



WEEK TWO

SELF AWARENESS

HANDOUTS

AND

PERSONAL DEVELOPMENT
WORK

I free myself not by trying to be free, but by simply noticing how I am imprisoning myself in the very moment I am imprisoning myself. Zen Theory of Change



WEEK 2

Recap Questions from week 1

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.

Welcome back! How did you get on during the week? Use the following questions to recap on your success, decisions, choices, awareness before moving on.

- 1) What decision did you make regarding writing and keeping a journal?
- 2) What drove that choice?
- 3) How clear are you around goal setting, what it means to you and why you want to do it? If you aren't it is important you get clear now before moving on.
- 4) Which areas of your life did you decide you would like to set your goal(s) in?
Ideally you will chose one area and work through this weekly workbook and then re-do the work with the next area of your life. This is a choice, you may decide to work with 2 or 3 areas of your life, remember: the results may be slower when you focus on multiple areas.
- 5) Have you started reading who moved my cheese? It is recommended at the start to support you in recognizing the patterns individuals get stuck in.



Week 2 - EXERCISE 1 - This exercise ***isn't*** talked through on the audio but please do it before you do the exercise on Relationships with others below.

GETTING TO KNOW YOU

Set aside at least **30 minutes** to do the following exercise it will build on exercise 1 continued below. This exercise may take between 30 – 90 minutes.

Use the following exercise to help you gain greater self-awareness (to fill in your blind spot, if you want to know more about blind spot, Johari's window it is coming up in the session later as an optional extra). It will also support you in getting clear about the areas of your life that you may think need improving. This exercise can identify areas that if worked on, can improve your confidence and self-belief as well as identifying limiting behaviours and beliefs that you can work on later in the programme.

Subjectively mark the following statements from 0 - 10 depending on how you feel about each one. Go with your first thoughts, no need to analyze too long.

0 = not too good, 10 = couldn't be better

- My opinion of myself is..... (score 0-10)
- My self-awareness of how I feel 'in the present/moment' is...
- I find it easy to know what I want and go for it
- My ability to share my feelings with 'others' without emotional charge (ie angry, frustrated, impatient, tearful) is...
- I am able to approach others to ask for what I want
- I am able to approach others to ask for help when I need it
- My ability to notice and then change patterns of behavior I don't like
- I trust in the/my future
- I have a clear understanding of my purpose
- I am able to enjoy life in the moment
- I like and/or enjoy spending time on my own



If you scored less than 10/10 start at the top and list how you know the score you gave yourself is true. ie if you scored 6/10 re your opinion of yourself what makes it a 6? What are the gaps? This area of 'self' may be one of your goal setting areas to work on for this programme, or at some future stage.

What would have to happen to make it a 7, 8, 9 or 10? *(these could be your personal goals, we will look at them in lesson 3)*

How has the above helped you with your self-awareness about you?

Thinking about the above, how could you use it?

What goals would you like to set to help you improve your opinion of yourself? List them here:

Now prioritise them below, which one will you start working on first?

As you look at the above, what limiting beliefs do you have about your ability to achieve these goals?*

What will you do with this information?

How has it helped you with your self awareness?

(*We will work with the above in lesson 4)



Week 2 - EXERCISE 1 continued/

GETTING TO KNOW MORE ABOUT YOUR RELATIONSHIPS

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.

AGAIN USING SCALE OF 1:10 - HOW WOULD YOU SCORE OR RATE YOUR RELATIONSHIP WITH SIGNIFICANT PEOPLE THROUGHOUT YOUR LIFE:

- Mother/mum
- Father/dad
- other carer growing up, ie step or grandparent
- aunts/uncles/cousins
- other adults
- children
- brothers and sisters
- spouse/partner
- friends
- colleagues at work/college
- anyone else significant in your life (if yes list them here)

If you scored less than 10/10 for each relationship, look at your list again. How do you know the score you gave yourself is true, ie if you scored 7/10 with mum/mother what makes it a 7?

What would make it an 8, 9 or 10? *(these will be your relationship goals that you may choose to work on in this programme or in the future, we will work more with goal setting in session 3)*

List the traits and/or behaviours of each individual that you like.

List the traits and/or behaviours of each individual that you don't like or that stop the relationship being the best it can be.



In neuro linguistic programming (NLP) as well as some schools of psychology, there is a theory that the traits we like and dislike in others are a reflection of traits we like and dislike within ourselves. Take a moment and think about that. Look at your list. Where or when are you like the list of traits you liked? Now do the same with the list of traits you don't like.

How has the above helped you with your self-awareness in general as well as with your understanding of the relationships you have/had with these important people?

Thinking about the above, how could you use it to help you set goals around improving relationships?

