POWER 2 progress

POWER2 LEAD

PERSONAL DEVELOPMENT FOR LEADERS



NAME:

DATE:

"To become a master at any skill, it takes the total effort of your: heart, mind and soul working together in tandem."

Maurice Young

Let the journey begin...

Call us today - 01604 510066 / 07976 268838

info@power2progress.co.uk

www.power2progress.co.uk

INTENTION & AIM

Intention

The Power2Lead program will allow you to experience a shift in your perceptions of reality, enabling the creation of a vision for work and life which is aligned with your inner power of potential, sense of purpose, and authenticity.

Overall Aim

This personal development workshop lays down the foundation for you to excel in your leadership, both in work and in life; facilitating your learning experience in a number of areas, and allowing you to:

- **Experience inner stillness;**
- **Access your true potential through the power of visualisations;**
- **Become familiar with a model of consciousness to empower you in your choice making and Response-Ability**
- **Understand better what motivates you, your belief systems and perceptions, and how these help or hinder your performance;**
- **Learn about the power of your thoughts and their impact on results;**
- **Develop a clear vision of your work and life, and what you want to achieve over the next 12-24 months;**
- **Experience body movements which will help your mind and your productivity;**
- **Realign your work/life experience to work towards your vision;**
- **Develop an action plan, mapping out your route to success;**
- **Benefit from a leadership and self-development toolkit which you can use whenever helpful in your ongoing work and life as a leader;**
- **Realise the power within, and understand how to utilise acceptance as a technique to give you the Power2Progress.**

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AUTHENTIC LEADERSHIP

Leadership is an invitation to to others to participate in a VISION whilst maintaining the overall responsibility for delivering it. Authentic Leaders create a culture of TRUST through SELF-AWARENESS and ACCEPTANCE, and they engage others in their reality as the shared vision.

AUTHENTIC LEADERSHIP VAT

V
VISION

- Dream the impossible
- Create a clear vision and invite others to join the journey
- Inspire and empower other to participate

A
AWARENESS & ACCEPTANCE

- True to themselves
- Demonstrate high self awareness
- Understand people are different and each have different needs
- Accept we are all 'work in progress' and no one is perfect
- Create a judgment free environment
- Perform in the present while holding a vision for the future

T
TRUST

- Lead with the heart and the mind
- Inspire others to be their best
- Be honest, care genuinely for others and deliver on promises
- Develop, engage and empower people to deliver

AUTHENTIC LEADERSHIP

Who do you consider to be a great Leader? (Famous or otherwise)

What behaviours do you feel they demonstrate(d)?

What do you think makes (made) them successful?

"The reality is that no one can be authentic by trying to be like someone else. There is no doubt that you can learn from the experiences of others, but there is no way you can be successful trying to be like them. People trust you when you are genuine and authentic, not an imitation."

Bill George (Harvard Business School - former CEO Medtronic)

BEHAVIOURS

A AWARE - of own behaviour and how this impacts others
U UNDERSTAND - themselves and their teams
T THOUGHTFUL - and use reflection as a powerful tool
H HEARTFELT - leading with heart and mind
E ENGAGING - people, encouraging them to do their best
N NON DISCRIMINATORY - seeing things from all perspectives, not just right and wrong
T TRUSTING - developing strong relationships through honesty and empathy
I INTUITIVE - harnessing gut feelings, allowing big thinking and bold action
C CARING - towards their teams, both individually and collectively

L LEARNING - with awareness that this is continuous and necessary
E EMPATHISING - and demonstrates genuine compassion towards their teams
A ACCEPTING - of their authentic self, of others and of their potential
D DELIVERING - and focussing on their visions and plans
E EMPOWERING - their team to deliver - providing ownership and responsibility
R RECOGNISING - the team for their performance and achievements
S SPIRIT - connecting and recognising the importance of ones higher self
H HONESTY - and transparency - saying what is truly felt
I INTEGRITY - they do the right thing and reliably - they keep their word
P PASSIONATE - and aligned to their purpose and vision

While different theorist have their own approaches to leadership, most agree that:

1.Authentic leaders are self-aware and genuine.
2.Authentic leaders are mission driven and focused on results.
3.Authentic leaders focus on the long-term.
4.Authentic leaders lead with their heart, not just their minds.

Which of these behaviours do you genuinely feel you demonstrate?
What areas do you feel you would like to develop further?

"A good head and a good heart are always a formidable combination"

Nelson Mandela

LEFT BRAIN
LOGIC
THE HEAD



RIGHT BRAIN
INTUITIVE
THE HEART

I enjoy planning new things in detail	☐ ☐	I enjoy doing new things on the spur of the moment
I am logical and rarely jump to conclusions	☐ ☐	I can reach conclusions without following all the details of an argument
I rarely daydream or remember my night-time dreams	☐ ☐	My dreams are very vivid and I often daydream
I try to find the reasons behind other people's behaviour	☐ ☐	I can rarely see the motivation behind other people's behaviour
I prefer mathematical and scientific subjects to artistic subjects	☐ ☐	I prefer artistic subjects to mathematical and scientific subjects
I am punctual and have a good sense of time	☐ ☐	I am rarely punctual and have a poor sense of time
I am good at describing my feelings in words	☐ ☐	I find it difficult to put my feelings into words

AUTHENTIC LEADERSHIP

LEFT BRAIN			RIGHT BRAIN
I rely on the evidence when making a decision	☐	☐	I rely on my feelings when making a decision
My files and reference materials are in perfect order	☐	☐	I rarely bother to file things
I keep my hands still when I am talking	☐	☐	I gesture a lot when I am talking
I rarely have hunches and prefer not to follow my intuition	☐	☐	I rely on my instincts and follow my hunches
I rarely think in visual terms	☐	☐	My impressions and thoughts often appear as pictures
I am good at explaining things	☐	☐	I can understand what someone means without being able to explain it
I solve problems by keeping at them and trying different approaches until I find a solution	☐	☐	I solve problems by putting them to the back of my mind and waiting for a solution to come up
I am very good at puzzles and word games	☐	☐	I do not enjoy puzzles and word games
I have my feelings well under control	☐	☐	I let my feelings show
I prefer reading non-fiction to romantic novels	☐	☐	I prefer reading romantic novels to non-fiction
I analyse problems	☐	☐	I deal with a problem as a whole
I am not particularly musical	☐	☐	I am very fond of music
Score	☐	☐	

AUTHENTIC LEADERSHIP

Are you left or right brain orientated? LEFT/RIGHT

How do you believe this benefits you?

How do you think this may hold you back?

How do you see this affecting the way you lead?

Whole brain thinking (using both sides) is what's really required to maximise your potential; you need the right side for the creation of the ideas and the left side for their implementation.



An example of the wonders of whole brain thinking in action is Leonardo Da Vinci. As well as being an artist and sculptor (responsible for such great works as the Mona Lisa), Da Vinci was a scientist, inventor, architect and mechanic. Among other things, he designed a flying machine that resembles the modern helicopter (more than 400 years before such things became reality).

Notes:

EXPANDING OUR PERCEPTION

THE BRAIN- DANIEL KAHNEMANS

Thinking Fast and Slow shows you how two systems in your brain are constantly fighting over control of your behaviour and actions. And teaches you the many ways in which this leads to errors in memory, judgement and decisions and what you can do about it.

