



Coaching Workbook

For Overcoming Your Obstacles &
Reaching Your Goals

Introduction

Welcome to this transformative journey of self-discovery, growth, and positive change! **This workbook is designed to be your comprehensive guide through a structured coaching process** that aims to uncover your core values, identify your strengths and areas for growth, guide you through behavioral changes, and equip you with coping strategies for life's challenges.

My approach is holistic, based on evidence-based practices that have been proven to bring about meaningful changes in people's lives. Whether you are going through a life transition, striving for a specific goal, or simply looking to understand yourself better, this workbook is the tool you need to guide you every step of the way.

This workbook is structured into the following 6 sessions:

Session 01	Life Audit & Goals
Session 02	Finding Your Strengths
Session 03	Overcoming Your Limiting Beliefs
Session 04	Building Resilience
Session 05	Gratitude & Mindfulness
Session 06	Evaluation & Commitments

I invite you to engage with each session wholeheartedly, be honest with yourself, and commit to the process. This workbook is more than just a set of exercises; it's a roadmap to a more fulfilled you.

Let's begin this exciting journey together!

01

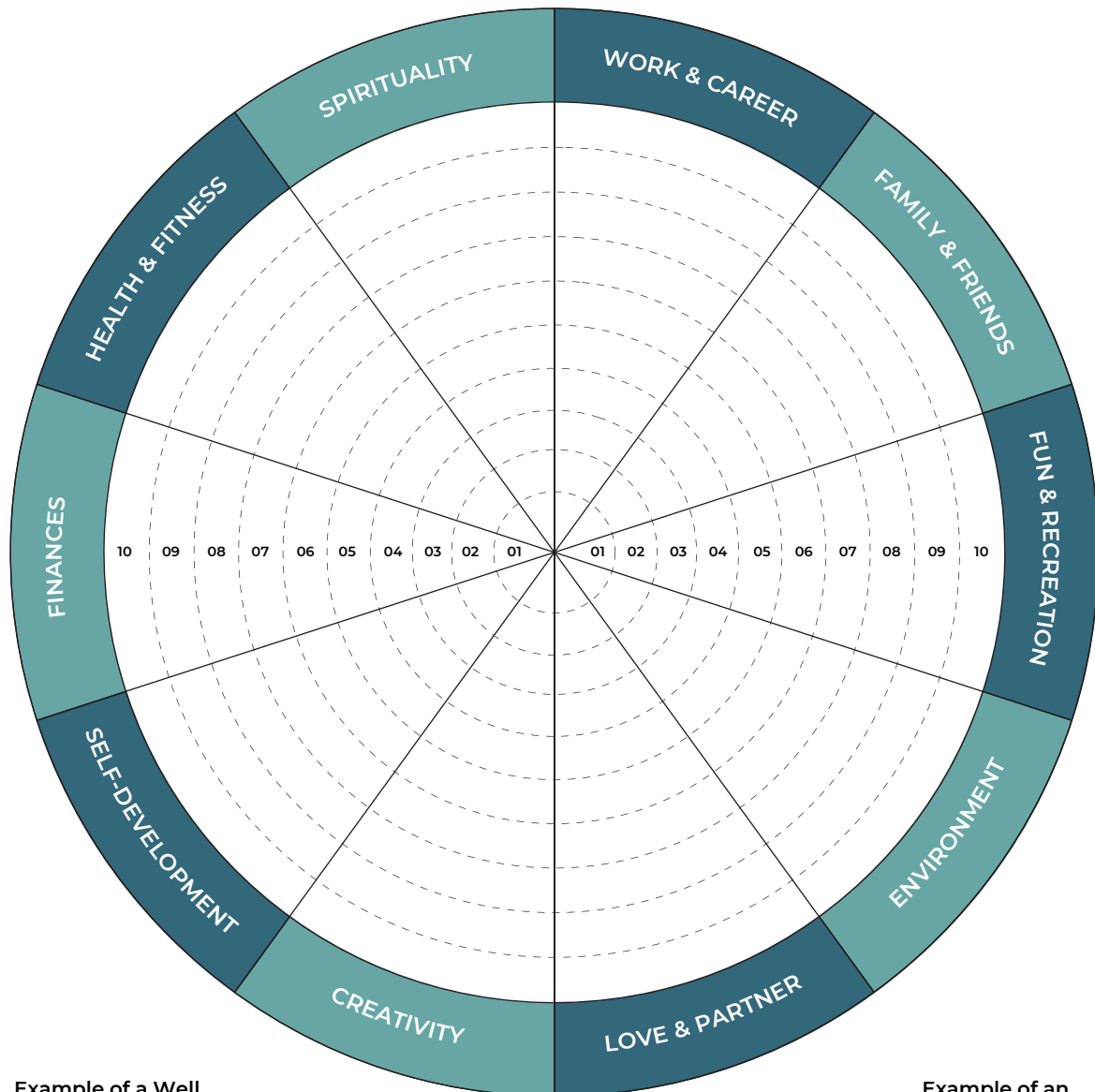
Life Audit & Goal Setting

Welcome to the Life Audit section, the first & arguably the most important step on your self-improvement journey. This section serves as your starting point, helping you to discern the areas of your life that you want to focus on during our coaching sessions. Understanding the domains that require attention is key to setting actionable and impactful goals. **The Life Audit aims to provide you with clarity & perspective which allows you to set meaningful and compelling goals.**

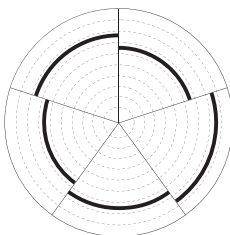
The Wheel of Life

Use the wheel of life below to identify how satisfied you are with each area of your life. **Rate each segment on a scale of 1 to 10, with 1 being "Needs Significant Improvement" and 10 being "Completely Satisfied"**. Be honest with your self-assessment to gain the most benefit from this exercise.

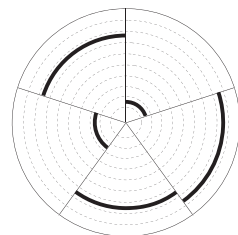
When you're done, move on to the questions on the next page.



Example of a Well Balanced Wheel



Example of an Unbalanced Wheel



PS! The "Environment" means your physical location, your work environment, home environment, etc.

Use the questions below to reflect on your results

01 What areas of your life do you feel that you need to work most on? Why?

02 If you focused on just one area of your life right now, which one would have the highest positive impact on your life?

03 Write down your goals (max 3) in that area of your life.

Finding Your Values

PART 01

Life is a complex collection of tasks, relationships, ambitions, and responsibilities, each demanding our attention and time. Trying to juggle all these elements without a clear sense of direction can quickly become overwhelming. The common notion of "doing it all" often leaves us stretched thin, feeling as though we're failing at multiple fronts. **As productivity guru David Allen wisely noted, "You can do anything, but not everything."**

