

The Inside Track

Inner leadership, self-discovery and strong relationships

Programme workbook

This workbook accompanies 'The Inside Track' programme guide. The full programme guide is available [online here](#), where you can also download or stream the guided meditations referred to in this document. This workbook has details of the suggested 'home practice' in between the live sessions, as well as written reflections. In some live sessions you will also be invited to jot down notes here, or on blank paper. We encourage you to make best use of these resources to get the most from the programme.

Setting your intentions for the programme

As you embark on this programme, you're invited to spend a bit of time reflecting on what you would most like to get out of it. What are your main goals and aspirations? Feel free to jot down a few notes in the space below:

My intentions for this programme:

Part 1: Master Your Mind

Inner Leadership through Mindfulness

Home practice after session 1: the A of the ABC - Awareness

1. **Alternate each day** between these two practices:

- *'Waking up to yourself' meditation* – follow the instructions on the audio meditation
- *'Movement meditation'* – follow the video / audio instructions

2. **Mini meditations** – several times a day take some brief time-outs with either of these two practices. You can use the audio at first. Eventually you will be able to guide yourself:

- **Mindful minute**
- **Three-step breathing space**

3. **Do a routine activity 'mindfully'**: Pick a routine activity that you do every day – for example, brushing your teeth, or making a cup of tea. Instead of doing it on 'autopilot' as we normally do, try and get into more of a 'being' mode by bringing awareness to the physical sensations of the movements your body makes. Notice anything else coming into you through your senses: sounds, textures, light and colour, smells and so on. Bring curiosity and interest to how this routine activity feels different each time you do it, when you pay this special kind of attention.

4. **Events diary**: Use the table below to capture what you noticed happening in your mind and body after a few memorable events during the next few days.

Event/situation <i>Briefly describe the situation</i>	Automatic thoughts <i>Any automatic thoughts?</i>	Emotions <i>What emotions came up?</i>	Body sensations <i>Any body sensations?</i>
<i>e.g. A supplier failed to deliver what they had promised</i>	<i>You can't really rely on people's promises</i>	<i>Anger</i>	<i>Tension in my neck and shoulders</i>

Home practice after session 2: the B of the ABC – Being with experience

1. **Being with meditation** – follow the instructions on the audio meditation
2. **Keep practising mini meditations** – the three-step breathing space and the mindful minute
3. **Keep doing a routine activity mindfully** – like brushing your teeth, making a cup of tea, etc.
4. **Events diary** Use the table below to capture what you noticed happening automatically in your mind and body after a few memorable events during the next few days. Then spend some time reflecting on what your wisest reflections and thoughts are about this – like what you may have learnt, or what you might try to do differently next time.

Event/situation <i>Briefly describe the situation</i>	Automatic reactions <i>Thoughts, emotions or body sensations</i>	Wise responses? <i>Any insights? What might I do differently next time?</i>
<i>e.g. I missed a deadline</i>	<i>'I'm totally disorganised' Worry – sick feeling in stomach</i>	<i>I'm usually organized, but just slipped up this once. I could have let my boss know in advance that I might miss deadline.</i>

Home practice after session 3: the C of the ABC – Choosing wise responses

1. Wise choices meditation – *follow the instructions on the audio meditation*
2. Keep practising mini meditations – the three-step breathing space and the mindful minute
3. Mastery and pleasure reflective exercise (see page 7 in your guide for details)

'Up' activities (that energise, interest and sustain you)

What could I do more of?	How can I make this happen?

'Down' activities (that deplete and exhaust you)

What could I do more of?	How can I make this happen?

