

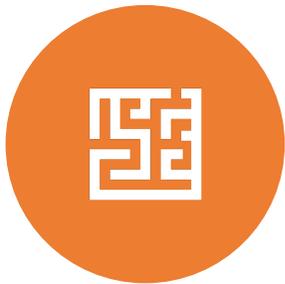


Personal Workbook – Navigating Change

- Prospect Business Consulting Ltd
- (a resource to support workshop content delivered by Prospect) or with our Resilience blog by Jackie Barringer
- Donna Bradshaw

- www.weareprospect.com

What this workbook helps with....



Understanding the 'change curve' for yourself and others during change



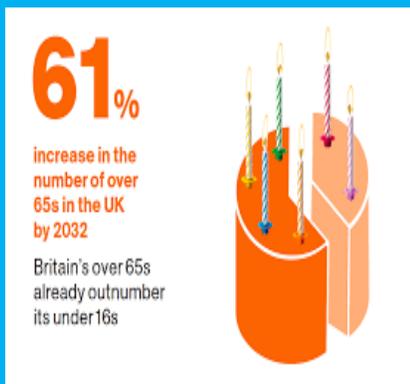
Some practical self-coaching tips and tools. All of the tools used are commonly available on the internet for any further reading or explanation.

Using this material responsibly....

- **NOTE : this book contains some self-coaching techniques and are not intended to address trauma or distress.**
- **If individuals are experiencing intolerable levels of stress, anxiety etc that would be better discussed with Occupational Health or a GP. Please take personal responsibility for choosing to use the workbook tools.**



Change is all around us



What changes are you currently experiencing or anticipating?

In your community?	At work?	In your family?	Personal changes?
Friendships?	Travel and housing?	Skills and technology?	Others?

Activity one : copy this table and identify the range of changes you are currently experiencing – think of positive, neutral More negative ones.

Think about your changes using the 'Change Curve' – activity two



Read more about the change curve on the internet
– look up Kubler-Ross change curve



