

# COACHING GUIDE MODULE 5

## LESSON 4: SELF-AGENCY & QUIET TIME

This entire Module will help you increase your personal power so you can steer your life in the direction you most want and be respected for what you bring to the table. This Lesson is focused on how our personal power comes from our ability to successfully demonstrate self-agency and how we use our quiet and reflection time to strategically raise our personal power.

Use a notebook or journal to complete the exercise below. Keep all your reflections together in one place so you can refer to them throughout the Lessons and the entire series.

Let's start with personal or self-agency. Self-agency is our ability or *inability* to make things happen in our lives. It is taking responsibility for our actions and knowing we have choice over what happens in our lives. It doesn't suggest that we have control over every single thing that happens to us but it refers to the process of manifesting one's own destiny in order to influence new patterns within ourselves or in our environment. All of these point to increasing your personal power as we each take responsibility for creating what we want in our lives.

### EXERCISE 1: SELF-AGENCY

**Part 1:** Is there an area of your life where you think you demonstrate strong self-agency? Maybe it is where you are trying to influence an outcome in your life? Maybe it is your current work situation? Maybe it is at home with your partner or your family? Write your answer in your journal. Now write down *why* you think your self-agency in this area is so important to you. Often, the answer is because you care about something so much you are willing to stand strong in your actions.

**STOP and PAUSE THE VIDEO:** Once you have completed your journal writing, continue the video.

**Part 2:** Is there an area of your life where you feel you may not be acting with enough personal agency? One way to identify this potential area is noticing where you feel like you are a victim and someone is making your life difficult.

Take a moment and write your answer(s) in your journal and be specific.

*Continues on next page*

The work you just did will help you consciously and intentionally own the power of your thinking, behaviors, and actions.

Now let's talk about discovering the power of **scheduling quiet reflection time**. We have talked about extreme self-care in previous Modules. Taking control of your life means cutting through all the noise, finding emotional and physical balance, thinking more clearly, as well as advocating for yourself. Personal agency begins with what you let into your mind—meaning what you allow to come in from your environment and into your personal space. If you are lacking agency, it's likely your attention is being hijacked and you need to figure out how to restore it.

To help you increase your agency, practice going quiet to escape overstimulation. This will help you quiet the world around you so you can focus on what's most important. Focusing on what matters most to you strategically is a powerful way to run your life.

Some of us are really great at taking quiet reflection time for ourselves. Some of us feel guilty about and have a false belief that there is no time to do this or it feels like we are not “doing” anything, even though we know it's important and critical for our long term happiness and success. Many of us live in a culture that rewards busyness and thus it is challenging for some people to unplug. And even harder for some of us to really truly prioritize ourselves.

## **EXERCISE 2: SCHEDULING QUIET TIME**

Identify one thing you can start to practice doing each day to have some truly quiet reflection time for yourself. Examples: Take a walk. Meditate. Journal.

**Stop the video** and write your idea down in your journal. After you have a possible idea, take a moment and write it into your calendar 5 days a week for 3 weeks. It takes 21 days to create a new habit so 3 weeks should be a great start to making this part of your regular routine.

Reconnecting with ourselves without distractions also enables us to find our passion and purpose which leads to personal power. Make the power move to commit to including quiet time in your daily schedule, even if it's just for a few minutes.

Authentic power does not come from an external source, an important job title, or having lots of money. Although these things may make you feel better, true personal power is generated from within. These strategies, if practiced regularly with support and guidance, will help you raise your personal power. Remember power is an inside job that each of us must source or generate ourselves.

*Continues on next page*

## JOURNAL AND REFLECTIONS

These exercises are meant to begin to create some power and influence in your life. I imagine now you have a clearer picture about what is most important for you to apply your personal power.

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 the exercises ...

What top 3 observations do you have?

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](mailto:wcapland@visionquestconsulting.com) to schedule a one hour 1:1 Coaching Session. Investment-\$500.