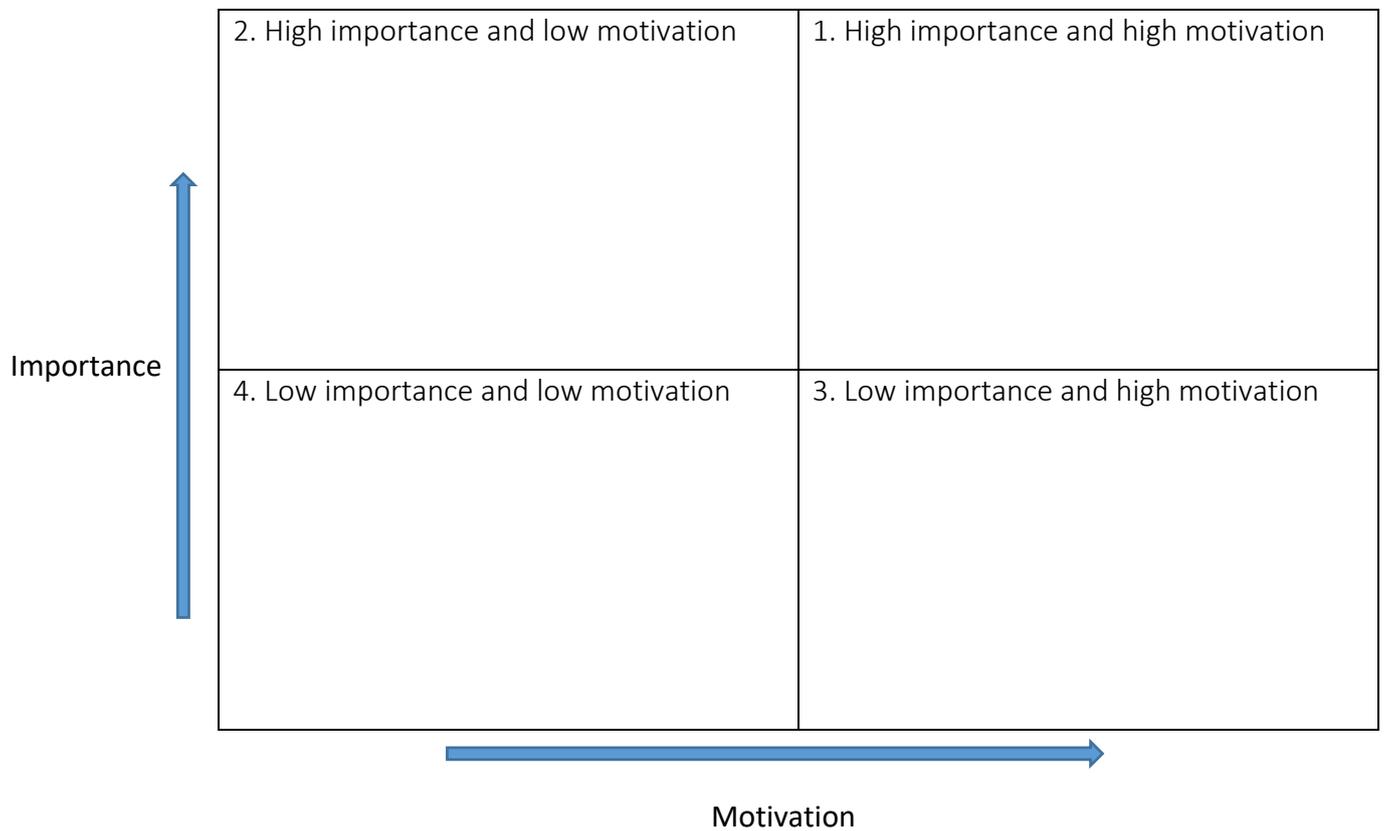
4. Mindful planning – set aside a few minutes at the start of the day to reflect in a relaxed and conscious way on whatever is demanding your attention.

- Start by grounding yourself using the three-step breathing space.
- When you feel settled, ask yourself: “What tasks and activities need my attention today?”
- Allow each thought to come to mind, then allow it to fade and make way for the next one.
- Try not to plan anything yet. You may make a to-do list later, but for now just notice what’s calling for your attention.
- Notice the feelings and sensations that accompany each thought. This is important information. It tells you about your energy, motivation and fears, which will help you to choose where to direct your attention.
- Take a few deep breaths, and re-connect with your surroundings.
- Now you can jot down some thoughts using the template on the next page. First, you can note down your to do list, and then arrange the items in it on the importance and motivation matrix.

Mindful planning worksheet

Jot down your to do list:

Now put these items into the importance and Motivation matrix



How to keep mindfulness alive

Resilience is ultimately a set of highly practical psychological skills, rather than a body of knowledge. And like any skill, regular practice helps keep it fresh and potent. Below are listed the main ways you can keep practising the skills you have learnt in part 1 of this programme, both through meditation and other positive mental habits.

Formal mindfulness practice

Meditation is the most formal and intensive training for psychological resilience skills. To keep honing yours, you can carry on practising the various meditations we've used on this course. After a while you may want to stop listening to the audio versions. Instead you could just set a timer for however long you want to meditate and follow the steps in your own mind in silence.

