POD 4

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# Special Project 4: Leadership Development Plan (LDP)

## My Leadership Development Plan

Your Leadership Development Plan (LDP) empowers you to reach your career goals and live your most fulfilled life. A vision without action is merely a dream. Turn your dreams into reality by creating a vision, articulating a plan to achieve it, and acquiring the tools, resources & support to make your dream a reality.

Take your time. Be **BOLD**. When your LDP is complete, share it with your family, coaches, mentors, accountability partner and leadership team. Empower them to help you achieve the life you have always wanted.

**Leadership Development Plan Process**

**Step 1: Who am I?**

To create a blueprint for your most fulfilled and meaningful career, you must start with knowing who you are and what you want to contribute to the world. Remember, you are unique, valuable, and needed in the world.

**Supporting Tools**:

* Champion vs. Chump Worksheet
* My Leadership Legacy Value Words Worksheet
* Leadership Legacy Statement (LLS) Worksheet
* Leadership Value Proposition (LVP) Worksheet

**Step 2: What do I want to go and what do I want to do?**

To live and enjoy a meaningful career, you must know where you want to go in your life and what you want to do. What will you do with the talents, experiences, and skills you have collected to this point in your life?

**Supporting Tools:**

* My Career Vision Worksheet
* BeSMART Goals Worksheet

**Step 3: How will I get there?**

You established a clear vision of the career that will fulfill you. How will you attain and remain living in that meaningful dream role?

**Supporting Tools:**

* Vital Few Worksheet

## My Leadership Development Plan Template

**My Leadership Legacy Statement**

|  |
| --- |
|  |

**My Career Vision**

|  |  |
| --- | --- |
| **1 Year Goal:** | **5 Year Goal:** |
|  |  |

**My Career Vital Few**

|  |  |
| --- | --- |
| **1 Year Vital Few** | **5 Year Vital Few** |
|  |  |
|  |  |
|  |  |
|  |  |

# LDP Supporting Templates

## Leadership Legacy Statement Formula

Create a single statement that articulates your mission in life as a leader. This statement captures your unique values that forward your purpose and acts as a guiding star to establish your personal leadership legacy.

Three Components

**VALUES:** Choose three value words that will define your legacy as a leader.

**PURPOSE:** Based on your unique skills, talents, and experiences, describe your purpose in the world.

**AUDIENCE:** Identify the audience that your purpose serves.

Formula

I am a (*insert three legacy leadership value words*) leader committed to (*insert your purpose in life as a leader*) for (*insert description of the audience you serve*).

## BeSMART Goal Worksheet

**Goal**:

**Purpose**:

|  |  |  |
| --- | --- | --- |
| Is it...? | Yes/No? | If no, create adjustment. |
| BOLD & exciting |  |  |
| SPECIFIC |  |  |
| MEASURABLE |  |  |
| ACTIONABLE |  |  |
| REALISTIC |  |  |
| TIMEBOUND |  |  |

**BeSMART GOAL**:

## Vital Few Template

**What is my *Vital Few*?**

My ***Vital Few*** are the prioritized actions that I commit to fiercely guard on my calendar because these are the critical priorities/actions required to move me toward my goals.

Follow the instructions below to uncover the “forward-moving” priorities/actions that you will commit to fiercely guard on your calendar.

Step 1: Articulate the Goal/Project.

*(i.e. Promotion for your career, Completing a Certification, Attaining a high-level degree, etc.)*

Step 2: Write down the top 6 Priorities/Tasks that are critical to reach the goal or execute on the project. Place each Priority/Task in one of the circles on the following page.

Step 3: Eliminate 2 priorities/actions to uncover the 4 most critical priorities/actions. Cross out the circles of the 2 eliminated priorities/actions.

Step 4: Compare each of the priorities to each other to determine which is the highest priority. Point the arrow toward the circle with the higher priority.

Step 5: Stack Rank the 4 priorities in order from highest to lowest. List the final 4 priorities/actions that you will time-block on your calendar, and fiercely guard, to achieve your goal/project.

Notes:

* The circle with the highest number of arrow heads is the highest priority.
* If there is a tie, the circle with the arrowhead is the tie breaker.

