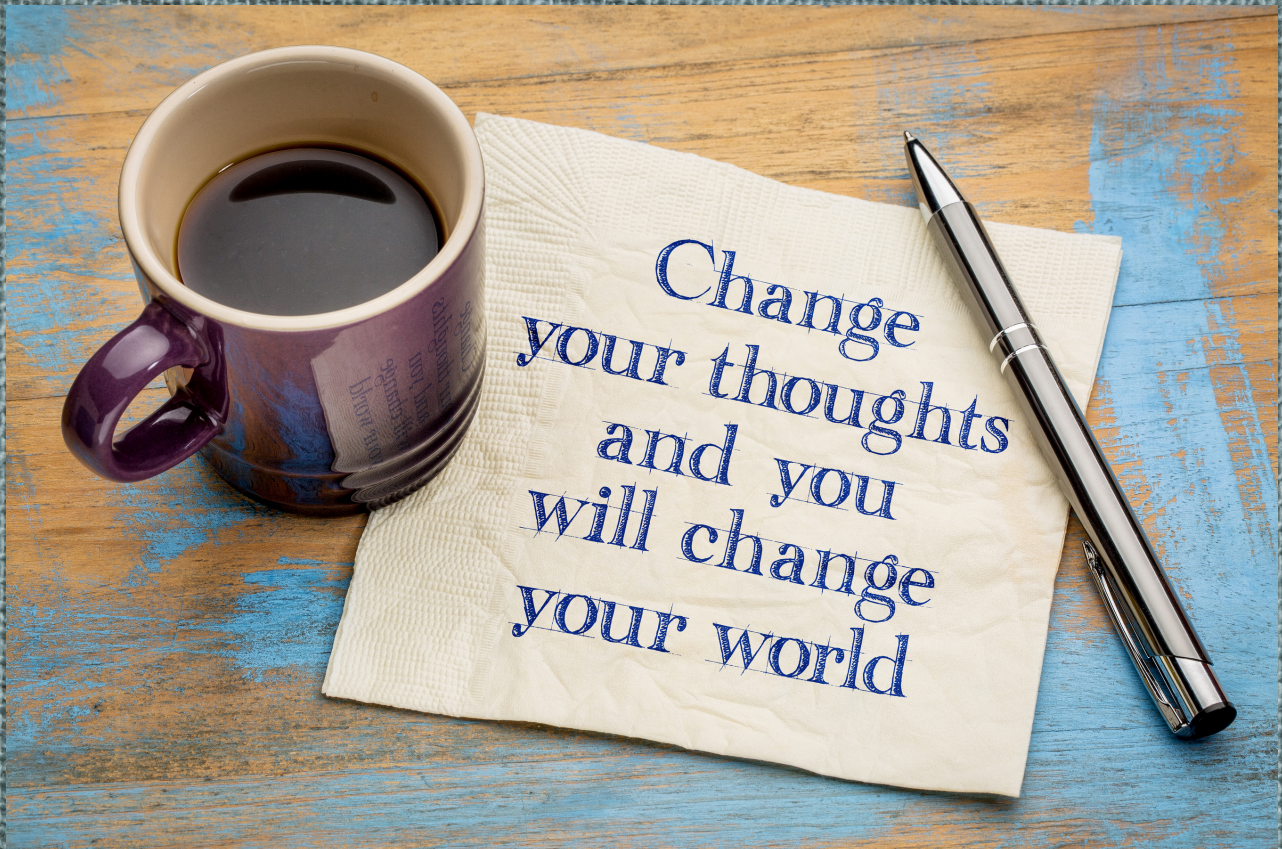


# Reframing Your Thoughts



Change  
your thoughts  
and you  
will change  
your world



# Reframing Your Thoughts

## How to use your workbook

- Print off your workbook
- Find a quiet time and place
- Answer the questions as honestly as you can

## What will you learn?

- How to reframing your thoughts
- Become emotional aware
- Overcoming self-doubt loop
- What is in your circle of control and what is not

## Resources:

Joel A. Rivera, M.Ed. & Natalie Rivera at [www.transformacademy.com](http://www.transformacademy.com)

## Reframing Your Thoughts

It truly is not what happened in your life that creates your story, it's how you interpreted (or framed) your experiences.

