

TAKE CHARGE OF YOU

WORKBOOK

Take Charge of You

We know you want to become the best you, you can be, and learning how to coach yourself by completing the exercises in this book will help you get there. By starting this process, you've decided that you are no longer going to leave your life or career to chance!

The concepts in this book are meant to be revisited time and time again. As you dive into the book and utilize this workbook, you'll complete **Take Charge Actions** that will help you understand and experience each principle. The practice of completing these actions is critical to your self-coaching journey, so we encourage you to take time and put thought into each one. We're excited to guide you through this content and help you begin down the path of self-coaching.

How to get the most out of this book and workbook:

1. **Download the workbook.** You can either print the workbook, or download it and work through it on your computer or tablet. We recommend printing (if possible) and writing your answers by hand.

**Helpful Tip: When you write notes by hand, you develop a stronger conceptual understanding of the information than by typing. Handwriting forces your brain to mentally engage with the information, improving comprehension and retention.*

2. **Use the workbook as your guide** for completing the Take Charge Actions throughout the book. This workbook will provide a place for you to write your answers, so make sure to keep the book close by as a reference to complete exercises in the most meaningful way.



3. **Save the workbook** as inspiration in the weeks and years to come!

Before you begin *Take Charge of You*, complete the reflection questions below.

How knowledgeable do you feel about the concept of self-coaching?

NOT VERY
KNOWLEDGABLE
AT ALL.

I ALREADY FEEL
LIKE A PRO!

A horizontal scale from 0 to 10. The number 0 is at the left end, 5 is in the middle, and 10 is at the right end. There are 11 small square checkboxes, one at each integer value from 0 to 10. A thin horizontal line connects the checkboxes.

Do you currently have a process or framework you can use for self-coaching?

YES NO

What's one thing you hope to get out of reading this book and working through this workbook?

By the end of this book and workbook, you'll have a framework for self-coaching that will help you get to where you want to go. Take your time to work through each exercise, and revisit these concepts often!

To your success,

David Novak and Jason Goldsmith
Co-Authors, *Take Charge of You*

PART ONE

THE SELF-COACHING CONVERSATION

Ask Yourself Some Key Questions



Take Charge Action: Find Your Joy Blockers

Page 29



Self-Coaching Tip

When asking yourself the questions in this chapter, there's no need to judge your answers. Don't worry about what the answers mean or whether they will lead you toward something that feels impossible to achieve. Right now, we are in discovery mode. (For the full self-coaching tip, see page 25)

Gain a better understanding of how best to coach the unique individual that is you.

1. Ask yourself the question: "What's getting in the way of my joy?" You may even want to ask it out loud to yourself.
2. Sit with the question for a moment.
3. Write down whatever comes to mind.

If you get stuck, consider these more specific questions: What's getting in the way of my joy at work? At home? In my personal relationships?

My Joy Blockers:

Once you've made your list, determine if what you've written could be more specific.

 Page 30

More Specific List:



Take Charge Action: Find Your Joy Builders

 Page 35

1. Start by thinking about what would grow your joy. Take some time to really imagine this.
2. Look back at your answers to the previous question and try flipping them on their heads. For example, if you said your contentious relationship with your office mate is getting in the way of your joy at work, would transferring to a different department or company bring you joy? Would finding a way to improve the relationship do it?
3. Consider anything else that would bring more joy into your life. For example, perhaps you get a lot of joy out of the volunteer work you do twice a month working with kids at your local community center.
4. Write down as many Joy Builders as you can think of. Don't question what comes to mind. Just record it.

If it helps, think in categories: what brings me joy at work? In my personal relationships? In my volunteer work?

My Joy Builders:



Take Charge Action: Discover Your Single Biggest Thing (SBT)

What's the single biggest thing you can imagine that would grow your joy personally or professionally? This should feel big, important, impactful and even aspirational.

