### KATRINE HORN COACHING

# PERSONAL WORKBOOK



www.katrinehorn.com

**ONLINE SELF-STUDY PROGRAM IN 12 MODULES** 

WORKBOOK

# MODULE 1: GET RID OF THE BUSYNESS

### TAKE 1 THING OFF YOUR PLATE

TO DO	RESPONSIBILITY	VALUE

### MODULE 2: DEFINE YOUR VALUES

### TAKE THE TIME TO GET CLEAR ON YOUR VALUES

#### VALUES

Authenticity

Achievement

Adventure

Authority

Autonomy

Balance

Beauty

Boldness

Compassion

Challenge

Citizenship

Community

Competency

Contribution

Creativity

Curiosity

Determination

Fairness

Faith

Fame

Freedom

Friendships

Fun

Grace

Growth

Happiness

Honesty

Humour

Influence

Inner Harmony

Integrity

Justice

Kindness

Knowledge

Leadership

Learning

Love

Loyalty

Meaningful Work

**Openness** 

Optimism

Peace

Pleasure

Poise

**Popularity** 

Recognition

Religion

Reputation

Respect

Responsibility

Security

Self-Respect

Service

Spirituality

Stability

Success

Status

Trustworthiness

Wealth

Wisdom

### YOUR CORE VALUES

Write down your 10 values:

1. 2.

3. 4.

5. 6.

7.

9.

Now you narrow them down to just 4.

Your core values are:

1. 2.

3. 4.

You can now go back to module 1 and fill in the value column on page 2.

You now know why you're doing what you're doing. **CONGRATULATIONS!** 



# MODULE 3: CRAFT YOUR VISION STATEMENT

#### BECOME MORE OF YOURSELF

These are your 4 core values:

First draft of your vision statement:

1.

2.

3.

4.

# LOUISE, 36, MOTHER AND BOUTIOUE OWNER

### Example:

My greatest priority is my family. When I'm with them, I focus on the positive side of things and model this to my daughters. Through attention to diet and spare time activities, we stay fit and healthy. To promote emotional health, I'm quick to forgive mistakes and look at family members and clients with compassion. United in love, we manage to laugh ourselves out of a crisis. At work, I'm committed to providing excellent value, quality and care for all my clients, allowing them to be fully themselves even when we disagree.



### YOUR VISION STATEMENT

Tweak what's	not working:	what change	s do voi	need to	make?
I Would willer b	HOU WOLKING.	William Climingo	b ao you	i iiood to	minute.

If I I will be able to

If I I will be able to

If I I will be able to

Second draft of your vision statement:

Third draft of your vision statement:

God, grant me the serenity to accept the things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.

Reinhold Niebuhr

# MODULE 4: COMMIT TO SELF-CARE

### DESIGN YOUR RECOVERY RITUALS

DESIGN TOOK RECOVERT RI	IUALS	
List 3 things you KNOW you have to do to fee	el good about your day	/week:
1.		
2.		
3.		
When I (state your activity)	I feel	
Schedule your 3 recovery activities:		
I will (state recovery activity)	on (day)	at (time)
I will (state recovery activity)	on (day)	at (time)
I will (state recovery activity)	on (day)	at (time)
Create your mini recovery activity library here	e and design your sche	dule:
Activities:	Schedul	e:
*	Time:	

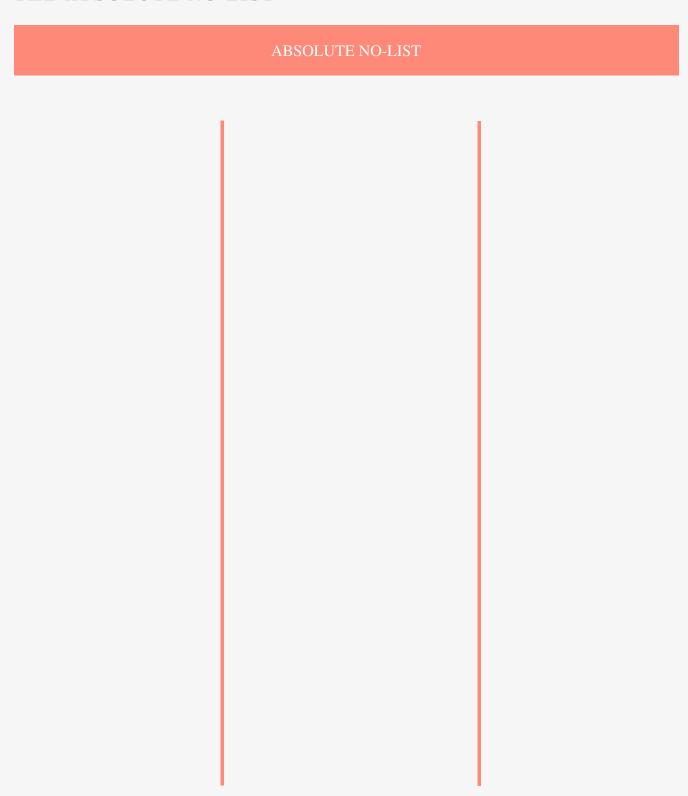
Time:

