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| **A person smiling for the camera  Description automatically generated with medium confidence** | **Developing Self-Awareness**with Dr. Ginny A. Baro |

​ **Welcome to your Training Resources!**Congratulations on your commitment to taking your career and professional development to the next level. This Workbook is dynamic—-print it and write or type your answers, and please be brutally honest with yourself as you do.

To get the most benefit, please set aside “me” time to work on these hands-on exercises and develop Self-leadership—-to lead, engage, and influence others powerfully. As you do, you’ll learn to impact your emotions and energetic state, understand your needs and values, and get clear on what success means to you, where you are now in different areas of your Wheel of Life, where you want to go, and how to make it happen.

With purpose and practice, you’ll begin to feel more grounded, joyful, and focused while growing in your career and life. Without this level of intention, authenticity, and vulnerability, you can feel exhausted and frustrated from wasting your valuable time and effort working on the wrong goals and not seeing the results you truly desire.

You are on your way to rising to your full leadership potential. As a self-aware leader, you’ll be in the driver’s seat of your career and life. This resource page, [http://www.ExecutiveBound.com/wind](http://www.executivebound.com/WIND), will be available until December 2022 (wind is case sensitive—use lower case in the URL).

Enjoy the journey and remember to share with and lean on your WIND Rising Stars peers and your Networking Circle to hold each other accountable or if you’re struggling and need support. We are only an email away too at info@executivebound.com, Mon - Fri, 9 - 5 PM EST. I’m grateful to be right here with you.

Live with purpose, live with joy!

***Coach Ginny***

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Developing Self-Awareness

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**THIS WORKBOOK BELONGS TO:**

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| **Name:**  |  | **Date:**  |

# 1. Understand Your Emotions & INFLUENCE YOUR ENERGETIC STATE

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| *As a leader in business and life, you get to impact your energetic state—one way is through your emotions. Use this tool to increase your self-awareness around your “set” energy on a typical day and how you can influence your emotions, instead of your emotions managing you.* |

1. On a scale of 1 – 10 (high), on most days, how would you rate your energy and vibrancy (how positive/energized are you about life in general)?

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|  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |

1. Consider the value of cultivating these ten emotions daily. Based on the activities of your day, which of these emotions would support you the most? *Raising your standards and choosing to feel these emotions daily will guide your behaviors, not the other way around****. To create the behavior your desire, put yourself in the emotional state where the behavior is automatic****. Make these emotions your daily code of conduct. (Adapted from Tony Robbins).*

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| 1. Love & Warmth
 |  | Build close relationships and interactions with team members, clients, and others in your personal life. |
| 1. Appreciation & Gratitude
 |  | Build relationships by doing whatever is necessary, even going above and beyond to nurture the people around you. Have a deep sense of caring for your team, peers, clients. Share with them what you value and appreciate in them. |
| 1. Curiosity
 |  | Learn to be curious like a child, to wonder. Be open to explore the possibilities, different perspectives, potential solutions, an alternative viewpoint.  |
| 1. Excitement & Passion
 |  | Add juice to your life. “Man is only truly great when he acts from his passions.” Benjamin Disraeli. Bring excitement and passion to your work and interactions. Passion adds to life’s enjoyment and turns challenges into tremendous opportunities. |
| 1. Determination
 |  | Set your goals and drive your strategic plan to fruition. Get creative and resourceful about “how” to make it happen.  |
| 1. Flexibility
 |  | Change what is going on. Be flexible in your perception, communication, and behaviors. Be receptive to pivot. |
| 1. Confidence
 |  | Try things, put yourself on the edge. Act from a place of confidence in what you do. Exercise faith and trust in yourself and others. Choose confidence over fear. |
| 1. Cheerfulness
 |  | When you are happy, tell your face about it and create a cheerful environment, reflecting how you feel and making others around you happy.  |
| 1. Health & Vitality
 |  | Embody this emotion to practice what makes you feel energized and strong physically, emotionally, and spiritually, to help you eat healthy and exercise regularly. |
| 1. Contribution
 |  | This may be the most important. Acknowledge your contributions at work and the impact you’re making at work, and personally. |

# 2. RECOGNIZE & MONITOR YOUR NEEDS & VALUES

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| *According to the human needs theory, we all share six core, universal, human needs. And your core values define what is most meaningful to you. Use this tool to connect to your primary needs and core values. We’re building your internal GPS to make significant decisions, set goals, and evolve as a leader.* |

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| NEEDS OF THE PERSONALITY | NEEDS OF THE SPIRIT |
| 1. Certainty

Basic needs, Security, Safety, Comfort, Sustenance, Health, Rest, Consistency, Stability, Trust, Loyalty, etc.  | 1. Uncertainty