### The Power of Interpretation (Perspective)

Your interpretation of events either empowers you or disempowers you. Even the worst experiences of life, that feel like a curse, can be re-framed to find the silver lining or blessing contained within them. It is the MEANING we attach to a situation that determines whether it moves us forward or holds us back. The meaning also impacts the way we react and feel about any circumstances.

### Find the Silver Lining

For every seemingly negative circumstance in life, there either was (or could be) a positive outcome because of it. You can choose to interpret events in a way that is DISEMPOWERING (makes you feel resentful or guilty) or you can interpret them in a way that is EMPOWERING by asking yourself:

- What else might be going on here?
- What did I learn from this experience?
- What can I do differently next time?
- What positive outcome eventually came as a result of this situation?
- What meaning does it have? What purpose does it give me?
- How can I use this for GOOD?

Make a list of any experiences from your life story (past or present) that are “negative” and then identify the positive outcomes and/or the empowering perspective you can take from them.

“Negative” Life Experiences	Positive Outcomes/Perspectives





# Emotional Awareness





## Emotion Identification Chart:

Below are 6 common emotions and descriptions of the emotion, physiological state, and common resulting behaviors. This chart will help you get a general idea of the signs and symptoms of each emotion to make them easier to identify. Keep in mind everyone experiences each emotion somewhat differently and you may not experience all of the characteristics.

Label	Emotion	State	Behaviour
Happiness	Intense, positive feelings of well-being, pleasure, contentment, delight, joy, optimism, and gratitude. Affirmative, positive thoughts and mental clarity.	Head held high (posture), wide-eyed, smiling, laughing, relaxation of muscles, open body language.	Pleasant voice, friendly, swinging arms, dancing.
Boredom	Low-intensity, unpleasant feelings of apathy, restlessness, indifference, emptiness, and frustration. Defeatist thinking or wishing things were different.	Low energy, slumped posture, smirk or frown, low eyes, shallow breathing.	Resting head, fidgeting, staring.
Anxiety	Vague, unpleasant feelings of distress, uneasiness, stress, apprehension, and nervousness. Thoughts of uncertainty and worry, racing thoughts, difficulty concentrating and remembering.	Restlessness, sweating, clammy hands, hunched shoulders, swallowing, quickened breath, darting eyes, butterflies in the stomach, nausea.	Pacing, biting lip, fidgeting. Irritability, hypervigilance
Anger	Intense, uncomfortable feelings of hostility and hurt. Feeling out of control. Thoughts of blame and resentment. Difficulty thinking clearly or rationally.	Muscle tension, headache, tight chest, increased heart rate, increased blood pressure, heavy breathing, clenched fist, furrowed brow, showing teeth, clenched jaw, sweating, trembling, flushed cheeks, large posture.	Loud voice, yelling, cursing, sarcasm, pacing. Sometimes leads to aggression, including hitting a wall, throwing an object, or lashing out at a person.
Sadness/ Depression	Feelings of intense pain and sorrow, guilt, unworthiness, disappointment, helplessness, gloominess, loss, grief, numbness, meaninglessness, loss of interest. Defeated thinking and difficulty concentrating and remembering.	Slumped posture and hunched shoulders, long face, slow movements, pouting, body aches, crying, shaking, crossed arms, fatigue, upset stomach, monotone voice.	Curling up into a ball, laying around, withdrawing, irritability.
Fear	Intense feeling of dread, impending doom, or panic due to a perceived danger or threat. Paranoid or worst-case thinking and hyper focused on the object of the fear.	Increased heart rate, increased blood pressure, alert eyes, high eyebrows, corners of cheeks pulled toward ears, clammy, sweating, quickened breath, goose bumps, butterflies in the stomach, shaky voice.	Freezing, fleeing, hiding.





