

COURSE 1 / COURSE 2

# AGILE LEADER WORKBOOK

**AGILE  
LEADERSHIP**

# AGILE LEADER BASELINE SELF ASSESSMENT

ANSWER THE QUESTIONS WITH THE FOLLOWING SCALE. TOTAL YOUR ANSWERS TO GET YOUR PERSONAL AGILITY SCORE. ALWAYS = 2 | FREQUENTLY = 1 | NEVER = 0

- ☐ I feel anxious, worried or overwhelmed in my life.
- ☐ I feel like my environment is stressful.
- ☐ I'm fearful of what the future holds.
- ☐ I reflect on my fears or worries.
- ☐ I feel comfortable with change.
- ☐ I go out of my way to seek change.
- ☐ I prioritize my personal needs over others' demands.
- ☐ I feel confident in my skills and abilities to adapt to the future.
- ☐ I enjoy changing priorities and projects.
- ☐ Reflect on the last 12 months of your life. On a scale of **1** (*Not at All!*) to **10** (*I Can Handle Anything!*), how comfortable are you with changes in life and work?

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## PERSONAL AGILITY SCORE

22-15 PRO  
15-8 MODERATELY AGILE  
0-8 BEGINNER

# TOOL 1: ENVISIONING

**WHAT:** EVERY TRANSFORMATION BEGINS WITH THE END GOAL IN MIND. STRATEGY SUPERSEDES THE HOW. BEFORE YOU DESIGN YOUR ACTION PLAN, YOU MUST BECOME ABSOLUTELY CLEAR OF WHAT YOU WANT YOUR PERSONAL RELATIONSHIP WITH CHANGE LOOKS LIKE.

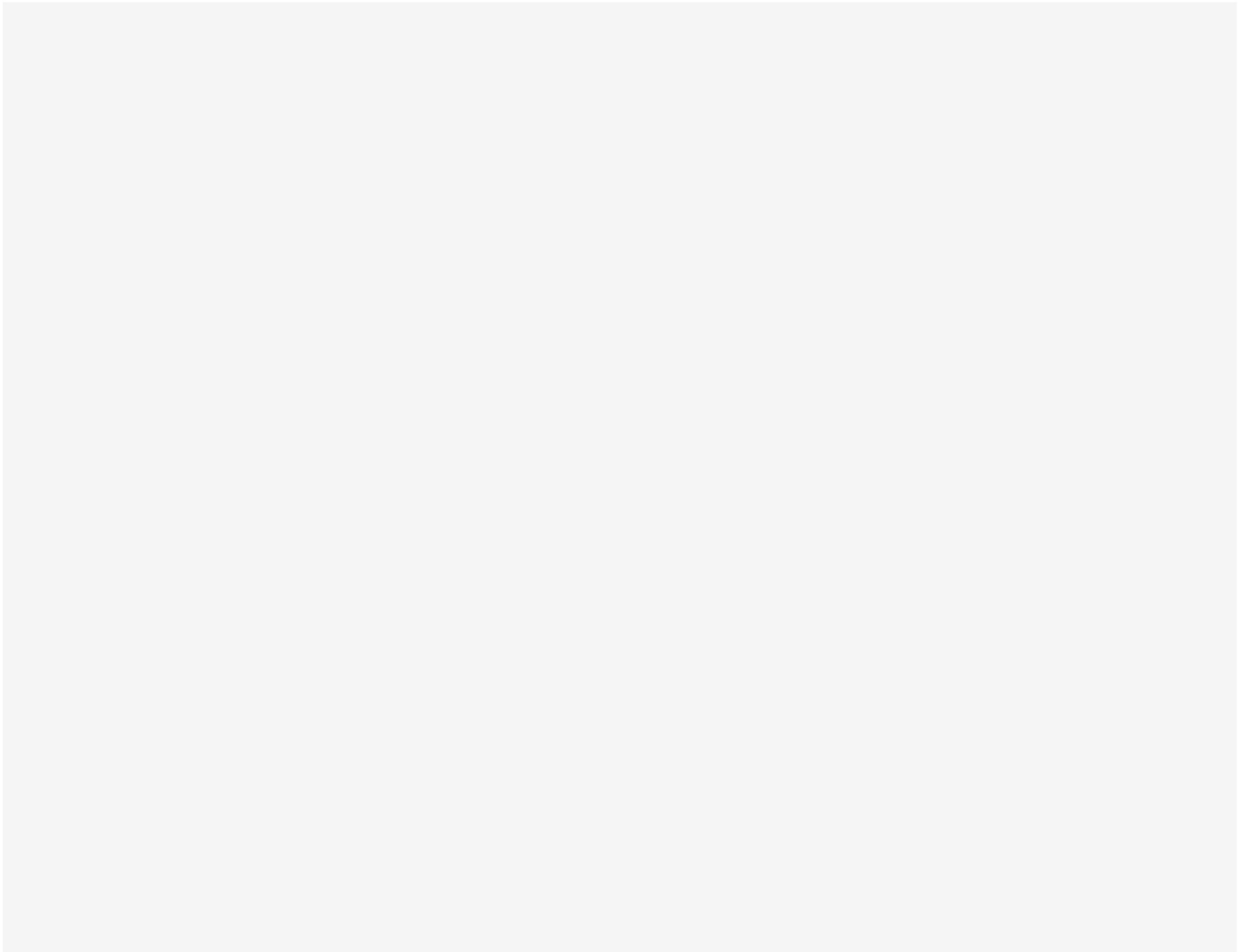
REFLECT ON YOUR PAST EXPERIENCES, ESPECIALLY THE ONES THAT DID NOT FEEL GOOD AND CAUSED YOU EMOTIONAL PAIN. NOW, DESCRIBE HOW YOU WOULD LIKE TO BEHAVE AND FEEL IN FAST-CHANGING ENVIRONMENTS. HOW WOULD YOU WANT TO FEEL WHEN YOU DON'T HAVE A CHOICE AND CONTROL OVER IT?

