

PAM LIDFORD
CONFIDENCE COACH

WEEK FOUR

PRIORITISING YOUR GOALS

HANDOUTS

AND

Personal Development Work

*TO THE QUESTION OF YOUR LIFE, YOU ARE THE ONLY ANSWER.
TO THE PROBLEMS OF YOUR LIFE, YOU ARE THE ONLY SOLUTION*

Jo Coudert



WEEK 4

Recap Questions from previous week (s)

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 many areas of your life do you want to set goals in?
2. What did you notice about your self-belief as you looked at your list of goals?
3. How many limiting beliefs did you challenge or catch during the week?
4. What habits and or patterns did you identify from last week?
5. What did you discover you have been settling for?
6. What were your thoughts around choice?
7. Have you started to notice any changes? If yes note it down now...
8. What one thing did you learn from last week's lesson?
9. What change/progress have you made or noticed during the week?



In order to start working on your goals there are a number of areas we need to explore first in order to prepare you for making the changes you require for your new life.

They are choice, state management, perspective and your commitment to be happy, action orientated or whatever it is you now desire.

And the first is choice

Choice

How did you get on with the choice question above in recap today? Maybe you believe you don't have any or perhaps you know you have all the choice you want.

Ruth White, a Psychotherapist said that one of the most stressful things in life for humans can be the dilemma of choice and making the wrong choices. Many of us may seek advice and guidance from friends and family, as well as professionals in order to have a framework to check our choices against. Some of us may even prefer someone to tell us what to do rather than have to make a choice and get it wrong, as getting it wrong could cause us to feel rejected, alone or embarrassed. But then another part of us may feel disempowered, indignant or some other emotion at others telling us what to do.

How do you live your life? It is at cause (choice) or effect (no choice)?

It may be unusual for many of us to live our lives 100% of time at cause and choice, but if you do you'll know you're more likely to identify what you want in life and then take steps towards creating it, rather than blaming others for what you can't have but doing nothing about it, just putting up with it but complaining daily about how bad things are, or how it's not your fault!

People who live at cause are decisive in saying what they want and go about making it happen, they take responsibility for the outcomes or results they get, celebrating the successes and changing the less favourable results. They see challenges and obstacles as opportunities and failures as the chance to learn something new in order to move on with their goals.

People who live at effect know they have choice. Consider the following exercise, below are some common things people say they have no choice over, you may agree with them or you may have different views. Write your answers below or in your journal:



- I have no choice over paying tax
- I have no choice re having to breathe
- I have no choice around feeding my children
- I have no choice re paying my rent or mortgage
- I have no choice but to look after my aging parents
- I have no choice about who is in charge of the country
- I have no choice about where I live
- I have no choice about how much money I have

Write some other things you currently believe you have no choice over.

People at effect know they have no choice, not just over the above statements but also over smaller things in everyday life. They blame others for their bad moods, for how they feel, for what they haven't done or achieved in their lives they may feel powerless, defeated or depend on others to feel good.

People at effect may say things like "if only my partner, child, friend etc would do x, then my life would be better or improve", They believe they have no choice about anything, but in making that decision they are choosing,.... choosing to believe they have no choice and choosing to do nothing about it and this very way of thinking makes them a victim of circumstances. You may recognize that you do this or you may know others who do it. Whichever you recognize ask yourself, 'how great would it be to permanently hang out with or live with, someone who lives their life in this way? They believe they have no choice and everything that happens to them is someone else's problem or fault? Maybe as you give that some thought it isn't so appealing!

Regular or constant emotional experiences such as guilt, anxiety, resentment and fear are results of being at effect and over a prolonged period of time can impact on mind and body.

Many of us, myself included, will find themselves at effect, just being aware of it is a great step forward, with that awareness you can now choose to continue being at effect (sometimes that just feels like the right thing to do even though it might feel bad) or choose to be at cause.

If you decide you want to be at 'cause' here are some questions and exercises to consider so you can move from effect to cause:



- When you go to bed at night, make a statement which clarifies your intention for the next day. For example: my intention is to sleep well tonight, if there is anything bothering me from today I will write it down and handle it tomorrow.
- When I wake up I will choose to get up at.....and to have a brilliant day which includes me choosing to.....
- If challenges occur (which may happen) I will handle them in the following way

Write your intention for tomorrow below or in your journal or workbook now. Then ensure you take it with you into your pre-sleep state seeing, feeling and thinking about it just before you go to sleep tonight. Practice this every night for the next 7 days and notice improvements, challenges and how you handle them and how great it feels to be at cause (rather than effect).

