

Summary of assignments from Session 3

New assignments are allocated each week.

	Page	Completed	Current
Self-observations – every day			
Self-observation 1: Energy	12-13	✓	
Self-observation 2: VIA character strength #1	14	✓	
Self-observation 3: Shining up the people	30-31	✓	
Self-observation 4: VIA character strength #2	14, 31	✓	
Self-observation 5: VIA character strength #3	14, 48		✓
Practices – every day			
Practice 1: Breathing (vertical)	15-16, 49		✓
Practice 2: Mandalas	32-33	✓	
Practice 3: Breathing (horizontal)	15-16, 49		✓
Practice 4: Spontaneous breathing	15-16, 49		✓
Exercises – ‘one off’			
Exercise 1: Observing my life in context	17-19	✓	
Exercise 2: Session 1 Members’ section of the website	1, 20	✓	
Exercise 3: Session 1 Buddy	20	✓	
Exercise 4: Session 2 Members’ section of the website	22, 34	✓	
Exercise 5: Session 2 Buddy	35	✓	
Exercise 6: Session 3 Members’ section of the website	37, 51		✓
Exercise 7: Session 3 Buddy	51		✓
Exercise 8: Behaviours reflecting values	51		✓
Exercise 9: Resource questionnaire	51-54		✓



	Page	Completed	Current
Reflection and journaling – every day			
On all the above	55		✓

Session 3
Assignments
Self-observations

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Self-observations – every day			
Self-observation 1: Energy	12-13	✓	
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Self-observation 5: VIA character strength #3	14, 48		✓

Self-observation 1: Energy (completed)

Self-observation 2: VIA character strength #1 (completed)

Self-observation 3: Shining up the people (completed)

Self-observation 4: VIA character strength #2 (completed)

Self-observation 5: VIA character strength #3

Please see Self-observation 2: VIA character strength #1 (page 14) and follow all the headings. However, instead of applying the 2 questions to your VIA character strength #1, please now apply to VIA character strength #3.

Practices

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Practices – every day			
Practice 1: Breathing (vertical)	15-16, 49		✓
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Practice 4: Spontaneous breathing	15-16, 49		✓

Practice 1: Breathing (vertical)

See pages 15 and 16 – continue as previously.

Practice 2: Mandalas (completed)

Practice 3: Breathing (horizontal)

Do your same breathing practice (pages 15 and 16) in a horizontal position.

Practice 4: Spontaneous breathing

Please start doing the vertical breathing sequence whenever:

1. You feel you are heading towards a stressful situation OR
2. When you need to create a boundary e.g. between work and home.

Exercises

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Exercise 3: Session 1 Buddy	20	✓	
Exercise 4: Session 2 Members’ section of the website	22, 34	✓	
Exercise 5: Session 2 Buddy	35	✓	
Exercise 6: Session 3 Members’ section of the website	37, 51		✓
Exercise 7: Session 3 Buddy	51		✓
Exercise 8: Behaviours reflecting values	51		✓
Exercise 9: Resource questionnaire	51-54		✓

Exercise 1: Observing my life in context (completed)

Exercise 2: Session 1 Members’ section of the website (completed)

Exercise 3: Session 1 Buddy (completed)

Exercise 4: Session 2 Members’ section of the website (completed)

Exercise 5: Session 2 Buddy (completed)

Exercise 6: Session 3 Members’ section of the website

Please see page 37.

Use the ringtone, watch the movies, read the blogs, articles and books, explore the resources and poem. Include your insights in your reflection and journaling.

Exercise 7: Session 3 Buddy

Contact on Friday.

Exercise 8: Behaviours reflecting values

Page 44. If not complete, for each of your 12 top values, look for one example of behaviour in yourself or someone else that:

1. Reflects that value.
2. Shows evidence of behaviour that you perceive as not being in line with your understanding of that value.

In summary, you are considering each of the 12 values and for each, reflecting and providing an example of a behaviour that provides evidence of behaviour aligned to the value and a different example of where a person’s behaviour (observed) was contrary to that specific value.

Exercise 9: Resource questionnaire

Guidelines

1. Imagine yourself in a years time.
2. Answer these questions as you would like the answers to be at that time.
3. Reflect and journal.

Knowledge, skills and qualifications

What new skills have you acquired in the last 1 year?

What new qualifications have you achieved?

What are you aiming for in the next period?