DEFAULT MODE NETWORK (DMN) - FAST SYSTEM

- Self Referential thoughts by passes rational thoughts
- Old primitive emotional system
- Flight of fright activated
- Is activated while daydreaming and directed when doing a task
- Linked with amygdala – (flight/fright)
- Correlated to depression
- Lower level processing
- Processing from past or future not present
- e.g. auto pilot when driving- brain checks out

DIRECT MODE OR TASK POSITIVE NETWORK (TPN) - SLOW SYSTEM

- Activates more thoughtful and conscious decisions
- Mindfulness and Meditation impact the same brain regions
- Fully engaged, aware of others not over thinking, accepting
- Allows for brain to think of ideas it has never thought before
- Develops new neuron pathways
- Here and now - Present

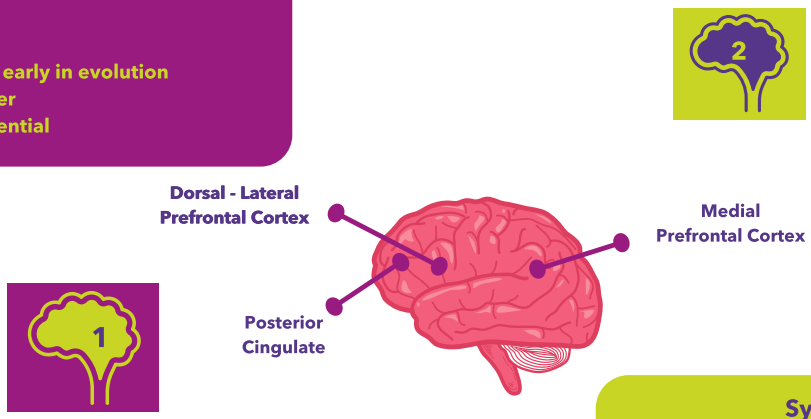
- Access through:
- Bring yourself back through sound breath or motion
- Visualisations and Direct your thoughts
- Project in to future state
- Meditate Sleep Exercise

EXPANDING OUR PERCEPTION

THE BRAIN- DANIEL KAHNEMANS

System 1 - Default mode network

- Fast
- Automatic
- Developed early in evolution
- Day dreamer
- Self - Referential



System 2

- Slower
- Deliberate
- Developed later in evolution
- Conscious
- Complex Decisions

WAYS TO ACCESS SYSTEM 2

HEART

BODY

MIND

SPIRITUAL

EXPANDING OUR PERCEPTION

THE BRAIN- HOW TO ACCESS SYSTEM 2

HEART

- Gratitude Journal
- Doing something you love
- Showing appreciation
- Random acts of kindness
- Hobbies

BODY

- Walk in nature
- Exercise
- Yoga
- Dance
- Breathe

MIND

- Positive affirmations
- Reflection
- Break between meetings
- Learn something new
- Change things up
- Podcasts
- Reading

SPIRITUAL

- Meditation
- Sitting in silence
- Mindful activities
- Poetry
- Prayer

It has been scientifically proven that meditation provides immense benefits to our minds.

Regular practice will increase your focus, tuning out distractions which leads to an increase in productivity. ...

Meditation promotes a sense of peace and well-being, which in turn makes you feel good about everything you do.

Effects on the brain after meditation

- Better focus
- Less anxiety
- More creativity
- More compassion
- Better memory
- Less stress
- More grey matter (more positive emotion)



BENEFITS OF MEDIATION IN BUSINESS

A Detroit based chemical plant posted the following results three years after implementing meditation:

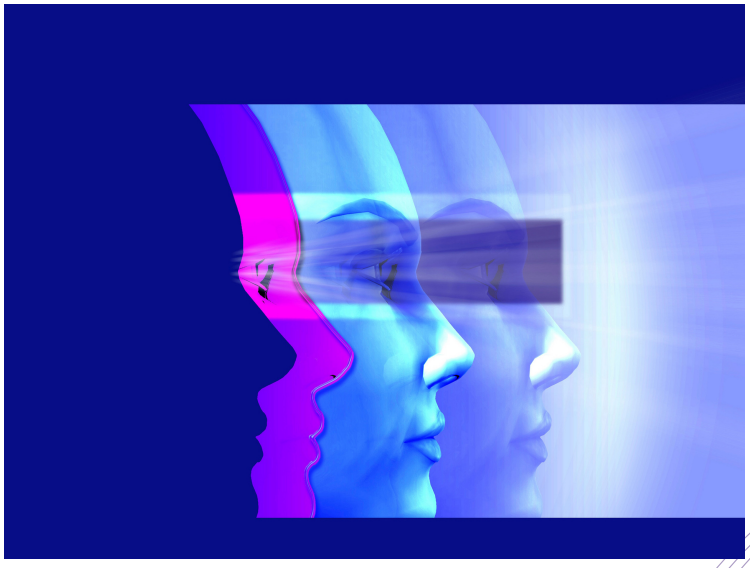
- **Absenteeism fell by 85%**
- **Productivity rose 120%**
- **Injuries dropped 70%**
- **Profits increased 520%**
- **Studies show a daily meditation practice reduced the likelihood of being hospitalized for coronary disease by 87 percent, and the possibility of getting cancer by 55 percent.**
- **75% of insomniacs who started a daily meditation program were able to fall asleep within 20 minutes of going to bed.**
- **60% of anxiety prone people showed marked improvements in anxiety levels after 6-9 months.**

(Meta Conscience)

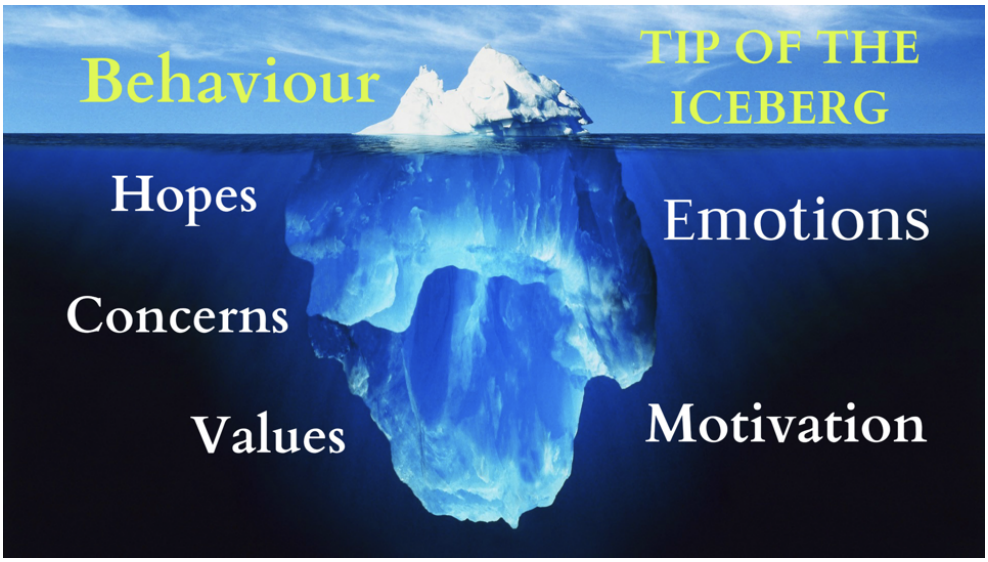
To visualise something is to be able to see it in your minds eye, like imagining or picturing something. When you visualise your hope is to make it real. Visualisation is a common sense success strategy that can keep you motivated and focused to achieve your goals throughout the day. If you "Visualise you are more likely to materialise."

BENEFITS OF VISUALISATION

- You reduce anxiety about the future and regrets about the past by bringing yourself into the present moment
- Being in the present moment trains your mind to be more concentrated out of mediation
- You calm the chatter in your mind. This enables you to focus easier
- Visualisation of your goals allows your mind to see what you want and how to achieve it
- Visualisation reduces the amount of mental roadblocks you have that could stop you achieving your goals
- Visualisation motivates us to achieve our goals as we can see the outcome



The Iceberg model - the way in which we perceive the world



Humans are complex. What others mostly experience is our 'surface behaviour' and it is this behaviour which over time creates our reputation. Your reputation impacts significantly on your success.

How do you think you are seen by others?

What is your current reputation?

