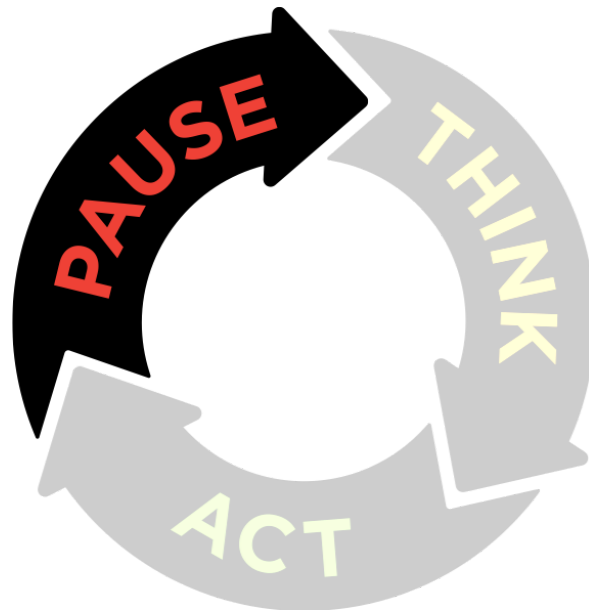


# Chapter 3: Pause



## ONE-MINUTE WORKOUT

Your one-minute workout, to do at work or at home, is to reflect on the following: What would a Pause look like for you?

Brainstorm a few ways you can create intentional Pauses in your day-to-day life. Notice how Pausing makes you feel, especially if that's not your typical reaction to stress.

I encourage you to implement one of your Pause strategies within the next twenty-four hours.

## REPLAY

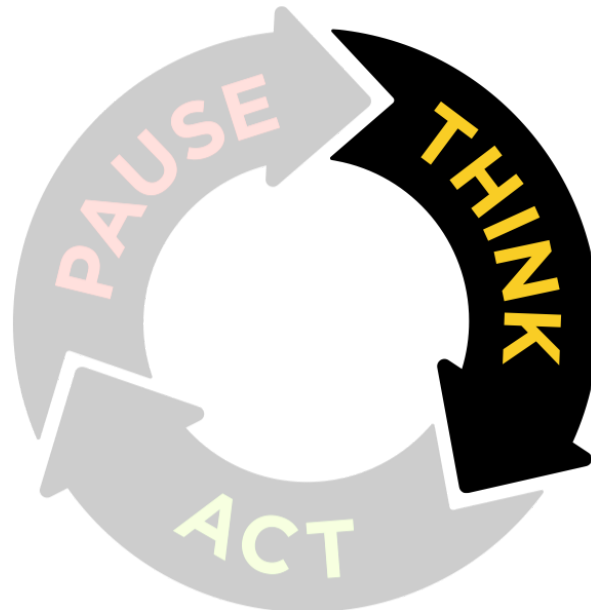
Pause is:

- Taking a moment
- Getting off autopilot
- Consciously increasing your awareness

Pause is not:

- Stopping altogether
- Stalling out
- Disengaging

# Chapter 4: Think



## ONE-MINUTE WORKOUT

Your one-minute workout is to do the following: When you encounter an obstacle, big or small, Pause and Think. What questions can you ask to help you explore different options and create new awareness?

With the new awareness that comes from asking thoughtful questions, you have access to new actions.

Now, let's look at the final step to engage your Thoughtfully Fit core: Act.

## REPLAY

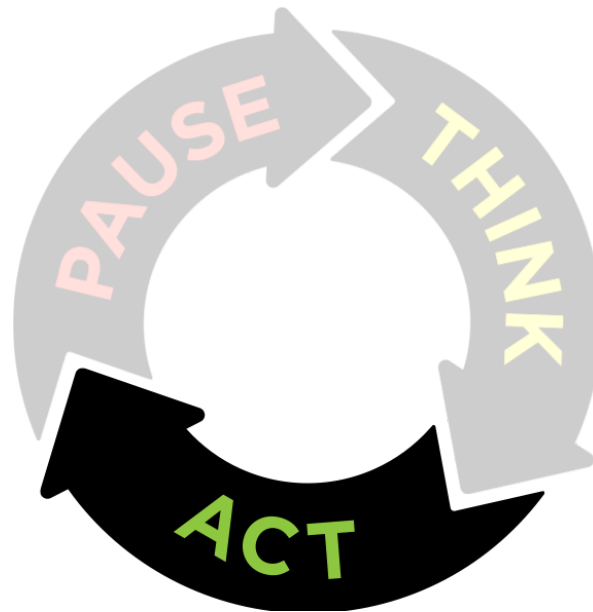
Think is:

- Asking thoughtful questions
- Taking time to reflect
- Creating new awareness
- Exploring different choices

Think is not:

- Getting bogged down in analysis
- Paralysis
- Ruminating
- Coming up with plans A and B, but not also C, D, E, and F

# Chapter 5: Act



## ONE-MINUTE WORKOUT

Your training plan and one-minute workout is to identify where you need to Act in your life.

What's getting in the way of you shooting or passing the ball? What would help you to Act and execute the play?