 Page 40

1. Return to the list of Joy Builders and put a check mark next to the ones that feel the most important.
2. If you could pick only one thing to focus on, what would it be? Ask yourself: What would make the biggest difference if I started working toward it today?
3. This is your Single Biggest Thing. Write it down below.

My Single Biggest Thing



Self-Coaching Tip

You may have noticed that the previous question asked what would most grow joy personally or professionally. As far as we're concerned, the process is the same whether you use this book to coach yourself toward a personal destination, a professional destination, or both. So try to keep an open mind about what might truly make the biggest difference for you in any part of your life.

If nagging doubts arise that threaten to derail your process—thoughts like *I really want that but it's impossible*—return to your list of Joy Blockers and add them to the list. Once you have done that, leave them there on the page and return to where you left off in this process. Writing something down can take away some of its power, and turning the page can signal to the part of your brain that has these concerns that, while you're not ignoring them, you're setting them aside to be addressed at another time.

You will revisit your Single Biggest Thing many times throughout your journey. There will be a place for you to write down your Single Biggest Thing at the start of each section. It's important to continue to remind yourself of your SBT as you work through these exercises and practices so you can incorporate it into your life. We also encourage you to write your SBT on a sticky note and place it where you'll see it most often – on your desk, on your bathroom mirror or on your fridge!



Take Charge Action: Envision Your Destination

What would it mean if I accomplished my single biggest thing?

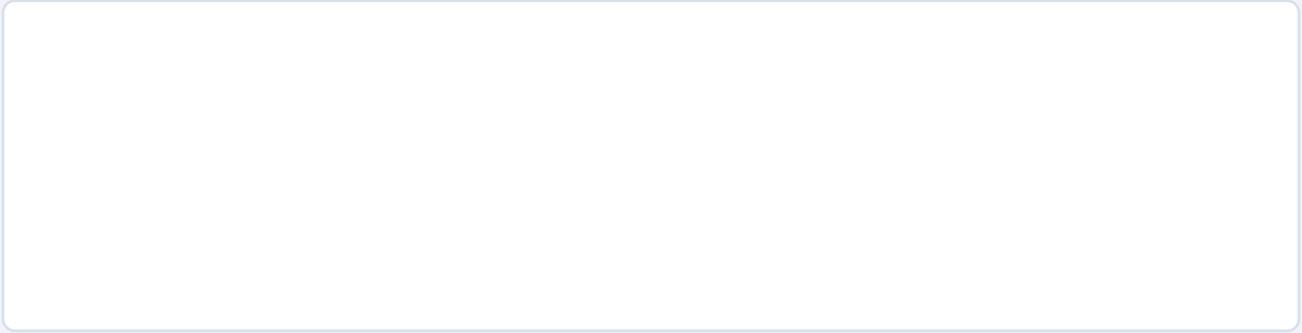
 Page 48

1. Look back at the SBT you wrote down.
2. Instead of thinking about how you're going to accomplish your goal, start with the end result in mind. Imagine what it would be like to have already reached your destination and accomplished your SBT.
3. Describe what that would be like. What would it feel like? How might your life change? What might it mean to you personally? What might it mean to your family, friends or community?

To spur your thinking even further, try imagining your destination using each of your five senses...

- What might it look like?
 - What might it sound like?
 - What might it smell like?
 - What might it taste like?
 - What might it feel like?
4. Take some time with this and write down as much as you can think of in the box below. Once you've finished, read it back to yourself.

5. To help you stay motivated through this process, sum up your key thoughts and feelings in just a few words. Write them in the space below.



PART TWO

THE SELF-COACHING MINDSET

Open Yourself Up to Growth

My Single Biggest Thing



Self-Coaching Tip

Coaching Mindset Definition: Your mind is open to whatever is going to drive your growth or performance, which means avoiding the trap of preconceived notions or prejudging what's going to happen. Instead, you are continually searching for the next insight that's going to move you forward.



Take Charge Action: Change Your *Nots* Into *Not Yets*

 Page 64

1. Think of something that is outside your comfort zone.
2. Frame it in a sentence using can't or not. Then say the sentence out loud to yourself and write it below.

