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Handouts

- Guide to Change: Breaks down the creation of a goal using the Immunity-to-Change process
- Guide to Change (Implementation): series of activities based on the Immunity-to-Change goal process
- In-session activity on having difficult conversations + Applying Learning is how you can design a reflection activity after teaching someone how to have difficult conversations
- 4-Step Consciousness-Raising Process with reflective questions to help clients see their power & choice in every situation
- Mindset & Mindfulness: in order for mindfulness to work, we must have a growth mindset. This is a plan to release the negative emotions that drive fixed mindsets and steps to create a mindfulness plan.
- Intuition and Unhealed Trauma coaching activity
- Sorting and responding to triggers: walks you through taking an ANT, helps you to see the sources of trust and fear signals, teaches you how to sort with the SCARF model
- Imposter syndrome activity: identifying the symptoms and working through releases
- Integrating the Adaptive Leadership framework during a session activity
- Tool for how to disrupt individual bias
- Sample flyer for group coaching: to help you see the structure of a program

THE WOMAN

GUIDE TO CHANGE

These strategies must be completed sequentially. Click the link in my bio to get the full guide & sign-up for the implementation plan!

DAY 1 TAKE INVENTORY

Take 5 minutes to write down the areas of your life where you have tried to make a change but kept getting stuck. Select the top two that you need to change NOW.

Then, journal why you feel the most stuck in these areas? Be direct and honest with yourself.

DAY 2 TAKE THE LEAP

From day 1, pick the area that if you worked on it, now, would give you the greatest impact. The area must be focused on you and not involve changing other people.

This is your commitment goal. Rephrase it to "I'm committed to ____ (i.e., I'm committed to setting boundaries)."

DAY 3 NAME THE BEHAVIORS

List the top 5 behaviors that you are doing instead of taking actions toward your goal.

For example, if your goal is to set boundaries, then list "I do not say no, I change my plans whenever someone calls, etc.)

Only list behaviors that you can pick up on a camera.

DAY 4 ACKNOWLEDGE YOUR FEARS & WORRIES

Identify the fears and worries associated with accomplishing your goal. These hidden fears compete with your goal.

For example, if your goal is to set boundaries: I fear losing relationships, I worry people will judge me, I fear I won't be able to maintain the success)

DAY 5 IDENTIFY THE MINDSET

This hidden assumption makes you think that taking an action toward your goal will make something bad happen.

For example, if speak I up, then people will leave me.

Complete this sentence: If I do X (action towards my goal), then Y (bad thing will happen).

DAY 6 PICTURE YOUR SUCCESS

Congrats you have completed, an Immunity-to-Change map! Before we get into the activities to get you "unstuck," we want you to picture yourself successfully accomplishing your commitment goal.

What does it feel like? What are you doing? What are you thinking? What are you saying?

DAY 7 MAKE A PLAN, ANALYZE, RELEASE

Time to get to work! Over the next 8 weeks, you will become an expert on YOU! Make the commitment & GET FREE!

Download the implementation plan, plan the observations, analyze each activity, use what you learn to build the system to get unstuck.



Woman

GUIDE TO CHANGE IMPLEMENTATION PLAN

Directions:

Use the commitment goal from the 7 day challenge to complete the plan. The goal of this plan is to overturn your Big Assumption. Right now, it is running on auto-pilot and keeping you from reaching your goal. This process is designed for you to become an EXPERT on YOU! By the end, you will know what gets you "stuck" and how to get "unstuck". Follow each activity in sequence and do it all.