- My intention for tomorrow is:

Here's another way to think about things, if you have failed at something such as a task or action you intended to take, instead of feeling guilty, bad etc ask yourself what the lesson is. Write it down and decide to learn from it. Take the task on again (if it's possible to do so) and take the new learning into account. The saying Rome wasn't build in a day, can be a great leveler when looking to achieve something new, **small steps taken regularly** towards a larger goal can support huge changes over a period of time – and by learning from any past mistakes you're working from cause. Remember how in an earlier session I mentioned that change occurs through a learning approach rather than a win/lose approach.

- List any past experiences that stand out for you that you still feel guilty or bad about
- They are done now. You can't undo them.
- What could you learn from them?
- What would you do differently if this same situation occurred again?

Do that exercise now before moving on. If when you have done this you feel you have got the learning but there is still some emotional charge left over, consider working with a TFT (thought field therapy) or EFT (emotional freedom technique) practitioner, and or read Byron Katie's 'Loving what is' or consider the Sedonna Method to support your letting go. Remember: the learning stage is a key part of you using this programme and moving on from the past, so you can use it to support your change in the present and future.



Consider the **NLP** (neuro linguistic programming) presupposition that there are no un-resourceful people only un-resourceful states – and states can be changed.

Here is a quick way to change an un-resourceful state:

STOP...BREATHE deeply and slowly into your abdomen

- Register the state you are currently in
- Ask yourself, “what is my current state?” Give it a label
- Check what just happened that triggered this un-resourceful state
- Ask yourself: “What would be a better state to be in?”
- Change your physiology, stand up if you are sitting down or stand differently if you are already standing
- Think about the state you want to be in instead of this one
- Remember a time when you felt the desired state and catch yourself moving into it now
- As you stand there in your new state, ask yourself: “how could I handle the issue or problem from this new empowered state?”
- Notice that the new feelings and thoughts will come into your body and mind and allow you to choose to see and do things differently
- Agree with yourself to practice the above whenever you catch yourself in a state that is not supporting you with your new goals or life changes
- Practice it every day for the next 7 days
- Write down your experiences of the above and share it with your coach or supporter during this course.

Something we need to consider next is perspective. Let’s return to the above statements around choice, including the ones you added. I wonder what you made of them. I wonder if you thought, you know I get that I have choice, but I really do have to pay my taxes and I really do have to breathe, I have no choice over that. Well if you did, think again, you see you could choose not to pay your taxes but you’d be breaking the law and there would be consequences, so rather than bearing the consequences of not paying, you actually choose to pay your taxes.

You could choose not to breathe by taking actions like David Blaine who held his breath for a long time under water, or some other dangerous pursuit, but if you did it could mean you would die. So chances are you prefer and choose to breathe rather than lose your life.

You could chose not to feed your children (some people don’t others actually can’t) but the consequences are sad and awful. Are you getting the point? Often we feel we have no choice when in fact we do, we just don’t consider that by not taking action we are actually choosing.



Stop and contemplate this now

- Not taking action on a goal or task is choice
- Procrastination is a choice

When you get it that you are making a choice by not taking action or not planning or not organizing it can be very empowering. Now you need not feel bad or guilty because you are consciously choosing NOT to do something. Accept that, or if you don't want to, choose to do something different! (Procrastination will be looked at in weeks 10 and 11)

We may not always be able to control the outcome of an event or others' behaviours, but what we can control is our response to it.

Choice is driven by imagination, conscience, values, needs, emotions, consequences, awareness and beliefs.

Now you know that, now you're more aware, maybe you're ready to choose what you would do differently in, or with your life if you started to believe that you do have choice.

- Stop now and think
- What impact would knowing you can and already do choose have on your life?

If you aren't ready to explore this concept or experience what it's like to choose, then either you aren't ready to continue the personal development journey, or you are fearful of stepping out of your comfort zone or maybe you have some self-imposed rules about how things have to be based on your past conditioning or past choices.

Check where you stand with this now. You'll need to be aware of it if you're to going to start prioritizing your goals in a moment. So consider the following before moving on:

- What are your beliefs, patterns and behaviours around choice?
- Have you noticed all the advice that is around on a daily basis?
- Are you surrounded by well meaning people giving you advice which you allow to affect your personal choices?
- If so, how much of it are you allowing, how much are you asking for and how much are you putting up with?
- How does allowing others to give you advice affect your personal choices?
- What will you do with this self awareness?



