



# **Show Up For Yourself: Taking Care of Self**

**The Compass Guide To Authentic Self Care**

## **Compass Monthly Action Plan (MAP) Master Level Workbook**

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#08-001



### Using the Digitally Editable Compass Workbook

We have made the journaling and answer spaces editable, so that you don't have to print this workbook out in order to use it. This will allow you to conserve energy and resources.

How to use your digital workbook:

- To use this workbook, simply enter your answers into the text boxes provided. To save your work, make sure you've clicked out of any active text boxes and Save. (The Save button will be grayed out and unavailable as long as you still have an active cursor in any textbox.)
- For the journal prompts, we recommend using your journal or a notebook. Alternately, you can use your program's comments or "footnotes" functions to record your thoughts. Note that comments will only print if your version supports those preferences and you adjust the print settings to do so. (Please refer to your program's instruction manual or search online for specific information on printing comments.)



### Table Of Contents

#### Advanced and Master Client Workbooks

This workbook contains material to take you deeper into your MAP™ content. Please complete each section prior to it's associated group session.

#### Basic Workbook

The contents of the Basic Workbook have been included at the end of this workbook for your convenience. This way, you only have to download one workbook.

#### The Compass Action System

Knowledge is nothing without action. At Compass, our commitment is to give you the right information when you need it most. The coaching experience you are enrolled in is designed with results in mind. Utilizing the Compass Action System™ (based on the principles of Abundance Intelligence®) the coaching experience will get you to:

See It!

- See what you want
- See the opportunities right in front of you
- See the potential barriers so you can work through them

Own It!

- Own what is true for you
- Own your role in creating what you want
- Own your commitment to doing what you *can* do

Live It!

- Take consistent action and live the life you want
- Make daily choices that reinforce who you are and what you want

Be It!

- Show up doing what you CAN do
- Be the person you really are with greater and greater frequency



### Taking Care of Self - See It! Complete Prior To Your First Group Coaching Call

#### See It! Putting On Your Own Oxygen Mask First

The purpose of this portion of the workbook is to learn to play the role of the Observer by using the See It! step of the process to discover where you are and what opportunities are open to you.

To take this topic, Taking Care Of Self, to the next level, we are giving you three Action Steps to focus on. You will see where you are getting in your own way. Once you see something, then you can own it, and take action to create what you want!

#### Action Step #1: Understanding the Value of Self Care

On an airplane you are always instructed that, in the event of an emergency, you are supposed to secure your own oxygen mask before helping others such as your children or traveling companions.

What is the purpose behind these instructions?

#### Master Workbook - Answers

What might happen if you neglected these instructions and tried to help others first?

#### Master Workbook - Answers

In such an instance, would you find it hard to take care of yourself first? Why or why not?

#### Master Workbook - Answers

# Show Up For Yourself: Taking Care of Self

## Compass Master Client Workbook



What feelings does this scenario bring up for you?

### Master Workbook - Answers

If you are working through the Self-Guided Basic Workbook, go back to Day 1 and review your "AHHHHHH" moment. If you're not, think back to a time when you felt taken care of, when you felt protected, when you felt that your environment was totally safe and comfortable. What is it about that moment that makes it your "AHHHHHH" moment?

### Master Workbook - Answers

What is missing in your life now - physically, emotionally, environmentally or otherwise - that was present in this moment?

### Master Workbook - Answers

What would you be able to accomplish or do, that you are not able to accomplish or do now, if you could exist in that "AHHHHHH" moment state all the time?

### Master Workbook - Answers

What in your present life is holding you back from those goals?

### Master Workbook - Answers

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## Compass Master Client Workbook



When your car breaks down (or just needs an oil change) or the house needs maintenance or a repair, most of us make that a priority. We make appointments, schedule a mechanic or contractor and basically do what needs doing. And we don't feel guilty or selfish about prioritizing it. It needs to be done, so we do it.

If you put as high a priority on self care as you do the upkeep and repair of prized material possessions or hobbies - pre-scheduling preventative maintenance, immediately scheduling appointments with support professionals when something quits working or is functioning at less than full capacity, upgrading, purchasing support items (better software, new furnishings, cooler ringtones, etc) - how would your life be different?

### Master Workbook - Answers

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How does it feel to even consider making yourself, and your self care, such a high priority?

### Master Workbook - Answers

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What is stopping you from doing so?

### Master Workbook - Answers

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What would have to change in your life in order for self care to be given top priority?

### Master Workbook - Answers

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# Show Up For Yourself: Taking Care of Self

## Compass Master Client Workbook



What is the Opportunity Cost of failing to prioritize self care - what has failing to make self care a priority cost you?

### Master Workbook - Answers

Burnout is often the result of not prioritizing self care. Have you ever felt overwhelmed and run over by life? Has the prospect of facing your to-do list, current project or just your normal day seemed so overwhelming that just the idea of it left you anxious, exhausted and/or depressed? If so, you've experienced burnout.

Think back to a time when you experienced burnout. How might that situation have been different if you had made self care a priority?

### Master Workbook - Answers

Can you see any similar situations coming up now?

### Master Workbook - Answers

How can you use self care to head off a similar result?

### Master Workbook - Answers



### Action Step #2: Selfish vs Self Care

In many cases, women fail to do sufficient self care because taking time out for themselves makes them feel selfish or guilty.

What self care do you feel selfish or guilty doing?

<b>Master Workbook - Answers</b>

Would you feel badly of a friend or loved one who took time to do the same self care actions?

<b>Master Workbook - Answers</b>

What comes up for you when you consider this?

<b>Master Workbook - Answers</b>

As noted in the Taking Care of Self MAP™ audio, selfishness is when you do something at the expense of someone else. Self care is when you take action to support yourself in a healthy, loving and positive manner.