Consider the changes that you identified in the first
exercise

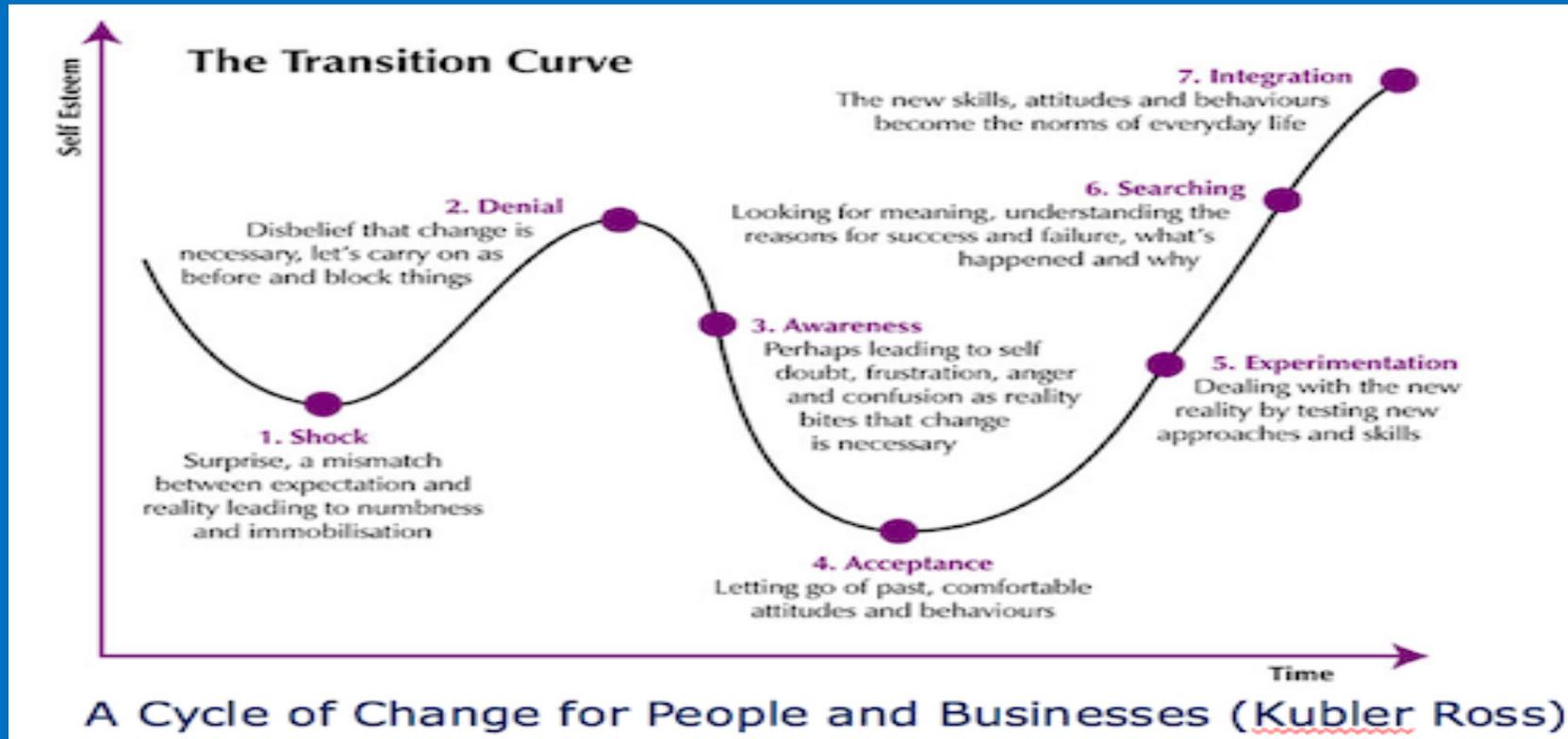


Can you plot where you feel you are on the change
curve for any changes you are experiencing? There
may be more than one, in different places?



Can you think of times in the
past when you were in a
similar place?

What helped you at that
time?
Did you learn anything that
could help you now?



The Change Curve

Kubler-Ross

Insights from the Change Curve



We can all be at different places on the curve during the same change



We can be experiencing several change curves at the same time



The depth and pace that people move through the change curve varies from individual to individual



Its not linear!



Its normal



Understanding and discussing where ourselves and others are can help

Activity 3 : Practice some self coaching techniques when experiencing change

SECTION ONE: KNOWING THE BEST YOU

SECTION TWO : Stay in connection with your purpose

SECTION THREE: MAKE TIME FOR SELF CARE

- <https://www.people-results.com/4-self-management-techniques-change-hard/>
- Each technique is explained and you can complete the worksheets as you go – and there is a one side illustrated worksheet you can copy and use

The background features a dark grey field with three overlapping circles in shades of blue. A white horizontal band is centered across the middle of the image, containing the text.

SECTION ONE : KNOWING THE “BEST” YOU

1. Knowing yourself and the best you



Complete the following five activities, answering the questions as best you can – list as few or as many as you like, although we suggest 5-10.



When you have done this look at the self coaching questions and see if the insights from the activities provoke any choices and actions for you.

Me on best behaviour....

- Think about the best, most amazing, fabulous, top-form version of yourself.
- What behaviours are you displaying?
- List your top 5 best behaviours
 - -
 - -
 - -
 - -
 - -



The times I do stuff really well...

- Think about occasions – at home or at work or both – when you do something really well.
- What strengths and skills are you using?
- List your top 5
 - -
 - -
 - -
 - -
 - -



Applying the ten positive emotional states – its often the little things that help

- The list on the left are the ten positive emotional states identified in research by Frederickson (2009)
- Read the blog below or read more widely
- <https://chopra.com/articles/10-positive-emotions-that-should-be-part-of-your-daily-life>

Joy
Gratitude
Serenity
Interest
Hope
Pride
Amusement
Inspiration
Awe
Love

Identify your ten actions that could support positive emotion each day

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

It can be anything – as small as 30 seconds to look at a photo of your cat, spend ten mins listening to music, thanking a family member.

