

## Exercise 1: Stop, Start and Do More of

We want to identify possible changes to bring about to improve performance, or stop destructive or self-defeating behaviour. To help, you should consider a “personal board of directors” who have some influence on your thinking.

Stakeholder	Stop doing	Start Doing	Do more of

**What common themes arise from this? What will you do differently in the months ahead?**



## Exercise 2: Goals

Use the GROW model to help establish your personal and professional goals over the coming months. Don't have negative goals. Your goals should have meaningful parameters, so you'll know exactly how each of them would impact your life for the better.

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**Goals** – Identify the specific desired outcome to achieve.

**Reality** – Explore the current situation.

**Options** – Explore the different options.

**Will** – Determine what is to be done.



## Exercise 3: Relationship Action Plan (RAP)

The aim is to deepen relationships with the following people to achieve....

Stakeholder name	Your relationship (positive, neutral or negative)	What personality traits do you think they have?	What do you have in common?	What can you do to help them?



## Exercise 4: Urgent / Important

Use your time effectively, not just efficiently. Review the tasks that take up the majority of your time in a typical week and put them into the respective quadrants below. Then for each task, take one of the following actions: Make time to do them, Delegate them, Stop doing them.

	<b>URGENT</b>	<b>NOT URGENT</b>
<b>IMPORTANT</b> (for me to do it)	I – Crisis/Pressing problems	II – Make time
<b>NOT IMPORTANT</b> (for me to do it)	III – Delegate	IV - Stop



### Exercise 5: Stop Doing List

Don't just have a to-do list, create a stop-doing list! What tasks will you either stop doing, or delegate and empower others to do? What meetings will you no longer attend because your presence isn't essential? What data or reports do your team produce and yet you aren't sure people even use anymore?

<b>Stop doing:</b>

Don't simply cross items off or remove completed tasks from your to-do lists. Have a period of reflection at the end of the week to acknowledge what you have accomplished – you will no doubt surprise yourself!

## Exercise 6: Writing a new script to help form new habits

Rewrite the script in your head by identifying five crucial times in your life when you were courageous and overcame adversity. Also, record five achievements that you are most proud to have accomplished.

<b>Courage and Courageousness</b>	<b>Achievements</b>

Print this list out, carry it around with you and turn to it every time you hear your inner critic start to speak. Form a new habit, and whenever anxiety and self-doubt arises, focus on the times you have been courageous during your life and career, and rewrite the script in your head.

