# RE BEFORE YOIR

THE WORKBOOK

Ciara Conlon

## THE WORKBOOK

#### **Increase your chances of success and happiness**

What are the habits that will increase your chances of success and happiness? While the answer to this question is a personal matter there are some habits that most successful people and top performers practice daily.

These habits can be separated into three different types of habits — Productivity Habits, Energy Habits and Presence Habits.



**Productivity Habits** include scheduling, Email management, and staying clutter free.

**Energy Habits** include exercise, nutrition and sleep.

**Presence Habits** include, Meditation, Mindfulness and the practice of Gratitude.

There will, of course, be other habits that will be relevant to you at different times of your life and in different job roles, but these habits are the ones that can give you energy, improve well-being and if persisted with, will improve your happiness levels throughout your life. So if you are unsure where to start, start with one of these.

You can also score your current Performance Habits at <a href="www.ciaraconlon.com">www.ciaraconlon.com</a>. Complete the questionnaire to discover your current score and which area of focus is priority for you.

# TRANSFORMING THE OLD TO THE NEW

#### **Uncovering the beliefs that hold you back**

The things you believe about yourself and about the world will determine your future possibilities and the level of success you deem to be possible in the future. The aim of this exercise is to uncover your unconscious beliefs about who you are and what your potential and abilities are. It's the subconscious beliefs that effectively run our lives. You need both the conscious and subconscious mind working in unison if you want to change your world. Take some time to answer the following questions

What are the things your parents told you	as a child?
What are the things your teachers said?	
What does your culture say about succes	s?

What are your current beliefs about mone	y?
What are your current beliefs about your h	nealth?
How successful do you think you can beco	ome?
Think of a habit you have tried to create a around that habit and why you have failed	•
•	d answering these questions, the more like had in the past and move forward to crea

all the long-lasting habits that will change your life for the better.

#### What are your values?

Understanding your values will help you to figure out your priorities, and understanding your priorities is crucial to be able to live your best life. Take the time to work out what your values are, this will create clarity around your purpose in life and what you want your future life to look like. Circle your top ten values.

Accountability Consistency Economy Contentment Effectiveness Accuracy Achievement Continuous Efficiency Adventurousness Improvement Elegance Altruism Contribution Empathy Ambition Control Enjoyment Assertiveness Enthusiasm Cooperation Balance Correctness Equality Being the Best Courtesy Excellence Belonging Excitement Creativity **Boldness** Curiosity Expertise Decisiveness Calmness Exploration Carefulness Dependability Expressiveness Determination Fairness Challenge Cheerfulness Devoutness Faith Clear-mindedness Diligence Family-orientedness Commitment Discipline Fidelity Community Discretion Fitness Diversity Compassion Fluency Competitiveness Dynamism Focus

Freedom | Making a difference | Service

Fun Mastery Shrewdness

Generosity Merit Simplicity

Goodness Obedience Soundness

Grace Openness Speed

Growth Order Spontaneity

HappinessOriginalityStabilityHard WorkPatriotismStrategicHealthPerfectionStrength

Helping Society Piety Structure
Holiness Positivity Success

Honesty Practicality Support

Honor Preparedness Teamwork
Humility Professionalism Temperance

Independence Prudence Thankfulness

Ingenuity Quality-orientation Thoroughness

Inner Harmony Reliability Thoughtfulness

Inquisitiveness Resourcefulness Timeliness

Insightfulness Restraint Tolerance

Intelligence Results-oriented Traditionalism

Intellectual Status Rigor Trustworthiness

Intuition Security Truth-seeking
Joy Self-actualization Understanding

Justice Self-control Uniqueness

Leadership Selflessness Unity

Legacy Self-reliance Usefulness

Love Sensitivity Vision
Loyalty Serenity Vitality

After choosing your top ten values reduce it down to five by comparing each one to the next. Ask yourself which ones hold more importance for you? Now list your top 5 values.
1.
2.
3.
4.
5
Now create a priority list, starting with your most important value
1.
2.
3.
4.
5
Get to a point where you can clearly recognise your most important value or at least your top three.
Living in harmony with your values is essential to your inner happiness. Without this,

will power, mental strength and resilience will have a bigger battle on their hands.

#### What are your emotional triggers?

Understanding your emotional triggers will help you to identify the emotions you carry around that aren't helping you. What are your emotional triggers? How do you react to the following?

When someone rejects you?

When you are blamed for something?

When someone is critical towards you?

When someone doesn't listen to you?

When someone is very needy?

## **The Habit Method**

#### **DESIRE**

Think about the first habit you want to create and why, answer the following questions while thinking; if I master this habit:

How will it make me feel?	
How will it change the thoughts I have abo	ut myself?
How will it change my beliefs?	
Why do I want to create this habit in my lit	fe?
What is my goal and why do I want it?	

#### **DECISION**

What are your options? Which habits do you think will have the biggest impact on your life right now?		
1.		
2.		
3.		
Which one is going to have the biggest impact on your life and why?		
Are you ready to commit to this habit, what could stand in your way?		
Which is your #1 priority right now?		

