

A woman with a long braid, wearing a white tank top, is seen from behind, reaching up to grab a climbing hold on a grey rock wall. The wall is covered with various shaped and colored holds (purple, grey, black).

every
woman
WORKBOOK

SMASHING LIMITING BELIEFS

Don't limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve.”

MARY KAY ASH, FOUNDER, MARY KAY COSMETICS¹

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About this workbook

At everywoman, we deliver a range of innovative products and resources that unlock the potential and talent of women in business globally. Whether you're just starting out, looking to progress your career, or even to build and develop your own enterprise, the everywomanNetwork provides a wealth of personal development resources, advice and inspiration to address the challenges you face at key stages in business. We produce workbooks on topics that matter most to our members and we're constantly listening to your views to give you the tools you need to propel you through your life's work, at a time and place that suits you.

Welcome to our new workbook, *Smashing Limiting Beliefs*.

"There is nothing either good or bad, but thinking makes it so." Wise words from William Shakespeare and still relevant, more than 400 years on, because we all have inner beliefs – both limiting and empowering. Our beliefs stem from different places, many emerging from childhood – and they are powerful because they work on a subconscious level.

Empowering beliefs can open doors and be pivotal in helping us maximise our potential. Equally, though, limiting beliefs can be damaging and have the effect of shutting those same doors. Inner beliefs inform what we think of ourselves and, because they also drive what is going on in our body and mind, will inevitably affect our work lives – decisions, risks, presentation and procrastination.

Our belief system kicks in from the age of six and can come from messaging, from childhood, from upbringing, patterns and events – many things. This workbook first of all takes you back to understand where your personal beliefs have come from. We then help you understand the power of beliefs and the effect they can have on our lives, ambitions and aspirations. Limiting beliefs rarely show up when we are in a good place – they are more likely to emerge when we go through change and are in a state of transition. So we look at a whole raft of practical strategies to strengthen your mindset. Finally we help you build a toolbox of nourishing life hacks and structures to work with your strengths, maintain those empowering beliefs and keep the limiting ones at bay.

By undertaking this workbook, you will gain a greater understanding of your personal belief set and of how to use it to realise your potential – both personally and professionally. We'd love to know how you get on – email us at karenmax@everywoman.com or tweet us @everywomanuk.

Maxine & Karen
and the everywoman team

Where our beliefs come from

There is an old saying that we are all our own worst critics. Sadly it's true, especially if you are prone to allowing your limiting inner beliefs – your inner critic – take a hold of your professional career path. Self-sabotage is when we allow limiting inner beliefs to stifle our ambition and confidence.

— “ —
*IT IS
CONFIDENCE
IN OUR BODIES,
MINDS, AND
SPIRITS THAT
ALLOWS US TO
KEEP LOOKING
FOR NEW
ADVENTURES.”*

OPRAH WINFREY, AUTHOR,
BROADCASTERⁱⁱ

To avoid falling prey to self-doubt, you need to understand your default inner belief settings and the impact that it can have.

What are they?

Inner beliefs about yourself are the internal psychological settings that frame your ability to thrive or survive in any given circumstance. It's the internal programming that makes you feel you can or can't succeed in any given situation.

Some of your inner beliefs about yourself are formed during your childhood years. Every human experience that involves seeing, hearing, feeling, smelling, tasting will be stored somewhere in the brain.

As you progress through life, your inner beliefs will be shaped by the life you lead and the people in your life. Authority figures, advertisers, lovers, friends and colleagues will all influence you. The trick is to understand how, then why, and then shape your inner beliefs to ensure they are empowering and not limiting.

How you react to work and personal experiences; how you felt and were treated before, during and after these experiences became stored in your brain as part of your psychological DNA; the wireframe that filters your perceptions of the world and how that relates to you. This will all spill over into your working life and can often create the pathways along which you travel.



EXERCISE

**These statements are typical reactions to a challenge.
Think of recent situations – what's your usual first reaction?**

A

"That's not me"

"I could never do that"

"I guess I'm not
meant for that"

B

"I'm learning"

"I think I can"

"If it can be done,
it can be done by me"

**If your usual responses
to a challenge are more
aligned with the A answers,
you have a set of limiting
inner beliefs**

**If your usual responses
are more aligned with
the B answers, you have
a set of empowering
inner beliefs**

The good news for those of you in the A bracket, is that with understanding and knowledge you can rewire your inner belief structure so that you become more aligned with the B answers.

If you are already in the B bracket, you can work on building from that position of empowerment to achieve your goals.