**My Goal/Project**

|  |
| --- |
|  |

**My Top 6 Priorities/Actions for This Goal/Project**

**My Vital Few Priorities**

1.

2.

3.

4.

# Workshop #10: Leadership Self-Care

Self-care is a critical responsibility of all leaders, yet it is something many leaders struggle with, especially when it comes to workplace stress and anxiety. The biggest stress is often something that starts in the space between our ears and begins to infiltrate the entire body, causing sickness and disease.

In this workshop, leaders practice three tools to manage their workplace stress.

**Tool:  *3 Stress Reduction “In the Office” Methods***

## Pre-Work Tracking for Workshop #10

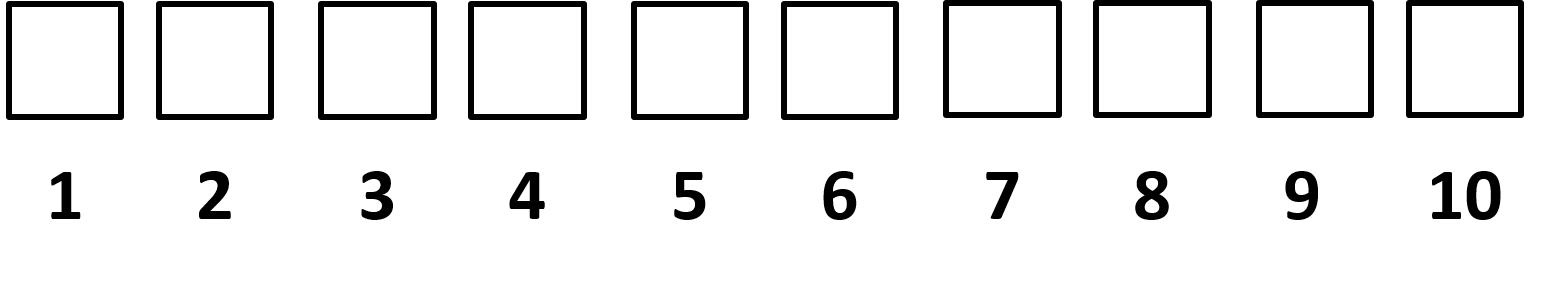
Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 10 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_10).

Due Date: Monday, June 28, 2021.

**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program.

1. On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to rest, restore, and rejuvenate using self-care techniques.



1. What is your favorite self-care activity?  (a.k.a. what do you do that rejuvenates, replenishes, and restores you the most?)

**Statistics: Impact of Stress in the Workplace**

**83% of US workers are stressed**

An Everest College survey revealed that a whopping 83% of American professionals are stressed out at their jobs. Some of the reasons for that stress include low pay, too much work, poor work-life balance, lack of job security, lack of professional development opportunities, and not being in the right field.

**Stress results in as much as $300 billion in lost productivity**

According to an aggregated report by Health Advocate, stress has a profoundly negative impact on worker productivity to the tune of $300 billion each year.

(*The next two statistics are taken from that same report*.)

**60% of workers are guilty of presenteeism because of stress**

Not everyone can call out of work when they’re not sick, thanks to a guilty conscience.

So many stressed-out workers show up to work anyway, even if they’re not in good shape. Three out of five workers say they’ve lost productivity due to being stressed at

the office.

**Stressed employees spend 46% more on health care**

Stressed-out employees have considerably higher health care costs than their more relaxed peers. A recent study found that as many as 90% of visits to the doctor’s office can be linked to stress.

**14% of workers want to punch their colleagues**

A survey conducted by Gallup revealed that, though they didn’t end up crossing the line, 14% of workers wanted to hit their coworkers due to stress.

**29% of workers have yelled at their coworkers because of stress**

Nearly three out of ten workers have gotten so stressed to the point they’ve raised their voices to their colleagues, according to a survey by Integra.

**Nearly 70% of workers feel they have too much work on their plates**

According to our 2015 Employee Engagement Report, a majority of workers feel as though there simply aren’t enough hours in the workweek to get everything done.

**75% of employees believe that today’s workers are more stressed out**

Technology is supposed to make work easier. That doesn’t stop three out of four employees from feeling as though they have it worse off than workers in previous generations, according to Princeton Survey Research Associates.

**Defining Stress**

***Eustress*** is moderate or normal psychological stress interpreted as being beneficial for

the experiencer.

