



BE UNSTOPPABLE

COACHING



Proactive vs Reactive

Tool and Worksheet





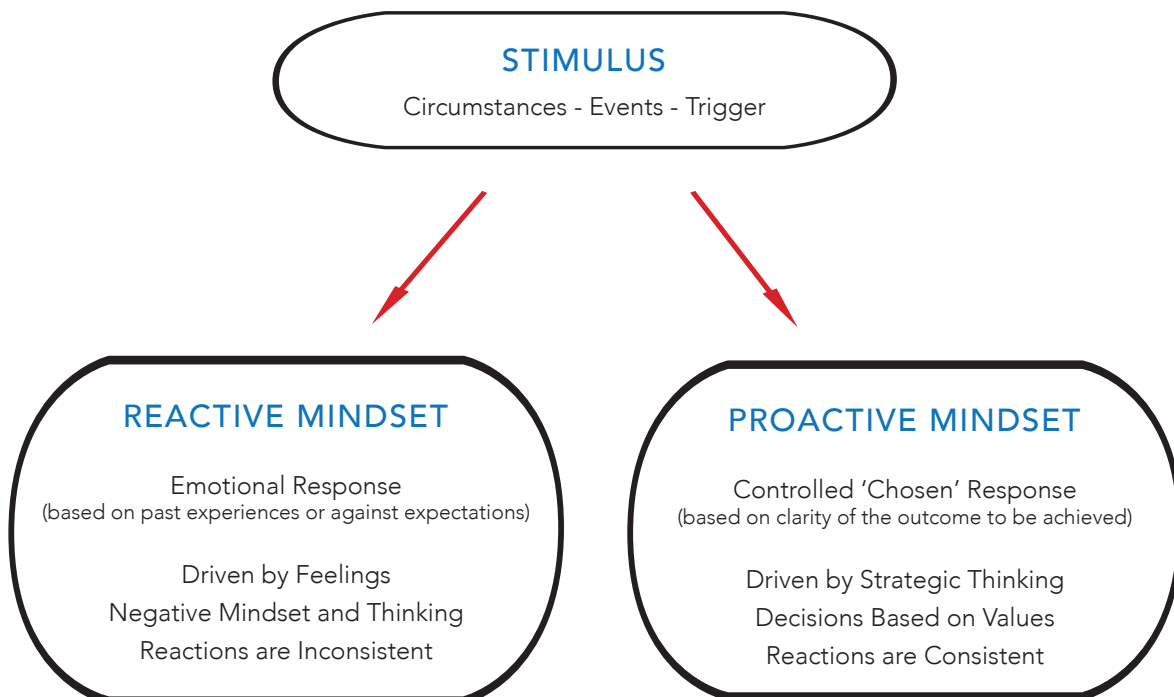
Proactive vs Reactive

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.

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 'big picture' or 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, which directs 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 uses their emotions in a controlled manner. They are PROACTIVE – not reactive!

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?

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?



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.



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.



Proactive vs Reactive ... Action Goals

What action goals are you going set to help you use a proactive mindset and language? Take into consideration what you have reflected on regarding your current actions/reactions and the insights you have gained regarding your language, to help you write goals and action steps below.

Remember that 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. You are in control.

GOALS

ACTION STEPS