Understanding Hogan Assessments

IDENTITY

THE 'YOU' YOU THINK YOU ARE

REPUTATION

THE 'YOU' WE KNOW YOU TO BE

MOTIVES, VALUES AND PREFERENCES

		Observer descriptions of potential risks
POWER	A desire to succeed, make things happen, make a difference and outperform one's competition.	Not showing a genuine interest in others
RECOGNITION	A desire to be known and visible with a lifestyle guided by a search to be noticed, seeks fame, appreciation and acknoledgement.	Not taking responsibility for mistakes
SCIENCE	Concerns being interested in science, comfortable with technology, and preferring data-based - as opposed to intuitive - decisions, and wanting to know how things work.	Analytical to the detriment of emotional concerns
SECURITY	A need for predictability and structure and efforts to avoid risk, uncertainty and a lifestyle organised around minimising errors and mistakes.	Reluctant to take a personal risk
TRADITION	A belief in and dedication to certain principles, virtues and protocols, such as hard work, appropriate social behaviour, family and a lifestyle that reflects these values.	Judgemental of others with different principles

MOTIVES, VALUES AND PREFERENCES

		Observer descriptions of potential risks
AESTHETICS	A need for self-expression, a dedication to quality, an interest in how things look, feel, and sound, and close attention to the appearance of work products.	Flighty and easily bored
AFFILIATION	Concerns needing and enjoying frequent and varied social contact, and a lifestyle organised around social interaction.	Be reluctant to confront issues
ALTURISM	A desire to help others, a concern for the welfare of the less fortunate in life, and a lifestyle organised around public service and the betterment of humanity.	Be unassertive and create dependency
COMMERCE	An interest in earning money, realising profits, finding new business opportunities and a lifestyle organised around investments and financial planning.	May focus on short term financial gain
HEDONISM	The pursuit of fun, excitement, pleasure, and a lifestyle organised around eating, drinking and entertaining.	Fail to deliver on promise

Reflect on your journey to your current career position. What has influenced your decisions along the way?

How does that compare and correspond to your values? i.e. Why do you do what you do?

Have career changes happened because you have been moving towards higher drivers or away from lower ones?

What do you enjoy or dislike about what you do and how does that relate to your value data?

How does your data relate to the type of people you enjoy working with and the environment you enjoy working within?

Thinking about your team and others you work/live with. What do you need to be more aware of, or to adapt?

How will you get more satisfaction from what you do?
Which of your key values are not currently being met?

EXPANDING OUR PERCEPTION LENSES

Which lenses are you looking through?





The Paradigm Shift - individuals can see the same thing in many different ways - No one is wrong or right - That is their reality.
"The 'Ahaa' experience - You finally see the composite picture in another way - A light turned on inside."
(The 7 Habit of Highly Effective People - Stephen Covey)
"When you change the way you look at things the thing you look at change" Wayne Dyer

The self image is the lens through which you see the world.
"We see things not as they are, but as we are" Immanuel Kant



NOTES:

The Model of Consciousness

Developed from Frued's consciousness model, Eric Byrne devised the concept of Ego States to help explain how we think and behave and how we relate to others. They categorise the ways we think, feel and behave.

Super Ego	Parent	Parent Ego State: Taught concepts of life A set of feelings, thinking and behaviours which we have copied from our parents and significant to others.
Ego	Adult	Adult Ego State: Thought concepts of life Direct responses to the here and now and an ability to deal with things in ways that are not unhealthily influenced by our past.
ID	Child	Child Ego State: Felt concepts of life A set of feelings, thinking and behaviours which we have copied and replay from our own childhood.

Sigmund Freud **Eric Byrne**

The Transactional Analysis Model is underpinned by the philosophy that: people can change and we all have a right to be in the world and be accepted.

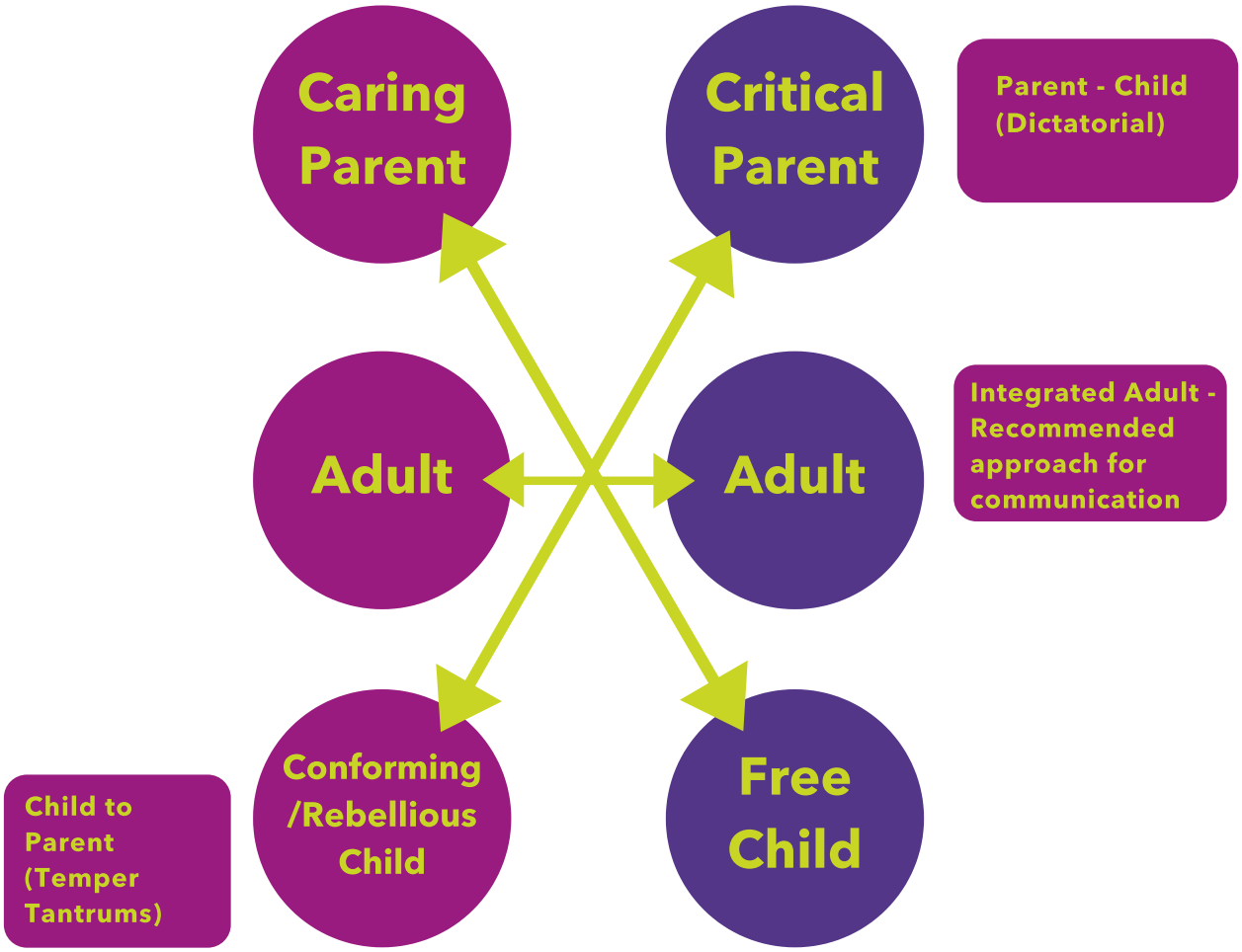
I'm OK You're OK

"The Authentic Self emerges as an integrated ego state, accepting of itself and able to make life choices from unhelpful conditioning"

Jan Jourard

Transactional Analysis Model

Different forms of Parenting ego states create different responses from the Child ego state:



Which ego states are these?

You never get things right ⟷ Go away, I hate you

I know you tried your best, put it away and we can have a look at it later ⟷ Yay - Can I go play?

You are always making mistakes ⟷ Nothing I do is ever good enough - I am not good enough

What made you take that action? ⟷ I thought it best

How you are feeling impacts which ego state you communicate with at anytime... It may be useful to start reflecting on which ego state you are communicating from at a given situation.