**What Eustress are you experiencing now?**

***Distress*** is any uncomfortable emotional experience interpreted as being a negative

for the experiencer.

**What Distress (if any) are you experiencing now?**

## Stress and Performance

Diagram

Description automatically generated

## Stress and My Performance

What are my telltale signs that I might be moving outside of my Optimal Performance Zone (OPZ)?

What activities do I enjoy that help me reduce my stress?

## Steps to Shift out of Stress Worksheet

**Step 1**. Identify the Source of the Stress.

*![Background pattern

Description automatically generated with medium confidence](data:image/png;base64,iVBORw0KGgoAAAANSUhEUgAAADIAAACDCAIAAABAy982AAAAAXNSR0IArs4c6QAAARVJREFUeF7t3N0KgkAUhdGm939nI4IgyGD5A2N8Xm/luM52Lh3Lstzmu+7zjfScqLFkL2mJ1vj+JY4hD9mRXTkHJl3iT61Tj7TXQq6ldeklHvgFvLfWEnecFJ+3TtqtxpINp5WWCEi2bqUlApKtW2mJgGTrVloiINm6lZYISLZupSUCkq1baYmAZOtWWiIg2bqVlghItm6lJQKSrVtpiYBk61ZaIiDZupWWCEi2bqUlApKtW2mJgGTrVloiINm6lZYISLZupSUCkq1baYmAZOtWWiIg2bqVlghItm6lJQKSrVtpiYBk61ZaIiDZupWWCEh20m71h4N/X6K838bstX5TsVL5je9+2G2THhCNJRtOKy0RkOwDm64n6yYOMngAAAAASUVORK5CYII=)What are you feeling? What is the source of the stress?*

**Step 2**. Recognize that my feeling(s) will inevitably change.

*Feelings always change. You probably don’t feel now what you did 12 hours ago.*



**Step 3**. Answer: “What will it look like when I am no longer in this state?”

*Will it look brighter? Will you be relieved? Will you be able to breathe?*



**Step 4**. Take action to move toward a positive state.

*What action are you willing to take to move toward a more positive state?*



## Steps to Shift out of Stress Worksheet, Example

**Step 1**. Identify the Source of the Stress.

*![Background pattern

Description automatically generated with medium confidence](data:image/png;base64,iVBORw0KGgoAAAANSUhEUgAAADIAAACDCAIAAABAy982AAAAAXNSR0IArs4c6QAAARVJREFUeF7t3N0KgkAUhdGm939nI4IgyGD5A2N8Xm/luM52Lh3Lstzmu+7zjfScqLFkL2mJ1vj+JY4hD9mRXTkHJl3iT61Tj7TXQq6ldeklHvgFvLfWEnecFJ+3TtqtxpINp5WWCEi2bqUlApKtW2mJgGTrVloiINm6lZYISLZupSUCkq1baYmAZOtWWiIg2bqVlghItm6lJQKSrVtpiYBk61ZaIiDZupWWCEi2bqUlApKtW2mJgGTrVloiINm6lZYISLZupSUCkq1baYmAZOtWWiIg2bqVlghItm6lJQKSrVtpiYBk61ZaIiDZupWWCEh20m71h4N/X6K838bstX5TsVL5je9+2G2THhCNJRtOKy0RkOwDm64n6yYOMngAAAAASUVORK5CYII=)What are you feeling? What is the source of the stress?*

Stress, anxiety, fear, sadness.

The source of stress lies in my inability to control the situation of my daughter’s health. Seeing her in severe pain and being unable to take the pain away at this moment.

**Step 2**. Recognize that my feeling(s) will inevitably change.

*Feelings always change. You probably don’t feel now what you did 12 hours ago.*



I acknowledge that this feeling will change.

**Step 3**. Answer: “What will it look like when I am no longer in this state?”

*Will it look brighter? Will you be relieved? Will you be able to breathe?*



I will be able to breathe deeply. I will be able to laugh with my daughter and enjoy another travel adventure with her.

