

Building blocks of personal development

Please tick the appropriate box – eg Low

1	2	3	4	5	6	7	8	9	10
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High

Body (PQ)

1. Generally, how much physical energy do you have?

1	2	3	4	5	6	7	8	9	10
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2. Generally, how healthy do you feel?

1	2	3	4	5	6	7	8	9	10
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3. How physically fit are you?

1	2	3	4	5	6	7	8	9	10
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4. How healthy is your nutritional intake?

1	2	3	4	5	6	7	8	9	10
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5. How balanced is your lifestyle?

1	2	3	4	5	6	7	8	9	10
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6. How well do you manage stress?

1	2	3	4	5	6	7	8	9	10
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7. How much do you feel in control of any addictions?

1	2	3	4	5	6	7	8	9	10
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8. How action oriented are you?

1	2	3	4	5	6	7	8	9	10
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9. How easy is it for you to make decisions?

1	2	3	4	5	6	7	8	9	10
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10. How positive is your body language?

1	2	3	4	5	6	7	8	9	10
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11. How well do you project your physical voice?

1	2	3	4	5	6	7	8	9	10
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12. How much physical presence do you have?

1	2	3	4	5	6	7	8	9	10
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Mind (IQ)

1. How much time do you spend developing your mental ability?

1	2	3	4	5	6	7	8	9	10
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2. How well are you able to review and reflect?

1	2	3	4	5	6	7	8	9	10
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3. How much of your creativity do you use?

1	2	3	4	5	6	7	8	9	10
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4. How easy is it for you to hold your concentration and focus?

1	2	3	4	5	6	7	8	9	10
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5. How well does your memory serve you?

1	2	3	4	5	6	7	8	9	10
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6. How much emphasis do you put on making time for learning?

1	2	3	4	5	6	7	8	9	10
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7. How easily do you learn from positive or negative experiences?

1	2	3	4	5	6	7	8	9	10
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8. How satisfied are you with your current work knowledge?

1	2	3	4	5	6	7	8	9	10
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9. How well do you plan your goals and objectives?

1	2	3	4	5	6	7	8	9	10
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10. How well do you set priorities?

1	2	3	4	5	6	7	8	9	10
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11. How well do you delegate?

1	2	3	4	5	6	7	8	9	10
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12. How adaptable is your thinking?

1	2	3	4	5	6	7	8	9	10
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Emotion (EQ)

1. How aware are you of your own feelings and emotions?

1	2	3	4	5	6	7	8	9	10
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2. How aware are you of others' feelings and emotions?

1	2	3	4	5	6	7	8	9	10
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3. How well do you manage your emotions?

1	2	3	4	5	6	7	8	9	10
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4. How well are you able to express your emotions?

1	2	3	4	5	6	7	8	9	10
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5. How easily do you demonstrate caring?

1	2	3	4	5	6	7	8	9	10
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6. How kind are you to yourself?

1	2	3	4	5	6	7	8	9	10
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7. How easy is it for you to generate positive relationships?

1	2	3	4	5	6	7	8	9	10
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8. How would you rate your current relationships?

1	2	3	4	5	6	7	8	9	10
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9. How clear are you about your beliefs and values?

1	2	3	4	5	6	7	8	9	10
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10. How easy is it for you to trust your intuition?

1	2	3	4	5	6	7	8	9	10
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11. How much do you listen to your heart as well as your head when making decisions?

1	2	3	4	5	6	7	8	9	10
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12. How do you rate your level of self belief?

1	2	3	4	5	6	7	8	9	10
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Spirit (SQ)

- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
1. How inspired are you?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
2. How well do you reflect on life's meaning/purpose?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
3. How easy is it to view your life from a long term perspective?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
4. How well do you reflect on your life's learnings?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
5. How much do you see yourself as a co-creator?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
6. How easily do you co-operate with others?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
7. How much inner authority do you have?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
8. How responsible do you feel for your life?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
9. How strong is your will power?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
10. How much inner calm do you have?
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
11. How well balanced and integrated so you feel?
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|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|
12. How would you rate your level of self worth?

Four intelligences personal development

Intelligences	Chosen area(s) for further development	What makes this important to you	Action
Body (PQ)			
Mind (IQ)			
Emotion (EQ)			
Spirit (SQ)			

How did you get on?

Have you identified the areas that work well for you?

What about those where you scored less well? Are these areas where you would like to develop personally?

Coaching supports and empowers you as you gain clarity on what is important to you both personally and professionally. It helps you regain control of both what you are doing and where you are going in your life. It's a great way to press pause, re-evaluate and then make the choices that are right for you. Whether you would like to feel more in control, gain clarity, get off the hamster wheel of life, improve delegation, stop procrastination or feel and be more effective in what you do, we can work together to find a solution that works for you. Many people work with me to help them with all these areas and more, with the result of developing resilience and improving their work-life balance along the way.

If you would like to find out more about the benefits of working together, drop me a line at carolyne@carolynecrowe.co.uk

Take action, you never know what you'll achieve.

So let's take a moment and look at your own results. How resilient are you currently feeling? What could you do to develop your resilience?

Resilience is your ability to cope well with challenging situations and remain in control. It's your bouncebackability.

When you have a high degree of resilience you are positive, energetic, enthusiastic, determined, flexible and forward thinking. You are able to stay in control of your thoughts, feelings and behaviour when faced with challenging situations. You have a positive attitude and are less likely to respond badly or inappropriately to the situation.

Do you recognise any of these traits in yourself?