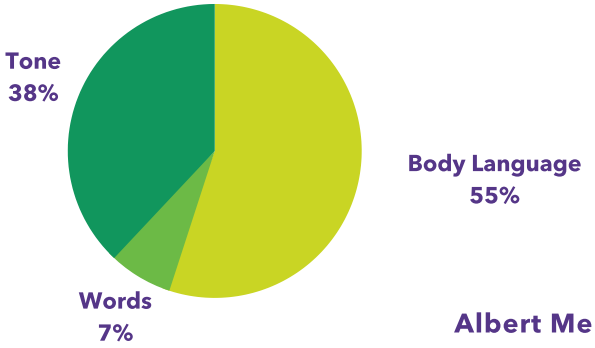
Which of these ego states do you relate to?

Think of examples when you have experienced each of them:

Why is this useful in leadership?

Notes:

And remember, words are only part of the story...



Albert Mehrabian

Here are some simple clues of seeing each ego state in action in yourself and others.

PARENT

Physical - Angry or impatient body-language expressions, finger-pointing, patronising gestures.
Verbal - Always, never, for once and for all, judgmental words, critical words, patronising language, posturing language.
N.B. Beware of cultural differences in body-language or emphases that appear "parental".

CHILD

Physical - Emotionally sad expressions, despair, temper tantrums, whining voice, rolling eyes, shrugging shoulders, teasing, delight, laughter, speaking behind hand, raising hand to speak, squirming and giggling.
Verbal - Baby talk, I wish, I dunno, I want, I'm gonna, I don't care, oh no, not again, things never go right for me, worst day of my life, bigger, best, many superlatives, words to impress.

ADULT

Physical - Attentive, interested, straight-forward, tilted head, non-threaten- ing and non-threatened.
Verbal - Why, what, how, who, where and when, how much, in what way, comparative expressions, reasoned statements, true, false, probably, possibly, I think, I realise, I see, I believe, in my opinion.

Transactional Analysis - Games

At some point you are likely to have been in the situation where you have said, "Why does this always keep happening to me?"

When similar situations keep happening over and over again then the term Transactional Analysis uses for this is a game. A game is a familiar pattern of behaviour with a predictable outcome. Games are played outside Adult awareness and they are our best attempt to get our needs met - although of course we often don't achieve this goal.

Games are learned patterns of behaviour, and most people play a small number of favourite games with a range of different people and in varying intensities. (For more information turn to page 28 in your toolkit)

Your leadership emerges from your personal life story (Bill George)

Let's share our story...

Notes:

"Knowing others is intelligent; knowing yourself is true wisdom" Lao Tzu

What memories do you have about your interactions with the adults in your life? Did you experience Critical or Caring Parenting (or both)?

How do you see these experiences played out in your adult life?

Can you see any patterns which seem to recur in your work or life? (Good and valuable, or bad and frustrating.)

Can you link these to any fundamental experiences you have had in your life?

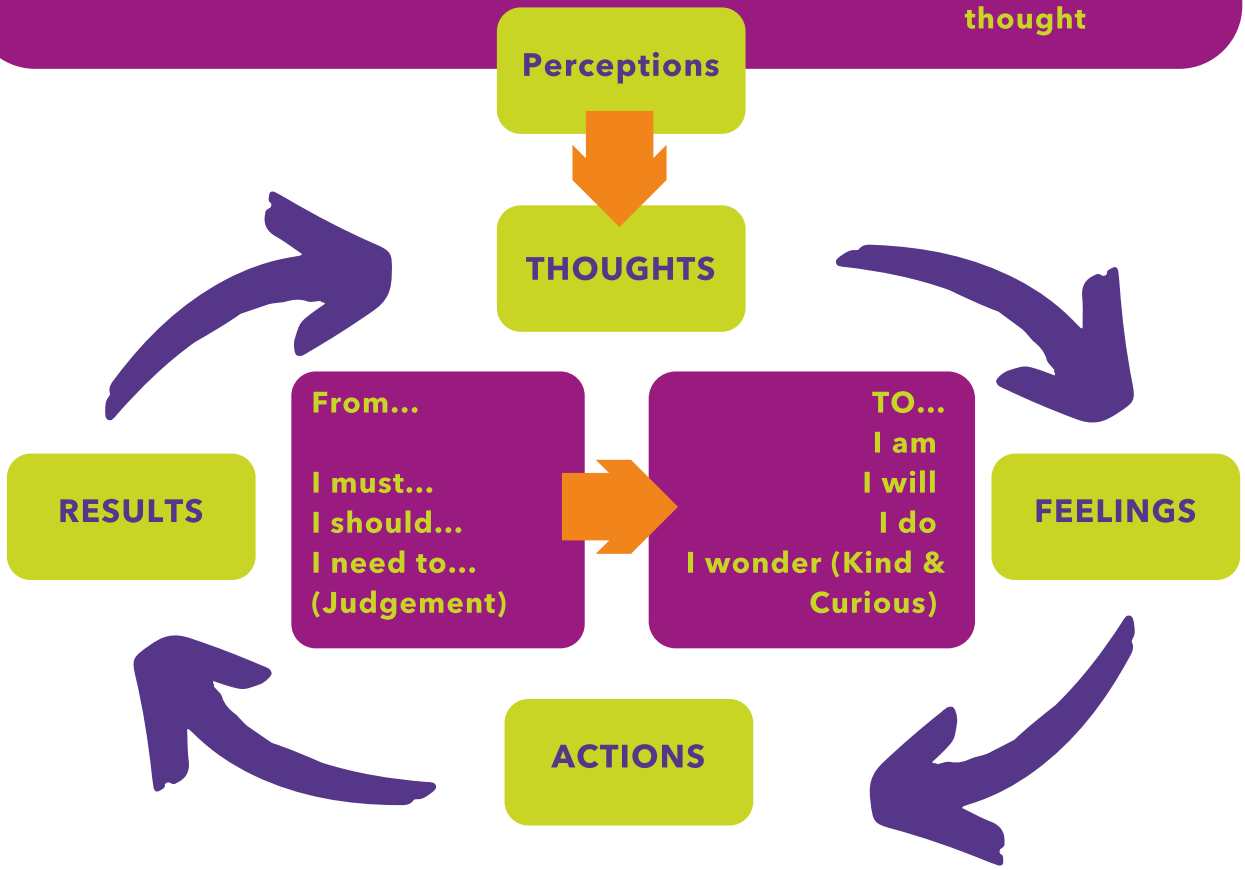
What decisions have you made as a result of these patterns?

What vulnerabilities do you try to conceal?

What are the dominating inner critical thoughts you have about yourself?

Thought Optimisation Model

Think about what you are thinking about → Accept what is coming up and gently challenge with a smile → Refocus your mind on what you want (not what you don't want) - choose a more helpful thought



"The beginning of Freedom is the realization you are not your thoughts.
The moment you start watching the thinker a higher level of consciousness becomes activated....."

Ekhart Tolle

Winners play themselves helpful thoughts on their internal tapes and reap the rewards!

The process of changing your internal dialogue is learning to distinguish between your learned thoughts and True self (inner wisdom) and as a result choosing to listen to your inner wisdom more often.

As a leader, learning to listen to others' inner wisdom is just as important.

The relationship with yourself is fundamental in the PROCESS of changing your inner critic.

"I am the best friend I ever had, I love to be with me, I like to sit and tell myself things, Confidentially....."

Anonymous

Are you a good friend to yourself?

CREATING YOUR VISION MAP

Working in pairs, interview each other using the questions below, and record the answers. Write the answers in your partner's workbook so they can take away their own answers. Try to write down as many of the words they actually use as possible, rather than your interpretation of those words.

Invite right brain thinking and stand from the perspective that anything is possible – this is not fantasising, this is bringing our reality into consciousness.

