



WORKBOOK



A tool to support
you through
The Circles
Mini Masterclasses

This workbook is designed to go alongside the mini masterclasses inside The Circle.

Here, you'll find a dedicated space to work through the exercises & strategies, to organise your thoughts, plans, document actions you need to take, and explore areas requiring further attention.

Use this workshop and resource to bring clarity to your thoughts and support you to feel in control and confident for this stage of your journey.

Anne

Anne

Module 1 - Identifying your values

Values are deeply personal and can vary greatly from one individual to another.

List of common values to use for the exercise:

Family: The importance of family bonds, support, and relationships.

Health: Prioritizing physical and mental well-being.

Authenticity: Being genuine, honest, and true to oneself.

Love: The significance of romantic relationships and emotional connections.

Friendship: Valuing close friendships and social connections.

Integrity: Acting with **honesty**, ethics, and moral principles.

Independence: A desire for self-reliance and personal autonomy.

Success: Pursuing achievement, recognition, and **personal growth**.

Wisdom: Valuing knowledge, learning, and personal development.

Creativity: Expressing oneself through art, innovation, or creative endeavors.

Compassion: Showing **empathy**, kindness, and concern for others.

Justice: A commitment to fairness, equality, and social justice.

Spirituality: Finding meaning and purpose through religion or inner beliefs.

Environmentalism: Valuing nature, sustainability, and environmental conservation.

Service: A desire to help and serve others and the greater good.

Mindfulness: Practicing presence, awareness, and conscious living.

Community: Fostering a sense of belonging and contributing to the community.

Financial Security: The importance of **financial stability** and security.

Adventure: A desire for new experiences and challenges.

Humor: Valuing laughter and a sense of humor in life.

Tradition: Upholding **cultural** or family traditions and values.

Freedom: Valuing personal liberties and the right to make choices.

Balance: Striving for a harmonious balance in life, including work-life balance.

Honesty: The importance of truthfulness and transparency.

Growth: A commitment to personal and professional development.

Caring: Demonstrating empathy and care for others.

Simplicity: Preferring a simple and uncluttered lifestyle.

Peace: Pursuing inner and outer peace and harmony.

Innovation: Embracing change and new ideas.

Equality: Advocating for equal opportunities and rights for all.

Respect: Treating others with respect and expecting the same in return.

Leadership: Guiding, inspiring, and influencing others positively.

Remember that YOUR values can change over time and may evolve based on life experiences and personal growth.

Module 1 - Identifying your values

Identifying & understanding your values

Step 1 - Create a list of values using previous list or your own
- you can list as many as you wish

Step 2 - Review list and identify top 5 -10

Module 2 - Understanding your WHY for working?

Reflect on what truly motivates you.

Ask yourself WHY a few times for each reason that comes up



You can do

anything,
but not

everything

Module 3 - Setting & Maintaining Boundaries

Step 1: Identify Your Boundaries

List the areas of your life where you need to set boundaries (e.g., work, family, friends, personal time).

- Area 1: Example: Work

- Area 2: Example: Family

- Area 3: Example: Personal Time

Step 2: Define Your Non-Negotiables

What are your non-negotiables for each area?

- Area 1 Non-Negotiables:
 - Example: No work calls after 7 PM
 - Non-Negotiable 1: _____
 - Non-Negotiable 2: _____
 - Non-Negotiable 3: _____
 - _____
- Area 2 Non-Negotiables:
 - Example: No unsolicited advice from family
 - Non-Negotiable 1: _____
 - Non-Negotiable 2: _____
 - Non-Negotiable 3: _____
 - _____
- Area 3 Non-Negotiables:
 - Example: Daily 30 minutes of personal quiet time
 - Non-Negotiable 1: _____
 - Non-Negotiable 2: _____
 - Non-Negotiable 3: _____

Step 3: Time Management Strategies

List strategies to protect and prioritize your time.

- Strategy 1: Example: Block off personal time on my calendar

- Strategy 2: Example: Limit social media usage to specific times of the day

- Strategy 3: Example: Delegate tasks at work to free up time

Step 4: Communication Techniques

List assertive communication techniques you will use to communicate your boundaries.

- Technique 1:
 - Example: Use “I” statements to express feelings and needs

- Technique 2:
 - Example: Practice active listening when others communicate their boundaries

- Technique 3:
 - Example: Clearly state consequences for boundary violations

Set specific actions and deadlines for implementing your boundary-setting action plan.

| Action | Area | Deadline |
|---|---------------|------------|
| Example: Schedule a meeting with my manager to discuss work boundaries | Work | 05/01/2024 |
| Example: Communicate personal time boundaries to family members | Family | 30/04/2024 |
| Example: Block off daily quiet time on my calendar | Personal Time | Ongoing |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Schedule regular check-ins to reflect on your progress and adjust your action plan as needed.

Check-In 1: _____

Example: Two weeks after implementing the plan

Check-In 2: _____

Example: One month after implementing the plan

Step 7: Additional Notes and Resources

Write down any additional notes or resources that will help you in setting and maintaining your boundaries.

Notes/Resources:

Conclusion

By completing this boundaries action plan, you have taken the first step in setting and maintaining healthy boundaries in your personal and professional life. Remember to review and adjust your action plan regularly to ensure it continues to meet your needs and helps you maintain the boundaries you've set.



