremely engaged)

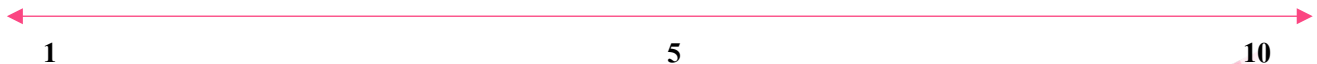


Activity/Event/Interaction:

Impact on my energy (1: sapped my energy to 10: energized me)



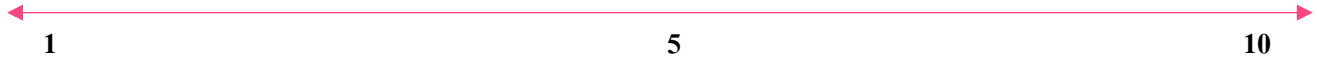
Impact on my engagement (1: not at all engaged to 10: extremely engaged)



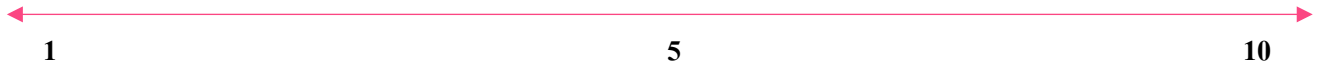
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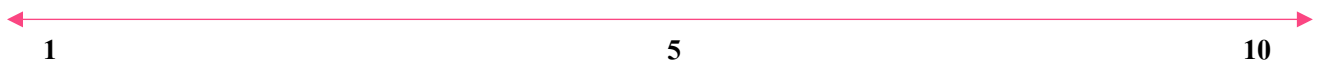


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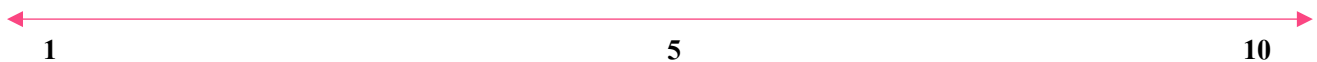


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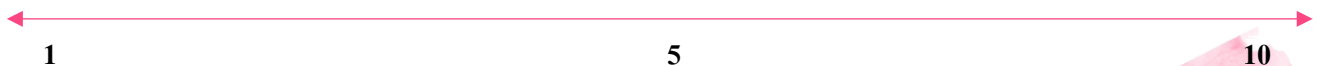


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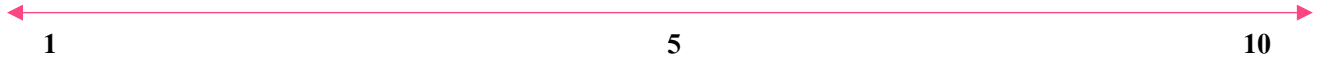
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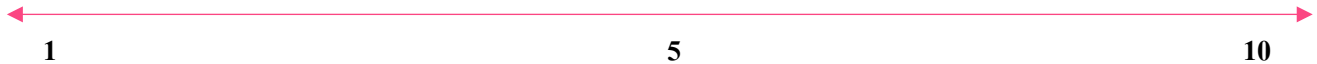
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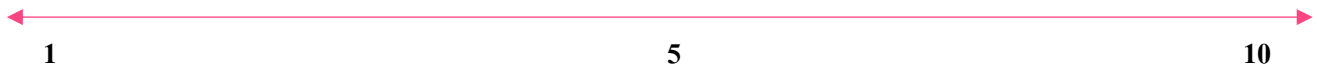


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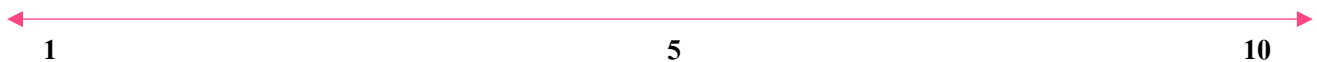


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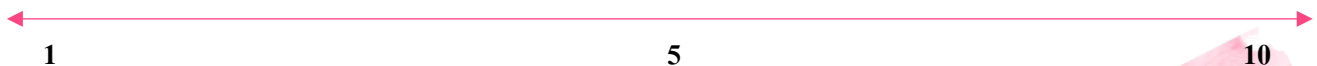


Activity/Event/Interaction:

Impact on my energy (1: sapped my energy to 10: energized me)



Impact on my engagement (1: not at all engaged to 10: extremely engaged)



FINDING MY PASSION

- 1. What activities kept you engaged – excited, focused, having fun?**
- 2. Did any activities put you into a “flow” state – characterized by complete involvement, euphoria, inner calm and clarity, loss of time?**

FINDING MY PASSION

3. What activities did you find it hard to engage with and stayed focused?

4. What activities energized you and sustained your energy?

5. What activities drained your energy and left you feeling tired?



FINDING MY PASSION

6. Can you identify any similarities amongst the activities that had a positive effect on you?

Consider the following—the activity itself, what were you doing, was it structured or unstructured, what was the environment for the activity, who were interacting with, what kind of interaction was it, e.g., formal/informal, where there others involved in the activity and what role did they play?

