

audible ORIGINAL

WORK IT OUT

WITH MEL ROBBINS

**THE NEW RULES FOR WOMEN
TO GET AHEAD AT WORK**

COMPANION WORKBOOK

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INTRODUCTION

LET'S GET STARTED

If you're feeling stuck, keep getting passed over for promotions, colleagues seem to get all the credit and you get ignored, or you're trying to grow your own business, then Work It Out is for you.

If you deserve a raise but you're not sure how to ask, if you've been fired, if you want to ace the interview for your dream job, if you're working all the time and can't seem to find balance, or if you're going back into the workforce after being out for some time, then Work It Out is for you.

In the opening to Work It Out, you were introduced to the idea that the way you do work is the way you do life. You bring all of you to work- which includes past experiences, trauma, habits, personality traits, relationships, etc. In fact, if you have any sort of unresolved conflict in your job or career, it likely stems from something deeper and you may not even be aware that you're being triggered.

You're not alone. We all bring our baggage to work. But once you know where you're holding onto yours and what triggers your patterns of self-doubt, over-thinking, or lack of boundaries around work, you'll be able to apply the right strategies so you can finally move forward with confidence.

ANSWER THE QUESTIONS BELOW:

1. My biggest struggle(s) when it comes to work is:

2. I've been dealing with this struggle since:

3. The way(s) I've tried to resolve this struggle is:

Great! And don't worry if you got a little stuck. There is no timeline to finish. Doing the digging into our behavior patterns takes serious effort and time, but the payoff is so worth it.

Now, let's dig into the sessions! >>>

SESSION 1: REBECCA

CREATING WORK-LIFE BALANCE

We learn in this session that Rebecca's pattern of overworking and always adding more to her plate stemmed from her childhood desire to earn approval from her father.

The first step in changing any pattern is to first bring attention to it.

Are there patterns in your life that could have started at an earlier age?

Circle all that apply to you or write in your own:

FEAR OF SPEAKING UP OR SHARING YOUR OPINION OVERSPENDING CHRONICALLY COMPLAINING
BEING A CHAMELEON AND GOING ALONG WITH WHATEVER EVERYONE ELSE IS DOING A HABIT OF LYING
ANXIETY AROUND MONEY SELF-SABOTAGING ALWAYS BEING LATE NOT BEING ABLE TO SET BOUNDARIES

Write your own:

Now dig a little. Instead of asking, What's wrong with you? Try asking, What happened to you? The behaviors may go back to your childhood or they may stem from something more recent.

Where in your life do you think these patterns may have started?

Take time to think about it, but don't stress if nothing comes to mind because some behaviors get encoded very early before memories form.

Keep going to learn the tools that will help you break the patterns that no longer serve you. >>>

ARE YOU ADDICTED TO WORK?

When Rebecca looked at her patterns, she discovered that the way she gets attention is by staying busy and accomplishing tasks. She has developed the habits of a workaholic.

Do you relate to any of the signs below?

Circle yes or no if they apply to you.

1. DO YOU HAVE A CONSISTENT INTERNAL FEELING THAT YOU SHOULD BE WORKING? YES / NO
2. DO YOU FEEL GUILTY WHEN YOU ARE NOT WORKING? YES / NO
3. IS THAT PRESSURE COMING FROM YOU AND NOT AN EXTERNAL SOURCE? YES / NO
4. DO YOU HAVE A HARD TIME SAYING NO WHEN ASKED TO DO SOMETHING? YES / NO
5. IS IT NEARLY IMPOSSIBLE TO TURN OFF WORK THOUGHTS OUTSIDE OF WORK? YES / NO
6. DO YOU KEEP WORKING BEYOND WHAT IS REASONABLY EXPECTED OF YOU? YES / NO
7. DOES YOUR BUSYNESS FILL SOME KIND OF EMOTIONAL VOID? YES / NO

Did you learn any surprises here?

If you are a workaholic, the first step is to own it. Any addiction is a bond with something that gives your life meaning. We all are programmed to bond with things. There is nothing to be ashamed of.

Remember, you are not broken. You have habits that are broken.

If you are a workaholic, the first step is to own it.

Hello, my name is _____ . And I am a workaholic.

Now name what it is you get from being a workaholic.

The validation I receive from working all the time is

And what about the cost of your addiction. Think about your life. What is your addiction to work costing you?

Does staying busy help you avoid something that is missing from your life?
Or does it help you avoid pain or trauma that you haven't yet dealt with?

Yes, by keeping busy, I avoid

Like Rebecca, are you trying to prove that you are valid and worthy?

Yes, by staying busy I am trying to prove

Now that you have done some self-discovery work, check out the strategies provided, to help you find more balance in your life. >>>

7 LIFE-BALANCE STRATEGIES:

1. SET BOUNDARIES

The way to address workaholicism is to first recognize your patterns, and then your feelings of inadequacy that drives them. Self-worth is an inside job. And just like Rebecca felt instant value as soon as she declined teaching extra classes, so will you once you start setting boundaries. When you say no to things that don't expand and energize you, you say YES to you.

Use this space to list the responsibilities on your plate right now.

Now go back to the list and place a star next to the responsibilities that really drain you.

Write them in the space below.

Is there anything you can do to remove those from your plate?

If not, can you add even a few minutes of time for yourself so that you stay more energized?

Note: even 5 minutes of quiet time to yourself in the morning counts.

2. PULL THE PLUG ON YOUR PHONE ADDICTION

Workaholism and smartphone addiction tend to go hand-in-hand, but you don't have to be a workaholic to have a phone addiction. According to a 2018 Deloitte study, 60% of U.S. consumers admit to overuse of their phones. And adults of all ages check their phones an average of 52 times each day. And that's just the average!

Early studies of this phone addiction find links to depression and anxiety, and while more studies need to be done, they are enough to warrant closer attention to our own habits.

Like any addiction, the first step is to be aware.

Read through these questions, and then come back to this section later to write in your answers.

Add up all the times you checked your smartphone in one day. How much time did you spend on your phone overall?

What did you do while on your phone? (i.e. social media, texting, games, music, etc.)

What times of the day were you on your phone the most?

Now it's time to take action and pull the plug on your addiction. >>>

Today, try to leave your phone far away from you for 30- or 60-minute blocks of time.

Write about that experience below.

Tonight, instead of keeping your phone near your bed, charge it inside a closet or another room altogether. Set your alarm from there or get an old school alarm clock.

Write about that experience below.

**EACH DAY THIS WEEK, TRY TO STAY OFF YOUR PHONE FOR AN EXTRA 10 MINUTES.
OR BRING ATTENTION TO YOUR BEHAVIOR EVERY TIME YOU PICK IT UP.**

3. MAKE CONNECTIONS

In his brilliant TED Talk, Johann Hari shares the science behind addiction and the need for connection. Addiction is not the problem; addiction is the solution to a problem - either of loneliness, pain, disconnection, or an emotional void. Addictions help us to numb ourselves.

