

# CROSSING THRESHOLDS MODULE 2

Getting the Balance Right for You

# AGENDA

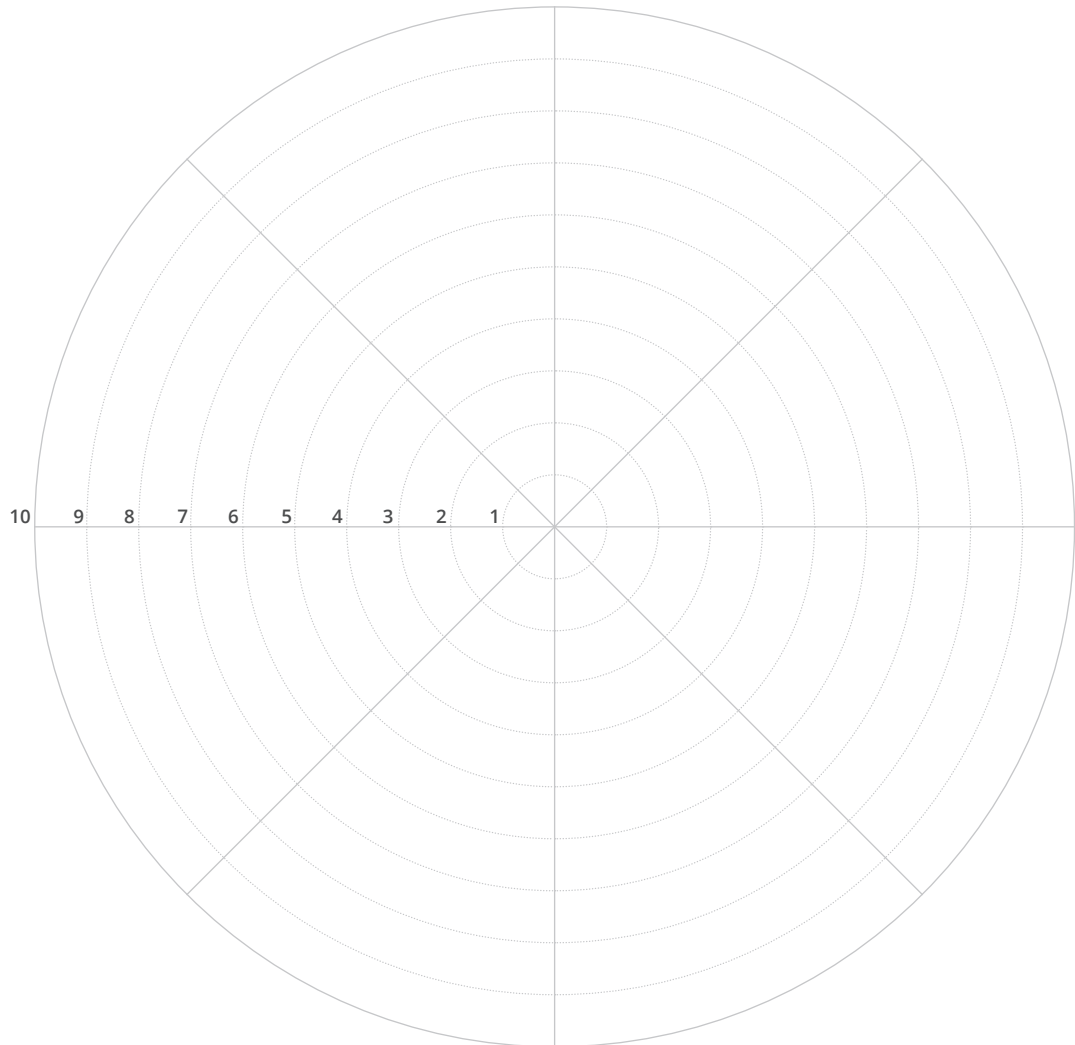
## Morning

- Individual updates
- Considering what you want in your life as a whole
- Energy self-assessment
- Prioritisation
- Life Choices activity

## Afternoon

- Tips for saying no
- Ideal life patterns
- Making the most of your self-directed time
- Introduction to mindfulness
- Review and close

# WHEEL OF LIFE



## Instructions:

This is a very subjective exercise and is meant to be used as a tool for reflection.

- Give each segment a title relating to an important aspect of your life. E.g. work, family, personal development, fitness, hobbies etc.
- What is the ideal level of attention you would give to each aspect? Choose a number out of 10 for each segment and give it a dotted line.
- What is the current level of attention you would give to each aspect? Choose a number out of 10 for each segment and give it a dotted line.
- Looking at your 2 wheels (the ideal with the dotted line and the current with the solid line) what immediately strikes you? Where are the biggest gaps?

# ENERGY SELF-ASSESSMENT

Please check the statements below that are true for you:

## Body

- I don't get enough sleep and often wake up feeling tired.
- I don't spend enough time on my nutrition and often eat or snack on things that are unhealthy.
- I don't regularly move or exercise and often spend long periods of time sat down.
- I don't take regular breaks during the day to renew and recharge, or I often eat lunch at my desk, if I eat it at all.