SET A TIMER FOR 3 MINUTES, AND CONTINUE TO WRITE AS LONG AS THE TIMER IS GOING. HOW WOULD YOU WANT TO FEEL ABOUT UNCERTAINTY? WHAT WOULD YOU LIKE YOUR CONFIDENCE LEVEL AROUND CHANGE BE? DESCRIBE YOUR EMOTIONAL AND PHYSICAL STATE? WHAT WOULD YOUR ENERGY LEVEL BE IN THIS FUTURE STATE? WHAT ABOUT YOUR POSTURE? YOUR VOICE?

# TOOL 1: ENVISIONING

**WHY:** NOW, SET A TIMER FOR 2 MINUTES AND WRITE DOWN WHY YOU WANT TO CHANGE YOUR RELATIONSHIP WITH CHANGE? REFLECT ON YOUR PREVIOUS EXPERIENCES. HOW DID CHANGE MAKE YOU FEEL IN THE PAST AND WHY IS IT IMPORTANT FOR YOU TO CHANGE IT?

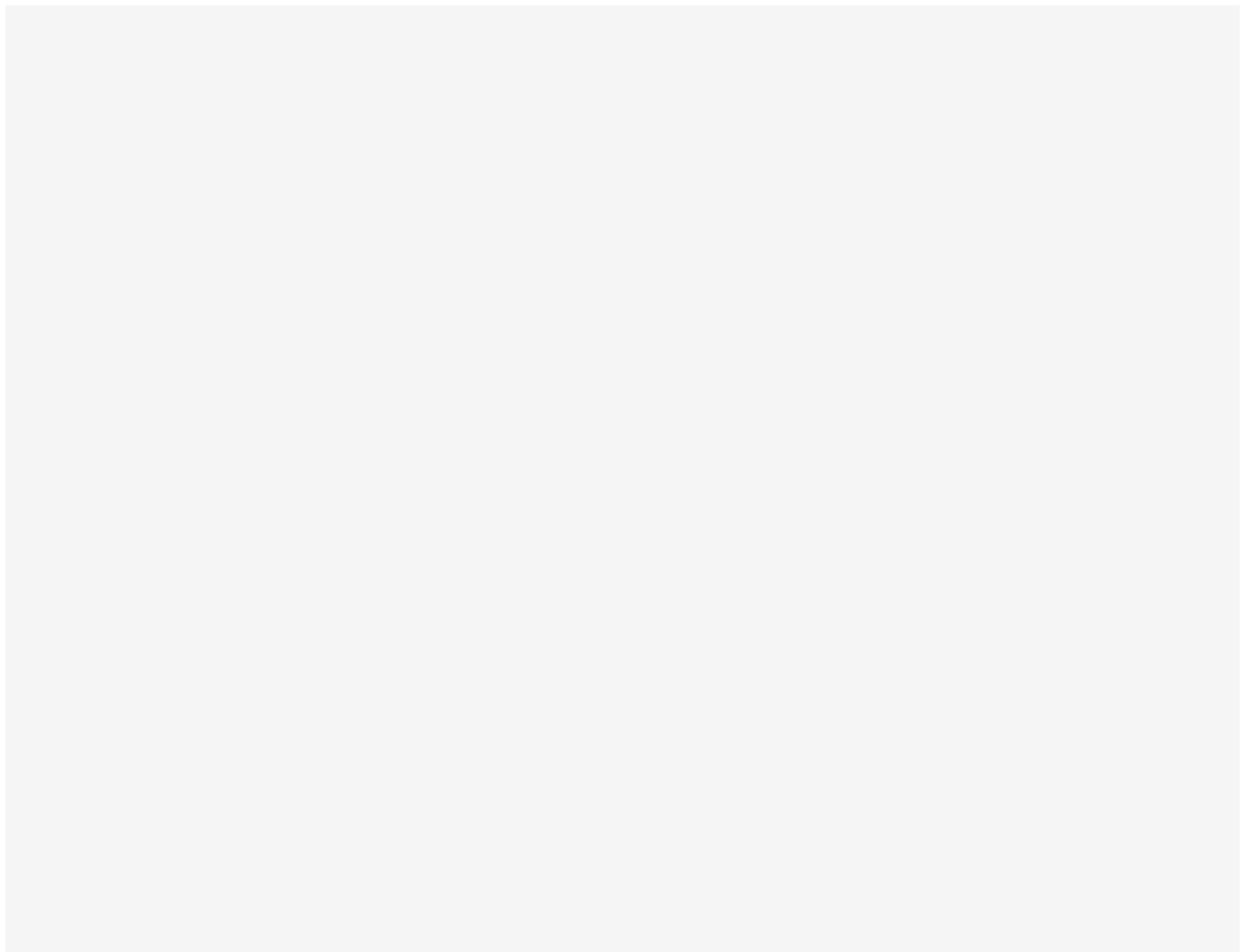
**AFTER THE 2 MINUTES, SELECT YOUR TOP THREE MOST POWERFUL WHYS.**



# TOOL 1: ENVISIONING

**WHEN:** DECIDE ON WHEN YOU'D LIKE TO ACCOMPLISH YOUR GOAL BY. BY GIVING YOURSELF A SET DATE, YOU WILL BE MORE LIKELY TO FOLLOW THROUGH.