Brand

What progress have you made in building your personal brand in the last year?

How are you promoting this resource?

Personal attributes

Your personal attributes are resources.

- Character strengths

How are you identifying and incorporating your character strengths in your daily activities?

- Values

How are you checking to make sure your values are providing direction when making decisions?

- Touchstones

What are you doing to actively incorporate those experiences, sights, sounds and smells that make you feel really good into your daily life?

Coaching

Yes, coaching is a resource.

What have you done to make sure that you are exposed to the right coaching for you?

How are you benefitting?

What other forms of self-development might you be engaged in?

Energy

How are you building your personal energy?

How are you conserving it?

How are you spending it?

ESG

What are you personally doing to make the world a better place?

To which personal Code of Ethics do you adhere?

How is your firm incorporating ESG?

People

Which people are significant in:

- your personal life
- your business life
- your community life?

Who are the people who have power over you?

What are you doing so that you maximise the time with the people who ‘lift you up’?

How are you investing in yourself?

Who are the people who are toxic to you?

How can you minimise the impact of the toxic people in your life?

In which ways can you set boundaries so that high-maintenance people don’t de-energise you?

Network

Your personal network is a powerful resource.

What are you doing to build and maintain relationships?

How are you improving your skills as a networker?

How have you identified relevant stake-holders?

What are you doing to expand your network in a meaningful way?

Time	<p>How are you allocating your time? This is a big question as it covers:</p> <ul style="list-style-type: none"> ▪ your personal life ▪ your business life ▪ your community life? <p>What is the proportion between work days and non-work days? What are you doing in your ‘spare’ time?</p>
Employment	<p>Where are you working? What are you doing? What position do you hold? What opportunities are there for future growth in this job – or elsewhere? And how are you going to achieve this? What secondary business might you also be involved in?</p>
Financial	<p>What capital do you wish to have accumulated? What income are you generating on a regular basis? How are you acquiring this income? How are you investing your money? What assets do you own/</p>
Technology	<p>How ‘up to date’ are you? How are you effectively incorporating the latest available technology where beneficial?</p>
Transport	<p>What means of transport do you have or use? What vehicle do you own?</p>
Equipment and supplies	<p>What equipment do you need to function effectively? How have you included your branding in templates (proposals etc.)?</p>
Accommodation	<p>Where are you living? Describe. Which place do you consider as ‘home’? Where do you conduct your work?</p>
Spirituality	<p>To what or whom do you feel connected? What are you doing to connect regularly with what is important to you?</p>
Environmental awareness	<p>How are you helping to protect the environment?</p>
Community upliftment	<p>What community upliftment programmes are you involved in?</p>
Integration	<p>What are you doing to integrate all aspects of your life?</p>

Frequency and duration

Complete all the questions and if you notice that some resources which are important to you have been omitted, add the answers to those at the bottom of the questionnaire.

This is an exercise so needs to be done only once at present.

Reason

In shifting your ‘way of being’ we need to consciously consider different aspects of your vision. I believe it is important to consider these resource factors first, before finalising your vision of where you want to be in 1 years time.

This could be your ‘future narrative’ or the outcome of your future narrative.

Reflection and journaling

Remember to write at least a few lines every evening. Date your writing. Think about each aspect of your self-development – self-observations, practices, exercises. Reflect on any aspects that you are curious about. Look for patterns. Write down your thoughts.

Reflection and journaling

	Page	Completed	Current
Reflection and journaling – every day			
On all the above	55		✓

Instructions

Reflect on your day, remember your symbol, the apple. Consider carefully as you reflect on:

- Your self-observations including any examples of behaviour related to your top character strength
- Practices
- Exercises
- Any other insights on your course content or other self-development.

Keep adding to your learnings. Look for examples in your daily life.

Notice if you can see any patterns forming.

Frequency and duration

Please reflect on the above every evening and write in your journal for at least 5 minutes.

Purpose

1. Writing helps to consolidate and clarify your thoughts and thus convert an array of implicit thoughts to explicit thoughts which are easier to articulate and manage.
2. Sitting down to write creates a ‘pause’ in the continuum of life.
3. It is easier to identify patterns over a period of time.
4. Reading after a period of time, it is often fascinating to notice how our thinking or behaviour has changed.
5. By doing an activity on a daily basis we are establishing new neural pathways, creating new habits. (Link to discussion on neuroplasticity.)