What goals would you like to set to help you improve your relationships? List them here:

What is the priority – which relationship would you like to improve first??

As you look at the above, what limiting beliefs do you have about your ability to achieve these goals?*

(*We will look more at these in session 4)

Which areas are you happy or satisfied with?

Do you want to improve these areas in any way? If yes state how.



Week 2 - EXERCISE 2

GETTING TO KNOW MORE ABOUT YOUR FEARS

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.

Using the 1-10 scale, how do you score on asking people you know for help? 1/10

How do you feel about asking people you don't know for help? 1/10

How do you score on asking people you do and don't know for what you want? 1/10

If you scored 'low' on 'asking others for what you want or 'for help, ask yourself: what are my fears, worries or concerns? List them here...

Thinking about the 3 areas you chose to set goals on at the end of week 1 (or goal setting in general) how might the above fears, worries or concerns interfere with you taking action on your goals?

How has the above helped you with your self-awareness around your fears?

Thinking about the above, how could you use it to help you when it comes to setting goals? What will you do with that information? Where will you store it so you can find it easily?

Which of the listed fears, worries or concerns is the priority to work on or with first?

Write it below:

Out of my list the first fear, worry or concern to work on first is.....



Week 2 - EXERCISE 3

GETTING TO KNOW MORE ABOUT YOUR 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.

Which of the following statements describe how you behave some, lots or all of the time? Be honest! If you really struggle you could ask trusted friends or family to help you – this is a ‘filling my blind spot’ exercise.

I'm a perfectionist	I worry about loads of things
I give up easily	I regularly feel guilty
I blame others	I'm a workaholic
Life isn't fair, I'm a bit of a victim	I'm aware/am told I manipulate others
I'm a know it all	I use my sexuality to get what I want
I'm a flirt	I'm an attention seeker
Life is hard, I'm a bit of a pessimist	I've been told/know I'm bossy
I'm such a goody goody	Others think I'm/I think I'm arrogant
I have to be in control	I'm self-righteous
I'm a real people pleaser	I have a fear of success
I know I'm a withholder	I have a fear of failure
I'm a sulker	I make up stories/ lie
I'm angry	I'm impatient
I'm frustrated	I'm lazy

Looking at your list, generally, how do these patterns affect your life?

What do you get by holding onto them?

List the rewards and benefits first (secondary gain) - then list the negative impacts.

How might keeping them negatively impact on the goals you want or are currently working on?



When do these patterns mostly show up in your life?

Patterns List them below	At home	At work	With colleagues	With my Partner	When by myself
1					
2					
3					
4					
5					
6					
7					

List the patterns that show up for you down the side and tick them as appropriate under each heading. You may need to create a bigger table

Identifying your strategy

Now you are more aware of the patterns that operate you. How do they show up in your life?

Are they a nagging voice?

Do they show up as pictures?

Are they feelings? Or perhaps all three!

What happens first? *ie I often get frustrated. I know I am frustrated because the first thing that happens is I get a feeling in my chest which moves up to my throat. Then I say to myself, 'ahhhh, this is really frustrating me', then I get a picture of the person, thing or me that caused the feeling in the first place.* Notice and write down how your patterns let you know they are present. This is important if you want to change or master them. By doing this exercise for the above you will begin to notice your strategies around your patterns. This knowledge will give you more personal control and we will look at using the information to help you change patterns in a later session. (Strategie elicitation is also used in Neuro Linguistic Patterning, CBT (Cognitive Behavioural Therapy) and EI (Emotional Intelligence))

Do your patterns cause you to judge or criticise yourself and others?

Do they stop you enjoying yourself or getting the best from your life?

If so get clear about how and when.



To help you do the above exercises really well, and to gain greater self-awareness, think of recent, specific situations that have occurred where you had an emotional reaction, ie anger, sadness, frustration, boredom etc, this will help you identify underlying patterns and behaviours which you can then look out for in future, especially when you start goal setting.

List any recent situations or interactions that you weren't happy with the outcome or your emotions – could be about yourself or others. *(recent could be in the last 1-4 weeks)*
To help you identify a pattern or unhelpful behaviour, think about times when you have felt unhappy, got flustered or impatient or were anything less than content.

List your reactions for each situation. *(ie bossy, arrogant, frustrated etc)*

This exercise will support you in identifying the pattern that has been running you. Initially this type of exercise may make you feel uncomfortable, but if you want to set great goals or make changes to your current situation, this can help you to remove the blindfold that may have been preventing you from making such changes.