**Step 4**. Take action to move toward a positive state.

*What action are you willing to take to move toward a more positive state?*



* I will practice my 4-count breathing to remain quiet as she moves through this pain because quiet helps her the most.
* I will ask questions of the doctors to determine the best next steps to remove her pain while also deciding the best next steps to heal her body.
* I will advocate for her with the nursing staff to find the right combination of pain meds and emotional/physical support she needs right now.
* I will take 30-minute walks outside of the hospital to complete the stress cycle and give her alone time.
* I will use my I’m Enough blend to connect me with my strength. I am enough to strand strong in support of her through this situation.

## Optimal Performance Zone Worksheet

**Positive Daily Habits Plan**

What activities am I committed to practicing daily to live inside my Optimal Performance Zone (OPZ)?

**Acute Onset Stress Plan**

What action will I take to shift out of my over-stressed state and shift into my OPZ?

(Remember to watch for the telltale signs of stress and overwhelm. When you notice them, leverage your acute onset stress plan and invite yourself to resume your positive daily habits plan)

## Optimal Performance Zone Worksheet, Example

**Positive Daily Habits Plan**

What activities am I committed to practicing daily to live inside my Optimal Performance Zone (OPZ)?

Walk 3x/week for more than 20 minutes (preferred 40 minutes)

Meditate daily while diffusing my favorite essential oil blends

Write in my gratitude journal each night before going to bed

Take my Supplements on a daily basis

**Acute Onset Stress Plan**

What action will I take to shift out of my over-stressed state and shift into my OPZ?

(Remember to watch for the telltale signs of stress and overwhelm. When you notice them, leverage your acute onset stress plan and invite yourself to resume your positive daily habits plan)

2-minute Anxiety Meditation with Island Mist or Speaker Blend Diffusing

Bath with Epsom Salt & Lavender Oil while playing my CALM or RISE playlist

40-minute walk – weather permitting

Hug anyone in my family

Talk with my husband

Send a positive note, email or text to someone that’s on my mind

Search for funny or cute animal videos

Practice my 4-count breathing

## BONUS: Affirmations

Affirmations are positive statements that challenge negative, self-sabotaging or unhelpful thought. Use these affirmations in conjunction with your other Stress-Reduction Activities to support a mindset that empowers you to live your most fulfilled and meaningful life.

* I have let go of any need to be perfect.
* I am confident about solving life’s problems successfully.
* I remain calm, regardless of the situation.
* I always wake up feeling refreshed.
* I am free of tiredness.
* I have an abundance of energy.
* I am Enough!
* I love myself deeply and unconditionally.
* Opportunities are all around me.
* I will be kind to myself and others today.
* I am talented and intelligent.
* My possibilities are endless.
* I take care of myself.
* I will be present in every moment of my wild and precious life.
* I accomplish anything I focus on.
* Today will be another successful day.
* I am grateful for all that I have and will accomplish.
* I have enough. I do enough. I am enough.

## My Leadership Work, Leadership Self-Care

You will define the “homework” for each workshop when you establish your leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

|  |  |
| --- | --- |
| P161C1T1#yIS1 | In this workshop, I learned… |
| P166C3T1#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P171C5T1#yIS1 | Based on these lessons, my leadership goal for the next two weeks is... |

# Workshop #11: Living the I’m Enough Leadership Lifestyle

How you respond to moments of “***not enough***” define you.  Will you succumb to listening to that inner voice, second guessing your value?  Or will you choose to **RISE** above to embrace the value you have to gift to the world.   
  
In this workshop, leaders learn how to get out from under the “***not enough***” spell to begin living a leadership life of ‘**I’M ENOUGH’**.  Leaders learn how to eliminate self-limiting thoughts to create and enjoy a life of abundance, purpose, and fulfillment.

