LIVE EMPOWERED

DEFINING STRESS
Boundaries and Bounce-Backs

TAKING CONTROL
Personal Power

YOUR BEST SELF
Living Empowered
Thank you for participating in Live Empowered. This program will help you change your view of stress. By bringing awareness to your life and asking you to dive deep into understanding your stress response, we will interrupt the negative stress cycle and encourage a positive, more resilient response to stressors.

In the next six weeks, you will learn about what stress is and how a positive, resilient response to stress can impact your overall health and well-being. As the program progresses, you will receive tools and resources to create forward movement. Remember, your experiences are different from everyone else’s — and the most valuable information you gain may come from the work you put into this program.

Please be sure to bring your Live Empowered workbook to each session and track your progress as you go. These activities are designed to enhance your success. The more you engage, the better your results will be!

**PROGRAM REQUIREMENTS:**

- Complete all six weekly webinars via live sessions or recordings.
- Complete the survey sent out after each webinar.

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WEEK ONE: DEFINING STRESS

THIS WEEK’S TOPICS:
• Define Stress
• The Stress Cycle
• Tips to Live Empowered

STRESS

Stress: A physical, mental and emotional response to a challenging event.

There are two types of stress responses: positive (or challenge) responses, and negative (or threat) responses.

Positive stress can be healthy. It generates a sense of thrill and excitement, which we often are able to handle. It provides motivation and lends positive fulfillment.

Negative stress can have a negative impact on the body, which results in warning signals. If negative stress is not addressed for a prolonged period, disruption can occur on all levels.

Thinking about how you respond to stress, what are you wanting for yourself from this program?

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How do you define stress?

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Consider your stressors. Which are positive? Which are negative?

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WEEK 1: DEFINING STRESS

THE STRESS CYCLE

How does stress show up in your body and/or behavior?

The stress response is a normal, evolutionary biological response to a difficult circumstance. The immediate symptoms, such as increased heart rate and perspiration, are your body’s way of priming you to take on the challenge.

Your stress response is most likely to be negative (and harmful) when you’re working outside of your own capability or control. When this occurs, the body gives you warning signals, such as the ones below.

<table>
<thead>
<tr>
<th>STRESS RESPONSE</th>
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</thead>
<tbody>
<tr>
<td>COGNITIVE:</td>
</tr>
<tr>
<td>• Memory problems</td>
</tr>
<tr>
<td>• Inability to concentrate</td>
</tr>
<tr>
<td>• Poor judgment</td>
</tr>
<tr>
<td>• Seeing only the negative</td>
</tr>
<tr>
<td>• Anxiety or racing thoughts</td>
</tr>
<tr>
<td>• Constant worry</td>
</tr>
<tr>
<td>EMOTIONAL:</td>
</tr>
<tr>
<td>• Moodiness</td>
</tr>
<tr>
<td>• Irritability or short temper</td>
</tr>
<tr>
<td>• Agitation</td>
</tr>
<tr>
<td>• Feeling overwhelmed</td>
</tr>
<tr>
<td>• Sense of loneliness</td>
</tr>
<tr>
<td>• Depression or general unhappiness</td>
</tr>
<tr>
<td>PHYSICAL:</td>
</tr>
<tr>
<td>• Aches and pains</td>
</tr>
<tr>
<td>• Diarrhea and constipation</td>
</tr>
<tr>
<td>• Nausea, dizziness</td>
</tr>
<tr>
<td>• Chest pain, rapid heartbeat</td>
</tr>
<tr>
<td>• Loss of sex drive</td>
</tr>
<tr>
<td>• Frequent colds</td>
</tr>
<tr>
<td>BEHAVIORAL:</td>
</tr>
<tr>
<td>• Eating more or less</td>
</tr>
<tr>
<td>• Sleeping too much or too little</td>
</tr>
<tr>
<td>• Isolating oneself</td>
</tr>
<tr>
<td>• Procrastinating or neglecting responsibilities</td>
</tr>
<tr>
<td>• Using alcohol or drugs to relax</td>
</tr>
<tr>
<td>• Nervous habits</td>
</tr>
</tbody>
</table>

*Your goal* is to interrupt the stress cycle by creating a pattern for optimal health. If you are able to view your stress as normal — or even helpful — rather than harmful, you are less likely to suffer the negative health consequences of the threat response.

WHAT WOULD BE POSSIBLE IF YOU COULD CHANGE YOUR VIEW ON STRESS?
WEEK I: DEFINING STRESS

TIPS TO LIVE EMPOWERED

What new awareness about stress do you have?