THE FIVE TOUCHPOINTS THAT FRAME OUR INTERNAL BELIEF SYSTEM

1

ENVIRONMENT

Just as you can shape your environment, your environment can shape you. If you grow up seeing frustration, despair, deprivation and failure, and you have very little role modelling to overcome this, it could be hard for you to adopt a belief system that will foster success.

On the other hand, if you grow up in an environment where people take an “anything is possible” attitude, whatever the circumstances, you are more likely to adopt a belief system that is conducive to success.

2

EXPERIENCES

Most people have had experiences which have had a profound impact on them. The good and bad experiences shape what people perceive to be true about themselves.

3

KNOWLEDGE

Knowledge really is power and is a great way to break unhelpful patterns of thinking and believing. If you can have access to the journeys and accomplishments of others, it can help to break any preset inner limitations.

4

PAST RESULTS

If you have succeeded once before, it's easier to form the belief that you'll succeed again. Believing something can be done from a place of “I've done it before” can help to instil further belief. Sometimes you need to remind yourself of that.

5

INNER POWER

Inner beliefs have immense power because they are at the very heart of what you believe about yourself. Therefore they can direct your capabilities and how you tackle your working life. The real power comes from managing your inner beliefs and switching from those that are limiting to those that are empowering.

The link between belief and ambition

1

Beliefs are instrumental when thinking about ambition. Your inner belief system can subconsciously lay your career path.

2

If you don't see yourself as ambitious, then your desire for striving for bigger and/or better will be reduced.

3

If you don't believe you can fulfil a task or ambition you've set out to achieve, you're more likely to hold yourself back from achieving it.



EXERCISE

CHALLENGE YOUR INNER CRITIC THROUGH LANGUAGE

**Your brain and your personality respond to the language you use.
Does that language give you power or make you feel small?**

Language such as “I can’t” will drive different behaviour than “I can’t yet” or “I can”. In fact, simply using more positive language in everyday references to yourself is conducive to positivity, quashes your inner

critic and ultimately gives your limiting beliefs less room to grow.

Be aware of the influence of other people’s negative language and use positive affirmation to help affirm a positive intention.

Look at these statements and see which feel most applicable when you are talking about yourself.

A statements

“I THINK”

OR

“I MIGHT”

“I NEED TO”

B statements

“I BELIEVE”

“I WANT TO”

“I WILL”



EXERCISE

**Think of a challenging goal you're seeking to achieve,
then write a paragraph about it using the A statements above.**

GOAL:

"I think"

"I might"

"I need to"



EXERCISE

Now write that same paragraph using B statements.

GOAL:

"I believe"

"I want to"

"I will"

Note the difference in the power of your statement simply by changing the language with which you refer to yourself.

BELIEFS AND ASPIRATIONS

Beliefs are key when we are setting and reaching our goals. If we believe something will happen it allows for clarity of thinking when goal-setting, and with that clarity of thinking comes a sense of certainty and a commitment to materialise those goals.

Not believing you have the tools to achieve your aspirations means it's more likely you will fixate on not succeeding – and that leads to you being distracted from your true goal. This can make it harder to stay resilient and makes the journey towards your goal less enjoyable.

Beliefs are so instrumental in seeing and being the best version of yourself. Operating from a list of empowering beliefs means you see brilliance and excellence more easily, and more importantly, you

create it. When operating from beliefs that are limiting, you can feel a sense of helplessness. You self-sabotage and hold yourself back.

Your inner belief system is created and set by how you, and those around you, react to experiences in your personal and professional life. But these beliefs are not set in stone – you can restructure and rewire how you innately react to situations.

In essence, with knowledge of your current inner belief system, you can edit out those that are limiting your ability and create a set of empowering beliefs that will help you achieve your goals.

It all starts with understanding just how powerful the way you think and react to every situation really is – from both an internal and external perspective.



“WHETHER YOU THINK YOU CAN, OR YOU THINK YOU CAN'T, YOU'RE RIGHT.”

HENRY FORD, ENTREPRENEUR^{III}



TAKE AWAY

Your inner beliefs start being shaped in childhood and continue to develop over time. But they are not fixed – and if you have self-sabotaging tendencies, you also have the ability to do something about them.

The implication of beliefs

The self-potential we tap into and the results we achieve are part of a dynamic process that begins with belief. Everyone has both limiting and empowering beliefs, but how you manage these internal systems will dictate which of these sets of beliefs drives your decision-making processes.