**Tool: *I’m Enough Leadership Challenge***

## Pre-Work Tracking for Workshop #11

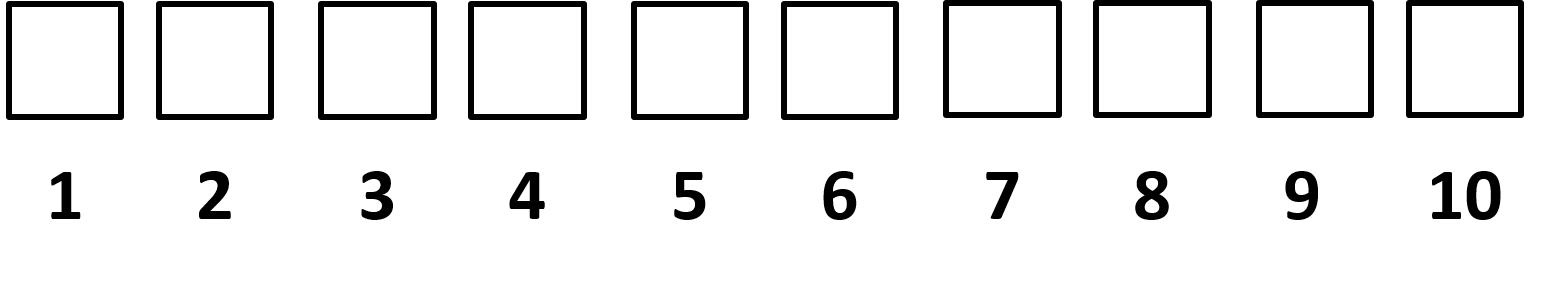
Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 11 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_11).

Due Date: Monday, July 12, 2021.

**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program.

1. On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to access your inner "**I'm Enough**" when you are faced with self-doubt.



1. After listening to this song, what message (or lesson) means the most for you as a leader?

## “I’M ENOUGH” by The Mrs.

Sometimes I dream that there are two of me.

One is real and one a fantasy.

She's a perfect ballerina dancing on a cloud.

I still have to struggle stumbling on the ground.

But I shout it loud...

Now I'm awake

Into work by nine.

Talking to the boss, about to speak my mind.

I won't wait forever, and I won't be last.

Now I'm breaking through the ceiling made of glass.

No need to ask.

The time I've wasted

On comparing Who I am to who I should be.

Kill that noise!

It's time to let it go!

Let it gooooooo!

End of the day Look her in the eye.

Take off the mask and say goodbye.

No more holding on to someone I don't need.

Only one thing in this life is guaranteed.

Guaranteed! I'm enough,

I'm enough, I'm enough, I'm enough.

Screw the magazines and the skinny jeans.

I'm enough, I'm enough, I'm enough, I'm enough.

No more telling me who I need to be.

I'm enough, I'm enough, I'm enough, I'm enough.

Don't tear apart this work of art.

I'm enough, I'm enough, I'm enough.

I'll **RISE** above. I know I'm enough.

## I’m Enough 300-Second Challenge

Stand in front of the mirror for 5-minutes. Take note of your reflection. See the empowered leader standing before you. Listen to the kind, loving, empowering voice that speaks of your greatness. At the end of these 300 powerful seconds, capture the words of value that come up for you.

## Post I’m Enough 300-Second Challenge Instructions

**Step 1**: After conducting the I’m Enough Challenge, write 3 “**I’m Enough**” statements that will quiet the “*not-so-nice*” inner voice that shows up.

**Step 2**: Send your “**I’m Enough**” Leadership statements to [rise@nicoleperrotta.com](mailto:rise@nicoleperrotta.com) by Aug 1st, 2021.

**Step 3**: Send a picture of yourself that you love (*one that resonates “****I’m Enough****”)* to [rise@nicoleperrotta.com](mailto:rise@nicoleperrotta.com) or text to (703) 216-5746 (*please include your name in the text*) by Aug 1st, 2021.

## My Leadership Work, Living an “I’m Enough” Leadership Lifestyle

You will define the “homework” for each workshop when you establish your BeSMART leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

|  |  |
| --- | --- |
| P311C1T4#yIS1 | In this workshop, I learned… |
| P316C3T4#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P321C5T4#yIS1 | Based on these lessons, my leadership goal for the next two weeks is... |

# Workshop #12: Positive Accountability Session 4

Positive Accountability Sessions (PAS) are group coaching sessions designed to support the integration of each lesson into your daily practice.  After practicing the mindsets, tools, and skillsets for several weeks, you’ll have the opportunity to review your progress, ask questions and receive on-the-spot coaching.

In this PAS, we will be reviewing the lessons from ***Leadership Self-Care*** and ***Living the “I’m Enough” Leadership Lifestyle.***

## Pre-Work Tracking for Workshop #12

Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 12 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_12).

Due Date: Monday, July 26, 2021.