The opposite of addiction isn't sobriety, argues Johann, it's meaningful connection.

On the next page, explore the different ways that you can find meaningful connections. >>>

Below are different ways to find the kind of connection that may be missing from your life.

Check off the ways you would like to explore or write in your own.

- | | | |
|---|---|---|
| ☐ GYM CLASS | ☐ DOG PARK WITH YOUR DOG | ☐ MEET YOUR NEIGHBORS |
| ☐ GROUP PERSONAL TRAINING SESSIONS | ☐ TAKE A COLLEGE COURSE | ☐ TALK TO STRANGERS WHEN APPROPRIATE |
| ☐ CHURCH OR SPIRITUAL GROUP | ☐ SIGN UP FOR COOKING CLASSES | ☐ CHECK YOUR LOCAL MUSEUM FOR EVENTS |
| ☐ BOOK CLUB | ☐ JOIN A RUNNING/WALKING GROUP | |
| ☐ YOGA CLASSES | ☐ ATTEND ACTIVITIES AT YOUR LOCAL LIBRARY | |
| ☐ JOIN A TOASTMASTERS GROUP | ☐ CHECK R.E.I. OR L.L. BEAN FOR OUTDOOR ACTIVITIES | |
| ☐ HOST A PARTY | ☐ ATTEND A NETWORKING GROUP | |
| ☐ VOLUNTEER | ☐ MEET WITH OTHER PARENTS | |
| ☐ ATTEND COMMUNITY EVENTS | | |

CHOOSE ONE OPTION THAT YOU CHECKED OFF AND EXPLORE IT THIS WEEK AND REFLECT ON THE EXPERIENCE.

4. SCHEDULE OPEN HOURS FOR YOURSELF

Rebecca realized that in order to save her marriage she needed to commit to “Open Hours” for herself. Time where she could be unplugged to truly be present with her husband. Just like your phone, you need time to recharge in order to work properly.

How can you create Open Hours for yourself?

Check off the options you would like to explore or write in your own.

- | | | |
|--|---|---|
| ☐ LEAVE YOUR PHONE IN A BASKET WHEN IT'S TIME TO BE PRESENT | ☐ EAT ONE MEAL WITH FAMILY AND/OR WITHOUT YOUR PHONE OR WORK | ☐ ASK FOR HELP WHEN YOU FEEL OVERWHELMED |
| ☐ GO FOR A MORNING WALK | ☐ SCHEDULE TIME FOR YOU ON THE CALENDAR | ☐ REPLACE TV WITH A BOOK ONE NIGHT A WEEK |
| ☐ PLAN ONE WEEKNIGHT A WEEK WHERE NOTHING CAN BE BOOKED | ☐ SAY NO TO ANOTHER COMMITMENT | ☐ MAKE SPACE TO PAINT, DRAW, BUILD, OR EXPLORE A HOBBY |
| ☐ EXERCISE FOR 20 MINUTES A DAY | ☐ GO FOR A SOLO HIKE | |
| ☐ PLAN A GAME NIGHT | ☐ TAKE A BATH OR SOAK YOUR FEET | |
| ☐ ENJOY 5 MINUTES OF QUIET IN THE MORNING | ☐ MEDITATE FOR 10 MINUTES | |
| ☐ SAVOR YOUR CUP OF COFFEE OR TEA WITHOUT DISTRACTIONS | ☐ PEOPLE-WATCH THE NEXT TIME YOU'RE WAITING IN LINE | |

HOW DID IT GO? REFLECT ON YOUR EXPERIENCE.

5. CREATE A MORNING ROUTINE

Without a morning routine, it's easy to drop healthy habits and lose your drive to set goals and work toward meaningful progress. Life can be unpredictable, so having a consistent routine in your morning is comforting.

Here are the steps to a productive morning.

Check each box as you add a new step to your routine.

- ☐ 1. GO TO BED EARLY ENOUGH SO THAT YOU GET 7-9 HOURS OF SLEEP.
- ☐ 2. PLACE YOUR PHONE IN A CLOSET OR ANOTHER ROOM ALTOGETHER.
- ☐ 3. GET UP WHEN THE ALARM GOES OFF IN THE MORNING. NO SNOOZE BUTTON.
- ☐ 4. GIVE YOURSELF 10 MINUTES JUST FOR YOU. DOWNLOAD FREE 5 SECOND JOURNAL PAGES AT 5SECONDJOURNAL.COM/SCIENCE
- ☐ 5. DO A BRAIN DUMP. WRITE EVERYTHING THAT YOU NEED TO GET DONE. THEN HIGHLIGHT THREE.
- ☐ 6. ENGAGE THE PROGRESS PRINCIPLE BY CHOOSING ONE OF THE ACTIONS YOU HIGHLIGHTED AND DOING ONE THING TO MAKE PROGRESS ON IT BEFORE YOU START WORK FOR THE DAY.
- ☐ 7. PLAN YOUR QUITTING TIME FOR THE DAY AND STICK TO IT.

6. EVALUATE WHAT YOU ARE PUTTING ON YOUR PLATE

Higher education is important, but Rebecca realized the reason she enrolled in a Ph.D. program had less to do with a need for the degree and more to do with her craving for approval. By pursuing a degree full time, she was overcomplicating her life and stealing time for herself.

Where in your life might you be stalling on your career or business because you're telling yourself you need more training? Describe below.

Now how can you take one step forward even before you have the technical training you think you need? Describe below.

Examples: Start taking photos now as an amateur before you take a photography class. Start health coaching now before you earn your nutritionist degree. Start writing in a journal today before you get that blog set up.

7. CREATE A PERSONAL BUCKET LIST

When was the last time you allowed yourself to dream or explore your wishes? If you want to create some balance around your work life, it helps to have goals that are not related to work.

Rebecca started working on her personal bucket list. Now it's your turn. When writing your answers to the questions below, it's okay to include things that are small and easy as well as some that seem big and daring. (examples: publish a book, learn to cook, start a blog, jump out of an airplane, visit the Statue of Liberty, take a cruise, hike a mountain, explore your own city as a tourist, throw a party, earn a degree, etc.)

What would you do if money and time were no object?

Make a list of activities you would love to do or places you would love to visit in your lifetime.

SESSION 2: ELIZABETH

IMPROVE YOUR WORK VISIBILITY

The only way women get paid what they deserve is when they learn to be leaders of themselves. Despite being a hard worker and a reliable leader, Elizabeth was not receiving the recognition she deserved and she felt she was being used. Moving forward into her next role, Elizabeth has to make sure that all her hard work is seen by the people who sign checks and make promotion decisions.

How about you? Do you feel invisible at work? As in colleagues talking over you, not getting recognition for projects you complete, or being passed over for promotions?