## Developing Awareness of Emotions

If you want to re-gain your power to direct your own emotional state, you need to be able to:

- Notice you're experiencing an emotional state
- Identify what it is
- Know what to expect
- Know how to influence a new emotional state



## Practicing Emotional Awareness and Identification

Next time you catch yourself experiencing an emotion that is distinct, ask yourself the following questions. Practice this line of questioning often, especially when experiencing unpleasant emotions.

How do I feel?

How do I know?

What do I feel? Sensations?

Where do I feel it? Locations? Where in my body did it begin? Move to?

How do I recognize when OTHERS experience this emotion?

What do I observe in my body language, vocal tone, thoughts, behaviors?





# Overcoming Self-Doubt





## Overcoming Self-Doubt

Self-doubt is the opposite of confidence. Self-doubt is a decision not to try. But the good news is that this is only a habit. And, you can understand how to overcome these self-doubt traps by understanding WHY the brain hesitates.

Our brain's #1 goal at all times is to keep us alive. Evolutionary psychology shows us that there are good reasons that our brains hesitate or respond with fear. Unfortunately, the original reasons we evolved this way don't apply today. We're not being hunted by saber-toothed predators anymore, yet we still have brains that are wired to AVOID UNCERTAINTY.

The way your brain protects you from uncertainty is to get you stuck in your head, thinking, in order to prevent you from taking any action that it deems risky (such as the risk of failure, discomfort, embarrassment, uncertainty). It starts with an immediate feeling of hesitation or resistance. "Wait. What could go wrong?"

The good news is that you can counteract your brain's instincts by understanding that this resistance and avoidance is simply a habit of thought and action (or, better said, inaction).

## The Self-Doubt Habit Loop

When your brain hesitates and gets you to start overthinking, it stops you from taking action when you need to. Then, because you didn't take action, you doubt your ability to take action. And, because you didn't take action, you weren't successful with whatever you wanted to do, and so you develop self-doubt. This, of course, leads to more overthinking the next time something comes up. It's a circle that spins around and around until you break the cycle.



## How to Stop the Cycle

- Understand that emotions are normal.
- Understand that your brain can be rewired.
- Understand the 4 traps of self-doubt, including which one you tend to get stuck in the most.
- Take action.





## Doubt 1: Hesitation

Hesitating is triggered by uncertainty.

Looks like: waiting, overthinking, perfectionism. (Characteristic: BUSY)

Behaviors:

- Telling yourself a story of what could go wrong
- Not putting something out there until it's perfect
- Making a plan but then not acting on it
- Staying busy with avoidance mechanisms to avoid dealing with something

### Solution:

**Step 1:** Become aware of what hesitating looks like for you.

What behaviors do you do when you hesitate?

What do you tend to tell yourself?

What activities do you do to avoid doing?

What do you tend to overthink about?

What are you waiting to be perfect?

**Step 2:** Start small. Take baby steps.

Instead of thinking of the big picture and all the details of what it will take and what could go wrong, break the situation down into tiny chunks and focus on only the next step.

**ACTIVITY:** Every morning, write down one thing that matters to you and one thing you can do today to move forward. It can be simple, like having a conversation, researching something, or buying a book.





## Doubt 2: Hiding

Hiding: Triggered by fear of others and overwhelm.

Looks like: Avoiding, procrastinating, shrinking back, staying behind the scenes.  
(Characteristic: QUIET)

Behaviors:

- Focusing on big dreams, leading to overwhelm, an excuse not to act, and feeling paralyzed
- Not standing up for yourself or asking for what you want
- Actively protecting yourself and holding yourself back
- Being able to identify a dream and feel passionate about it by not having an actionable plan
- Shrinking back from opportunity and playing it small
- Afraid of being judged, looking like a fool, or disappointing or upsetting others

### Solution:

**Step 1:** Identify what you're afraid of and minimize the fear.

In what areas do you tend to hide and procrastinate?