My positive relationships

- Think about people who you have a positive relationship with – at home, work, via video conferencing!
- List relationships that you feel are positive
- List one reason why you experience that relationship as positive
- Does this activity invoke any ideas for sustaining your positive relationships?



Your positive relationships

Who	Why	Any insights or actions?

Self coaching questions for “knowing the best you”

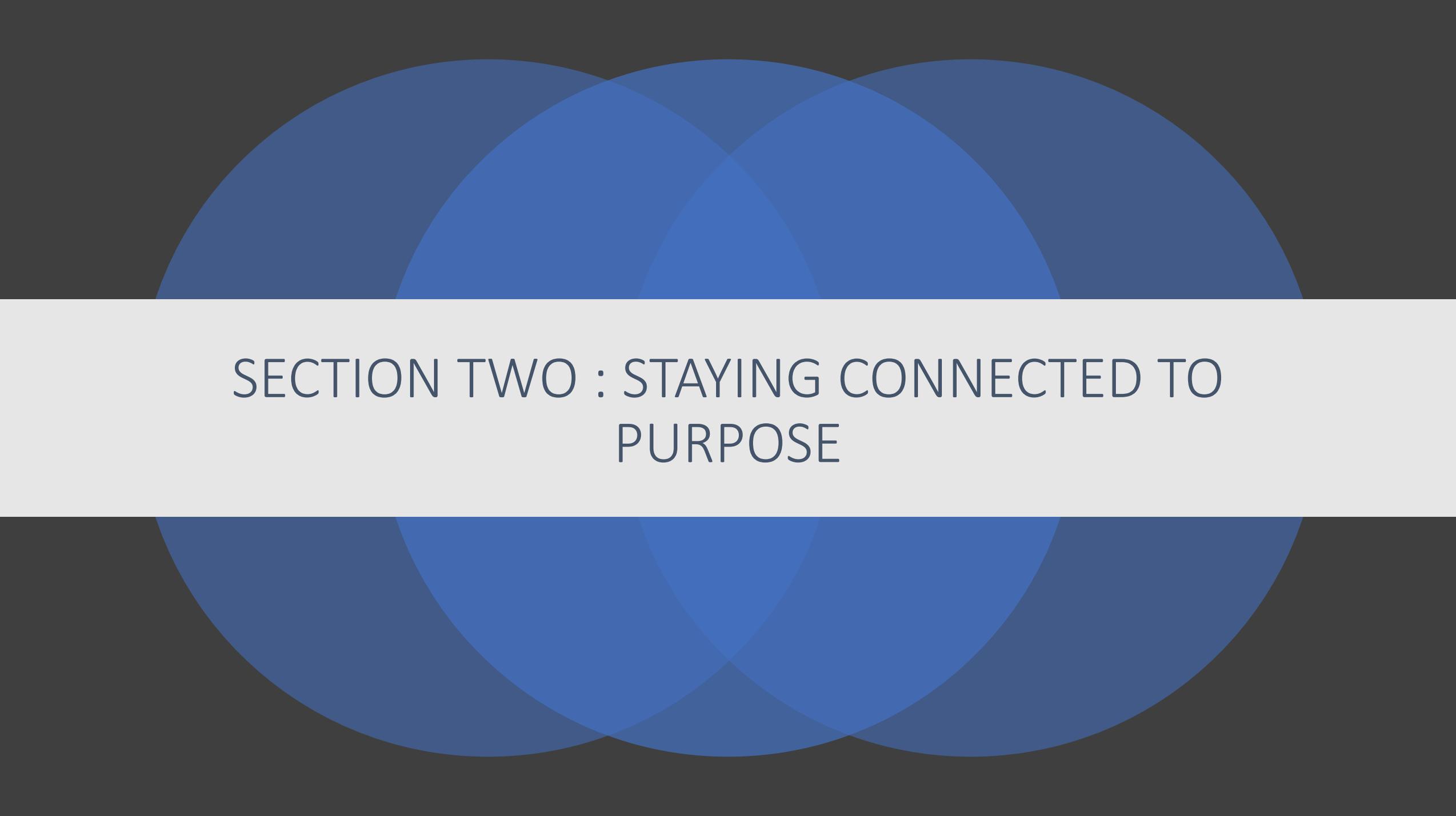
What insights does this provide you with?