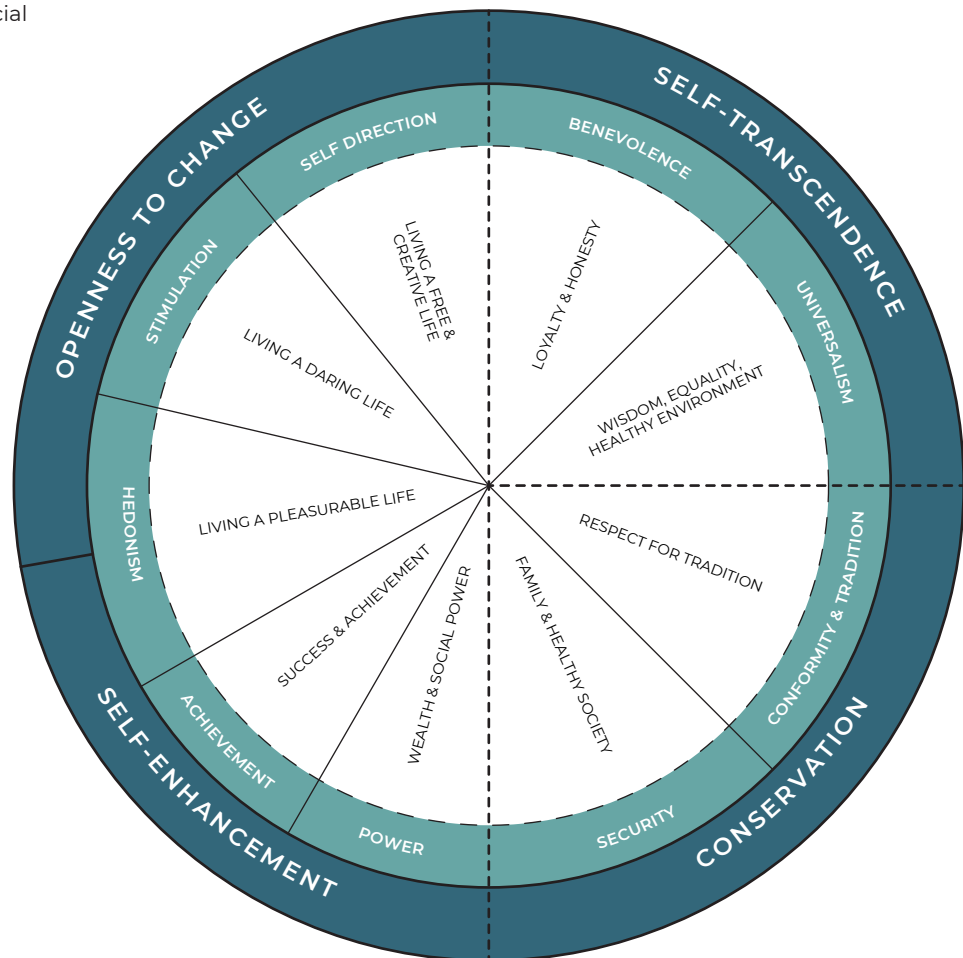
This is why understanding your core values is so vital. Living a life aligned with your values provides a sense of purpose and direction, turning the cacophony of daily tasks into a harmonious symphony of meaningful endeavors. **This Life Audit section is designed to guide you in identifying these core values.** To help frame this exploration, we introduce the Theoretical Model of Human Values developed by social psychologist Shalom H. Schwartz. This model categorizes values into ten basic types, such as Self-Direction, Stimulation, Hedonism, Achievement, and so on. **Understanding where you fit within this model can provide a structured framework for identifying what really matters to you, enabling you to allocate your time and energy in a way that feels fulfilling.**

See the wheel of values & an example list of more specific values on the next page.



The Wheel of Values

Theoretical model of human values developed by social psychologist Shalom H. Schwartz



The Theoretical Model of Human Values developed by social psychologist Shalom H. Schwartz aims to categorize the universal values that are significant across cultures and individuals. According to Schwartz, values are beliefs that motivate individuals to act in a particular way, and they can be organized in a structured manner to better understand human behavior.

These values are organized on a circular continuum to indicate their relationship with each other. **Values that are next to each other on the circle (like Achievement and Power) are compatible and often positively correlated, whereas values that are opposite each other (like Power and Universalism) are in conflict and typically negatively correlated.** This structure helps to explain why people who prioritize one value might have difficulty emphasizing another conflicting value.

References:

<https://scholarworks.gvsu.edu/cgi/viewcontent.cgi?article=1116&context=orpc>

List of values by category

Universalism

Defining goal: understanding, and protection of the welfare of all people and nature.

01. Open-mindedness
02. Empathy
03. Tolerance
04. Compassion
05. Equality
06. Altruism

Benevolence

Defining goal: preserving and enhancing the welfare of those around them.

01. Kindness
02. Generosity
03. Loyalty
04. Trustworthiness
05. Empathy
06. Compassion

Tradition

Defining goal: respect & commitment to the customs that one's culture provides.

01. Respect for Tradition
02. Humility
03. Faithfulness
04. Devotion
05. Modesty
06. Duty

Conformity

Defining goal: restraint of actions and impulses likely to upset or harm others.

01. Discipline
02. Reliability
03. Courtesy
04. Responsibility
05. Punctuality
06. Respectfulness

Security

Defining goal: safety, harmony, and stability of society, of relationships, and of self.

01. Stability
02. Safety
03. Dependability
04. Resilience
05. Preparedness
06. Self-Reliance

Power

Defining goal: seeking social status, prestige & control over people and resources.

01. Authority
02. Competence
03. Influence
04. Self-Confidence
05. Charisma
06. Assertiveness

Achievement

Defining goal: seeking personal success by demonstrating competence

01. Competence
02. Ambition
03. Skillfulness
04. Achievement
05. Achievement
06. Effectiveness

Hedonism

Defining goal: seeking pleasure & gratification for oneself.

01. Joy
02. Playfulness
03. Spontaneity
04. Satisfaction
05. Delight
06. Pleasure

Stimulation

Defining goal: excitement, novelty, and challenge in life.

01. Curiosity
02. Adventurousness
03. Creativity
04. Risk-taking
05. Experimentation
06. Imagination

Self-Direction

Defining goal: seeking to be free in action & thought.

01. Self-Reliance
02. Open-mindedness
03. Resourcefulness

04. Initiative
05. Risk-taking
06. Free-thinking

Use the questions below to reflect on your values

01 What do you want your life to be about?

02 Who are the people you admire the most? Why? What qualities do they possess?

03 What sections of the wheel of values resonate with you the most? Why?

04 Using the wheel of values & your answers from the previous questions write down the things you value the most (these are your core values). Next to each value write why it's important to you.

MY VALUE

WHY I VALUE IT

Analyze your values:

- 05 Take a look back at the wheel of values & what you wrote down. Are the values you wrote down compatible or conflicting? How so?

- 06 If there are some conflicting values, write which ones you will prioritize and why.

Setting Goals

In the previous sections, you've done the essential groundwork by identifying the areas of your life that you want to focus on improving. You've also delved deep into understanding your core values, which act as the guiding principles for your actions and decisions.

Now that you have a clearer picture of where you're at and what truly matters to you, this section is designed to help you set the right goals for yourself. Effective goal-setting is a crucial step in your journey towards a better, more fulfilled life. **Here, you'll learn to align your goals with your values, ensuring that the path you embark upon is meaningful for you (which will help you stay on the right course).**

- 01 What goal are you trying to achieve? Why is this goal important to you?

- 02 How does this goal align with your core values?

03 What will happen in one to ten years if you do nothing & nothing changes?

To achieve my goal, I need to (specific actions):

Stop Doing:

Do Less:

Keep Doing:

Start Doing:

If you're having trouble coming up with specific actions, try asking yourself:

- 1) Who has done what I'm trying to do & how did they do it?
- 2) What advice would you give to a friend who's in a similar situation?
- 3) What activities can you measure/track that show you're on the right track?
- 4) What is are first (small) actionable step I can take right now?
- 5) If you were allowed to take only one high-impact action in each of the above categories, what would they be?

Homework

Yearly vision map

Take some quiet time to reflect on what you'd like to work on during the next 12 months. Describe what your ideal life would look like in each of the categories. Use extra notepaper if you run out of space! Doing this will help you get more clarity on what you actually want from life.

PS! If you run into trouble, imagine that you found a magic lamp and the genie grants you 3 wishes in each of the categories. What would they be and why?

Spirituality:

Work & Career:

Family & Friends:

Fun & Recreation:

Environment:

Work environment, your physical location, etc.

Love & Partner:

Creativity:

Self-Development:

Finances:

Health & Fitness:

02

Finding Your Strengths

Understanding what you excel at and where you may need improvement is a cornerstone of personal and professional development. Today, we will be using various tools and exercises designed to shine a light on your unique abilities, skills, and areas for growth. **The goal is to empower you to leverage your strengths and confront your weaknesses, setting the stage for meaningful change in your life.**

Finding Your Character Strengths

The VIA Institute on Character has classified 24 character strengths under six broad virtues, which are essentially core characteristics valued by ethical philosophers and religious thinkers across time and cultures. The six virtues and their corresponding strengths are as follows:

Wisdom

→ Involves cognitive strengths that entail the acquisition and use of knowledge.