When you find yourself hiding and procrastinating, what is the fear that causes it?

Why does this thing you're afraid of matter?

Does it ACTUALLY matter?

What could you do about it?

**Step 2:** Identify the avoidance mechanisms you use to procrastinate.

What do you tend to do when you procrastinate (what behavior are you doing instead of what you should be doing)?



**Step 3:** Identify what you actually WANT.

What is the big dream you use to overwhelm yourself and avoid taking action?

Break down your big dream into actionable goals or steps. What do you actually need to accomplish and what are 5 to 10 sub-goals or steps?

**Step 4:** Take small steps that move you toward your goals.

What is one small step you can take every day to make progress?

### **Doubt 3: Hypercritical**

Hiding: Triggered by fear of being hurt, disappointed, or failing.

Looks like: Arguing against yourself, being self-critical, complaining (Characteristic: NEGATIVE)

Behaviors:

- Looking for and focusing on flaws
- Focusing on why you can't do it
- Fixating on what can go wrong
- Lawyering things to death
- Knowing what you need to do but always having excuses why it won't work
- Believing you can't, it's not possible

### **Solution:**

**Step 1:** Identify the excuses you're using to hold yourself back.

What excuses do you tend to use?





**Step 2:** Identify what you're afraid is going to happen?

What negative outcome do you believe is going to happen?

**Step 3:** Eliminate the excuse.

What can you do to eliminate this obstacle or possibility?

**Step 4:** Make a DECISION that you're going to commit to giving it your all for a certain period of time, giving yourself a chance to prove yourself wrong.

Example: A man feels like he cannot start a business because he fears he won't be able to provide for his family's needs. So, his choices are to:

- a) Eliminate the excuse by getting a job
- b) Commit to giving his dream 100% no matter what
- c) Commit to giving his dream 100% for 2 months and then if it's not providing an income by then, he can get a job and keep working on his business

Option c is often the best solution for someone who is hyper-critical. The key to overcoming being hypercritical is to find a solution instead of just complaining. Remove the excuse and take massive action.

## Doubt 4: Helplessness

Helplessness: triggered by insecurity or low self-worth. Helplessness is a fear of success.

Looks like: playing the victim, blaming, lack of self-trust, dependency, defeatist attitude  
(Characteristic: PITY)

Behaviors:

- Belief that "nothing ever goes my way"
- Blaming others or the outside world for all outcomes in life
- Having every excuse in the book
- You've learned that "poor me" gets you sympathy and attention from others
- Overly overdependent on others
- Feeling like the world owes you something





- False sense of incompetence or that you can't handle your problems
- Lack of self-trust; you don't believe you can do it alone
- Unwillingness to be vulnerable
- Won't "do for" yourself—always wanting others to "do for you"
- Fear of success because deep down you fear that if you were to succeed on your own you would lose the support of others
- Lack of taking responsibility for your life
- Acting like you're giving others control of you because you need them but in reality, you're controlling them with your need
- If being helpless doesn't get you the caretaking you desire, you'll resort to intimidation or coercion
- Underlying feelings of anger at being expected to be responsible and self-approving when you're still trying to get the approval and attention you never got as a child

## Solution:

**Step 1:** Identify in what areas you feel helpless and what beliefs support the feeling.

What areas in your life do you feel helpless in?

For each, what do you believe about yourself or what makes you feel helpless?

**Step 2:** Identify who you are dependent on.

Who do you portray your helpless self to?

For each, what type of "helper" are they? Fixer, rescuer, advice giver, enabler, caretaker, guru? Which issues do you focus on with each person?





**Step 3:** Identify what you are afraid of that leads you to not want to take responsibility.

What are you afraid of losing (or other negative consequences) if you were to be self-sufficient and accept personal responsibility for yourself?

In what way can you see that the OPPOSITE is true? Meaning, can you see that you would, in fact, gain these things (that you're afraid of losing) if you were to take responsibility for yourself? (For instance, if you're afraid of losing love, can you see that by removing your dependency you will actually receive more love and appreciation from others?)

