

COACHING GUIDE MODULE 2

LESSON 2: PREPARE A STRONG FOUNDATION

The exercises in **Lesson 2: Prepare a Strong Foundation** will help you prepare yourself to be ready to handle what's coming. Similar to getting yourself ready to run a marathon, which would involve preparing your body and mind to run the race, professional success is similarly based on how well you have prepared yourself and aligned the health of your body, mind, and emotional state – in order to make any size transition, change or bold move.

When we want to up-level ourselves in some way or even just become more effective, efficient, and self-confident, the best strategy is to be in shape to be able to handle the birth of our new selves. This is similar to the strategy of how Olympic athletes prepare themselves to compete. These athletes develop themselves physically and emotionally and put daily practices into their schedules to get stronger and healthier as they prepare themselves for what's to come. As you might imagine, these athletes take their practice and preparation seriously and with extreme focus. We might take some lessons from their laser-focused approach and put together our own plan to develop our body, mind, and emotions to get ready to play our own game. Why wouldn't we want to be in top form just like an athlete as we focus to become more of our best selves, right?

The care and well-being of our body, mind, and emotional state is a must. Exercise, nutrition, spiritual practices, and extreme self-care inside and out is critical to be ready to take-on our next bold move.

So, let's get started. Use a notebook or journal to complete the exercises below and keep them together in one place so you can refer to them throughout the lessons and the entire series.

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EXERCISE 1: PREPARE YOUR PHYSICAL BODY

We all know how important it is to keep our bodies healthy. It's a relentless commitment to eat well, exercise, and get enough sleep on a regular basis. Easy to say but sometimes not as easy to do. Most of us probably need to make some changes in the way we eat. Focusing on eating balanced meals, little to no processed sugars, reducing or eliminating alcohol and adding lots of organic fruits and vegetables is a good start. There are so many food plans out there and I'm not recommending any one of them in particular. Select one that resonates for you and gives you results that indicate by the scale, your blood work, and your quiet inner knowing that you are building a strong and healthy body. I know for myself, this takes ongoing practice and tweaking over and over again. I fall off my plan over and over and then I get back on track. I think the key is not to get discouraged or beat yourself up for all the ways you sabotage your health but when you find yourself falling short of your goals, pick yourself up and start again. And again.

- Journal what are you doing right now to take impeccable care of your body.
- Journal what more could you do. Not whether you are willing to do them, just a list of possibilities.
- Journal the insights you have thus far.

STOP: It is important to do this exercise before going on to the next exercise.

EXERCISE 2: PREPARE YOUR MIND

Developing your mind in this context means immersing yourself in whatever the thing is that you want to become more of an expert in. Some years ago, my next professional adventure included my dream of being on television. I knew absolutely nothing about television or how to host my own show. I began preparing my mind by talking to people who were doing it to learn more. I read lots of stuff about how to conduct a professional interview and even hired a woman to teach me how to dress and then present on camera. I was learning the craft of being on television and how to do it as well as I could. Preparing our minds is knowledge gathering and a learning activity. You can't do it wrong. You just keep building your knowledge base and skill set. Possible ways to do this could include going back to school, getting a specific technical or professional certificate, shadowing an expert, joining a mastermind group, getting a professional coach or trainer, reading voraciously about your topic, and doing research.

- Journal the things you are doing right now to develop your mind in the specific area in which you are headed. My coaching here is to be looking to develop your knowledge in the area in which you are headed, which is your next adventure and your next bold move, and *not* where you are sitting right now, unless this is a part of your future professional adventure.
- Next, journal what more could you do to up-level your knowledge and learning (not whether you are willing to do any of the things). Don't censor yourself; just make a list of what's possible.
- Finally, journal the insights you have thus far.

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STOP: It is important to finish this exercise before going further.

EXERCISE 3: PREPARE YOUR EMOTIONAL STATE

Preparing our bodies and minds requires focus, drive, determination and consistent action, which I like to refer to as 'practice'. Preparing our emotional state-of-being to become healthier and stronger still requires us to set goals but is a quieter, inner and less action-oriented type of activity. Emotional state refers to the state of your emotions and your connection to your spirit. Emotional and spiritual development is more about *being* and less about *doing*. We learned about some of this in Lesson 1 of this module in the section about developing our intuition.

According to familydoctor.org, people who are emotionally healthy are aware of and in control of their thoughts, feelings, and behaviors. Emotionally healthy people feel good about themselves, have good relationships, keep problems in perspective and bounce back from setbacks as they are better able to cope with life's challenges. Being emotionally healthy doesn't mean you're happy all the time. It means you're aware of your emotions and can deal with them, whether they're positive or negative. Research shows that building our emotional health is a skill that requires on-going practice.

There are many ways for us to improve and maintain good emotional health. Nurturing our emotional well-being helps us prepare ourselves to handle the ups and the downs with more grace and ease.

- **Know thyself.** Be aware of how you think and feel and most especially, your reactions. Notice what makes you sad, frustrated, and angry. Become aware of the things that hold you back and address these things as soon as they become known to you.
 - **Express your feelings appropriately.** Let others know when something is bothering you; keeping feelings inside us adds to stress and can cause relationship issues with others.
 - **Quiet your mind and spirit.** Learn meditative and relaxation techniques. These will help you quiet yourself down to hear your inner desires.
 - **Make time.** Make oodles of time for yourself and the things you enjoy.
 - **Find purpose and meaning.** Spend more time on the things that matter most and are important to you in life. Prioritize your life around these things and make them your highest priorities.
- Journal the emotional well-being or spiritual practices you currently do for yourself.
 - Journal a list of 3-5 activities that would allow you to cultivate a quieter mind and give you some personal reflection time.
 - Journal what, if any, daily practices would you like to add to your life?
 - Finally, journal the insights you have thus far.

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Whatever you practice, you will get better and better at doing. Designing daily practices that inspire you and support the health of your body, mind and emotional well-being is simply, an all-around good idea.

More detail about how to learn to develop some rigor around preparing a strong foundation for the game ahead can be found in my book, *Your Next Bold Move for Women* in Chapter Four.

STOP: It is important to finish this exercise before reading further.

JOURNAL AND REFLECTIONS

These exercises are meant to work together synergistically to help you gain clarity and move towards what's next by building a strong personal foundation. It will require practice for you to keep on track. Preparation is the key to mastery. Journal your answers to the questions below. Journaling is more about writing stream of consciousness versus getting it right or making it sound pretty. Journaling is a process that unearths curiosity and wonder within us. After completing all the exercises above...

What top 3 observations do you have?

How, when and what specifically will you practice?

What patterns, if any, do you notice?

What specific things resonated most or seem right on target for you? And why?

What resonated least or seems less relevant for you? And why?

What are your biggest ahas or take-aways?

What did you learn about yourself that delighted you most?

What are 1-2 next steps you will take with this information you now have?

FOLLOW UP

Want more help understanding what this all means and how it relates to where you are or where you're going, reach out to me at Wendy Capland, wcapland@visionquestconsulting.com to schedule a one hour 1:1 Coaching Session. Investment-\$500.