

WEEK 8



BE UNSTOPPABLE

COACHING

PERSONAL DEVELOPMENT PROGRAM

BE INSPIRED
BE CHALLENGED
BE WILLING

BE UNSTOPPABLE



BE UNSTOPPABLE
COACHING

Personal Development Program

"How does one become
a butterfly?"





"You must want to
fly so much that you
are willing to give up
being a caterpillar."

Trina Paulus




 www.beunstoppablecoaching.com

 1300 33 COACH or 1300 33 26 22  coach@beunstoppablecoaching.com

© TM BE UNSTOPPABLE | ABN 28 146 251 434 | PO Box 7166 Silverwater NSW 1811, Australia.



BE PROACTIVE
BE UNSTOPPABLE



“Successful people have successful habits. Unsuccessful people don’t. Success takes focused action and personal discipline.”

Professor David Clutterbuck

BE PROACTIVE

Being proactive is so much more than taking action towards something; it is actively taking charge of your own life, accepting full responsibility for decisions and actions. BE PROACTIVE is not about what you can do ... it's about what you will do ... what you choose to do.

A proactive mindset has a clear vision of the 'big picture' regarding what they want to achieve, which directs the plan they create, the decisions made and the ownership of actions taken on a daily basis towards that vision. A proactive person has well thought out and written goals, in every life area, where action towards those goals are taken on a daily basis, proactively working towards their achievement.

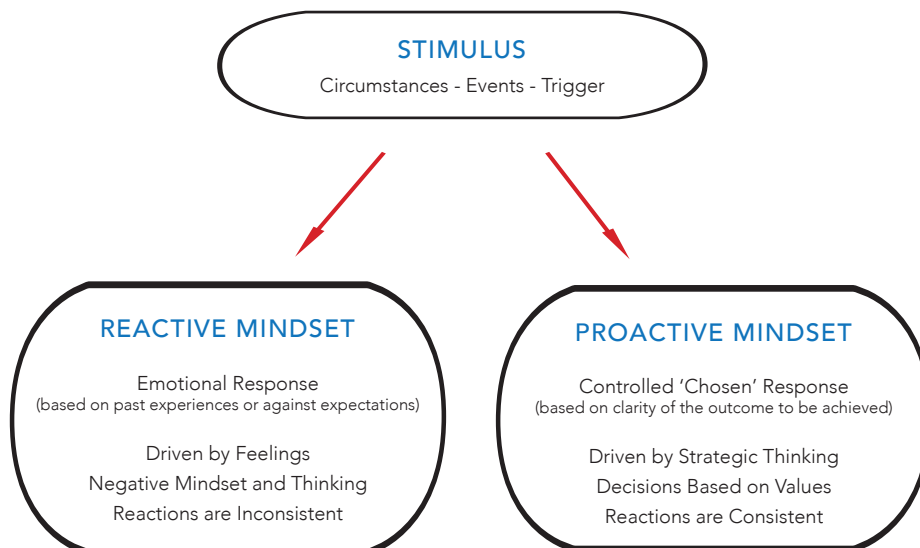


PROACTIVE VS REACTIVE

Many people make decisions in a reactive manner, responding to stimulus, events or circumstances. The reaction is usually based on emotions that have emerged as a result of the stimulus, based on learnings taken from past experiences that may have been similar to the current situation or as a result of the situation challenging their values, needs and expectations. In many cases, the reaction causes a ripple effect of negative outcomes, such as an argument, a decision against values or the breakdown of communication and connections.

A proactive mindset has a clear vision of the outcome they want to achieve, regardless of the stimulus, event or circumstances in play. A proactive mindset has control over what they think and say, they have control over how their emotions influence and direct the plan they create, the decisions made and the ownership of actions taken on a daily basis towards the outcome they want. A proactive person does not wait for a circumstance to determine their next move, they make the first move in the direction of their desire. BE PROACTIVE – not reactive!