TO LIVE EMPOWERED, YOU MUST KNOW WHAT YOU ARE CAPABLE OF.

What’s your vision? → Where are you going in life?

What’s your mission? → How will you get there?

BREATHING EXERCISE

Coherent, or equal, breathing: This is consciously breathing so the duration of both inhalation and exhalation is equal, usually about 4-5 seconds for each.

IGNITING ACTION

Gather your inner thoughts on paper to put together your vision and mission in life.

PRACTICE STEPS

» Identify your story: Is your stress response usually negative or positive?

» Interrupt your stress cycle: Identify a stressor that could be viewed as a challenge instead of a threat.

» Practice the coherent breathing technique.
WEEK 2: BOUNDARIES AND BOUNCE-BACKS

THIS WEEK’S TOPICS:
• Boundaries and bounce-backs
• Getting real
• What you need
• Self-care

CELEBRATE YOUR WINS

How do you currently celebrate your wins? How does that impact you?

It’s important each week to celebrate your wins. This provides you with an opportunity to value your successes with each step you take toward your desired outcome. The more you feed the wins in your life, the more you’ll want to succeed. Use these questions to evaluate your ability to celebrate your wins and the effect it has on your motivation.

Considering what we discussed, what went well for you this past week?
BOUNDARIES: BORDERS OR LIMITS.

Bounce-backs: A form of adaptive competence, or the times in life when you have the ability to recover quickly and completely from stressful events.

The more you define your boundaries and learn how you bounce back from stress, the more you will be able to envision and create a positive stress response.

What comes up for you after hearing about boundaries and bounce-backs?

GETTING REAL

What do you tell yourself when things get hard?

Getting real is a practice in awareness; it is a reality check and an opportunity to ask yourself what stories or excuses may be holding you back.

Stress will never be completely eliminated from the world (or your world), but you can control your perception of stress and how you respond to it.

"ALL WE NEED IS GENUINE CURIOSITY, AN OPENNESS TO EXPERIMENT, AND A WILLINGNESS TO EXPERIENCE WITH AWARENESS WHATEVER COMES UP."

— SUSAN CAMPBELL, PH.D.

HOW CAN YOU GET REAL? WHAT IS POSSIBLE FOR YOU WITH THIS PERSPECTIVE?
WHAT YOU NEED

How are you typically affected by stress?

There are going to be times when your response will be tested. In these moments, it can be helpful to take a step back and assess your needs.

How can sharing your needs help you to adapt your responses?

PRACTICING SELF-CARE

How do you recharge?

What self-care activity can you practice this week?

"ACKNOWLEDGE THAT CHANGES, CHALLENGES, AND HARDSHIPS ARE THERE TO DEEPEN US."
—CAT LI STEVENSON

ACTIVITIES FOR SELF-CARE

» Care for your body.
» Get active.
» Listen to your body.
» Think about what you are grateful for.
» Write in a journal.
» Read.
» Practice saying “no” to commitments that don’t serve your values.
» Laugh more often.
WEEK 2: BOUNDARIES AND BOUNCE-BACKS

**BREATHING EXERCISE**

**Resistance breathing:** Breathe in and out of your nose and create a slight force with your inhale and exhale, like you are trying to fog up a mirror. Imagine breathing using just your throat muscles. You can also create manual resistance by pursing and breathing through your lips or through a straw.

**PRACTICE STEPS**

» Acknowledge your boundaries, both personal and work-related. Say “no” to any situations/stressors that interfere with your boundaries.

What bounce-backs have you experienced that you can draw strength from?

How do you experience stress in your life? Write down any warning signals you notice throughout the week.

» Assess your needs and try a self-care activity this week.

**IGNITING ACTION**

Journal about what the following Jimmy Dean quote means to you: “I can’t change the direction of the wind, but I can adjust my sails.” Remember, the most effective change is within you.
CELEBRATE YOUR WINS

Let’s check in. What has gone well for you this past week? What is different about this week than last?

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HOW WILL YOU KNOW IF YOU ARE IN CONTROL OF THE STRESS YOU ARE EXPERIENCING?

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TAKING CONTROL

When in your life do you feel powerful and in control?

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The key to taking control of your life is not only to check in, but to make small adjustments over time to find what works best for you. Begin with what is most important for the day.
STEP OUT OF THE FAMILIAR

What “usual” or familiar ways of being and reacting do you notice in your life?

BROADEN YOUR VISION

When do you feel stuck?

When stress occurs, your attention tends to narrow and focus on negative aspects of the situation, deterring you from a positive outcome. Broadening your vision means taking a moment to step back and look at the bigger picture.

