



# LEVEL UP YOUR LEADERSHIP

IN 2016

*I work with leaders in government who are tired of doing things the way they have always been done. Who are ready to think outside the box and lead from heart and soul to create thriving communities.*

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# LEADERSHIP

## Leadership

Leadership is about being your best self--to show up and be in high self-esteem, to be kind, respectful, and to not let anyone else's actions have you come out of your "best self." Leadership is about creating other leaders through your actions.

By best self I mean your true self--life loving, passionate, kind, respectful self.

Be intentional and be at the very best you can be, offering the greatest expression of yourself. To do that you may want to take a look at your beliefs around leadership or you in the role of a leader that are holding you back from making the world a different place.

To level up your leadership you must be growing on all levels. This workbook has 5 exercises to help you start thinking outside the box and get you to come from the heart and soul to be more authentic with your leadership.

Most people have to uncover or re-discover their gems, these are the powerful unique parts of ourselves that often we hide from the world. Here are the 5 key topics that are addressed in this workbook.

1. Know and live your **values**
2. Know what you will tolerate (**boundaries**)
3. Make space for **new ways of thinking**
4. Dive deeper in to that which causes you to be **triggered**
5. Your internal **guiding system**

To help you start thinking outside the box we have to move old ways of thinking out. This creates space for new thoughts, ideas and beliefs, which allows you to respond from heart and soul.

Hint: If you act one way with your clients and then another way with your coworkers/family, you are not being a true reflection of yourself (your authentic self) or best self, which eats up your vital energy.

Let's start by taking a look at our values.

# VALUES

## Values

The key to powerful leadership comes from loving and trusting yourself enough to be who you are at your core self with no deletions, exceptions or explanations. Living through your values helps you to do that.

### EXERCISE 1

Make a list of your top five values that you truly are or want to be. Sometimes it might be easier to think about the values that you admire in your mentor. Beside the list write the area of life you want to have more of that value in. These could be career, spirituality, recreation, health, romance, finances, and/or family. What action do you need to take in order to live those values more fully?

You must be clear what that value acted out in the world looks like.

### VALUES

VALUE	AREA OF LIFE	ACTION/WHAT THAT WOULD LOOK LIKE
Respect	Self	listening to my body
	others	allow them to be who they are
	things	put them back, and use them appropriately, maintenance

When I respect myself I am listening to my body. When I respect others I allow them to be who they are and rejoice in their gifts. When I respect things I use them appropriately, I maintain them so that they last longer and I put them back when I am done with them.

If it doesn't fit in your priorities or go with your values, you know it's not for you. This could potentially free up time and energy for things that you want to be doing. You are then bringing your being- who you are, into your doing. Others may not have the same values/qualities. Know yourself and how you want to be. **Take action through living the values.**

# BOUNDARIES

## Boundaries

There are physical, mental, and emotional boundaries. There are your personal boundaries and the boundaries of others. I am going to speak to your personal boundaries—about how you would like others to treat you and especially how you treat yourself.

Firstly, you teach others how you want to be treated. You show them by how you treat yourself.

So if you want to be treated with respect, compassion and love then you must do that for yourself as well as for others.

### EXERCISE 2

Think of a time where your boundaries were crossed. Anger is usually a sign that your boundaries have been crossed. It also happens when you cross your own boundaries.

## BOUNDARIES

DESCRIPTION OF BOUNDARY CROSSED	WHAT WAS YOUR REACTION	HOW DID YOU FEEL	WHAT DID YOU NEED
ie. Someone yelled profanity at me			

# BELIEFS

## Beliefs

### ARE YOUR THOUGHTS YOUR OWN?

It's funny how we think our thoughts are our own. Are they really ours, are we choosing them? How often are we choosing them? From time to time my inner thoughts sound like my mother, my father, my older sister, or sometimes a younger me. They just pop in--I didn't choose them. For example, when we talk to ourselves and tell ourselves we are not good enough, smart enough, or fast enough. Reinforcing over and over again our feelings of being "no good." This is done at a subconscious level and sometimes all day long. I wonder if you've given any thought to where that comes from? Have you ever asked if it is true? Are you ready to change this?

At first I was unaware of my thoughts. It was like a movie reel, playing over and over again. As I started to question my thoughts, I was able to control them more often. Awareness helps us to be in charge of our thoughts.

