# **Chapter 3 Handouts and Homework**

UNIT 3 RESOURCE LIST

- Emotional intelligence 2.0 <u>www.talentsmart.com/products/emotional-intelligence-2.0</u>
- Consortium for Research on Emotional Intelligence in Organizations <u>www.eiconsortium.org</u>
- Collaborative for Academic, Social, and Emotional Learning <u>www.casel.org</u>
- 30 Days to NLP nlpworldwide.com
- The Science Behind Hypnosis: 19 Breakthrough Medical Studies Prove The Astounding Power of Hypnosis To Heal The Body & Mind - <u>hypnosistrainingacademy.com/science-behind-hypno-</u> <u>sis-breakthrough-studies</u>
- How to win friends and influence people <u>en.wikipedia.org/wiki/How to Win Friends and Influ-</u> ence People
- The Beginner's Mind archive.org/details/ZenMind 201507

#### SELF-TALK MATTERS

How do you manage yourself? With discipline and intent? With love and compassion? However you treat yourself is how you will treat others. Spend one week tracking your internal dialogue. Notice recurring themes and phrases. What do you think the intent of those messages is? Do they inspire you? Shame you? Try to make you feel not-good-enough?

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Strategies for behavioral changes that will improve your results

- Strategy: Choose to Use Your Superpowers for Good
- Strategy: Commit to doing the right thing, even when no one is watching
- Strategy: Take a different route
- Strategy: Pause and notice
- Strategy: Consider how biased toward action you are
- Strategy: Change Your Passwords
- Strategy: Show Up with a beginner's mind
- Strategy: Shift Your Perspective
- Strategy: Practice Active Listening



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Describe a challenging situation in your life. It can be a difficult work situation, a frustrating situation at school, or a personal situation that keeps recurring in your life.

How do you show your core values in the situation?

How do you NOT show your core values in the situation?

In what ways could you incorporate your core values more in this situation to get better results?

What are the negative results you get when you do not practice emotional intelligence in this situation?

In what ways could you practice more emotional intelligence in this situation?

# **Chapter 3 Handouts and Homework**

Remember the Stages of Change? Let's uncover your potential for change. Think of a life situation that would benefit from change. This could be with a person at school, at work, or in your personal life.

# What stage are you experiencing with this person right now, relative to the Stages of Change cycle? Have you tried solving this issue before?

QUESTIONS TO ASK AND ACTIONS TO CONSIDER AT EVERY STAGE OF CHANGE:

- 1. Pre-contemplation Stage ("I won't" or "I can't")
- 2. Contemplation Stage ("I may")
- 3. Preparation Stage ("I will")
- 4. Action Stage ("I am")
- 5. Maintenance Stage ("I still am")

Re-iteration or Termination is the end of the cycle

#### 1. Pre-contemplation Stage "I won't" or "I can't"

a. When looking at this situation, who do you think could make adjustments to their behavior, and why?

b. Have you considered changes in how you might respond to the other person's behavior? If not, what makes you feel this way? If yes, what changes would you want to make?

c. If you were to alter how you engage with this person, what specific changes would you consider making?

#### Helpful Action:

Offer information and feedback to help the other person understand the depth of the issue and the potential for change. Avoid giving direct instructions or prescriptive advice during this stage because they may not be receptive to it.

### 2. Contemplation Stage ("I may")

- a. If you're feeling unhappy with the current situation and wished to change one thing about this person, what would it be?
- b. In your opinion, what might be a more effective communication approach when interacting with this person?
- c. What behaviors could you shift to improve communication with this person?
- d. How would you prefer to handle your reactions when upset by this person's behavior?

### Helpful Action:

Assist the person with leaning-in to change. Help them recognize the advantages of change and the potential repercussions of remaining unchanged.

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### 3. Preparation Stage ("I will")

- a. What past behavior, pattern, or belief could you release to create a powerful vacuum, allowing abundance to swiftly rush in and fill the void? What specific steps need to happen to accomplish that? These action steps will help you formulate a change plan.
- b. How will you recognize your success in implementing these changes? What personal Key Performance Indicators (KPI's) will you use?