Limiting beliefs, do just that – they limit you and your work progression. Their power is often strongest at the worst of times, so this is when you need to embrace empowering beliefs to combat them. Why do limiting beliefs often reveal

themselves in times of stress, of change and transition? It is because we have allowed them to create self-doubt.

Below are some practical strategies which help keep empowering beliefs front of mind, pushing out your limiting beliefs.

“

*CONFIDENCE IS 10 PER CENT
HARD WORK AND 90 PER CENT
DELUSION – JUST THINKING
FOOLISHLY THAT YOU WILL BE ABLE
TO DO WHAT YOU WANT TO DO.”*

TINA FEY, COMEDIAN^{iv}

TELLING THE DIFFERENCE

How can we understand and recognise which beliefs are limiting and which are empowering?

Limiting belief feelings

ANGER

FEAR

SADNESS

DISAPPOINTMENT

ANXIETY

WORRY

SELF-DOUBT

GUILT

HELPLESSNESS

CLOUDED
THINKING

RESENTMENT

Empowering belief feelings

LIGHTNESS OF
MIND

CLEAR THINKING

CAPABLE

RESOURCEFUL

CALM

CONFIDENT

ASSERTIVE

POSITIVE
CERTAINTY

BELIEF SYSTEMS OF EXCELLENCE

American author, life coach and entrepreneur, Tony Robbins, says there are seven belief systems of excellence. Understanding these can help you to implement them into your professional and personal life to empower you and your decision making.

BELIEF

1

Everything happens for a reason and a purpose and it serves us.

No matter what the situation or experience, we can focus on what is possible and what positive results can come from it. The belief paradigm is

that everything happens for a reason and that it serves that person. So in the face of adversity, opportunity really does await.



EXERCISE

Make some notes based on these questions

1. Do you generally expect things to work out well or badly?

Why?

2. Do you see potential in a situation or do you see roadblocks?

Why?

Conclusion

If you have a strong belief in possibility, you are likely to achieve more.

There is no such thing as failure, there are only results.

Most of us fear failure – because at some point we have not got the results that we wanted.

But if you allow yourself to fear failure, you are really programming yourself to fail, to shy away from the challenge and almost admitting defeat before you even get started.

Instead, look at the challenge ahead as a learning curve, and everywhere along the path of learning you will have outcomes. You will have results that can be used to influence and empower your decision making as you move forward.



EXERCISE

Make some notes based on these questions

1. Are you afraid of failure – and if so, why? Cite examples.

2. Is this caused by internal pressure or external expectations?

3. How do you feel about learning?

Learning to love failure

Every successful person admits they have failed over and over again. The difference is, they used each point of perceived failure as a springboard to the next challenge. Along the way they took their learnings, then aimed even higher.

Take Sir James Dyson, who says he had 5,126 failed prototypes in 15 years before creating the eponymous best-selling bagless vacuum cleaner that led to a net worth of £4.1bn.

Did he fail or did he learn?

“

“IT IS IMPOSSIBLE TO LIVE WITHOUT FAILING AT SOMETHING, UNLESS YOU LIVE SO CAUTIOUSLY THAT YOU MIGHT AS WELL NOT HAVE LIVED AT ALL – IN WHICH CASE, YOU FAIL BY DEFAULT.”

JK ROWLING, AUTHOR^y



EXERCISE

Think about three perceived failures you've had in your life. List them here. Alongside each perceived failure write down two things that you learned as a result of that experience.

1. MY PERCEIVED FAILURE

TWO THINGS I LEARNED FROM THIS EXPERIENCE

1:

2:



EXERCISE

2. MY PERCEIVED FAILURE

TWO THINGS I LEARNED FROM THIS EXPERIENCE

1:

2:

3. MY PERCEIVED FAILURE

TWO THINGS I LEARNED FROM THIS EXPERIENCE

1:

2:

Conclusion

If you try something and don't get the outcome you want, treat it as feedback to make finer distinctions and different decisions.

BELIEF

3

Whatever happens, you take personal responsibility.

A belief system of excellence comes from a place where “no matter what happens, good or bad, I created it”. These people don’t believe that they are at the mercy of circumstance;

rather they believe they create their own circumstance.

By retaining responsibility, you retain the power to change the result you’re after.



EXERCISE

Reflect on the times when you’ve adopted a passive/helplessness mindset and what outcomes this has generated.

Reflect on times when you’ve adopted an active/player mindset, taking full responsibility for something that has occurred – what difference has this made?

Conclusion

The more you accept responsibility for outcomes, the more you accept you have the power to shape and control those outcomes.