	ACTIVITY	TIME	REFLECTION QUESTIONS
WEEK 1-2	<p>Track Fears & Behaviors</p> <p>At the end of the day, reflect on your day. Identify the behaviors that you did/did not do that went against your improvement goal. Connect each behavior to the fear that you believe it triggered.</p>	<p>2 weeks</p> <p>Have at least 7 examples by the end of two weeks.</p>	<p>Where did the fears originate?</p> <p>How do your fears trigger these behaviors?</p> <p>What is the impact of the behaviors on your of life?</p>
WEEK 3-4	<p>Track the Big Assumption's Impact</p> <p>Pay attention to how your Big Assumption (BA) drives your behaviors. How does the BA cause you to behave in ways that sabotage your goal? At night, record the times that your BA triggered your behaviors.</p>	<p>2 weeks</p> <p>Have at least 7 examples by the end of two weeks.</p>	<p>How did the context trigger your BA?</p> <p>How did the BA cause you to act against your goal?</p> <p>How did the BA negatively impact you?</p>
WEEK 5-7	<p>Overturn the Big Assumption</p> <p>You are going to pay attention to when you behave in ways that support your goal. What about the context (ppl, thoughts, feelings etc.) allowed your commitment goal and behaviors to override your BA?</p>	<p>3 weeks</p> <p>Have at least 14 examples by the end of two weeks.</p>	<p>What self-talk, behaviors, mindsets, did you use to override your BA?</p> <p>What about this context proved your BA to be untrue?</p>
WEEK 8	<p>Taking Stock & Staying FREE</p> <p>Take time to reflect over the past 8 weeks.</p> <p>1) What have you learned about your BA?</p> <p>2) What situations, ppl, fears activate/inactivate your BA? Who, what, where, when, why?</p>	<p>1 week</p> <p>Reflect every night for 7 days</p>	<p>What sucks you back into your old fears & behaviors?</p> <p>What releases (self-talk, behaviors, mindsets) have you developed?</p> <p>When is your BA true/ not true?</p>

Final Thoughts: The data from the "Taking Stock" becomes your resource for staying "free" of the BA. Now, you know what (behaviors, mindsets, and fears) and the contexts that keep you from your goal. You also know when your BA is true and when it is not. Most importantly, you know how to intervene (releases) to get back on track.

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www.beefreewoman.com

SITUATION:

Connect to your Core

Start from the Inside-Out.

Who is involved?

What did each person contribute to the situation?

What "actually" happened? What are my hidden biases?

What am I feeling? Was it connected to a trigger?

How did the situation impact my identity as a (woman of color, colleague, wife, etc.)?

Make the Decision & Set the Intention

Do you need to have the conversation?

NO: I can fix the situation by changing my actions. I will change by doing _____? I will do _____ to move on from the situation?

YES: I want to learn _____ and improve _____.

I set _____ intention for this difficult conversation.

Have the conversation with the 3L's (look, listen, learn)

Enter with Love, Openness, & the 3 Ls.

Look: Frame as seeking clarity on two perspectives: Share your intention and Ask theirs.

Look: Pay attention to the verbal and non-verbal cues.

Listen: Use SBI feedback to share your perspective. Describe the situation, the observable behavior, and the impact of the behavior on you (thoughts, feelings). Speak up about the race/gender impact (if applicable).

Listen: Ask their perspective and listen without judgment or interruption, checking for understanding (when needed).

Learn: Ask clarifying and open-ended questions. Remain open to understanding how your behavior impacted them. Be open to adjusting your assumptions about their intentions.

Learn: Based on what you learn, adjust your perspective. Acknowledge new insights to demonstrate your new understanding of the situation.



Two key things:
QTIP
(Quit Taking it Personal)
&
Grace

Co-create mutually beneficial solutions

Apologize (if needed) and make amends.

Co-create expectations and solutions that meet both concerns.

Set boundaries.

Affirm the commitment to "live" the solution

Create a process for checking in on the progress.

Make room in your mind and spirit

Be consistent with speaking up and releasing relationship stress (balance is key so pick and choose carefully!).

Free your mind, body, and spirit from the "woman of color" toxic stress of conforming, shrinking, and taking on other people's stuff.

Releasing makes more room in your mind and spirit to unapologetically own your identity, brilliance, and expertise and empower other women to do the same!

Applying Your Learning

Coaching Topic:

Choice: Where do you want to practice exercising leadership from love and trust? Select a situation to apply your learning.

Presence: What do you need to do in order to maintain presence (*intentionally shift your mindset, emotions, and behaviors*) to avoid being hooked by fear and doubt?

Self-Awareness: What did you observe happening within yourself and others? What did you learn about the use of your power and choice in this situation?

Intentionality: What did you learn from intentionally/not intentionally shifting your mindset, emotions, and behaviors?

POWER

POWER

Choice: How do I want to use my power in this situation?

Presence: How am I currently using my power?

