

Let's Get Started!

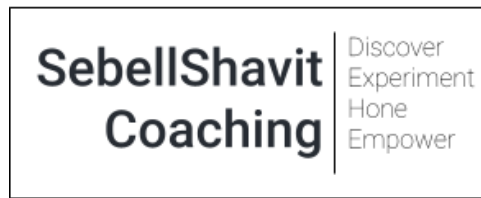
In the following pages are a few activities/worksheets to help lay a strong foundation from which we will design your vision and goals. You do not have to complete everything before our first session, in fact that would be very overwhelming, please start with any activities that resonate with you if at all. The only activities you need to complete before our first session are:

1. Calibrating a Growth Mindset (~5 min)
2. Define Your Values Activity (~30 min)

Thank you again for taking the time to complete your diagnostic and initial coaching activities. I look forward to connecting with you on our debrief call.

Best Regards,

Rach SebellShavit, ICF PCC
Leadership Development Coach



Calibrating a Growth Mindset

*Understanding what motivates you so that you can
embrace a mindset that better empowers you to reach your goals.*

Take a moment and consider - at work, in school, in your relationships - do you see what you are doing as trying to become the best, or showing everyone (including yourself) that you already are? The answer to this has an impact on a very important concept - growth mindset, a concept uncovered by the research of Dr. Carol Dweck. Dweck and her colleagues were interested in better understanding their student's attitudes about failure. They noticed that some students rebounded while other students seemed devastated by even the smallest setbacks. From this research emerged the concept of fixed mindset and growth mindset.

A growth mindset is critical to the coaching process. As with all things there are times where different mindsets can be an asset, but overwhelmingly a strong growth mindset is critical to pursuing goals and overcoming challenges on the path to success. Using the chart on the next page, determine which mindset you have.

Which describes you best?

Read over each statement and choose the column that best describes you.

A This is me!	B It depends on the situation	C This is me!
It is very important to me to do well in life and work compared to my peers and coworkers.	A - - - B - - - C	I like having friends who can teach me something about myself, even if it isn't always positive.
It is important to me to make a good impression on other people.	A - - - B - - - C	I am always seeking opportunities to develop new skills and acquire new knowledge.
It's important to me to demonstrate to others that I am smart and capable.	A - - - B - - - C	I strive to have open and honest relationships with my friends and acquaintances, even when it means showing weaknesses
When I am with other people, I think a lot about how I am "coming across" to them.	A - - - B - - - C	I strive to constantly learn and improve.
I feel good about myself when I know that other people like me.	A - - - B - - - C	I like to be in relationships that challenge me to change for the better.
I try to do better than my peers and coworkers	A - - - B - - - C	I try to achieve the best with what I have at my disposal
In school or at work I am focused on demonstrating my ability.	A - - - B - - - C	I challenge the status quo in an attempt to make improvements
I trust my intuition to guide me to a solution?	A - - - B - - - C	I experiment with new ideas in order to find the best solution to problems?
I use stress to fuel my energy to get things done more quickly	A - - - B - - - C	I observe and listen to better understand the full situation before jumping to solutions
I move quickly from one task to another in order to accomplish more	A - - - B - - - C	I stay calm in the face of challenge
I put failure quickly behind me in order to focus on the next challenge	A - - - B - - - C	I make time to critically reflect on projects and how they are going
I take on challenges where I know I can be successful	A - - - B - - - C	I examine past failures for lessons
I most enjoy working within a well-oiled machine	A - - - B - - - C	I find roles that are ambiguous, new and challenging
I take credit for my success and have reasons why failures are not my fault	A - - - B - - - C	I consider my personal role in both successes and failures
I listen to feedback because others are giving it	A - - - B - - - C	I seek out feedback in order to grow

Growth Mindset Tally

A	B	C

Which column described you best? If you have more A and B statements than C, then you align more closely with a fixed or “be good mindset.” This means there is an opportunity to lean into developing a growth mindset. If you have more C statements than A and B, then you tend towards more of a growth mindset. There are times when a “be good” mindset is an asset so let’s talk about how each can serve you best.