## REPLAY

Act is:

- Executing the plan
- Taking the shot
- Deciding to move forward, thoughtfully

Act is not:

- Behaving impulsively
- Overreacting
- Doing something you later regret

# Chapter 6: Stillness

## ONE-MINUTE WORKOUT

Stillness is about quieting the mind. It gives us the chance to recharge and replenish. Stillness is for you. It's an opportunity to focus on self-awareness and self-reflection.

For the next sixty seconds, find Stillness. Put your book down. Put your phone down. Close your eyes if you'd like. For the next minute, pay attention to your thoughts. Notice your thoughts and let them settle. No judgment. No action. Look at your thoughts as if they are in bubbles around you, and see what you notice. What's going on? What's surrounding you?

Imagine what insights or inner peace could come from one minute a day of Stillness. Or maybe five minutes. Or ten. Allowing yourself to be still is one of the first ways you can be Thoughtfully Fit. It will help you gain new insights, clear your mind, set priorities, or start working again with a clear focus.

## REPLAY

Stillness is:

- Quieting the mind
- Taking a break
- Focusing on yourself
- Reflecting on your thoughts and feelings

Stillness is not:

- Planning your week
- Emptying your mind
- Sitting on a meditation mat (unless you want to)



## THINK QUESTIONS

- What do I need to quiet my mind in this moment?
- What's going on?
- What am I noticing?
- What "noise" is surrounding me?
- What's giving me energy? What's depleting my energy?

## TRAINING PLAN

- Find moments of Stillness in your everyday activities.
- Develop Stillness practices and e carve out dedicated time e for Stillness in your routine.
- Make time for self-reflection through journaling.
- Decrease unnecessary distractions by turning off phone e and computer notifications and alerts.

# Chapter 7: Strength

## ONE-MINUTE WORKOUT

Back to your training plan for life and business success. For your one-minute workout, reflect on the past day. How did you show up? Think about whether you were in control of your behavior or whether your emotions were in control.

Now, think about your next day. How do you want to show up? Regardless of the emotions you might anticipate feeling, think about what behavior you want to demonstrate.

Here's an extra challenge: think about what you specifically want to do, not just what you don't want to do—for example, “listen” instead of “don't talk too much,” or “stay curious” instead of “don't shut down.”

This is a workout you can do every day, even multiple times a day.

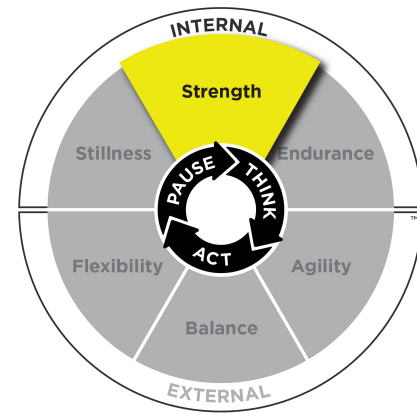
## REPLAY

Strength is:

- Getting off autopilot
- Identifying your triggers
- Making conscious choices
- Choosing what to do with your feelings

Strength is not:

- Denying your feelings
- Putting on a brave face
- Trying to make everyone else feel better
- Pretending everything is okay



## THINK QUESTIONS

- How do I want to show up?
- What choices do I have in this moment?
- How can I override my default?
- What other options are there?
- What's the risk/cost of not consciously choosing how I want to show up?
- What support do I need?

## TRAINING PLAN

- Recognize your emotions and notice the default behaviors that show up.
- Use your breath.
- Be aware of your own behavior and the effect it's having on others.
- If you're not ready to show up how you want, don't be afraid not to show up at all.
- Set your thermostat, rather than matching everyone else's temperature..

Need practice? Visit [ThoughtfullyFitGym.com](https://ThoughtfullyFitGym.com) to join a Strength workout!

# Chapter 8: Endurance

## ONE-MINUTE WORKOUT

Who is your loudest trash talker? Take thirty seconds to listen to what this voice is saying. As you do, try to picture the voice that's talking. What does it look like? What does it sound like? What's its posture or gesture? Give it a name and a catchphrase.

After you get clear on your trash talker, Think about how you want to respond. What do you want to say back to it? How is it preventing you from accomplishing what you want to do?

Then Act with the new awareness you have.

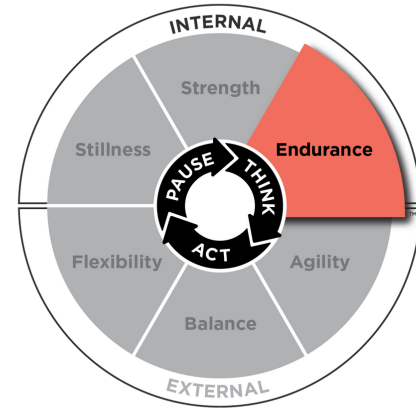
## REPLAY

Endurance is:

- Adopting a growth mindset
- Discovering where you're stuck
- Addressing limiting beliefs
- Taking small steps toward big change

Endurance is not:

- Hoping everything will be easy
- Expecting a quick fix
- Focusing on what others think you should do



## THINK QUESTIONS

- Where am I stuck?
- What's getting in the way?
- What stories am I telling myself?
- What skills or support do I need to move past these obstacles?
- What small step can I take to move forward?