- 01. Creativity:** Thinking of new and productive ways to do things.
- 02. Curiosity:** Taking an interest in ongoing experiences for their own sake.
- 03. Judgment:** Thinking things through and examining them from all sides.
- 04. Love of Learning:** Mastering new skills, topics, and bodies of knowledge.
- 05. Perspective:** Being able to provide wise counsel to others.

Transcendence

→ Strengths that forge connections to the larger universe and provide meaning.

- 01. Appreciation of Beauty & Excellence:** Noticing and appreciating beauty, excellence, and/or skilled performance.
- 02. Gratitude:** Being aware and thankful for good things that happen.
- 03. Hope:** Expecting the best and working to achieve it.
- 04. Humor:** Liking to laugh and tease; bringing smiles to others.
- 05. Spirituality:** Having beliefs about the higher purpose and meaning of the universe.

Humanity

→ Interpersonal strengths that involve taking care of, befriending, and loving others.

- 01. Kindness:** Doing favors and good deeds for others.
- 02. Love:** Valuing close relationships.
- 03. Social Intelligence:** Being aware of the motives and feelings of others and oneself.

Justice

→ Strengths that underlie healthy community life.

- 01. Teamwork:** Working well as a member of a group or team.
- 02. Fairness:** Treating all people the same according to notions of fairness and justice.
- 03. Leadership:** Encouraging a group to get things done.

Temperance

→ Strengths that protect against excess.

- 01. Forgiveness:** Forgiving those who have wronged you.
- 02. Humility:** Letting one's accomplishments speak for themselves.
- 03. Prudence:** Being careful about one's choices.
- 04. Self-Regulation:** Regulating what one feels and does.

Courage

→ Emotional strengths that involve the will to accomplish goals in the face of adversity.

- 01. Bravery:** Not shrinking from threats or challenges.
- 02. Perseverance:** Finishing what you start.
- 03. Honesty:** Speaking the truth and presenting oneself sincerely.
- 04. Zest:** Approaching life with excitement and energy.

References:

<https://www.viacharacter.org/character-strengths>

Character Strength Questionnaire

This questionnaire (based on the VIA Institute categories) is designed to help you identify your character strengths. Below is a list of 24 statements. Please rate each one on a scale of 1 to 5. One means that it's not like you at all, 3 means you feel neutral & 5 means you feel that the statement applies to you very much.

		Not Like Me At All					Very Much Like Me	
		1	2	3	4	5		
WISDOM	Creativity: Thinking of new and productive ways to do things.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Curiosity: Taking an interest in ongoing experiences for their own sake.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Judgment: Thinking things through and examining them from all sides.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Love of Learning: Mastering new skills, topics, and bodies of knowledge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Perspective: Being able to provide wise counsel to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
TRANSCENDENCE	Appreciation of Beauty: Noticing and appreciating beauty & excellence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Hope: Expecting the best and working to achieve it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Humor: Liking to laugh and tease; bringing smiles to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Spirituality: Having beliefs about the higher purpose & meaning of the universe.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
HUMANITY	Kindness: Doing favors and good deeds for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Love: Valuing close relationships very highly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Social Intelligence: Being aware of the motives and feelings of others & oneself.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
JUSTICE	Teamwork: Working well as a member of a group or team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Fairness: Treating all people the same according to notions of fairness & justice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Leadership: Encouraging a group to get things done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
TEMPERANCE	Forgiveness: Forgiving those who have wronged you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Humility: Letting one's accomplishments speak for themselves.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Prudence: Being careful about one's choices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Self-Regulation: Regulating what one feels and does.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
COURAGE	Bravery: Not shrinking from threats or challenges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Perseverance: Finishing what you start.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Honesty: Speaking the truth and presenting oneself sincerely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Zest: Approaching life with excitement and energy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Note that: This questionnaire is not endorsed by, or affiliated with The VIA Institute on Character. It's meant for educational purposes only.

Analyze your ratings:

01 What category of strengths did you rate the highest? What did you rate the lowest?

02 Write down 10 strengths (in no particular order) that you feel apply to you the most. Then for each one, write an example of how you've used this strength in the past.

MY STRENGTH

HOW I'VE USED IT

MY STRENGTH	HOW I'VE USED IT

03 What character strengths do you think would help with your main goal the most?

04 What specific actions could you take to develop these strengths?

Strengths Questionnaire

While the last exercise gave you an idea of the strengths you possess, it has its limits. Primarily the fact that the structure of the exercise omits a lot of possible skills you might possess but was unable to identify. **To supplement the previous exercise, answer the following strength finding questions:**

01 What kind of news, blogs, media do you follow? What is it about?

INTEREST

02 What activities make you lose track of time?

FLOW

03 If you could do anything, what activities would you do, from your own spare time? Why?

ACTIVITIES

04 What activities you can't wait to do again?

05 What makes you feel motivated?

CALLING

06 What is it that you feel like you should be doing in life?

02 What are some of the things people ask you to help them with?

Analyze the answers:

01 If you had to pick 3 strengths, based on your previous answers, what would they be & why?

02 How can these strengths help you in your everyday life?

03 How can you use these strengths to reach your goals?

Homework

Find Your Core Strength

To deepen your understanding of your strengths, please take the original strength finding exercise on the VIA Institute website (find the link below). Please note that you do have to register to take the questionnaire (it's free - you do not need to sign up for the in depth version).

This exercise will help you identify your one core strength. Write it down below and answer a few questions.

Link to the questionnaire: <https://www.viacharacter.org/Character-Strengths-Survey>

01 My core strength is:

02 To what category does this strength belong to?

03 How can you use this strength to reach your goals?

04 How do you see this strength manifesting in your daily life?

05 If you had to select just one other strength to develop that would complement it, what would it be and why?

06 What did you learn about yourself during this session?

03

Overcoming Your Limiting Beliefs

In this section, we'll explore your limiting beliefs and methods to help you identify, challenge, and reframe them. By learning to shift your thought patterns, you'll unlock new pathways to success and well-being, empowering you to live a life more aligned with your true values and goals.

Learning About Growth Mindset

Often times making progress with some problem starts with a simple shift in mindset. **According to researcher Carol Dweck, there are two types of mindsets - fixed mindset and growth mindset.** The former means that you believe that some quality or trait (intelligence for example) is innate and you have what you were given by nature. The essence of the latter however is that you can improve on any quality as long as you put in the effort. **Therefore with growth mindset you're much more likely to take action and actually get something done. Below are some examples of growth vs fixed mindset.**



Growth Mindset

Defines success as gradual improvement and growth.

Embraces challenges. Looks for challenges for self-growth. Sees failure as a part of the process.

Focuses on getting gradually better. Believes in constantly learning new skills. Sees failures as temporary setbacks.

Sees obstacles as an inevitable part of the process. Knows that all problems have solutions.

Is inspired by the success of others. Tries to learn from their success.

Sees effort as the main ingredient for success.



Fixed Mindset

Defines success as being right and not failing.

Gives up when gets challenged. Avoids challenges to avoid failure.

Believes that he/she is good at something or not. Has excuses why he/she cant learn something new (ex. "I'm too old" or "It's in my genes")

Gives up in the face of an obstacle. Sees an obstacle as the limit of own abilities.

Sees the success of others as a threat. Thinks it's unfair that others are succeeding while he/she is not.

Does not feel motivated to put in the extra effort.