**Step 4:** Show yourself that you are capable of taking responsibility for yourself.

What evidence can you remember from your past that you CAN do it?

What specific areas do you already know you are capable of taking more responsibility for?

What areas could you take more responsibility for if you took small steps to improve?

What steps can you take next?

**Step 5:** Look at the reality you're creating for yourself due to helplessness

How will continuing to play the victim, giving your power away to others, and remaining depending on others negatively impact your life if you continue it for another YEAR?



5 YEARS?

10 YEARS?

**Step 6:** Develop self-love.

What do you really enjoy doing that relaxes you and makes you feel happy?

When can you schedule 30 minutes a week for yourself to give yourself the gift of doing this activity?

Where and how will you do this for yourself? Put it on your calendar or set a reminder NOW.

**Step 7:** Set one small goal.

What is one small task you WANT to do that you normally only do if a) you first get advice from someone else or b) someone else helps you or does it for you?

When is the next time you expect this task to happen again?

What can you do to remind yourself to do it YOURSELF next time?





If appropriate, can you tell the person who usually helps ahead of time about your plan and ask them not to help you?

If you catch yourself trying to reach out to someone else to tell you what to do or do it for you, stop yourself and exhaust all options for doing it by yourself

**Step 8:** Celebrate your progress.

Every time you do ANYTHING for yourself that you normally would not have, celebrate your progress.

- Smile at yourself in the mirror.
- Tell yourself you did a good job.
- Reward yourself by doing something you enjoy.
- Dance.
- Do anything that makes you feel good about it.

**Remember, YOU CAN FEEL INSECURE AND STILL TAKE ACTION.**

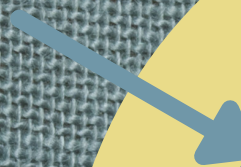




# Your Circle of Control



**INFLUENCE**



**CONTROL**



**NO CONTROL**



## Circle of Control

When we try to create a new story, one of the most important things is to focus on the things that we can control. Too often we waste time and energy on things that are outside of our control and influence, when we could be spending it on creating our new story. In fact this, is why many people never create their new story—they are focused on changing the wrong things. We need to direct our focus on things we CAN control—things within our “circle of control”.

### There are 3 levels of influence:

Things that you can directly control

Things you can influence

Things that you have no control and influence.

### Things you can control:

It's important to recognize that our perception of what we can control strongly influences what we do and what we feel about situations in our life. The perception of how much control you have in your life is called “Locus of Control.” We've included a quiz that will help you identify how much control you feel that you have.

**Locus of Control** - Indicate for each statement whether it is T (true) or F (false) for you. There are no right or wrong answers. This survey will give you a general idea of where you stand on the locus of control personality dimension.

- 1) I usually get what I want in life.
- 2) I need to be kept informed about news events.
- 3) I never know where I stand with other people.
- 4) I do not really believe in luck or chance.
- 5) I think that I could easily win a lottery.
- 6) If I do not succeed on a task, I tend to give up.
- 7) I usually convince others to do things my way.
- 8) People make a difference in controlling crime.
- 9) The success I have is largely a matter of chance.
- 10) Marriage is largely a gamble for most people.
- 11) People must be the master of their own fate.
- 12) It is not important for me to vote.
- 13) My life seems like a series of random events.
- 14) I never try anything that I am not sure of.
- 15) I earn the respect and honors I receive.
- 16) A person can get rich by taking risks.
- 17) Leaders are successful when they work hard.
- 18) Persistence and hard work usually lead to success.
- 19) It is difficult to know who my real friends are.
- 20) Other people usually control my life.