SINCE WE ARE WORKING WITH CHANGE, BE SURE TO SET A REALISTIC DEADLINE - NOT TOO LONG, NOT TOO SHORT. FOR EXAMPLE, LET'S SAY MY GOAL IS TO INCREASE MY PERSONAL AGILITY SCORE BY 5 POINTS IN THE NEXT 6 MONTHS. THE REASON WHY I LIKE 6 MONTHS IS BECAUSE IT REPRESENTS HALF A YEAR. I WOULD EVALUATE MY PROGRESS, AND SET A NEW GOAL AT THAT TIME.

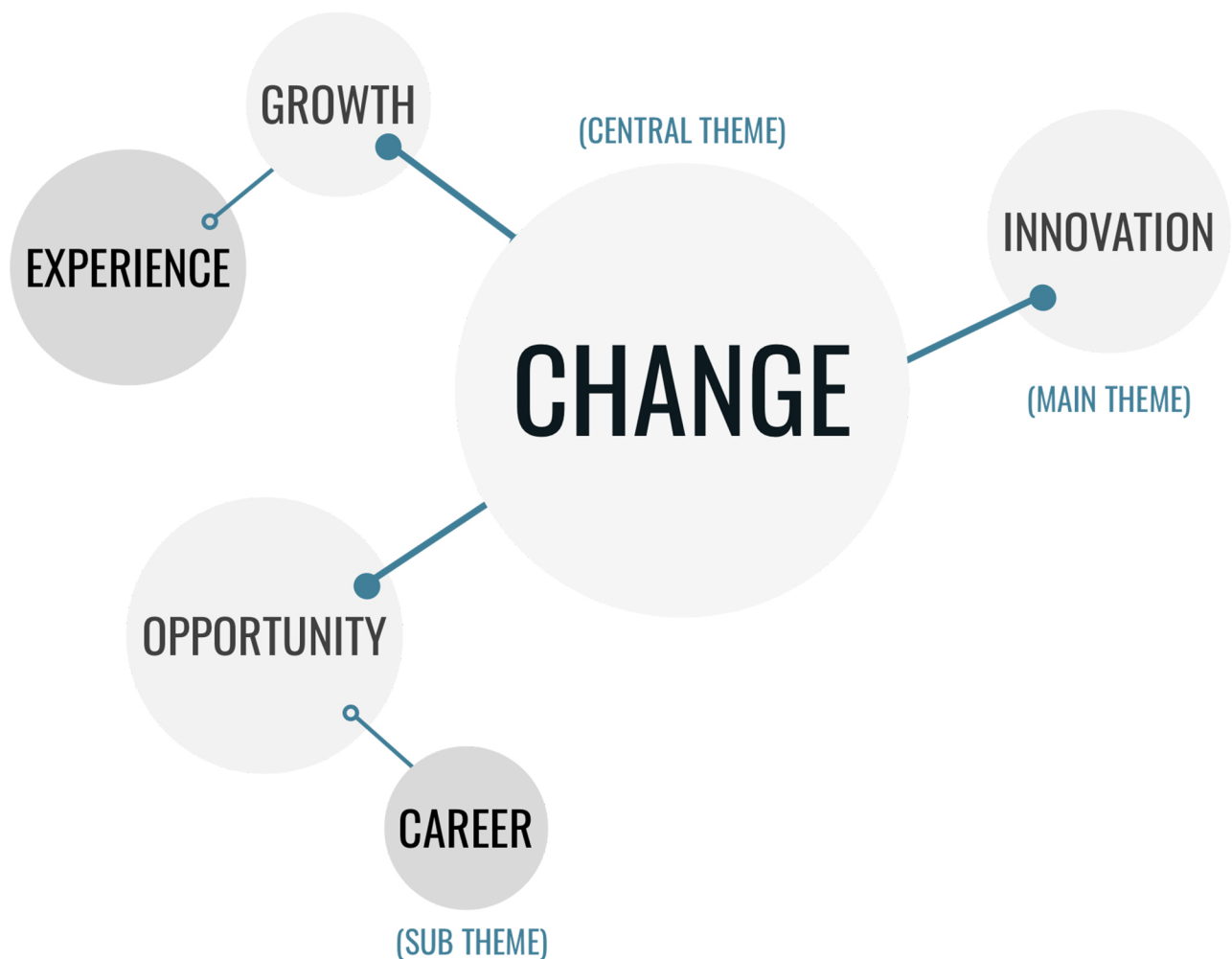


## TOOL 2: MIND-MAPPING

**MIND-MAPPING** IS A TECHNIQUE USED TO GET IDEAS OUT OF YOUR BRAIN ON PAPER. ONE OF THE MAIN POSITIVES OF MIND-MAPPING IS THAT IT DOES NOT HAVE AN ORDER. YOU CAN PUT IDEAS DOWN AS THEY COME AND CREATE SUB-LEVELS AS YOU THINK ABOUT YOUR MAP'S CENTRAL THEME.

A MIND MAP HAS A FEW STANDARD COMPONENTS:

1. CENTRAL THEME DENOTED AS A CENTRAL IMAGE;
2. MAIN THEMES GROW OUT OF THE CENTRAL IMAGE LIKE BRANCHES
3. SUB-THEMES CONNECT TO THE MAIN THEME THROUGH TWIGS, OR, IN OTHER WORDS, DRAWN LINES.



## TOOL 2: MIND-MAPPING

THE ROOT OF THE WORD FEAR MEANS “CALAMITY, DANGER, AND SUDDEN ATTACK.” OUR MIND TENDS TO BLOW THINGS OUT OF PROPORTION BECAUSE IT’S SUPPOSED TO HELP US SURVIVE. THE BEST STRATEGY AGAINST FEAR IS TO ATTACK AND DISARM IT.

