



WEEK THREE

SELF AWARENESS AND GOAL SETTING

HANDOUTS

AND

PERSONAL DEVELOPMENT
WORK

"I will not let anyone walk through my mind with their dirty feet" Gandhi



WEEK 3

Recap Questions from week 1 & 2

Set aside at least **30 minutes** to do the following exercise it will build on earlier exercises. This exercise may take between 30 – 90 minutes.

1. How do you know you are clear about why you want to set goals?
2. What have you learnt about your blind spot?
3. What habits did you identify during the week?
4. What patterns did you identify from last week?
5. Have you started to notice any changes? If yes note it now...
6. What one thing did you learn from last week's lesson?
7. What change/progress have you made or noticed during the week?



Week 3 - EXERCISE 1 – RECAP continued...

STARTING TO WORK WITH CHANGING PATTERNS

Set aside at least **30 minutes** to do the following exercise it will build on earlier exercises. This exercise may take between 30 – 90 minutes.

How self-aware are you?

From the work you did last lesson and during the week, write down the patterns or behaviours that are your way of 'acting up'. (Think emotions)

From your observations during the week, what behaviours are you aware of that have control over you at the moment?

ie

I am impatient

I am controlling

I am suspicious

I am angry

etc

Now write a sentence for each of the above stating:

I have a tendency to do or be _____ when _____ happens

.

Write as many as you can in five minutes.

ie: I have a tendency to be when **angry** when **stuck in a traffic jam**

I have a tendency to be **impatient** when **my children make too much noise**



Being aware of what you do and under what circumstances will help to bring the behaviour from your blind spot into your conscious mind. It is the first step towards making a change and will take you out of your comfort zone into your stretch zone.

By identifying the behavior, if you don't like it or want something different, first you have to be aware of it, then you have to notice or catch yourself doing it, then you can decide what you want instead, next you can learn to change it and lastly, through conscious awareness and practice, you can create a new habit.

- Change occurs when we become aware of what we are doing that we no longer want to do.
- When we decide we want to alter or change a behaviour or habit
- When we start from within
- When we start in the now and create a future vision of how things will be instead of how they have been
- When we agree to learn from our experience(s) rather than win or lose from them
- When we understand our 'mindset' address our behaviours, get in touch with our emotions and align them all to our purpose
- When we accept who we are/were, work from there and look to add to our skill set rather than 'get rid of' or 'cut out' parts of ourselves

Return to your list (above), now you are clearer about your habits and patterns, select one you would most like to work on or change.

For example, I may dislike being impatient with my children when they make too much noise so decide I want to alter or change that behaviour. As this is coaching it is important I am realistic about my capabilities at this early stage. So I will think about what I want instead of what I had. Perhaps I want to be understanding and patient with my children even though they are making too much noise. I need to check if I believe this is possible for me. If I don't I may fail at the goal, so I will write it down and see how it feels.



My goal is: to be understanding and patient even though my children are making too much noise.

As I look at the goal, I can see that:

- it is focused on what I want
- it is specific (*but could be a bit more so ie what is too much noise? How often do I want to be understanding & patient when they are doing this? 100% of the time? 50%?*)
- I will be able to measure to see if it is true when my children are making noise
- Do I believe it is possible???. (*Because I have been doing the previous exercises and now am aware of the tell tale feelings I get in my chest and throat for impatience if I catch them early enough I will be able to challenge them and prevent them from rising before I go into the 'ahhh' noise and see the picture in my head of them causing me impatience - remember week 2*)
- So now I can say yes I do believe it is possible
- How much do I want the goal out of a score of 10? 10/10
- When do I want it by? Ideally today but could that really happen? (*Again, because of my awareness above and my want for this 10/10 it could certainly start to happen today*).
- What if I fail? How will that make me feel?
- Do I have to be 100% from day one or will I handle it if I slip some of the time? (*These are good questions, because if I fail once I know that from the past my old mind chatter might step in and remind me how I never succeed, or how I always fail and then I give up*).
- **Remember:** most change (or whatever you want) needs ongoing and consistent action to happen, it rarely happens after one attempt. So get realistic, challenge any negative chatter and notice what you did well and keep doing more of it.
- **By the way,** if you don't like the word change, get clear about what you do like/want/are looking for and use that word instead of change. This is important, words hold energy and if you are working towards change and it isn't a positive word for you, it could slow your progress up.