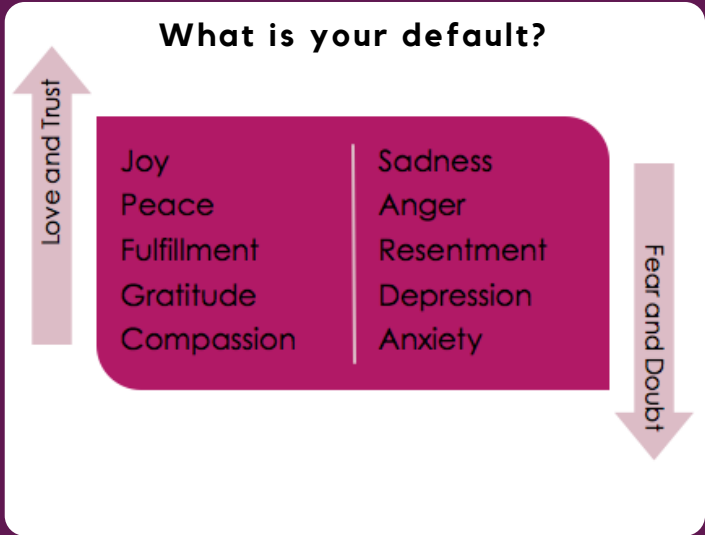
Self-Awareness: What's going on inside of me and around me?

Intentionality: What is the most effective way to deploy myself in this situation?

Dr. Annice E. Fisher

Author,
The Power Within Me

CURRENT STATE:



Make the Decision

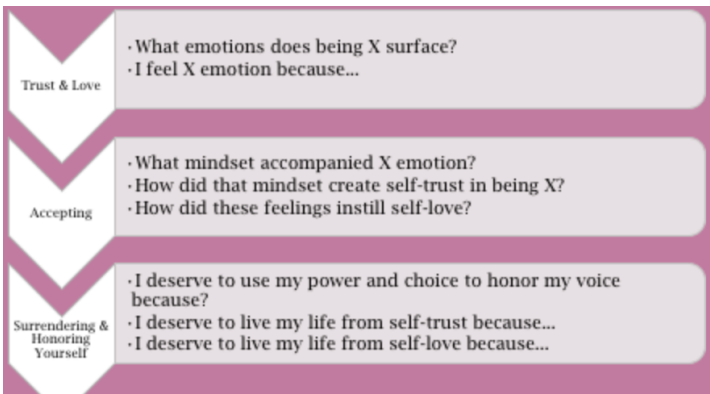
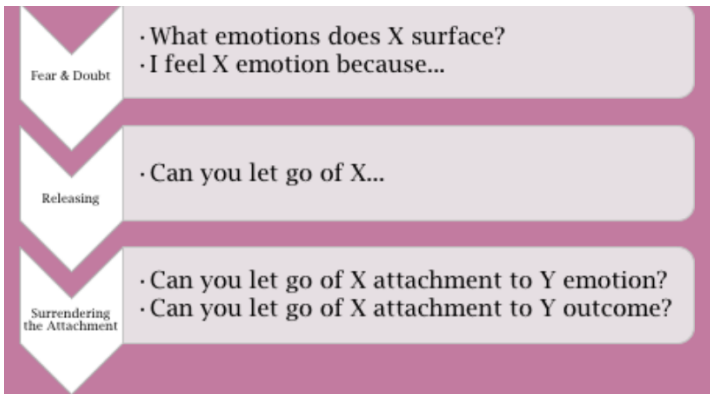
“
I can choose what thoughts I allow to make a home in my mind.
 ”

#theBEEFREEWoman

Discerning the Mindset Signals to Our Emotions

Releasing Negative Emotions

Sustaining Positive Emotions



In the Moment: Use the 4 Practices Repeat/Remind self silently:

- I have power and choice in every situation
- How do I want to use my power?
- To trust myself & instill self-love or To doubt myself & instill fear?

Choice * Presence * Self-Awareness * Intentionality

Integrating Mindset & Mindfulness

Have a mind plan (reflection, affirmations etc.).

Have a body plan (yoga, pilates, gym, etc.).

Have a spirit plan (prayer, meditation, etc.).