It is important to remember you are not your patterns, they are just behaviours that can be changed, if you want them to, the thing is if we don't acknowledge and address them, they become so ingrained in our daily actions and unconscious minds that they begin to run our lives and effect our outcomes. This can result in us and others labeling ourselves as 'being' our patterns. When we allow the patterns to have control over us, rather than us having control over them, we often forget that we have a choice – to change them.

The good news is with self-awareness, and by choosing to do something different, you can unlearn any old unhelpful behaviours.

To learn more about choice you may like to read Victor Frankl's story "Man's search for meaning" which is a very moving, motivational story based on his experiences during WWII, it shares insights to mental attitude and our ability to choose how we respond to situations rather than just reacting.

You may also like to read Stephen Covey's 7 habits of highly effective people, which covers response versus reaction and offers you some exercises to support your changes.



The exercises you have just done should help you to get clear about how you feel about your life past and present. We know coaching is not about the past, but as the past can, and often does, effect the present, personal awareness around old behaviours, fears and habits may need to be addressed in order for you to successfully move forward with your goals.

I really recommend you find a coach or trusted positive buddy who will help you to get the best out of the self-awareness you have started to work on. It is always easier working through personal development exercises and goal setting when you have a positive supporter, helping you to get the best from your experiences.

Tip

Just notice your answers to the questions you write without becoming emotionally charged or attached to them, remembering they are part of your self-awareness journey.

Remember: you are not your behaviours – you are so much more than them.

Next week

We will recap with a set of questions to support you in seeing how you have started to progress with the exercises taken so far

Introduce you to more self-awareness exercises

Start changing negative patterns

Identifying your life titles and using previous 'I want's' to start gathering information in order to set goals you really want

RECAP

The above information can help you to:

- identify and understand your old behaviours and patterns so you can choose to change any that are unhelpful
- identify your fears and secondary gain so you can start to handle and master it
- support you in identifying priorities for goal setting
- show you how you may have sabotaged goals in the past
- help you start to recognize your strategies
- stretch yourself and move out of your comfort zone
- start to change your life for the better



Personal development work between sessions

WEEK TWO 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)**

This means whatever it means to you. Use awareness exercises above to support you in deciding what this statement means for you

- **Which of the identified patterns, from the above exercises, do I catch myself doing every, or most days?** *These could be from any of the exercises done so far*

- **Overall, what is my mood? When I get up? Through the day? Before I go to bed?**

- **Is the above (Q no 3) a regular habit or new because I am thinking about it?**

- 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.



Optional Extra

To get to know yourself even better and to start to fill in some more of your 'blind spot' you could choose to play the Johari's Window 'game', this is an optional extra of your choosing.

Here are two options you can work with, the positive list OR you can work with the positive and negative list. If you use both, select 5 or 6 from each of the two lists:

- 1) From the following list pick five or six that you feel best describe your personality.

- able
- accepting
- adaptable
- brave
- bold
- calm
- caring
- cheerful
- clever
- complex
- confident
- dependable
- dignified
- energetic
- extroverted
- friendly
- giving
- happy
- helpful
- idealistic
- independent
- ingenious
- intelligent
- introverted
- kind
- knowledgeable
- logical
- loving
- mature
- modest
- nervous
- observant
- organized
- patient
- powerful
- proud
- quiet
- reflective
- relaxed
- religious
- responsive
- searching
- self-assertive
- self-conscious
- sensible
- sentimental
- shy
- silly
- smart
- spontaneous
- sympathetic
- tense
- trustworthy
- warm
- wise
- witty

- 2) Then give the above list to family members, colleagues, friends etc and without telling them your choices, ask them to select the 5 or 6 they think best describe you. Do the same with the 'negative' list below
- 3) Now draw your own Johari's Window (see below) and map the choices onto the grid
- 4) How did you feel about your choices versus their choices?
- 5) What did you learn about how others see you?
- 6) How might you use this information to support you on this journey?



Johari Window

	Known to self	Not known to self
Known To Others	Arena	Blind Spot
Not known to others	Facade	Unknown

Negative List

- blasé
- boastful
- brash
- callous
- chaotic
- childish
- cold
- cowardly
- creepy
- cruel
- cynical
- distant
- dispassionate
- dull
- embarrassed
- foolish
- glum
- hostile
- humorless
- ignorant
- impatient
- imperceptive
- inane
- inattentive
- incompetent
- inflexible
- insecure
- insensitive
- intolerant
- irrational
- irresponsible
- lethargic
- loud
- needy
- overdramatic
- panicky
- passive
- predictable
- rash
- selfish
- self-satisfied
- simple
- smug
- stupid
- timid
- unethical
- unhappy
- unhelpful
- unimaginative
- unreliable
- vacuous
- violent
- vulgar
- weak
- withdrawn