If you answered yes to any of those, read on. Critical research for women in the workforce finds that the only strategy linked to getting paid what you're worth is how visible you are at work.

So let's start there.

List all the things you do at work that nobody, especially management, sees or knows about. Include office “housework” you are asked to do- like planning events, celebrations, remembering birthdays of colleagues, etc.

Now read on to learn how to make your invisible work visible. >>>

WAYS TO BE MORE VISIBLE AT WORK

MARKET YOUR WORK

Being strategic at work means making what you do there visible. Here are examples of how to do that. After reading, write about how you can make your work more visible.

TIPS

- 1. If colleagues are asking you the same questions, compile a guide answering those questions and distribute it through email to everyone in the office. Be sure to copy your boss on the email.*
- 2. If you are asked to add yet another project to your already full load, say to your boss: "I'm willing to help with every new project that moves this company forward. These are the projects I currently have on my plate... What is the strategic priority?"*
- 3. Speak up at meetings. Always. Even if it's to agree with an opinion that's been shared.*

Now it's your turn. Below, write one thing you can do to make your work more visible:

BE VISIBLE AT MEETINGS

The way you present yourself at company meetings matters and is another chance for you to make yourself visible. Check off the following boxes that apply to you.

- ☐ I SIT AT THE CENTER OF THE TABLE DURING MEETINGS, CLOSE TO MANAGEMENT, SO I CAN BE SEEN.
- ☐ I SIT ON THE EDGES OF THE ROOM, FAR AWAY FROM THOSE WHO ARE RUNNING THE MEETING.
- ☐ I PAY ATTENTION DURING MEETINGS AND JOT DOWN ONLY A FEW BULLET POINTS SO I CAN BE PRESENT TO WHAT'S BEING DISCUSSED.
- ☐ I KEEP MY HEAD DOWN AND WRITE EVERY WORD FROM THE MEETING. SOMETIMES I AM ASKED TO SHARE MY NOTES.
- ☐ I SPEAK WITH CONFIDENCE DURING THE MEETING. I STATE MY OPINION, EVEN WHEN I KNOW SOMEBODY ELSE MAY DISAGREE WITH ME.
- ☐ I WAIT FOR OTHERS TO EXPRESS THEIR OPINIONS FIRST SO I CAN AGREE WITH THEM, OR I DON'T SAY ANYTHING AT ALL. I OFTEN USE UPSPEAK, RAISING MY VOICE AT THE END OF A SENTENCE SO IT SOUNDS MORE LIKE A QUESTION WAITING FOR APPROVAL.
- ☐ I SPEAK UP LOUDLY ENOUGH SO THAT EVERYONE CAN HEAR ME.
- ☐ I OFTEN SPEAK SO QUIETLY THAT OTHERS TALK OVER ME.
- ☐ I DECLINE NON-ESSENTIAL MEETINGS SO I CAN GET MY PRIORITIES FINISHED FIRST.
- ☐ I ATTEND ALL MEETINGS, NO MATTER HOW RELEVANT THEY ARE TO MY WORK.

GIVE YOURSELF A POINT FOR EVERY **HIGHLIGHTED** ACTION YOU CHECKED OFF BECAUSE YOU ARE TAKING THE IMPORTANT STEPS TO MAKE YOURSELF VISIBLE AT WORK. IF YOU SEE THAT YOU ARE NOT MAKING YOURSELF VISIBLE, YOU NOW KNOW WHAT YOU HAVE TO DO TO CHANGE THAT.

Now what if you work in an office where your colleagues work from home but you have to come into the office? Read on to learn how that changes the dynamics and how to set boundaries. >>>

SET BOUNDARIES AROUND REMOTE WORK

Remote work can be a lifesaver these days. It cuts down on commute time, boosts productivity, and can help to improve overall employee wellness. But if you're the one coming into the office while your colleagues work remotely, as was the case with Elizabeth, then you have to lay down some rules.

Research finds that women experience less burnout when they prioritize their own needs. Every time you say yes to a project or other duties, it sends the message that you have the capacity to get it done. Earn the respect of your colleagues by setting respectful boundaries around your priorities.

Elizabeth needed to learn to say no to the team members who were coming to her for answers instead of their own managers. But consistently doing the work of your team members is invisible work.

Write your answer to this question below. Where at work do you need to set boundaries?

Elizabeth needed to have a conversation with her boss about the extra duties she was taking on for the colleagues working remotely.

Who do you need to speak to so you can start asserting yourself and defining your role?

STOP COMPLAINING

If you find that every day you're coming home complaining about your job, that's not helping you and it won't fix anything. In fact, you'll start to feel even more depleted. Instead, take action to fix the problem. Because if a problem can be fixed by taking action, you don't have a problem.

On the next page, you will be challenged with a quiz. Learn how you can turn complaining into something productive. >>>

Now it's time to try this two-part challenge! See where you can take action to fix your broken patterns of behavior.

PART 1:

Go 24 hours without complaining about anything and document your experience below.

Note: Don't be surprised if this is really hard. We all complain. But this challenge is meant to bring attention to how often you're doing it.

PART 2:

Reframe your story.

Elizabeth was repeating a story that she was being used. And while that may be true, keeping that thought on replay in her head wasn't doing her any good. It was time for her to reframe her thoughts, and it's time for you to do the same. So many of the obstacles we run into are mental and emotional. By reframing your thoughts, you can start to open new pathways to success.

Your turn. How can you reframe a complaint about work?

OLD COMPLAINT

Nobody at work likes me.

REFRAMING

The right people like me.

Now what if all the complaining is justified? It's possible. Read on to find out more. >>>

MAYBE IT'S THE JOB

If you keep complaining about your job, maybe it's not you- maybe it's the job. Just as Elizabeth realized it was time for her to move on, maybe it's time for you to leave your job, too.

Answer the questions below to figure out if it's time to start a new job search.

1. In your job, are you still learning and growing? Explain.

2. Are there parts of your job that you enjoy? Explain.

3. Are there growth opportunities offered within your company? Explain.

4. Is your company willing to talk about salary increases? Explain.

5. Is your manager supportive of your desire to grow? Explain.

6. When was the last time you scheduled time to talk with your boss about what you're doing?

Take a look at your answers. Are there more positives than negatives? Can you change what isn't working by making your work more visible and communicating with management? If you take action, instead of complaining, you will feel empowered. But if you read your answers and find the action you should take is to look for a new job, then read on.

SHOULD I QUIT MY JOB?

Not so fast. Before you quit a job, answer these important questions first.

1. Do you have a 3-6 month financial runway to support you so you can take the time to search for the right job full-time?

Complete the budget worksheet to answer this question.

You can access the worksheet at https://www.consumer.gov/sites/www.consumer.gov/files/pdf-1020-make-budget-worksheet_form.pdf

2. Describe what you learned after completing the budget sheet. Where can you trim your budget while you search for another job?