Make a list of all the things that run through your mind, when you make a mistake, when you get lost or make a wrong turn, when you drop something, when something doesn't go the way it "should." Check those thoughts and create a journal for them—do they really resonate with you? Are you choosing them? Do you still want to choose them? Be inquisitive. Is that thought serving you or your goals and dreams? Why are they there if you're not choosing them? What would your thoughts be saying if you did choose them? The more truthful you can get with yourself the more you will get out of this.



### WHERE DO THEY COME FROM?

A colleague of mine, closer to the beginning of her journey, told me the story of how she was going through an exercise from Louise Hay, writing down her problem and then her associated beliefs around that problem. She did this with several problems pouring out the beliefs. When all was written down she asked herself whose beliefs these were or where they came from. She realized that they were her mother's and grandmother's beliefs. Then she had to question herself, "What is it that I believe?" This is a wonderful example that demonstrates how we are walking around with these thoughts and beliefs that we "inherited" and when we are aware we can choose to keep them or not.

We need to question these and figure out what it is that we believe personally.

# BELIEFS

## EXERCISE 3

Take a look at your beliefs around leadership, how you feel as a leader and how you perceive other leaders. Take note of all thoughts and beliefs especially the negative ones. In the column "where did the belief come from" write down who you hear in your head saying the phrase.

### BELIEFS

WHAT DO YOU BELIEVE ABOUT LEADING OR LEADERSHIP?	WHERE DID THE BELIEF COME FROM	IS IT TRUE
<b>Do I believe I have to be a hard ass to get/gain respect?</b>		
<b>Or give ultimatums to get people to help me?</b>		
<b>How do I believe I have to act to be a leader?</b>		
<b>What do I believe about leadership?</b>		

To strip away these beliefs, can sometimes be scary but you are left with a beautiful space to create what you believe. To be in the raw, to discover who it is I am without those beliefs and what I do believe. Take a few deep breaths and write down what you know to be true about leadership. Draw on your experiences of what worked and truly felt like you contributed and left the relationship or group better than you found it.

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# TRIGGERS

## Triggers

Triggers are emotional responses/reactions we have when something happens. For example: a store clerk is rude to us and we may become furious, sad, afraid etc.

I am a human being, there will always be times where I get triggered in different ways. Most of the time I can easily go within, enquire and come out of it without making meaning which means my life does not get affected. This can be done in minutes, sometimes even seconds.

The key to get to this point is self-discovery. To discover how we do things, we need to connect with our bodies, as they hold the infinite wisdom that escapes our egos.

Sometimes when we are in stressful or difficult situations it is hard to be the person we want to be. In that moment you may feel it is impossible to act from that space of the values of your best self. At these times we are often triggered from a past event, usually when we were younger and had no control over the situation.

This is unconscious. Our body has stored the memory in our cells and when we feel similar to the way we did in the past our body sends a reaction that is predetermined. If we become aware of this, we can interrupt the sequence within ourselves before the reaction. So we can learn to respond rather than react.

### EXERCISE 4

Write down a list of 10 qualities that really get on your nerves.

I want you to get comfortable. Check into your body, your feet, your calves, legs, bottom, stomach, chest, neck and shoulders. How does all of what you wrote about these qualities feel in your body? Ask, "Where in my body do I feel this? How does this feel physically? Is there a picture that goes with this feeling?"

Feel in your body while thinking of these qualities.

Feel that in your body and intensify it, tighter, heavier etc.

Ask the question: What emotion is attached to this physical feeling?

What or who does this remind you of?

Does it trigger any beliefs about yourself, other people, or the world?

Then ask: What did I make this mean? What did I need?

I encourage you to write about this and physically shake the feeling out of your body.

# INTERNAL GUIDING SYSTEM

## Internal Guiding System

### CONNECTING TO YOUR INNER KNOWING

My greatest revelations are usually received in nature. By asking a specific question I get the answers I need. Ones that are good and true in my heart. This comes as a knowing—not the knowing of knowledge in our head—but a rightness within, a knowing in my body. As I learned how to connect to and utilize this inner knowing, my life began to change. Everyone has one.

When you learn how to connect and listen to this, you will always have a personal guidance system with all the best answers for you.

It is probably the number one tool that is most underused and -underrated. It costs nothing and is always there. Which stands to reason as every message growing up and until this point has probably been telling you that the answer is outside of yourself.

### EXERCISE 5

Is a focusing to get better at feeling in your body.

Here is a video to help you with this.

<https://youtu.be/MJluaZcWH4s>

Once you have felt the difference between the two, you can begin asking the universe for your world soul vision, to make sure what you are doing in the world fits with your values and vision. Use your body because our minds are often hijacked by our egos.

## CONTACT INFORMATION

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