Please be patient with your partner, and don't rush them to answering the questions. Remain silent and really present - intensely listening to your partner, without interruption. Simply ask the question and then wait. Please refrain from giving any feedback or opinions - this is their vision, not yours

What do you want?

What do you really want?

What do you really really want?

What is at the heart of your vision?

ENJOY THE JOURNEY

MANIFESTING - ESTER & JERRY HICKS

5 STEPS TO MANIFESTING

- Ask
- Source Answers (not your job)
- Allow - feel good stay in vibrational frequency
- Maintain your emotional alignment consistently (focus on something else)
- Welcome step 1 - continue to trust!

Every time you praise something, every time you appreciate something, every time you feel good about something, you are telling the Universe, "More of this, please. More of this, please."

Abraham

HOW DO WE STAY IN RECEIVING MODE?

YES TO:

- Staying present
- Doing things that make you happy NOW
- Being aware of your thoughts & feelings
- Do things to get you in to direct mode or task positive brain mode
- Nor engaging in unhelpful archaic thinking
- Trust you are not alone and you have soul guidance
- Listen to the fear as an invitation for curiosity and courage
- Smile, Self - love and Self Acceptance
- Be aware there will be challenges - that's life
- Asking for guidance
- Focus on what you want
- Meditating
- Feeling grateful and abundant

ENJOY THE JOURNEY

NO TO:

- Trying Hard
- Being perfect (doesn't exist)
- Judging/Criticising
- Beating yourself up
- Being in Victim mode
- Don't think HOW that's not your job
- Future proofing
- Overthinking
- Engaging in the feeling of scarcity and fear

"The truth is, the Universe will always take care of you.

Ester Hicks

Destination Addiction (Robert Holden)

Getting there... Next... Next... Next... The END. What about here and now?
Do you ever (often?) hear yourself saying "When I get there (when I've done that), it will be better."?
Do you suffer from Destination Addiction?
Robert Holden identifies these key symptoms.

Do you:-
Never commit to anything fully in case something better comes up? Y/N

Hope the next big success will finally make you happy? Y/N

Always think you should be further ahead? Y/N

Have so many forecasts, projections and targets that you never enjoy life? Y/N

Always promise that next year you will be less busy? Y/N

Always think your dream home is the next home you plan to buy? Y/N

Have a career you don't enjoy, but which has good prospects for the future? Y/N

Always think about what comes next, whatever you're doing? Y/N

Believe you can't afford to stop because you always have to be somewhere else? Y/N

Destination Addiction focuses purely on finishing, and not on purpose – not on your vision or your values. You may want to consider the benefits of accepting what is and appreciating what is, rather than chasing after what will be.

"To live intelligently is to live with purpose, to make the means the end and also the end the means. The end is in every moment." Robert Holden

"Whenever you get there, there's no there there" Gertrude Stein

"Or", Holden continues, "Whenever you get to 'there', another 'there' appears for you to chase."

Life is to live in the present – what other choice is there? Getting there means being here.

ENJOY THE JOURNEY

BEING IN THE NOW

Enjoy the journey and hold your vision lightly, being open to your destination. Do you have a better option than to accept yourself, others and situations as they are? – IT IS WHAT IT IS

Acceptance is not necessarily agreeing with situations or others' opinions. It is, though, a sensible way to deal with them!

"Happiness can exist only in acceptance." George Orwell

So what is life? It's now. It is happening RIGHT NOW, as you read these words.

What problems do you have RIGHT NOW - in this moment?

What is in the known?

What can we do about the future?

What can we do about the past?

"The present moment is really all you have... accepting that is the key to freedom"

Ekhart Tolle

ENJOY THE JOURNEY

BEING IN THE NOW

Discuss the following:

Can you think of an example of when you were not in the moment?

How did this affect your productivity?

How do you think being more present will be beneficial to you?

"The moment you start to realise you are separate from your thoughts you begin to activate a higher level of consciousness"

Eckart Tolle

PAST
RESISTANCE

Resisting to the past means not letting it go
Holding on to the past means resisting the present
What you resist persists - Self-fulfilling prophecy

FUTURE ANXIETY GAP

Worrying about the future wastes unnecessary energy - it is unreal and unknown. This can create burden, fear and unhelpful emotions.
Worrying is not the same as hope or vision

PRESENT TO BE

All is in the unknown (except death)
To BE is the only sensible choice
To be present and in the moment is to be FREE

Notes:



"Holding on to anything is like holding on to your breath. You will suffocate. The only way to get anything in the physical universe is by letting go of it. Let go & it will be yours forever."

Deepak Chopra

ACTION PLAN

The V.I.P Principle



VISION- Your vision is what you want to manifest. Imagine your vision. Hold it lightly and remain open to what the outcome looks like.

INTENTIONS - An intention is your vision in words. A clear and positive statement of an outcome you want to experience. It is useful to create a statement that encompasses your vision, as it guides your actions, thoughts and choices.

PRESENCE - Remain present at all times whilst not losing focus of your vision. And don't forget to enjoy the journey.

Notes:

ACTION PLAN

Action Plan

What actions would you like to plan for to make your work/life vision become reality and invite others to participate in?

What

When

How

Who

T.S. Elliot once said – "we shall never cease from striving and the end of all of our striving will be to arrive where we began and to know the place for the first time"
All we have covered we inwardly already know
Thank you for your presence and remember, ENJOY THE JOURNEY

TIPS TO TAKE AWAY

- **Think about what you are thinking about – Start to become aware of your thoughts and concerns. Gently (with a smile) challenge those which are holding you back, knowing that most of them are unfounded;**
- **Build in quiet time – As little as ten minutes can make a huge difference to your performance and productivity. Answers to your challenges will come a lot quicker if you give yourself some breathing space;**
- **If you resist, it persists – Start to recognise areas you resist, accept them as an important part of who you are.You will find your mind will then focus on the positive contribution you are making;**
- **Avoid comparing yourself to others – What's right for them may not be right for you, and vice versa. We all have our unique contribution to make. Focus on yours, not theirs;**
- **Accept what is – Spend less time worrying about what will happen next, and focus your attention on what is happening NOW, whilst holding in mind a vision for the future;**
- **Focus on what REALLY matters – We often get stuck on the small detail, especially in our professional and personal relationships. Choose the battles worth fighting, and let the rest sort themselves out (allow for some problems to dissolve);**
- **Affirmations - Create positive statements that help you stay focussed on what you want and intend for your work/life;**
- **Forgiveness – Forgive those that have upset you, this will give you peace of mind and clear space for your creativity;**
- **Listen to your body – If whatever you are embarking on feels like an uphill struggle, and creates anxiety, reflect on why you are doing it. Ask yourself whether you are doing something because it's the right thing to do or because it's what you think you should do;**
- **Trust – Develop trust in yourself first, and trusting others will follow.**

"The privilege of a lifetime is to become who you truly are." - C.G. Jung

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Transactional Analysis

Dealing with the games people play

Games are learned patterns of behaviour, and most people play a small number of favourite games with a range of different people and in varying intensities. You know when a game is being played when a situation has a reoccurring pattern and you are asking yourself "Why does this keep happening to me?"

Ways to deal with games

- **Cross the transaction by responding from a different ego state than the one the stimulus is designed to hook.;**
- **Increase open questions - pick up the ulterior rather than the social message e.g. when a person says "I can't do this, I'm useless". Rather than saying, "Let me do this for you," instead say, "It sounds like you have a problem. What would you like me to do about it?" (said from the Adult ego state);**
- **Plenty of positive praise for yourself and other. Loss of praise to the Child ego state means a threat to survival. We get a great many strokes from games, even if they are negative. However, if we don't obtain sufficient positive strokes, or give ourselves positive strokes, we will go for quantity rather than quality of strokes and play games to get them;**
- **Pause and reflect before you respond and take Reponse-Ability**

Another way to think about this is to consider the game role we or the other person is likely to take. One way to discover this is to ask the following:

1. What keeps happening over and over again?
2. How does it start?
3. What happens next?
4. And then what happens?
5. How does it end?
6. How do I feel after it ends? (John James, 1973)

We can then consider the reason we might have taken up a particular role, where we might switch to, and then consider how to do things differently.