3. Quitting before you have another job may not be possible. And being employed makes you a more attractive candidate. How can you make your time at your current job more manageable while you search for a new job?

**Exception: if your current job is literally making you sick- i.e. high blood pressure, chronic pain, sleepless nights, weight loss or weight gain, etc. - then you need to take a serious look at quitting and finding what could be an in-between service job through a temp agency, a ride-sharing service, waiting tables, etc.*

4. Marking a date on your calendar to quit your job may be enough to make your final days easier. Choose a deadline date that you plan to hand in your resignation and write it below.

Now start counting down to your Quit Day and commit to the job hunt. Learn more about that process later in Rachel's session. >>>

WHAT IF YOU WERE FIRED?

First, know that it's not the end of the world. And you're not alone. In 2018 alone, almost 22 million people in the U.S. lost their jobs. But twice as many quit their jobs in the same year, which means confidence in job prospects are good. And at least one survey of 2,600 executives found that when they were fired, 91% found a job that was at least as good or better than the first.

What women need to know is that when they get fired, they tend to "fail down". While men often brush off the firing and rebound, women internalize the failure as being about them, which impacts their next job search and how much of a salary they ask for at their next job.

Answer these questions to help you weather being let go.

1. What did you learn about yourself from the experience?

2. Did you negotiate a higher severance pay before signing a severance contract?

3. If you did not negotiate, that's okay. But it's not too late to ask that your former employer be used as a "confirmation" reference in your next job. Commit to the time when you will ask for that and write it below.

4. Watch who you complain to. Are you keeping complaints about your former employer off social media?

5. What will you say to your potential employer in your next job interview?

Use the space below to write how you will respond in an interview. Be honest with your answer. Follow it up with a positive statement about what you learned from the experience and how excited you are to move on.

EXAMPLES:

Here are a few ways you can talk about your previous job:

"New management wanted to move the company in a different direction."

"My boss and I realized it wasn't a good fit for either of us."

"I work best in an environment where expectations are clear."

Tips: Keep a routine while looking for a new job. Wake up with the alarm, exercise, dress for success, set your goals for the day, and start taking action. A routine will help you keep a positive mindset, which will be so important during the job search.

GET PAID WHAT YOU DESERVE

While women have made a lot of progress in the workforce in the past four decades, multiple surveys find that women still trail when it comes to being paid what we're worth. That doesn't mean you shouldn't ask for it anyway. Together, we fix what's broken.

First, complete these sentences so you understand your triggers and patterns around money before you make the ask.

When I think of asking for more money, I feel...

The attitude/beliefs around money when I was growing up were...

Now that you see your triggers around money, use the 5 Second Rule to ask for the pay you deserve. Not sure what The 5 Second Rule is? Visit MelRobbins.com/5SecondRule.

Check off the following boxes if you plan to take these strategic actions.

- ☐ 1. WHEN OFFERED A NEW JOB, ALWAYS COUNTER ON THE PAY OFFERED. EMPLOYERS EXPECT THIS AND LOW-BALL OFFERS ARE USUALLY A TEST TO SEE IF YOU HAVE THE COURAGE TO ASK FOR MORE.
- ☐ 2. DO YOUR HOMEWORK. RESEARCH ONLINE YOUR PARTICULAR TITLE/ROLE AND THE AVERAGE INCOME FOR YOUR PARTICULAR GEOGRAPHICAL AREA.
- ☐ 3. IF YOU'RE WORKING IN A ROLE AND WANT TO ASK FOR A RAISE, THEN SIX MONTHS BEFORE START DOCUMENTING YOUR VALUE. RECORD ALL PROJECTS YOU LEAD, ROLES YOU FILL, A PARTICULARLY DIFFICULT CLIENT YOU DEALT WITH OR A BIG SALE YOU LANDED. THIS WAY WHEN IT'S TIME TO MAKE THE ASK, YOU NOT ONLY FEEL CONFIDENT THAT YOU DESERVE THE RAISE, YOU HAVE PROOF THAT YOU DO.

ASK FOR A MENTOR OR SPONSOR

The best way for Elizabeth to be seen within the next company she chooses to work for is by having a mentor or a sponsor. Mentors and sponsors are particularly important for women because having a connection with a title you aspire to have one day will help to create visibility. And if you are a woman with an executive presence, please extend a hand to lift up the women around you. We are stronger when we build each other up.

Below are tips for finding a mentor/sponsor through visibility.

Check each box as you take action.

- ☐ 1. GET MORE INVOLVED WITH YOUR COMPANY. SIT ON COMMITTEES OR ATTEND NETWORKING EVENTS WHEN YOU KNOW MANAGEMENT OR EXECUTIVES WILL BE THERE, TOO.
- ☐ 2. ATTEND COMMUNITY NETWORKING EVENTS AND TALK TO PEOPLE.
- ☐ 3. BUILD YOUR FEMALE POSSE. RESEARCH FINDS THAT WOMEN ARE MORE LIKELY TO BE PROMOTED WHEN THEY HAVE A CORE GROUP OF WOMEN AT WORK WHO SUPPORT THEM.
- ☐ 4. SCHEDULE A CONVERSATION WITH SOMEONE OTHER THAN YOUR BOSS TO SEE IF THEY COULD MAKE A GOOD MENTOR.

SESSION 3: HEATHER

YOU DON'T HAVE TO DO THIS ALONE

What if you already have an amazing job and a job that you love, but you're ready to take on a more challenging role? And what if that new role requires more responsibility and potentially more hours, but you have children at home? In this session, Heather is reminded that it takes a village to raise a family, and she can't wait to pull hers together.

So how do you know which is the right decision? Read on to learn.

4 QUESTIONS TO ASK WHEN YOU HAVE A BIG DECISION TO MAKE

You can't go through life without having to make some tough decisions. Remember the picture on the wall analogy from Heather's session? Sometimes we never move forward in life because we are so afraid to make the wrong decision. But when we allow ourselves to stay frozen in indecision, we end up missing out on many growth experiences that life has to offer.

Think of one decision that's been weighing on your mind. It doesn't have to be big. Then answer the questions below.

1. Is this decision permanent?

Most decisions that we make can be reversed, even if that reversal is painful, costs money, or takes time and effort. You are rarely stuck permanently in any decision.

2. Do you want what they have?

Look at somebody else who works in the position you want, or who is living the lifestyle or doing that thing you are contemplating.

3. When you think about your ideal life in two years, what do you see?

Decide which choice is more likely to make that ideal life a reality.

4. When you think of a particular choice, what do you notice in your body?

Do you feel energized by that choice and excited by the potential of possibility or do you feel heavy and depleted? These feelings are part of your intuition and the more you tune into that, the more likely you are to make decisions that align with your personal values.