### JOURNALING QUESTIONS

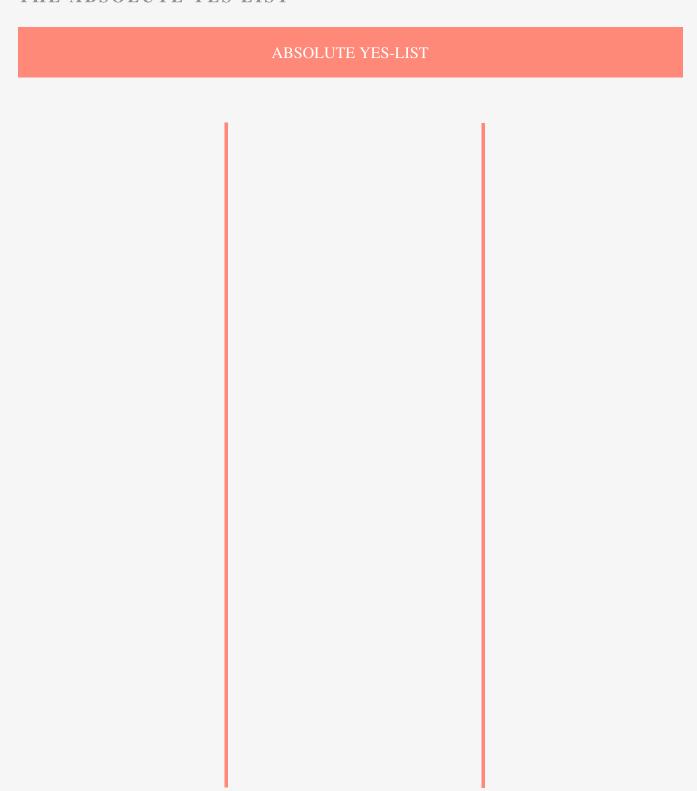
If you're feeling guilt coming up for spending time on yourself, take some time to gain extra clarity on this. Ask yourself:
What is this recovery activity preventing me from doing?
What is it allowing me to do and to feel?
If I truly loved myself, which would I choose?
If you were advising a friend, what would you tell this person to do?

# MODULE 5: SENSE YOUR BOUNDARIES

THE ABSOLUTE NO LIST



THE ABSOLUTE YES LIST



### **JOURNALING QUESTIONS**

Take some time to sit quietly and answer these questions:
What things, experiences and people can I bring into my life NOW that would end my feeling of dissatisfaction?
How can I create more of what I want in my life right NOW?
What are the things I can get rid of?
What are the experiences that I dread that I can start fading out of my life right NOW?
Who do I need to talk to to change their negative influence in my life?

### MODULE 6: PRACTISE SAYING NO

LETTING PEOPLE DOWN GRACEFULLY	
Practise saying NO gracefully by using these tools:	
I can't	
but I can	
"I'd love to do this for you. Could you	for me"?
"I'm sorry but I'm unable to do this."	
Or if its not an absolute "NO", say: "I'm sorry but I won't be able to do this in so little time. Can we find a different solution to	ogether?"
"Wow, thank you for asking ME to take the minutes for the meeting. I'm really flattered the so capable, but I'm afraid that this time I won't be able to. I've already agreed to set up the Please feel free to ask me some other time."	•
"When you just expect me to do this, I feel "(f	fill in the blank
In a professional context, this could become:  "I'm sorry to find out you expect me to do this in so short a time because it makes me feel won't be able to do my best."	rushed and I
For all the items on your Absolute NO-list, have a plan in place. What are you going to say	?

Think about what you're saying NO to when you want to say NO but end up saying YES

MODULE 7: TALK BACK TO YOUR INNER CRITIC

### YOUR INNER CRITIC

Name your Inner Critic:

Identify a situation where you got told off by your Inner Critic and describe it briefly:

Change it from a BEING situation into a DOING situation:

Your Inner Critic cannot withstand COMPASSION & HUMOUR; use them against it



### ASK YOUR INNER CRITIC

What are you afraid of?

What can you teach me?

Delegate. What assignment are you delegating to your Inner Critic?