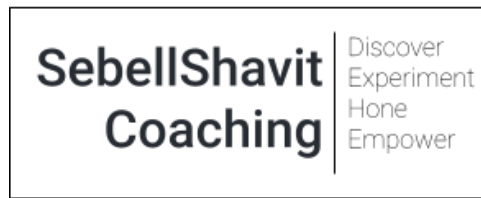
Each mindset style helps support different goals. Those who are able to move more fluidly between these 2 mindsets, are going to feel more empowered as they strive to reach their goals. Better understanding your own mindset as you go into coaching is going to better support you in hitting your goals. Here are some key points to read over to better understand each mindset.

Be Good / Fixed Mindset

- Goals that are about proving yourself (being good)
- Be good to perform well. Wanting to be good is very motivating and can lead to excellent performance, provided that things don’t get too difficult. Unfortunately, when the road gets rocky, people who are focused on proving themselves tend to conclude that they don’t have what it takes—and give up way too soon.

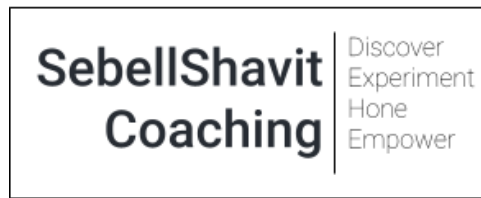
Getting Better Goals / Growth Mindset

- Goals that are about improving yourself.
- Get better to improve performance. When we focus on getting better, we take difficulty in stride—using our experiences to fuel our improvement. People who pursue growth often turn in the best performances because they are far more resilient in the face of challenges.
- Get better to enjoy the ride. When your goal is to get better rather than to be good, you tend to enjoy what you’re doing more and find it more interesting. In other words, you appreciate the journey as much as the destination. You also engage in deeper, more meaningful processing of information and better planning for the future. You are even more likely to ask for help when you need it, and more likely to truly benefit from it.
- Get better to fight depression. People whose goals are more about self-growth than they are about self-validation deal with depression and anxiety in more productive ways. Feeling bad makes them get up and take action to solve their problems, rather than just lie around and feel sorry for themselves. Not



surprisingly, their depressions tend to be both milder and shorter than those of people who are constantly trying to prove they are capable and worthy.

- Get better to achieve more. The bottom line is, whenever possible, try to turn your goals from being good to getting better . Rather than lament all the ways in which your relationships aren't perfect, focus on all the ways in which they can be improved. At work, focus on expanding your skills and taking on new challenges rather than impressing everyone with how smart and knowledgeable you are. When your emphasis is on what there is to learn rather than what there is to prove, you will be a lot happier and will achieve a lot more.



Define Your Values Activity

Values are what you are naturally inclined, drawn or eager to do, without effort. They may require work – but you love doing it – it is not a struggle. For example, some people are natural explorers – they were at age 6 and at age 60 they are still taking adventure trips. These people don't have to make themselves explore – they just do it.

Values are easily squashed by needs, shoulds and problems. While values run deep within us, they hide whenever “danger” is sensed. A danger is anything that gets in the way of values, such as needs, shoulds, stress, roles, unresolved matters.

Until this list is handled, a value orientation is difficult to achieve.

Only values-based goals bring fulfillment. Fulfillment is that inner feeling beyond gratification or satisfaction – it's the feeling of being totally at peace with yourself.

Benefits of Being Values-Based

- Goal setting is easier; goals can be reached more quickly.
- Your life purpose/vision comes to you more clearly.
- Fewer distractions occur; you can focus on what matters most.

This packet is a 7 step worksheet that will walk you through naming and clearly identifying your top core values. As you work through this worksheet, challenge yourself to be truly honest, be patient and given yourself the time you need to fully focus, when you think you are done, set it aside and then come back to it hours or a day later and revisit what you wrote.

Step 1 - Name What Matters Most

To determine your core values, start by picking from the list below. Mark every value that resonates with you. Don't overthink this. If you think of a word that is missing, add it.