Module 4 - Building Confidence - Notes

Module 4 - Confidence Building

| Examples of previous experience / achievements | What strengths / skills did they demonstrate |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Affirmations

- *I am capable of doing hard things.*
- *I am worthy of success.*
- *I am able to achieve a work-life balance.*
- *I have the power to reach my career goals.*
- *I am able to exceed under pressure.*
- *I am intelligent.*



Reflection - Write 3 good things that happened today

DATE

3 GOOD THINGS THAT HAPPENED TODAY

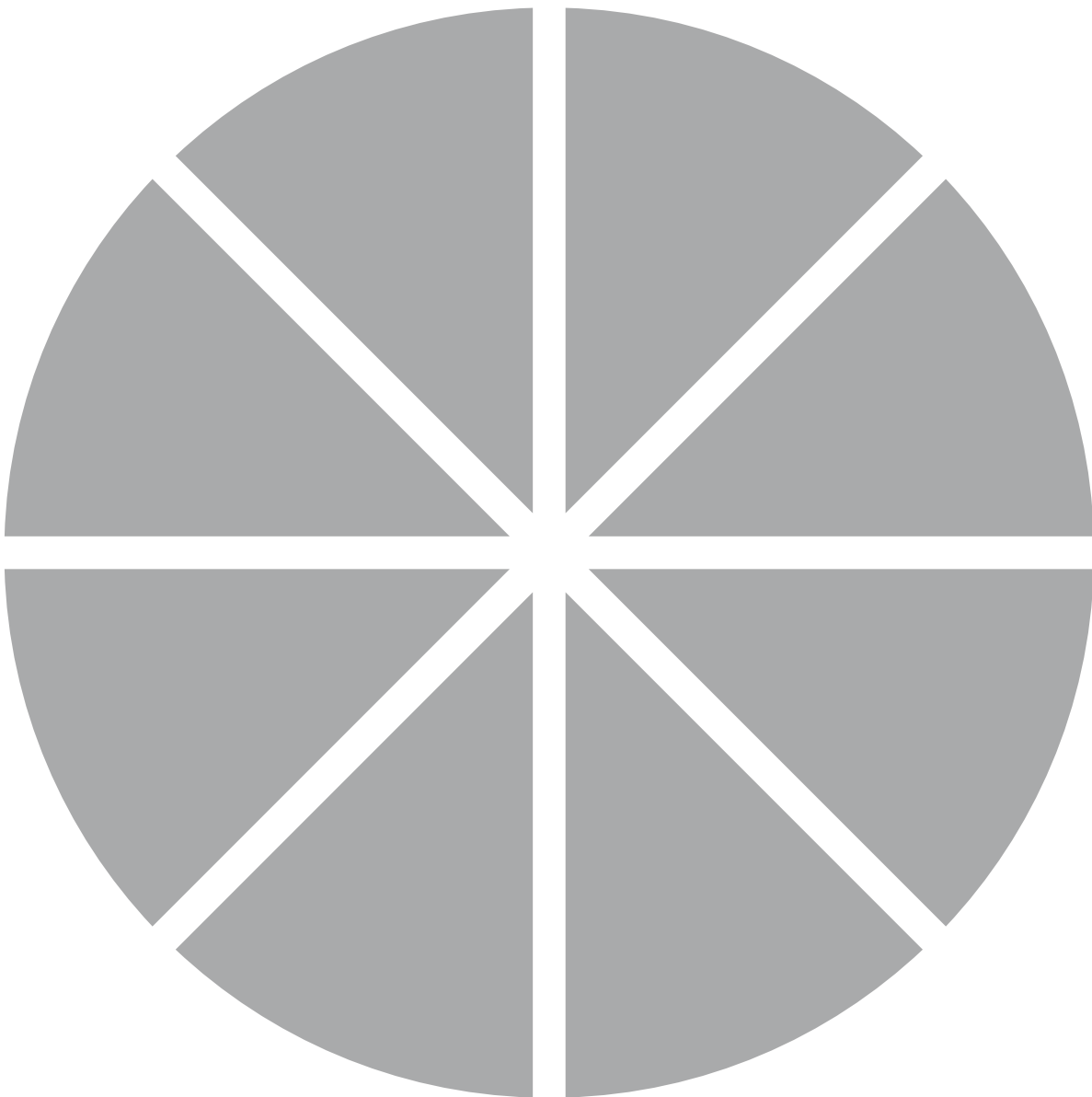
DATE

3 GOOD THINGS THAT HAPPENED TODAY

Module 5 - Strategies to reduce your overwhelm

*Wheel of Clarity - Reflecting on where you are now...
Personal & workwise*

*What is causing you overwhelm or worry or always on your
mind?*



Module 5 - Wheel of Clarity

Focus areas

| Focus Area | What are your considerations/options/challenges for this area? | What actions can you take to move it forward? Who can support? | Timeline |
|------------|--|--|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Module 6 - Managing Guilt

3 steps - Identify / Reframe / Lessen

| What do you feel guilty about? | How could you think of it differently? | What steps can you take to lessen it? |
|--------------------------------|--|---------------------------------------|
| | | |
| | | |
| | | |
| | | |

Managing Guilt

3 steps - Identify / Reframe / Lessen

| What do you feel guilty about? | How could you think of it differently? | What steps can you take to lessen it? |
|--------------------------------|--|---------------------------------------|
| | | |
| | | |
| | | |
| | | |



Reflection - Follow up

Parent  NEST

Thank you

Ph No: 086 8188226

Website: www.theparentnest.com

Email: anne@theparentnest.com