Variety, Adventure, Spontaneity, Dreams, Freedom, Exhilaration, Risk, Challenge, Amusement, Fun, etc. | 1. Growth

Development, Learning, Change, Creativity, Accomplishment, Moving Forward, etc. |
| 1. Love/Connection

Belonging, Affection, Relationships, Unity, Companionship, Bonding, Intimacy, Comradery, Support, Acceptance, etc. | 1. Significance

Meaning, Importance, Respect, Feeling Worthy, Having an Impact, Wielding Power, etc. | 1. Contribution

Service, Helping, Assistance, Improving Society, Benefiting Others, etc. |

1. When was your life or work particularly meaningful or fulfilling? When was a time when you felt lit up about life? What were you doing, who were you with, how were you being?

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| Need | Scale of contribution |
| 1. Certainty
 | 1-2-3-4-5 |
| 1. Uncertainty
 | 1-2-3-4-5 |
| 1. Love/Connection
 | 1-2-3-4-5 |
| 1. Significance
 | 1-2-3-4-5 |
| 1. Growth
 | 1-2-3-4-5 |
| 1. Contribution
 | 1-2-3-4-5 |

1. Based on your answer to #1, on this scale of 1 to 5 (high), **bold** which of the six universal needs you met that contributed to you feeling at your best, happiest, or on top of the world.

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1. Which of the six needs scored the highest during your peak experience?

*Review your responses from question #2. The needs with the highest scores are your primary needs. What are they? What is meaningful to you about learning this?*

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1. Based on your peak experience in #1, which were the **top five values** present and meaningful in your life? *Here are some suggestions to help you. However, don’t limit yourself to this list.*

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| Achievement | Courage | Fun | Integrity | Security |
| Adventure | Creativity | Happiness | Knowledge | Self-reliance |
| Aesthetics  | Education | Harmony | Leadership | Sensuality  |
| Ambition | Entrepreneurship | Health | Learning | Service |
| Artistic  | Equality | High earnings | Loyalty | Spirituality |
| Beauty | Excellence | Honesty | Modesty | Sustainability |
| Comfort | Faith | Humility | Originality | Teamwork |
| Commitment | Family | Independence | Power  | Timeliness |
| Community | Freedom | Influence | Respect | Tolerance |
| Compassion | Friendship | Innovation | Responsibility | Trustworthy |

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1. How can this insight about your **primary needs** **and values** allow you to move in the direction of achieving your career goals? *The same applies to your personal goals.*

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1. How are your **primary needs** **and values** challenging or hindering your ability to achieve your career goals? (*Remember how I shared that my need for “certainty” was limiting my ability to launch my business?)*

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# 3. WHERE AM I NOW?

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| *Use this tool to check in—what’s your truth today and your top three challenges. Conduct a 360o assessment of the areas in your Wheel of Life. With this self-awareness, notice the gap between where you are now and where to want to go, and start to align your beliefs, thoughts, words, and actions to move toward your compelling vision.* |

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| **1-CURRENT STATUS (THE TRUTH)** |  | **2-YOUR TOP 3 CHALLENGES** |

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1. On a scale of 1-10 (high), how would you rate your level of satisfaction in the following areas of your **Wheel of Life**? *Consider how you talk about them vs. how you really feel.*

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| **AREA** | **CURRENT SCORE** | **WHAT IS ALREADY IN PLACE FOR YOU TO GIVE IT THE CURRENT SCORE** |
| Career |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Family & Friends |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Romantic Relationships |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Fun & Recreation |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Health/Wellness |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Finances |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Personal Growth/ Spirituality |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |
| Physical Environment |  1 2 3 4 5 6 7 8 9 10☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |

1. If you draw a dot representing the score for each area in #1 and connect the dots to form a wheel, how smooth or how bumpy would your ride be on your **Wheel of Life**?

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|  | C:\Users\DELL\Google Drive\Requirements\Ginny Baro\PROJECT\FLM_Project Files_Shared\Consolidated Workbook\WheelOfLife.png |

1. What wisdom can you glean from this insight? What are you willing to do about it?

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1. Jot down an aspirational score for the high-priority areas—those which will help you improve your leadership and the quality of your life. What will help you reach your aspirational score?

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| **AREA** | **CURRENT SCORE** | **DESIRED SCORE** | **WHAT WILL GET YOU THERE** |
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# 3. LEVERAGE YOUR STRENGTHS TO GET WHERE YOU WANT TO GO

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| *Let’s bring self-awareness to how you can leverage your superpowers to get to where you want to go from here. During Session 1, you discovered your strengths and 12-month Massive Action Plan. Please complete Session 1 Workbook if you haven’t yet. Your strengths or superpowers will support your intentions to invest your efforts, time, and resources, including your self-care, to achieve the results you desire professionally and personally without feeling depleted.* |

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| ***Extracting Your Superpowers*** |

1. In addition to the strengths, you identified in Session 1’s Workbook, list 5 things that you do very well, you are great at these, and do them effortlessly.