Mini mindfulness practices

Sometimes there isn't time for these longer meditations – but you can still keep cultivating resilient awareness through mini mindfulness practices like the three-step breathing space and the mindful minute. If you need to, you can even do these with your eyes open.

Weaving general awareness into anything you do

Being mindfully aware is something that can happen more of the time in whatever you are doing – rather than it being some extra or special thing to do. So see if you can continue to bring simple mindful awareness to routine activities, like getting dressed, the walk to work, and so on. Maybe also keep breaking up some routines to keep a sense of wonder and curiosity alive – taking a different route to work, sitting somewhere different, moving things around on your desk, etc.

Making it your own

The ultimate aim of this part of the programme has been to give you tools and skills to develop resilience – moving from survive to thrive mode. It's important to stress that how this actually happens must feel right and meaningful *to you* – rather than according to some preconceived idea about how you should be doing your job. So as you carry on practising the various skills and techniques from this course, remain open to which particular techniques work for you, and feel free to adapt them. It needs to feel alive and creative. So, enjoy making it your own.

Part 2: From insights to accomplishment

Action plans rooted in understanding of self and others

Session 4: Know yourself - Appreciating your values, passions and strengths

Clearing the way: identifying limiting beliefs

In the first two columns in the table below capture some of your most limiting beliefs and the impact they have on you. You don't need to do anything else with these for now. You'll be coming back to this list later in the programme to fill out the final columns and notice changes.

<i>Fill these in now</i>		<i>To be filled in later</i>
Limiting belief	How this impacts me	New insights and reflections
<i>e.g., I'm not very good at public speaking.</i>	<i>I hold myself back from certain opportunities.</i>	

Finding your true self

Use the table below to note down your answers for each of your three recalled life experiences. You may notice some big overlaps or repetitions in your answers. Don't worry if there are or aren't.

Experience of achievement	Values <i>What matters to you (see page 6 for full list)</i>	Passions <i>What gives you pure pleasure</i>	Strengths <i>What skills come easily to you</i>
<i>E.g. Organising Dad's 60th birthday party</i>	<ul style="list-style-type: none"> • Friendship • Celebration • Creativity 	<ul style="list-style-type: none"> • Connecting people • Aesthetics • Playfulness 	<ul style="list-style-type: none"> • Organisation • Delegation • Motivating others
1.			
2.			
3.			

Now review all your answers and capture a list using the table below. You may find that, having done this exercise lots of other values, passions and strengths come to mind. If so, include these too. Take your time doing this over a few days. Keep coming back to it to add in things as they come to mind.

Values	Passions	Strengths

When you feel you've put enough under each column, spend some time reviewing and reflecting on what you've captured. This is the truth of who you are. It's the foundation on which you can most reliably move towards your deepest aspirations in life and at work.

Values list

<p>Freedom Choice Empowerment Independence</p>	<p>Achievement Accomplishment Excellence Productivity</p>	<p>Appreciation Acknowledgement Recognition Respect</p>
<p>Authenticity Truthfulness Honesty</p>	<p>Trust Integrity Decency Fairness</p>	<p>Beauty</p>
<p>Peace Calm Contentment Simplicity</p>	<p>Flow Ease Effortlessness Relaxation</p>	<p>Change Challenge Growth Learning</p>
<p>Collaboration Cooperation Participation Support</p>	<p>Understanding Patience Tolerance Forgiveness</p>	<p>Love Compassion Kindness</p>
<p>Connection Community Friendship</p>	<p>Contribution Generosity Helpfulness Service</p>	<p>Creativity Expression</p>
<p>Determination Strength Focus Dynamism</p>	<p>Passion Enthusiasm Romance Vitality</p>	<p>Play Fun Joy Humour</p>
<p>Knowledge Clarity Insight</p>	<p>Order Accuracy Efficiency</p>	<p>Openness Curiosity Spontaneity Flexibility</p>
<p>Adventure Discovery</p>	<p>Meaning Purpose Spirituality</p>	<p>Wellbeing Health</p>

Envisioning your future

a) **The big picture:** use the space below to record your key insights. If you're very visual, use images. If you're more verbal, use words. Or use both. Keep coming back to this vision to add anything new.