We need to consider what our own responsibility is in this.

Success Definition

What is YOUR definition of success?

What does success mean to you?

**Is that really YOUR definition of success? (Or someone else's?)
Does your own definition differ from what is expected of you?**

Will this definition of success truly give you inner happiness and joy? If no, what will?

Changing Perceptions

Think about a situation you feel uncomfortable about and would like to change your perception. (refer to completed example)

Your Situation

Emotions

Behaviours

Unhelpful Thinking	Helpful Alternative Thinking

New Approach

Changing Perceptions
EXAMPLE

Your Situation

Getting ready to give a presentation.

Emotions

Fear of looking a fool. Anxiety – feeling panicky.

Anger – with yourself for getting into the situation.

Behaviours

Hot and sweaty hands. Thumping heart. Sitting very still and not looking at others – withdrawn. Looking at your notes, but finding it difficult to read them.

Unhelpful Thinking	Helpful Alternative Thinking
I'm going to sound very nervous. I'll never remember it all. People won't want to hear this. They won't find it interesting. Someone will ask a question I can't answer.	I'I have a good speaking voice. I have everything important in my notes. I can check through that I have remembered everything. I have thought about what will interest this audience. I have a good enough knowledge to answer questions and can let people know I will get back to them with an answer if necessary.

New Approach

Use calming strategies to take the edge off your nerves, such as deep breaths.

Take an interest in what is happening now, to distract yourself.

Take a short walk around the building during the break, to release tension.

Imagine everyone smiling and clapping at the end of your talk.

Changing Perceptions

Unhelpful Thinking

Awfulisation "If I don't get this done, the whole project will be a disaster."

Minimisation "I only succeeded because I did it the easy way."

Personalisation "It's all my fault we didn't meet the deadline."

Mind Reading "I'm sure he thinks I'm not up to it." "She wants to make life difficult for me."

Labelling "I'm so stupid!"

"Men don't talk about feelings."

Discounting the Positive "When someone gives me praise, they are only saying it to be nice. They don't really mean it."

Shoulds and Musts "I should have been able to get it all done." "I must not make a mistake." "People should work harder."

Fortune Telling "What's the point of telling X – they won't do anything about it."

Generalisation "I always make a fool of myself in presentations." "People don't do things properly."

Blame "It's all Joe's fault we're in this mess."

Reframing your Inner Critic (your internal dialogue)

What new job description do you want to give to your inner critic?
E.g.

Old	New
I am not good enough	I am enough
I'm so clumsy	I am careful

POSITIVE AFFIRMATIONS

Create some positive affirmations - The use of positive affirmations is a technique to change your inner critic (self-talk) into something more helpful.
A good affirmation has five basic ingredients (according to Covey); it is: Personal, Positive, Present tense, Visual, and Emotional.

What unhelpful thoughts do you have about yourself?
Turn these into helpful thoughts – into a positive affirmation e.g. I am happy and content in my work and life
I am able to make decisions
I am focusing on the present moment
I am an authentic leader
I am financially secure and receive an abundance

Recite these affirmations as much as you wish to (out aloud can be particularly effective) to help break down some of the fundamental belief systems you hold which aren't working in your best interests.

THE BUSYNESS BUG

Busyness has become a way of life for most of us! From a distance, busyness looks really impressive! Up-close our busyness can be very deceiving and often conceals confusion, anxiety, fear and pain. This is particularly true of people who suffer permanent busyness.

A busy life is not necessarily a life well lived – along the way we have become disconnected from what is truly important.

So what happens is - it looks successful, but we don't feel it. We may achieve a lot on some levels, but we are often too busy to enjoy it and to achieve in the areas which really matter e.g:
We are too busy paying off the mortgage to enjoy any quality time with friends, family and loved ones; We don't take holidays (we prefer to snatch the occasional long weekend);
We are too busy to be happy!

Busyness Bug Audit
What do I lose when I am permanently busy?
List what gets neglected or abandoned first (e.g. time for self, time for family and friends, inner wellbeing, personal development):

What would I be doing if I wasn't this busy?
Is your permanent busyness really aligned to what you really want to be busy doing? Are you avoiding addressing what you really want to do?

What is my busyness protecting me against?
e.g. Giving up control, taking a risk, having more trust

How could I be less busy and more successful?
The more time you give to this question the more valuable answers it will give you. Beyond busyness there are gifts waiting to be received.

"Busy busy busy... dead" Robert Holden
It's not enough to be busy so are the ants. The question is what are we busy doing?"

Henry David Thoreau

What do you really value in your:
Work:

Life:

Relationships:

What would you like to change about your current busyness?



What would you like to achieve?

What are your concerns?

How can you influence them?

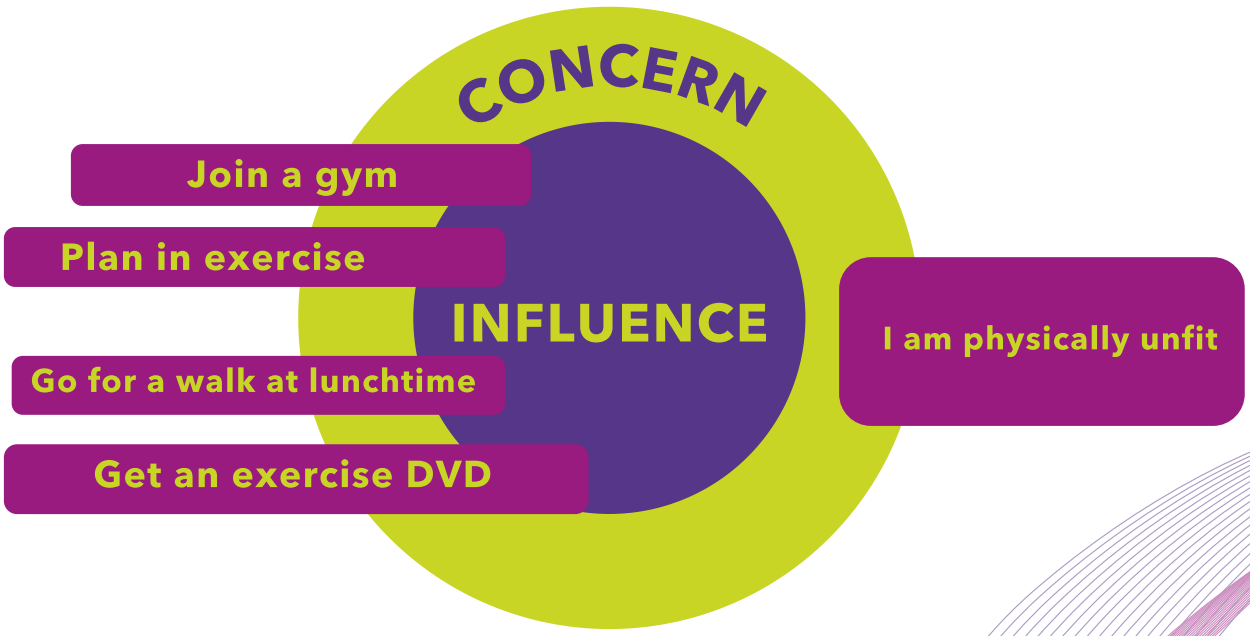
THE CONCERN AND INFLUENCE MODEL (STEPHEN COVEY)

The circles represent the two areas where you can focus your time and energy. The vast majority of people focus too much time and energy outside of their Circle of Influence, in their Circle of Concern. Such people typically worry about things they cannot control, such as the weather for next weekend. Preoccupying ourselves with issues like that is a huge waste of time and energy.

