

SPHERE OF INFLUENCE EXCERCISE

Download this form and fill in the blank squares with the names of people who need or depend on you. You may include family members, work relationships, groups and organizations you support. Make your list as thorough as possible. Review it and use the space below the graphic to capture any emotions or thoughts that come to mind. This is a visual representation of your MIPs (Most Important People), your sphere of influence.

	YOU	

Assess Your Coachability

Please follow these directions:

A. Using a scale of 1-10 with ten being the highest, answer each of the following questions honestly. Remember, there are no wrong or right answers.

B. Once you have completed scoring your answers, total your scores. You should end up with a number between 6 and 60.

C. To find your average score, divide your total by 6.

Questions:

1. Are you excited about the opportunity for personal and professional growth? Rate on a scale of 1-10.
2. On a scale of 1-10, how open are you to embracing new perspectives and making positive changes in your approach?
3. When it comes to taking responsibility for your actions and commitments, where do you rate yourself on the 1-10 scale?
4. Are you willing to step out of your comfort zone and explore areas where you could grow and improve? Rate your willingness on a scale of 1-10.
5. How would you rate your ability to be honest with yourself about your strengths and areas for improvement? Rate on a scale of 1-10.
6. When receiving feedback, how open are you to constructive criticism on a scale of 1-10?

Here's what your score may indicate:

- **A lower score (1-4)** suggests you may need additional time to feel psychologically safe with the process. You might be new to working with a coach or taking small steps toward leading yourself.
- **A mid-range score (5-7)** could indicate a need to develop a stronger vision and set clearer goals.
- **If your average score is 8 or higher**, congratulations! You are coachable and ready to move forward.

Remember, wherever you find yourself on this scale is perfectly okay. This is your transformation journey, and it takes place on your timetable.

Removing the Masks: A Guided Exercise

Facing yourself requires inner and outer work. Experience breakthrough moments using guided visualization exercises to simulate removing layers and burdens. I have created one for you to use at home. I recommend doing it physically, but you have the option of using the simulated format. Follow these two steps to get started.

First, using your phone, record the following paragraph. Next, playback the recording and follow the instructions step-by-step:

“Look into the mirror. Imagine you are going to remove your filters. If you are wearing make-up, take it off. Remove your jewelry, clothing, hair ornaments, and anything else until you are naked. Just you and the mirror. How does this feel? Now let’s go a bit further. Put all labels aside. Your job title, strip it off. Are you mom, wife, husband, partner, sister, patient—any label that is used to describe you, simply lift, and gently drop them to the floor like rose petals. Who do you see in the mirror? She is the woman you want to talk to. She is the woman often standing between you and your greatness.”

Another warm-up exercise you can use is sharing a story describing the most courageous thing you have ever done. Provide context such as timing, why you engaged in this activity and how it made you feel. This process helps to see yourself in a different light.

1. Many people do not see themselves or what they do as courageous.
2. Women will downplay the significance of their courageous acts for fear of appearing boastful.

3. Most people think courage must be demonstrated on a large-scale, forgetting that the smallest gestures in daily living can take the most courage.

Can you use your courageous story as a foundation to bolster more confidence? Whenever you experience times of self-doubt reflect on moments when you were on fire, unstoppable. It does wonders to bring perspective on how badass you truly are!

Self-Assessments—

You should always begin with knowing yourself. There are many self-help tools you can use to assist you.

1. Values— Create a list of your top 5 values. Here are some examples: authenticity, curiosity, resiliency, compassion, empathy, loyalty, trust, security etc.
 - a. Rate each value on a scale 1-10, with 10 being the highest, on its importance in your life. This goes in the value column.
 - b. Rate each value on a scale of 1-10, with 10 being the highest, on how well you are living each value or “walking the talk”. This goes on the action column.
 - c. Compare the difference between to two columns.

VALUES		Value Rating	Action Rating	+/-
Altruism				
Communication				
Honesty				
Integrity				
Respect				

2. Skills inventory— What are your superpowers? List them and compare it to what others say about you.

3. Stakeholder Perceptions— Using your sphere of influence list from Chapter 1, ask people on your list to describe you. Group these adjectives and compare them to your self-perception. If there is a wide difference, go back to the person and ask for more clarity on

how they view you. This feedback can be helpful in identifying blind spots in your personal brand and image.

