



LIVE POWERED

PROGRAM WORKBOOK



STRESS MANAGEMENT CONTENT

WELCOME!

Live Empowered will provide you with useful tools to understand, manage and reduce the stress in your life. Over the next six weeks, you will become more aware of how stress impacts you, and then learn to use different techniques that can change how you respond to stressful situations. You're on your way to taking control of your life!

PROGRAM REQUIREMENTS:

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

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IDENTIFY THE SOURCE

Why are you here today? _____

What makes you think this time will be different? _____

WHAT IS STRESS?

The best way to identify the source of stress is to begin by defining it:

STRESS (NOUN):

A state of mental or emotional strain, or tension resulting from adverse or very demanding circumstances.

When you think of stress as a verb, you give special attention to that stress. You continue to make it more important than other areas of your life, which can make you more worried or anxious.

THERE ARE TWO TYPES OF STRESS: POSITIVE AND NEGATIVE

- » **Positive:** Gives a sense of thrill and excitement, which often is easy to handle. It provides motivation and lends positive fulfillment.
- » **Negative:** Has a negative impact on the body, which results in warning signals (which we will discuss later). If negative stress is not addressed for a prolonged period, sickness can occur on all levels.

CREATE AWARENESS BE MINDFUL

What is your source of stress? _____

Is it positive or negative? _____

WEEK 1

“PROBLEMS ARE THE GIFTS THAT MAKE US DIG OUT AND FIGURE OUT WHO WE ARE, WHAT WE’RE MADE FOR, AND WHAT WE’RE RESPONSIBLE TO GIVE BACK TO LIFE.”

- TONY ROBBINS

THE STRESS CYCLE

When stress goes unidentified or uninterrupted in the pattern of the Stress Cycle, it can take a toll on all areas of the body: cognitive, emotional, physical and behavioral. Warning signals can manifest in each of these areas. Your body is letting you know there are other issues that need to be addressed. Not only can you see them within yourself, you may see them in those around you as well. Some warning signals to look out for include:

COGNITIVE:

- » Memory problems
- » Inability to concentrate
- » Poor judgment
- » Seeing only the negative
- » Anxiety or racing thoughts
- » Constant worry

EMOTIONAL:

- » Moodiness
- » Irritability or short temper
- » Agitation
- » Feeling overwhelmed
- » Sense of loneliness
- » Depression or general unhappiness

PHYSICAL:

- » Aches and pains
- » Diarrhea and constipation
- » Nausea, dizziness
- » Chest pain, rapid heartbeat
- » Loss of sex drive
- » Frequent colds

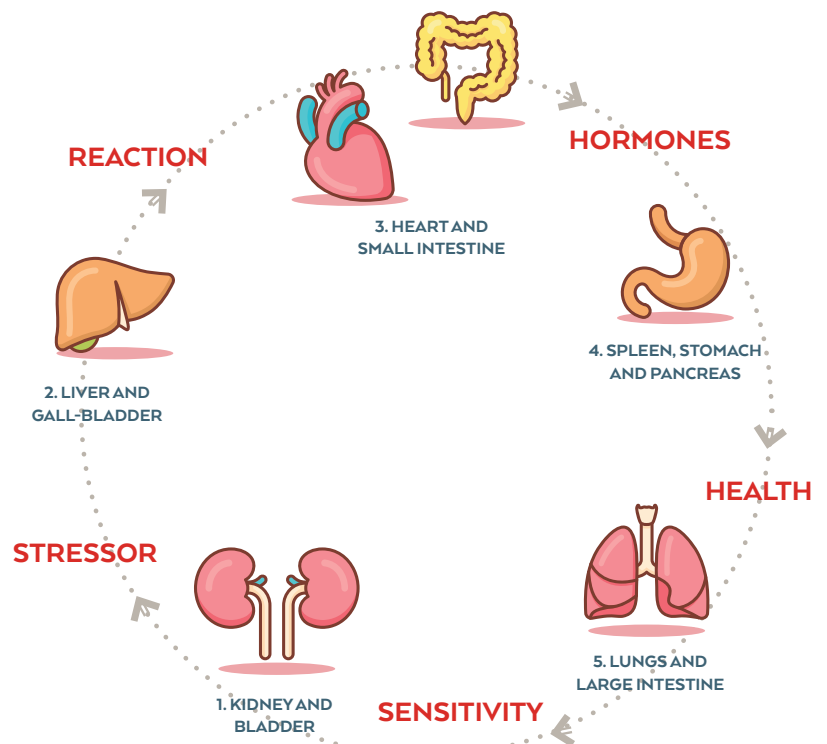
BEHAVIORAL:

- » Eating more or less than normal
- » Sleeping too much or too little
- » Isolating oneself
- » Procrastinating or neglecting responsibilities
- » Using alcohol, drugs or cigarettes to relax
- » Nervous habits

When these warning signals show up, it often is not the end result that needs to be addressed — it’s the root cause.