In what areas of your life (physical, emotional, intellectual, spiritual, professional, relationships, family life, community, etc.) are you confusing self care with selfishness? What are you not allowing yourself to do in these areas because it feels selfish? Fill out the table on the next page. Note that it's quite likely that you may have more than one thing that you're not allowing yourself to do in each area of your life.

# Show Up For Yourself: Taking Care of Self

## Compass Master Client Workbook



Area of my life where I am confusing <i>self care</i> with <i>selfishness</i>	What am I not allowing myself to do?

Review the areas and actions listed above. In what areas of your life are you giving up most of your self-care?

### Master Workbook - Answers

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Do you see any patterns either in the areas you are not doing self care, or in what types of self-care actions you're not taking?

### Master Workbook - Answers

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In the areas of your life where you are not doing self care, how do you perceive your happiness, productivity and effectiveness in those areas?

### Master Workbook - Answers

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Choose one area of your life you want to commit to taking more self care this week. Write the self-care actions you've been avoiding in that area (or that you would like to add) that you commit to doing. Schedule them on your calendar now.

### Master Workbook - Answers

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### Action Step #3: Defining Self Care and How It Fits Into Your Life

When we talk about self care, it's important to realize that what works for one person doesn't work for someone else. For example, you may find a weekend of camping and hiking to be the perfect retreat from your normal life, while someone else may shudder at the thought of sleeping outside.

What type of self care activities make you feel fabulous, pampered and rejuvenated?

### Master Workbook - Answers

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For each activity you listed above, briefly describe what you enjoy most about it:

### Master Workbook - Answers

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# Show Up For Yourself: Taking Care of Self

## Compass Master Client Workbook



What type of self care activities have you always wanted to try (or thought you might enjoy) but haven't, for whatever reason?

### Master Workbook - Answers

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For each activity you wrote above, briefly describe why it interests you:

### Master Workbook - Answers

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Considering the activities that you currently enjoy (the first list), how many of them do you schedule time for on a regular basis? Choose a couple that you haven't done recently and commit to adding them to your schedule.

Considering the activities that you would like to try, but haven't, what's stopping you?

### Master Workbook - Answers

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What would it take to begin adding one or more of these activities to your life?

### Master Workbook - Answers

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Choose at least one of these activities (more, if you like) and commit to adding them to your schedule. If it turns out that you love them, commit to making them a permanent part of your self care routine. If it turns out that one or more are just not for you, just move on to the next. Pay careful attention, however, to this result. Try to discern why you thought you would like them vs. what they're really like. The answer will provide clues to help you discover the self care options that suit you best, and help you avoid ones that don't.

# Show Up For Yourself: Taking Care of Self

## Compass Master Client Workbook



Sometimes you may have trouble doing self care because it doesn't fit in with your own perceptions of who you are and the roles you play. For example, one person might believe that being a mother means that they are supposed to sacrifice their own needs for those of their children, so to them doing self care might feel as if they're "stealing" time or attention from their kids. Others may have similar issues around being a professional working mom, a wife, a college student, a geek, someone with weight issues, being a good member of their religion and so on.

Alternately, the way you see yourself can limit the *type* of self care you feel comfortable doing - if you're very athletic and identify as such, for example, you may have no trouble exercising but may feel bad about getting a pampering massage or taking an afternoon off to read a book.

List some of the major roles you play in your life:

### Master Workbook - Answers

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What beliefs do you have around self care related to these roles?

Role	Beliefs

In the exercise above, did you find anything that surprised you?

### Master Workbook - Answers

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Are there any self care activities you don't do (or do you ignore self care altogether) because of your perceptions about your roles? Briefly describe:

### Master Workbook - Answers

Can you think of someone who occupies the same role or roles where you're facing self-care resistance who can help you create a healthier, more balanced view of your roles that includes self care and balance? (This might be one person, or one or more people, for each individual role and they don't have to be someone you know personally - in fact, they may even be fictional characters.)

### Master Workbook - Answers

Commit to using your role model(s) to help you create a balanced, harmonious lifestyle for each of your roles.

Do you have, "who am I," issues, as in, "who am I to take time out for myself," or, "who am I to think I deserve special treatment?" If this type of self-talk is a problem, here is an alternative viewpoint you can use to replace such negative language:

Instead of asking, "who am I to do such a thing," remember that many people are counting on you to be the best mother, sister, daughter, partner, colleague, friend or other person that you can be. And you deserve to be the best you can be for your own purposes. Self care helps you maintain your energy, your sanity and your ability to function. So the question is really: Who are you to deprive others of the best you possible? And who are you to deprive yourself of your ability to create the best life you can?

Thinking about the paragraph above, what comes up for you around this topic?

### Master Workbook - Answers



Also, consider this: What role model are you giving your family and others around you based on your relationship with self-care? Is it a sustainable model that you'd want them to adopt? Journal about your reaction to these questions:

**Master Workbook - Answers**

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Visualize what your life would look like if you had the perfect self-care routine. This should be a life in which you do whatever you need to do to keep yourself feeling refreshed, strong and in harmony with your goals and values in life. What would such a self-care routine look like?

**Master Workbook - Answers**

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If you adopted this routine, how would your life change?

**Master Workbook - Answers**

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What steps can you commit to today, to begin making this ideal a reality?

**Master Workbook - Answers**

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### Own It! Personalizing Your Strategy for Taking Care of Self Complete Prior To Your First Group Coaching Call

Together, the Action Challenges represent a strategy for Taking Care of Self. Answer the following questions to develop the approach that is best for you.