Accountability	Discipline	Independence	Selflessness
Accuracy	Discretion	Ingenuity	Self-reliance
Achievement	Diversity	Inner Harmony	Sensitivity
Adventurousness	Dynamism	Inquisitiveness	Serenity
Altruism	Economy	Insightfulness	Service
Ambition	Effectiveness	Intelligence	Shrewdness
Assertiveness	Efficiency	Intellectual Status	Simplicity
Balance	Elegance	Intuition	Soundness
Being the best	Empathy	Joy	Speed
Belonging	Enjoyment	Justice	Spontaneity
Boldness	Enthusiasm	Leadership	Stability
Calmness	Equality Excellence	Legacy	Strategic
Carefulness	Excitement	Love	Strength
Challenge	Expertise	Loyalty	Structure
Cheerfulness	Exploration	Making a difference	Success
Clear-mindedness	Expressiveness	Mastery	Support
Commitment	Fairness	Merit	Teamwork
Community	Faith	Obedience	Temperance
Compassion	Family	Openness	Thankfulness
Competitiveness	Fidelity	Order	Thoroughness
Consistency	Fitness	Originality	Thoughtfulness
Contentment	Fluency	Patriotism Perfection	Timeliness
Continuous Improvement	Focus	Piety	Tolerance
Contribution	Freedom	Positivity	Traditionalism
Control	Fun	Practicality	Trustworthiness
Cooperation	Generosity	Preparedness	Truth-seeking
Correctness	Goodness	Professionalism	Understanding
Courtesy	Grace	Prudence	Uniqueness
Creativity	Growth	Quality-orientation	Unity
Curiosity	Happiness	Reliability	Usefulness
Decisiveness	Hard Work	Resourcefulness	Vision
Democraticness	Health	Restraint	Vitality
Dependability	Helping Society	Results-oriented	
Determination	Holiness	Rigor	
Devoutness	Honesty	Security	
Diligence	Honor	Self-actualization	
	Humility	Self-control	

Step 2 - Identify the times when you were happiest

For the following examples, think about both your career and personal life to ensure some balance in your answers.

What were you doing?	
Were you with other people? Who?	
What words from the list above resonate with this time?	
Are there any value based words that are missing from your list?	

Step 3: Identify the times when you were most proud

Again, use examples from your career and personal life.

Why were you proud?	
Did other people share your pride? Who?	
What words from the list above resonate with this time?	
Are there any value based words that are missing from your list?	

Step 4: Identify the times when you were most fulfilled and satisfied

Again, use both work and personal examples.

What need or desire was fulfilled?	
How and why did the experience give your life meaning?	
What words from the list above resonate with this time?	
Are there any value based words that are missing from your list?	

Step 5 - Group Your Value Themes

Add all the additional values you came up with to your list in step 1. Now group all similar values together from the list of values you just created. Group them in a way that makes sense to you, personally. Create a maximum of five groupings. If you have more than five groupings, drop those least important.

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Step 6 - Define Your Top 3-5

Choose one word within each grouping that best represents the label for the entire group. Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you.