3. Now rewrite that sentence, and add the word “yet” to the end.

4. Write down what you would need to learn, practice or do in order to make that happen.

5. Keep this reframing technique handy!



Self-Coaching Tip

Reframing Definition: Reframing is a psychological technique that asks us to identify how we view a situation or experience and then change, not the situation or experience, but the way we think about it.



Take Charge Action: Practice Detachment Breathing

 Page 72

1. Call to mind an experience that elicits a negative reaction.
2. Sit with the thought long enough that emotions come up for you again.
3. Now, close your eyes and shift your attention to your breath and simply breathe for five to ten breaths.
4. Notice what happened to the negative thoughts and feelings. In the space below, reflect and journal about what happened to the negative thoughts as you shifted your focus.

Remember this reflection whenever you experience something that brings forth a negative reaction.



Take Charge Action: Put Yourself in a Neutral State

 Page 73

Utilize these methods to achieve neutrality.

1. Meditation
2. Journaling
3. Prayer or regular periods of quiet contemplation
4. Conscious breathing

In the space below, write a few of the techniques you'll use to put yourself in a neutral state.



Self-Coaching Tip

If you had difficulty answering any of the questions from the first chapter, try using the detachment breathing or conscious breathing exercise to get yourself into a neutral state. Then go back to the questions and see if it's easier to answer them when you are in a calmer, more present frame of mind.



Take Charge Action: Shift Your Focus

 Page 79

1. Spend a few moments thinking about a situation that makes you feel anxious, frustrated or fearful.
2. Make a list of every **negative** thing you can imagine happening as a result of that situation.

3. Now make a list of every **positive** thing that could happen as a result of the same situation.

4. Notice how you are able to shift your feelings about a situation by changing your focus.



Take Charge Action: Balance Your Negatives with Positives

 Page 80

1. Don't just let negative thoughts about yourself swirl around in your head. Bring awareness to them and write them down. In the left column, make a list of all the "bad" things about yourself that might keep you from succeeding.
2. To help shift your focus, in the right column, list all of the "good" things about yourself that will help you succeed or have helped you succeed in the past.

Bad:

Good:

3. Now, revisit the "bad" list and reframe each of them by choosing a more productive interpretation.

Bad Column Reframed:

Helpful Tip: This list-making technique is one that you will want to keep at the ready throughout this process for whenever sabotaging thoughts arise.



Take Charge Action: Prioritize What You Value Most

 Page 85

1. Review the list of values on page 86 of *Take Charge of You* and in the space below, write the ones that are most important to you. Feel free to add values of your own to the list. Place a checkmark by the ones that are very important to you. Place a second checkmark by the ones that are most important to you.

My Values:

2. Of those, choose your top 5 and write them in the space below. These are the values you can't live without.

My Top 5 Values:



Take Charge Action: Define Your Purpose

 Page 87

1. Your purpose should be something you feel positive about, so look back at your Joy Builders list on page 6 of the workbook for clues. What brings you joy and energizes you?
2. Your purpose should be something that compels you to act. Is there something that you need or feel called to do?
3. Your purpose should be something you're good at. Ask yourself what you excel at. What comes naturally to you?
4. Your purpose should be other-directed. Ask yourself what other people appreciate most about you. How do you help them? How do you contribute to their lives?
5. Your purpose statement may or may not reflect what you do for a living, so think broadly about the answers to these questions and let those answers reflect what's most meaningful to you.

6. Consider what you have come up with so far, and then take a stab at writing a short but meaningful purpose statement that reflects those things in the space below.

My Purpose Statement:

7. Read it back and revise as it feels right to you. Let it sit for a while, reread it, and revise again as necessary.
8. Write your purpose statement on a sticky note in pencil. We may evolve our purpose as we grow and learn. We may want to refine how it's phrased. That's fine. Just like us, it's a work in progress. Let it be just that, but don't underestimate its value just because it isn't written in stone.