7. What can you take from this experience to inform you about potential changes you can make to your life to make room for activities that engage and energize you?

MY GOAL

1. What is your desired result?

2. Why?

3. What will it cost you if you don't commit or follow through?



MY GOAL

5. What must you believe?

6. How does it feel to believe it?

7. What will you have to stop believing?



THE GOAL AND YOUR WHY

1. Write your outcome or goal below.
2. Why do you want to achieve it?
3. If you achieve this, what will it mean to you?

THE GOAL AND YOUR WHY

4. How do you feel when you imagine realizing this outcome?
5. What will be the same when you realize this outcome? (In what ways are you already living this outcome?)
6. What will be different when you realize this outcome?
7. How will you need to change to become the person who has realized this outcome?

THE GOAL & THE PLAN

1. Take your do goals list and strategies list and sort them into the order of execution. Make them as clear and specific as possible.
2. Determine how much time each thing will take.
3. Add each item to your calendar with the time frames you've decided upon.

DO GOALS AND STRATEGIES IN ORDER:



THE GOAL – CALENDARING IT

1. What is the outcome you want to achieve? Why?
2. What are the actions you need to take to achieve it? (List all actions big and small, include things you need to learn and figure out, etc.)
3. Now list these items in order and assign a time frame to each.

THE GOAL – CALENDARING IT

4. What can you accomplish in the next two weeks in relation to this goal?
5. With each item on this to do list, if you schedule this on the calendar how long until your goal is accomplished?
6. How could you make this outcome inevitable with massive action?

THE GOAL – CALENDARING IT

7. How long are you willing to take action to achieve this outcome?

Module 6: How to overcome overwhelm and get more done

Time is the greatest equalizer.

None of us have any more than the other yet, we don't all create the same success.

In these programs, we take our knowledge of how our brains and motivation work and apply them
to getting. it. done.

PRIORITIES

1. Make a list of your top five priorities in order.

-
-
-
-
-

2. Why did you put them in this order? Why is your #1 priority so important to you?

3. Are you currently living in line with these priorities? Think about what you did yesterday. Does it reflect the order of these priorities?

PRIORITIES

4. Does anything need to change in order to align them better? What?



BURNING OUT

1. Think about a time when you quit on a dream and made an excuse. What was the excuse? What was the truth from your perspective now?
2. Think about a time when you burnt yourself out. What were you thinking that caused you to do that?



BURNING OUT

4. When in your life have you been most productive? Why was that? Do you remember what you were thinking and feeling?

5. What can you do to stay out of the drama of quitting and burning out?



BURNOUT

1. Are you burnt out, overwhelmed, or have you given up? Why?
2. If you aren't currently one of these things, write about a time when you were.
3. In what ways are you being fueled by stress and scarcity?

BURNOUT

5. Were you working toward a certain result? If so, what did you think the result would provide that you didn't already have?
6. Why were you willing to push yourself so hard for that result?
7. Do you tend to feel sorry for yourself when you work with a lot of stress and busyness?

BURNOUT

9. Are you able to easily recognize when you are doing this?

10. How can you be proactive and prevent burnout in the future?

11. How can you make sure you don't mistake overwhelm for burnout so you can keep working toward your goals?

DAILY CHECK IN

Things which matter most must never be at the mercy of things which matter least.

Life can be messy, but we can begin each day with fresh eyes and clear priorities.

Today, my top three priorities are:

-
-
-

Today, I am grateful for:

Today, I look forward to:

Today, I will avoid:

Today, I will practice believing:



OVERWHELM

1. Write down all of the things that are making you feel overwhelmed right now. Everything!

OVERWHELM

3. For every item on the above list, indicate the deadline for each item.
4. For every item on the above list, highlight only those items with deadlines that were clear, fixed, and confirmed to you in the last 24 hours.
5. Are there items on this list that could be used as learning opportunities for others? How so?
6. Are there items on this list that aren't the best use of your skillset? Why or why not?

OVERWHELM

8. What could you gain if you delegated some of these tasks or asked for help?

9. Is it hard to bring in support or delegate some of these tasks? Why or why not?

OVERWHELM

11. If you only focused your energies on items with clear, fixed, confirmed deadlines, how could you approach the above tasks?

12. Are there any items on the list that “feel” like they need to get done even if they don’t have a clear, fixed, confirmed deadline? List them here.

OVERWHELM

14. For each item in #9, are there any facts to support your perceived deadlines?

15. For each item with perceived or unclear deadlines, what steps could you take to get clear on the deadline and expectations?



OVERWHELM

16. What would it get you to get clarity around perceived or unclear deadlines?

17. On a scale of 1-10, how committed are you to take steps to gather additional information to get clarity around your workload and perceived expectations?