Covey noted that highly effective people think and act primarily within their Circle of Influence. They forget about the things over which they have no control, preferring to focus their time and energy on issues where they can actually make a difference. By doing this, they gradually expand their Circle of Influence as they earn more power and respect.

Here is a list some common things people worry about (Circle of Concern), followed by an example of something they could do to improve the situation (Circle of Influence):

The environment – recycle your plastic
Personal finances – learn new skills to find a job or earn a promotion
Physical health – exercise for 20 minutes daily
An example of working through a concern and influence using this model



THE WHEEL OF WORK/LIFE

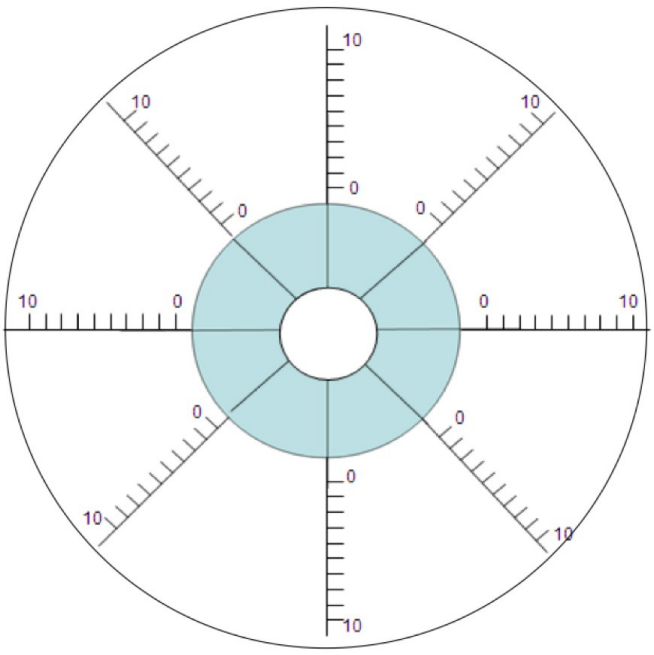
This is a useful tool that helps you access where you are now and realign where you want to be in your work/life.

1. Start by brainstorming the 8 dimensions of your work and life that are important for you in line with your vision. Different approaches to this are:
The roles you play in life for example: husband/wife, father/mother, manager, colleague, team member, sports player, community leader, or friend;
Areas of work/life that are important to you for example: artistic expression, positive attitude, career, education, family, friends, financial freedom, physical challenge, pleasure, or public service; or leadership
Your own combination of these (or different) things, reflecting the things that are your priorities in life.

2. Write down these different dimensions on your Wheel of Work/Life diagram, one on each spoke of the life wheel.

3. Next, assess the amount of attention you're currently devoting to each area. Consider each dimension in turn, and on a scale of 0 (low) to 10 (high), write down the amount of attention you're devoting to that area of your work/life. Mark each score on the appropriate spoke of you Work/Life Wheel.

4. Now join up the marks around the circle. Does your wheel look and feel balanced?



5. Next it's time to consider your ideal level in each area of your work/life. A balanced life does not mean getting 10 in each life area: some areas need more attention and focus than others at any time. And inevitably you will need to make choices and compromises. So the question is, what would the ideal level of attention be for you in each life area? Plot the "ideal" scores around your wheel.

6. Now you have a visual representation of your current work/life balance and your ideal work/life balance.

What are the gaps? These are the areas of your work/life that need attention. And remember that gaps can go both ways. There are almost certainly areas that are not getting as much attention as you'd like. However there may also be areas where you're putting in more effort than you'd ideally like. These areas are sapping energy and enthusiasm that may better be directed elsewhere.

Once you have identified the areas that need attention, it's time to plan the actions needed to work on regaining balance. Starting with the neglected areas.

What things do you need to START doing to regain balance?

In the areas that currently sap your energy and time, what can you STOP doing or reprioritise or delegate to someone else?

Make a commitment to these actions by writing down the areas you wish to do something about and what it is you will do.

Summary of initial thoughts/reflections

Action you would like to take	When?

BEING IN THE NOW - TIPS

Techniques to become more present – maximising your potential and productivity.
How can you become more present?

- **Begin in the now – for everyday life - be totally present;**
- **Enjoy and appreciate your surroundings – connect with nature;**
- **When anxious or worried about something, become aware of your breathing and start to breathe into the fear. Allow the breathing to re- lease the fear by centring your focus on the breathing itself, and away from your thoughts;**
- **Focus on what you are doing at the time you are doing it. For example, when you**
  - **Eat - focus on what you are eating;**
  - **Wash up - notice the water on your hands;**
  - **Meditate - switch off other disturbances;**
  - **Focus on a piece of work - give it your full attention;**
  - **Actively listen when you are having conversation - give your mind a rest and become fully present to the conversation at hand.**
- **Have some phone - free time each day (you will cope!);**
- **Switch your phone off during meetings and meals;**
- **Notice when your thoughts wander, and bring your attention back to the present;**
- **Listen to your body and allow rest when you feel you physically need to**
- **Be kind and curious to yourself and others;**
- **Try to dissolve a problem when a problem doesn't need to be solved and bring your thoughts back to present;**
- **Have judgement free conversations with yourself and challenge your thoughts by asking helpful questions - gently and with a smile;**
- **Go in to your own guided visualisation for relaxation, stress relief and or to solve a problem. This will allow you to quiet the mind and come to a natural conclusion of the issue or conflict in mind.**

TOOLKIT

THE 7 LAWS TO SPIRITUAL SUCCESS - DEEPAK CHOPRA

THE SEVEN LAWS	How to access and experience each of the laws
1) The Law of Pure Potentiality (everything is possible) Our essential state is one of pure potential, with the ability to create anything - pure consciousness gives us access to this potential - we have the potential to fulfil our dreams- anything is possible	• Take time each day to be silent and connect with your spirit - just to BE; • Practice non-judgment - Affirm 'Today I shall judge nothing that occurs.' Remind yourself throughout the day; • Connect with nature.
2) The Law of Giving and Receiving (If you want to get something, give it) Everything in the universe operates through dynamic exchange. "If we interfere with the natural flow of energy it is like stopping the flow of blood, taking it to an unnatural state". So if you want love, learn to give love; if you want attention, give attention, if you want to enjoy material affluence, help others to become materially affluent.	• Give a gift to everyone you encounter-a compliment, a flower, a prayer - it doesn't have to be material; • Gratefully receive the gifts that life offers you and be open to receiving them, whether compliment, prayer or experience; • Silently wish everyone you encounter happiness, joy and laughter.
3) The Law of Cause and Effect (When you make a choice you change the future) What you sow is what you reap, so sow the seeds for the future you wish to grow. Consciously awakening to the choices we make will have a direct influence on what happens in our lives. Actions + Memory + Desire = Make conscious choice.	• Whenever you make a choice, ask yourself two questions - What are the consequences of this choice? Will this choice bring happiness to me and those affected? • Ask your heart for guidance (listen to your body) and be instructed by its message of comfort or discomfort. • If the choice feels comfortable, go ahead; if not, don't.
4) The Law of Least Effort (Don't say no, go with the flow) Nature's intelligence functions effortlessly, with harmony and ease. Do less and accomplish more - e.g. grass doesn't try to grow, it just grows; fish don't try to swim, they just swim. It is human nature to make our dreams manifest easily and effortlessly. They will materialise through seeking love and harmony and disregarding power and control.	• Accept people, circumstances and events as they are in the moment - remind yourself 'this moment is as it is'; • Take responsibility for your situation without blaming anything or anyone, including yourself. Every problem is an opportunity to take this moment and transform it into greater benefit; • Relinquish the need to defend your point of view. Defencelessness allows you to remain open to all points of view without rigid attachment.