A good example would be knee pain. While this is where the pain will show up, the true issue is most likely at the hip or ankle. The knee simply bears the brunt of it all.

When you’re working outside of your own capability — causing such triggers as job stress — these physical and emotional responses can result.



YOUR GOAL

Interrupt the Stress Cycle by creating a pattern for optimal health while living life to the fullest. A Life Empowered.

Stress (highs and lows) can be temporary as you continue to develop awareness and the skills to interrupt the pattern and to Live Empowered.

ACTION STEPS:

- » Identify your story.
- » Consider whether your stress is negative or positive and if you are producing your own stress or it is external.
- » Practice the Coherent Breathing Technique. Breathe at a rate of five breaths per minute, inhaling five times and exhaling five times.

- » Accept responsibility for your own life. Your thoughts, words, your actions. They all flow together.
- » Be a truth seeker. Accept what you can control, but also accept what you cannot.
- » Walk your life knowing that success is inevitable.
- » Accept stillness and quietness as a learning experience in knowing yourself, so you will be less reactive and more responsive.

JOURNALING OPPORTUNITY:

What is my vision? My mission in life? Gather these inner thoughts on paper.



BOUNDARIES AND BOUNCE-BACKS

Have you put into action your opportunities from last week? _____

What has gone well for you this past week? _____

You have created a greater awareness this past week and will continue to define what's most important to you, not only in the moment — but also in your day, week, month and even year. The more you understand your boundaries and how you bounce back from stress, the more you can begin to dissolve stress prior to it even taking place.

BOUNDARIES

Boundaries are the lines that mark the limits of an area; dividing lines; the limitations of stress.

Protect and care for yourself. Don't place walls around you. Allow life to ebb and flow. Learn to communicate with others and provide clarity when they are engaging in unacceptable behavior. Support the goal of reducing stress.

BOUNCE-BACKS

These are the times in life when you're able to recover quickly and completely after a bad experience. If you don't bounce back, it becomes difficult to move forward in life with purposeful action.

Positive resilience can develop depending on how you handle minor daily setbacks and stressors. These are the primers to the setbacks in life, such as job loss or the death of a loved one.

Being sensitive and mindful of your own needs and those in your workplace can help you bounce back more easily.

Every person changes, grows and learns in different ways. This also holds true when it comes to managing and thriving during stressful periods. Often, you conclude that your current problem is not because of you or your choices. You might even believe that it is not in your control. This is not the truth. When you manage your boundaries and set a positive intention, you can inherently manage your stress response.

ADAPT!

You can make adjustments in your life by choosing to have the right attitude in stressful situations. You are not always able to control the situations coming at you, but you are able to control the view you take on the situation.

What are your boundaries? _____

Where have you experienced bounce-backs in your life? _____

“WE CANNOT STOP THE WIND, BUT WE CAN
ADJUST OUR SAILS.”

- JIMMY DEAN

GETTING REAL

“Getting real” is a reality check and an opportunity to stop behaving as though you are living in a fantasy world.

Stress will never be completely gone from the world at large — or from your world — but it can be kept at a very manageable level. Your perception of stress and how well you can cope are the vital factors. You can control your response, intentions, perceptions and views.

The most effective change comes from within.

The “getting real” belief acknowledges that no matter where you are, where you go, or where you choose to be, there will be stress in life — but that you won’t hide from these work, home, environmental and social factors. Set your boundaries and understand that you are able to bounce back from intense stress by caring for yourself intrinsically. So step out of your systematic thinking. Having a positive attitude can make life easier. Keep your momentum going daily by showing gratitude, caring for yourself and practicing positive affirmations.

SYSTEMATIC THINKING = PREVENTION FROM NEW THINKING

INTRINSIC THINKING = SPACE FOR NEW THINKING

What’s your mantra in your life? _____

How will you get real and adapt to stress in your life? _____

**WHAT YOU NEED IS RIGHT BEFORE YOU. CHANGE YOUR
PERSPECTIVE IN A MATTER OF MOMENTS.**

Ask yourself, “What’s most important to me right now?”

FOSTERING SELF-CARE

Adapt your perspective to create a suitable and healthier lifestyle, and to modify what you’ve been doing in your current regimen.