#### My Strategy:

What Must You START Doing To Fit This Strategy Into your Lifestyle?

#### Master Workbook - Answers

What Must You STOP Doing To Fit This Strategy Into your Lifestyle?

#### Master Workbook - Answers

Why Must You Condition This New Strategy?

#### Master Workbook - Answers

What Will You Lose If You Don't?

#### Master Workbook - Answers



What Will You Gain When You Do?

**Master Workbook - Answers**

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### Taking Care Of Self – Be It!

#### Complete Prior To Your Master Group Coaching Session

#### Live It! Living in Perfect Pitch

The primary goal for your Master Coaching Group is to go deeper with the Taking Care Of Self content and create an opportunity where you can connect the dots between the information you are given and what it means to you, so you can move effectively through the See It!, Own It! and Live It! stages to Be It! When you have discovered how this information is relevant to you, you are more likely to get into action and make lasting change.

This exercise is intended to be completed on your own, but implemented with the support of a Compass Coach and the Compass Coaching program. If details come to mind as you're moving through the questions, feel free to jot them down. Bring your results to your Master Level Session for further insight and action.

#### Perfect Pitch Master Level Exercise – Living In Harmony The Aloha Way

As you heard in the Taking Care of Self MAP™ audio, the Way of Aloha means to *come forward, be in unity and harmony with your real self, [your spirit being] and mankind. Be honest, truthful, patient, kind to all life forms and humble.*

In the context of Taking Care of Self, living the Aloha Way means using self care to create a sense of flow and harmony throughout your life so that your values, needs and desires are met automatically and you naturally attract positive opportunities and experiences. It also means having patience - for yourself and for others - as you undertake this journey.

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## Compass Master Client Workbook



What is your real self?

**Master Workbook - Answers**

How do you know?

**Master Workbook - Answers**

What is your definition of harmony?

**Master Workbook - Answers**

What would it look like if you were living in harmony throughout your life?

**Master Workbook - Answers**

What does it feel like when you're acting in integrity and harmony with your real self?

**Master Workbook - Answers**



### Perfect Pitch Master Level Exercise – Tuning Fork Worksheet

To create harmony in your life, it is important to realize that self care can act as a tuning fork to help you realign your life to resonate in Perfect Pitch with your values, needs and desires. As you strengthen your self care in one area - say, doing what you need to do to maintain a sustainable and positive professional life - that area of your life will begin automatically and globally shifting to more closely align with your goals and values, thereby more readily attracting the sorts of opportunities and experiences that you desire.

Self care is comprised of all the activities you do that support, strengthen and improve an area of your life. For example, in Intellectual area your life, self care might be attending classes, regularly reading interesting and challenging books, doing crosswords, drawing, playing games and so on. In the Physical area, it includes active self care such as exercise, as well as passive self care, such as relaxing and pampering yourself.

For each section of your life below, rate your level of active, regular self care from 1 to 5, with 1 being "I rarely or never do self care in this area," and 5 being, "I am doing all the self care I need in this area." Put an X the squares to match your rating. For example, if you rated your Physical self care at 3, you would put an X in square #3 in that column.

	<b>Physical</b> fitness, health, body- image, energy level	<b>Emotional</b> stress, self- image, happiness, stability	<b>Spiritual</b> connection, beliefs, world- view, joy, "big picture"	<b>Intellectual</b> mental acuity, challenge and stimulation	<b>Professional</b> career or other life- work, i.e. motherhood, volunteering	<b>Relationship</b> friends, family, colleagues, community	<b>Personal</b> personal growth and development
5							
4							
3							
2							
1							

In a life that is being lived in complete harmony, the symphony of self care would express itself as a series of high notes across the chart. Where are you out of harmony in your life? Where are your "low notes?"

#### Master Workbook - Answers



For the areas in your life that are low on the scale, what do you think is causing this lack of self care?

**Master Workbook - Answers**

What type of self-care actions could you take to bring these areas back into harmony?

**Master Workbook - Answers**

For those high notes that could be raised even further, what is your strategy for doing so?

**Master Workbook - Answers**

What would it take for you to bring your entire life into harmony? What sort of information, resources and support would you need?

Commit to working on at least one area of your life over the rest of this month and make a plan for doing so. Don't forget to call on your coach or coaching group if you need help.

### Perfect Pitch Session Notes

Make notes of any questions or issues you are having that you want to bring up during your Master Level Session.

**Master Workbook - Answers**



### Taking Care of Self – Live It! Complete Prior To Your Final Group Coaching Call

#### Live It! Automating Self Care

The primary goal for this section of the workbook is to move from the See It! and Own It! phases of the process into the Live It! phase. This final section is all about putting your commitment into action.

#### Action Step #1: Giving Yourself Permission for Self Care

As we discussed before, feelings of guilt, selfishness, deservedness and other such emotions can prevent you from engaging in the sort of self care you need to thrive. Likewise, the way you view your roles in life can inhibit or limit the self care you do. The first step in creating an environment where self care is automatic, then, is to give yourself permission to care for your self in any way you need to, and to give yourself permission to make your self care top priority.

How much resistance have you encountered over the last few weeks relating to creating a self-care routine?

#### Master Workbook - Answers

How have you dealt with this resistance?

#### Master Workbook - Answers

What do you need to do/change to move forward with your self-care goals?

#### Master Workbook - Answers



What support do you need to help you move toward your self-care goals?

**Master Workbook - Answers**

Who can you ask for help in giving yourself permission to care for yourself? Who can serve as an accountability buddy for this process?

**Master Workbook - Answers**

Commit to taking the steps necessary to take action toward your self-care goals.

### Action Step #2: Building a Self-Care Greenhouse

How would it feel if your life naturally included self-care as a matter of course?