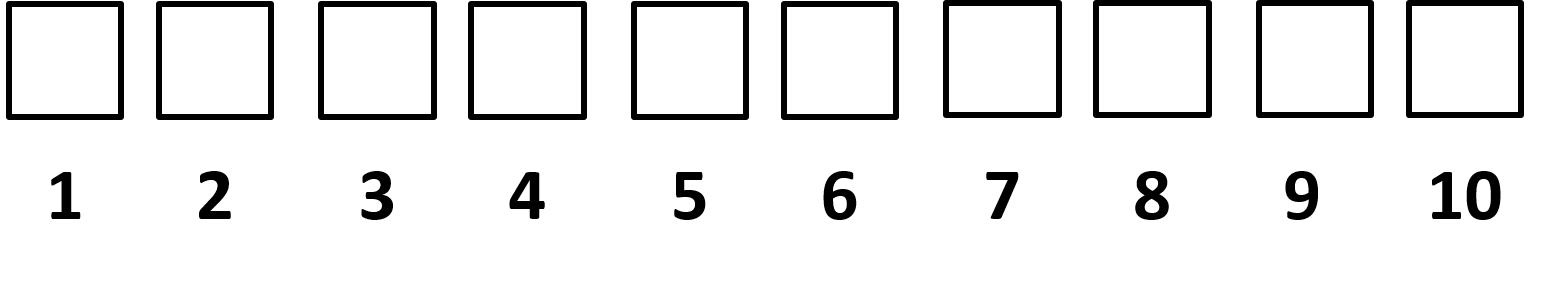
**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program. To achieve a state where we become BIGGER than our problems, we need to LEVEL UP! You have worked over the past month to grow your skills.

Re-rate yourself to acknowledge the personal growth you’ve created.

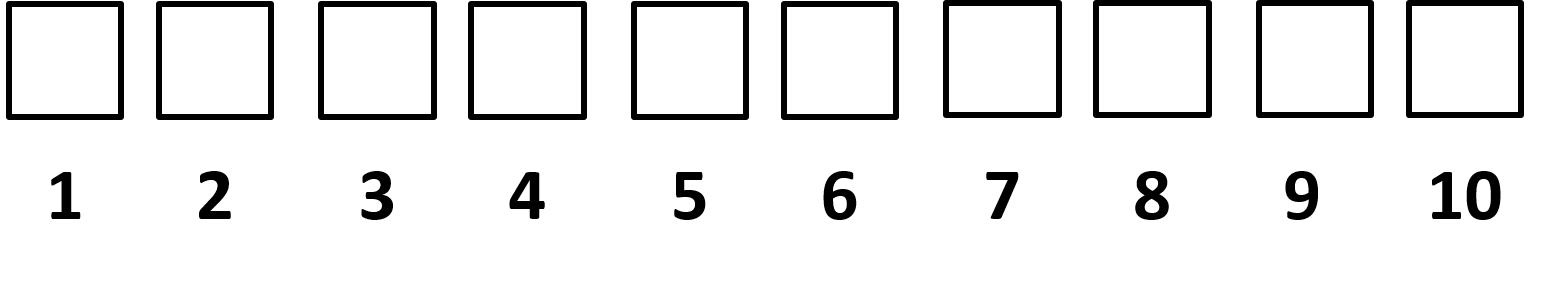
1. **Leadership Self-Care**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to rest, restore and rejuvenate using self-care techniques.



1. **Living an “I’m Enough” Leadership Lifestyle**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to access your inner "**I'm Enough**" when you are faced with self-doubt.



## Positive Accountability Session Notes

As we review the past lessons and listen to the group coaching, use this sheet to capture your notes and new insights.

## My Leadership Work, Level-Up Goal Pod 4.

You will define the “homework” for each workshop when you establish your BeSMART leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

NOTE: You created goals and worked on them over the past month. Now let’s take it to the next level. After reflecting on how much you have grown, your level-up goal defines where and how you are going to grow next?

POD 4: ***Leadership Self-Care*** and ***Living an “I’m Enough” Leadership Lifestyle.***

|  |  |
| --- | --- |
| P370C1T5#yIS1 | In this workshop, I learned… |
| P375C3T5#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P380C5T5#yIS1 | Based on the past two lessons, my Level-Up goal is... |