CEEK a Better Way®

CEEK
Navigate Chaos
Activities Workbook

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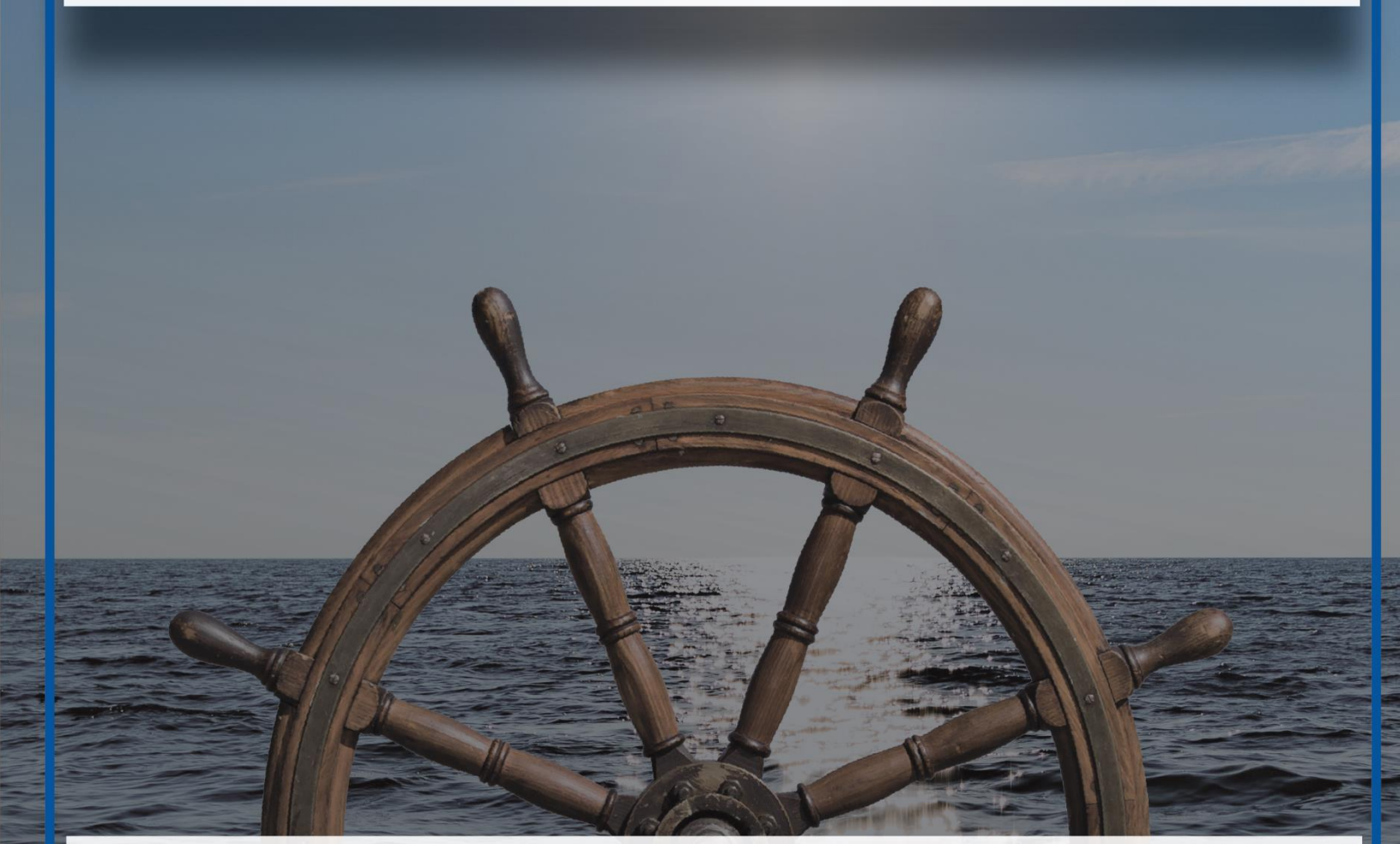

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Introduction

As someone who has purchased or received a copy of *Navigate Chaos – A 5-Step Guide to Balance Work, Family, and Other Life Priorities,* you will find several thought provoking questions and deeper-dive activities presented throughout the book. These questions and activities are suggested as a mechanism to apply the concepts presented in the text to assist in your personal pursuit of healthy life balance. This workbook provides a template with all of the questions and activities proposed. We encourage you to download or print this template. Use it as a journal for your responses and observations as you read through the book or following completion of the book.

We have organized each of the questions and activities in accordance with the Chapters and subsections in which they are presented in the book. These include questions and activities from Chapters 5, 7, 9, 11, 13, and 15.

Chapter 5 - Pursue 'A' Mission

Articulate your values and purpose

Journal – Questions to Consider

1. Whom do I admire most?

2. What breaks my heart?

3. What do these responses reveal about my core values?

Exercise – Consider a Deeper Dive

In your journal, respond to the questions to consider and note the words, concepts, or ideas that resonate most as core values that you hold. Identify three to five values that best describe you and what you care about most deeply. Draft a personal mission statement that inspires you in a manner consistent with these values and what you care about. Write it down. Share it with others. Commit to reassess and revise this statement as necessary. Refer to this statement and your core values as you complete the other activities suggested throughout this book.