PROACTIVE vs REACTIVE



BE PROACTIVE

Proactive vs Reactive Language

The manner in which we communicate and the language we use, is an effective indicator of a person's proactive or reactive mindset. Language demonstrates if a person is in control of their choices (proactive) or if actions taken are the result of impositions being placed upon them by others, essentially out of their control (reactive). Below is a list of proactive and reactive language and phrases to demonstrate the difference and power of language.

| REACTIVE LANGUAGE | PROACTIVE LANGUAGE |
|----------------------------|---|
| I can't do that. | I choose to do this ... I'll find a way. |
| There is nothing I can do. | Let's discuss options and alternatives. |
| This makes me angry. | I control my feelings. |
| I must do that. | I prefer and choose to do that. |
| That's just the way I am. | I will choose a new strategy. |
| I can't make a mistake. | I will learn from mistakes and try again. |
| I have to ... | I choose to ... |
| I need to ... | I prefer to ... |
| I can't ... | I will ... |
| I don't have time ... | Yes ... |
| If only ... | No ... |

Through language, a reactive mindset will express blame for decisions and actions on circumstances, rather than take ownership of their choices and outcomes. Their behaviour is a product of the circumstance they are in, fuelled by their feelings. For example: If the environment they are in is positive, they feel good and happy. Alternatively, if the environment they are in is bad or negative, then they also feel bad and negative. The reaction is not controlled by conscious decision, it is mimicking the environment.

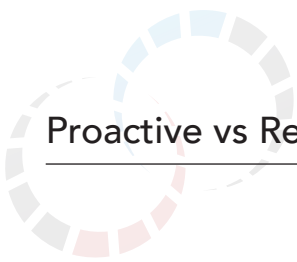
The proactive mindset and language are completely different. Proactive people do not blame anyone or anything, as they take responsibility for their own choices, thoughts and feelings. Behaviour is a product of their conscious choices, based on their values and what they want the outcome to be. For example: If the environment they are in is negative, they do not succumb to it, they make a conscious decision as to what the situation means, what they actually want, and choose to communicate and behave in the direction of that outcome. The reaction is a controlled and conscious decision, it does not mimic the environment.

BE PROACTIVE is about learning to consciously choose the response to a circumstance, based on what one wants the outcome to be, demonstrated by proactive language and action.



The following questions are contained within the worksheet called 'Proactive vs Reactive' that has also been included in your email as a separate file, provided in both Digital and Print PDF formats.

Complete this worksheet as shown below, before proceeding to the next stage of this program.



Proactive vs Reactive

Describe a situation where you 'reacted' to it. What was the circumstance? How did you react?

What did you think? What did you say? What did you do?

What was the outcome?

BE PROACTIVE

If you could do it differently ... with a 'proactive mindset' ... what would you say and do?

What have you learnt about yourself as a result of doing this exercise?

What reactive language do you often use?

What proactive language do you use?

Write out 5+ practice statements that will help you use proactive language more when you communicate at work and/or friends and family.

SELF-EFFICACY + LOCUS OF CONTROL

Self-efficacy, as explained in BE SIGNIFICANT, is a concept developed by psychologist, Albert Bandura in 1977. Self-efficacy is a personal judgement of how well one can execute a task or action, required to achieve or resolve something. In essence, self-efficacy is our belief in our own ability to achieve our goals and as such, be proactive towards those achievements.

Self-efficacy is so crucial to proactively achieving goals, due to the power it has on cognition (how we think), our levels of motivation and the effect on our decisions and actions. Building self-efficacy and having a clear mental image of the positive end result one seeks, is needed to keep an individual focused on proactive activity, to execute what is required to make the mental image a reality.

Locus of Control is a concept developed by psychologist Julian B. Rotter in 1954. The concept assesses the tendency of people who believe that CONTROL comes from within themselves (internal) or is a result of circumstances outside of themselves (external), which determines the level of responsibility of one's outcomes and in-turn, their level of proactivity.

| High INTERNAL Locus of Control Means | High EXTERNAL Locus of Control Means |
|--|---|
| <ul style="list-style-type: none">• Belief in own ability to control oneself.• Better control of one's environment.• The future is based on their own choices for achieving success or failure.• High moral development.• Decides to do something and sticks with it.• Better ability to influence others' attitudes.• Not easily manipulated – Very resilient.• Internally motivated and high achievers. | <ul style="list-style-type: none">• Belief that control of other's actions and circumstances is 'outside' them.• Belief that they have little or no control to influence others or events.• Circumstances or things 'happen to them'.• May believe that others have control over their decisions and actions.• Can be passive and accepting.• Success is based on luck, rather than personal choices and effort. |