## TRAINING PLAN

- Believe things can be different.
- Design some accountability.
- Name your trash talkers and quiet them.
- Think big but start small.
- Focus your energy on the things you care about most.

# Chapter 9: Agility

## ONE-MINUTE WORKOUT

Take one minute to reflect on your answers to the following questions: How do you react when you're caught off guard? When someone criticizes you? When someone snaps at you? On a scale of one to ten, how thoughtful is your reaction in each of those situations?

Now, Think about how you want to respond instead. What would be different? What's one action you could take to get closer to that desired response?

This will require practice! If you don't succeed the first time, don't worry. That's normal. Keep working at it, and that desired response will become a new normal for you.

## REPLAY

Agility is:

- Responding instead of reacting
- Being more intentional in difficult situations
- Creating a time-out
- Identifying choices
- Eliminating the "jerk" from your knee-jerk reaction

Agility is not:

- Defaulting to your first reaction
- Doing what feels good in the moment, regardless of consequence
- Blaming the other person



## THINK QUESTIONS

- What choices do I have?
- How can I call a time-out?
- What opportunities are there for connection?
- What's the outcome I want? What response will help me get there?
- How can I understand what the other person is feeling?

## TRAINING PLAN

- Practice "connect, then content."
- Open up and be vulnerable.
- Consider your choices, and don't act on the first one.
- Take responsibility.
- Slow your roll.

# Chapter 10: Balance

## ONE-MINUTE WORKOUT

The next time you're having a conversation with someone and trying to find a resolution, picture a game of tug-of-war. Do a quick assessment. Are you and the other person on opposite sides? Are you trying to win at all costs? Or are you and the other person pulling in the same direction to solve the problem?

If you notice you're on opposite sides, trying to pull the other person over, Pause and get refocused on finding a resolution.

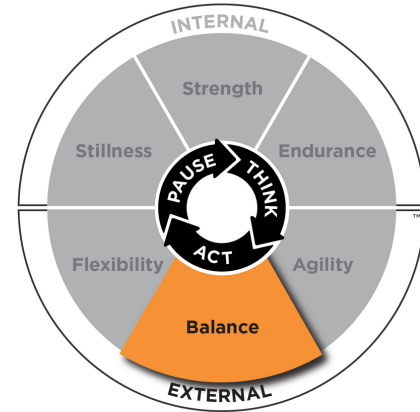
## REPLAY

Balance is:

- Getting to win-win
- Honoring both sides in a relationship
- Stating your truth with courage and compassion
- Understanding your wants and needs
- Getting curious about the other person's wants and needs

Balance is not:

- Getting your way at all costs
- Convincing everyone that you're right



## THINK QUESTIONS

- What's out of balance?
- What do I want or need? What does the other person want or need?
- How do I state my truth? How do I seek their truth?
- What choices exist?
- What's the outcome I'm looking for?
- How can we get to win-win?

## TRAINING PLAN

- Have hard conversations.
- Set boundaries.
- Communicate your needs.
- Address root causes right away.



# Chapter 11: Flexibility

## ONE-MINUTE WORKOUT

For your one-minute workout, the next time you find yourself venting, Pause and Think. Is what you're venting about something in your circle of control or influence? If yes, consider what Action you can take. Have a conversation or do something to solve the problem.

If it isn't in your circle of control or influence, or if you don't want to have a conversation with the person at the source of your frustration, practice Flexibility. Acknowledge the frustration and choose to let it go; accept the situation for what it is.

Bonus: This workout can be even more effective if you do it with a partner. You can keep each other in check and support each other in engaging your core: focus on your choices and what you control.

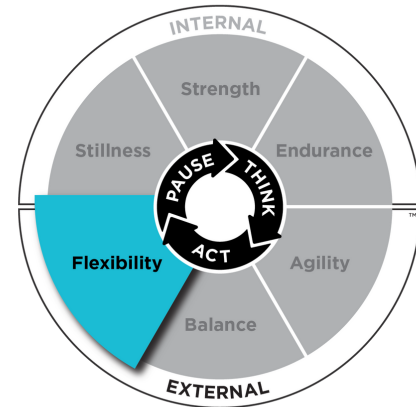
## REPLAY

Flexibility is:

- Letting go of judgment
- Accepting others as they are
- Focusing on what's in your control

Flexibility is not:

- Trying to change other people
- Being a doormat
- Condoning bad behavior



## THINK QUESTIONS

- How is my judgment of this other person affecting me?
- Is this my business?
- What's the cost of accepting this person? What's the cost of not accepting them?
- How can I stretch to fully accept this person, just as they are?
- If I can't accept the behavior, can I still accept the person?
- If that's still too hard, can I at least accept that I can't change this person?

## TRAINING PLAN

- Work toward acceptance.
- Find a new perspective.
- Bring your focus inward.
- Ask questions and seek to understand.