Define balance in light of your priorities

Journal – Questions to Consider

1. Considering my mission and core values, what are the priorities in my life (e.g. family, faith, career, health, etc.)?

2. How do my demonstrated behaviors—how I live my life—align with or differ from my professed priorities?

3. How have my priorities changed over time?

Exercise – Consider a Deeper Dive

Complete the *CEEK Life Balance Assessment* (www.ceekllc.com/balance). Use the results of the assessment to define what balance means to you in terms of your commitment to the professed priorities of your life. Note your observations in your journal.

Connect your purpose to your work

Journal – Questions to Consider

1. How can I redesign my job to better align my work with my newly defined mission and/or values?

2. What actions can I take to demonstrate this alignment with my mission and/or values?

3. Who must I engage with and what conversations or steps must I take to facilitate the necessary changes?

Exercise – Consider a Deeper Dive

Rewrite your job description in a way that connects to your personal mission statement and values. Consider defining your job in terms of *why* as opposed to *what* you do. Determine how this will change how you approach your work. Identify the rituals you can put in place that become your *signature* or what you are known for in your profession.

Chapter 7 - Establish Routines

Specify recurring rituals

Journal – Questions to Consider

1. What current activities in my life demonstrate a commitment to the life priorities I have identified?

2. What new recurring activities would help further reinforce the professed priorities of my life?

3. How might commitment to such activities support my mental, physical, or spiritually well-being?

Exercise – Consider a Deeper Dive

For each of the *Life Balance Tensions* identified in your *CEEK Life Balance Assessment*, define at least four goals, stated as daily, weekly, monthly, or yearly commitments, that you can make to reinforce your professed priorities in life. Specify the schedule and frequency with which you commit to fulfilling each activity. As appropriate, place the specified commitments on your home and work calendars. Track your progress as a relative percentage of commitments maintained. Note your progress in your journal.

Express your values

Journal – Questions to Consider

1. What behaviors or rituals can I adopt as a personal expression of the mission and values I previously defined?

2. Where and how can I apply these behaviors or rituals in my life?

3. How will the persistent application of these behaviors or rituals over time make me feel?

Exercise – Consider a Deeper Dive

Think of three people in your life whom you remember because of a unique and impactful behavior, greeting, mantra, etc., that they exhibited over an extended period of time. In your journal, document your thoughts about the values each person revealed through their repeated behavior. Now, revisit your mission and core values. Assess if your mission and values are visible to your family, friends, and colleagues through your behaviors or rituals. Identify at least one differentiating behavior or ritual that you'll adopt as a reflection of your values. Try it out for three weeks, and observe how it makes you and others feel.

Sustain that which is important

Journal – Questions to Consider

Refer back to your core values and the behaviors or activities that you identified to support the priorities in your life.

1. In what aspects of my life do I sacrifice my values or life priorities for the perpetual urgent?

2. How do such actions, or inaction, affect me mentally, physically or spiritually?

3. What actions can I take to hold myself accountable to the activities and rituals that reinforce my priorities?

Exercise – Consider a Deeper Dive

Identify a time that you sacrificed a personal value for an urgent demand. Describe the circumstances of the event. What did you do? How did you rationalize it in your mind? How did your actions make you feel in retrospect? If you had to do it all over again, what would you have done differently? Note these observations in your journal.

For each of the daily, weekly, monthly, and yearly commitments you identified earlier to support priorities in your life, define specifics to hold yourself accountable. In your journal, note the frequency, timeframe, and resources needed to fulfill the obligation. List the actions you can take or people you can engage to hold you accountable.

Chapter 9 - Appreciate the Moment

Become more mindful

Journal – Questions to Consider

1. What sources of information do I consume on a regular basis?

2. How does the repetitive consumption of this information influence my thoughts throughout each day?

3. How do such thoughts impact the demonstration of my defined values and professed priorities?

Exercise – Consider a Deeper Dive

Make a list of those things that you consume or that influence your thoughts on a recurring basis (music, media, news, people, places, circumstances, and other things). Observe and note in your journal the impact those things have on your thoughts, mood, and energy. Build awareness. Mentally commit to acknowledging the thoughts that arise when you experience these things. Don't judge these thoughts. Simply acknowledge them and write down your observations.

Put the balls down

Journal – Questions to Consider

1. What "*ball*" do I carry with me most often?

2. How does this tendency affect my joy or appreciation of the other priorities in my life?

3. What warning signs exist that I'm carrying too many balls at once?

Exercise – Consider a Deeper Dive

Define a mental exercise (e.g., a mantra, self-reminder, meditation, etc.) to symbolically put down any balls that impose on the activities you identified in support of other life priorities. Practice this mental exercise over the course of three weeks. Observe and write down in your journal the impact of this exercise on your focus, productivity, relationships, and general fulfillment.