b) **Writing your obituary:** Use the space below to write what you hope people would say about your life

Home practice after session 4

1. **Alternate each day between these two practices:**

- 'Being with' meditation – follow the instructions on the audio meditation
- 'Movement meditation' – follow the video / audio instructions

2. **Identifying limiting beliefs:** continue making notes, using the table above

3. **Finding your true values, passions and strengths:** continue making notes, using the table above

4. **Envisioning your future:** continue making some notes about your ideal future

Session 4: You're not alone: Strong relationships and skilful communication

Exercise to practise the 'co-active' model

Pick a few interactions – either one-to-one or in a group – that you have got coming up soon. See if you can loosely follow the co-active model in these. You don't need to tell the other person you're doing this (though you can if you want). And don't feel you need to follow it rigidly – it's more about ensuring that there is clear focus at the beginning and end, plus a feeling of open, spacious exploration in the middle. Here is a reminder of the model.

Step 1 – Getting clear: Can you help ensure that everyone is clear about the purpose and desired outcomes of the interaction?

Step 2 – Curious exploration: This is about enabling each other to contribute through practising two key skills - listening and asking open questions.

Step 3 – Facilitating actions: ensuring that every interaction ends with clear next steps and learning

To get the most learning from this exercise, spend a bit of time after the interaction reflecting on how it went. You can use the table below to capture your thoughts:

Interaction	Step 1: focus and desired outcomes	Step 2: Open exploration	Step 3: Facilitating actions
<i>e.g. Family meeting</i>	<i>Whether to move house</i>	<i>I listened well to others, but sometimes interrupted them and they got annoyed.</i>	<i>We decided to have another meeting. But we didn't fix a date – I wish we had!</i>

Exercise to practise understanding other people

Pick a few important people in your life or work who you would like to develop a closer or healthier relationship with. It may be that your relationship with them is good, but you would like it to go deeper. Or it may be someone that you're having some current difficulties with. Spend some time reflecting quietly about what their core values and strengths might be, as well as what they may find difficult in life. Jot down your answers in the table below:

Person	Values	Strengths	What they find difficult
<i>e.g. My boss at work</i>	<ul style="list-style-type: none"> • Integrity • Compassion • Loyalty 	<ul style="list-style-type: none"> • Creativity • Organisation • Lateral thinking 	<ul style="list-style-type: none"> • Communication • Giving feedback • Change

Home practice after session 5

1. Alternate each day between these two practices:

- 'Kindness' meditation – follow the instructions on the audio meditation
- 'Movement meditation' – follow the video / audio instructions

2. Practising the co-active model: continue using the model and written reflections above to deepen your learning

3. Reflecting on other people's values, passions and strengths: continue using the model and written reflections above to deepen your learning

Session 6: Actions speak louder: Making great things happen in the world

Project plan and task lists

Area of life / project that I want to develop an action for:

Broad timescale:

Core activities or stages for this:

Activity/stage	How long?

Use or adapt the template below to plot these activities/stages onto a timeline:

Week/Month Activity/Stage	1	2	3	4	5	6

Next, take each activity or stage from your project plan and do a task list with SMART goals and deadlines using or adapting the template below for each.

Task/activity	SMART goal	By when

Review of limiting beliefs

First, you're invited to complete the exercise on limiting beliefs that you started at the beginning of Part 2. Review the notes you wrote on page 4. Notice any thoughts and feelings that arise – perhaps taking a moment with your eyes closed. When you feel ready, gently ask yourself in relation to each limiting belief what new insights or reflections you have now. Do you think and feel differently now to how you did then? Perhaps you don't really hold that belief anymore, or it's changed somewhat? Or maybe its impact on you is different? There could be some big shifts here, or smaller ones. Just notice what's true, and then jot down any of these fresh observations in the right-hand column.

Insights, intentions and next steps

Use the space below to capture some key insights, intentions and next steps.

My key insights

About myself	About other people	About world around me

My authentic self

Values	Passions	Strengths

My core aspirations in life or work

My next steps

Ongoing home practice

1. **Mindfulness practice** - using the guided meditations on the website
2. **Self-awareness** - review and refresh your appreciation of your values, passions and strengths
3. **Reflecting on other people's values, passions and strengths:** continue using the co-active model and written reflections above to deepen your learning
4. **Action planning:** continue using the processes and templates in this programme