No matter what, remind yourself that whatever happens, you can figure it out. You have in the past, and you can do it again.

Now, accepting a bigger role with more responsibility is a big decision and will require big changes. Keep reading to learn why. >>>

NEW JOB; NEW RULES

As you learned in Heather's session, a new job with more responsibilities or a longer commute requires new rules at home. The mechanics of daily life have to be discussed with your partner and family members in order for you to perform your best in your new role and still maintain positive relationships at home.

Open the lines of communication at home. If you're a single mother, tap the resources available to you. Consider family, neighbors, parents at your child's school, church members, etc.

On the next page, you will answer questions to help establish new rules at home. >>>

1. How will house cleaning tasks be divided among family members?

2. Who will take care of weekly food shopping?

3. Who will cook family meals?

4. Who will be first-call parent for children in school?

5. Who will help kids with homework, bedtime, doctor's appointments, school events?

6. Who will make sure bills are paid each month?

*Building a team and a system will allow you to feel supported as you pursue your ambitions.
And if you're feeling guilty about having ambitions, let's address those on the next page. >>>*

AMBITION IS NOT A 4-LETTER WORD

Ambition is your dreams calling, and you deserve to follow your dreams. For the sake of all women everywhere, it's time to remove the stigma.

Answer the questions below to learn how to start tuning in to your ambition.

When was the last time you took time for yourself, even if it was just 10 minutes?

The best gift you can give your family is a happy you. In order for you to feel content and present with your family, you have to make time for yourself.

What is one thing you've dreamed of doing? Have you told anyone this dream?

Give yourself permission to dream and don't be embarrassed about them, because your dreams matter.

What is the positive message your kids receive when they see you pursue your dreams?

The job of a parent is to raise human beings who can make decisions, live with the consequences of their actions, and go build a life of their own. Instead of telling them what to do; show them.

Once you've decided to start taking steps toward a dream, or just getting curious about what your dreams could be, it's important to call on the resources in your life to help out. >>>

YOU DON'T HAVE TO DO IT ALL BY YOURSELF

As women, we are often taught from an early age that we have to handle it all. If we choose to work outside the home, domestic tasks still fall on us. Childcare still falls on us. But it doesn't have to be that way and you don't have to do it all yourself.

Heather grew up watching her mom do everything all by herself, which taught Heather to be strong and independent. But now Heather needs to break the pattern of thinking she has to do it all on her own. In her session, Heather realized she could build a team to support her, and after she became so fired up about her potential new role.

Now it's your turn to think about where you can make your life easier. You don't have to do everything yourself.

Circle the resources below that could help support you at work and at home.

PARENTS / GRANDPARENTS CO-WORKERS IN-LAWS HOUSECLEANER FRIENDS / NEIGHBORS
FOOD SHOPPING PHONE APP SIBLINGS DAYCARE / BABYSITTER PARTNER AUTO-PAY BILL SERVICE

Write your own:

HOW TO MOVE PAST SELF-DOUBT

WHAT HAPPENED TO YOU?

If you've experienced assault or abuse in your life, it's important that you get the therapy support you deserve. A therapist will help you work through emotions and identify patterns and personal triggers so you not only manage them but you start living life on your terms. EMDR therapy has been particularly helpful for some people with traumatic past experiences.

Use the space below to journal about any trauma you might be holding onto from your past.

Note: If this is the first time you're addressing past abuse or assault, this experience could be powerful and painful so journaling with the support of a therapist is recommended.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ARE YOU SELF-SABOTAGING?

Whether you have trauma in your past or not, self-doubt can keep you from realizing your full potential. When you expect to fail, you behave in ways that ultimately create the failure you expected in the first place.

Circle your self-sabotaging behaviors that keep you from reaching your goals.

PROCRASTINATING	TAKING NO BREAKS	YOU QUIT EARLY AND OFTEN	SNOOZING	OVERSPENDING
GET DISTRACTED EASILY	NUMBING YOURSELF	CAN'T MAKE DECISIONS	SAY YES TO TOO MANY THINGS	

Write your own:

Use the space below to journal about why you think you sabotage your goals.

Keep asking why and keep writing until you think you've come to the root of your behavior. Use a notebook if you need more room to write.

No matter what your behavior is or what you do to sabotage your goals, remember that you are not broken. You have patterns of behavior that are broken. But patterns can be interrupted.

KNOW YOUR TRIGGERS

First step is to recognize your triggers. What is a trigger? It's a stimulus that creates a strong emotional or automatic learned response.

In Pearl's case, she was triggered by a clipboard because of an experience as a child where she felt she was being judged. In her jobs, she was triggered by the men she worked with and for because she had not yet addressed the betrayal she experienced with two men she trusted.

Triggers can also be something that seems insignificant. It could be a scent, place, time of day, or something someone says. It could be the sound of a beer being cracked open or a balloon popping.

Write down any triggers below that you are aware you have.

If you can't think of any right now, that's okay. Start paying attention to what happens before you do something that sabotages your goals. Then write about it below.

Once you are aware of your triggers, you can break the auto-response and make a mindful choice to do something different. Read on to learn how.

HAVE A PLAN

The way you eliminate a bad habit is by replacing it with a new behavior. The best way to do that is to know what that new behavior will be ahead of time before you get triggered.

So it's time to create your If-Then Strategy. Use the examples on the next page to help you insert new behaviors the next time you recognize a self-sabotaging trigger.

EXAMPLES OF IF-THEN STATEMENTS:

1. **IF** I start scrolling through social media, **THEN** I will put my phone where I can't see it and accomplish another task on my goal list.
2. **IF** I hit the snooze button, **THEN** I will count back 5-4-3-2-1 and launch myself out of bed, even though I won't feel like it.
3. **IF** I reach for the cookies, **THEN** I will stop. Count back 5-4-3-2-1, and use power language, "I don't eat cookies." Then put the cookies back and grab an apple.

What positive behaviors will you replace your self-sabotage behaviors with?

If I _____, then I will _____

If I _____, then I will _____

If I _____, then I will _____

STOP THE SHAME GAME

In Pearl's session, we learned the difference between guilt and shame. Guilt can be a healthy emotion when it prompts us to learn from our mistakes or change negative behaviors. If you forget your mother's birthday, guilt is the voice that tells you to call her and set a reminder so that next year you don't do the same.

Shame, on the other hand, has no benefits. What Pearl was feeling, and what many women feel, is actually shame. Shame is the emotion that internalizes your mistakes. Shame is the voice that tells you you're a bad daughter when you forget your mother's birthday or that you'll never be good enough when you get passed over for that promotion.

The first step to letting go of shame is to first shine a light on it.

What does your shame voice tell you? Write your answer below.

Now see if you can turn your shame back into the more positive version of guilt. Pull the curtains back on the mistake you made so you can own that and let go of the shame you're attaching to it.