Knowing to use what's essential about something without feeling that you have to know everything.

**EXERCISE**

Think about times when you have felt that you have needed to know it all – how has this helped and how has it been unhelpful?

Think about times when you've gone into experiences feeling it's OK not to know it all. How has this affected your actions and the outcome?

Conclusion

Feeling you have to know everything first can be an excuse for inaction. Don't be afraid to learn on the job – or to ask the right questions.

BELIEF

5

People are the greatest resource.

People who produce outstanding results as a team have a respect and appreciation for others. And therefore they win and learn, and find the answers, together.

How often do you find yourself asking: How can we do this better? How can we find a solution to this problem? How might we achieve success?



EXERCISE

How often do you find yourself asking:

	NEVER	SOMETIMES	OFTEN
How can we do this better?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How can we find a solution to this problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How might we achieve success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If these questions are regularly in the back of your mind in work scenarios, start to voice them aloud to your team.

Conclusion

Great teamwork means not being too proud to take advice from others.

BELIEF

6

Work is play.

When we love what we do, we produce success. Loving what you do will help you find ways of stretching yourself, challenging yourself, learning new things and exploring new avenues. When we love what we do, we create endless possibilities.



EXERCISE

How much do you love what you do?

How does this shape what you see as possible?

Understanding your feelings about your job, is there anything now that you need to change or develop in your life?

Conclusion

If you make your job more of a pleasure than a chore you are more likely to succeed at it.

BELIEF

7

There's no success without commitment.

People who have a strong sense of commitment will do whatever it takes to make something happen. When you feel committed, you will find the clarity, be emotionally connected and build the confidence to see it through.



EXERCISE

Think of something you've felt committed to in the last 12 months.

What's made that possible?

Now think of a time when you weren't so committed.

What differences can you note?

Conclusion

You get out what you put in.



TAKE AWAY

Positive beliefs will transform the way you see work and the way your team sees you.

Don't allow your fears to lure you into a negative mindset.

Managing your beliefs: strategies and tips

Limiting beliefs are also known as self-sabotage or negative self-talk and are something that most people will experience at some time. If they rear their ugly head on too regular a basis they can make it harder for you to achieve your goals and dreams.

This can then lead to a lack of success, which in turns makes people feel inadequate, which can strengthen the negative, and voilà! You are caught in a self-sabotaging cycle that can be very difficult to break.

But how to spot the signs you are sabotaging yourself? It is when you grind to a halt for no obvious reason. You have the skill, ability and desire, but you are stopping yourself from moving forward.

When you suddenly feel you can't do something you should be able to, or that you shouldn't do something even though you know deep down that you want or need to, self-sabotage (or limiting beliefs) is at work.

It can be tricky to understand what your limiting beliefs are, but there is one word which invariably crops up. And that's 'because'. It is the word that, when used in a non-factual environment, leads to a limiting statement.

Such as

"I am cold because it is snowing."

Factual statement based in reality.

Versus...

"They won't consider me for that role because I'm too old."

Emotional statement about a perceived reality.

This is a key element of self-sabotage, the self-limiting practice of putting roadblocks ahead of possibilities.



CONFIDENCE AND LEADERSHIP
ARE MUSCLES. YOU LEARN TO USE
THEM OR YOU LEARN NOT TO."

SHERYL SANDBERG, AUTHOR AND COO, FACEBOOK^{vi}



EXERCISE

SELECT ONE LIMITING BELIEF THAT IS HOLDING YOU BACK

This might be a limiting belief that has been with you since childhood or something that has appeared very recently. You know it's there because it shows up as self-doubt in unhelpful internal dialogue or pictures. It holds you back in some way.

1: What is the limiting belief (eg "I'm not old enough")?

2: What are the consequences – to you, your family, your team, your business, your clients – of holding on to this belief?

3: What evidence do you have to support this belief being true?

4: What would you be doing in your life if you didn't have this limiting belief holding you back?



EXERCISE

RESET YOUR INNER BELIEF SWITCH

1. What would you need to believe about yourself in order to feel more empowered?

This needs to start with "I am..." - eg "I am refreshingly different"

When we put something in the present tense, we start to act from this place. And when we act from this place and get the results we start to believe in it. When we place something in the "I", we own it and we take personal responsibility.

2. What actions can you take to lock in this empowering belief?

WORKING WITH FEAR

Fear is our imagination going into overdrive about things that could possibly go wrong. Instead of imagining what you don't want to happen, start imagining what you do want.

