



Crossing Thresholds Module 2

Getting the Balance Right for You

Agenda

Day 1

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

Suggested activities in addition to your self-directed day resources

Individual Activities

Refine your Ideal life pattern

Block time in your calendar for self-development (mindfulness, research, planning, course review, booking mentor/shadowing/spot mentoring sessions etc)

In Peer Groups

Continue discussions on what you want from PG and how to maintain momentum

Prioritisation – discuss tips and challenges

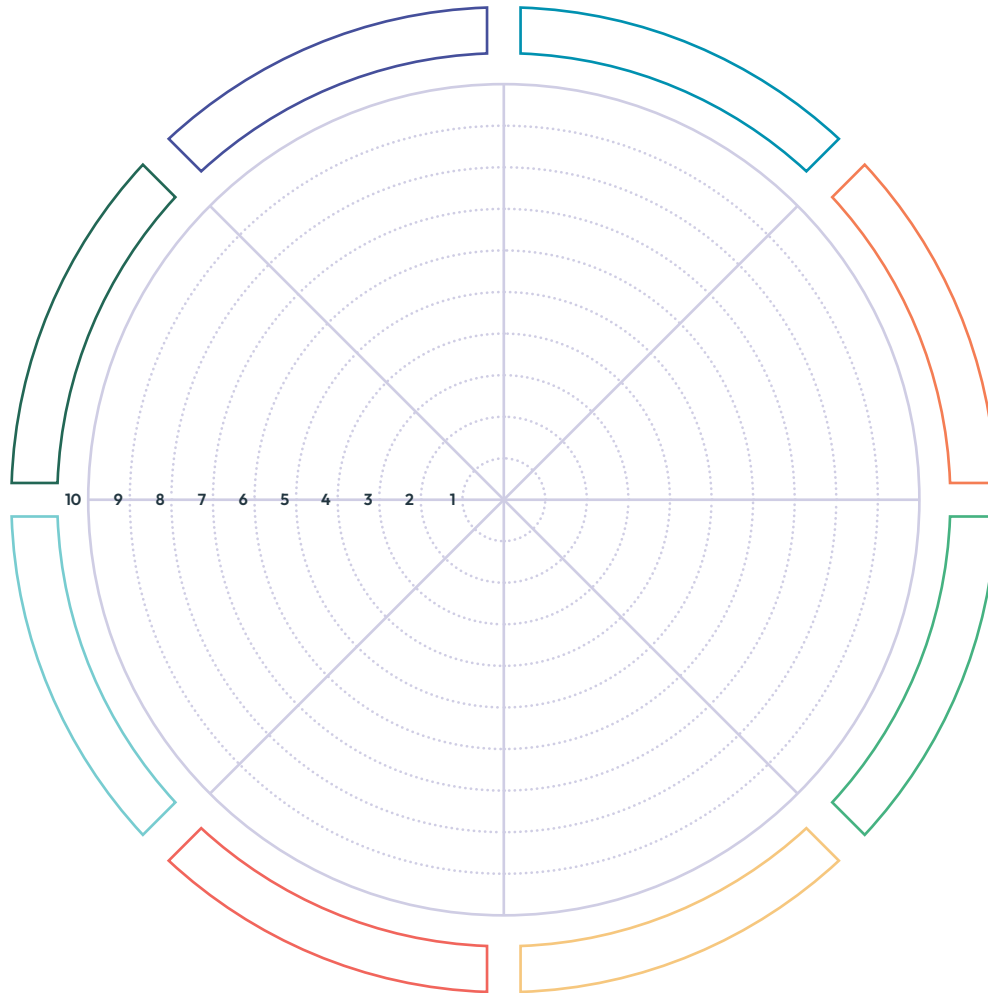
Life wheel/Life choices – share what this activity highlighted for you

When you have time

Shadow a 'balanced' role model

These are our suggestions – if you have other ideas, either individually or as a Peer Group, please feel free to pursue them

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 solid 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 continue to work in my free time and 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

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:

What was your motive for saying yes? e.g. appearance of control, worried you'd be perceived negatively otherwise, urge to please others, easier to do it yourself, normal reaction is to say yes

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

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:

Your motive for saying yes. Does that help you identify part of a pattern of behaviour for you?

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.

Your self-directed days are a very important part of the learning you will do on Crossing Thresholds. They are designed to give you the space and time to reflect, learn and put in to action what you covered on the facilitated days in the larger group. Please arrange with your peer group how you wish to connect and whether you intend to spend a full day together, or split the hours over a week/month.

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

9.30 - 10.30: Informal catch up with you 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?
 What are you taking away from the facilitated day?

10.30 - 11.00: Short activity chosen from the Module's resources 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:

What is the best IT platform for you all to use? Zoom, Skype, MS Teams or conference calls?

Who will set up chair/facilitate meetings?

How often will you meet and for how long?

Re-sharing goals for your Crossing Thresholds course – what key things do you want to take from the programme?

How will you work as a group – will you stay in contact between modules?

How best to communicate – WhatsApp, messaging, email?

How will you review the sessions?

Any other ideas