SET THE TIMER FOR 3 MINUTES AND LIST ALL ASSOCIATIONS THAT COME TO MIND WHEN YOU HEAR “CHANGE”. [USE “MIND-MAPPING” VIDEO IN LESSON 2 TO GUIDE YOU THROUGH.](#)

WHAT WORDS COME TO MIND WHEN YOU HEAR “CHANGE”?

NOW, IDENTIFY THE ONES YOU’D LIKE TO REPLACE BY PLACING A PRIORITY LEVEL NEXT TO THEM.

**HIGH -**

BELIEFS THAT CAUSE YOU SO MUCH PAIN THAT YOU WOULD DO ANYTHING TO AVOID IT IN THE FUTURE

**MEDIUM -**

BELIEFS AROUND CHANGE THAT CAUSE YOU SERIOUS DISCOMFORT AND COULD SOON BECOME HIGH ON THE PRIORITY LIST

**LOW -**

BELIEFS THAT ARE LIKE MOSQUITOES. MILDLY-ANNOYING BUT THEY ARE NOT CAUSING YOU PAIN.

## TOOL 2: MIND-MAP

**FOR THE BELIEFS YOU IDENTIFIED AS MEDIUM OR HIGH, WRITE DOWN REPLACEMENT (FUTURE-STATE) WORDS OR SHORT PHRASES.**

## **TOOL 3:**

# **WCS MODELING (WORST-CASE SCENARIO)**

ONE OF THE MOST POWERFUL WAYS OF DISEMPOWERING FEAR IS TO MODEL THE WORST-CASE SCENARIO. THIS HAS TO BE DONE IN WRITING TO MAKE SURE YOUR BRAIN DOES NOT TRICK YOU, AND THAT YOU ACTUALLY FOLLOW A LOGICAL PATH OF DISCOVERY AND CONCLUSIONS.

REFLECT ON THE CHANGE THAT IS CURRENTLY LOOMING IN YOUR LIFE. THE ONE THAT YOU ARE NOT LOOKING FORWARD TO. IT CAN BE SMALL OR BIG.

NOW, WHAT WOULD HAPPEN IN THE WORST-CASE SCENARIO OF THIS CHANGE? WHAT WOULD YOU DO TO SOLVE IT? WHAT WOULD BE YOUR EMOTIONAL STATE IN THE WORST-CASE SCENARIO? HOW WOULD YOU CHANGE IT? REMEMBER, WHILE YOU MIGHT NOT HAVE A CHOICE OR CONTROL OVER A PARTICULAR CHANGE, YOU HAVE CONTROL OVER YOUR RESPONSE, YOU PLEASE DON'T SAY THERE IS NOTHING YOU COULD DO.

DO YOU HAVE A PRETTY GRIM SCENARIO LAID OUT? IS IT AS BAD AS IT COULD GET? IF NOT, KEEP GOING AND WRITE DOWN WHAT YOU COULD DO IF IT DID HAPPEN.

## TOOL 4: PERSONAL STORY

IN MODULE THREE OF THE AGILE LEADER TRAINING, YOU LEARNED ABOUT 4 DIFFERENT TYPES OF PERSONAL STORIES:

**VICTIM** - IN THIS STORY, YOU MIGHT SAY OR THINK “IT’S NOT MY FAULT. MY ENVIRONMENT IS TOO HARSH.” IF YOU HAVE A VICTIM STORY, THINGS ALWAYS HAPPEN TO YOU.

**HELPLESS** - IN THIS STORY, YOU MIGHT THINK OR SAY “THERE IS NOTHING I CAN DO ABOUT IT.” LEARNED HELPLESSNESS IS THE CULPRIT OF THIS STORY.

**VILLAIN** - THIS STORY IS SIMILAR TO THE VICTIM STORY. IF YOU TEND TO USE THIS NARRATIVE, YOU MIGHT THINK OR CALL OUT A PARTICULAR PERSON WHO IS RESPONSIBLE FOR THE NEGATIVE OUTCOME. THERE IS ALWAYS SOMEONE TO BLAME-THE VILLAIN. YOU MIGHT SAY OR THINK “IF JOHN WAS MORE OF A TEAM PLAYER, WE COULD HAVE FINISHED THE PROJECT ON TIME.”

**HERO** - IT TYPICALLY SOUNDS LIKE “I AM THE ONLY ONE WHO CAN SAVE THE DAY.” THIS STORY IS USUALLY ACCOMPANIED BY PERFECTIONISM, DESIRE TO CONTROL EVERYTHING, OR MICROMANAGING. EVEN THOUGH THE HERO STORY IS THE LEAST NEGATIVE, IT IS STILL DAMAGING TO YOUR RELATIONSHIP WITH THE WORLD AT LARGE.

## TOOL 4: PERSONAL STORY

IT'S TIME TO CREATE A VISION OF YOURSELF THAT YOU WILL INSERT INSTEAD OF YOUR OLD HABITUAL STORY. FOR THE PURPOSES OF THIS COURSE, YOUR STORY WILL BE FOCUSED HEAVILY ON CHANGE.

HOW DO YOU WANT TO BE SEEN? WOULD YOU LIKE TO HAVE CONTROL OF YOUR RESPONSE TO ANY CHANGING CIRCUMSTANCE? WHAT WOULD YOUR CONFIDENCE LOOK LIKE? WOULD YOU LIKE TO BE A ROLE MODEL FOR OTHERS FOR HOW TO DEAL WITH CHANGE? WHAT MINDSET WOULD YOU WANT TO HAVE AS IT RELATES TO CHANGE? RECALL THE AGILE MINDSET VIDEO. WHAT QUALITIES WOULD YOU LIKE TO DISPLAY AS A LEADER?