Everyone experiences fear when they are leaving their comfort zone and set out to achieve an ambition or new aspiration with no idea of where to start.

When you experience fear, you can be left operating from a

limiting set of beliefs that hold you back because you either procrastinate or don't take appropriate action.

At every new level, there is the devil – expect the fear to be there, but instead of allowing that fear to dominate and limit your ability, flip it. Is what you are fearful of based in reality or in perceived reality?

The most common limiting belief experienced when faced with a new challenge is fear. Fear

of failure, rejection and criticism.

Once you have acknowledged these feelings, you must manage them and separate the reality from your perception and projection. Challenge yourself to walk into the fear and replace being fearful with the knowledge that you are now on a path of learning.

Put some perspective on your perception – will your feelings today be significant in 12 or 18 months?



EXERCISE

Try this six-step guide to recognising your fears and learning how to navigate and ultimately conquer them.

1: What are you afraid of?

2: Forget undesirable outcomes, think about desirable ones.

3: Are your fears realistic? Why?



EXERCISE

4: If so, embrace them. What can you learn from this journey?

5: Will these fears matter at all in a year's time?

6: Now list all the positives to be gained instead.

Write down what you want to achieve on this path of learning.

PICTURING PERSONAL EXCELLENCE

It's not what you believe, it's what you need to believe to maximise your potential and success. This exercise is designed to help you plan your road to success.



EXERCISE

MISSION POSSIBLE

Write your own mission statement to success and use this as a framework to review every quarter.

1: What do you want to accomplish?

2: What beliefs do I want to include when looking into my personal and professional life? What do I value?

3: What is important in my working life?

4: What are my current strengths?

5: What strengths do I want to expand and build upon?

6: What strengths do I need to reach my next career goal?

7: How can I best use my strengths to achieve my goals?

CHOOSING A DIFFERENT MEANING

"Nothing in life has any meaning except the meaning you give it."^{vii} So says American life coach Tony Robbins.

It can be really easy to dwell on an experience or situation that hasn't gone well, but that feeds your inner critic, creates limiting beliefs and dents your inner confidence.

The fact is, it's unlikely that the whole

experience was poor – there will be learnings you can take from it.

What you do have control over, however, is your interpretation of that experience, what the experience gave you that you didn't have before. It's your response that will determine your experience and that defines the outcome.



EXERCISE

E (EXPERIENCE) + R (RESPONSE) = O (OUTCOME)

Think of a recent work situation that you feel didn't go well for you.

1. How could this serve you as a learning experience?

2. What have you gained from this experience?

3. How will you feel about this in six months' time?

4. What would be the best possible meaning you could give this experience?

5. If somebody else was going through the same experience, what advice would you give them, knowing what you know now?



EXERCISE

Having answered these questions, what will you do differently next time in response to a situation that doesn't pan out as you had hoped? Write down three statements.

1.

2.

3.

PHYSIOLOGY

For every belief paradigm, there is an emotional state that we contain. For every emotional state, there is a physiology linked to it. Emotion is created by motion.



EXERCISE

The following exercise needs to be done in a quiet space.

1. Reflect on a time when you felt that you weren't giving the best version of yourself and you were self-doubting.
2. **The more you self-doubted, the more you felt something in your body – anxiety.**
3. Now reconnect back with that experience. The more you were convincing yourself that you weren't going to show the best version of you, the more anxious you were feeling.
4. **Zoom into where in your body you were feeling this anxiety and intensify the feeling of not enough.**
5. Now, get into a different physical space and imagine you are going back into that situation. But this time you are feeling different, this time you are going to give the best version of you. The more you feel this certainty, the greater the feeling you have in your body. Notice what your body is doing as you feel that you are giving the best version of you. You will stand taller, breathe deeper, smile. You feel confident and self-assured.
6. **Now increase this feeling of certainty and confidence and strength in the body – notice what your body is doing.**



EXERCISE

Write down how you feel below, then revisit this to help you gain that sense of confidence and empowerment when you need to.

FLICKING THE BELIEF SWITCH

Your beliefs need to be aligned to your goals, so you need to start assuming things and believing in what you could be. This will create a better chance of convincing yourself that you can get to a different place.

Use these questions every time you are faced with a situation that makes you self-doubt...

What will it
cost me if I don't
take action?

What will
I gain if I take
action?

Once you start to take action, you change what you hold to be true about yourself and that gets results.

Achieving your goals through DANCE

DECIDE on your outcome
Take ACTION
NOTICE what's happening
CHANGE your approach if necessary
Generate EXCELLENCE

Check your progress regularly and buddy up. This way you can share your goals and motivate each other to stay on track.

