

The Key To Think's

SELF-COACH TOOLBOX



STARTER VERSION



COACHING
EXPERIENCE



How to Use It



This Toolbox is handed to you to work as a compass: it gives you the orientation you need, but the journey is up to you.

Being at the same time the one who speaks and the one who is actively listens can be difficult.

However, with the following tools you will be able to have a meaningful conversation with yourself.



But always remember the principle, that in order to succeed, you need to **DARE** in your life:

Drill on your skills

Achieve your balance

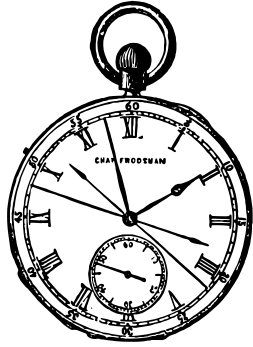
Realize your goal

Ensure your success





Components



Time

Allocate some time for yourself:
you are your top priority right now



Quiet

You must be free from distractions
(phone, internet, etc)



Attitude

Focus on the clarity of the outcome
and avoid reiterating negativity



Paper

Sketching your thoughts on paper
is a good way to visualize



Questions

Inquire yourself critically and deeply,
take your time to answer honestly





The 3 Phases



1 The Inner Calm

Slow down everything around you and achieve a Zen attitude for the purpose of the exercise.



2 The Mirror Talk

Begin the conversation with your Ego, disputing your assumption and getting the facts laying beyond your perception of the world.



3 Wrap it Up

Summarize your learning point in a SMART fashion which resolves in the action plan. You are ready to begin your adventure!





The Inner Calm (1/2)

Breathing Exercise

5 min



Inhale >>> Hold full >>> Exhale >>> Hold empty >>> repeat

- Paced breathing is proven to slow down heart rate and achieve a sense of calm and control. You need to perform each step of the cycle using the same time frame (ideally 3 to 5 seconds, as it comes natural).
- Work on the visualization of the air as imagining it of a flow or as energy running inside and outside you. On the "holding full" step you could vividly see it around your heart, your lungs or your head. It does not really matter what form it takes, let your imagination run free.
- With practice, you can also associate a color to this "flow". Other sensory pleasing feelings (warming, refreshing etc.) are welcomed, too.
- Give yourself 5 to 10 minutes to practice this step before moving to the next one. Meanwhile, play with your imagination: by focusing at the same time on your entirety and on the journey in and out of the air, you are gradually achieving a Zen attitude.





The Inner Calm (2/2)

Self-Suggestion Exercise

10 min

THREE ARE THE FACTORS WHICH YOU HAVE IN CONTROL WHILE PREPARING TO YOUR SELF-TALK

LANGUAGE

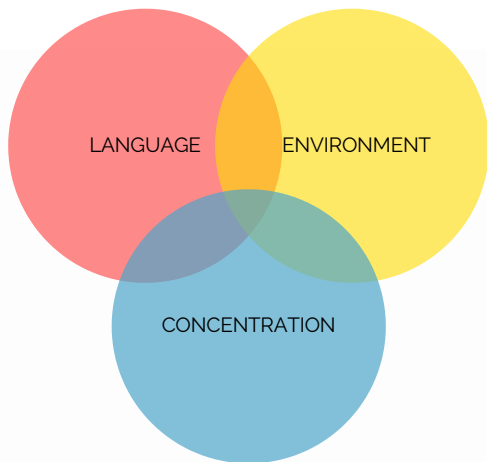
Talk to yourself using simple, words that refer to your physical and mental activities. You will be able to create a mindful state where you feel in balance with the surrounding environment. .

ENVIRONMENT

Choose a place where you find yourself comfortable, possibly with soft light and possibly not noisy. Alternatively go for a place where you do not feel disturbed.

CONCENTRATION

With practice, you will be able to achieve this state faster and deeper than at the beginning. Acknowledge running thoughts and do not seek for a state of "emptiness".



How to Talk to Yourself

“ I am here with myself. This place is safe. I am going to relax. I breath in... (inhaling) ... I breath out... (exhaling). I will now count 10 breathing. From one to ten, every time I will count, I will feel more relaxed and my thoughts will be fading away. When I will be reaching ten, I will feel deeply in my skin and in harmony with the surroundings. ”

When counting you can associate each number to a breathing cycle or simply to the inhale/exhale action. If counting to 10 is not enough, try 20 - the more, the better.

Feel Control Over Body & Mind

“ 1... 2... my feet, your legs are feeling light...
3... 4... my hands, arms are feeling relieved...
5... 6... my head is getting lighter... ”

It may happen that other thoughts may try to disrupt this. Don't be bothered, but verbally acknowledge the thought, and then let it go and continue your exercise.





The Mirror Talk (1/2)

Emotional Workout

20 min*

Stating the Problem (and the Usefulness of a Solution)

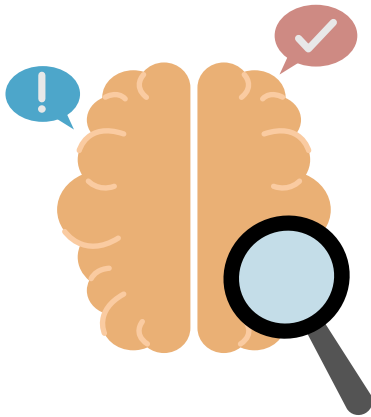
Take your paper and a pen and with now having a clear mind, write down your issue. Also consider:

- Why is that an issue?
- What is your ideal scenario?
- What is a realistic scenario?