Set & Live the Intention

“
*“If we want to “live” differently, we must first set an intention. Then, bring it to life by *continually* asking ourselves “does what I’m doing align with my intention?”*
 ”

#theBEEFREEWoman

What is Intuition

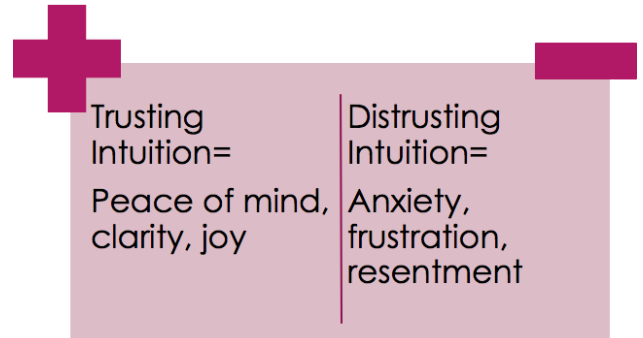
Our inner knowing, compass, connection to our spirit being, superpower, and gift from the Creator.

By default, our intuition brings us peace, joy, clarity, and love.

Our intuition does not cause doubt, confusion, or fear.

What causes you to dis(trust) your intuition?

Trusting v. Distrusting

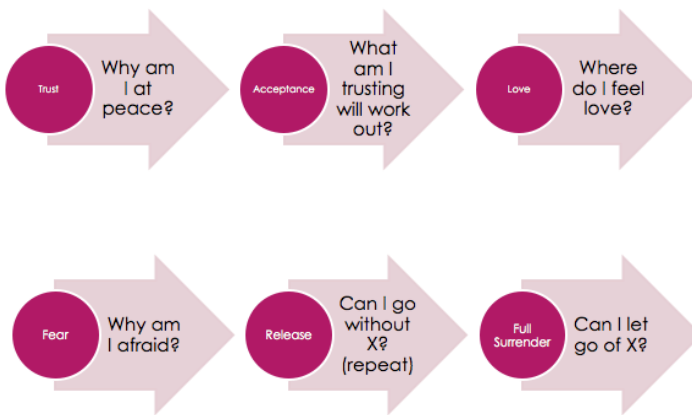


How do we trust our Intuition?

- Be brave, bold, courageous and tackle the fear head on!
- This means trusting the signals we get from our intuition

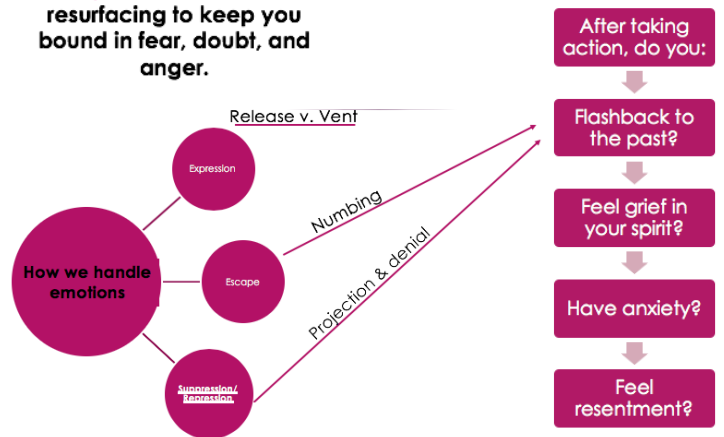
Discerning the Signals

Without judgment ask, what emotion is being channeled?



Unhealed Trauma

Unhealed Trauma is a result of **unprocessed emotions** resurfacing to keep you bound in fear, doubt, and anger.



Intuition v. Unhealed Trauma



Filtering the Voices

When did you start to distrust your voice?

Whose the "voice" behind the voice?

How has distrusting your voice impacted your life & goals?

You have power and choice in every situation.

How do I want to use my power?

Choice-Presence-Self-Awareness-Intentionality

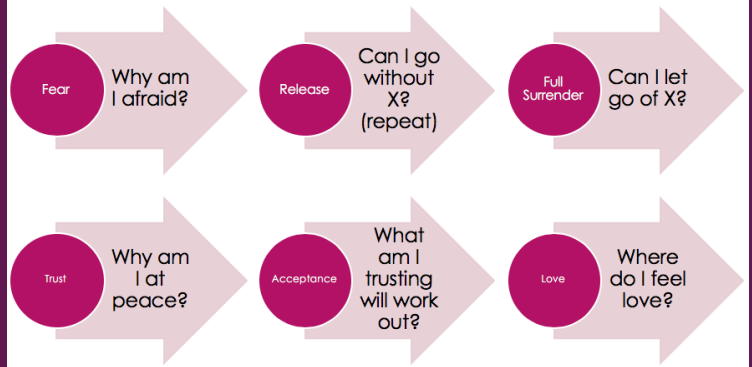
Emotions & ANTs (mindset)