Dear (name of your Inner Critic),

I appreciate your protection but now I delegate you the responsibility of

> "Your Inner Critic is simply a part of you that needs more self-love."

> > Amy Leigh Mercree



### MODULE 8: STEP INTO YOUR POWER

#### HOW ARE YOU HIDING?

Describe a situation where you remember hiding:

How are you hiding today?

How can you react differently so as not to hide?

### CASSAUNDRA, 32, MARKETING ASSISTANT

Cassaundra used to hide her power:

"I've always worked conscientiously. I've often been credited with being highly creative. My (male) colleague developed the habit of coming to me for advice on particular projects. Later, during departmental meetings, this colleague would pass off my ideas as his. Upon inquiry, I found out that he was paid a higher salary than me. I confronted management with this information and my shock at learning it and am now glad to be earning the same salary and being credited as the woman behind my ideas."



### MODULE 9: HAVE YOUR NEEDS MET

### **IDENTIFYING YOUR NEEDS**

Write down what needs you feel are not being met at the moment in each of these levels:

Level 1: Physical wellbeing

Level 2: Physical Safety

Level 3: Love and Belonging

Level 4: Self-Esteem

Level 5: Self-Fulfillment

"Worthy NOW, not if, not when, we're worthy of love and belonging now. Right this minute. As is."

Brené Brown

# MODULE 10: EXPERIENCE YOUR DESIRES

### DESIGNING HOW TO EXPERIENCE YOUR DESIRES

Unmet need #1 → Desire Manifestation plan Unmet need #2 Desire Manifestation plan Unmet need #3 Desire Manifestation plan

## MODULE 11: ENTER YOUR ZONE OF **EXCELLENCE**

JOURNALING QUESTIONS
Take some time to sit quietly and answer these questions:  What do you love doing?
What could you do all day without tiring without getting bored?
Name your skill/gift/superpower:
What sort of person does this make of you?
What changes do you have to operate to embody this person?

### **JOURNALING QUESTIONS**

Is the Universe telling you that you're not on course?
Example:
or
Are you up against an upper limit, a limit to how much goodness you're willing to allow into your life? This could show up as self-sabotage.
Example:
What doors are the Universe opening for you? What possibilities are being presented to you?
Write down your COMMITMENT to yourself.
I commit to

# MODULE 12: ACCEPT THAT YOU ARE WORTHY

This is the chore I choose to relinquish/delegate:

### THIS IS WHAT YOU ARE COMMITTING TO

Module 1:

This is the responsibility that I no longer have to take care of:

Module 2: These are my core values. I've written them down and keep them with me for easy consultation:

1.

2.

3.

4.

Module 3: This is my vision statement and how I intend to live. I'll read it every morning till I've committed it to memory and every time I need support in a difficult situation:

### **CONTINUING COMMITMENT**

Module 4:	These are my mini recovery activities (between 2 and 5 minutes):
Mini recovery activities:	
Major recovery activities:	These are my major recovery activities:

These will take place (write down the days and times to do them):

	8AM - 10AM	10AM - 12PM	12PM -2PM	2PM- 4PM	4PM - 6PM	EVENING
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

### **CONTINUING COMMITMENT**

Module 5: I've written down/printed out my Absolute NO list. I've made a habit of checking whether my actions violate it. These are the situations that I particularly want to make progress on:

Module 6: This is my sentence that I feel comfortable delivering to let people down gently by saying no:

Module 7: When I hear my Inner Critic whom I've named

and: "What can I learn from you?"

I ask: "What are you afraid of?"

### **CONTINUING COMMITMENT**

Module 8:	<b>&gt;</b>	I tend to hide my power when
		Instead of this behaviour, I will now
Module 9:	<b>&gt;</b>	These are the 3 needs that I'm decided to meet now:
		Need #1:
		Need #2:
		Need #2.
		Need #3:
Module 10:	<b>&gt;</b>	This is how I'm going to meet them:
		Desire #1:
		Desire #2:
		Desire #3:

#### **CONTINUING COMMITMENT**

This is how I'm going to use it:

This is my special skill/gift/super power:

Module 12:

Module 11: \*\*

Declare that you're worthy. Practise these affirmations as often as possible:

I am worthy

I am worthy of happiness

I am worthy of love

I am worthy of success

I am worthy of abundance

To continue evolving:

I hope this course has genuinely convinced you that you can go ahead and love yourself fully. It's not about being perfect; it's about being your true self which is SO lovable.

If you need help in loving yourself fully, I'm here for you. You can request a free session with me where, together, we can unravel what's holding you back from loving yourself fully. To apply for a free session, please click the button and fill in the short questionnaire:



I believe in you