EXAMPLES:

SHAME SAYS: *I have no willpower so I'll never be able to lose weight.*

GUILT SAYS: *Damn I screwed up and woke up too late, so I didn't make healthy choices today. Tonight I'll get to bed 30 minutes earlier so I'm not tempted to snooze again.*

SHAME SAYS: *I'll never get the job of my dreams because I'm not smart enough.*

GUILT SAYS: *I didn't get that promotion because I haven't been making myself as visible as I could be. I'm signing up for that committee I've been thinking about and will ask my boss what I can do to make sure I'm ready for the next opportunity.*

Now your turn. Transform your shame back into guilt, where it belongs, so you can fix your mistake and be done with it.

My shame says:

Instead, my guilt says:

And speaking of shame, how well are you able to handle criticism? Shame makes you more susceptible to internalizing criticism and making it mean something bad about you. Read on to learn more. >>>>

ACCEPTING CRITICISM

When you are filled with self-doubt, it can be really hard to hear any kind of criticism, but constructive criticism helps you to grow and learn. Critical feedback is one of the most valuable tools for self improvement.

The key is knowing which feedback is helpful and which is harmful and not worth your time. How do you know when feedback is helpful?

Think of a time you received criticism from someone, then answer the questions below.

Name this person who gave you critical feedback:

Now ask yourself...

Do you respect the person offering it?

Do you like where this person is in life?

Would you trade places with them?

Do they share your values?

TIPS:

Once you decide feedback is constructive and coming from the right place, here are tips to help you accept it.

1. Listen. Don't go right to, "I suck" or get defensive. Just listen.
2. If you don't understand the feedback, ask for clarification.
3. If you keep hearing the same feedback, there is probably something to it.
4. Adopt a growth mindset. This kind of mindset understands that we are lifelong learners and there will always be opportunities to learn more about yourself.

Being able to separate helpful feedback from what isn't will ultimately make you a better employee and entrepreneur. Open communication is important to your career, and here's why. >>>

A JOB IS A RELATIONSHIP

In her session, Pearl came to understand that a job is either a bad fit, or she needs to be communicating better. It's just like a partner relationship that isn't working for you. It's either not the right person for you or you're not communicating what you need.

Would you stay in a relationship that was sucking all the life energy out of you? Most likely not. It's the same with a job. If you're unhappy in your current job, answer the questions below and describe your thoughts, to evaluate what is at the root of your discontent.

IS IT MY WORKPLACE...

1. Would you say your overall work environment is positive or negative? Describe.

2. Is management open to hearing your ideas?

3. Is management supportive of your work?

4. Are your co-workers helpful and supportive?

5. Are there clear expectations so you understand how to be successful?

6. Are you able to ask for a raise or a promotion when it's warranted?

7. Do you communicate with your boss so that she knows what projects you're working on?

8. Do you receive consistent feedback so you know what needs improvement?

9. Are there opportunities to grow?

OR IS IT ME?

1. In what ways do you encourage a supportive work environment?

2. How often do you make yourself and your work visible?

3. Do you ask for help or clarification when you need it?

4. Have you clarified with management what your goals are within the company?

5. Do you check in with your boss to see how you can make her work easier?

6. Are you a team player?

7. Do you speak up and ask for what you need or want?

Now take a look at your answers. Do you see a pattern?

List three actions you can take at work to improve communication and make yourself more visible starting this week.

If nothing comes to mind right away, that's okay. Notice what goes on at work this week. OR it may be a sign that your current job, like any relationship that's not working, is not the right fit.

1.

2.

3.

IF YOU'VE REFLECTED ON YOUR ANSWERS AND DECIDED YOUR JOB IS JUST NOT RIGHT FOR YOU ANYMORE, REFER BACK TO ELIZABETH'S SESSION ABOUT WHAT TO CONSIDER BEFORE QUITTING A JOB. OR PERHAPS THE COMPANY IS A GOOD FIT AND JUST NOT THE JOB. IN THAT CASE, IT MAY BE TIME TO THINK ABOUT A PROMOTION.

EARNING A PROMOTION

Are you ready to take on more responsibilities at work? Excited by the idea of taking on a new role? If so, answer the following questions to understand if you're taking the right steps to get there.

Is what I am doing at work the most valuable way to spend my time? Explain your answer.

Do I align my workload with the priorities of my boss? If yes, how so?

Do I bring value to my company? Describe.

What have I done that has exceeded expectations, saved the company money, earned the company money, built relationships that benefit the company, etc?

How are the tasks I am working on moving my company forward?

TIPS:

Check in with your boss every week via email or in-person. List the projects you are working on, in order of priority, and estimate a time for each project completion. Ask if you have the priorities correct or if there is something else you could be working on that is a higher priority.

Make sure that your aspirations are known. Your boss may have subconscious biases and assume things about you that are not true. If you want to be promoted; if you're looking for growth opportunities, make that clear.

*Now what if your current role is where you fit, but it's time to ask for a raise?
Turn the page to find out how to get what you deserve. >>>*

HOW TO GET THE RAISE YOU DESERVE

Answer the following questions to determine if you've done your homework before you ask for a raise.

Do you align your work with your boss's priorities?

**Do you know the median pay for your role in your geographical area?
If not, do some research.**

Are you building your case for a raise? Meaning, have you been documenting everything you do that's strategic?

If you've done your homework and you're due for a raise, then take action. Asking for a raise is a good way to increase your visibility. But here is some crazy and important advice: Expect a no.

Asking for a raise is a negotiation. Be prepared to present your case and to counter. Be prepared to hear that your boss will have to get back to you. And if you do get a "no", respond this way: "What specifically do I need to demonstrate or accomplish between here and six months from now to earn this raise?"

Note: If you do all this and your boss is still unresponsive or unwilling to have the conversation, that is a red flag that it may be time to move on. If you really enjoy your work, it may be helpful to get another job offer so you have something to counter with. It's a major cost to employers if they need to replace you.

And now on to our final session. >>>

SESSION 5: RACHEL

FINDING A JOB WHEN YOU'VE BEEN AWAY FROM THE WORKFORCE

In Rachel's session, we learned how to be strategic about finding a new job when you've been out of the workforce for a few years. The following strategic activities, tips, and resources will help you blast through the mechanics of finding a job with confidence.

LEAVE THE CARRY-ON BAGGAGE BEHIND

For starters, you need to check your baggage before you take off into your new chapter. Rachel was still carrying her baggage from the past. She held onto regrets over failed business decisions and leaving her corporate job. But carrying all that into a new job search will deplete Rachel's confidence and lessen her chances of finding the right job for her.

Instead, check your old baggage. How do you do that? By looking for the message in the mess. This is a two-part process. Let's look at those parts now.