——— “ ———

*BELIEFS HAVE THE POWER
TO CREATE AND THE
POWER TO DESTROY. HUMAN
BEINGS HAVE THE AWESOME
ABILITY TO TAKE ANY
EXPERIENCE OF THEIR LIVES
AND CREATE A MEANING THAT
DISEMPOWERS THEM
OR ONE THAT CAN LITERALLY
SAVE THEIR LIVES...”*

TONY ROBBINS, AMERICAN AUTHOR,
LIFE COACH AND ENTREPRENEUR^{viii}

Nurturing empowering beliefs

By this stage of the workbook you should have established a good set of empowering beliefs and understood your limiting beliefs, their causes and how you can manage them differently.

Your empowering beliefs need to be nurtured to maintain them and prevent limiting beliefs from creeping back to the fore. To maintain a strong sense of self-

belief you need to regularly remind yourself that you are the one in the driving seat of your working life. You are the one making the decision to learn and grow, to embrace change and challenge with equal vigour.

“

*SURROUND YOURSELF WITH THE
DREAMERS AND THE DOERS, THE BELIEVERS
AND THINKERS, BUT MOST OF ALL
SURROUND YOURSELF WITH THOSE WHO
SEE GREATNESS WITHIN YOU.”*

EDMUND LEE, AUTHOR^{ix}



EXERCISE

TASK TO HELP EMPOWER YOURSELF

This exercise will help you to start your new chapter.

1. What areas of my life could I take more responsibility for?

2. What am I no longer willing to blame on something or somebody else?

3. What excuse will I no longer use?

4. What unresourceful habit or behaviour am I committed to changing in the next month?

5. Choose two or three new words or phrases that you can start to use to encourage proactive behaviour. Practise them in internal self-talk and when communicating with others.

6. Name two things outside of your control that you could bring into your inner circle of control.

7. How can you act on them?

HOW TO RESET YOUR FOCUS

Questions help you to determine what you are focusing on – and what you are focusing on determines how you feel.

If you want to change how you feel, ask yourself a different question.

It's not only the questions you ask, but the questions you don't ask that will ultimately determine the actions you take or don't.

When faced with a situation that

makes you start to self-sabotage or embrace limiting inner beliefs, practise asking better questions to get an improved result, such as:

- What could be good about this?
- What has not happened yet?
- How can I turn this around?
- How can I have fun in the process?
- What can I learn from this?



EXERCISE

DAILY TASKS

As part of your empowering routine, set yourself up for a positive day, every day. Self-motivation is key to achieving the best from yourself and your circumstances.

Pre-work

1. What am I looking forward to achieving today?

2. How can I achieve it and enjoy the process?



3. If today had been a sound investment in my life, how would it feel now?

Post-work

1. What were my wins today?

2. What did I learn today?

3. How will I change my approach?

Quarterly perspective

Ground yourself in perspective. Nothing is as bad as you think or feel it is. This thing that you're worrying about or getting worked up over – will it still seem important in 12 months' time?

This requires you to disassociate in the moment and change your way of thinking about yourself or your situation. Instead, anchor yourself in a more empowering state to drive forward.



EXERCISE

AFFIRMATIONS

Take time out to remind yourself of your strengths.

1. I am great at...

2. People who have benefited from my strengths are:

3. What would have happened if you weren't there?

4. What would a business or client not have if you weren't there?

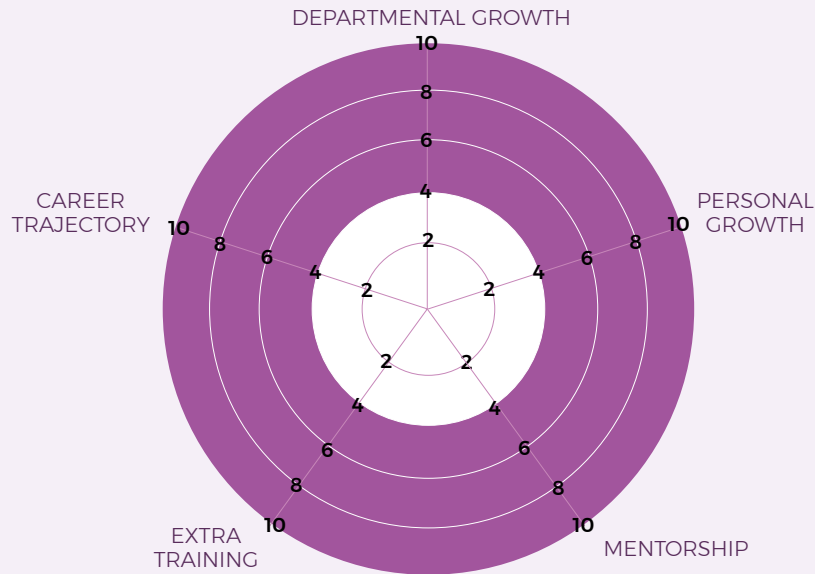
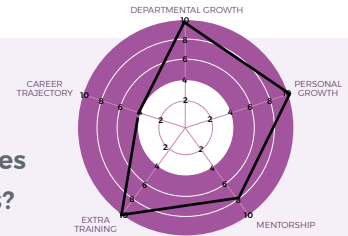
Know your value and remind yourself of your value.