**Master Workbook - Answers**

Where is this happening?

**Master Workbook - Answers**



Where is it not happening?

**Master Workbook - Answers**

How does your environment become an aspect of self-care?

**Master Workbook - Answers**

In Day 16 of the Taking Care of Self MAP™, Susan Kim introduces the concept of building a "self-care greenhouse," an environment specifically designed to allow self care to flourish naturally. Where in your life is your environment like a greenhouse, designed to maximize your growth and health?

**Master Workbook - Answers**

Where is it not?

**Master Workbook - Answers**

For each area of your life - Physical, Emotional, Intellectual, Spiritual, Professional, Relationships and Personal - what changes can you make to build in self care through your environment? For example, you could block off regular time for exercise in your appointment book and instruct colleagues or family members that this time is not negotiable. Or you could give your bathroom a spa makeover to encourage yourself to take long, pampering baths.

Use the chart below to record your answers:

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## Compass Master Client Workbook



Area of Life	Changes
<b>Physical</b> fitness, health, body-image, energy level	
<b>Emotional</b> stress, self-image, happiness, stability	
<b>Spiritual</b> connectedness, beliefs, world- view, joy, "big picture"	
<b>Intellectual</b> mental acuity, challenge and stimulation	
<b>Professional</b> career or other life- work like motherhood, volunteering	
<b>Relationships</b> friends, family, colleagues, community	
<b>Personal</b> personal growth and development	

What "tolerations" - things you put up with that drag you down - are standing in the way of creating supportive environments in these areas? Tolerations can include pesky coworkers, clutter, long commutes, poorly designed furniture, uncomfortable or ill-fitting clothes and so on.

Use the chart below to record your answers:

# Show Up For Yourself: Taking Care of Self

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Area of Life	Tolerations
<b>Physical</b> fitness, health, body-image, energy level	
<b>Emotional</b> stress, self-image, happiness, stability	
<b>Spiritual</b> connectedness, beliefs, world-view, joy, "big picture"	
<b>Intellectual</b> mental acuity, challenge and stimulation	
<b>Professional</b> career or other life- work like motherhood, volunteering	
<b>Relationships</b> friends, family, colleagues, community	
<b>Personal</b> personal growth and development	

Choose one are of your life to begin making changes and reducing tolerations. Write out your plan of action below:

### Master Workbook - Answers



### Action Step #3: Setting Boundaries and Defeating Busy-ness

On Day 17, Susan talks about how boundaries both protect you against what could hurt you and promote what is good for you. They should act not just as walls (keeping things out), but also as filters (letting in things that promote your wellbeing).

How does the distinction between a "wall" boundary and a "filter" boundary feel to you?

#### **Master Workbook - Answers**

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How does that distinction expand or otherwise change your perception of boundaries?

#### **Master Workbook - Answers**

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Do you regularly establish boundaries and set up habits or systems to protect your self care routines and eliminate or mitigate tolerations?

#### **Master Workbook - Answers**

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If no, how would your life be different if you made this a regular practice?

#### **Master Workbook - Answers**

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What comes up for you around the concept of setting firm boundaries to deal with tolerations? How does that action feel?

**Master Workbook - Answers**

What is the Opportunity Cost of not doing this - what is it costing you to live with tolerations?

**Master Workbook - Answers**

A common cause of poor self care is an addiction to busy-ness. This is often part and parcel of the Illusion of Struggle - the feeling that you have to "work hard" in order to succeed and that taking time out for yourself is slacking or even a sign of weakness.

However, under the surface of this addiction is often an issue of ego. Being busy makes us feel important and successful. It's a way of showing others that we are valuable and perhaps just a bit superior. It's a way of expressing status - the busier we are, the higher up the chain we must be. (If you ever want to see who is "more important" than whom, see who has to wait for someone else to finish being busy, and who gets to make others wait.)

In order to make self care a part of your regular routine, you will have to battle this busy-ness addiction. You will have to address your own needs for busy-ness, and be able to set boundaries around your self care. You will also have to make those boundaries clear to those around you. In doing so, you may face some push back from others who either perceive your actions as slacking off or a lack of commitment, or who are unable or unwilling to make those changes for themselves and therefore resent you for doing so.

Where does the addiction to busy-ness show up in your life?

**Master Workbook - Answers**



How does it feel to consider letting go of that busy-ness in order to allow for adequate self care?

**Master Workbook - Answers**

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What objections might you face from within when doing so?

**Master Workbook - Answers**

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From without?

**Master Workbook - Answers**

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What is your plan of action for dealing with these objections?

**Master Workbook - Answers**

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For those areas where busy-ness is a way of shoring up your own feelings of value, importance or self-worth, how can you find other, healthier ways of supporting those feelings?

**Master Workbook - Answers**

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In those areas where busy-ness is a side effect of too few boundaries and too many tolerations, what steps do you plan on taking to reclaim your time and energy?

### Master Workbook - Answers

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## Celebrate Your Success!

Self care is a powerful tool for achieving the life you've always dreamed of. No one can reach their goals or even meet their basic needs when they are too tired, too distracted and too burned out to move forward.

Also remember that along the path to complete self care there will, of course, have to be some fine-tuning now and then. People change, and what works for you at one point in your life may not work at another. As you move through life, you may find yourself unable to maintain as high a level of physical activity you once did, or you may find focusing more on personal or spiritual growth than on family or professional concerns.

Remain open to these changes and remember that what's important is that you're caring for yourself in the best possible way and doing what you can, no matter how that looks on a day-to-day basis. There's no competition here.