Self-care is an important piece of managing any level of stress. Learning to care from the inside out will support how you respond, versus reacting to yourself (how you experience stress) and to those around you.

What are you doing now to foster self-care? _____

Is it working well for you? _____

“ACKNOWLEDGE THAT CHANGES, CHALLENGES, AND HARDSHIPS ARE THERE TO DEEPEN US.”

-CAT LI STEVENSON

TOOLS TO PROMOTE FOSTERING SELF-CARE

- » Care for your body by providing it rest.
- » Exercise regularly.
- » Meditate to focus on one given thing.
- » Maintain a positive attitude, and practice daily.
- » Journal.
- » Read to build knowledge about your passions.
- » Listen to your body’s needs.
- » Practice saying “No.”
- » Understand the past is behind you — live for today and plan for tomorrow.
- » Laugh more often!

When you give your body, mind and soul what they need, you adapt, you heal and you become capable of growing stronger.

ACTION STEPS:

- » Get to know yourself so you can set personal, work-related and social boundaries.
- » Ask how can you use what you have bounced back from to create an “I can” moment.
- » Consider how you experienced stress in your life this past week, and how you will adapt to the stress around you.
- » Practice Resistance Breathing: Breathe in through your mouth and slowly out of your nose, which causes resistance to form.

JOURNALING OPPORTUNITY:

What does the following quote mean to me? “We cannot stop the wind, but we can adjust our sails.”

TAKE CONTROL

What has gone well for you this past week? _____

What is different about this week versus last? _____

TAKE CONTROL

Take control of your life in the areas you are able to control.

- » What's your relationship with stress?
- » How will you know if you are in control of the stress you are experiencing?

To begin to reclaim and take control of your life, identify areas that require change. You will want to start by creating balance. Often, when thinking about balance, you may feel that your life is in “perfect order” — but that is the furthest thing from the truth. You are perfectly imperfect and can continue to strive for perfection in areas you are passionate about. Creating balance will help.

It's just like when you balance your checkbook at the end of the day, end of the week or end of the month. It gives you clarity and the knowledge of exactly where your finances are. Find balance in your life by determining where *you* are so you can work from there. If you are not checking in with yourself daily, weekly or monthly you will not be able to find balance.

Check in with yourself by reviewing the following examples:

- » Too many activities → Choose to cut back
- » Not enough sleep → Choose to go to bed earlier
- » Spending too much money → Choose to budget
- » Always pointing fingers → Choose to view from within

THINKING OF YOUR CURRENT LIFESTYLE:

- » What are tasks and events that bring you energy in your day?
- » What are the tasks and events that drain your energy?
- » What achievements are you working toward that are meaningful in your life?

ALTER

“Alter” means “to change or cause to change, typically in a comparatively small but significant way.” It takes just one small step at a time to pursue balance. Not everything needs to be a priority or an emergency in life. Choose what's most important to you now, in the moment, and work from there.

What is your relationship with stress in your life? _____

How will you know if you are in control of the stress you are living? _____

FAMILIARITY

It is easy to stick with what is familiar and safe. Today you have the opportunity to address the familiar, step outside of it, and allow the fog to finally clear. You've been doing things the same way — simply put, your way — that has been familiar for years.

In order to Live Empowered, you need to create change and commit to changing the root of what may be potential issues, especially if they aren't working to move you upward. Life is ever-changing and unfolding.



“OWNING THIS LIFE TRUTH IS FREEING: I AM NOT IN CHARGE OR RESPONSIBLE FOR WRECKS OTHERS HAVE CREATED IN THEIR LIVES AND I DO NOT NEED TO SAVE EVERYONE IN MY LIFE.”
- BRENDON BURCHARD

Think about the stressors you've identified and consider your reactions. Are you leaning toward the quick fix or are you looking for long-term resolution and relief?

What are you responsible for in life? _____

What are you responsible for in this moment? _____

BROADEN YOUR VISION

When stressful events occur, your attention tends to narrow and focus on the situation, deterring you from the desired outcome. Instead of narrowing your thoughts, it's important to broaden your vision. Focus on what is inspiring you in that moment.

ACTION STEPS:

- » Practice adjusting your reaction to a stressful situation.
- » Consider what is possible when you shift your focus to a more positive forward intention.
- » Practice the Breath-Moving Technique. Use your imagination to flow with your breathing, not focusing on things to do, but rather on the journey of your breath.

JOURNALING OPPORTUNITY:

What are areas of my life where I can take control? How am I finding balance in my life?



WHAT IS CERTAIN

Self-improvement of any kind is a hands-on task. Live your practice on a daily basis, because anything worth having is worth working toward every day. According to motivational speaker Tony Robbins, we have six human needs. The first four are basic needs, while the last two are needs of the spirit and actualization.