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Step 7: Affirm your values

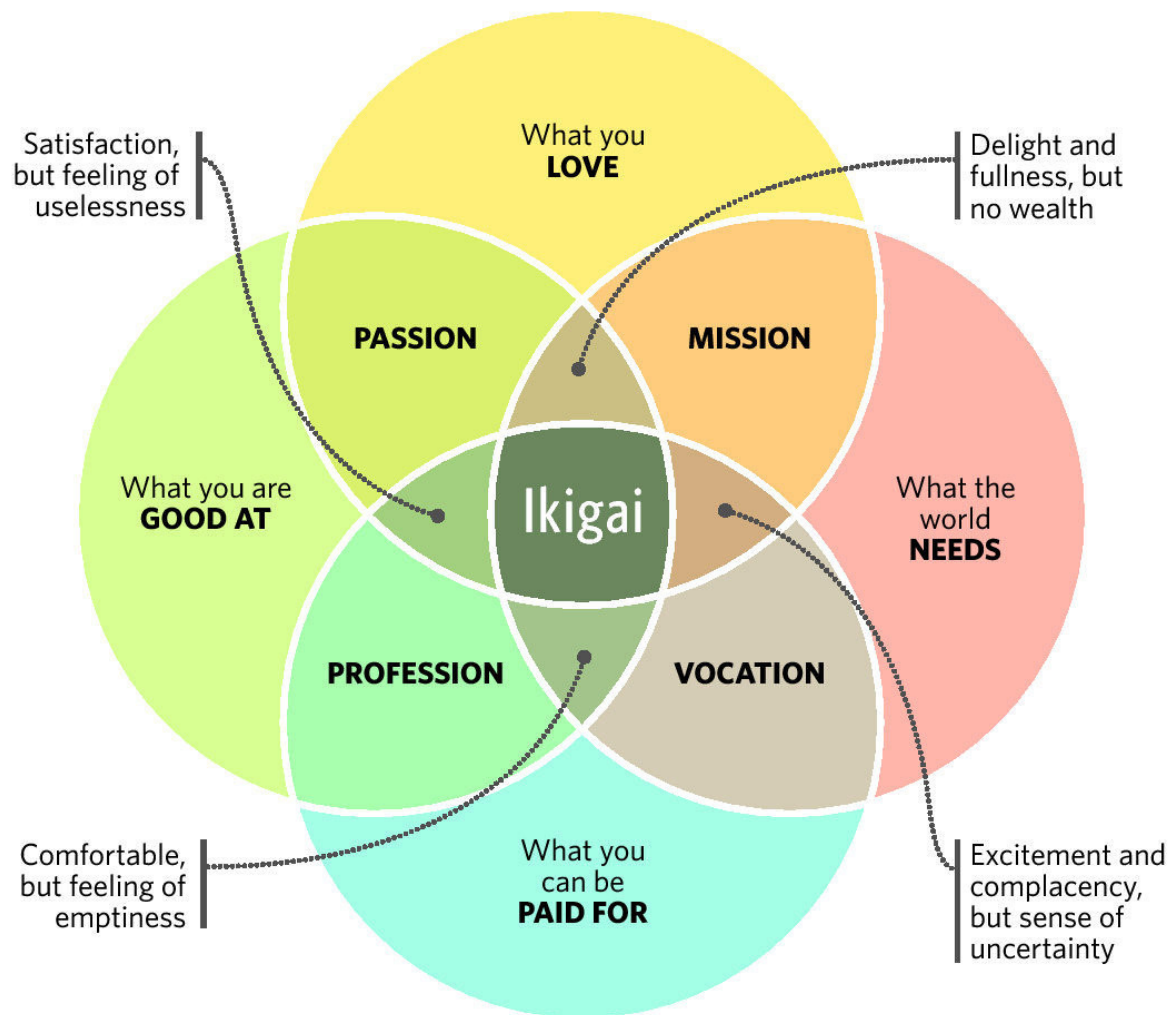
Congratulations! You made your list. Now that you have your list, check how you are affirming each of these values in your life. Take some time to reflect on the following questions:

1. How well am I honoring or expressing this value in my life? What am I doing that allows this value its full expression?
2. Where am I not honoring or expressing this value? What am I doing that restricts this value from "being heard"?
3. What changes could I make in the next 90 days to express this value?

Making value-based choices may not always be easy. However, making a choice that you know is right is a lot less difficult in the long run.

Ikigai

Ikigai is a Japanese concept that means your 'reason for being.' 'Iki' in Japanese means 'life,' and 'gai' describes value or worth. Your ikigai is your life purpose or your bliss. It's what brings you joy and inspires you to get out of bed every day. Spend some time walking around this Ikigai map and consider mapping out your own Ikigai.