So let me get some more reality around this goal:

- How often are my children noisy? Most of the day
- Am I impatient with them every time they are noisy? No
- When am I impatient with them? Ah, when I'm tired or overwhelmed
- Am I tired and overwhelmed most days? Yes
- Ok, so my goal is to notice when I am feeling tired and overwhelmed and when the children are noisy and to catch myself before becoming impatient with them so I can handle the pattern or habit that has been controlling me unaware.

Maybe I need to be understanding and patient with myself when they are being noisy rather than being understanding and patient with them, as nothing has changed for them, they are just doing what they have always done, it's me who changes!

Ok this is good, so I now know what I want, and to do that I need to notice when I'm starting to feel tired and overwhelmed. But what could I do to change my behaviour when I do notice?

- I could just give myself space to notice my pattern acting up and then give myself some understanding and patience
- I could breathe deeply and perhaps take myself away from the noise for a moment – just step into the next room or into the garden
- I could write down what I feel overwhelmed about
- I could ask for some help at that time of the day so I could grab 10 mins for myself to have a break so I feel less tired

I like those ideas, the first one I am going to do is no 2, then no 3. I will try those out for today and then reflect tonight and see how I have done. If I manage to do the above most of the time today, say 50% or more of the time, I will accept that as a success, after all it is a huge improvement. If I manage less than 50% of the time I will look at what I did well when it worked and what I need to do more of tomorrow to make it work better. That way I won't give up and I can make progress as this really matters to me.



As well as the above check list your goal needs to be written in the present tense, so the above goal could read:

Goal: it is now (today's date) and I am understanding and patient with myself and my children when they are making noise.

That goal is present tense, specific, measurable, possible, dated and simple to understand. (Notice I took out the too much noise).

Here are some other ways to get to the end goal:

I started with I am impatient when my children make too much noise

I could rewrite it as follows:

I used to be impatient when my children made too much noise now I just notice it and breathe deeply.

Or

I used to be impatient when my children made too much noise, now I realize it was about my state so I take responsibility for that and I move into another room for 10 mins

Or

I am understanding and patient with my children when they are noisy even though I am feeling a bit tired

Each and everyday I do xxx which evidences to me I am working towards being more understanding and patient and I notice the changes as I reflect on them before I go to sleep at night.

All or any of the above is a starting point for making change. Now it needs you to take action and practice the new behaviour.

So it's your turn. Take one of your examples from your above list, remember I have a tendency to do or be _____ when _____ ? happens and follow the above procedure.



This new statement or affirmation, backed up with evidence which you can measure will feed your unconscious mind with the information that now you are **understanding and patient**, and it could start to flow into other areas of your life, and not only be about when your children make noise.

When you start to operate in this new way, you are bringing your focus and attention into the present and are creating positive future behaviour. You are no longer so interested in the past or what you used to do as now it's been acknowledged and recognized, so that will free you up to focus on what you can be. **The past does not have to equal the future – unless you want it to. Every thought and action you take today, creates your tomorrows.** If you can remember that, with this new way of noticing and acting, you will start to teach your conscious and unconscious mind to behave in a new way.

Now would be a good time to do the above with all the other behaviours you listed. You can work with as many or as few as you feel is right for you. Ensure you select at least one or two to support the work you have done so far.

1

2

3

4

5

6

7



Week 3 - EXERCISE 2

WORKING WITH GOAL SETTING

FINDING OUT WHAT YOU WANT

Set aside at least **30 minutes** to do the following exercise it will build on earlier exercises. This exercise may take between 30 – 90 minutes.

In session one you listed all the things you wanted or didn't want, and then turned them into what you did want. Remember? These are now goals. You will need these now for this session.

You then did a number of exercises in session 2 and identified goals you wanted for yourself and your relationships, you will need these now too.

(we started to work with your pattern goals and we will work with your fears in a future session)

So now you have

- 1) Your list of goals from session 1
- 2) Your list of goals around self and relationship

Next: Create a clear list of titles that represent your life, for example *(you'll see more about this next week on your DVD)*

- Family
- career
- money
- social life
- self
- relationship/s
- children
- community
- friends
- hobbies
- what else?



When you have created your titles put them along the top of a template you can create either by hand or on your computer. See below. Next list all the goals you have previously gathered in week one and week 2 and put them under each of your titles, something like the template below. You may have a huge list of goals that's ok, work with it and get it really clearly laid out. For example when you look at your relationship list you may find there are 2 or 3 family relationship goals you can place under the heading of family. There may be 4 or more personal/self goals you want to work on around characteristics or skills, a friendship goal. There may be 2 personal relationship goals you want to address with your partner. You can see them in the grid as

Goal R. Do that with yours now in whatever way works best for you.