What is the bigger picture that is coming into view for you right now?

REFRAME YOUR THOUGHTS:

» Is there a different way to view this situation?
» Are you focusing only on the negative?
» Can you adjust your standards and redefine success?
» Ask yourself, “Will this matter in five years?”

“WE CANNOT BECOME WHAT WE NEED TO BE BY REMAINING WHAT WE ARE.” – MAX DE PREE

How can you step out of the familiar to support changing your stress response?
STAY TUNED

How well do you listen to your body?

When you tune in, you are able to create a more positive response to stressors. You can tune in through mindfulness practices such as deep breathing, yoga, tai chi, prayer and meditation.

What comes up for you when you hear that you should stay “tuned in” to your needs?

IGNITING ACTION

Where do you already feel powerful and in control? Can you identify and begin to reclaim other areas of your life where you can take control? Journal about these areas and commit to forward movement.

BREATHING EXERCISE

Breath moving: As you breathe in, imagine you are moving your breath to the top of your head.

As you breathe out, imagine you are moving your breath to the base of your spine.

PRACTICE STEPS

» Practice adjusting your reactions to stress.

» Check in with yourself to take control: What daily tasks and events drain your energy? Make a small adjustment to better serve your goal of Living Empowered.

» Try an activity to tune in to your needs this week.
CELEBRATE YOUR WINS

What went well for you this past week? Did you gain any new awareness?

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RISE TO THE OCCASION

What opportunities do you have for growth and improvement?

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What is one challenge in your life that you can view differently?

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WEEK 4: PERSONAL POWER

SIX HUMAN NEEDS

What gets you out of bed in the morning?

Consider how you fulfill each of these needs. Which needs do you value the most?

CERTAINTY/COMFORT
» The need for control, pleasure and security

UNCERTAINTY/VARIETY
» The need for surprises, challenges and excitement

SIGNIFICANCE
» The need to feel that you are important, necessary and rare

LOVE AND CONNECTION
» The need for intimacy, friendship and/or family

GROWTH
» The need for learning, new experiences and self-improvement

CONTRIBUTION
» The need to give back and for your life to have meaning

Where in your life are you serving one of your needs, but still not achieving what you want to accomplish long-term? How can you fulfill that need in a way that empowers you?
CREATE "I CAN" MOMENTS

When do you feel most confident?

SELF-EFFICACY: THE BELIEF THAT YOU CAN MAKE A DIFFERENCE IN YOUR LIFE WITH YOUR ACTIONS.

How can owning your personal power change the way you view stress?

WEEK 4: PERSONAL POWER

POWER POSES

Power poses are tools to use your body language to create a powerful state of mind.

Hold one or more of these poses for 1-2 minutes:

- Stand with your arms up in a “V” position, like you are celebrating.
- Sit with your hands behind your head and your feet up.
- Stand and lean on your hands over a desk or table.

BREATHING EXERCISE

Alternate-nostril breathing:

Let one hand rest in your lap. Using your other hand, bring your thumb and ring finger to rest on either side of your nose.

Close your right nostril and inhale through the left. Retain your breath as you close your left nostril and exhale through the right. Then inhale through the right, retain, and exhale through the left.

Continue in this manner, alternating each time you exhale.
PRACTICE STEPS

» What challenges are you facing this week? Write down, think about or even create a discussion around how you can choose to embrace these as opportunities for growth.

» Reflect on the Six Human Needs. How do your top needs inform your decision making? What needs are you fulfilling in a way that does not support you? How can you choose to fulfill your needs in a way that empowers you?

» Practice alternate-nostril breathing to cultivate balance and clarity.

IGNITING ACTION

Create one or many “I Can” statements that describe what it means for you to Live Empowered.

“I am powerful and I can ______________.”

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CELEBRATE YOUR WINS

How did you use your personal power this week? What went well for you?

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VISUALIZATION

What is an area in which you can imagine yourself being better?

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Visualization is like mental training to create positive outcomes in your life. The more often you practice visualization, the more effective it will be.

Think about a specific goal and take the time to imagine what you are wanting. Create a clear, detailed picture of yourself achieving your goal. Imagine every detail of the situation, using all five of your senses to gain as much clarity as you can.

In what area of your life can you create a vision for success?
PERSEVERANCE

What comes up for you when you think of “grit”?

In order to make real change in the way you view and respond to stress, you have to be willing to stick with your goal for a long period of time.

WAYS YOU CAN DEVELOP YOUR PASSION AND PERSEVERANCE:

» Know the purpose of your goal.
» Maintain the belief you will succeed.
» Surround yourself with people who inspire you.
» Keep practicing!

