

HOW WOMEN RISE

BREAKING THE HABIT OF: EXPECTING OTHERS TO NOTICE & REWARD MY WORK

My Most Recent Wins

My Career Ambassadors

Think about ways you can interact with your career ambassadors and commit to a touchpoint cadence

Every month I will

Every quarter I will

Once or twice a year I will...

BREAKING THE HABIT OF: THE PERFECTIONISM TRAP

One area of my life or job where I can try to find more meaning is:

I could learn to make mistakes in a safe environment by trying out these new hobbies, ideas, tasks:

These people and places (social media, for example) may negatively influencing my drive toward perfectionism:

HOW WOMEN RISE

BREAKING THE HABIT OF: MINIMIZING (PHYSICALLY & VERBALLY)

Triggers to remind me to enlarge my physical space:

At the start of every online meeting, I will

When entering a live meeting in our office, I will

When _____ I will

SOME IDEAS

...pull my shoulders back and adjust my posture
...take a deep, diaphragmatic breath and smile
...sit closest to the most senior person in the room
...lean in and make direct eye contact
...extend my arms beyond my body
...sit at the head of the table

YOUR TO-DON'T LIST

Put a check mark next to the minimizers you will let go of:

- I will let go of wobble words: "just, maybe, if, could, what do you think?"
- I will let go of immediately saying yes or no to requests so I can think them through
- I will let go of getting pulled into gossip fests that run rampant on our team
- I will let go of holding myself to absurd standards that only burn me out
- I will let go of my need to feel needed
- I will let go of the phrase, "Yes, but."
- I will let go of expecting everyone to work and act like me
- I will let go of _____

SOLVING FOR HABITS THAT AREN'T HELPING

"What am I trying to achieve?" means... _____

Start with one thing means... _____

Don't do it alone means... _____

Let go of judgment means... _____

WEEKLY ASSIGNMENTS

1

WEEK ONE: DEFINING YOUR PURPOSE

COMPLETE WORKBOOK PAGES 1-3, THEN ANSWER THE QUESTION BELOW.

In the box below, answer the question, "What am I trying to achieve?" Think both now in your present job and longer term in your career. Examples: I want to lead a global team. I want to be salesperson of the year. I want to head up an employee resource group. Your purpose can be specifically career-related or more aspirational like author Sally Helgesen's, "I help women recognize their greatest strengths so they can act with confidence and intention."

2

WEEK TWO: PRACTICE REDUCING NEGATIVE COMPARISONS

USE THIS LIST TO HELP REDUCE THE INFLUENCES THAT MAY BE CAUSING YOU TO COMPARE YOURSELF OR SPARKING YOUR INNER CRITIC TO REARS ITS HEAD.

- TURN OFF NOTIFICATIONS ON FACEBOOK, INSTAGRAM, TWITTER, AND TIK TOK
- STRIVE TO REDUCE YOUR SOCIAL MEDIA TIME OVER THE COURSE OF A WEEK
- ADD 3 ASPIRATIONAL QUOTES OR LEADERSHIP ACCOUNTS TO YOUR SOCIAL FEEDS
- UNFOLLOW ACCOUNTS THAT TEND TO MAKE YOU FEEL LESS THAN
- _____
- _____

3

WEEK THREE: REFLECT ON WAYS YOU MINIMIZE YOURSELF

Review your email "sent" folder and scan for words and phrases that serve to undermine or minimize. Think about the phrases you tend to use when communicating. Are there any that aren't working in your favor? Capture them in the box below.