## SCORING:

Give yourself 5 points for each question if you indicated False on questions:

2,3,5,6,9,10,12,13,14,16,19,20

Give yourself 5 points for each question if you indicated True on questions:

1,4,7,8,11,15,17,18

## RESULTS:

0-15 Very strong external locus of control

20-35 External locus of control

40-60 Both external and internal locus of control

65-80 Internal locus of control

85-100 Very strong internal locus of control

This personality test and many more along with information about personality are available at: <http://personality-project.org/personality.html>

A person who has a predominant internal locus of control believes that they can (or should be able to) influence all of the events and outcomes in their life. On the other hand, someone who has a predominantly external locus of control tends to blame the outside world for nearly all things that happen in their life. As you can probably see, being at the extreme end of both of these tendencies can have a negative impact on your life. For example, someone with a high internal locus of control tends to blame himself or herself, and beat themselves up, when something does not go their way, even if they had no control of the outcome. In other words, it is important to recognize there are things that we do not have control over. On the other hand, someone with a high external locus of control tends not to take responsibility for anything, blaming everyone else for things that are clearly within their control. They don't take control of their life because they do not think that they have the power to make the difference. People with a balanced locus of control have a realistic view of what they do have power over.

Below is a small list of things that you do have control over right now:

- How much effort you put into something
- How many times you smile, say "thank you", or show appreciation today
- How well you prepare for something
- How you react to an emotion (yes, you have a choice—in fact, we made a whole course about it)
- What you focus on
- How you interpret a situation
- What you commit to doing or not doing
- What conversations you have and what you engage in
- How much you focus on the present moment
- What you tell yourself and how nice you are to YOU
- How you take care of your body





- How many new things you are exposed to
- What you do in your free time
- Whom you spend your time with and who your friends are
- What information you consume: books you read, media you listen to or watch
- When you ask for help
- Whether you make plans and act on them
- How much you believe what other people say
- How long it takes you to try again when you fail

This is just a small list of examples. However, notice that all of these items are DIRECTLY related to YOU. Yes, YOU, your actions, thoughts, emotions, beliefs and choices are what are within your circle of control.

Remember that some of the things that you have control over have consequences, but those consequences do not take away from the fact that you have a choice.

## Things you can influence:

Outside of your circle of control, the next level is your sphere of influence. Our influence and perceived influence is critical to our wellbeing. In fact, researchers, Dr. Sommer and Dr. Bourgeois have been able to show that the more influential you feel you are, the greater your happiness and wellbeing. This is because feeling that we influence others gives us a sense of purpose, meaning, and control. Notice that influence is different than control. Influence does not mean telling people what to do or making them do something. That does not lead to happiness. And, the truth is that you CAN'T make people do anything.

There are two ways that you can increase your level of happiness when it comes to our influence.

1. Increase your influence on others around you. The type of influence we're talking about here is being a leader in our inner circle—meaning leading by example. For example, when we follow our dreams, stand up for what we believe, and when we grow, we empower other around us to do the same thing. It is about living in the reality that if you change your behavior, or attitude, other people tend to notice and are affected by those changes whether they want to or not.

2. Increasing your awareness of how you currently influence those around you. When you acknowledge the positive impact you are having on others, it boosts your confidence.

Influence is a normal part of human nature. It's up to you to decide in what ways you are influenced by others and whether you are a good influence on those around you. The sphere of influence goes both way because the people that you may have influence over also influence you. Choose who you are around wisely, and be aware of the impact you have on others.



Make a list of those closes to you whom you influence over and/or who influence you:

How do you influence them (both negative and positively)?

How can you become a better positive influence on them?

How do they influence you (both positive and negative)?

Are there any negative influencers that you can replace with positive ones?

Control	Influence	No Control





# Joy and Purpose Coach

Hi, I'm Donna and I am a Joy and Purpose Coach. I help empower and guide single career Mums to prioritize their well-being, enhance and strengthen their parenting skills, and reconnect with their children on a deeper level through implementing easy, fun, and effective tools and strategies.



## Who Am I?

For more information about my background, qualifications, my coaching approach, and my 'Next-Level Thinking, Next-Level Living' 12-week Program for career Mums, please visit my website

[VISIT WEB](#)

## Grab a coffee and let's chat!

Curious to know more? Book your complimentary 60-minute Clarity Call today

[BOOK NOW](#)



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