What are you doing well and need to continue and preserve?

Is there anything new you would like to do?

Is there anything you want to do more or less of?

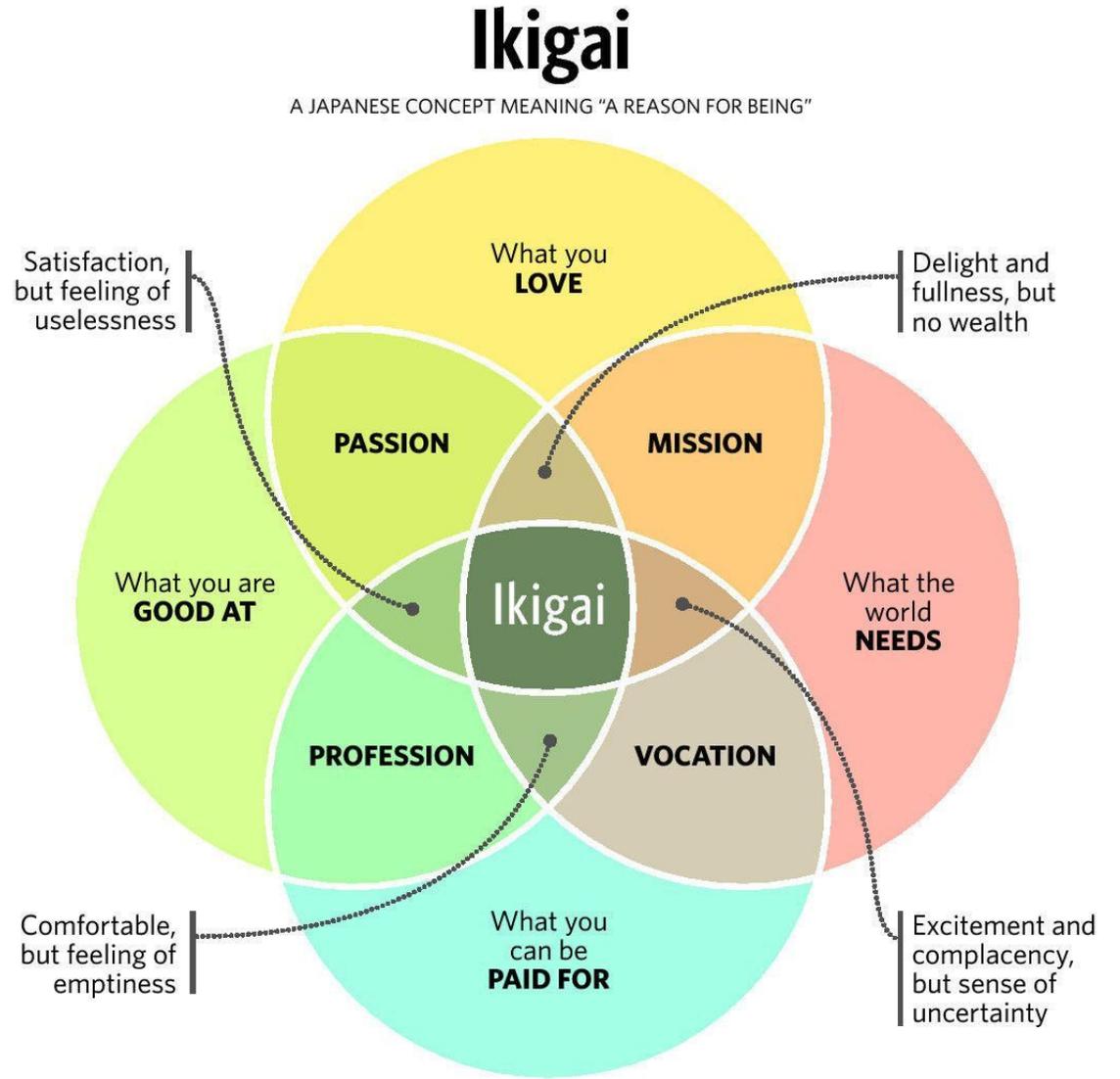
Is there anything you want to stop?