CHALLENGES

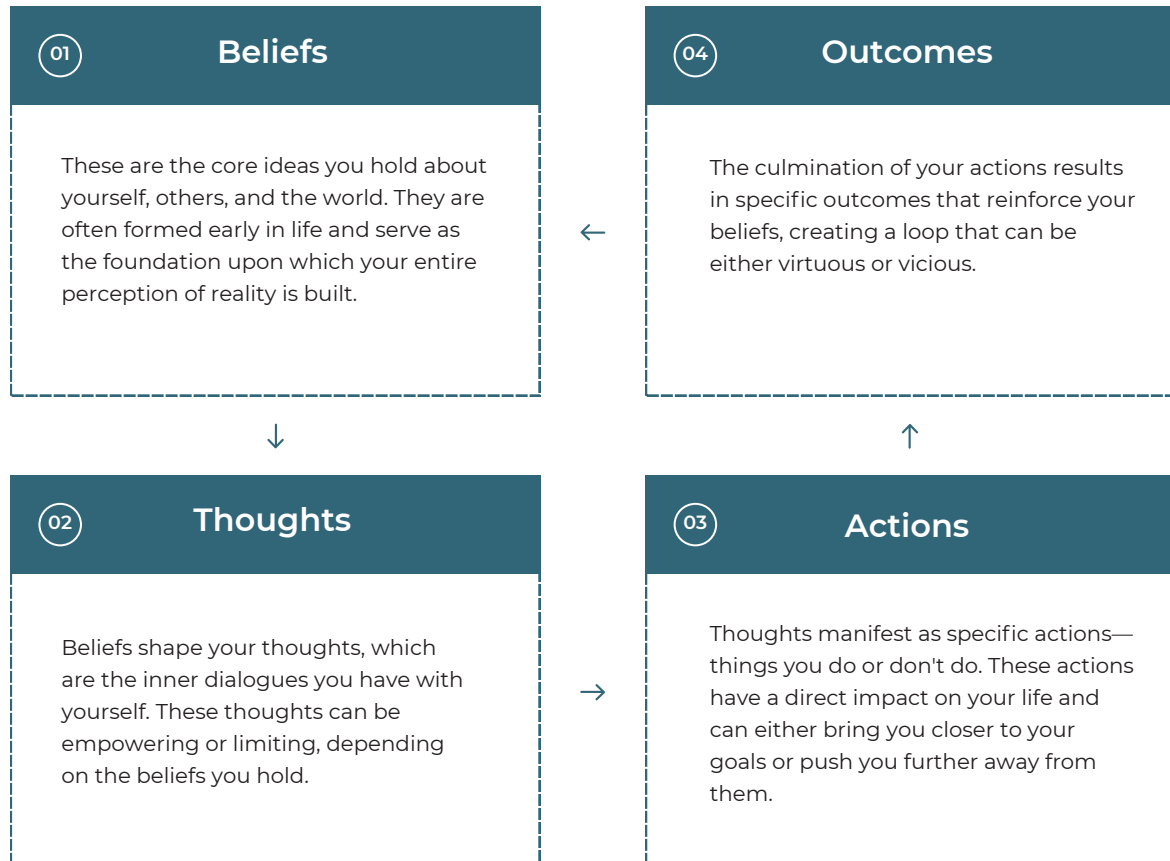
SKILLS

OBSTACLES

SUCCESS OF OTHERS

EFFORT

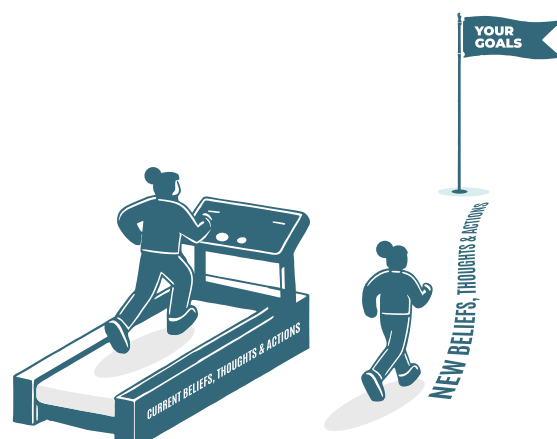
The Belief/Result Cycle



How to break the cycle?

Since it's a cycle, you can change any part of the loop to start seeing different results. **However starting by changing your actions & behaviour seems to be the easiest (and fastest) way to change your beliefs.** That's because while reframing your beliefs works (if done consistently), there are still several steps between your beliefs and the results you get. Therefore starting by altering your behaviour and actions is the most practical option for lasting results (and you have direct control over both).

Note that when you get started by altering your behaviour & actions, you're going to have to actively question your beliefs and thoughts. In fact, starting to question your limiting beliefs is exactly the purpose of this exercise.



Analyze your belief-result cycle:

01 What goal are you trying to achieve? Why is this important to you?

02 What kind of outcomes have you experienced so far?

OUTCOMES

03 If you're being honest with yourself, what real actions have you taken so far to get closer to your goals?

ACTIONS

What actions have you taken that have pushed you further from your goal?

04 What's holding you back? Why haven't you been able to achieve your goal so far?
(The things you write down are your thoughts & beliefs about the situation)

THOUGHTS & BELIEFS

Now, take a look at a list of most common cognitive distortions & their explanations. When you're done, try to identify what cognitive distortion might be behind your own thoughts/beliefs.



01. All-or-nothing thinking: This cognitive distortion involves seeing things in black-and-white, absolute terms. There is no room for nuance or shades of gray. If a situation doesn't meet one's expectations, it is perceived as a complete failure.

Example: If a student gets a B on a test, they might think they're a complete failure instead of recognizing that they did well, just not perfectly.



02. Jumping to conclusions: This distortion refers to making assumptions or decisions without sufficient evidence. Subtypes include:

a. Mind reading: Assuming you know what others are thinking without any concrete evidence.

Example: Believing your coworker thinks you're incompetent because they didn't say "good morning" to you.

b. Fortune telling: Predicting negative outcomes without any basis.

Example: Assuming you'll fail an interview before you even walk into the room.

c. Labeling: Attaching negative labels to yourself or others without considering the full context.

Example: Calling yourself a "loser" because you didn't win a contest.



03. Emotional reasoning: This distortion involves treating emotions as evidence for the truth. If you feel a certain way, you believe it must be true.

Example: Feeling anxious about a presentation and assuming it must mean you're going to do poorly.



04. Should and shouldn't statements: These are inflexible rules about how people should or shouldn't behave, often leading to feelings of guilt, anger, or frustration when reality doesn't match these expectations.

Example: Believing you should never make mistakes and feeling guilty when you inevitably do.



05. Gratitude trap: This distortion involves feeling guilty for experiencing negative emotions because you believe you should always be grateful for what you have.

Example: Feeling depressed but thinking you have no right to feel that way because others have it worse.



06. Catastrophizing: This cognitive distortion involves imagining the worst possible outcome and treating it as if it is inevitable.

Example: If I don't do well on this exam, I'll never get a good job and my life will be a failure.



08. Magnification and minimization: This distortion involves involve assigning disproportionate importance to perceived failures, weaknesses, or threats, while downplaying successes, strengths, or opportunities. This can lead to an imbalance in perception, such as exaggerating the positive traits of others while understating their negatives.

Example: Focusing on one negative comment in a performance review while ignoring the numerous compliments received.



09. Assuming the worst: This is a cognitive distortion where individuals expect the worst outcome, even without supporting evidence. It can be broken down into subtypes:

a. Overgeneralizing: drawing broad conclusions from limited evidence.

Example: After one bad date, someone thinks, "I'll never find someone who likes me."

b. Disqualifying the positive: dismissing positive experiences and accomplishments.

Example: After getting a promotion, someone thinks, "It was just luck. I don't deserve it."

c. Mental filtering: focusing only on negative experiences, like dwelling on one negative comment after receiving mostly positive feedback.

Example: Focusing on the one negative aspect of a vacation, while ignoring all the positive experiences.



10. Internalizing: People who internalize tend to take personal responsibility for things that are outside of their control.

Example: Someone who struggles with a task at work and assumes they are not smart enough to do their job, without considering that they may need additional training or support.



11. Externalizing: People who externalize tend to blame external factors for problems that may be within their control.

Example: Someone who blames their financial struggles on the economy or their employer, without considering their own spending habits or financial planning.