OVERWHELM

18. How else could you think about the items in #1 that are fueling your overwhelm? For example:

I am learning how to resolve an overloaded plate; I can figure this out; I can use this as a learning opportunity to bring in support and be vulnerable; I'm willing to experiment with different things to help manage my life and stress level; Nothing has gone wrong here, this is just a puzzle to be solved

19. When you plug one of these new thoughts into the Model, what changes?

Organize, Focus, Find More Time

Friends,

Below are the steps I use (and I teach my clients to use) each week to reduce stress, increase focus, find more time, and throw away to do lists. If you commit to this process, you will have a renewed focus and more time to spend on the things that are most important to you. Enjoy!

Busyness is not a badge of honor or a sign of importance, it is the sign of mismanaged time.

Step 1: Brain Dump

List every single to do list item swirling around your head. Everything that is causing you stress. Everything. No matter how far off in the future it seems. If it is taking up your mental energy, write it down. I find it best to separate professional and personal to dos so I create two separate brain download lists.

Example: Order favors for NYE party, call mom, schedule gutter cleaning, go to the gym four times this week, walk the dogs (they are getting fat!), laundry, pick out outfit for Sarah's party, organize materials for taxes, finish the prohibited transaction memo for Client X, prepare speech for ABA section meeting, lunch with client prospect Q...



Break down every large project into smaller chunks and add each chunk to your list.

Step 2: Identify Priorities

Rate every item on your lists one of the following: Immediate, High Priority, Medium Priority, Low Priority

Nobody is too busy, it's just a matter of managing priorities.

Step 3: Look at the big picture

Evaluate the number of items in each category. Too many Immediate or High Priority items means either (i) You need to develop a game plan (see below) or (ii) you are treating too many things as Immediate or High Priority. (Usually it's a combination of both.)

Organize, Focus, Find More Time

GAME PLAN

DELEGATE AS MANY OF THESE ITEMS AS YOU CAN

DISCUSS YOUR IMMEDIATE AND HIGH PRIORITY ITEMS WITH OTHERS INVOLVED – CAN THE ITEM BE DOWNGRADED; CAN OTHERS SUPPORT YOU?

RE-EVALUATE THE ITEMS AND HOW YOU HAVE CLASSIFIED THEM. FORCE YOURSELF TO ASK “IF THIS DOESN’T GET DONE RIGHT NOW, WHAT ARE THE CONSEQUENCES?” THEN RE-EVALUATE YOUR LIST.

IF YOU DECIDE TO DELEGATE ITEMS OR DISCUSS THEM WITH THE TEAM, ADD THOSE ACTIONS TO YOUR LIST.



Too many medium or low priority items?

These items are ripe training opportunities for your team members. If they aren’t a priority, consider whether they could be used as a learning/training experience for those around you.

It’s not the load that breaks you down, it’s the way you carry it.

Lena Horne

Step 4: Allocate Your Energy

Assign an amount of time to each item on your list. Try to limit yourself and focus your energies. Force yourself to focus, act quickly and produce. If you give yourself too much time to do something you will use it. If you squeeze yourself you might be surprised at your efficiency.

Starve your distractions, feed your focus.

Step 5: Schedule It!

Put each of your tasks on your calendar. For me this means putting all tasks on my Outlook calendar and also recording all tasks for the next week on my written calendar. (Yes, overkill but that’s how I do things.)

Step 5 Tips: Plan your work week; focus on your priorities. First, schedule time to work on each high priority client project for the week. Second, add preparation time for each meeting on your calendar. Got a meeting with the team about a new client lawsuit? Schedule 20 minutes to review the case – whether that is immediately before the meeting or the day before, it doesn’t matter, just make time to be prepared and show up as your best.

Organize, Focus, Find More Time



If you can, schedule 1-2 hour “work blocks” in each day. These blocks will insulate your day and allow you to make time for unexpected client needs or impromptu projects. Same thing for your weekends – reserve blocks of unstructured time for yourself.

Step 6: Be Kind to Yourself

Include unstructured free time during each day. The goal is not to find ways to overload yourself more; it's to find ways to **set yourself free**.

Identify items that are recurring and set up a recurring calendar appointment.

Example: I schedule 1 hour every Thursday night to plan meals for the following week, order groceries and schedule their delivery for Saturday morning. I schedule 1 hour every Friday afternoon to do my calendar work for the following week. I schedule 2 hours every Sunday to meal prep and/or cook for the upcoming week. (I watch Sex and the City re-runs the entire time. It's fantastic.) I schedule 1 hour each week to read important legal updates and newsletters that I accumulate during the week.

Build in your meals and plan to be healthy.

Nothing can crash your schedule more than starvation or dinnertime audibles. Plan ahead; decide what you will have for each meal and include it in your calendar.

Step 7: Honor Commitments

Once your calendar is set – honor it. Respect yourself enough to stick to the plans you have made for yourself. If you can honor the commitments you make to yourself and can trust yourself, you are one step closer to tackling that big dream. Without commitment you will never move forward. It's a skill. Practice it.



**For every minute spent in organizing,
an hour is earned.**

- Benjamin Franklin.

NEED MORE INSIGHT & SUPPORT?



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Schedule a free Coaching Consultation