SECTION TWO : STAYING CONNECTED TO
PURPOSE

2. Stay in connection with your purpose - IKIGAI

- Think about what gives your life meaning and gives you identity
- Remind yourself what you are good at
- Reconnect with what you love doing
- Use the IKIGAI as a tool to map out what most matters and think about the bigger picture
- Does this provide any insights for you or invoke any options and ideas for action?



SOURCE: dreamstime

TORONTO STAR GRAPHIC

IKIGAI ACTIVITY

- Optional – google Ikigai and read more about it
- Print off or draw the Ikigai model
- In one colour of pen, write down against any of the section on the model **WHAT I HAVE IN MY LIFE NOW**
- In another colour, write down against any section of the model **WHAT I WOULD LIKE THIS TO BE IN THE FUTURE**
- See if you can identify 3 priorities and any feasible actions that you can take

The image features a dark grey background with three overlapping semi-circles of varying shades of blue (medium, light, and dark) positioned at the top and bottom. A white horizontal band runs across the center, containing the text 'SECTION THREE : SELF CARE' in a dark blue, sans-serif font.

SECTION THREE : SELF CARE

Make time for self-care

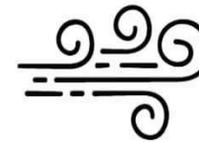
- What self care routines are you using or neglecting – be that a walk, music, quiet time, a book, exercise, head-space, chats with friends?
- Can you prioritise anything, however small, to make important time for you?