Identify your cognitive distortions:

05

Take a look at your answer to question number 4. What kind of cognitive distortions are underlying your thoughts & beliefs?

06 If you don't change anything, how will these beliefs hold you back in the coming years?
What kind of things will you not do because of these beliefs?

Reframe your limiting beliefs:

07 If your best friend had similar thoughts/beliefs, what advice would you give them?

08 Are there any role models or mentors who have faced similar situations but hold different beliefs? What can I learn from them?

09 Does this belief align with my core values, and if not, what belief would?
Think back to the discovered values in session one.

Taking new actions:

10 Imagine if you were unable to fail. What specific actions would you take to reach your goal?
How would your days be different?

Homework

Use the thought tracker on the next page as a tool to help you identify, examine, and reframe your limiting beliefs. Whenever you catch yourself harboring a limiting belief, fill out each column.

Tips For Catching Limiting Beliefs

- 01. Listen to Your Language:** The words you use can be an indicator of your beliefs. Phrases like "I can't," "I'm not the type who," or "I'll never" often signify limiting beliefs.
- 02. Analyze Your Emotions:** Limiting beliefs are often tied to negative emotions like fear, guilt, and shame. If you experience these emotions regularly, delve deeper to understand what underlying belief may be causing them.
- 03. Look at Your Behavior:** Are there actions you avoid taking? Goals you don't set? Often, our behaviors are direct reflections of our beliefs. If you're not taking steps toward something, it's worth exploring what belief might be holding you back.
- 04. Check for Generalizations (& Other Cognitive Distortions):** Limiting beliefs often come as overly generalized statements like "People can't be trusted," or "Success is not meant for people like me." If you find yourself thinking in sweeping generalizations, dig deeper.

MY THOUGHT/BELIEF	WHAT TRIGGERED IT?	WHAT WOULD BE A MORE CONSTRUCTIVE ALTERNATIVE?

Tips For Reframing Limiting Beliefs

Remember that the goal of reframing is to come up with something that **causes you less distress WHILE also prompting you toward taking positive actions**. Here are some example questions you can use:

- 01. How would I feel and what would I do differently if I didn't hold this belief?
- 02. Am I holding onto this belief because of societal expectations or external pressures?
- 03. What constructive actions could I take if I replace this belief with a more empowering one?
- 04. How have I grown or changed since adopting this belief? Is it outdated?
- 05. What's the worst-case scenario if this belief is true, and how would I cope with it?
- 06. Are there alternative explanations or viewpoints I haven't considered?
- 07. How is holding onto this belief serving me? What would I gain by letting it go?

04

Building Resilience

Resilience is often misunderstood as an innate quality that you either have or you don't. However, the reality is quite the opposite. Resilience is a set of skills and mindsets that can be learned, practiced, and refined over time. It's the capacity to bounce back from setbacks, adapt to change, and keep going in the face of adversity. **This session is going to explore some strategies and tools that will help you foster this crucial life skill. So let's get started on your journey to becoming a more resilient individual.**

The Role of Resilience in Mental Well-Being

Resilience serves as a crucial pillar for mental well-being. It acts as a buffer against mental health issues such as anxiety, depression, and burnout. Resilience helps individuals adapt and bounce back when things don't go as planned (as opposed to just giving up). It empowers them to navigate through the complexities and stresses of daily life more efficiently, thereby contributing to a more balanced and healthier state of mind.

Benefits of Resilience in Dealing with Adversity

01. Improved Mental Health: Resilient individuals are generally less prone to depression and anxiety. They have tools to cope with challenges, which makes them less susceptible to mental health disorders.

02. Better Problem-Solving Skills: Being resilient enables you to view problems more as challenges that have solutions rather than as insurmountable obstacles.

03. Enhanced Emotional Regulation: Resilience can help you keep your emotions in check, making you less prone to emotional outbursts or impulsive decisions made in the heat of the moment.

04. More Likely to Succeed: Resilient individuals are better at handling stress and recovering from setbacks. This means they are much more likely to achieve their goals.

05. Increased Self-Efficacy: Resilience builds confidence in your abilities to handle adversity, making you more optimistic about the outcomes of future challenges.

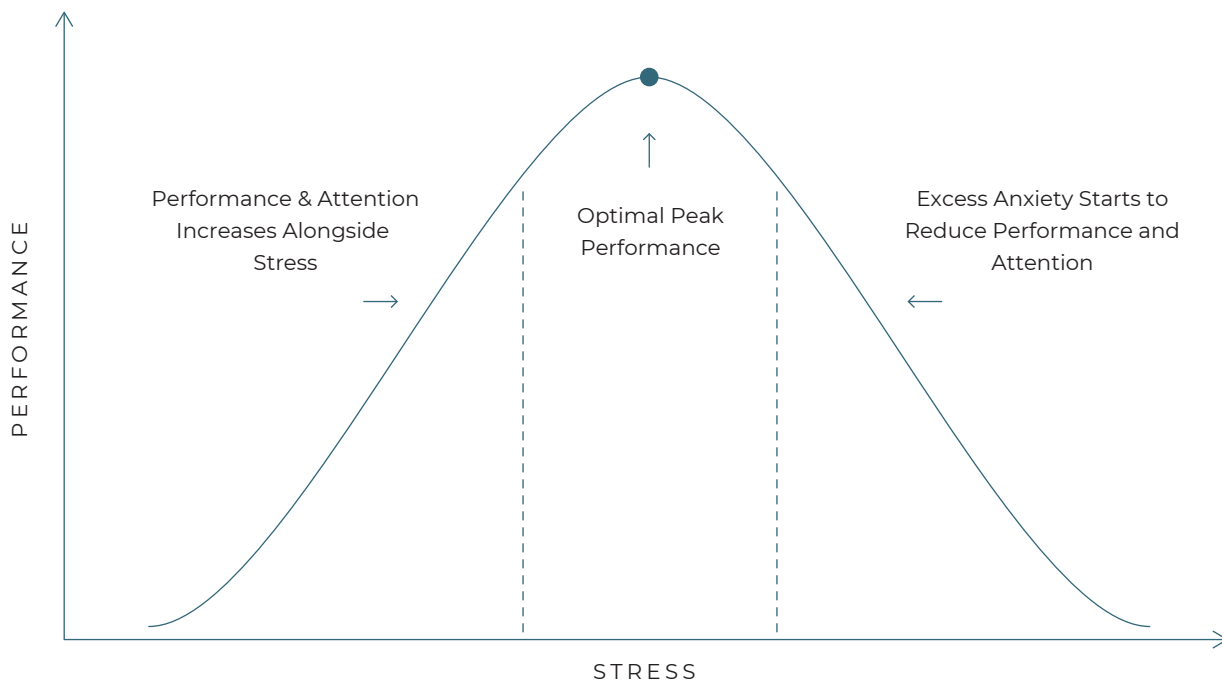
06. Greater Life Satisfaction: Resilience fosters a more positive outlook and a greater appreciation for life, even when facing difficulties, leading to higher overall life satisfaction.



Not All Stress is Negative

You might think that anxiety and stress are always bad things, but that's not necessarily true. In fact, there is a relationship between stress and performance that can actually help us achieve our goals. The "Yerkes-Dodson law," states that **there is an optimal level of stress that can help us perform at our best.** If we have too little stress, we may become bored or complacent. On the other hand, if we have too much stress, we may become overwhelmed and unable to function effectively. However, if we have just the right amount of stress, we can achieve a state of "flow," where we are fully engaged in the task at hand and performing at our best.

Yerkes-Dodson Law Visualized



What's the Takeaway?

So, how can we use this knowledge to our advantage? First, it's important to recognize that some level of stress is normal and can even be beneficial. **Instead of trying to avoid stress altogether, we should focus on managing our stress levels and finding ways to cope with anxiety in healthy ways.** This might include exercise, mindfulness practices, or seeking support from friends, family, or a mental health professional.

Additionally, we can use stress as a motivator (see it as a feature, not a bug). When we have a challenging goal that we want to achieve, a healthy level of stress can help us stay focused and energized. Rather than letting anxiety and stress hold us back, we can use them to push ourselves towards success.