## TOOL 5: REFRAMING

BY USING REFRAMING, YOU WILL BE ABLE TO PREVENT NEGATIVE ASSOCIATIONS FROM FORMING AND YOU WILL ALSO BE ABLE TO CHANGE THE ASSOCIATIONS YOU HAVE ALREADY DEVELOPED.

TO USE THIS TOOL, YOU WILL NEED TO ASK YOURSELF A SET OF QUESTIONS TO CHANGE THE ANGLE FROM WHICH YOU ARE LOOKING AT A PROBLEM.

FOR EXAMPLE, YOUR COLLEAGUE SALLY DRIVES YOU ABSOLUTELY CRAZY. SHE IS MEAN, DRAMATIC, AND SHE IS ALSO VERY DIFFICULT TO WORK WITH. WHEREVER YOU SEE SALLY APPROACHING, YOU HAVE ALL THESE THOUGHTS FLOOD YOUR BRAIN. INSTEAD OF JUST SIMPLY OBSERVING AND FEELING THESE THOUGHTS, START REFRAMING YOUR NARRATIVE.

WHAT DOES SALLY DO WELL? WHAT COULD YOU APPRECIATE ABOUT HER WORK OR HER APPROACH? WHAT ABOUT HER EXPERIENCE - IS IT SOMETHING THAT SHE TAKES PRIDE IN? IF YOU WERE IN SALLY'S SHOES, WHAT COULD YOU SAY ABOUT YOUR MOTIVATION?

BY REFRAMING A SITUATION, YOU CAN GIVE YOURSELF A DIFFERENT EMOTIONAL EXPERIENCE. INSTEAD OF BEING FILLED WITH IRRITATION AND ANGER, YOU CAN MAKE YOURSELF FEEL EXCITED, EMPATHETIC, AND OPEN TO INTERACTING WITH SALLY.

## TOOL 5: REFRAMING

**THINK OF A SITUATION OR A PERSON YOU FEEL NEGATIVE ABOUT. WRITE IT DOWN.**

**WHAT ASSOCIATIONS COME TO MIND AUTOMATICALLY WHEN YOU THINK ABOUT THIS SITUATION OR A PERSON? WRITE THESE DOWN.**

**WHAT COULD YOU REPLACE YOUR ASSOCIATIONS WITH? LOOK FOR GOOD, POSITIVE, AND CONSTRUCTIVE THOUGHTS. READ THIS NEW DESCRIPTION BEFORE YOU INTERACT WITH THIS SITUATION OR A PERSON TO RETRAIN YOUR BRAIN FOR THE NEW ASSOCIATION**

## TOOL 6: ANCHORING

**ANCHORING IS A TOOL THAT ALLOWS US TO CREATE SHORTCUTS FOR ASSOCIATIONS AND EMOTIONAL STATES.**

**LET'S TAKE CREATIVITY FOR EXAMPLE. TO ANCHOR YOURSELF, THINK OF A TIME WHEN YOU FELT AT YOUR PEAK CREATIVITY. RECALL EVERY DETAIL THAT YOU CAN OF YOUR EMOTIONAL AND PHYSICAL STATE. HOLD YOUR BACK THE WAY YOU HELD IT AT THAT TIME AND THEN, TRY AND FOCUS THE WAY YOU DID. DID YOU SMILE? HOW DID YOUR VOICE SOUND? HOW DID YOU FEEL?**

**WHEN YOU GET TO YOUR PEAK STATE, DECIDE ON A PHYSICAL ANCHOR MOVE. MAYBE IT'S A COMBINATION OF A CLAP AND YOU SAYING "I CAN DO THIS!" PERHAPS IT'S A DOUBLE SQUEEZE OF YOUR RING FINGERTIP (THIS IS THE ONE I USE FOR MYSELF), MAYBE YOU PULL ON YOUR EARLOBE. YOU HAVE TO FIND SOMETHING UNIQUE, SOMETHING THAT WOULDN'T HAPPEN OUTSIDE OF YOUR ANCHOR.**

**A HANDSHAKE OR A CLAP, FOR EXAMPLE, CAN HAPPEN ON OTHER OCCASIONS, SO IT WOULDN'T BE AS STRONG OF AN ANCHOR.**

### **ANCHORING FORMULA:**

- 1. CLOSE YOUR EYES**
- 2. RECALL EVERY DETAIL OF THE PEAK EMOTIONAL STATE**
- 3. DECIDE ON A UNIQUE ANCHOR MOVE AND DO IT ONCE YOU FEEL YOUR PEAK STATE**
- 4. TAKE A DEEP BREATHE AND LET GO OF THE THOUGHT. KEEP YOUR EYES CLOSED.**
- 5. GO BACK TO THE STATE. RECALL EVERY DETAIL.**
- 6. DO YOUR ANCHOR MOVE**
- 7. LET GO OF THE PEAK STATE. TAKE A DEEP BREATH.**
- 8. GET BACK INTO THE PEAK STATE. DO YOUR ANCHOR AGAIN.**
- 9. RELAX**
- 10. DO THE ANCHOR**
- 11. RELAX**
- 12. DO THE ANCHOR**