Our voice directs--thoughts--emotions--actions

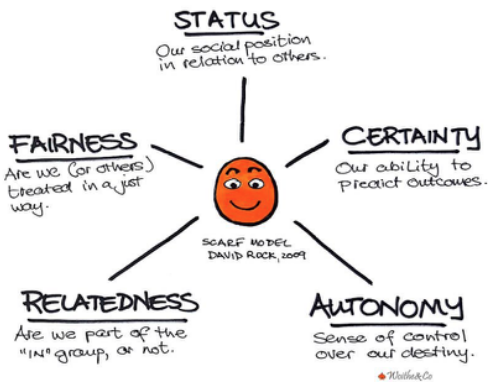
What is the top ANT that comes to mind when you think about practicing living from your full power?

ANTS: REFRAME to TRUTH of the MATTER

Discerning Mindset Signals



SCARF



Triggers are: stimuli that resurface emotional flashbacks to unhealed trauma.

Trigger Situation from last week

- What unhealed trauma did the situation connect to?
- What did the fears/worries trigger in you and what behaviors manifested?
- What words did you need to hear in that situation?

Threat, Reward

Sorting a Trigger

SCARF: Threat & Rewards

	STATUS	CERTAINTY	AUTONOMY	RELATEDNESS	FAIRNESS
REWARD (+)	Positive feedback, learning opportunities, (public) acknowledgement	Clear expectations, setting clear goals, realistic project schedules	Providing choices, delegation, self-responsibility, empowerment	Friendly gestures, fostering socialising, mentoring programmes	Transparent decisions, open communication, candidness, clear rules
THREAT (-)	Performance reviews, advice, (public) critique	Lack of transparency, dishonesty, unpredictability	Micro-management, constant authoritative leadership	Fostering internal competition, prohibit socialising in workplace	Unequal treatment, unclear rules and guidelines, lack of communication

Figure 1: The SCARF© model and actions to trigger threat or reward in the individual dimension. (Based on Rock 2008)

Get on the Balcony

Track use of new tools
Reframe ANTs & Sorting with SCARF

Context: Track 5 examples

Identify the ANT, sort w/SCARF, what underlying emotion caused SCARF to become triggered?

How did you release it?

What was your reframe?



OVERCOMING IMPOSTER SYNDROME

BFW

The Women of Color Edition

Get on the Balcony

Write down the last time you participated in the selected behavior (When)

Who was there?

What happened?

Where was it?

Why did you do the behavior?

What did you notice?

Trigger: Is this a patterned behavior across similar contexts?

List the Trigger & Behavior

Trigger & Behavior:

Status

Certainty

Autonomy

Relatedness

Fairness

Getting Unhooked

1. Status: Remind yourself of your formal and informal authority, recent affirmations
2. Certainty: Revisit expectations and communicate concerns + solutions
3. Autonomy: Take inventory of what you have control over and use YOUR power
4. Relatedness: Make positive connections, deepen relationships
5. Fairness: Speak up, revisit/reset expectations (see having difficult convos videos on YT channel)

Your TURN:



Two key things:
QTIP
(Quit Taking it Personal)
&
Grace

Action Plan 1

Set an intention:

Set a goal:

Identify the behaviors: List top 3 things that I would see on a video camera.

Action Plan 2

Identify the fears:

Mindset: What is the Automatic Negative Thought (ANT)?

Reframe: Truth of the Matter

EXERCISING ADAPTIVE LEADERSHIP

BFW

The BEE FREE Woman's Guide

CONTEXT:

You have two types of authority, Use Them.

Formal Authority: power granted based on your job descriptions.

Informal Authority: power granted because of your ability to influence based on trust, respect, and making things happen.

Are you using all of your authority sources?

Where do you need to exercise your informal authority to achieve your professional goals?