### **Helpful Action:**

Identify a personal change strategy that is practical, suitable, accessible, appropriate, and effective for your situation. List 3 KPI's that will help you measure your success.

### 4. Action Stage ("I am")

- a. Which step are you currently focused on in your journey towards change?
- b. How's your progress going with this change?
- c. What aspects do you find relatively easy to change?
- d. What are the areas you've encountered as challenging during this change process?

### **Helpful Action:**

Provide support and act as an advocate for the other person. Help them focus on the next step for making positive change.

## 5. Maintenance Stage ("I still am")

- a. How are you actively going to maintain the changes you've implemented?
- b. What factors contribute to your success in maintaining this change?
- c. On a scale from 1 to 10, with 10 being extremely confident and 1 being not confident at all, how sure are you that you'll continue this change in the coming week?
- d. What would have to happen to make this change a permanent part of your routine now? What has shifted in your mindset that signals things are taking a turn for the better?
- e. Is the new way of doing things imprinting into your nervous system and feeling like second nature, or do you still catch yourself consciously working on shifting the behavior?"
- f. What are 3 strategies are you using to prevent reverting to your old way of doing things?

### **Helpful Action:**

Collaborate with the other person to develop a personalized maintenance plan. Identify specific triggers and potential obstacles that may arise in maintaining the change. Work together to establish coping strategies and reinforcement mechanisms, ensuring a solid foundation for continued success. Celebrate milestones and encourage ongoing self-reflection to reinforce the importance of the positive changes made.

### TERMINATION OR RE-ITERATION CONCLUDE THE CYCLE OF THE STAGES OF CHANGE.

Here are ten questions that can help assess your progress so you can make well-informed choices about whether to terminate or re-iterate on the behavioral change. These questions encourage you to reflect on your progress along the way.

- 1. Reflecting on the changes you've made, how do you currently feel about the situation you aimed to address?
- 2. In what ways has the change positively impacted your life or the lives of those around you?
- 3. Are there lingering challenges or aspects that still feel unresolved despite the changes you've implemented?
- 4. How has your perception of the need for change evolved since you initially embarked on this journey? Do you think more change is required? In what areas?
- 5. Do you find the change sustainable in the long term, or do you sense any potential regressions or additional maintenance requirements?
- 6. Have you encountered any unexpected benefits or drawbacks as a result of the behavioral shift?
- 7. Consider the support systems in place during this process. How have they contributed to your success or challenges?
- 8. On a scale from 1 to 10, with 10 being extremely satisfied and 1 dissatisfied, how content are you with the current state of the situation? What 3 things would have to happen to make it a 10?
- 9. Are there any remaining goals or aspects you wish to address that were not initially part of the change process?
- 10. Given your experiences and reflections, do you feel inclined to terminate the change process, or would you prefer to re-iterate and refine your approach further?

CONGRATULATIONS ON COMPLETING UNIT 3!

HERE ARE MORE WAYS TO IMPROVE YOUR EMOTIONAL INTELLIGENCE SKILLS.

- <u>Hire me</u> to keynote your next conference, in-house event, or quarterly meeting.
- Visit <u>LuckyAndLeslie.com/webinar-registration</u> to improve communication skills with their monthly virtual "Engaged Leadership Practicum."
- Check out our non-profit, <u>AveryBurtonFoundation.org</u>, to book Mental Health First Aid training.
- Buy my "Mastering Resilience" book on <u>Amazon</u> and <u>Kindle</u>.
- <u>Hire me</u> to facilitate a leadership workshop.

LUCKYGIRLIEGIRL AT ARANA SOFTWARE ATTN: CHRISTINA ALDAN 2831 SAINT ROSE PKWY, STE 200-340 HENDERSON, NEVADA 89052 CHRISTINA@LUCKYGIRLIEGIRL.COM OFFICE: +1 702.818.1115

Connect with @luckygirliegirl everywhere on the interwebs