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1. List 5 specific skills you’ve developed that earn you money and make you a successful leader.

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1. How can you leverage these superpowers to pursue and achieve the goals in your 12-Month Massive Action Plan? Keep these top-of-mind as you continue retooling throughout the rest of the year.

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NOTES:

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# 4. TECHNIQUES TO DEVELOP YOUR EQ

*The great news is that you can develop your self-awareness and the other three components of emotional intelligence (EQ). If you struggle or want to build proficiency in one or more areas, here are some suggestions\* that will support you to accomplish it.*

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| **1. Self-Awareness Strategies**1. Quit treating your feelings as good or bad
2. Observe the ripple effect from your emotions
3. Lean into discomfort
4. Feel your emotions physically
5. Know who and what pushes your buttons
6. Don’t be fooled by a bad mood
7. Stop and ask yourself what’s behind the things you do
8. Check-in with yourself about your values
9. Spot your emotions in books, movies, music
10. Seek feedback
11. Get to know yourself under stress

**2. Self-Management Strategies**1. Breathe right – take deep breaths
2. Create an emotion vs. reason list
3. Share your goals
4. Count to ten
5. Sleep on it
6. Talk to a skilled self-manager
7. Smile and laugh more
8. Set aside some time in your day for problem-solving
9. Notice and take control of your self-talk
10. Visualize yourself succeeding
11. Clean up your sleep hygiene
12. Focus your attention on your freedoms, rather than your limitations
13. Stay synchronized
14. Speak with someone who’s not emotionally invested in your problem
15. Lean a valuable lesson from everyone you encounter
16. Put a mental recharge into your schedule
17. Accept that change is just around the corner
 | **3. Social Awareness Strategies**1. Greet people by name
2. Watch body language
3. Make timing everything
4. Develop a back-pocket question
5. Don’t take notes at meetings (watch people)
6. Prepare for social gatherings
7. Clear away the clutter
8. Live in the moment (here now, here now)
9. Go on a 15-minute tour (to connect with people)
10. Watch EQ at the movies
11. Practice the art of listening
12. Go people watching
13. Understand the rules of the culture game
14. Test for accuracy (validate assumptions)
15. Step into their shoes
16. Seek the whole picture
17. Catch the mood of the room

**4. Relationship Managements Strategies**1. Be open and curious
2. Enhance your natural communication style
3. Avoid giving mixed signals
4. Remember the little things that pack the punch
5. Take feedback well
6. Build trust
7. Have an “open-door” policy
8. Only get mad on purpose
9. Don’t avoid the inevitable
10. Acknowledge the other person’s feelings
11. Complement the person’s emotions and situation
12. When you care, show it
13. Explain your decisions, don’t just make them
14. Make your feedback direct and constructive
15. Align your intention with your impact
16. Offer a “fix-it” statement during a broken conversation
17. Tackle a tough conversation
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***\* Source:*** *Bradberry, Travis & Greeves, Jean. Emotional intelligence 2.0. California: TalentSmart, 2009*

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|  | **ABOUT DR. GINNY A. BARO, MBA, MS, CPC** |

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| A person smiling for the camera  Description automatically generated**Logo  Description automatically generated****Circle  Description automatically generated** | Dr. Ginny Baro is an award-winning international transformational speaker & leadership coach, career strategist, and #1 bestselling author of [Healing Leadership](http://WWW.HEALINGLEADERSHIP.COM) and [Fearless Women at Work](http://WWW.executivebound.com/book). Named one of the Top 100 Global Thought Leaders, Ginny spent over 20 years in various leadership roles in very competitive financial services and technology work environments. She brings a unique and practical perspective to leadership development that yields results and promotes emotional well-being at work. She has successfully delivered leadership coaching, training, and keynotes for Fortune 500 partners, impacting global audiences.To help leaders retool and develop critical leadership skills to become inclusive and extraordinary leaders, Ginny created the Fearless Leadership Mastermind™. This program helps female leaders build a growth mindset, strategies, and a roadmap to grow and advance into senior leadership roles without burning out. Please visit Fearless Leadership Mastermind™to learn more.Ginny earned a Ph.D. in Information Systems, an MS in Computer Science, an MBA in Management, and a BA in Computer Science and Economics. She's a Certified Professional Coach (CPC), accredited by the International Coach Federation (ICF). With her programs, Ginny and her clients impact the lives of children and families in need through Feeding American, the Unstoppable Foundation, and other charitable organizations. For more information, visit [www.ExecutiveBound.com](http://www.ExecutiveBound.com). |  |