5) The Law of Intention and Desire (every time you wish or want you plant a seed) **When intentions and desires are released, pure potentiality ignites energetic organising power. Humans can activate the energy field and the power starts to work for us.** **Using Attention - Energises Using Intention - Transforms**	• **Make a list of your intentions and revisit them before you go to bed;** • **Surrender your desires to the Field of Pure Potentiality, trusting it to handle all the details;** • **Practice present moment awareness in all your actions;** • **Refuse to allow obstacles to consume your attention in the present moment.**
6) The Law of Detachment (enjoy the journey) **The way to acquire anything in the universe is to relinquish attachment to it and accept the wisdom of uncertainty – step in to the unknown and relinquish your attachment to the past.** **Focussed Intention + Detachment to Outcome = Desire Acquired.**	• **Practice detached involvement - stay alert to the opportunity; let go of the idea of how things should be;** • **Accept uncertainty as an essential part of your experience, allowing solutions to spontaneously appear;** • **Remain open to all possibilities and enjoy every moment in the journey**
7) The Law of Purpose in Life (you are here for a reason) **We are spiritual beings who have taken physical form to fulfil a purpose. Everyone has a unique gift or special talent to give to others.** **Unique Talent + Service to Others = Life Purpose and Unlimited Abundance.**	• **Nurture the spirit within you enquire into your inner purpose; Make a list of your talents , the things you love to do; Ask yourself daily, 'How can I help?' 'How can I serve?'**

How could you implement some of these laws into your everyday life to help you enjoy the journey and manifest your vision?

Notes:

Habit No. 1: Be proactive.

Self-awareness enables us to 'see' how we see ourselves – our self-paradigm. The first habit is fundamentally about taking responsibility for ourselves and our behaviour, and choosing appropriate responses to others based on their values.

Below is a useful diagram to use when you are concerned about situations and people. It allows you to become aware of where to focus your energy. Brainstorm your concerns and take each one and see how you can influence. The idea is to increase your circle of influence and reduce your circle of concern, ensuring your energy is focused in the right areas.



Habit No. 2: Begin with the end in mind.

This habit is based on the principle that all things are created twice - mentally, and then physically. In other words, if you visualise what you want as if it has already happened, the universe will begin to work wonders.

Two years from now, what would you like people to be saying about you - about your character, your contributions and your achievements?

Think about:
Your Family

Close Friends

Work Colleagues

'Tie yourself to your potential not the history'
Draw heavily from your inner sense of what is right and wrong.
How do you want to be remembered?

What do you truly want from your work and your life?

How do you want to be of service to others?

Habit No. 3: Put first things first.

This habit is about personal and time management. Covey writes: "Management, remember, is clearly different from leadership. Leadership is primarily a high- powered, right brain activity. It's more of an art; it's based on a philosophy. You have to ask the ultimate questions of life when you're dealing with personal leadership issues. But once you have dealt with those issues, once you have resolved them, you then have to manage yourself effectively to create a life congruent with your answers."

Below is a useful tool to decipher how you are using your time and what you need to change.

Think about one activity in your life that would make a huge difference to your being effective personally or professionally? (It would fit in to box 2) (Pareto's 80/20 rule - 80% of results flow from 20% of activities)

TIME MANAGEMENT MATRIX

	URGENT	NON URGENT
IMPORTANT	**1. NECESSITIES** • Crises •Medical emergencies •Deadline driven projects	**2. PERSONAL FULFILLMENT** •Health & exercise •Relationship building •Personal growth
NOT IMPORTANT	**3. DISTRACTIONS** • Interruptions •Phone Calls • Many meetings	**4. TIME WASTERS** •Trivial busy work •Junk mail •Mindless TV shows

Habit No. 4: Think win/win.

This is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. Win/win means agreements are mutually beneficial, mutually satisfying... Most people think in terms of dichotomies: strong or weak, hardball or softball, win or lose. Covey suggests that, that "kind of thinking is fundamentally flawed".What values or fears are getting in the way of you achieving a win/win situation? What are you able to change?

Habit No. 5: Seek first to understand, then to be understood.

We often fail to take time to diagnose and deeply understand the actual problem first, as we are too busy trying to rush in and fix things by giving advice.
Take time and energy to empathise more than to speak. Listen with great presence. Start to notice how you much you are listening and how much you are talking and trying to fix the problem.
Do you need to redress the balance?

Habit No. 6: Synergise.

Synergy means "two heads are better than one." Synergise is the habit of creative cooperation. It is teamwork, open-mindedness and the adventure of finding new solutions to old problems.

Habit No. 7: Sharpen the saw.

The last habit relates to self improvement through learning and an active wellbeing-approach to looking after your mind, body and spirit. Covey invites you to implement continuous improvement e.g. reading and exercise (including conscious breathing) into your life. What activities can you implement right now into your life which will support your wellbeing and growth?

Which of these habits would you like to develop further to help you in your vision?

What actions will you take?

What commitment will you make?

"Develop an attitude of gratitude, and give thanks for everything that happens to you, knowing that every step forward is a step toward achieving something bigger and better than your current situation".

Brian Tracy

1) Make a list of all the things you most appreciate

2) List all the people you most appreciate

3) Do these people know the full extent of your appreciation? How can you demonstrate your appreciation?

4) What would you like to say to them?

TOOLKIT

JUDGEMENT FREE ZONE

Judgments are simply unhelpful to the healing of the inner critic – as you know they are thoughts about your perception of what you believe to be good or bad and of course they are not necessarily true.

What are the judgments you have made about yourself?

Where have these judgements come from?

What thoughts would be more useful to replace them with?

Positive Affirmations

Turn these judgments in to positive affirmations to reinforce you new view of yourself. They need to be written in the present 'I' tense.

I am...

It is natural for these affirmations to feel uncomfortable to start with, as you are re-wiring thoughts that you have held for some time. The secret is to say them to yourself as much as possible to reinforce your new beliefs.

Forgiveness

Forgiveness is a very powerful process to release the judgement you have for yourself and others and to increase the pathway to inner power and wisdom.

Who do you need to let off the hook or forgive?

Please write them a note (you don't need to send it if you do not wish to).

Being kind and compassionate to yourself and others, will bring you an abundance of joy and inner peace.

THE POWER OF INTENTIONS

An intention is your vision in words that guides your activities, thoughts, attitudes, and choices. Hence, your intentions influence your actual experiences.

You can set an intention in any area of your life - physical, mental, emotional or spiritual. Although intentions start with a mental picture of your vision, intentions require focus, action, and energy to become reality.

Why are Intentions Important?

Intentions provide a framework for you to set priorities, use your time wisely, and align yourself with the resources you need to manifest your goals. The process of setting and working towards your intentions declares to yourself, others, and the universe that you are serious about your dreams and goals.

A strong, positive, and energised intention is likely to repel that which is not in alignment with it. The opposite is also true. A strong, positive, and energised intention will attract the essence of what it is.

What intentions would you like to make to help you implement your vision?

Videos:

Wayne Dyer - Power of Intention
http://www.youtube.com/watch?v=PBdf0sCXYJI

Oprah interviewing Ekhart Tolle
http://www.youtube.com/watch?v=WwK-FYx58to

Dauchsy Meditation, Manifestate Anything:
https://www.youtube.com/watch?v=X7Xnb4xJE2A&feature=youtu.be

Brene Brown,
https://www.ted.com/talks/brene_brown_on_vulnerability/transcript?language=en

Books:

The Seven Habits of Highly Effective People - Stephen Covey Success Intelligence - Robert Holden

The Power of Now - Ekhart Tolle

The Seven Laws to Spiritual Success - Deepak Chopra

The Seven Spiritual Laws for Parents - Deepak Chopra The Active Side of Infinity – Carlos Castanedo

E-Squared: Nine Do-It-Yourself Energy Experiments That Prove Your Thoughts Create Your Reality - Pam Grout

Esther & Jerry Hicks, Ask and it is given (Abraham Hicks)

Web Link:

Hemi Sync https://hemi-sync.com/