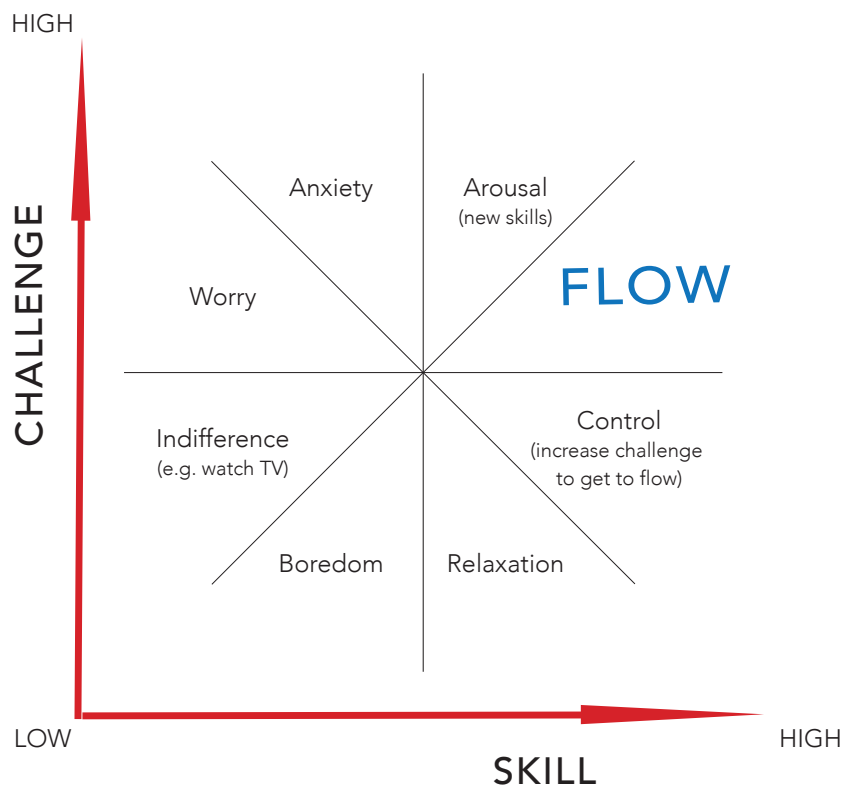
High proactive people have a high 'internal' Locus of Control, as they believe in their ability to control their thinking, actions and environment. These individuals are more likely to have high levels of awareness of decisions, actions and available resources to help them achieve any outcome they desire. Proactive individuals consistently work on improving their own skills to achieve goals on an ongoing basis.

Individuals who have an 'external' Locus of Control will highly benefit from stress management and coping skills, to assist them develop behaviours that will result in overall life satisfaction, career fulfillment and goal achievement, helping their levels of proactivity and the formation of good habits to improve.

FLOW

Positive psychologist Mihály Csíkszentmihályi, developed the concept of FLOW in 1975, who defined it as: "an optimal state of consciousness where we feel our best and perform our best." Flow is sometimes referred to as 'being in the zone', enabling individuals to focus on what they are doing, immersed in interesting, challenging and intrinsically rewarding activities to maximise performance and outcomes, encouraging high levels of proactivity.

A state of flow is achieved by a combination of factors, where the level of 'challenge and skill' are both simultaneously high, whilst working on a task or goal. If the challenge is too easy, a person will lose interest and experience boredom (minimising proactivity). Alternatively, if the challenge is too difficult, a person may become anxious and doubtful, which slows down the activity process and progress. The graph below shows the targeted flow state, where an individual can assess their levels of proactivity and internal motivation towards tasks, based on their ability to be engaged in a flow state. Adjustments to skill levels, learning, environment and overall engagement with tasks, will collectively assist in getting into a state of flow and proactively working on achieving goals.



Working in a state of flow has a positive effect on individuals, by making them feel better and more accomplished, improving their mental health, reducing stress, improving self-esteem, concentration, performance and overall levels of happiness, which results in heightened proactivity and a mindset focused on achieving meaningful goals.

Passive Flow: looking at beautiful scenery, artwork, listening to music, having a massage.

Active Flow: involved in challenging and rewarding activities, high sense of achievement.



The following questions are contained within the worksheet called 'Flow' that has also been included in your email as a separate file, provided in both Digital and Print PDF formats.

Complete this worksheet as shown below, before proceeding to the next stage of this program.