Step 1:

CHANGE YOUR LANGUAGE

Rachel said she was a "bad interviewer" based on the feedback she got years ago from one employer. Instead, Rachel needs to say to herself, "I gave a bad interview. It sucks. But I'll learn from it and move on." Just like shame vs. guilt, one statement is an unfounded personal judgment, the other is a judgment about a particular performance.

Write a personal judgment statement that you repeat to yourself:

(Examples: I am not smart enough; I'm too shy; I can't get my act together)

Now write a related judgment about one particular event or performance:

(Example: I messed up when I sent that report in late. I'll suck it up and own the mistake and then prove that I've learned from it.)

Step 2:

LEARN THE LESSON

A mistake is not entirely a mistake if you learn something from it. Rachel's mistakes taught her that she is resilient and that she can create entirely new customer experiences. Your turn.

Use this space to write all the mistakes that you can't let go of.

(Examples: the project you messed up, the meeting you were late to, a failed interview, etc.)

Now for each mistake above, write what you learned.

[illegible]

Now for the next step in moving into your next chapter.

Reframing how you think of the process. >>>

YOUR JOB HUNT IS LIKE A PUZZLE ROOM

The job search process is just like the puzzle rooms that are so popular right now. Use the right clues, and you solve the puzzle. Work as a team, and you solve it faster.

Here's how that translates into a job search:

80% of job opportunities are filled through word of mouth. Instead of spending all your time sending out applications through online job search engines, you want to have more conversations so you can get in front of the people who make the hiring decisions. More conversations; fewer applications.

Make a list of everyone you know who could be part of your job search team

(family, friends, co-workers, former co-workers, former boss, business owners, etc.) Be sure to include your "weak links" too. (your hair stylist, people at your gym or your church, parents from your child's school, former classmates, neighbors, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Look at your list of contacts and reach out to these people, either in person or via email, to give them clues.

SAY TO THEM:

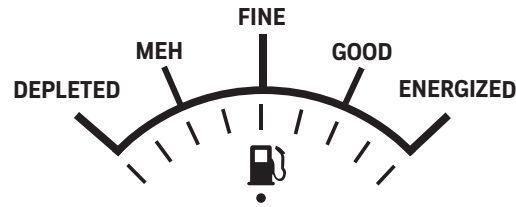
This is what I used to do. These are the skills I have. This is what I'm thinking I should do now. What do you think? I'm looking for advice. Can you think of anyone I should connect with or a company that might be a good fit for me?

Reaching out to people in this way can help you see possibilities you might not otherwise see and make connections you might not otherwise make.

And while you're using the support of your connections to figure out your next steps, start to explore what it is you really want to do. On the next page, you'll learn how. >>>

WHAT ENERGIZES YOU?

As you move through the job hunt process, pay attention to what your body tells you. Some ideas may energize you and make you excited about the potential. Others may deplete you and feel heavy. Picture this gauge as you open yourself up to opportunities.



And speaking of energy, knowing what makes you feel alive as you move through this process will help you find the right job for you. Answer the questions below to help you learn more about what makes you tick.

What values are important to you?

(honesty, integrity, respect, wisdom, humor, kindness, creativity, efficiency, etc.)

What issues are important to you?

(health, poverty, education, climate change, animal welfare, economy)

What are you curious about?

(stars, bridges, skydiving, clocks, fashion, the human brain, how to brew beer, modern art, etc.)

What makes you smile?

(talking to people, family, nature, exploring new places, trying new things)

What hobbies do you have or would like to try?

(writing, art, building, cake decorating, reading, collecting, refurbishing, etc.)

What was your favorite subject in school and why?

(arts, science, math, languages, gym, literature, etc.)

Do you have an organization you'd like to volunteer for some day?

If you could make money doing anything that you love, what would you be doing?

Based on your answers, what kind of jobs or career choices would seem like a good fit?

Now that you've spent time discovering more about you, it's time to look at your resume. >>>



MAKE YOUR RESUME SHINE

If you want to stand out from other candidates applying for the same job, you have to make your resume shine. Here's how to do that.

TIPS

DON'T DATE YOURSELF - You don't have to include the date you graduated from high school or even the dates of all the jobs you worked if you have time gaps. Let your skills speak for themselves. Leave older, unrelated jobs off your resume altogether, or include in a later section you title, "Other Experience".

HIGHLIGHT THE TOP OF YOUR RESUME - Research finds that employers and hiring committees apply the majority of their focus on the top quarter of the resume. So be sure that part highlights your skills, important experience, and relevant training. Include links to your social media profiles with your email address.

KEEP YOUR RESUME SKILLS-BASED - Don't stress about the job gaps, but be sure that your skills are up to date. Look into an online course to update your social media and technology skills. Use your resume to highlight all those impressive skills you've learned over the years.

CUSTOMIZE YOUR RESUME AND COVER LETTER - Never send out a one-size-fits-all. Show your potential employer that you've done your homework and you really want the job. Include keywords that were posted in the job description so you pass through the initial automated screening process.

And to really be sure you get yourself an interview, use this list of resources for additional information to make your resume shine:

- Creddle - a free customized resume template builder
- 20 Basic Resume Writing Rules That'll Put You Ahead of The Competition, *The Muse*
- How to Write a Masterpiece of a Resume, *The Rockport Institute*

DO A MINDSET RESET

When searching for a job, it's essential that you be in the right frame of mind. The job hunt requires energy and you will face rejection. Self-care practices will be extra important at this time.

Keep a daily routine, exercise, get enough sleep, spend time outside, eat foods that fuel your body, and pay attention to the thoughts you're allowing in.

Use the space below to commit to one thing each day in each category.

Routine

(waking with no snooze, setting goals, planning a time to quit, etc.)

I will...

Self-Care

(exercise, nutritious meals, 7-9 hours of sleep, etc.)

I will...

Thought Care

Write down one anchor thought you can repeat when the going gets tough.

Example: I will find the right job and the right job will find me.

TIP

Keep an open mind because sometimes the right job will arrive in a package that is different than what you expected. And don't wait to be 100% qualified to apply!

And now for the next step. Continue to the next page. >>>

ROCK THAT JOB INTERVIEW

You networked with everyone you know, kept a routine, sent out your updated and customized resume without waiting to be 100% qualified and now you've landed an interview. Congratulations!

BELOW ARE TIPS TO HELP YOU NAIL IT.

TIPS

TAKE THE PRESSURE OFF - Remember, the goal of your first interview is to get to a second, and keep working your way up. So just focus on first things first. The interview is just a conversation. Your potential employer wants to get to know you.

PREPARE - The more you know about a company, the more confident you will feel and the more polished you will look. Search for your company on Glassdoor.com to see what former employees are saying. If you know the name of the person who will be interviewing you, search social media or LinkedIn to see what you can learn. That will make it easier to find common ground.

REFRAME YOUR ANXIETY INTO EXCITEMENT - Your brain doesn't know the difference between excitement and anxiety; the physiological symptoms are so similar. Allow your anchor thought to be the person you're going to call with your good news and get excited! Go into the interview and shake hands confidently. You've got this.