Helpful Tip: Reference Jason and David's purpose statements and other examples on page 91 and 92.

PART THREE

THE SELF-COACHING PLAN

Uncover Transformational Insights

My Single Biggest Thing



Take Charge Action: Make Your Journey a Purposeful One

 **Page 97**

1. At the top of the page, write down your SBT.
2. In the box below, write down your purpose. List your values underneath.

My Purpose Statement (Workbook Page 20):

My Values (Workbook Page 19):

3. Read your SBT aloud to yourself and compare it to your purpose and values. Ask yourself: do they support each other or are they at odds?
4. If your SBT feels aligned with your purpose and values, then great! Keep reading.
5. If not, then ask yourself why not. And make adjustments as needed.



Take Charge Action: Practice Your Humility

 Page 103

1. Think about a recent win you experienced. List all the people who helped you achieve it.
2. Include a brief description of how each person contributed to your success.

3. Take your humility practice a step further by grounding it in gratitude. Do something tangible to acknowledge the assist. Consider doing something to acknowledge the people on this list for assisting in your success.
4. Now, think of a setback or challenge you have experienced recently. Who had your back? Make a separate list of all the people who had your back and supported you and ask yourself if you ever said thank you. If not, maybe now is the time. If so, maybe it's time to say it again!

5. Make an effort to do this more often in your life in real time.



Self-Coaching Tip

If you're someone who's uncomfortable asking for help, try returning to the reframing technique, which asks us to change, not the situation, but the way we think about it. So, rather than focusing on your discomfort, ask yourself this question: Do I enjoy helping people? Most of us will readily say yes. Being helpful generally makes us feel valued and useful. If that's true, then ask yourself a second question: If I enjoy helping others, then why wouldn't someone enjoy helping me? If you're respectful and appreciative, most people will gladly help if they can. And if someone turns you down, just remember that there are still lots of people out there who would be happy to help, just as you would be happy to help them.



Take Charge Action: Consult Your Assistant Coaches

 Page 109

Take a look at your SBT.

- 1. Who to ask:** Make a list of 3–5 people you can talk to about what you want to achieve.

- 2. How to ask:** Start by asking if he or she is willing to give you some advice, and if the answer is yes, come prepared with a short description of why you are asking this particular person for their insights.

3. **What to ask:** David’s favorite question for people is always “What would you do if you were me?” If you’re looking for insight into a specific aspect of your SBT, say so: “I’m struggling to get started and wondered if you had any suggestions?”
4. **Keep a record:** Take notes on your assistant coach’s comments so you can continue to reflect and improve. Use a notebook or a blank space in this workbook to write your questions for your assistant coaches and record their responses.



Self-Coaching Tip

If you had problems figuring out an SBT for yourself in the first chapter, consider asking your assistant coaches for help. Ask what they see as your strengths and what long- or short-term goals they think could help you grow yourself or your career. Compare the answers you get and see what resonates for you personally. And don’t forget, the thought of achieving your SBT should bring you joy!



Take Charge Action: Kickstart Your Learning Curve

 Page 118

1. Identify five things you can do to expand your knowledge about the destination you set for yourself (podcasts, read books, webinars, asking experts, etc.).

2. Use the space below to write down key takeaways from each source.

3. Once you have made your way through those five things, choose five more! Learning never ends.



Take Charge Action: Identify How You Handle Roadblocks

 Page 125

1. Call to mind a situation where you hit a roadblock of some kind.
2. Write down what you remember about the situation including how you felt about it.

3. Review what you wrote, then answer this question: *how did I respond or not respond when I hit this particular roadblock?* Write in the space below.

4. Was this a typical response for me?

5. Use the space below to list other situations that come to mind and recognize if there is a consistent pattern.

6. Use this information to build your self-knowledge. When you encounter roadblocks on your journey, check to see if you are having similar reactions and whether those reactions could lead you further astray rather than helping you to solve the problem.