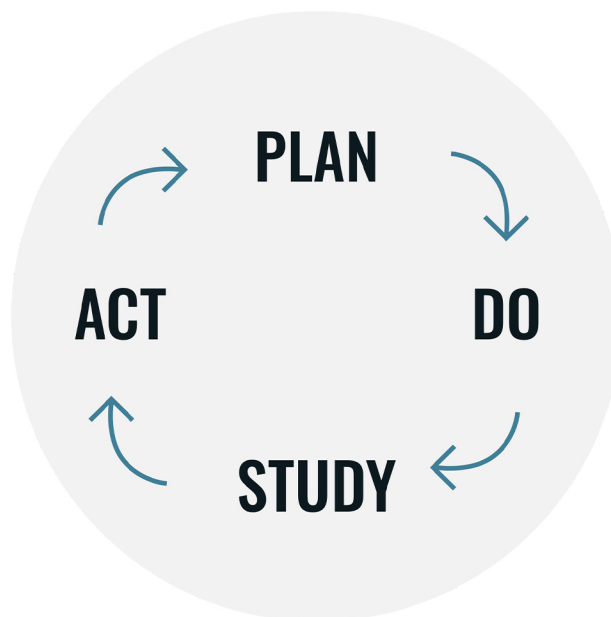
**TO ENSURE THAT YOU HAVE ANCHORED YOUR NEW PATTERN, TRY DOING YOUR ANCHOR MOVE WITHOUT GETTING YOURSELF IN THE PEAK STATE. IF YOU DIDN'T GET THERE, REPEAT THE TECHNIQUE UNTIL YOU DO.**

**ANCHORING IS A TOOL THAT CREATES A SHORTCUT FOR PEAK STATES. I USED TO HAVE TO FIND THE SO-CALLED MUSE TO START WRITING. NOW, I AM ABLE TO GET INTO MY PEAK STATE IMMEDIATELY BY DOUBLE-SQUEEZING MY FINGERTIP.**

## TOOL 7: PDSA CYCLE

WALTER SHEWHART INTRODUCED THE PDSA MODEL IN 1920. PDSA IS THE TOOL USED TO IMPROVE THE END RESULT BY FOLLOWING THE CYCLE OF PLAN-DO-STUDY-ACT CONTINUOUSLY.

LEADER TRANSFORMATION JOURNEY NEVER ENDS. BY ADOPTING PDSA METHODOLOGY, YOU WILL BE ABLE TO CONTINUOUSLY IMPROVE.



THE PLAN STEP IN THE PDSA CYCLE OUTLINES WHAT YOU ARE TRYING TO ACHIEVE, AND HOW YOU ARE PLANNING ON GETTING TO THE RESULT. TO HAVE A CLEAR UNDERSTANDING OF WHAT'S WORKING AND WHAT IS NOT WORKING FOR YOU ON YOUR JOURNEY TO BECOMING AN AGILE LEADER, YOU HAVE TO PLAN FOR THE TRANSFORMATION.

YOU THEN HAVE TO TAKE ACTION ON YOUR HOW, WHICH IS THE DO STEP OF THE CYCLE. AFTER YOU TAKE ACTION, YOU HAVE TO STUDY THE OUTCOMES AND REFLECT ON THE RESULTS AFTER YOU'VE GIVEN YOUR EFFORTS SUFFICIENT TIME. THIS IS THE STUDY STEP OF THE CYCLE.

AND LASTLY, YOU HAVE TO ADJUST, OR, IN OTHER WORDS, ACT ON YOUR LEARNINGS AS NEEDED. IF YOU DO NOT SEE RESULTS, DON'T JUST CONTINUE DOING THINGS THE SAME WAY. REFLECT AND MAKE NECESSARY ADJUSTMENTS THAT YOU THINK MIGHT IMPROVE THE RESULT. YOU LIKELY WILL HAVE TO REPEAT THE CYCLE UNTIL YOU ARE SATISFIED WITH THE OUTCOME.

## TOOL 8: PROGRESS LOG (TRACKER)

SINCE THE RESULT OF PERSONAL TRANSFORMATION IS BASED ON YOUR OWN LEVEL OF COMMITMENT, KEEP YOURSELF HONEST BY FILLING OUT A SIMPLE LOG OF YOUR RITUALS AND PRACTICES.

(EXAMPLE)

ACTION	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
READ BOOK	Y	Y	N	Y	Y	Y	N

KEEP IT VISIBLE, AND MARK THE DAYS WHEN YOU COMPLETE THE PRACTICE. REMEMBER, NEW BEHAVIOR OR THOUGHT PATTERNS TAKE ANYWHERE FROM 18 TO 254 DAYS TO BECOME HABITS.

## TOOL 9: YOUR SOURCE OF ENERGY

IDENTIFY YOUR SOURCE OF ENERGY, OR, IN OTHER WORDS, ACTIVITIES THAT REPLENISH YOU.

SET A TIMER FOR 2 MINUTES AND WRITE EVERYTHING THAT COMES TO MIND. DON'T STOP UNTIL THE TIMER GOES OFF. IF YOU DO, KEEP PUSHING YOURSELF.

CIRCLE THE TOP THREE ACTIVITIES THAT YOU'D LIKE TO EXPLORE OR DO MORE OF. COMMIT TO DOING AT LEAST TWO OF THESE ACTIVITIES THIS WEEK.

REFLECT ON HOW DOING THESE ACTIVITIES IMPACTED YOUR PHYSICAL AND EMOTIONAL STATE.

USE "YOUR SOURCE OF ENERGY" VIDEO IN LESSON 4 TO SUPPLEMENT THIS EXERCISE.

# TOOL 10: CHARACTER STRENGTHS

WHAT ARE YOUR TOP 5 CHARACTER STRENGTHS? HOW COULD YOU EXERCISE THESE?

- 1.
- 2.
- 3.
- 4.
- 5.

TWO ACTIVITIES I'M GOING TO COMMIT TO THIS WEEK:

- 1.
- 2.

# TOOL 11:

## DAILY REFLECTION

COME UP WITH 3 QUESTIONS TO ASK YOURSELF IN THE MORNING AND/OR IN THE EVENING.

IF YOU CAN, MAKE AN EFFORT TO ANSWER THESE BEFORE YOU REACH FOR YOUR PHONE OR DO ANYTHING ELSE.