FORMS OF SELF-CARE

@sparklyresults



drink water



conscious breathing

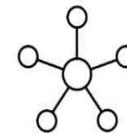


set an intention



pray or meditate

@sparklyresults



make meaningful connections



nourish your body with healthy foods



exercise/take a stretch break



think of someone you're grateful for



give yourself a big hug



compliment yourself

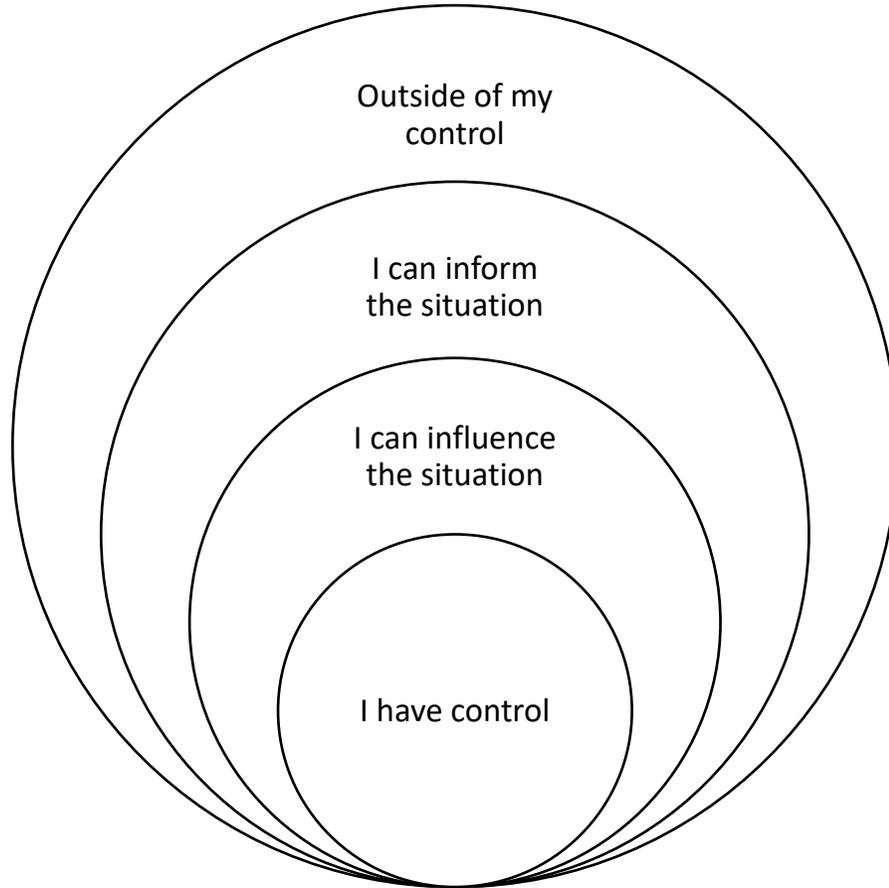


get some fresh air



visualize your future

Focus on what you can influence and control



- Write a list of all your issues and concerns on post it notes
- Use the sphere of influence to plot for each post it note
 - What can I directly control?
 - What could I influence?
 - What can I inform?
 - What is out of my sphere of influence?
- Consider where you are currently focusing your energies and time
- Could you re-direct your energy and time elsewhere?

Be aware of thinking errors (aka –cognitive distortions)

- List your thoughts about a situation
- Do you recognize any thinking errors?
- Would it be possible to consider an
- Alternative perspective or way of
- Thinking?
- If you write this down, does this open
- Up any new possibilities for your
- Choices, behaviours and actions?

Thinking Errors I.D. Card

If you can identify them, you can change them!

 **Jumping to Conclusions:**
Judgement without facts or info, like fortune telling, mindreading, or catastrophizing.

 **Discounting & Filtering:**
Only noticing the negative aspects and neglecting to see the positive ones.

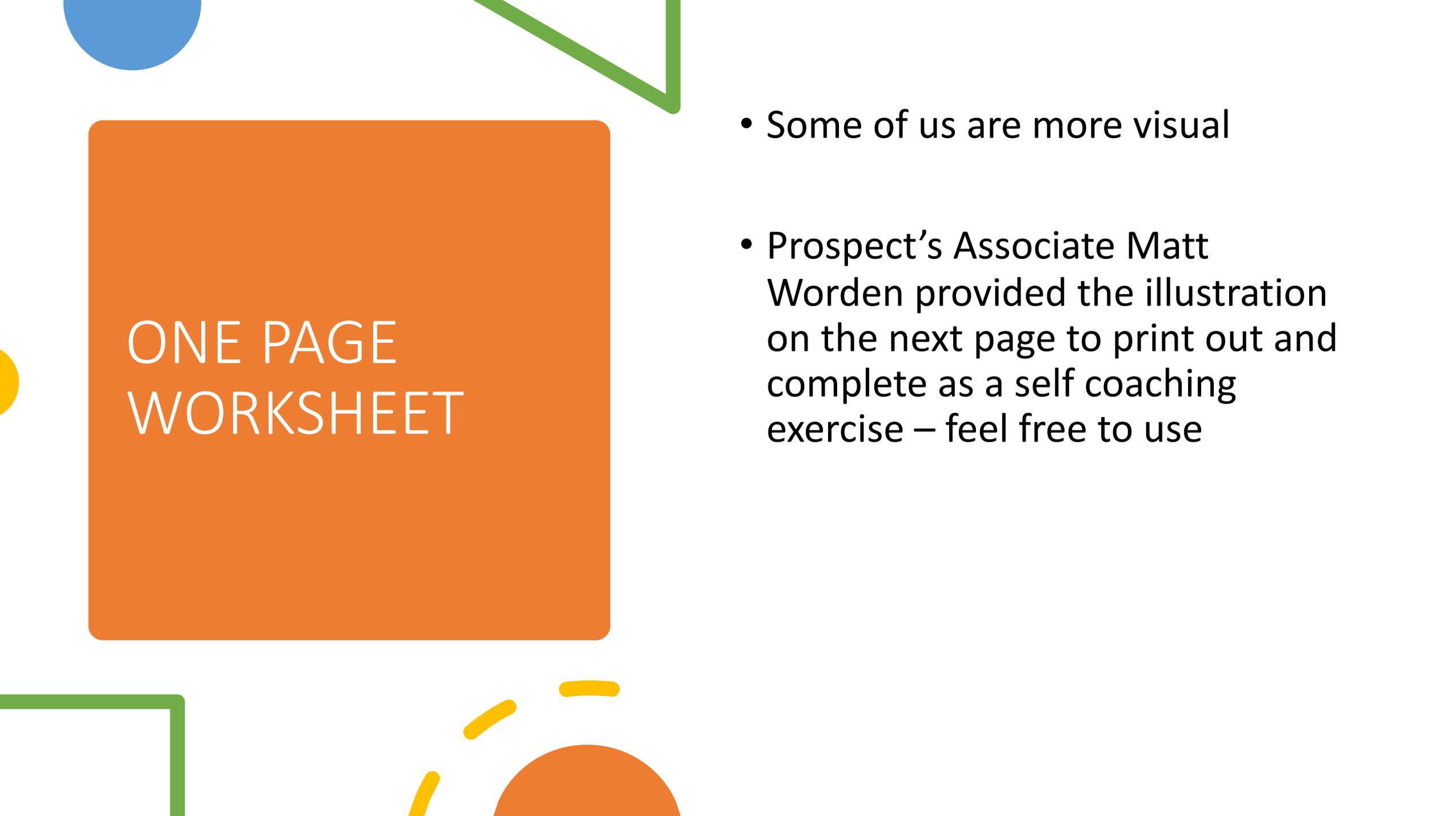
 **Should Statements:**
Saying "I should..." or making rules for how you (or others) "should" be.