Take Charge Action: Listen To What Your Single Biggest Thing Is Telling You

 Page 127

1. Read your SBT to yourself and then simply pause and listen (refer to workbook page 22)
2. Use the space below to write down anything that comes up for you as you reflect on your SBT. What roadblocks do you envision getting in your way?

3. Don't try to solve the problems; simply listen to them.

PART FOUR

THE SELF-COACHING JOURNEY

Take Insightful Action

My Single Biggest Thing



Take Charge Action: Turn Insight Into Action

 Page 141

1. Review the insights you gathered around accomplishing your SBT. It could be from your research or from talking to others, ideas you came up with on your own about what you might need to do and what might stand in your way, anything.
2. Then, turn those insights into actions by writing down practical steps you can do to start moving closer to your SBT.
3. Use the space below to make a list of all the actions you can think of.

Action Steps:

4. Next, review your list of action steps and determine if any of the goals can be broken down into smaller goals or action steps.

Smaller Goals and Action Steps:

5. Hold onto the list. We'll continue working with it in the next Take Charge Action.



Self-Coaching Tip

Brainstorm as many possible actions as you can, but avoid the trap of feeling like your list has to be perfect or complete. Journeys to new destinations never start off with perfectly complete roadmaps. You will find your way there as you go.



Take Charge Action: Start Your Roadmap

 Page 146

1. At the top of the next page record where you are now. Make an effort to paint a real, unbiased picture.
2. At the bottom of the page, write down your SBT.
3. Plot the route from here to there. Use the list of goals (workbook page 32) that you will need to accomplish to achieve your SBT and begin to prioritize. Look at your list and ask yourself: Do some goals need to be achieved before others? Put a star next to those or reorder your list accordingly.
4. Are some goals questionable? If so, decide which ones need more help and put a question mark next to them.
5. Pick a starting place – something that’s not overwhelming but that could be really useful. Write that down as your first step and make a plan for when and how you will get it done.
6. When you accomplish that, where do you think it will lead? What could you do next? And then after that? Start filling in the space between your current reality at the top of the page and your SBT at the bottom.



Self-Coaching Tip

Don't be daunted by the territory you have to cover. As with our restaurant example, debts can be paid and credit scores and capital can be raised. Get into a neutral frame of mind and look with clear eyes at the territory you need to cover to get from one place to the other. Then remind yourself that you don't need to cover it all at once, just one step at a time.

Where I am now:



My Single Biggest Thing



Take Charge Action: Track Your Progress

 Page 154

1. Write things down. Research shows that a person is more likely to achieve a goal that he or she has written down.
2. Check things off of your to-do list as you complete them.
3. Quantify what you can so your goals feel manageable.
4. Set a timeframe for achieving your action steps and goals. Use the space below to map out how you'll track progress towards your SBT.



Take Charge Action: Appreciate Yourself

 Page 159

1. Focus first on what works: What do you appreciate most about your efforts? What has worked the best?
2. Use the space below to write that down then ask yourself: What could I change or improve to build on that success?
3. Avoid using the word “but” and instead lean into what you did well.



Take Charge Action: Flip the Script

 Page 161

Whenever you feel like you're starting to doubt yourself, pause and ask these questions:

1. What if it's not true?
2. What are you feeling about the situation and why?
3. What are the facts about the situation?
4. What options do you have now versus what you originally thought?

Use the space below to write down what comes up for you as you reflect on these questions.

PART FIVE

THE SELF-COACHING HABIT

Commit to Constant Improvement

My Single Biggest Thing



Take Charge Action: Build Your Motivational Space

 Page 171

1. Pick a spot that you look at often. Wherever it is, make sure to place a card with your SBT written on it, as well as ones with your purpose and values.
2. Place anything else that will remind you of why you work so hard to accomplish the things you want to accomplish and be the person you want to be. These could be pictures, awards, notes of thanks.
3. Visit this place often, and not just on difficult days when your motivation needs a boost.