BASIC NEEDS:

CERTAINTY - You need to feel secure, safe and comfortable – and you need to make sure you will be secure, safe and comfortable in the future. Avoiding pain is very important to you. You can't be happy when you're uncertain about things.

WHEN YOU FEEL CERTAIN YOU ALSO NEED TO FEEL:

UNCERTAINTY - Happiness comes from having many different experiences and challenges that exercise your emotional, intellectual or physical range. Your emotional health requires uncertainty, suspense and surprise. You need the excitement that comes from variety.

SIGNIFICANCE - Happiness comes from feeling respected and important. You need to be considered unique and special. You need for people to look up to you and even fear you to a certain extent.

LOVE AND CONNECTION - In order to feel worthy, you need to love and be loved. You need to have meaningful connections with people. If you're not loved and you can't give your love, you're feeling worthless. Note that most people settle for "connection," because "love" scares them.

NEEDS OF THE SPIRIT:

Before you can meet the last two needs, you must first meet the four basic needs.

GROWTH - You need to constantly develop new skills, learn new things and improve what you already know. You have to develop yourself physically, emotionally, intellectually and/or spiritually. You need to be constantly growing.

CONTRIBUTION - Life is incomplete without the sense that one is making a contribution to others or to a cause. You have to go beyond your own needs and give to others. You must want to give back and to leave a mark on the world.

Every person has two primary needs that they will seek to fulfill first. Discovering what these needs are for you can help you create clarity on the decisions you make on a daily basis. This understanding will help you grow — and if you are not growing, you are dying.

Reading through the definitions above, consider your top needs.

WHY YOU ALLOW "CRAZY"

Not a day goes by



WEEK 4



WEEK 4

“FOR CHANGES TO BE OF ANY TRUE VALUE, THEY’VE GOT TO BE LASTING AND CONSISTENT.”

- TONY ROBBINS

where you don’t have to fulfill your needs. It’s when they get neglected for long periods of time that “crazy” seeps in. Be sensitive to your needs, your boundaries, your bounce-backs, and take control of your life where you can. Awareness will make all the difference.

Break down what you’ve learned into baby steps. Take one small conscious decision to step forward daily and you will be able to break down mental barriers and lack of connections within.

AVOID

This means “To keep away from; to prevent the occurrence of; to keep yourself from doing or participating in.” And avoidance can be a very important tool. Choose to say “No” to additional responsibilities, projects and activities when possible to help prevent stress from building up. Choose to be around others who don’t contribute to your stress.

ACTION STEPS:

- » Take note of the six human needs and begin to gain clarity on your two primary needs.
- » Practice your breathing technique throughout the week, regardless of time.
- » Know that you can create space anywhere, from 30 seconds to 30 minutes.

JOURNALING OPPORTUNITY:

What do the six human needs mean to me? How are my needs being fulfilled?



VISUALIZATION

‘VISUALIZATION IS DAYDREAMING WITH A PURPOSE’ - BO BENNETT

Visualization is a technique used to imagine an experience as if you were literally in that experience. It can be used to make what you are imagining, or dreaming of, into a reality. You are making it real. The purpose of visualization is to create your own emotional and physiological responses to the situation you are visualizing.

PROCESS

1. Create a mental image, use pictures, or write a story about your desires.
2. Take time to meditate and consider what you are truly wanting for yourself.
3. Once finished, reflect on how you felt when imagining what you are wanting for yourself.
4. Practice and repeat daily

Visualization is similar to meditation. However, it creates more mental activity by creating the images and pictures of your story. Consider what you would like to manifest. What are your goals for the day? How would you like to move through your day?

What did you visualize? _____

OUTCOME

The more you believe in the power of visualization, the easier the process of visualization will become. The more you practice, the easier it will be to envision your desired outcome.

What is the outcome you are wanting? _____

CONTINUANCE

This is “the action of participating for a long period of time.” Challenge yourself today to become immersed in what you believe. Practice visualization techniques to better your life and the world around you. The more you continue to practice what has been shared in these past five weeks, the more you will see the change you desire.



“WE ARE WHAT WE REPEATEDLY DO. EXCELLENCE, THEN, IS NOT AN ACTION, BUT A HABIT.”

- ARISTOTLE

ACTION STEPS:

- » Go through the process, understand your outcome and move toward continuance of visualization. Practice visualizing a minimum of three times this next week.
- » Practice your breathing technique throughout the week, regardless of time. Know you can create space anywhere, from 30 seconds to 30 minutes.