 **Personalization & Self-Blame:**
You see yourself as the cause, when you had nothing (or little) to do with it.

 **All or Nothing:**
Extreme rules, like saying "always" and "never", includes generalizing, labeling, and blaming.

 **Emotional Reasoning:**
Judgement based on emotions like guilt, anger, anxiety, or hopelessness.

Change Thinking Errors Towards a Healthier Way of Thinking!
Find out how at cogtoolz.com
Follow us!    
@cogtoolz

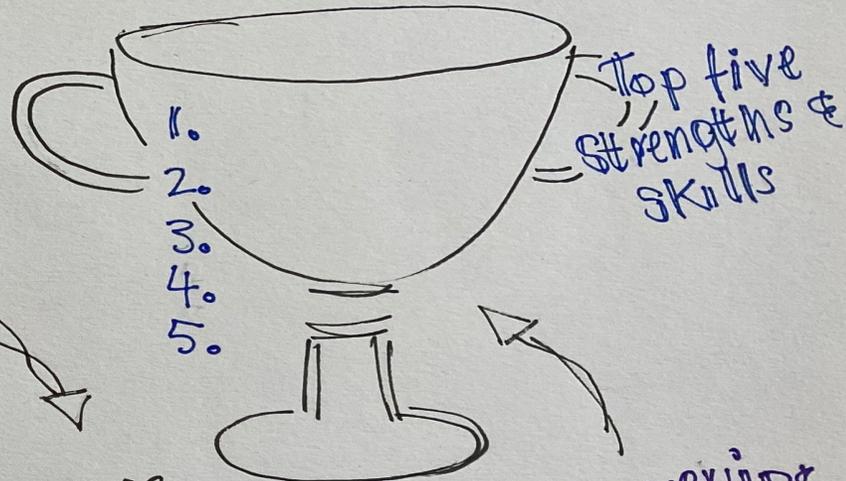


ONE PAGE WORKSHEET

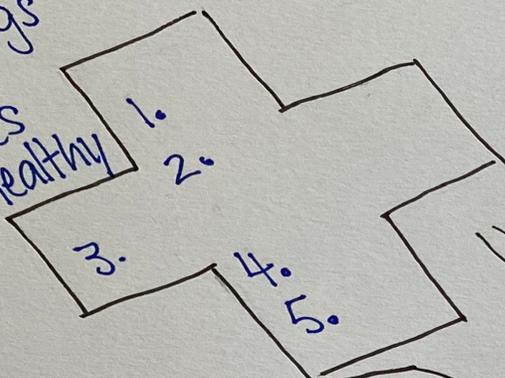
- Some of us are more visual
- Prospect's Associate Matt Worden provided the illustration on the next page to print out and complete as a self coaching exercise – feel free to use

My own first Aid kit feeling healthy

Times I do really WELL...