EXERCISE

Define success against each area of life – what does success look like for you over the next 12 months?

EXAMPLE



1. Give yourself a score indicating where you are right now.

● Departmental growth

● Mentorship

● Personal growth

● Extra training

● Career trajectory

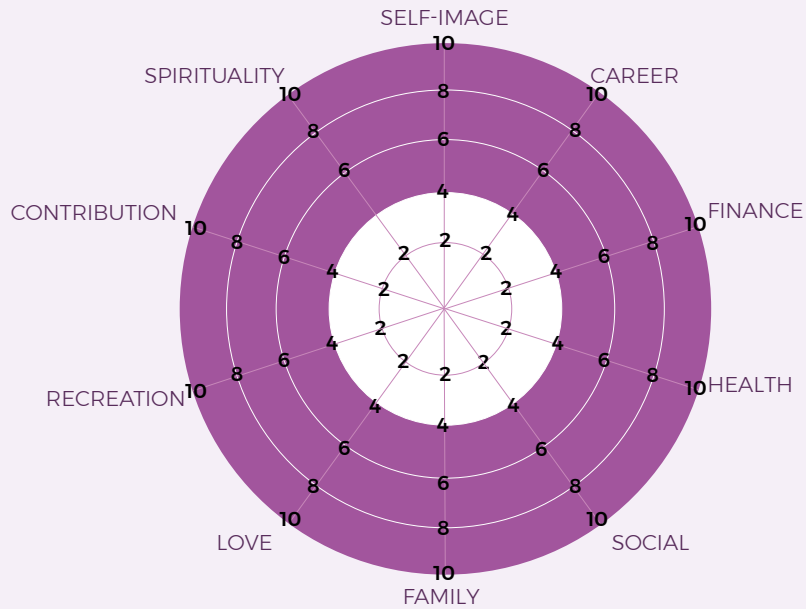
2. What can you do to maximise your fulfilment in certain areas?

3. In what area do you need to have a breakthrough?



EXERCISE

Now you have done your professional life wheel, it's worth doing another for your personal side, too. This way you can be sure you're maintaining a healthy work-life balance.



1. List some ideas for improving areas where you feel you're falling short.



TAKE AWAY

Try to see the positive in any situation. Remind yourself of your strengths and think about what success means to you.

Your personal action plan



- 1 Think about how you usually react to a challenge? Do you embrace it or avoid it? Use your results from the exercise in Section I to think about how you can change your approach.

- 2 Think about the seven-belief system of excellence (p15). How many do you currently relate to and how can you implement the others in your everyday life?

- 3 What is personal excellence to you? Referring to your exercise results in Section III, think of ways you can use them in future.

- 4 How can you nurture your empowering beliefs? Make a list of what you can do going forward.

Your 4 questions

Answer the questions below to receive your CPD certification



1 Which of the following are touchpoints that frame our internal beliefs?

Environment, experiences, goals, passion

☐

Knowledge, self-confidence, passion, goals

☐

Environment, experiences, knowledge, past results

☐

Experiences, knowledge, goals, past results

☐

2 Which of the following are in the seven-belief system of excellence?

Everything happens for a reason and a purpose and it serves us

☐

There is no such thing as failure, there are only results

☐

People are a great resource

☐

Always look to the future

☐

3 What does DANCE stand for?

Decide, Action, Notice, Change, Excellence

☐

Decide, Act, Now, Change, Excellence

☐

Decide, Actions, Now, Changes, Effort

☐

Decide, Acting, Notes, Change, Excellence

☐

4 What should you look at when resetting your focus?

Daily tasks

☐

Pre-work

☐

Quarterly perspective

☐

Future goals

☐

everywoman Experts

everywoman creates resources on topics that matter most to our network members. We draw on member surveys and the latest thinking from the academic and business worlds, as well our own experiences as we navigate our careers. Each workbook offers practical advice, enabling tangible actions for your daily working lives.