WHAT COULD YOU ASK YOURSELF TO FEEL EXCITED ABOUT THE DAY? COULD YOU COMMIT TO TAKING A SMALL ACTION TODAY TO MOVE YOU CLOSER TO YOUR GOAL?

MORNING REFLECTION (STATE-SETTING, TRANSFORMATION-FOCUSED)

- 1.
- 2.
- 3.

**EXAMPLES:**

***WHAT AM I EXCITED ABOUT IN MY LIFE RIGHT NOW?***

***WHAT COULD I COMMIT TO DOING TODAY TO FEEL MORE ENERGIZED THAN I HAVE EVER FELT BEFORE?***

EVENING REFLECTION (AWARENESS-BUILDING, TRANSFORMATION-FOCUSED)

- 1.
- 2.
- 3.

**EXAMPLES:**

***WHAT DID I EXPERIENCE TODAY?***

***HOW AM I FEELING RIGHT NOW?***

***WHAT HAVE I GIVEN TODAY?***

***WHAT COULD I DO DIFFERENTLY THAN I DID TODAY NEXT TIME?***

# TOOL 12: GRATITUDE CHALLENGE

WHAT COULD YOU BE GRATEFUL FOR IN YOUR LIFE RIGHT NOW?

FOR THE NEXT 10 DAYS, ANSWER THIS QUESTION ON A DAILY BASIS. THINK OF THE WAY TO SET-UP THIS PRACTICE. MAYBE PUT A JOURNAL BY YOUR BED SO YOU COMPLETE IT RIGHT BEFORE YOU GO TO BED? OR MAYBE EARLY IN THE MORNING?

DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

# TOOL 12: GRATITUDE CHALLENGE

WHAT COULD YOU BE GRATEFUL FOR IN YOUR LIFE RIGHT NOW?

FOR THE NEXT 10 DAYS, ANSWER THIS QUESTION ON A DAILY BASIS. THINK OF THE WAY TO SET-UP THIS PRACTICE. MAYBE PUT A JOURNAL BY YOUR BED SO YOU COMPLETE IT RIGHT BEFORE YOU GO TO BED? OR MAYBE EARLY IN THE MORNING?

DAY 6

DAY 7

DAY 8

DAY 9

DAY 10

## TOOL 13: STILLNESS

STILLNESS IS A FORM OF PSYCHOLOGICAL TRAINING OF SHIFTING FROM ENGAGING WITH THOUGHTS TO OBSERVING THEM. IT IS SOMETIMES REFERRED TO AS MINDFULNESS OR MEDITATION.

THERE ARE FOUR MAJOR TYPES OF MEDITATION.

GUIDED MEDITATION

TIMED MEDITATION (SELF-GUIDED)

ZEN-SITTING

TRANSCENDENTAL MEDITATION

PICK ONE MEDITATION TECHNIQUE AND COMMIT TO TRYING IT OUT FOR 7 DAYS. USE THE TOOLS YOU LEARNED SO FAR TO SET-UP THE EXPERIMENT. DO A SIMPLE BASELINE ASSESSMENT OF YOUR STATE AT THE BEGINNING AND AT THE END OF THE EXPERIMENT.

USE TRACKING TO HAVE AN UNDERSTANDING OF YOUR PRACTICE. DON'T EXPECT RESULTS IF YOU DON'T TAKE ACTION

ON A SCALE FROM 1(BAD) TO 5 (AMAZING), HOW ARE YOU FEELING OVERALL ABOUT LIFE?

BASELINE SCORE AT THE BEGINNING:

END-OF-EXPERIMENT SCORE:

STILLNESS TECHNIQUE I'M COMMITTING TO:

I'M COMMITTING TO (HOW MANY TIMES A DAY, AMOUNT OF TIME) THE FOLLOWING:

DATE

COMPLETE?

# TOOL 14: DAILY RITUALS

WHAT ARE YOUR CURRENT RITUALS?

MORNING:

MID-DAY:

EVENING:

WHAT RITUALS CAN YOU INSTALL TO BUILD YOUR CHANGE-RESILIENCE?