Stress Diary

Keeping a stress diary is a good tool for managing your stress and reactions. You can design it to capture the most important things you want to track. You might start with:

1. Date and time
2. Describe the event
3. Identify your triggers
4. Your reactions (both physical and verbal)
5. A metric— rate your stress level on a scale, measure your heart rate or blood pressure

Review your stress diary over time and develop alternative solutions to your reactions. Reframe the narrative that you tell yourself about your stress to begin minimizing its impact and give you a greater sense of control.

MANAGING STRESS:

High anxiety and stress management is a concern and should be a priority for women of color, who have a higher probability of developing health-related conditions. Here are three short-term strategies you can use to restore some balance and relief when your anxiety feels overwhelming.

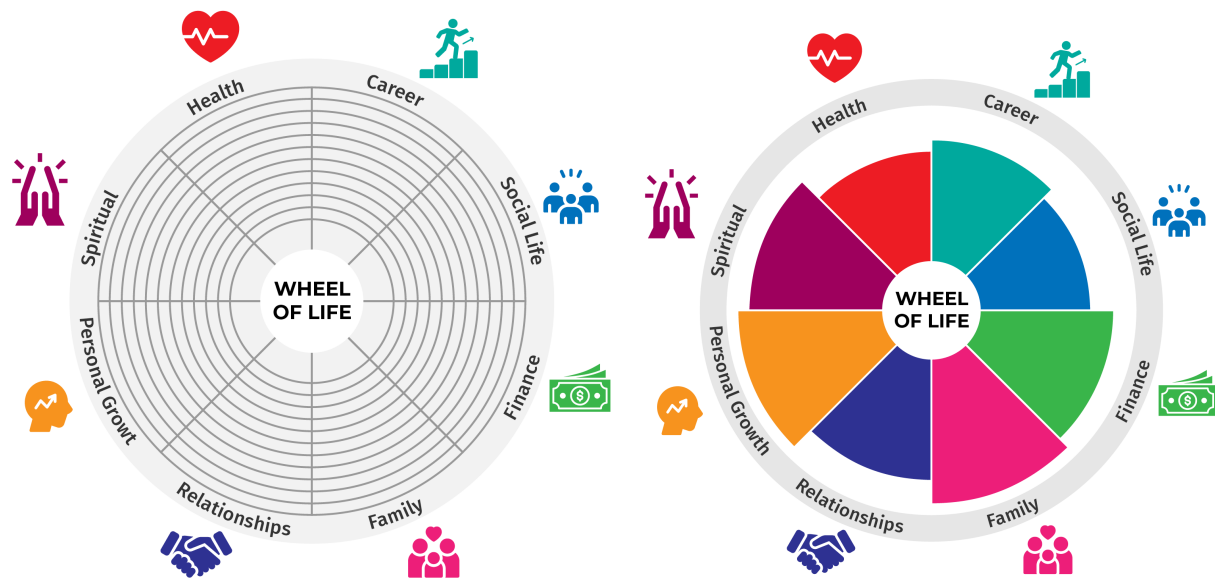
Begin with identifying your triggers. What situations, words or people cause you to feel anxious. Knowing this ahead of time helps you take charge. You can delay conversations until you feel better or set boundaries with people who stress you out quickly.

Use the 333 rules. This is a simple counting technique commonly used for dealing with anxiety. It aims to help you calm down and regain control when feeling overwhelmed. To practice the 333 rules, you identify 3 things you see in your surroundings, recognize 3 sounds you hear, and touch or move 3 things, like objects or parts of your body.

Practice mindfulness. This is a form of stress reducing meditation which uses breathing techniques and guided imagery to calm and relax the mind and body. There are many easily accessible ways to practice mindfulness. Just creating a quiet safe place to do a self-check-in can help you think clearly and reduce anxiety. Although these methods will not eliminate anxiety completely, they can serve as a practical tool to cope with it in the moment.

The Wheel of Life

Prioritize: Using the wheel of life, categorize and rank your concerns across various areas such as career, finances, and relationships. The second chart is completed with shaded sections indicating the most important categories for this individual. You can fill in the sections and customize it to fit your priorities. Share and discuss these priorities with a trusted individual such as a partner or family member.



Shade in the section of each wedge that best represents your level of satisfaction with each category. The further out from the inner circle you shade means you are greatly satisfied with that segment.

The Affirmation Jar



Create a jar of positive things people have said about you. Also include things you like about yourself. When you are facing major change and things feel out of your control, reach in the jar and read the positive quotes or words. Remember you are powerful, and this is just a moment in time.