In the space below, describe the place you've chosen as your motivational space and list any other items you'll want to include there.



Take Charge Action: Choose How You Want to Feel Today

 Page 174

1. First thing in the morning, ask yourself: "How do I want to feel today?"
2. Set the intention to bring that feeling into your day as much as possible. To get started, ask yourself: "What's one thing I can do today to feel this way?"
3. Make an effort to do that one thing.
4. Make it a daily practice and see what happens.

Use the space below to reflect on this concept.



Take Charge Action: Share Your Intention

 Page 178



Self-Coaching Tip

This tip is called The Five-Second Rule, and it's adapted from a bestselling book of the same name by Mel Robbins. It's pretty simple: If you notice yourself procrastinating, then you must act on what you're procrastinating about within five seconds. Count 5-4-3-2-1-GO! And then start doing whatever you have the instinct to do first. Jason uses this rule when clients have trouble getting started. For example, if someone can't decide how to start their day—should I do my workout or have breakfast first?—he tells the person to choose the first thing that comes to mind and just start doing it. Not only does this help move them past procrastination, but it also helps build momentum because action tends to lead to more action!

1. Identify at least one person you can confide in about your SBT. Write down his or her name.
2. Reach out to that person and ask them to check in with you regularly as you progress towards your SBT.

Person's Name:

What I will say when I reach out to him or her:



Take Charge Action: Create Your Personal Highlight Reel

 Page 187

1. Write down a list of successes you have experienced in your life. Keep writing as long as the inspiration lasts.

2. Now, choose one of those successes and expand on it including more specific details about what contributed to it and any roadblocks you encountered along the way. Once you have done this, move on to another item on your list and do the same – again and again for as long as you want or need to.

A large, empty rectangular box with rounded corners, intended for writing the expanded details of a success and any roadblocks encountered.

3. Tag these pages for easy reference. Perhaps you copy them and put them somewhere close at hand. That way, the next time you encounter a difficult circumstance, you can take out your list and remind yourself of all the great things you've already accomplished.



Self-Coaching Tip

Having trouble remembering your personal highlights? Some of us just aren't wired to think of ourselves in this way, so ask someone who is! Maybe a parent, a partner, or a best friend. Ask the person what they think your biggest successes have been in life, and then let them talk—even brag—about you. Then don't forget to write down what you heard so you can remember them yourself the next time.



Take Charge Action: Raise the Bar Year After Year

 Page 200

Ensure the next year of your life will be better than the last by completing this exercise.

1. On the left side, write down who you are today.
2. On the right side, write down how you can be even better tomorrow.

We recommend writing these answers on a note card and placing it on your refrigerator so you can look at it throughout the year. Continue this exercise for the years to come!

Putting It All Together

In the space below, fill in each of the boxes with the corresponding item from the workbook. Print this page out (or even laminate it) and keep it in a place where you'll be able to see it often.

My SBT (Workbook Page 7)

My Top 5 Personal Values (Workbook Page 19)

My Purpose Statement (Workbook Page 20)

***Life is like riding a bicycle.
To keep your balance you must keep moving.***

— ALBERT EINSTEIN, in a letter to his son

A FINAL WORD

**USING YOUR
COACHING POWERS
TO HELP OTHERS**



Final Take Charge Action: Help Others Learn to Self-Coach

Now start helping others join the self-coaching journey.

1. Think of a person in your life who could benefit from self-coaching.
2. What are the top 3 take charge actions that you experienced as a reader that you would want to share with someone else?

Congratulations!

Congratulations on completing the Take Charge of You book and workbook! Now that you've taken a deeper dive into these concepts, you have a solid pathway to becoming the best version of YOU, you can be. Revisit this workbook often to remind yourself of the principles you learned. The more you do, the more it will become second-nature to live out the habit of self-coaching!

For more resources on how to supercharge your growth and become the best you you can be, visit HowLeadersLead.com. There, you will find books, podcasts and courses that will teach you the essential leadership skills you need to accomplish big goals and experience success.

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