Finally, living the Aloha Way means turning away from experiencing life as a juggling act that you can barely keep up with and that requires all of your concentration, and toward a life that is more akin to surfing, in which you pick your "waves" in life, position yourself and use your core strength of values and intent to steer yourself wherever you choose to go.

But it's not just about hitting one wave after another. Remember to just relax and float from time to time, enjoying the scenery and feeling the ebb and flow of life pulsing around you. After all, life's a beach - it'd be a shame not to enjoy your time there. Aloha a hui hou.\*

*\*Aloha, until we meet again.*

**Congratulations! You are well on your way to Taking Care of Self!**



### About The Expert

Susan's daily goal is to laugh, be present and enjoy each moment without regret. Susan Kim Coaching, LLC is designed to support, educate and inspire women professionals to create better balance, accomplish more and live easier without compromising their career. She knows it is possible!

For over 14 years, Susan has been involved with business operations from development to management. Her business experience coupled with her education and communication backgrounds gives her the ability to not only present concepts and ideas easily but also enables her to provide the understanding and support her clients need to succeed. Her clients feel more joy and start to take action from the very first session. Susan offers individual coaching, online services, group trainings and seminar presentations.

She is a graduate of Cornell University (BS), Columbia University (MA) and Coach University (CUG). She has been honored as a nominee for the Maui County Mayor's Small Business Award and is a recipient of the Pacific Business News Forty Under 40 Award which is given to Hawaii's up and coming young business people. She has also been named by the SBA as a Home-Based Business Champion of the Year.

She surfs, runs and practices yoga. On her spare time she enjoys spending time with her family, which includes her husband, a cockatiel (Phineas) and a dog (Tia). She also likes photography, graphic design and crafts. Personally she is committed to life-long learning and is currently experimenting with her garden and sewing.

For more information, go to <http://www.susankimcoaching.com>

### About Abundance Intelligence®

Abundance Intelligence®, created by Kim George, is the common language for everything we do at Compass. Abundance Intelligence® is a system for helping people break through the illusions that hold them back so they can be who they are and do what they can do, using the Compass Action System, based on the principles of Abundance Intelligence®: See It! Own It! Live It! and Be It!

To learn more about these concepts, or for more information about Abundance Intelligence®, visit [www.CoachingIntoGreatness.com](http://www.CoachingIntoGreatness.com).

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### Using the Digitally Editable Compass Workbook

We have made the journaling and answer spaces editable, so that you don't have to print this workbook out in order to use it. This will allow you to conserve energy and resources.

How to use your digital workbook:

- To use this workbook, simply enter your answers into the text boxes provided. To save your work, make sure you've clicked out of any active text boxes and Save. (The Save button will be grayed out and unavailable as long as you still have an active cursor in any textbox.)
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### Week 1

#### DAY 1: Welcome To Self Care

**TAKE AWAY: Everyone deserves self care. It is important that you give yourself time for self care so that you are able to care for others, as well as model healthy habits for your family and others around you.**

#### TAKE ACTION CHALLENGE:

Think back to a time in your life when you felt taken care of, when you felt protected, when you felt that your environment was totally safe and comfortable - your "AHHHHH" moment. Write about that moment in the space below.

#### Basic Workbook - Answers

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Most women don't have trouble caring for others, taking care of themselves when they are pregnant (for the health of their child) or insisting that others take care of themselves. But most of us have trouble taking time for ourselves. Do you feel any resistance around the idea of setting aside specific self care time? Say the following phrase out loud, like you really mean it, "Taking time out to care for myself is important; I deserve it and it is my natural born right." Was that difficult? Did you feel any resistance? What else comes up for you when you say that? Journal about any feelings that came up during this audio and exercise.

#### DAY 2: Harmony

**TAKE AWAY: When you live in balance, you live in harmony. Being true to who you are and taking care of your Core Being brings you closer to that harmony.**



### TAKE ACTION CHALLENGE:

Consider the concept of balance in your life, focusing on how to harmonize rather than juggling your various roles, needs and desires. Take a few minutes to write a short paragraph, description and/or story describing what your life would look like if these various parts of your life were in balance and harmony. Use your "AHHHHH moment" as a reference point, if you're not sure how to start.

#### Basic Workbook - Answers

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We often feel pressured to juggle things right up to the limits of our ability - and beyond. In fact, this cultural pressure is so strong that we often feel guilty or lazy if a friend, relative, coworker or supervisor calls us and we're not actively working at our limit. However, working at your limit 24/7 is simply unsustainable. Take some time to reflect on your normal day.

Rate yourself from **1-5**, with **1** being "I'm handling everything at a steady, even pace and have plenty of time to catch my breath between tasks or projects" and **5** being "Things are moving faster than I can keep up, and I'm on the verge of losing control." Journal about your answer, and come up with at least 3 steps you can take this month to get as close to **1** as possible.

### **DAY 3: Stop Burnout**

**TAKE AWAY: Whether you make the time for yourself or not, your Self (your body, mind and soul) will take the time it needs in some way, shape or form. If you don't consciously exercise regular self care, the end result will be a forced time-out in the form of burnout or physical illness.**

### TAKE ACTION CHALLENGE:

Sit comfortably, close your eyes and take one deep breath in and then out. Focus on your breathing as you count down from 30. When you're ready, open your eyes. You can start from 40 or 50 to extend the exercise.



How did you feel before doing this exercise?

**Basic Workbook - Answers**

How did you feel during the breathing exercise?

**Basic Workbook - Answers**

How did you feel afterward?

**Basic Workbook - Answers**



It is well known that meditation and breathing exercises can have a significant effect on the body, from lowering blood pressure to reducing stress to rejuvenating the immune system. How often you take time to simply sit and calmly breathe or meditate during the day? Commit to scheduling at least three breathing breaks of 5-10 minutes during your day. Write them into your calendar if you have to, to remind you and to block out time to do them.