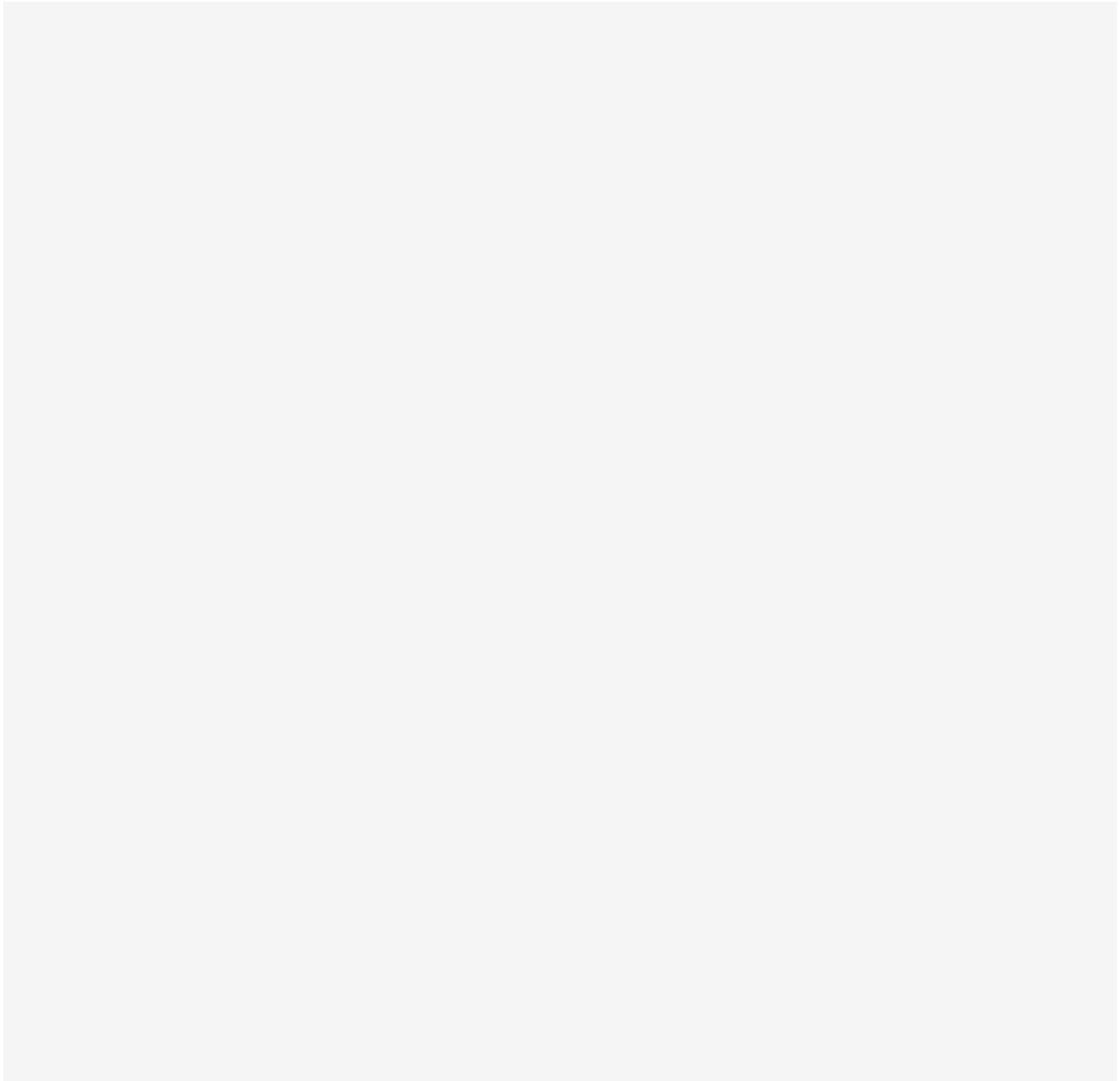
MORNING:

MID-DAY:

EVENING:

## **TOOL 15: SETTING BOUNDARIES**

**IN A FEW PARAGRAPHS, DESCRIBE HOW YOU WILL SET YOUR BOUNDARIES AND THE BENEFITS THEY WILL OFFER. WHY ARE YOU COMMITTING TO PRIORITIZING YOURSELF? HOW WILL YOUR LIFE IMPROVE FROM SETTING YOUR BOUNDARIES? WHAT WILL HAPPEN IF YOU DON'T? THINK INTO THE FUTURE. WHAT WILL YOUR LIFE LOOK LIKE IN A YEAR IF YOU DON'T SET THESE BOUNDARIES? IN FIVE YEARS? IN TEN YEARS?**



## TOOL 16: NEW EXPERIENCES

BY ENGAGING IN NEW EXPERIENCES IN A LOW-STAKES ENVIRONMENT, YOU WILL BUILD CONFIDENCE, RESILIENCE, AND AGILITY. THIS PRACTICE SUPPORTS CONTINUOUS GROWTH AND OVER TIME BUILDS A LEVEL OF PSYCHOLOGICAL COMFORT AROUND CHANGE.

THINK OF A SUBJECT, ACTIVITY, OR SKILL THAT MAKES YOU FEEL UNCOMFORTABLE OR INCOMPETENT. FOR EXAMPLE, IT COULD BE THE BASICS OF THE TAX CODE, DANCING, OR PROGRAMMING.

**PRO-TIP:** CHOOSE AN ACTIVITY THAT REPLENISHES YOUR ENERGY FROM THE EXERCISE YOU COMPLETED EARLIER IN THE COURSE

FIND A BEGINNER COURSE, CLASS, WORKSHOP OR A BOOK THAT WOULD ALLOW YOU TO EXPLORE AND LEARN. YOUR REASON OR, IN OTHER WORDS, YOU WHY FOR SELECTING ONE OF THESE ACTIVITIES SHOULD BE FOCUSED ON PUSHING YOURSELF OUT OF YOUR COMFORT ZONE, AND NOT ON ACHIEVING THE PERFECT SCORE ON THE TEST OR COMPLETE MASTERY. TO GIVE YOU A FEW IDEAS, IT COULD BE A DANCE CLASS, A SINGING LESSON, A PROGRAMMING WORKSHOP, OR MAYBE A BOOK ON FINANCES. THE RANGE OF THESE IS UNLIMITED AS LONG AS YOU KEEP DISCOMFORT AS YOUR NOTHERN STAR.

ONCE YOU COMPLETE A COURSE, TAKE TIME TO REFLECT AND RECOGNIZE YOURSELF FOR TRYING, FOR TAKING A STEP IN BUILDING YOUR CONFIDENCE AND RESILIENCE, AND WRITE DOWN EVERYTHING YOU LEARNED THROUGH THIS EXPERIENCE.

REWARD YOURSELF WITH SOMETHING THAT BRINGS YOU JOY AND PLEASURE. IT MIGHT BE A NATURE WALK OR A HOME-MADE MEAL.

**NOW, WHAT ACTIVITY ARE YOU GOING TO TRY? GIVE YOURSELF A DEADLINE FOR COMPLETING IT.**

**REFLECT ON HOW IT WENT:**

**BRAINSTORM A LIST OF ACTIVITIES YOU COULD TRY NEXT:**