Getting Into FLOW

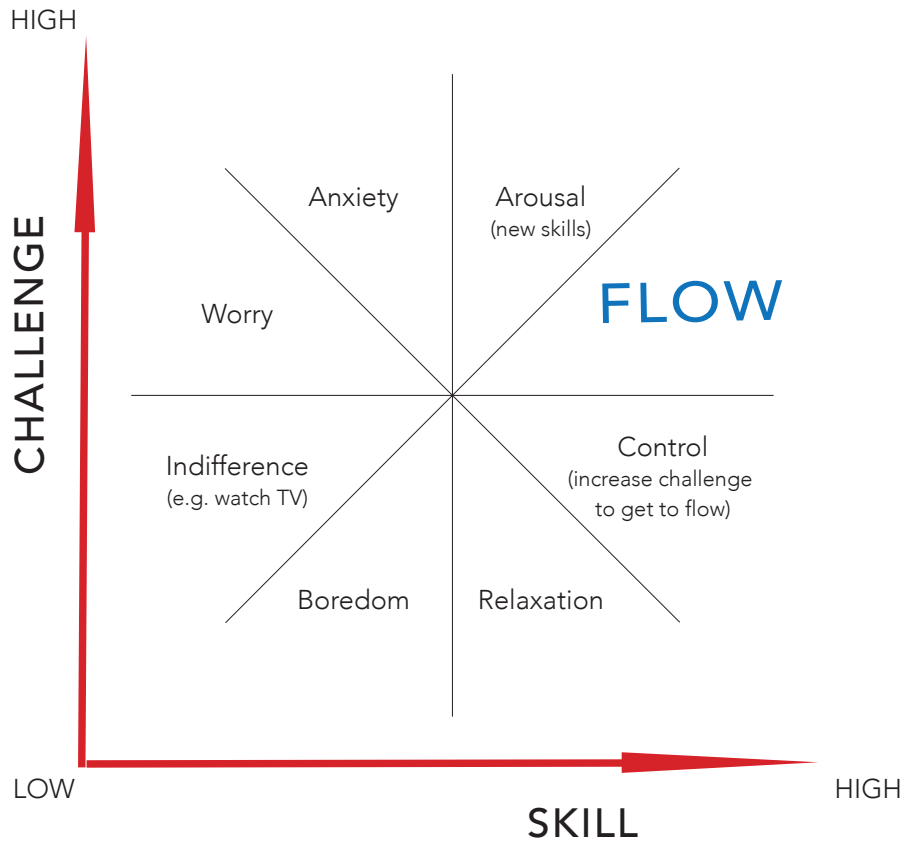
What goal are you currently working on?

What tasks and activities are needed to be performed to achieve that goal?

Where do you believe you are struggling to perform well with those tasks / activities?

BE PROACTIVE

Refer to the graph below and identify where you currently are positioned in relation to the tasks and activities you are working on and want to improve. Plot your answers ...



Evaluate your skills ... What skills do you have? What do you need to improve on?

What opportunities can you take advantage of to increase the level of 'good challenge'?

BE PROACTIVE

Strengthening Your Mind for Flow ...

What are you noticing about yourself as you work on this to develop a flow state?

What can you do to block out distractions and focus on your skills?

How often can you meditate and practice mindfulness to stay clear-headed and focused?

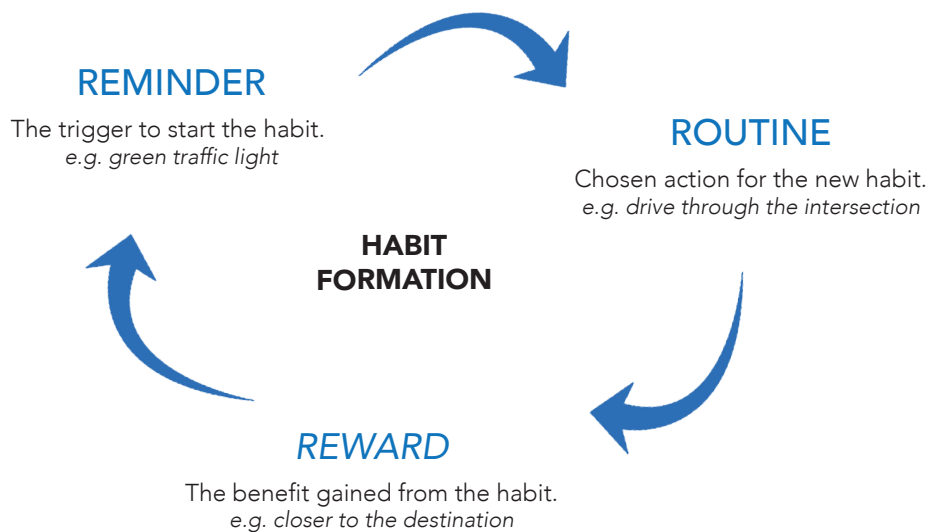
Practice is KEY to learning faster and getting into flow ... Who can help you with support and assistance other than your coach?