## DAY 4: Fight Of Flight

**TAKE AWAY: Repeated stress sets off the body's Fight or Flight response, leaving you stressed, tired, irritated and jumpy.**



### TAKE ACTION CHALLENGE:

Recognizing your stressors is the first step to dealing with them in a healthy way.

What are the stressors that bring up YOUR stress response?

**Basic Workbook - Answers**

How often does that happen?

**Basic Workbook - Answers**

What happens to you – physically, mentally, emotionally - when that happens?

**Basic Workbook - Answers**



Studies have shown that constant, low-grade stress can be even more harmful for you than really big scares - it's not the tigers that finally get to you, it's the traffic. When you notice yourself getting stressed throughout the day, remember your breathing exercise. Use it to help you reduce your heart rate and breathing back to normal. Remember: You can choose how to respond in any situation. Choose to consciously create an oasis of peace and calm around you at all times.



### DAY 5: Define Self Care

**TAKE AWAY:** Taking time for self care is like putting on your own oxygen mask first so you can help those around you. You can only be at your best for yourself and others if you take care of yourself first.

#### TAKE ACTION CHALLENGE:

1. Think of that “AHHHH” moment – when you felt totally protected, safe and comfortable. Recall that feeling and write how you WANT to feel on a daily basis. Is it the same, different, or slightly changed?

#### Basic Workbook - Answers

2. Go back to Day 2 and read your “Paragraph of Harmony.” What is in that description that you want that is currently NOT in your life?

#### Basic Workbook - Answers

3. Review the stressors in your life and take just a minute to brainstorm how you can reduce or wipe them out.

#### Basic Workbook - Answers



Explore the idea that you can't help others until you help yourself first. What thoughts or emotions come up for you around this? Can you think of anyone you know who doesn't take care of themselves to the point that it impairs their ability to pursue their goals or support their loved ones? Have you



ever let your self care deplete to the point that you couldn't be there for others or meet your own professional or personal goals? Answer these questions in your journal, along with any thoughts and feelings that come up for you around them.

### Week 2

#### DAY 6: Shake It Off

**TAKE AWAY:** In order to feel healthier, create more joy and enjoy your life and everything in it to the fullest, you must "shake off" your excuses and purposely take time for self care.

#### TAKE ACTION CHALLENGE:

Review the questions for Day 5

What is your commitment to your Self?

#### Basic Workbook - Answers

What are you willing to commit to for your Self Care?

#### Basic Workbook - Answers



What objections come up for you around the issue of self care? What comes up for you when you think about prioritizing taking care of yourself the same way you do taking care of others? How might your life be different if self care was your number one priority? Journal about your self-talk and beliefs around making self care a top priority.



### DAY 7: Selfish vs. Self Care

**TAKE AWAY:** Being selfish is when you do something and it takes away from someone else. Practicing self care is when you give yourself better well-being.

#### TAKE ACTION CHALLENGE:

What beliefs around selfishness (or other obstacles) are stopping you from getting the care you need and deserve?

#### Basic Workbook - Answers

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Think about the self care options you're considering. For each one, ask the following questions: Who gets hurt? Will this happen at the expense of someone else? Is this action inconsiderate of others? Journal about your choices and your answers, as well as any feelings that come up.

### DAY 8: Choosing Self Care

**TAKE AWAY:** When you take care of yourself, you can better care and support others who need you. It's harder to care for others when you are in an unhealthy space.

#### TAKE ACTION CHALLENGE:

What CHOICES do you need to make in your life to make self care a priority?

#### Basic Workbook - Answers

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What CHANGES do you need to make in your life to make this attitude a reality?

### Basic Workbook - Answers

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In your journal, complete the following exercise. Create two columns on your page. In one column, list the beliefs or other things that are stopping you – this is the list you created from yesterday’s homework. In the second column, write down a choice(s) that you can make in your life to remove each challenge/block.

This is a great opportunity to further work with your coach and brainstorm some ideas. If you are working with a coach, consider talking this out with them. If you don’t have a coach, brainstorm for a couple of minutes and if you feel like you need some help coming up with some action items to change, talk with a close friend, family member or someone you trust.

## DAY 9: Take 5!

**TAKE AWAY: Without action, what you want remains a thought in your head or on paper... but when you take action, it creates a higher level of commitment that brings you closer to making your dream a reality.**

### TAKE ACTION CHALLENGE:

Go through the list below. Take five minutes out of your day to consciously and intentionally give yourself space to do one of them (or choose something else that you love to do) - just for yourself.





What could I have done differently or changed to allow myself to take 5?

### Basic Workbook - Answers

Commit to doing the Take 5 exercise in the next 24 hours.



If you are facing strong resistance to the Take 5 exercise, spend some time following that feeling. See if you can track it to its source. Where is this resistance coming from? What can you do to let go of or free yourself from whatever is causing it? What support do you need to move past this feeling? Use your journal to answer these questions, and then commit to taking one step today to addressing this issue.

## Week 3

### DAY 11: Surfing

**TAKE AWAY:** Defining a purpose behind self care will make doing it much more meaningful and less likely to fall prey of excuses and objections.

#### TAKE ACTION CHALLENGE:

List 3 reasons why taking care of yourself is an important choice.

1.

### Basic Workbook - Answers



2.

**Basic Workbook - Answers**

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3.

**Basic Workbook - Answers**

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Answer the question: Why is self care essential to my life?