Your resilience is influenced by your previous experiences in life and at work, as well as how well you understand yourself, your thoughts and beliefs, how you view situations, your feelings and emotions and your personal values and drivers; all of which help you to evaluate the situation and make a choice; a choice that will be reflected in your attitude to the situation and your behaviour.

The good news is that resilience isn't something you're born with and then that's it... You can build your resilience by bearing these simple tips in mind every day:

- Know that you're good enough
- Believe you can achieve the big things in life
- Keep an open mind about everything
- Stay calm
- Be attentive to other people

Your resilience is affected by your most basic fundamental human needs:

- The quality of your diet
- Your exercise regime
- Your relationships with other people at home and at work
- Sleep

Are you looking after yourself properly? And consequently, are you setting yourself up on a day to day basis to succeed in the resilience stakes?

As human beings:

- We need to sleep.
- We need to eat.
- We need to exercise.
- We need to talk to other people.
- We need to know how we're doing by seeking and receiving feedback.

But when we're stressed, when our resilience is low, often the first things that go out of the window are sleeping, eating, exercising and talking to other people. It's very difficult to be resilient if you're not looking after yourself.

It's very important to put yourself first – to be responsibly selfish – in order for you to be resilient and sustainable in the roles you play both at home and at work.

The importance of sleep

We all need between seven and nine hours of sleep every night. That's a fact.

Do you get that much? Many people don't.

The average person in the UK gets around 6.5 hours sleep per night with around a third sleeping for only five or six hours, and it's getting less year on year, with the use of smartphones, social media, emails and texts all eating into our sleeping time.

Sleep is when your physical and mental recovery takes place. It's when you repair and rebuild muscle tissue, a process that's inhibited by alcohol so that late night glass of wine to relax at the end of the day may not be such a good idea after all.

Do you ever crave cake, biscuits, chocolate or sugary snacks? Have you noticed that this is usually when you haven't had a good night's sleep? In fact, after two or more nights of poor sleep, you'll find your craving for sugar increases significantly, often having a detrimental effect upon your weight (as you'd expect!).

Many people are much less positive when they haven't had enough sleep. In a recent study, showing negative images to sleep deprived participants resulted in a 60% increase in the activity of the area of the brain that controls emotion when compared to rested participants shown the same images. When we're tired, this area of the brain, known as the amygdala, can cause us to overreact to negative stimuli as it becomes disconnected from the response that usually moderates its activity.

Now you know why you may feel more stressed or angry when you haven't had enough sleep; emotions that often sap your energy too.

A night or two of deprived sleep can also result in:

- Reduced immunity, increasing your chances of catching the latest bug that's going around your workplace
- Reduced cognitive ability, affecting your ability to make decisions and maintain focus and concentration
- Slower reaction times, not ideal if you're driving or operating machinery
- Reduced motivation to take action, further reducing your productivity and making simple tasks you're familiar with much more onerous.

Sleep helps you to optimise your energy and performance when you're awake.

Your sleep cycle consists of two distinct parts – Non-REM (NREM) sleep and Rapid Eye Movement (REM) sleep.

For around seven minutes after you've nodded off your brain starts to produce alpha and theta waves and your eye movements slow down. You're in a very light stage of sleep and you can be easily woken. This is where you are if you take a nap.

Next the frequency of your brain waves increases and then falls again, but you're still in a fairly light stage of sleep. You get to this point if you take a power nap.

You now start to fall into a deeper stage of sleep as your brain starts to produce slower delta waves, your eye movements and muscular activity cease and it's harder to wake you. This is a restorative stage of sleep when your body repairs muscles and tissues, stimulates growth and development, boosts immune function and builds up energy for the next day.

Generally, you'll move into Rapid Eye Movement sleep about 90 minutes after you first fall asleep with each REM stage lasting up to an hour. On average you need five to six REM cycles every night. During this stage of sleep, your brain becomes more active. You may dream, your eyes move quickly in different directions, your heart rate and blood pressure increase and your breathing becomes fast, irregular and shallow. This stage of sleep is important for learning and memory function as it is when your brain processes information from the day before and stores it in your long term memory.

You will usually move through these stages of sleep sequentially several times each night with the length of your REM sleep increasing as the night goes on, meaning you'll often wake from a dream in the morning.

Taking naps and power naps through the day is a good idea especially for shift workers. A study carried out by NASA on military pilots and astronauts found that a 40 minute nap improved performance by 34%. Often, top athletes will build a nap into their afternoon routine too.

A useful tip is to have a mug of coffee before you nap. When you wake 30 minutes later, the caffeine will be peaking in your bloodstream, and you'll be raring to go.

For a good night's sleep, a protein rich evening meal is ideal, making sure you don't eat too much or too little. An eyes mask and ear plugs can be helpful if the room isn't dark enough or is a little noisy and make sure the temperature is comfortable – too hot or too cold and you won't sleep well.

Summary

So, as you can see, your basic fundamental human needs – food, sleep, exercise and social interactions – are key in strengthening your resilience.

With sleep playing a major role in how well you cope with life's challenges on a daily basis.

You may feel that you don't have time to sleep, but what are the consequences of not getting enough? If you do sleep for between seven and nine hours every night you will be rewarded with increased energy and improved productivity, more than compensating for the time you spent sleeping.

If you would like support in strengthening your resilience and learning how to cope with, manage and adapt to stressful situations, I can work with you to develop practical solutions you can use when life throws you a curve-ball.

If you would like to find out more about how we can work together, drop me a line at carolyne@carolynecrowe.co.uk