Priorities and Scheduling ... Organise your life to focus on the things you want to do. What are you going to do? What are you not going to do?

BE PROACTIVE

DISCIPLINE + HABIT FORMATION

Discipline has power ... it means 'I am in charge'. Being proactive requires discipline, with a positive attitude towards being disciplined, knowing the reward gained at the end of that journey. Discipline is executed through the creation of good habits and rituals, which are thoughts and behaviours practiced regularly, sometimes daily. For example: waking up every morning at 6am for thirty minutes of exercise. The ritual of this activity requires discipline to continuously do it daily, regardless of if one 'feels like it' or not. The mental strength that drives someone to be disciplined with their habits and behaviour is fuelled by their internal motivation (the reward) ... a strong emotional force that keeps individuals focused on their goals and reasons for doing things.



Intrinsic or internal motivation ... your WHY, is key for long-term sustainability of discipline, especially when challenges are experienced. When the reasons for doing something is strong, decisions are made more mindfully, tactfully and purposefully towards the outcome desired. These decisions become a priority and as such, the corresponding behaviour (habits and rituals) are scheduled as priorities in one's daily life. Priorities are actioned as top-level items on a proactive person's to-do list, and executed no matter what. Full responsibility is taken by a proactive person to ensure a 'priority item is prioritised and done' when planned.

Intrinsic Motivation ... effort we put into something because we LOVE IT.

Extrinsic Motivation ... effort we put into something to get a reward.

"The more intrinsically motivated we are in work and life, the more satisfied and content we are" (Professor of Psychology, Edward L. Deci, 1975). Intrinsic motivation has a huge contributing factor to an individual's level of proactivity and the proactive mindset.

An additional layer to assist the proactivity mindset is accountability. Studies have proven the power of accountability, keeping individuals more inclined to follow through on their commitments and rituals, especially when challenges arise. Accountability is initially ignited within one's self through the strength of an individual's mindset and drive to work on their desire, then further enforced by appointing a coach or other person as an accountability partner, to monitor progress and the discipline of the plan being actioned, offering support and enforcing accountability consequences linked to action or lack of action.

BE PROACTIVE

Consequences can be internal to the individual, such as the positive feeling of pride and accomplishment for being disciplined to the prioritised action, or the negative feeling of disappointment and anger for not fulfilling the commitment. Alternatively, consequences can be external to the individual, such as a tangible reward or punishment. Pleasure and pain are two opposing motivators that help a person stay accountable to their goals and help with discipline. In many cases, people respond better to the avoidance of pain (a negative consequence), however, the assignment of pleasure (a positive consequence) is essential to reinforce the strength of mind and positive behaviour needed to stay disciplined, to action what is a priority and ultimately achieve the goal.

Being proactive requires discipline, the formation of habits, engagement of motivation and accountability, as each element is a contributing factor to goal achievement. There is one additional and crucial factor to consider, that is ... a person's beliefs control their behaviour.

Everything an individual feels or does is based on a belief, developed through past experience and collected knowledge. Some beliefs cause self-set limitations that can hinder proactivity, discipline and habit formation, regardless of how strong the accountability system is. In order to change limiting beliefs, an individual must understand what is causing them to think and feel that way, then decide what they need to believe, to change those thoughts and feelings and ultimately change their outcomes and life.

For example, a person trying to achieve a fitness goal thinks and believes that 'they will always be fat' (diets have never worked in the past). This belief is affecting their new health program, as old habits consistently override new habits, sabotaging progress. In order for this individual to change their limiting belief, they need to associate themselves with a new belief like '*I am a fit person. I eat healthy and exercise daily. This is who I am*'. A person must engage a positive and intrinsically motivating meaning to the new belief, linking long-term health and longevity with a high personal benefit, reinforcing the belief daily through awareness, reflection and practice of the healthy habit.

For more information on changing limiting beliefs, refer to 'Taking Control of the Forces' (paradigms, thoughts, emotions), with related tools and worksheets targeted to understanding ourselves and how to control what we think, feel and act.

MANAGING PRIORITIES

'Time Management' is one of the most sought-after skills in today's challenging world. Everyone is so busy doing numerous things daily; they have such high demand and expectations on themselves and their families or workplaces, and there are simply not enough hours in the day to complete all that is demanded of them. Right?

The truth is, you cannot manage time. No one can. Time is just that.... Time. A period that passes all of us simultaneously, regardless of what is happening anywhere in the universe. Time signifies movement, of a second hand, of an hour, of a day, week, month, year and decade. Time is a gift ... and what we do with that gift, is a CHOICE we make daily.