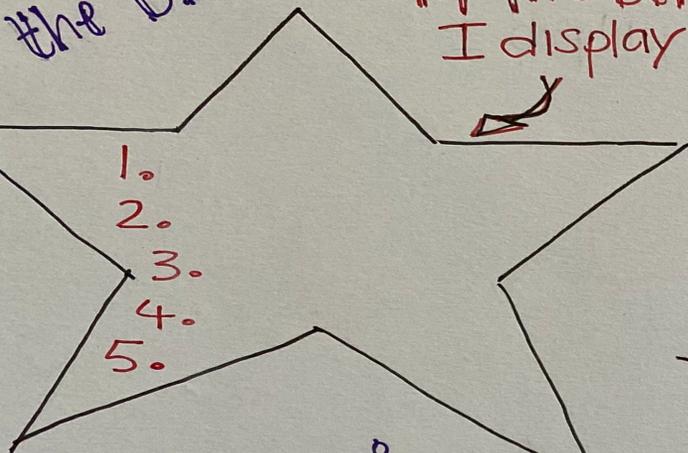


Five things that I do that makes me feel healthy

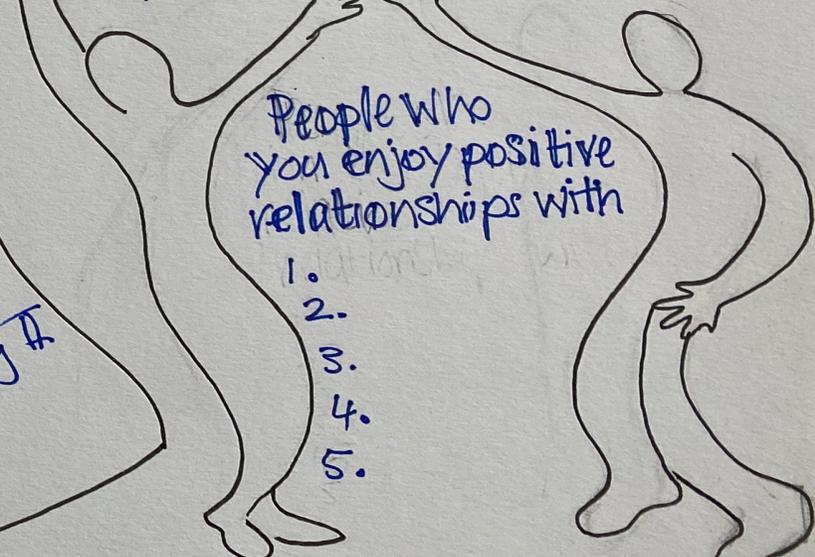


Top five behaviours I display

Times I'm the BEST ME



My positive RELATIONSHIPS



INSIGHTS ON ME..

What do I do more of?

What do I do less of?

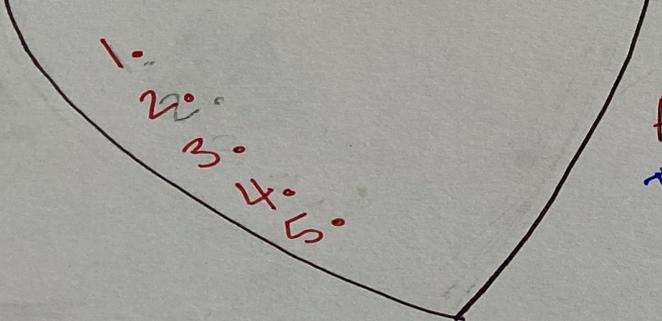
Is there anything I want to do?

Is there anything I want to stop?

- Joy
- Gratitude
- Serenity
- Interest
- Hope
- Amusement
- Inspiration
- Awv
- Love

The small things that are BIG THINGS for me....

Small actions that help me to feel positive emotions



FINALLY.....

- This workbook, together with our related blogs and self directed reading are one way we can take some time to think about our resilience and self care
- Remember to access help at work or home if you are finding change is intolerable
- If you would like to discuss personal or team coaching with prospect, we offer some short, pro-bono coaching sessions, call us on 0161 236 6733.