SOURCE: dreamstime

TORONTO STAR GRAPHIC

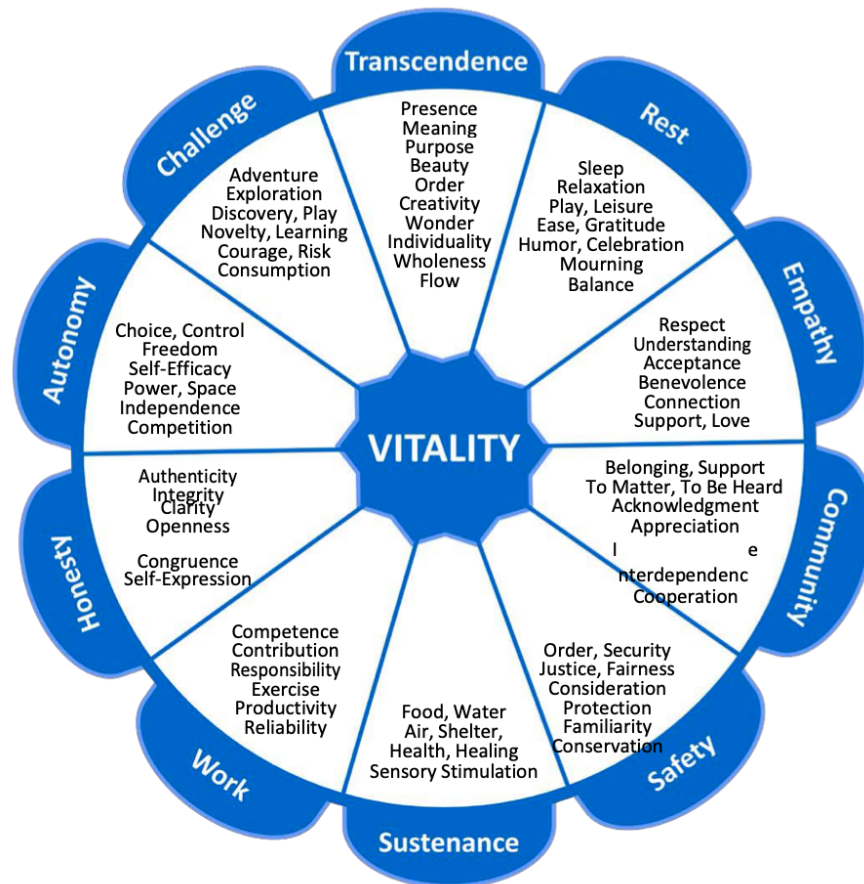
Feelings are powerful. When we feel strong negative emotions, they tell us about needs that aren't being met. It is important in coaching to ensure that we are using the right words to describe our active feelings because feelings often indicate needs unmet. Use this feeling wheel to expand and add vocabulary to feelings that are actively present in your life.

The diagram is a circular chart with four main quadrants, each representing a primary emotional state. Each quadrant is further divided into 12 sub-quadrants, each representing a specific emotion. The quadrants are color-coded: Mad (red), Scared (purple), Joyful (orange), and Powerful (yellow). The emotions are listed in a clockwise direction starting from the top of each quadrant.

Quadrant	Emotion
Mad	Jealous
	Selfish
	Frustrated
	Furious
	Irritated
	Skeptical
	Bewildered
	Discouraged
	Insignificant
	Weak
	Foolish
	Embarrassed
Scared	Anxious
	Insecure
	Submissive
	Helpless
	Confused
	Rejected
	Critical
	Hateful
	Rage
	Angry
	Hostile
	Joyful
Sexy	
Energetic	
Playful	
Creative	
Aware	
Proud	
Respected	
Appreciated	
Hopeful	
Important	
Faithful	
Powerful	Confident
	Intelligent
	Worthwhile
	Valuable
	Satisfied
	Cheerful
	Delightful
	Extravagant
	Amused
	Stimulating
	Fascinating
	Daring
Sad	Content
	Thoughtful
	Intimate
	Loving
	Trusting
	Nurturing
	Thankful
	Sentimental
	Serene
	Responsive
	Relaxed
	Pensive
Peaceful	Sleepy
	Bored
	Lonely
	Depressed
	Ashamed
	Guilt
	Stupid
	Bashful
	Miserable
	Inadequate
	Inferior
	Apathetic

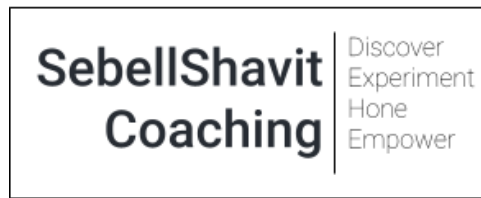
www.SebellShavitCoaching.com · 39 Davis Ave, Arlington, MA 02474 · rachsebellshavit@gmail.com · 978.808.1853