Coping Strategies

Life can be challenging and unpredictable, and it's natural to experience stress, anxiety, and other negative emotions when things don't go as planned. **Coping strategies are the techniques we use to manage these emotions and navigate difficult situations.** However, not all coping strategies are created equal. **Some are adaptive, meaning they help us deal with challenges in healthy and effective ways, while others are non-adaptive, meaning they only provide temporary relief and may even make things worse in the long run.**

This exercise is designed to help you get a better understanding what are some adaptive (good) and non-adaptive (bad) coping strategies for anxiety & overthinking (remember that they're intertwined!). This is important because overthinking is often caused by some underlying fears and anxieties that do not get properly addressed due to using non-adaptive coping strategies that don't help long term. The exercise will help you become more aware of your own coping patterns and replace counter-productive ones with more productive alternatives.

Here's What to Keep in Mind Before You Get Started:

- ✓ Coping strategies can be categorized as adaptive or non-adaptive, but this distinction depends on the situation at hand. Non-adaptive coping strategies may be adaptive in certain circumstances, and adaptive coping strategies may become non-adaptive if overused or used in the wrong way.
- ✓ To truly commit to changing your coping patterns, you first need to identify WHY the HOW you cope is negative in the long term. This will help you brainstorm (while using the Adaptive Coping Cheat Sheet on the next page as a guide) new strategies that you can replace them with and the concrete steps you should take.
- ✓ **Remember that overdoing any of the coping strategies becomes non-adaptive at some point.** How do you know when? A simple question you can ask yourself is: 1) What will happen in long term if I keep coping in this way?

Find the wheel of common coping strategies on the next page



The Wheel of Common Coping Strategies



Analyze your own coping strategies:

- 01 What kind of coping strategies or behavioural patterns do you use to deal with stressful situations?

02 Have they been helpful so far? How have they been helpful? If not, how are they harmful?

03 What are the long term consequences of using these coping patterns?

Try to think 5 to 10 years ahead and think of how your life will look like if you keep using these strategies. These outcomes can be both positive and negative!

04 What would be some alternative & more adaptive coping strategies you could use?

05 What are some specific actions you could take to instill more adaptive coping strategies?

If you struggle coming up with specific things, try researching a role model (can be someone you don't know personally) who's already achieved something you're trying to do and see how they've coped with hardships & setbacks.

Dealing With Uncertainty

Many anxieties and overthinking stem from a need to be in control. People often feel anxious when they perceive a situation as unpredictable or when they feel like they have little control over what is happening around them. This is because humans have a natural tendency to want to control their environment in order to feel safe and secure.

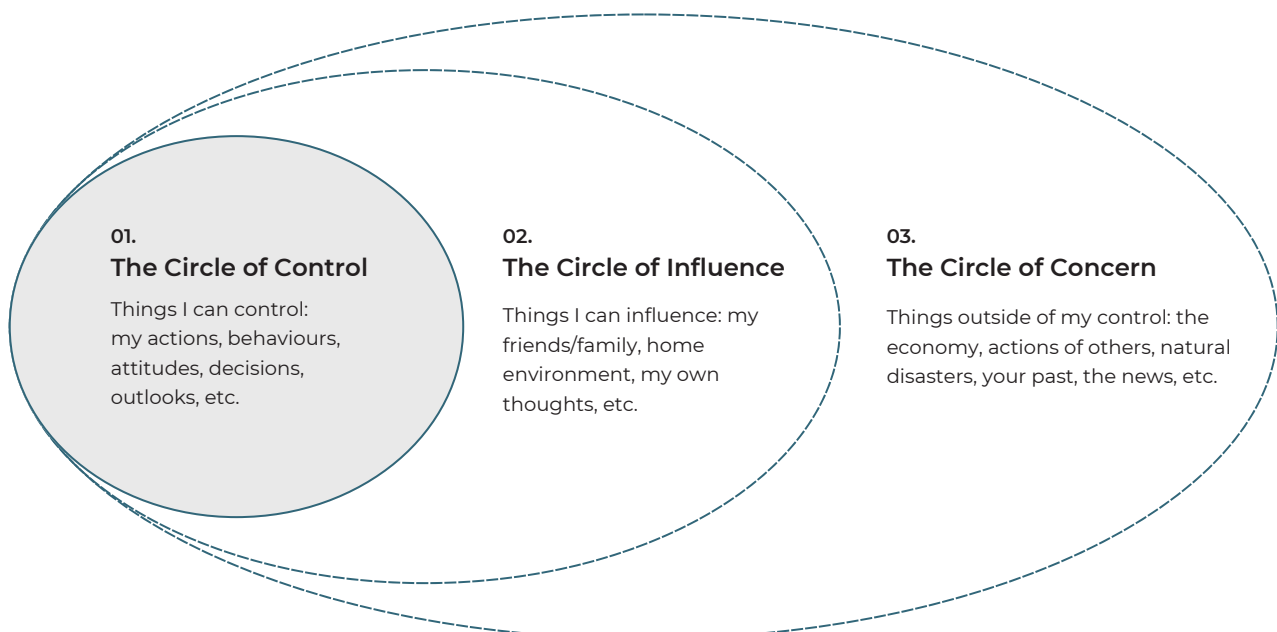
However, the fact of life is that uncertainty is a fundamental part of the human experience. We cannot control everything, and many events and outcomes are outside of our control. Trying to control everything can lead to increased anxiety and stress, as it is impossible to control every aspect of our lives.

Instead, it can be helpful to practice acceptance and embrace uncertainty. This means acknowledging that life is uncertain and learning to tolerate the discomfort that comes with that uncertainty. By accepting that we cannot control everything, we can focus our energy on the things that are within our control and learn to let go of the rest.

The Goal of This Exercise is to...

01. Help you **become more aware of things that are under your control and which are not**
02. Raise awareness of how **focusing on things you can't control causes you stress & anxiety**
03. Increase your awareness of **things you can't control, but can influence**
04. Help you **develop healthy coping mechanisms for the things you can't control**

The Circle of Control Visualized



Here's How This Exercise Works.

- ✓ 01. Identify a problem that has been causing you stress or a decision that you've been overthinking (regards some of your goals for example).
- ✓ 02. Identify the things that fall in your circle of influence and circle of control that will help you solve the anxiety causing problem or make a decision that moves you forward.
- ✓ 03. Identify the things in your circle of concern that you have no control over. These are the things that you can not control at all or have very little control over in any practical sense. These are just the things you have to accept.

01 What's causing you distress?

02 What are the things you can control & influence?

03 What things are out of your control?

04 Now that you know what you can & can not control, how will you incorporate this knowledge into your life going forward?

Homework

A lot of our stress come from feeling like we're not good enough and being afraid of failure. This can lead to procrastination and a failure to take positive actions (which leads to even more stress in the future).

For this session's homework, you'll write a letter to your inner perfectionist. The goal is to cultivate a more compassionate and balanced approach to your personal standards and performance. This in turn helps you orient yourself towards taking action & feel more at ease with inevitable failures along the way.

01 Write a letter to your inner perfectionist. An example of the structure of the letter could look like:

01. Addressing the Perfectionist: Start your letter by addressing your inner perfectionist. It could be something like, "Dear Inner Perfectionist."

02. Acknowledgment: Acknowledge the role your inner perfectionist has played in your life. Thank it for pushing you to strive for better, for making you attentive to details, and for the high standards it set for you.

03. Recognition of Costs: Acknowledge the negative impacts of your perfectionism. Discuss how it has held you back, for example, by instilling a fear of failure, creating unnecessary stress, or making you equate your self-worth with your achievements.

04. Desire for Change: Express your desire to change and grow beyond the limitations set by your perfectionism.

05. Setting Boundaries: Explain to your inner perfectionist how you plan to set boundaries moving forward. You might want to include ways you will practice self-compassion, allow for mistakes, and separate your self-worth from your performance.