Family (F)	Career (C)	Money (M)	Social life/ Friends (S)	Self (ME)	Relationship (R)	Community (C)	Hobbies (H)	Other
Goal 1R				Goal 1R	Goal 1R		Goal 1R	
Goal 2R				Goal 2R	Goal 2R			
Goal 3 R				Goal 3R				
4				Goal 4R				
5								
6								



Next you may look at your 'wants' list. And discover you want to double your income in 12 months time(M). Own a 4 bedroom house for your family in 2 years time(F), go out 3 times a week with friends within the next month(S), set up a community project(C), take up a dance class(S), get a promotion or a new job(C).

Famil y (F)	Career (C)	Mone y (M)	Social life/ Friend s (S)	Self (ME)	Relationsh ip (R)	Communi ty (C)	Hobbie s (H)	Othe r
Goal 1R	New job? promotio n	Doubl e incom e	Goal 1R	Goa l 1R	Goal 1R	Set up project	Take up dance class	
Goal 2R			Go out 3xwee k	Goa l 2R	Goal 2R			
Goal 3 R				Goa l 3R				
Own 4 bed house				Goa l 4R				
5								
6								

If you like this method, keep going until you have all your goals on your grid. If you don't like this system, create one that works better for you, ie a list or a mind mapping exercise.



Now you have your 'realistic' goals listed (above), it's time to create a list of any dreams and desires you want, this is your chance to add in anything you have wanted but have been ignoring because either you have been told it is impossible or unrealistic or not for you or that you have decided for yourself.

Write down everything you have ever wanted in your life. Include qualities, traits, material items, skills, wishes, dreams and things you want to do. Either do it as a list or create a separate template for it like the one above. You are in charge of how you do this the important thing is that it works for you and that you like it.

This exercise is known as: be, do, have.

Do that now before we move on. We will look at these later when we prioritise next week, for now the intention is to get them out of you and onto paper, so add them onto your above table or original list.

Continue adding to this list over the next week(s). Every idea, suggestion, everything you want to be, do and have. Even if you have done this before it is worth repeating 2 or 3 times per year if you are serious about getting the life you want and keeping it that way.

Tip

When doing the 'be, do, have' exercise allow yourself some indulgence, there is no need to censor yourself, the fact is if you want to be a pop star but are currently in your 40's and know it might not be possible, write it down anyway. (Think of Susan Boyle!) After all it is in your thoughts, so write it onto your list of things you would like to have a go at. It doesn't mean you will do anything about it the aim of the exercise is to get what you really want to 'be, do or have' out of your head and onto paper. You might as well you have the thoughts anyway!

Next week

- We will be recapping to see how you have started to progress with the exercises taken so far
- Exploring choice and cause and effect
- State management
- Start prioritizing your goal setting and then select goals you will start working on



RECAP

The above information can help you to:

- identify and understand how to start to manage your state
- support you in changing old reactions to external experiences towards choices and responses
- Pull your goals together from weeks 1 and 2
- Identify your life areas
- Start adding to your goal list, in terms of everything you have ever wanted to 'be, do or have'
- Take another step towards changing your life for the better



Personal development work between sessions

WEEK THREE exercises to do at home in between lessons

Find a coach or trusted friend who you can report to on your actions and successes

I will ask to support my work on this course

In order to continue the self-awareness work I have started here **as I go through my week, I will ask myself the following questions as often as I can every day** and just notice how I operate so I can choose to change anything that is not helpful for me.

- **What are my daily/regular thinking habits or behaviours? (just notice)**
- **What am I settling for in life at the moment?**
- **What does it mean to me to choose?**
- **What beliefs do I have about myself and the goals I have listed?**
- **How often do I challenge the above negative beliefs?**

It might be useful to write down the answers to the above either on this sheet or in your journal. (This is your choice)

- Put the above questions onto 4 or 5 small cards.
- Place the cards in your environment/house where you can easily see them.
- For example you may place one in your bedroom for when you wake up in the morning, one in the kitchen near the kettle, one in your car and another in your diary. Anywhere that will remind you of the questions you are to think about this week to help move you forwards.

At the end of each day, take 5 minutes to reflect on what you have noticed throughout the day.

Write in your journal or workbook anything that backs up what you discovered in this week's exercises and then write any changes you would like to make on your goal sheet or in your goal book whichever you decided to work with at the start of the course.