HAPPINESS

Abraham Lincoln said “people are as happy as they make up their mind to be”. In a tele-class on the millionaire mind there was a statement that 80% of people will never be happy, many people I’ve known and worked with don’t allow themselves to be happy. Now, I don’t know if the above figure or statements are true or not, I also don’t believe it is essential to be happy 100% of the time, for if we were it would be the norm and we wouldn’t know it as we currently know happiness, whatever it means. Some psychologists share that our current quest for happiness may be unrealistic and unnecessarily stressful; just as important is an understanding of life skills, learning’s, gratitude and intention. Interestingly, these are some of the ingredients that can make us feel good.

On the whole people prefer to do things that make them feel good and avoid things that make them feel bad. Yet, when it comes to important choices, many clients say they would rather do nothing (and that makes them feel bad) than make the wrong choice.

How does that statement work for you? How do you make choices? Do you choose based on logical plusses and minus’ only or do you include instinct too? Do you allow yourself to be run by old behaviours and negative mental thinking which override and ignore your instincts? Have you become disconnected from your feelings sometimes becoming too logical and end up operating from a place of ‘shoulds’ and ‘oughts’, which still don’t cause you to take action? Or do you choose from a more balanced perspective of beliefs, values, thoughts and feelings as well as considering accountability and responsibilities?

In Emotional Intelligence it says your thoughts lead to your feelings which lead to your actions which give you your results. But that only happens if you are self aware and pay attention to your thoughts. Some clients I work with say they don’t know what they are really thinking, wanting or feeling, they find themselves ignoring their inner guidance, gut instinct and potential for state management and instead, report feeling bad and reacting to situations outside of their control. Working from this kind of state can make it difficult to think positively or move towards what you want in life.

When it comes to making choices you may find it useful to consider what you think as well as what you feel. Heartmath, have a huge amount of information explaining how important it is to listen to your heart (instinct, feelings) as well as to your brain. They go on to say something we probably all know to be true, that the heart can and often may override brain decisions. The problem here is that then we may feel pulled apart. Part of us knows we should have listened to our thoughts but part of us knows we should listen to our heart or gut instinct. Have you ever made a decision based on reason only to later kick yourself or say I knew I should have gone with my gut? If so, you are starting to understand the basics of Heartmath’s work.



I am sharing all of this with you because in a moment when we start to prioritise your goals, I am going to ask you to tap into how the goal makes you feel as well as your logical appraisal of it. Good feelings lead to action and I hope you'll agree with me that it would be wonderful if the goals you choose for yourself in just a moment, are ones you really want, make you feel good, and are 'want to's' rather than 'have to's'.

There are probably some things you know you 'have to do' and knowing that can make you feel fed up or low, if that is true, remember what we covered above. You can choose not to do them. But if you do choose that, there may be consequences, so if you don't like the consequences and therefore choose the alternative, remind yourself you chose. Believe me the difference this can make to how you feel is fantastic.

My hope is that by now you will have enough perspective, new questions to ask yourself and self awareness to challenge your old ways of behaving and are now ready to move on to choosing your new goals and way forward.

Find your list of goals from week one which you added to last week with the 'dreaming' exercise around be, do, have. We're going to prioritise your goals and in doing so, support you in gathering even more self-awareness. This way you can start to select which goal you want to start working on. To start that process, we will use the wheel of life.

Now's a good time to go to the Video there are 2 parts to watch

Draw a circle on a piece of paper and split it up into the number of sections or life titles you currently have, now draw another circle inside the first, see the video example.

In the outside ring write each of your life titles

Next score each area out of 10 according to how happy you are with it, 1 = not happy
10 = the happiest I could be.

This will give you a picture of how you currently see your life. It is recommended you do this exercise every 3-6 months so you have a measurement of how your life has changed over a 12 month period. It will support you in identifying which areas need more attention and which areas are going well for you.



In order to prioritise your goals we will look at your list from week one and three and use the wheel to help you decide which goal and area to start working on. The aim is to work with 1-3 goals to start with.

Look at your list and if you have more than 25 goals, do be or haves, select your top 20-25. Do that now before moving on.

Next take no 1 'want' and ask yourself, if I had this would it improve my career, family life, etc....

Do that with all the goals you have listed and then count up how many ticks each of them have.

The goals with the most ticks have the most meaning for you as they impact on the important areas of your life.

As you look at the list which have the most ticks. Check in with each one of them.