06. Closing the Letter: Close the letter with a commitment to treat yourself with more kindness and patience moving forward.

05

Gratitude & Mindfulness

Mindfulness teaches you to become acutely aware of your inner dialogue, the continuous stream of thoughts and emotions that can either empower or limit you. By paying close attention to this internal narrative, you'll find that the thoughts & feelings are something you experience, rather than something you actually are. This heightened awareness equips you to handle life's ups and downs more gracefully & gives you a power to choose how you react.

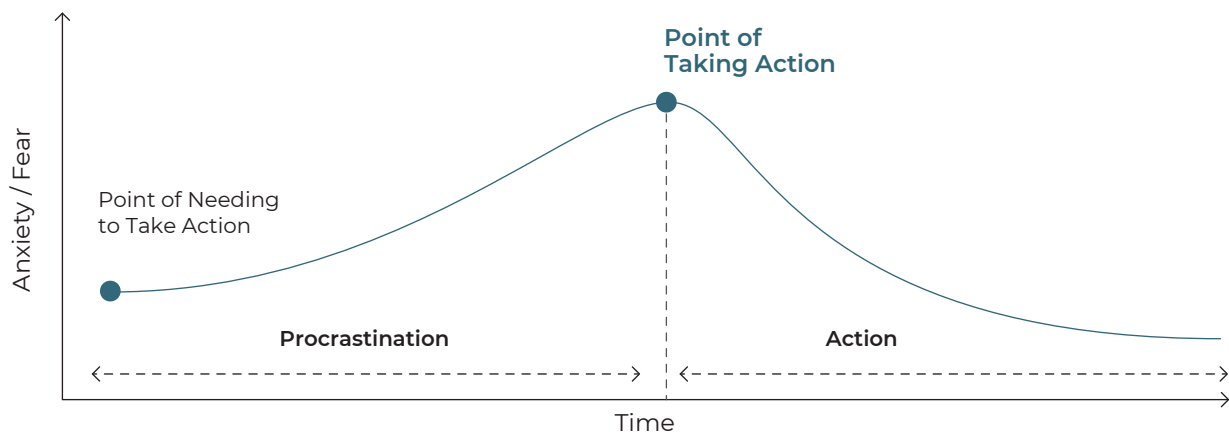
In addition, we'll explore how being consciously grateful can not only enrich your daily experience but also help you face and manage fears and challenges with greater resilience.

Accepting Your Fears

In this exercise, we will turn our focus toward understanding and managing fear, which often acts as a roadblock on our path to success. The exercise is rooted in the principles of mindfulness, which will help you become more aware of your fears and how it's holding you back. The aim is to reframe how you perceive fear—shifting from seeing it as an impassable obstacle to viewing it as an integral part of the human experience that can add depth and even excitement to your life. **Here are two things you should know about fear:**

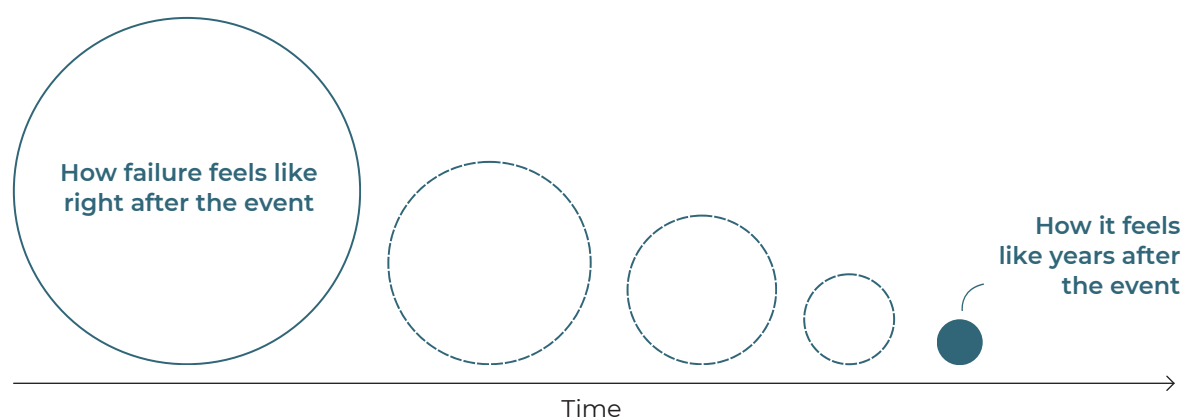
01. Suppressing Your Fears Makes Them Stronger

Attempting to suppress fear or avoiding the action that triggers it can actually exacerbate the emotion, turning it into a looming presence in our minds. Essentially, what we resist, persists. The fastest way to fix that is to take the action that you're afraid of and accept that fear and fear of failure is just part of being a human.



02. Failure Is Often Temporary

The most common source of fear for many of us is caused by the "unknown" (ie. not knowing the outcomes) and the looming possibility of failure that it represents. This fear can become paralyzing, often deterring us from taking risks or pursuing our ambitions. What we frequently overlook, however, is the temporal nature of failure's impact. With the benefit of hindsight, you often find that what seemed like catastrophic failures were, in fact, pivotal moments of growth and learning.



Analyze your fears:

- 01 **Briefly describe the goal you're trying to achieve.**
What actions do you need to take to start moving towards it?

- 02 **Write down your fears associated with this goal.**
Write down the negative things you fear might happen. If you struggle coming up with fears (because you feel like you're not actually afraid), try asking yourself: **What's holding me back from this goal?**

Imagine that your fears become true. Then answer the following three questions.

- 03 **What's the worst that can happen?**

- 04 **How can you prevent this from happening?**

- 05 **How can you mitigate the consequences?**

- 06 **Even if the worst case scenario comes true, what can you learn from the experience?**
How will you be better off compared to when you had not tried at all?

07 How do you think you'll look back at these fears 10-20 years from now?

Use the following guided meditation to learn to accept your fear:

Script:

Close your eyes and take a deep breath. As you exhale, allow yourself to bring to mind the specific fear you want to work on. Just allow it to surface without judgment.

As you breathe, shift your focus to your body. Where do you feel this fear? Is it a tightness in your chest, a knot in your stomach, or tension in your shoulders? Just notice these sensations without trying to change them.

Inhale deeply and as you exhale, silently say to yourself, "Thank you, fear." **Understand that this fear has been trying to protect you, perhaps from failure or disappointment. Acknowledge that while it has served a purpose, it's time to let it go.**

As you continue to breathe, try to imagine the warmth of gratitude filling the areas of your body where you felt the fear. Feel it as a soothing, warm light, dissipating the tightness or discomfort you may have felt.

Inhale deeply and as you exhale, reassure yourself by saying, **"It's okay to feel this way. All that I'm feeling is part of being human. It's all OK."**

As you maintain this state of awareness, you might find your mind drifting away, entangled in thoughts or additional fears. When that happens, gently remind yourself that feelings and thoughts are like clouds in the sky—just passing by. They come and they go, and so does fear.

PS! There's an MP3 file with the same script included with the workbook!
Find it in your download folder!

Practicing Gratitude

One of the most powerful ways to overcome your fears is to practice gratitude. What's more, studies have shown that regularly practicing gratitude can lead to reduced anxiety and depression, improved sleep, and increased levels of joy and satisfaction. Moreover, it's easy to get started: all you need is a notebook and a pen.

There are many different ways to approach gratitude journaling. One popular method is to write down three things that you're grateful for each day. This could be anything from "I'm grateful for my happy childhood" to "I'm grateful for the sun shining today." Alternatively, you could choose to jot down a few things that made you smile each day, or write about one thing in detail that you're thankful for.

Whichever method you choose, the important thing is to be consistent. Gratitude journaling works best when it becomes a regular habit, so try to find a time of day that works for you and stick to it. If you miss a day or two, don't worry - just start again as soon as you can.

Prompts to get you started



1. List ten things you have a reason to be thankful for.
2. What is something good that happened to you this week?
3. Who is someone that you are grateful for in your life?
4. What are you looking forward to?
5. What opportunities do you have that other people might not?
6. Who is someone that has made a difference in your life?