TIMING MATTERS - Show up early. First impressions are everything in a job interview so never be late. Arriving 15 minutes early gives you time to chill and enter your interview in a peaceful state of mind.

RELATE TO THE INTERVIEWER - Remember, your interviewer wants to connect. They want to know if they'd enjoy working with you. Scan the office and look for something that you can begin a conversation around.

ASK A LOT OF QUESTIONS - An interview should never be just you answering questions. You want to know if this company is a good fit for you, too. And you want your employer to know that you're curious and you've done your homework. Try the questions below and then listen intently for the answers.

- What could I do in my first 30 days that would make me successful on this job?
- In your opinion, what are the attributes of the ideal candidate?
- What would really help you if I were working in this role?

MAKE THE ASK - It's a simple rule in sales. You always end the conversation by asking for the sale. This is an incredibly important step. What happens after doesn't matter; you will have shown confidence and paved the way toward visibility before you even start the job. Try ending your interview this way:

"Thank you so much for your time today. I think this job would be a great fit. I'm asking you to hire me, and I promise you will not regret it. I will hit the ground running."

SEND A THANK YOU - Sure, email works, but old-school hand-written notes are more impressionable.

AND FOR ENTREPRENEURS...

The key to launching a successful business is organizing yourself and prioritizing your time. Having routines will keep you focused, setting you up for a productive day.

Visit <http://5secondjournal.com/science> to access free pages of the science-backed tool I designed with your busy schedule in mind.

START WITH A BRAIN DUMP

When you wake in the morning, without hitting your snooze button, start your day with a brain dump. Try one here.

Use the space below to write down everything you have to do that's weighing on your brain.

Getting it down on paper takes away the need to mentally manage it so you can focus on the actions you need to take for your business.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOW ENGAGE THE PROGRESS PRINCIPLE

Using research from the progress principle, you will choose 3 things from this list that are most important today for moving your business forward. Get those done first. Only then can you go back to the list and tackle more tasks. People who make progress every day on the things that matter to them are the most engaged, most effective, and happiest people.

The 3 things I will accomplish today:

1. _____
2. _____
3. _____

Now shrink your think. Look at the 3 things that you want to accomplish today. Are they too big?

If you wrote, for example, "start a podcast," shrink that down into steps. Maybe you listen to three podcasts in your business realm. Or maybe you research 3 "how-to" articles about starting a podcast. Turn your goals into manageable steps that you can make progress on.

Use this space to shrink down your goals:

1. _____
2. _____
3. _____

FORGET THE COMPETITION

There will always be others doing what you're doing and sometimes they'll do it better. But obsessing about what others in your field are doing is not helpful unless you're using your observations to inspire you forward in your own business.

Remember: nobody has your experiences or your blend of skills, your gifts, talents, and personality. No one. Success is not cake. If somebody else succeeds, it doesn't mean there is one less slice for you.

Continue to the next page to find where social media may be holding you back. >>>

Today, commit to deleting three social media accounts from your feed that do not support you, make you feel like you're not enough, or feed on your insecurities.

The three accounts I commit to deleting from my social feed are:

1. _____
2. _____
3. _____

TUNE INTO YOUR JEALOUSY

Jealousy can be a learning tool. When you do feel jealous about what others are accomplishing, pay attention to that. Learn from your jealousy by answering the questions below.

What exactly does this other person have that makes you jealous?

What is this person doing well that you could learn from?

What could you add to your daily routine to make your business stronger?

START BEFORE YOU'RE READY

Are you waiting to start your blog because your writing is not "good enough"? Are you putting off your YouTube channel because you don't have all the right equipment? Can't be a photographer until you have the best camera?

Know what those are? Excuses with a capital E. This is you fearing rejection. And you have to move past that because the only way you grow is by putting yourself out there.

Yes, do your homework before you begin a project, but don't wait to be perfect before you take that big step forward. Be willing to make mistakes and learn from them.

J.K. Rowling, the mega successful author of the Harry Potter series of books, was a single mother living on welfare, writing about a magical school from the back of her car. Chef and TV personality Rachael Ray, had no formal training in cooking but created her 30-Minute Meals while working at a gourmet market and doling out cooking advice to customers. Long before becoming the first black woman to win Best Director for a motion picture in 2015, Ava DuVernay had gone to school for journalism and didn't even pick up a camera until the age of 32.

So do not wait until you know everything you think you should know. Do not wait until you have the right amount of money or the perfect equipment. Do not wait until you have the perfect script to make those first sales calls. Do not wait because you tell yourself you are too old. Do not wait because you might make a mistake.

Because the only thing that happens while you wait is you get older. Today is your chance to start.

DO ONE THING BEFORE YOU'RE READY.

Feel how scary that is, and #doitanyway. No matter what happens, you will survive.

CHOOSE SOMETHING ABOUT YOUR BUSINESS THAT YOU'VE BEEN PUTTING OFF DOING.

(Example: Record a livestream video on social media talking about what your business plans are.)

Write about your experiences here:

PLAY THE HAND YOU WERE DEALT

Here's the thing about cards when you're playing any sort of card game. It's not about the hand you've been dealt. It's about how you shuffle them and play the cards in your hand. Life is like that, too. You have to take all your experiences- good and bad- and use them to your advantage.

In her session, Rachel learned that in order to move forward in her job hunt with confidence, she had to play the hand she was dealt. Just like Rachel, your job is to take all the cards- no matter how good or bad they are, and play them to win.

Start learning how to win by listing some of your life experiences and how they have made you the person you are today.

EXAMPLES:

- 1. Being rejected multiple times means that I no longer take rejection personally.*
- 2. Being a target of bullying in school forced me to develop a comedic sense of humor.*
- 3. Being raised in a home with a single mother showed me how to be strong and resourceful.*

POSITIVE LIFE EXPERIENCES

Events from your life that were a cause of celebration or live as happy memories in your brain.

Experience #1:

How did this experience contribute to who I am today?:

Experience #2:

How did this experience contribute to who I am today?:

Experience #3:

How did this experience contribute to who I am today?:

GROWTH LIFE EXPERIENCES

Events from your life that were challenging and hard but brought about growth in some form.

Experience #1:

How did this experience contribute to who I am today?:

Experience #2:

How did this experience contribute to who I am today?:

Experience #3:

How did this experience contribute to who I am today?:

You've done it!

You dug in and under and around to learn more about your patterns of behavior and where they may have started. Congratulations! That's hard work. But in completing this workbook, you proved to yourself that you have grit. You have what it takes to make yourself more visible at work, to earn the money you deserve in the job that's right for you, and to learn from all of your life experiences so that the light you shine keeps getting brighter.

Now take these tools and use them to empower yourself. It's now time for you to work it out.

[illegible]