#### **DESIGN**

When are you going to do it?	
Where will you do it?	
Who will hold you accountable?	
What will be your trigger?	
What will be the reward?	
What are you willing to let go of/give up?	

#### **DISCIPLINE**

What are the excuses you will use to avoic possible	I doing what you have said? List as many as
What will you do when you don't feel like it	?
What will counteract the negative thought	

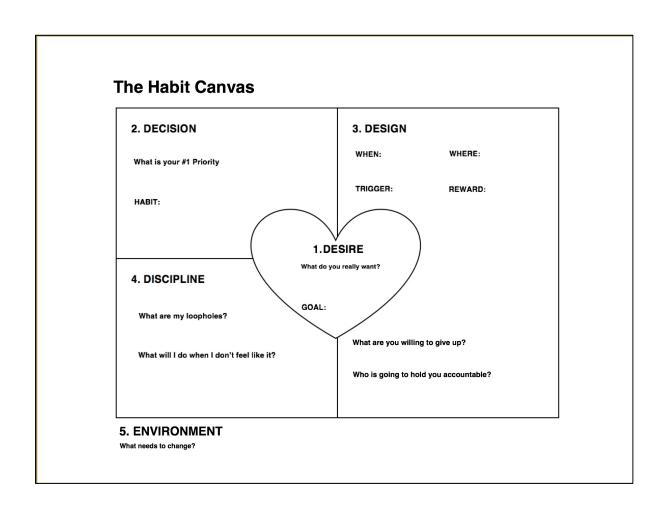
#### **ENVIRONMENT**

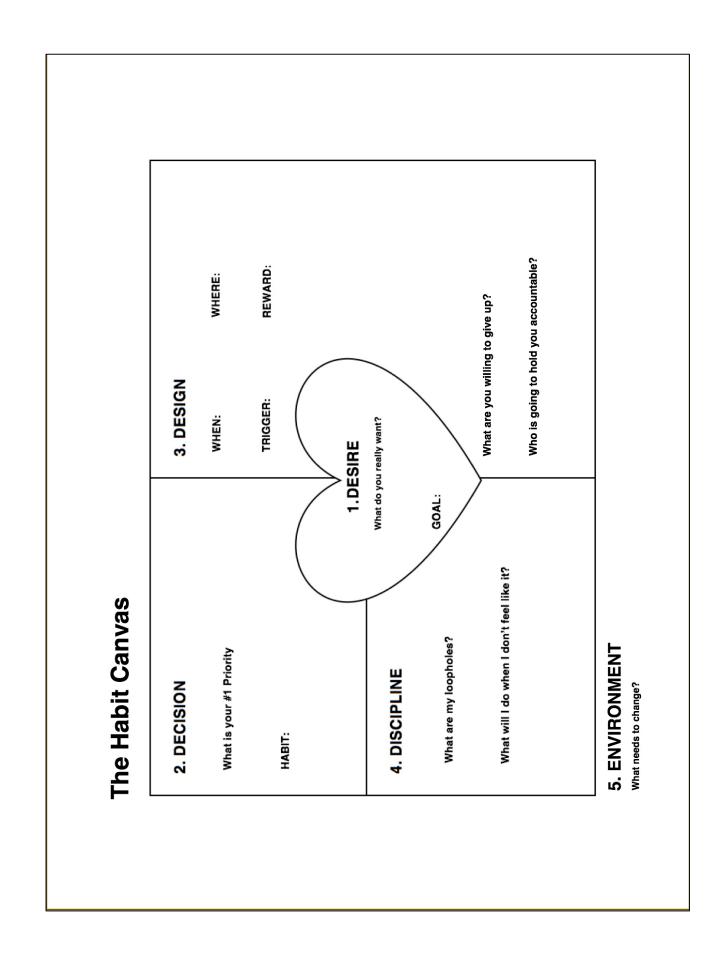
What needs to change in your environment to ensure your success?	
What needs to be removed from your envir	onment to ensure your success?
What needs to be added to your environme	ent to ensure your success?

#### THE HABIT CANVAS

The Habit Canvas is designed to help you map out all the areas of your habit. You can transfer your answers from the workbook into the habit canvas. You can print out extra copies of the Habit Canvas from and complete one for each new habit that you create.

Remember also that the most powerful way to break a bad habit is to replace it with a good habit, so the habit canvas can also be used to break bad habits.





#### **About Ciara**

Ciara Conlon is a leadership coach and co-founder of Spirit Leadership, a consultancy that works with leaders and teams to improve wellbeing, productivity and performance.

*Rise Before Your Bull* is Ciara's third book. Her first book was 'Chaos To Control', a practical guide to getting things done. Her second 'Productivity For Dummies' published by Wiley 2016.

Ciara holds a BA Economics and Politics, A Master's degree in Business (Leadership, Management and Strategy and Innovation) Diplomas in Coaching and Organisational Psychology. She is a certified Mindfulness Meditation teacher and an Evernote Certified Consultant.

Ciara's goal is to bring more humanity into the business world and unlock the potential in everyone she works with.

WATCH OUT FOR RISE BEFORE YOUR BULL WORKSHOPS & ONLINE PROGRAMME COMING SOON. CONTACTUS@CIARACONLON.COM FOR DETAILS

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