Take 5 minutes to write down what you're grateful for.

Use the prompts above or write down anything else that comes to mind.

Homework

Take some time each day to fill out your gratitude journal (you can use your own notebook or fill out the weekly gratitude journal below).

Weekly Gratitude Journal

MONDAY		TUESDAY	
WEDNESDAY		THURSDAY	
FRIDAY		SATURDAY	
SUNDAY		OTHER NOTES	



In addition to keeping a gratitude journal. Find at least 5-10 minutes per day to practice a mindfulness meditation.

You can use the guided meditation that's included with this workbook.

06

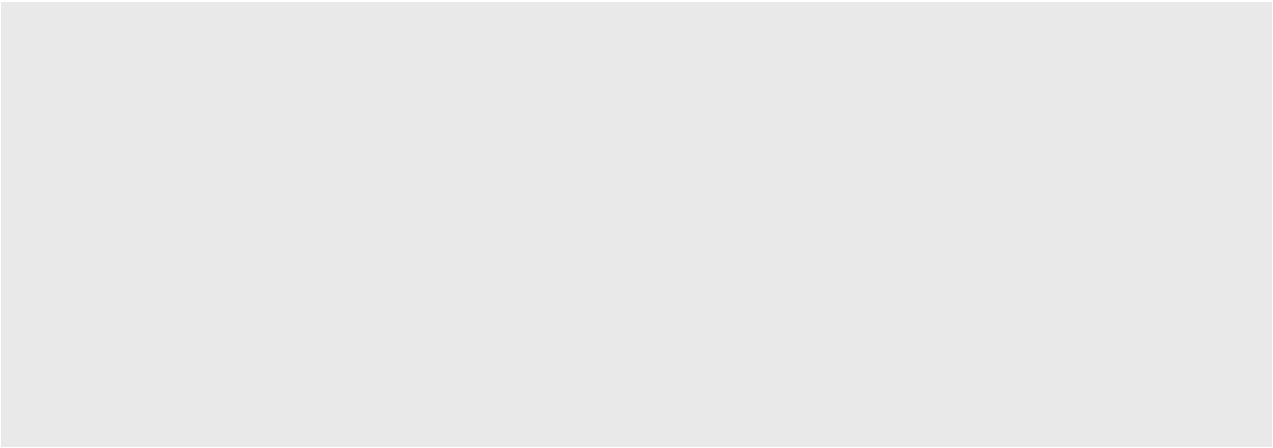
Evaluation & Commitments

In this session, we'll take a close look at the progress you've made, the insights you've gained, and set actionable commitments to guide you toward your future goals. This is your moment to reflect, recalibrate, and renew your dedication to your goals.

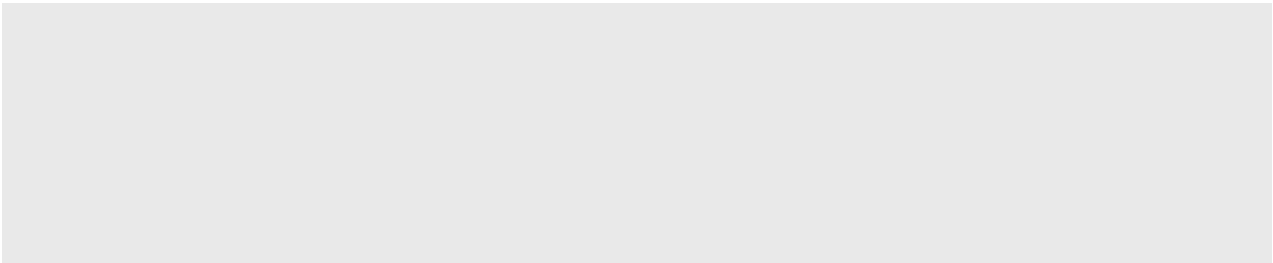
Evaluating Progress

01 What have you learned about yourself during previous sessions?

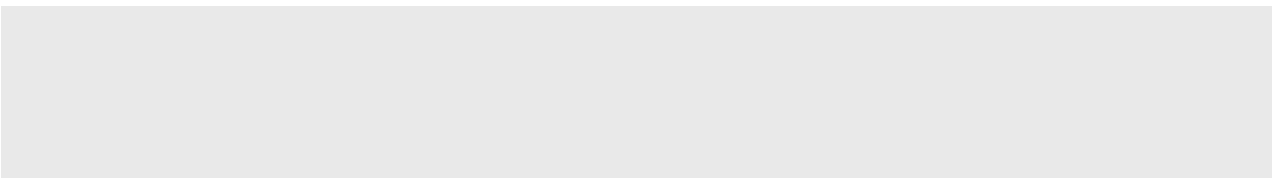
Prompts you can use: What have you learned about your goals? What have you learned about your strengths & skills? What have you learned about your limiting beliefs? What have you learned about how to stay resilient?



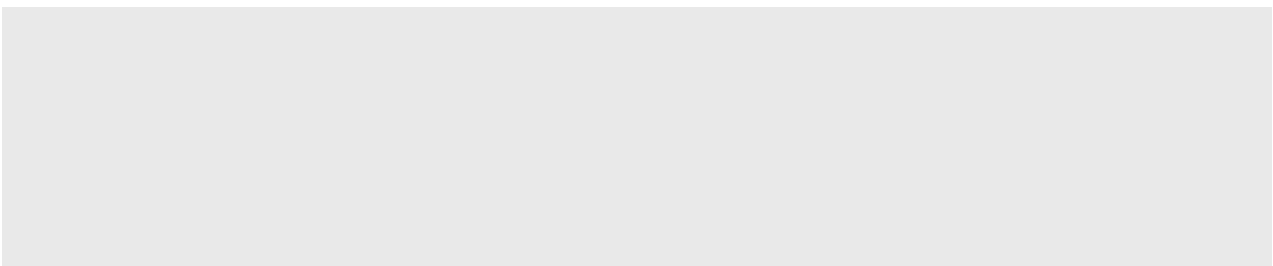
02 Based on what you've learned, what kind of commitments or changes have you made so far?



03 What have you struggled with the most?



04 What do you think you need to do to overcome these struggles?



My Commitments

In the section below, write down 5 commitments you want to make to yourself.

Commitment #1:

Commitment #2:

Commitment #3:

Commitment #4:

Commitment #5:

Staying the Course

01 What do you plan to do to keep yourself accountable & stay the course?

For example, you could use a weekly/monthly planner where you write down your priorities and why they are important to you. That way you'll keep your goal at the forefront of your mind. Or you could use a "Self-Contract" where you commit to performing certain actions by setting a suitable reward honoring your commitment & punishment for breaking it.

PS! You can use the planner templates & the self-contract template on the next page!

Weekly Priority Planner

Date:

What are my long term goals & why are they important to me?

My weekly priorities:

Why am I focusing on them?

01



02



03



Potential distractions:

How to avoid them?



Monthly Priority Planner

Date:

What are my long term goals & why are they important to me?

My weekly priorities:

Why am I focusing on them?

01



02



03



Potential distractions:

How to avoid them?



Self Contract

We often times know the things that we should be doing in order to achieve our goals, but fall flat when it comes to execution. **In this exercise you'll be signing a simple contract with yourself and commit to taking certain actions regularly in order to achieve your goal.**

Please note that this self contract works best if it's done for some smaller goal that you can finish in a week (or month). The goal is to make the commitment and start taking actions that will result in positive outcomes so you can build momentum.

Also, make sure you set your goal to be something you can control. For example, instead of "losing 5 pounds" you can use "I commit to going to the gym 3 times a week and working out at least 1 hour at a time".

I (your name), _____,

am signing this contract with myself that I will (your goal here):

by (date here) _____,

I'm doing this, because (your motivations here)

If I will not do this, I will (what's the punishment?)

If I do fulfill my commitment I will reward myself by/with:

Your Signature

Start Date of The Contract

Notes

A grid of 20 rows and 14 columns of small dots, intended for taking notes.