Distinguish the type of problem

Kind of challenge	Problem definition	Solution	Locus of work
Technical	Clear	Clear	Authority
Technical and adaptive	Clear	Requires learning	Authority and stakeholders
Adaptive	Requires learning	Requires learning	Stakeholders

Balance Balcony & Dance Floor

It's All About Presence

- What's going on?
- What are the trends?
- Viewpoint to form strategies

Get Political, Draw the map, & Use it. Watch it "werk" for you!

Stakeholder Map: The visual of your work stakeholders, their values, loyalties, losses, alliances, and relation to the work.

Step 1: Draw the circle map: Make a circle and add a spot around the table for each stakeholder (write their name/role). Include yourself!!

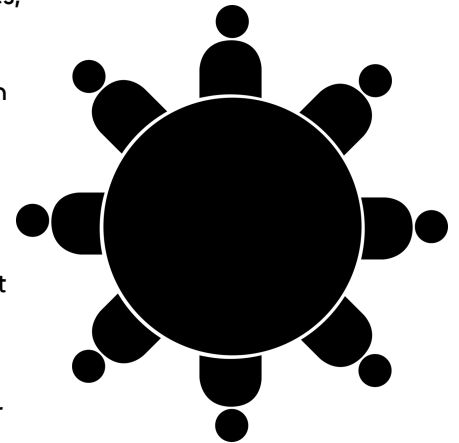
Step 2: What is the work that you want to accomplish. Place this at the center.

Step 3: Next to each person, write their relationship to the work. Next, write their values. Based on your observation of their mindsets, behaviors, and feelings---what do they value?

Step 4: Next to each person, write their loyalties. These are feelings of obligation toward a community (friends, colleagues, families, race) that cause conflict with our desired goals.

Step 5: Next to each person, write their losses. The threat to something one values that is loss during the change process. Examples (security, identity, comfort, money)

Step 6: Next to each person, use a symbol to identify alliances (hidden & known).



Two key things to keep in mind:
QTIP (Quit Taking it Personal)
&
Grace

Your Role|Framing|Work at the Center

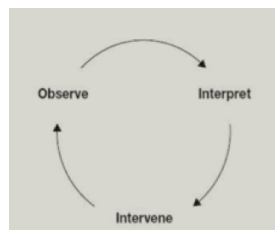
Your role in the mess and framing

In practice

- What is my role? Where do I need to make amends/grow?
- What is the best way to frame this to people?

Keep work at the center & give it back

- Identify and redirect work avoidance
- Depersonalize
- Let people do their work



Anchoring Self & Sanctuaries

Anchoring Self & Sanctuaries

In Practice:

Anchor Yourself

- (role v. self)
- Identify Allies
- Utilize your confidantes

Maintain your Sanctuaries



Disrupting Racial Bias

Individual level

Integrating the 4 Consciousness-Raising Practices

Choice: Look inside of you to unleash your power

- Do I want to trust myself to speak up or let doubt make me remain silent?

Presence: Listen, Slow Down, & Take Note

- Pause: recall what was said (verbal) and unsaid (non-verbal)

Self-Awareness: Learn from Presence + Go Deeper

- Identify the racial bias.
- How do you feel about witnessing bias?
- What about the incident motivates you to want to speak up?

Intentionality: Confront with Love

- Appeal to their values:
 - Hey X I've known you to be a kind & fair person. I was surprised by (insert SBI)
- Use SBI to identify the behavior/issue
 - Describe the situation + type of racial bias
 - The observable behaviors
 - The impact of the racially biased behavior(s) on you and others (thoughts, feelings)
 - Can you share more about how you developed this perspective?
- Listen and learn from their perspective
- Set the boundary + pursue reconciliation



For Us, By Us.

BREAKING BARRIERS & BUILDING A LEGACY



Join our FREE Sister Squad Coaching Community!

What is the Sister Squad Coaching Community?

We offer Titan Generator Women of Color a three-month high quality coaching experience. The community includes:

- 1 squad (group) coaching session/month
- 1 pod session (3:1 mindset coaching session)/month
- A private online community (lifetime access)
- Each woman will identify one personal or professional goal, her specific behaviors/mindsets/fears that impede accomplishment of the goal, and develop more effective behaviors and productive mental models for accomplishing the goal
- Group coaching topics based on the BEE FREE Woman formula

Questions? Contact: Dr. Annice Fisher,
annice@developcapacity.com

Sign up by June 3