The Wheel of Needs Universal Human Needs



Inspired by the work of Jim & Jori Manske (2005) <http://radicalcompassion.com>,
Marshall Rosenberg (2005) <http://www.cnvc.org>, and Manfred Max-Neef (1992), Chilean economist

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SebellShavit Coaching Journaling Resource

"I don't journal to 'be productive.' I don't do it to find great ideas or to put down prose I can later publish. The pages aren't intended for anyone but me. It's the most cost-effective therapy I've ever found." – Tim Ferriss

Journaling can be a very effective companion to coaching. It provides a space for quiet self-reflection to work through initial thoughts before bringing them to coaching; keep track of ideas during a giving period; or park thoughts that are less constructive. To get started, set aside 15 minutes each day for quiet reflection. Ideally, use a pen and notebook that are dedicated to your journaling activity. Here are a few styles of journaling to get you started. You can stick with just one or try them all and see what works best for you.

Daily Reflective Journaling

Journal about the day that just happened or on a specific event in the day. Perhaps a call, meeting, challenge, or win that you experienced.

- What happened?
- What impact did it have on me?
- What did I learn?

Keep a Goal Setting Journal

If you have a challenging goal that you are trying to hit, journaling can be a great way to bring focus to that goal over the period you are trying to hit it. Make sure you give yourself the time to hit your goal. Most businesses set quarterly goals as a way to set measurable milestones that have enough time to accomplish meaningful outcomes. Consider this, 13 weeks = 100 days.

- What is my mission-critical goal?
- Why is this important to me?
- What is my relationship to this goal today? How do I feel?
- What steps did I take today to accomplish my goal?
- What setbacks did I experience today while working on this goal?
- What impact is this goal having on me?
- What am I learning?
- What will I do tomorrow in pursuit of this goal?

Journal your personal learning

Use your journal to reflect on the books, articles, podcasts, and other moments that expand your knowledge. This is a great way to recall what you learned and note the key takeaways that you want to bring into your life. Take pictures and screenshots and paste them into your journal.

- Today I read, watch, listen to,...?
- What key ideas, themes, highlights that I want to remember are?
- Specifically, I learned?
- This changes my thinking on...?
- I will do__ differently moving forward because of _____?
- I need to connect with _____ to share this idea or learn more about this topic?
- I will start doing?
- I will stop doing?
- I will hold myself accountable by doing_____?

Daily Prompts

Daily prompts are a great way to use a single question or a small group of questions to revisit a reoccurring theme in your life. Daily prompts can also help you set an intention for new ways of thinking or habits that you want to make stick.

- What brought me joy, peace, excitement today? What did I do with these feelings?
- What was the best thing that happened to me today? Who was involved?
- What am I grateful for today? What did I do with this gratitude?
- What matters most to me today? Why is this important?
- What behaviors did I notice about myself today? How do I feel about the presence of these behaviors?
- What scared me today? How did I manage the emotions that came with this?
- What was the most creative thing that I did today? What lead me to this moment?
- What was my inner narrative today? How did it help or hurt me?
- What strengths do I have that I discovered about myself today?

Letters to never send

We all have bad days and tough moments. Sometimes the feelings that accompany these moments are valid but it doesn't mean that you have to share them with the people involved. A valuable and incredibly underutilized tool is that art of writing an angry letter that you never send. Want social proof? Through is time in office, Abe Lincoln perfected the art of the unset letter. [Read all about it here](#). Using your journal, write the letter you will not send to the person you are angry with. Don't hold back because you will never send this letter. Now when you are done and you have gotten all of your emotions out, close the journal. If there is action to take, let yourself sit on it and come back in a day or two. Your feelings are all captured in the notebook so there is no need to worry about forgetting the finer details. You can always revisit what you wrote should you decide to act later.

Mind Mapping / Vision boarding

Don't feel like a writer? Don't stress. You can make image boards that reflect your desires for the future or mind map around a single word or phrase that you want to generate ideas. To get started write down or place an image of your central theme. Then, using branching lines, construct words and phrases or images that you want to think critically about. For example, [visit this site](#).