## Emotions

- I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.
- I don't have enough time with my family and loved ones, and when I'm with them, I'm not always really with them.
- I have too little time for the activities that I most deeply enjoy.
- I don't stop frequently enough to express my appreciation to others or to savour my accomplishments and blessings.

## Mind

- I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by email.
- I spend much of my day reacting to immediate crises and demands rather than focusing on activities with longer-term value and high leverage.
- I don't take enough time for reflection, strategising, and creative thinking.
- I work in the evenings or on weekends, and I almost never take an email-free vacation.

## Spirit

- I don't spend enough time at work doing what I do best and enjoy most.
- There are significant gaps between what I say is most important to me in my life and how I actually allocate my time and energy.
- My decisions at work are more often influenced by external demands than by a strong, clear sense of my own purpose.
- I don't invest enough time and energy in making a positive difference to others or to the world.

# LIFE CHOICES

1

2

3

4

5

6

7

8

**Will you really do this?**

**What things are likely to get in the way?**

**What support do you need and from whom?**

## PRIORITISATION

It's a simple fact that you can never be your most effective if you take on too many commitments - spreading yourself too thin generally means nothing/no one is getting the best of you. How do you prioritise the requests for your time and input that are coming in all the time?

**How do you decide when to say 'no'?**

**Think about a time recently when you said 'yes', when you wanted to say 'no' - jot down the situation below:**

**Thinking about the situation above, note down your answers to these questions:**

**Why did you end up saying yes?**

**Did you want to seem in control?**

**Were you worried you'd seem like a failure?**

**Are you a people pleaser?**

**Did you think it would be easier to do the task yourself?**

**Were you too busy to think about it?**

**Was there another reason?**

And again, thinking about the situation above, now note down your answers to these Framework Questions:

**What did you honestly want to do?**

**Did doing what was asked of you achieve a goal?**

**Did saying 'yes' benefit you in any way?**

**Did saying 'no' have a real risk of being detrimental to a relationship or your future?**

**Were you the best person to do it? Was there somebody better placed?**

**What needed to be de-prioritised? Was that OK?**

In your pairs focus your conversation on:

Why did you say yes? Does that help you identify part of a pattern of behaviour for your?

What did the Framework Questions highlight for you? Would using them at the time have changed your response? Why?

**The Framework Questions I am going to use when I am asked to do something:**

## MY IDEAL LIFE PATTERN

Design your ideal life pattern depending on your ideal schedule, e.g. weekly, monthly or quarterly



## EXAMPLE AGENDA FOR SELF-DIRECTED DAY

This agenda is offered as a guide for how to plan and structure your time on the self-directed days of modules 2-5. You are welcome to follow this guide as you see fit for the needs of your peer group.

### Before the day:

- Who will chair/facilitate to ensure you stay on track? (It's nice to rotate this job)
- How will you meet? In person, virtually? If virtual what platform will you use and who is responsible for scheduling?
- Check out the resources to see what you will be working on
- What will you bring from the module facilitated day to further work on?

### Example timetable

#### **9.30 – 10.30: Informal catch up with your peer group.**

Any updates from your last meet up?  
How are you getting on with your career plans?  
How are you getting on with your mentors?  
Do you need any input on anything specific?  
If you haven't made a plan, you could do that now

#### **10.30-11.00: Short activity chosen from the Module's resource page**

E.g. watch a short Ted Talk together and have a discussion

#### **11.00 – 12.00: Hot Topic**

This will be curated by the assigned peer group for the module e.g., Peer Group 1 for Module 2. It will be an hour of facilitated time which could include a speaker, games or discussions. It may be virtual or in person.

#### **12.00-13.00: Lunch with your peer group**

#### **13.00-13.30: Something fun!**

Plan something that is light-hearted and fun. This will help to build relationships and bring some balance to the day. You could arrange an online quiz, game or speaker or meet somewhere inspiring such as a gallery or a park!

#### **14.00- 14.30: A longer activity chosen from the Module's resource page**

E.g., Working on each other's career plans or doing practice interviews

#### **14.30-14.45: Reflections on the time together as a peer group**

What worked well? What do you want to improve for next time? Any logistics for your next meet up?

#### **14.45-16.30: Working individually**

This time might be spent finishing any activities from your module yesterday, choosing an activity from the resource page to do independently, setting up shadowing or spot mentoring opportunities etc.

# SELF-DIRECTED TIME WITH YOUR PEER GROUP

Topics to look at:

- 1 **What is the best IT platform for you all to use? Zoom, Skype, MS Teams or conference calls?**
- 2 **Who will set up chair/facilitate meetings?**
- 3 **How often will you meet and for how long?**
- 4 **Re-sharing goals for your Crossing Thresholds course - what key things do you want to take from the programme?**
- 5 **How will you work as a group - will you stay in contact between modules?**
- 6 **How best to communicate - WhatsApp, messaging, email?**
- 7 **How will you review the sessions?**
- 8 **Any other ideas**