**Basic Workbook - Answers**

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Think about times when you did not prioritize self care. What were the consequences of those choices? How did dropping self care from your daily "To Do" list affect your ability to care for others or pursue your own goals? How does good self care support what is important to you in life? Write a few paragraphs in your journal exploring these questions.

## DAY 12: Nourish Your Body

**TAKE AWAY: Nourishing your body is the first key to creating a system of good self care.**

TAKE ACTION CHALLENGE:



Read over the following examples and brainstorm about what you love to do. Make a list of 5 things you can do to nourish your body.

### Examples of ways to nourish your body:

Take a bubble bath

Eat an organic meal

Indulge in a piece of your favorite chocolate

Take a walk/hike

Shower using a “yummy” shower gel

Do Yoga

Sweat for at least 10 minutes

Get a massage

Go to the gym

Take a nap

My List of Favorite Self-Care Activities To Nourish My Body:

### Basic Workbook - Answers



Review your daily calendar or regular daily activities. How often are you doing things that nourish your body? How often are you doing things that are not so good for your body (sitting long periods of time at a computer, eating junk food, slouching, etc)?

In your journal, list 5 negative body care habits you want to stop doing this month. Alongside, list 5 positive body care habits you can replace them with. Commit to making these replacements this month.

## DAY 13: Exercise Your Mind

**TAKE AWAY:** When you exercise your mind and learn, you become more creative, more involved, more active and you seek better things in your life, naturally.

### TAKE ACTION CHALLENGE:



Read over the following examples and brainstorm about what you love to do. Make a list of 5 things you can do to exercise your mind.

### Examples of ways to nourish your body:

Surf the Internet

Read a book

Draw or paint

Take a class (online or in person)

Work with your hands

Do puzzles

Watch documentaries

Journal

Write a story/essay

Debate with others on a topic

Play music

Do math/logic

Play games, like chess

My List of Favorite Self-Care Activities To Exercise My Mind:

### Basic Workbook - Answers

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Compare a time in your life when you were excited about something - inspired and growing versus being stagnant, bored and dull, uninspired. Briefly describe that time.

How did it feel to go back to that memory? How did you feel at the time? How would your life change if every day were like that? Journal your responses to these questions.

## DAY 14: Lift Your Spirits

**TAKE AWAY: Spirit is the “principle” by which life is based. It is the essence of life. When you practice self care on a daily basis that lifts your spirits, your attitude changes, your perspective changes, you make different choices and the sense of joy is more apparent.**



### TAKE ACTION CHALLENGE:

Read over the following examples and brainstorm about spirit-lifters you enjoy. Make a list of 5 things you can do to lift your spirit.

#### **Examples of ways to lift your spirits:**

Meditate

Create a Gratitude Journal

Appreciate others

Pray

Volunteer

Help a stranger

Make a donation

Connect with your Higher Power

Sing

Dance

Visit a garden

Go somewhere you have never been before -

Travel

My List of Favorite Self-Care Activities To Lift My Spirits:

#### **Basic Workbook - Answers**

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Re-read today's **Take Away**. Do you think that the increase in joy, the changes in attitude and perspective, and the greater peace of mind are caused by taking action to lift your spirits, or does taking action simply allow you to recognize more of what was already there? Journal your thoughts on this question.

### **DAY 15: Ride The Wave**

**TAKE AWAY: "Surfing" through your life is about ease - it's about riding the wave and not forcing anything, relaxing into it and accepting "the ocean" and what it brings, and creating the best ride for yourself.**



### TAKE ACTION CHALLENGE:

During this week, you have created three customized lists for self care. Now is the time to use them! As you move through the next week, think of “surfing” through your self-care techniques. Choose one a quick and easy one to practice at least once in the next week.

Pick your top 3 self-care activities from this week's lists:

1.

**Basic Workbook - Answers**

2.

**Basic Workbook - Answers**

3.

**Basic Workbook - Answers**

Commit to doing at least one of them during the following week, at least once. Even better, do all three, or pick one to do every day!



Make a copy of your self care lists, then cut them up so that each activity is on a piece of paper by itself. Alternately, you can write each activity out on an index card or individual notepapers. Put the activities into a decorative box or basket, and place it prominently in your house where you'll see it



often. When you find yourself running down, feeling dreary or in need of a break, pull out an activity and do it!

### Week 4

#### DAY 16: Self Care Greenhouse

**TAKE AWAY:** Self care is about taking care of yourself, but no one lives in a vacuum – we are influenced by our environment just as we affect the space around us.

#### TAKE ACTION CHALLENGE:

Write down a list of things in your environment that are NOT enabling you to reach your full potential. These may be people's behaviors, situations, unmet needs, frustrations and even your own behavior.

#### Basic Workbook - Answers

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Just because something isn't unpleasant or causing a problem doesn't mean that it isn't creating an obstacle to change. There is a difference between enjoying something because you like it and enjoying it because it's easy, comfortable or "good enough." Do you have any "comfort zone" tolerations that may be encouraging you to stick with pleasant mediocrity over potentially uncomfortable greatness?



### DAY 17: Building Boundaries

**TAKE AWAY:** Healthy boundaries are crucial to a safe and supportive self-care environment, and vice versa. Boundaries both protect you against what could hurt you and promote what is good for you.

#### TAKE ACTION CHALLENGE:

Before you can begin to create healthy boundaries, you need to pinpoint your area of greatest need.

Look at your list of tolerations from yesterday. Place them into four categories in the grid below: Home, Work, People and Money.

Home	Work
People	Money

Choose one area in which to focus your efforts for the next week.