How does no 1 make you feel? Your aim is to check in with your body not just your mind, your mind has already identified this goal is important now it's important for your body to let you know if it agrees. If it does, you'll be feeling good about setting actions that will allow you to achieve it. If it doesn't feel good, put it to one side for the time being.

At the end of this exercise you should have a list of your top 10-20 goals that you want to work on and the priority in terms of how you feel about each one.

Tip

When you did the 'be, do, have' exercise did you 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. After all the goal is in your thoughts what harm will it do writing it on a list of things you would like to have a go at. It doesn't mean you will do anything about it the exercise is just to get out of you what you really want to 'be, do or have' this is the first step of goal setting - dreaming.



RECAP

The above information can help you to:

- identify and understand you have choice
- introduce you to practicing daily intentions
- lessons to move you on (rather than guilt or worry)
- support you in changing your old behaviours by stopping and breathing
- introduce you to physiology and the role it plays in making change occur
- explore perspectives around choice
- the mind body connection
- how to use the wheel
- prioritising
- taking another step towards changing your life for the better

Personal Development Exercise

Between now and next week you will need to do the following:

Select your top three goals

- 1
- 2
- 3

Now do the following for each one:

Write one positive statement about each of the above goals you identified as wanting

My positive statement for goal no 1 is

My positive statement for goal no 2 is

My positive statement for goal no 3 is

Write 5 reasons why you want each of the chosen goals *(take time over this and get really clear and certain about why you want each of your goals)*

Why do you want to own this? Why do you want to do this? Why do you want to be this?

If you can't do the above for any one of the goals, then discard that 'goal' for now and move onto the next one. Bring back 3 goals with the above work completed by next session.

Next week

- We will be recapping to see how you have started to progress with the exercises taken so far



Personal development work between sessions

WEEK FOUR 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 did I notice re my thinking and choice today? (ask each day)**
- **What intentions did I set myself each night for the next day?**
- **What can I choose to do today/this week?**
- **What beliefs do I have about my ability to choose in my life?**

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.



Optional Extra 1 - is shown on Video part 4

This exercise will give you even more self awareness and also will highlight any goals you may have missed when thinking about them earlier.

Look at your wheel of life and at each of your life scores, ie you have marked career as a 6, write down everything that makes it a 6. Rather than thinking “it’s just a 6, why isn’t my life better? or why isn’t it a 10? Or I wish it was higher!” start seeing your cup as ‘half full’. It could have been less so there’s some good stuff going on here. Start working with what is going well.

Do that now.

This exercise should give you positive feelings towards your chosen life area, it also helps you focus on what is going well (even if you only scored 2 or 3 – this area could be a 0 for some people). When we are working on setting goals in any area of our lives, the best place to start from is feeling good about the area/goal. It supports us mentally and emotionally, is more motivating and uplifting than if we focus on the lack or negative and can be tied into a gratitude exercise, which we will look at in later sessions.

Now you know what is going well in this area, ask yourself, “what needs to happen in order for me to make it a 7 (remember we started the example with a 6 around career), then what needs to happen for it to be an 8, now a 9 and finally a 10.

- Do that exercise now before moving on.

So now you have awareness about how that area of your life works for you and you also know what you need to add or take action on, if you want it to be really great.

Is there anything from this exercise that you can add to your already large list of goals, wants and dream list? If yes, please add them to the area title now.

Now do the same exercise for all the other areas of your life.



2nd Optional Extra

Take each of your goals and write a positive statement for all of them.
Then write 5 reasons WHY you want each and every one of them

3rd Optional Extra

Choice – Research or read work by Victor Frankl and others who faced adversity and overcame it – how can this support, motivate and inspire you when you experience obstacles or think things are too difficult or impossible?

Dr Stephen Covey 7 habits of highly effective people – Read the chapter on Response v Reaction – what can you take from this chapter that could support the changes you want to make?

If you decide to do any of these optional extras, ensure you are clear about the benefits of each one before you move onto the next.

Did the chosen exercise provide you with any self awareness? If yes, what was it?
Get clear about any lessons or learning?
Where is your thinking compared to where it was when you started the exercise?

Take time to reflect and notice, then move onto the next exercise. Doing this as a regular practice will support you in making the changes you require and in taking steps forward towards achieving the outcomes you desire.

The Ripple Effect

Each choice we make causes a ripple effect in our lives.

*When things happen to us, **it's the reaction we choose** that can create the difference between the sorrows of our past and the joy in our future. Anon*