Live in the moment

Journal – Questions to Consider

1. Under what circumstances (where, when, and how often) do I find myself distracted from conversations, tasks, or other activities?

2. How do these distractions affect my general productivity?

3. How do these distractions affect my relationships?

Exercise – Consider a Deeper Dive

Write about a recent scenario in which you weren't fully present in the moment. Describe the impact that your lack of focused attention or appreciation of the moment had on your productivity or a relationship. Alternatively, identify a recent scenario in which you were fully present in the moment. Similarly, describe the effect of focused attention on your productivity, relationship, and personal fulfillment. Decide on three things you can do physically (e.g., put the cell phone away, move to a new space, etc.) or mentally (e.g., additional mantra, meditation, etc.) to enhance your presence in the activities that will reinforce your life priorities and the most important relationships in your life.

Chapter 11 - Choose Your Disposition

Observe your reactions

Journal – Questions to Consider

1. What people, places, things, or circumstances generate positive or negative reactions in me?

2. What is the reason or underlying motivation for my reactions?

3. How do such reactions help or hinder me?

Exercise – Consider a Deeper Dive

Spend two weeks noting your reactions to people, places, things, or circumstances that generate strong emotions, positive and negative. Describe the circumstances in your journal, and write your rationale for your reaction. Don't judge your reactions. Simply acknowledge them and write down your observations.

Assess your disposition

Journal – Questions to Consider

1. How do the people, places, things, or circumstances that generate undesirable reactions color my general mood or disposition?

2. How do these circumstances impact my tendency toward dispositional optimism or pessimism?

3. How do such circumstances affect how I show up in the priority areas of my life?

Exercise – Consider a Deeper Dive

Return to the list of activities or routines you defined for the priority areas of your life. For each activity or routine, consider the impact that your general disposition has on your appreciation of the priority and the activity. Note these observations in your journal.

Take the CONN

Journal – Questions to Consider

1. How do I generally show up in the world? How would I like to show up in the world?

2. Using your list of people, places, things or circumstances that generate negative reactions in me, ask: What is a better, alternative reaction to such circumstances?

3. What can I do to build a new habit in how I respond?

Exercise – Consider a Deeper Dive

Select three of the most common circumstances that cause an undesired reaction. For each, plan an alternative response. Practice the response for three weeks and note the impact on your general mood and disposition, as well as the impact on your participation in the activities and routines that reinforce the priorities in your life. Record your thoughts in your journal, including any perceived impact on your productivity, balance, relationships, and general fulfillment.

Chapter 13 - Embrace a Broader Integrity

Honor Your Worth

Journal – Questions to Consider

1. How have small lapses of judgment led to bigger transgressions in my life?

2. Where in my life might my honesty and ethics be tested?

3. What guardrails can I adopt to honor my worth?

Exercise – Consider a Deeper Dive

Identify three instances from your experience and relationships where people were exposed for unethical behavior. What circumstances led to these behaviors. (If you don't know, imagine what circumstances may have led to them.) Identify a point at which the individual could have or should have drawn the line or put a stop to the sequence of events that led to the unethical behavior. Identify and commit to three guardrails that will protect you from a series of events that could lead to similar circumstances. Apply these guardrails and note the impact.

Honor Your Word

Journal – Questions to Consider

1. How clear are the requests that I receive and make?

2. Where in my life do I overcommit? What are the reasons that I make such commitments?

3. What filters and behaviors can I adopt to better honor my word?

Exercise – Consider a Deeper Dive

Identify three instances where you failed to follow through on a commitment. Assess the circumstances that contributed to both making the commitment and not following through. Were the request and eventual commitment clear? Identify what you would have done differently in retrospect. Document and practice three controls you can put in place to avoid making unreasonable commitments. Also, consider how you can better respond if and when you do miss a commitment. Practice these controls and note the impact.

Honor Your Wholeness

Journal – Questions to Consider

1. Where in my life do I present myself as something or someone other who I truly am?

2. How does this impact my relationships and feelings of self-worth?

3. What warning signs exist and guardrails can I adopt to better honor my wholeness?

Exercise – Consider a Deeper Dive

Identify up to three instances where you've presented yourself in an inauthentic manner. Honestly assess your motivation for the inauthentic behavior. Document how this observation makes you feel. What impact did it have on your self-worth and general peace? Pinpoint three actions you can take or other actions you can stop that will help you to be more authentic and whole at work and in life. Practice these actions and note the impact.

Chapter 15 - Discover PEACE

Journal – Questions to Consider

1. What am I going to do with my dash?

2. How do I now define life balance?

3. What does PEACE mean to me in my life?

Exercise – Consider a Deeper Dive

In your journal, describe your dash to this point in your life. Summarize how you've lived your life thus far relative to your mission, values, and professed priorities. Identify what you're most proud of. Express any fear and regrets that linger. Based on what you've discovered through this book and the associated exercises, describe the remainder of the dash that represents your life. What will be different? How will you be remembered? What impact will you have? How do you define the PEACE of a life well lived? Believe it before you see it . . . then *"Take the CONN!"*