Find the common points between the best case and the most realistic case. You will work on that.

Other helpful questions:

- What do you need right now?
- Why do you need that?
- What can help you to achieve that?
- What is the real challenge here?



Emotional Checklist

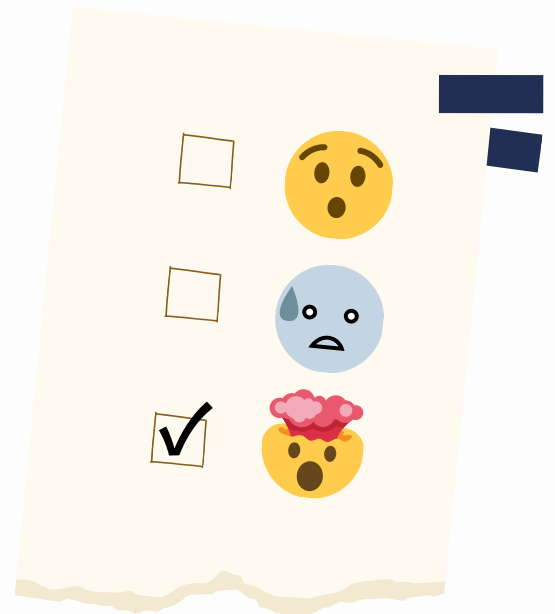
Feeling something and acknowledge a feeling are two different things. In your newly found Zen status, list all the emotions that play a role on your thinking process.

- How do you feel about the problem?
- What else do you feel?
- Why do you feel that?

Write down for all the emotions you are aware of.

Other helpful questions:

- How do you expect to feel once achieved (your goal)?
- What motivates you to take actions towards it?
- Why do you feel stuck and what is blocking you?



*time here is more indicative than in other step. Here lies the essence your journey, so take all the time you really need.





The Mirror Talk (2/2)

Critical Hub

15 min

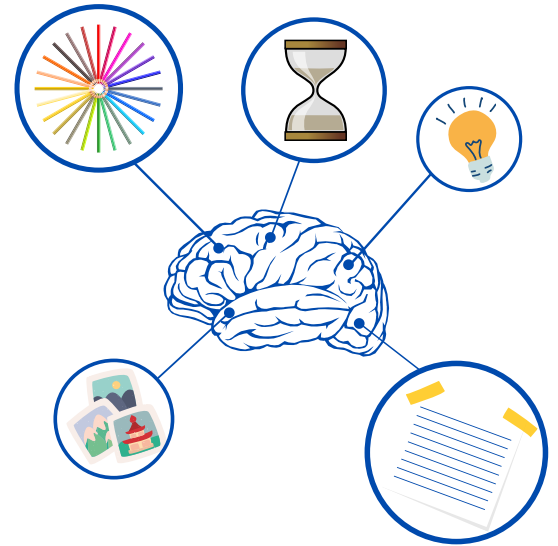
Start Connecting the Dots

Jot down all the possible solutions that come to your mind. For each of them, ask yourself:

- Is this a realistic option?
- How much time I need to accomplish it?

Screen the options you most likely find affordable. For those which looks somewhat impossible, you can still ask yourself if there isn't an easier way.

Finally, you must break down each solution into actions. Break long-term achievements into smaller ones (in term of complexity and needed time. Do they reflect the solution to your problem?



It's Time to Prioritize

There is a rule that says that, by focusing on 20% of the actions, you can get the 80% of the result.

Based on that, draw a similar 4-quadrant diagram on paper and look at the options and actions you have written until now.

- Focus on actually doing now 20% of the available plan
- Consider again what still gives you doubt but must be done and what can be planned ahead and done in a soon future
- If possible, discard 20% of the actions you believe not to be applicable or meaningless (you can go back to them later).



Here's when this exercise may require more time than working out options:

- if you feel overwhelmed by actions you need to do and decisions you need to take;
- if you need to drop something, but you don't know yet how;
- if your outcome is to better manage your energy and time in what is meaningful for you.





Wrap It Up

5-10 min

It is time to reduce all that painful thinking into a course of actions! To create an effective action plan, you can summarize your goal in few lines. That is going to be your mantra until the achievement you are looking for.

Use the **S.M.A.R.T.** model to define your objective at its best:

Specific **M**easurable **A**chievable
Realistic **T**imebased

Seeing the issues is better than only thinking them. Having a pictured overview can help you to keep an eye on the big picture.

You can draw down a **mind map** with the problem at its center and branches taking out details, options and actions. You can eventually find out how many of these thoughts are interconnected!





CONGRATULATIONS!

You have been able to develop a meaningful conversation with yourself.

You achieved a great result by transforming a buzzing problem in your head through a creative, thought-provoking process.

You have been able to think critically about your issue, using your emotional drive to understand what bothers you than merely suffer it, and create a list of realistic option.

Finally, you prioritized what is for you essential to do now and what can be left for later. That will cut you some slack.

By now, you should feel to have more control on the situation. Focus on the actions that matter to achieve greater results.

Time to put what you learned to the test. Go ahead with your plan, and come back to this Toolbox any time you feel it necessary.

I hope you enjoyed your learning journey!
If you are looking for more, don't forget to consult my website:

The Key To Think

Something not clear? You have troubles with moving forward?
Let me know via email, I will reply as soon as possible:

www.keytothink.com/contacts