WHAT DO YOU STILL NEED TO HELP YOU PERSEVERE ON THE WAY TO YOUR GOALS?

YOUR BEST SELF

Imagine the best version of yourself. What are you doing? Who are you with? How are you behaving? How do you respond to stress?

Using visualization to imagine the best version of yourself is a great way to identify what is important to you, what you value and what you are wanting.

The steps to take yourself through the process are as follows:

» Remove yourself from distractions. Get comfortable. Maybe take a few deep breaths.

» Create a mental image of your best self. You can use visualization, create a vision board with pictures or even write it out.

» Take the time to allow your image to come together. Get clear on what you are wanting, what you are doing, how you behave, who you are with, etc.

» Once you have a clear picture, stay with it for a few minutes.

» When you are finished, reflect on how you felt when imagining what you are wanting for yourself. Write down anything that stood out.

» Practice and repeat often to keep the image fresh.
IGNITING ACTION

Take the time to create a blueprint of your best self. What are you doing? Who are you with? How are you behaving? How do you respond to stress?

PRACTICE STEPS

» Use visualization at least three times this week — right after waking or right before bed.

» Write down one goal that perseverance can help you achieve.

» Practice breath retention this week when you need to create space or stillness — whether it is for 30 seconds or 30 minutes.

BREATHING EXERCISE

Breath retention: Inhale and hold at the top for 1-2 seconds, then exhale and hold for 1-2 seconds.
WEEK 6: LIVING EMPOWERED

THIS WEEK’S TOPICS:
• Clarity
• Living Empowered
• Moving forward

CELEBRATE YOUR WINS

What has gone well for you this past week?

CLARITY

At this point in our program, is there anything that is still unclear to you?

To build clarity and self-awareness, get rid of clutter!

» Look at your physical environment: Is there an opportunity to organize your work space or your home? Is there a stack of papers or a drawer or maybe even an entire closet you could clear out?

» Consider your relationships: Are there situations or influences that prevent you from being your best self? Do you have a close friend or confidante with whom you can share your thoughts?

» Look inward: Do you have a mindfulness practice that centers you? Are you holding on to guilt or grudges that are no longer moving you forward? Can you do a better job of listening to your body?

» Create a routine (or rework your current routine) so you are supporting your best self: Eat, move, sleep, speak and work in a way that leads you toward what you are wanting.

What opportunities are you seeing to de-clutter and increase clarity?
WHAT DOES LIVING EMPOWERED MEAN TO YOU?

**Living:** Possessing life. In active function or use. Full of vitality.  
**Empowered:** Invested with power or authority. Equipped.

To look at it literally, “Living Empowered” means functioning and thriving, equipped with the power you need to make any and all decisions, changes and choices in your life.

Each time you choose to see life’s stressors as a challenge to overcome, you train your brain in a new way of being, behaving and responding. Living Empowered is not a task you move on from after achieving; it is a daily practice that will help you create forward movement toward all of your personal goals.

WHAT CAN YOU DO TODAY TO LIVE EMPOWERED?

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### MOVING FORWARD

Considering what we have discussed, what are you wanting for yourself moving forward?

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How has your relationship with and reaction to the stress in your life changed?

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What new awareness have you gained about yourself?

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How have you applied what we have discussed?

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What is one thing you are committed to moving forward?

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### BREATHING EXERCISE

**Diaphragmatic breathing (belly breathing):**

Bring your awareness to your belly — if you like, bring one or both hands to rest on or below your belly button. When you are ready, inhale deeply until you feel your belly begin to rise, and exhale fully until your lungs are empty.

### PRACTICE STEPS

- De-clutter! Choose one area of your environment or your life where you can create clarity and space.

- Evaluate your current routines. Are there any changes you can make to support your goal of Living Empowered? Is there a new routine you want to create?

- Identify at least one thing you are committed to moving forward

### IGNITING ACTION

What does Living Empowered mean to you? Write down what will be different in your life as you choose to Live Empowered.

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CONGRATULATIONS!

You have completed the Live Empowered program! It takes courage and strength to pursue change, to make your life a priority and stick with it. Acknowledge yourself for all you’ve accomplished!

Remember, however, that this is simply the beginning of your journey to success. Use the tools you’ve learned during these six weeks to strive toward your goals in all aspects of life. Keep up the amazing work you’ve started. Think of the momentum you’ve created. Use it to ignite your life and bring fire to your world!

If you have questions, or if you’d like to start working with a coach one-on-one, please email coaching@adurolife.com.