JOURNALING OPPORTUNITY:

What are the opportunities I desire in my life? Have I created a vision book? What is my process? What is my outcome? How will I continue to maintain these opportunities?



LIVING EMPOWERED

CLARITY

When you've gained clarity, you've gained a good understanding of Living Empowered. The more you reduce your stress and anxiety, by controlling what you can and accepting what you cannot, the easier it will be to begin creating a more positive environment for yourself. The situations that used to narrow your vision will become opportunities — situations that give you the opportunity to rise above.

- » How can gaining clarity about your actions add value to your life?

ENDING THE CYCLE

Throughout the past six weeks, you've learned from an intrinsic point of view how to address external stressors. You have brought awareness and clarity to situations and gained a new perspective on your circumstances.

What you choose to do with the information provided is up to you. Living Empowered is an everyday choice about how you will live your life, day in and day out. You can choose to know that today will be a great day, and that each day you wake up you have the ability to make it 1% better than the day before. You can “end the cycle” to gain clarity, escape “crazy” and rise above by broadening your vision. What do you keep coming back to? Continue to pursue clarity and Live Empowered.

LIVING EMPOWERED

“Living” means “currently active” or “having life.” And “empowered” is “having power or official authority.” If you don't take the power to live your own life, who will? By Living Empowered, you are taking control of your own life from the inside out.

We've discussed the following over the past six weeks:

- » Identifying the source of stress and the Stress Cycle — interrupting the pattern and living life to the fullest
- » Boundaries and bounce-backs
- » Taking control
- » What is certain
- » Visualization

LIVING YOUR PASSION

If you are not content with your life up to this point, now is the time to change it! Following your heart, gaining momentum and living your passions are nothing more than making choices. Add to your life by following and living your passions. Ask yourself, “What is my passion in life?”

MOMENTUM

Momentum is like motivation. It needs to be activated daily. Continue to move forward and Live Empowered.



ACTION STEPS:

Consider the following questions:

- » Reflecting on your journey during these past six weeks, what is standing out to you as important?
- » Is there a recurring obstacle or barrier that comes up when you are considering what is important to you?
- » Considering where you have come from, what do you see for yourself moving forward?

JOURNALING OPPORTUNITY:

What is my passion in life? What lights me up in life? What gets me out of bed in the morning? Now that I understand my passions, what are my steps to move forward?

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MANAGING STRESS AND ANXIETY



TOP 5 TIPS FOR REDUCING STRESS

Managing stress and anxiety are crucial steps in taking control of your life. Here are some things you can do to reduce stress:

1. MEDITATION

Take 5-10 minutes, or more! Spend time alone with yourself and your inner monologue. Create awareness around focusing your thoughts and energy on positive things. To help ground you, think of five things you are grateful for and write them down.



2. EXERCISE

Make sure you are active throughout your day. Find creative ways to increase your activity and get fresh air. Even the simple act of walking or stepping outside can work wonders for your overall well-being. Activity can also help you release those stubborn bits of energy that build up during the day-to-day grind. Being competitive with a friend can lend further encouragement to get up and get moving!

3. SLEEP

Getting quality sleep will help you manage stress better, impact your mood, increase your energy level and give you more control of the decisions you make each and every day. Focus on creating a nighttime routine that is consistent and will remind your body to start shutting down. Turn off electronics an hour prior to bedtime and allow your brain to unwind from the day.

4. CLEAN EATING

Focus on increasing your intake of nutrient-dense foods such as fruits, vegetables, whole grains, lean proteins and healthy fats. This will help you have more consistent energy throughout the day, instead of experiencing the highs and lows that are customary from eating an unbalanced diet.

5. SKIP THE COFFEE

Try substituting tea or water for at least one cup of coffee each day. This will help calm your mind and decrease stress in general.

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A person is seen from behind, rowing a boat on a body of water during a sunset. The sky is filled with soft, orange and yellow light, reflecting on the water's surface. The person is wearing a dark t-shirt and is captured in the middle of a stroke, with one oar raised high. A dark, semi-transparent rectangular box is overlaid on the upper portion of the image, containing white text. On the left side of the image, the words 'THANK YOU' are written vertically in large, bold, red capital letters.

THANK YOU

CONGRATULATIONS!

You have completed the Live Empowered program! This means you are taking control of your life and making it a priority. Celebrate that accomplishment, but remember that the road doesn't end here. So make a commitment to stick to it! Continuing to use the tools you've learned will help you achieve success in all aspects of your life.

Keep up the amazing work you've started. Think of the momentum you've created. Use it to Live Empowered — today and every day!

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