BE PROACTIVE

A proactive mindset is skilled at managing priorities, to maximise the time available within any given day, week, month or year. Priorities are the things we deem as highly important, both in what they produce and the impact they have on ourselves, and the significant people they effect.

A proactive person follows through on their priorities and executes the plan until the desire is achieved. In some cases, a proactive person follows through on their priorities indefinitely, when the desire is based on fulfilling a life-long value, rather than a short or mid-term goal, such as investing in the emotional connection of someone you love or investing in your health – life-long goals – life-long priorities – life-long proactiveness.



BE PROACTIVE
BE UNSTOPPABLE

- Actively taking charge of your own life.
- Make the first move towards your desire – proactive not reactive.
- Disciplined with good habits and rituals.
- Strong internal motivation – strong reasons – your WHY.
- High level accountability – internally and externally.
- Full responsibility for decisions and actions.
- Priority items are prioritised and done – no matter what.
- BE PROACTIVE until the desire is achieved or for life.



“DISCIPLINE is choosing between what you want NOW and what you want MOST.”

Author Unknown



REFLECTION

What is the biggest insight you have gained from completing this section of the Personal Development Program?

What have you discovered about yourself as a result of learning about BE PROACTIVE?

What topic area within BE PROACTIVE would you like to strengthen within yourself?

What are you going to focus on moving forward, regarding developing the skills needed to harness the mindset of BE PROACTIVE in all your life areas?




PERSONAL DEVELOPMENT ACTION GOALS

Mindfulness ... Daily Reflection

AIM: To increase self-awareness and control of thinking, emotions and behaviour.

To strengthen your mindset with the BE UNSTOPPABLE DRIVERS for better life outcomes.

- Be aware of your personal level of proactivity and how your mindset about this driver is shown through your daily thinking and behaviour.
- Make note of circumstances where you have consciously used a strong sense of proactivity when making a decision and the outcome achieved.
- Use the tools provided to work on understanding and developing your ability to use a proactive mindset and request more tools for areas you want to focus on (as explained below).
- Work on the BE PROACTIVE Tools and Worksheets daily.



“Don’t be upset by the
results you didn’t get,
from the work you didn’t do.
It’s your choice either way.”

Author Unknown

NEXT WEEK

Next week’s focus will be learning about the BE UNSTOPPABLE DRIVERS – Foundational Universal Wisdom for Peak Performance.

Week four of six, to help you to progressively understand each driver and strengthen your state of mind in the application of each one.

NOTES

A large, empty rectangular box with a thin black border, intended for taking notes.

BE PROACTIVE - FOCUS AREAS

The learning outline about BE PROACTIVE this week, has provided you with two focus area tools and worksheets to use:

1. Proactive vs Reactive
2. Flow

BE UNSTOPPABLE has many tools and worksheets that support the trained coaches who work with clients directly, helping them with personal development strategies regarding all areas covered in the learning provided in this program, as well as specific goals set by the coachee.

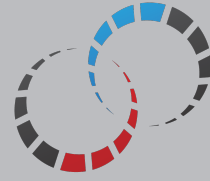
If there is a specific area you would like to focus on for your own personal development, enhancing your awareness and abilities to strengthen your mindset and behaviour regarding components of BE PROACTIVE, please take advantage of your bonus discount voucher to book a coaching session with a trained BE UNSTOPPABLE coach, who will coach you through your personal development and provide you with targeted tools and strategies through your coaching sessions.

BE PROACTIVE PERSONAL DEVELOPMENT AREAS:

- Be Proactive and Disciplined
- Proactive vs Reactive
- Building Self-Efficacy (belief in yourself and your abilities)
- Getting into Flow
- Goal Setting
- Locus of Control Scale (assessment)
- Managing Priorities

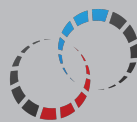
Take advantage of your 20% OFF discount voucher for a personal coaching session with a trained BE UNSTOPPABLE coach.





OUR MISSION

TO BE A POSITIVE
CHANGE CATALYST
IN THE LIVES OF
MILLIONS OF PEOPLE
WORLD WIDE



BE UNSTOPPABLE
COACHING



www.beunstoppablecoaching.com



1300 33 COACH or 1300 33 26 22



coach@beunstoppablecoaching.com



BE UNSTOPPABLE
FOUNDATION



DRIVE
DRIVE FOR A BETTER TOMORROW



UNSTOPPABLE
KIDS