MAXINE BENSON, MBE
& KAREN GILL, MBE

Co-founders of everywoman, Karen and Max have spoken to thousands of women about the challenges they face at work. Through their own experiences of starting a business, they uncovered a real need for a network where female entrepreneurs and businesswomen could interact and share experiences. The everywomanNetwork, which launched in 2013, serves as a truly global tool to enable members the world over to realise their ambitions through online membership.

EVERYWOMAN WORKBOOK TEAM

Des Christofi, everywoman expert

Lysanne Currie, editor

Kate Farrow, head of partnerships

Denise McQuaid, commercial and strategy director

Any topics you'd like to see covered on the everywomanNetwork?

We'd love to hear from you: contact@everywoman.com

Further reading

Everywoman resources

Boosting your self-esteem with 5 surprising sources of increased confidence

<https://www.everywoman.com/my-development/learning-areas/articles/boost-your-self-esteem-5-surprising-sources-increased>

Ask the experts: Building up your confidence

<https://www.everywoman.com/my-development/learning-areas/articles/ask-experts-building-your-confidence>

Turning your biggest fear into a success story

<https://www.everywoman.com/my-development/learning-areas/articles/turning-your-biggest-fear-success-story>

Five common workplace fears and how to stop them holding you back

<https://www.everywoman.com/my-development/learning-areas/articles/5-common-workplace-fears-and-how-stop-them-holding-you-back>

Don't let fear of failure get in the way - 5 steps to overcoming limiting beliefs

<https://www.everywoman.com/my-development/learning-areas/articles/dont-let-fear-failure-get-way-5-steps-overcoming-limiting>

Boost your self-confidence

<https://www.everywoman.com/my-development/workbooks/boost-your-self-confidence-0>

External sources

TED Talk: *Success, failure and the drive to keep creating*, Elizabeth Gilbert

https://www.ted.com/talks/elizabeth_gilbert_success_failure_and_the_drive_to_keep_creating/up-next?referrer=playlist-talks_to_give_you_a_confidence

TED Talk: *The skill of self-confidence*, Dr Ivan Joseph

<https://www.youtube.com/watch?v=w-HYZv6HzAs>

TED Talk: *The power of self-belief*, Layne Beachley

<https://www.youtube.com/watch?v=CKVSjlt8tO>

TED Talk: *No you can't: the power of self-belief*, Abigail Henson

<https://www.youtube.com/watch?v=EUq5uRHEA2U>

TED Talk: *The Power of self-belief and the beauty of obstacles*, Sarah Pool

<https://www.youtube.com/watch?v=9TN7GtKiXuQ>

TED Talk: *How to believe in yourself*, Jim Cathcart

<https://www.youtube.com/watch?v=-ki9-0aPwHs>

Books

The Chimp Paradox: The acclaimed mind management programme to help you achieve success, confidence and happiness, Dr Steve Peters (Ebury Digital)

Unlimited Power: The new science of personal achievement, Anthony Robbins (Simon & Schuster)

Feel the Fear and Do it Anyway, Susan Jeffers (Ebury Digital)

The Unlimited Self: Destroy limiting beliefs, uncover inner greatness, and live the good life, Jonathan Heston (Jonathan Heston)

Endnotes

- i <http://www.businessinsider.com/inspirational-quotes-from-super-successful-people-2016-3?IR=T#on-courage-hope-and-belief-3>
- ii <https://www.inc.com/jeff-haden/50-inspiring-motivational-quotes-to-increase-your-confidence.html>
- iii <https://www.goodreads.com/quotes/638-whether-you-think-you-can-or-you-think-you-can-t-you-re>
- iv <https://www.thecut.com/2017/07/quotes-from-25-famous-women-on-confidence.html>
- v <https://www.forbes.com/sites/forbescommunicationscouncil/2017/11/20/the-surprising-benefits-of-failure/2/#32ea2dca56d5>
- vi <https://www.thecut.com/2017/07/quotes-from-25-famous-women-on-confidence.html>
- vii <https://callingdreams.com/tony-robbins-quotes/>
- viii <https://www.tonyrobbins.com/stories/are-your-beliefs-holding-you-back/>
- ix <http://abettertodaymedia.com/17-powerful-quotes-inspiring-words-new-year/>

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