A boundary isn't just a wall that keeps things out. It is also a filter that lets certain things in. It is useful to view boundaries as both walls *and* filters to avoid taking a predominantly negative, exclusionary



approach to creating boundaries. Think about what boundaries you currently have in place - for example, no working on Sundays or setting aside specific and non-negotiable times to read or play with your kids. Can you separate your boundaries into walls vs filters? How many of your boundaries appear to have the aspects of both? Journal your thoughts around this concept.

### DAY 18: Set The Stage

**TAKE AWAY: The more practice you have at setting healthy boundaries, the easier it gets and the better your overall environment.**

#### TAKE ACTION CHALLENGE:

Start with the problem area that you chose yesterday, and establish a boundary around it.

Area/Tolerations:

<b>Basic Workbook - Answers</b>

Boundary:

<b>Basic Workbook - Answers</b>

Guidelines for Healthy Boundaries:

- A boundary is not just a wall that keeps things out – it also allows things in as well.
- You have to be able to accept the same boundary from someone else. For example, if you ask others not to gossip, you must hold yourself to the same standard. If you find that you can't, you need to reevaluate.



- Once you create a boundary, stick with it. You have to abide by it every time, not just when it's convenient.
- A healthy boundary must include concrete and clearly established consequence if the boundary is broken. For example: Gossiping is unacceptable behavior. If you gossip to me, in the future I will ask you to stop and change the direction of the conversation.



Now that you have set up your boundary, put it into action by establish it with up to three people – whether it's a person involved or someone that you just want to share it with, perhaps a coach or accountability buddy. Use your journal to keep track of how successful you are at setting up and maintaining your boundaries. Make note of any problems or issues for discussion with your coach or a trusted friend.

## DAY 19: OPT For Joy

**TAKE AWAY: Only you can decide if self care is going to be important enough for you to make a priority any given day. Planning allows you to decide and lets you take control of your day.**

### TAKE ACTION CHALLENGE:

**OPT** stands for **O**rganize, **P**rioritize and schedule **T**ime. Use this formula to create your schedule for the next week:

1. **O**rganize the action items that are important to you for the coming week.
2. **P**rioritize these items based on importance. Choose 1 or 2 top priorities that absolutely need to be addressed this week.
3. Schedule your **T**ime by adding the top priority items to your calendar first and your self care next. Your priority may very well BE your self care. If it is, schedule it first then go to the next priority item on your list.



It's tempting to fill up your calendar with so many "important" items that there isn't any room for self care. Note in the exercise above, you are asked to place only one or two items ahead of self care on the priority list. If you are having trouble prioritizing your list, consider the following questions:

Is the item URGENT (business will fail, kids will go hungry, house will fall apart if you don't act *immediately*)? These will be your top priorities.

If not, is it IMPORTANT (needs to be done, but can wait until after you have a bath or do some yoga)? These are high priority, but not higher than your self care.

If not, is it INTERESTING (not necessarily important, but you don't want to miss out on it)? These are medium priority - they can be dropped from your schedule if necessary to make room for self care or other priority actions.

If not, then it is probably a DISTRACTION, or maybe even a TOLERATION. These should be reconsidered altogether. If they are neither urgent, important or interesting, why are you doing them in the first place. Certainly, they should never be allowed to bump your self care.

## DAY 20: Self Care Mantra

**TAKE AWAY: Every day that you work on developing a habit of self care is a commitment to taking care of yourself, by learning and by taking action.**

### TAKE ACTION CHALLENGE:

Create a mantra or theme for your self-care program. Some examples include:

Stay healthy!  
It's my choice!  
Be GREAT!  
Ride the wave of life!  
Take Action! Take 5!



Write your mantra below:

**Basic Workbook - Answers**

Guidelines:

- Keep it short – 5 words or less
- Make it meaningful to you, so that when you hear those words, it reminds you of why you're practicing self care and it inspires you to move forward.



Review your self care commitments for the month. How did you do? Where did you stumble or run into unexpected trouble? How do you feel about establishing a habit of self care now, and how does that compare with your feelings at the beginning of this month? Journal your exploration of these questions, and commit to raising the bar on your practice of self care.

**Congratulations! Great job this month!**



### About The Expert

Susan's daily goal is to laugh, be present and enjoy each moment without regret.

Susan Kim Coaching, LLC is designed to support, educate and inspire women professionals to create better balance, accomplish more and live easier without compromising their career. She knows it is possible! For over 14 years, Susan has been involved with business operations from development to management. Her business experience coupled with her education and communication backgrounds gives her the ability to not only present concepts and ideas easily but also enables her to provide the understanding and support her clients need to succeed. Her clients feel more joy and start to take action from the very first session. Susan offers individual coaching, online services, group trainings and seminar presentations.

She is a graduate of Cornell University (BS), Columbia University (MA) and Coach University (CUG). She has been honored as a nominee for the Maui County Mayor's Small Business Award and is a recipient of the Pacific Business News Forty Under 40 Award which is given to Hawaii's up and coming young business people. She has also been named by the SBA as a Home-Based Business Champion of the Year.

She surfs, runs and practices yoga. On her spare time she enjoys spending time with her family, which includes her husband, a cockatiel (Phineas) and a dog (Tia). She also likes photography, graphic design and crafts. Personally she is committed to life-long learning and is currently experimenting with her garden and sewing.

For more information, go to <http://www.susankimcoaching.com>

### About Abundance Intelligence®

Abundance Intelligence®, created by Kim George, is the common language for everything we do at Compass. Abundance Intelligence® is a system for helping people break through the illusions that hold them back so they can be who they are and do what they can do, using the Compass Action System, based on the principles of Abundance Intelligence®: See It! Own It! Live It! and Be It!

To learn more about these concepts, or for more information about Abundance Intelligence®, visit [www.CoachingIntoGreatness.com](http://www.CoachingIntoGreatness.com).

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