



## The Three-Step Process

In my book, [“Unleash Your leadership : How to Worry Less and Achieve More”](#), I share a three-step process which will help you reprogramme behaviours that aren't working for you. Print this page to refer to when you want to change your response to, and behaviour in, a situation which causes you stress or anxiety.

**Remember** : drawing a stick figure and labelling it with your insights can help with this exercise.

### 1. Awareness first

- What is the situation where you want to change your response and behaviour?
- The last time this happened, when did you notice you were becoming stressed/anxious? What was the trigger?
- What did you notice about this feeling? What would you call it? Anxiety? Fear? Where did you notice it in your body?

#### Specifically :

- What did you notice about your posture? Did you cross your legs or arms? Did you tense up anywhere? Did you lean forward or back?
- What happened to your breath?
- What did you notice about your thoughts?

### 2. Design your behaviour

There are four key elements to zone in on to design a new behavioural strategy :

- **Outcome** : What do you want to achieve in this situation? What do you want the other person/people to think, feel or do?
- **State** : What do you want to feel that will help you achieve your outcome? For example, confident, calm or forceful?
- **Assume the position** : What do you need to adjust in your posture and breath to help you feel this?
- **Hold that thought** : What thought(s) would be empowering for you to hold in this situation?



### 3. Practice makes confidence

Practice is essential to embodying new behaviours. There are three key facets to effective practice:

- **Little and often** : What could you do little and often that would help you make the new behaviours you've identified habitual? For example, take three belly breaths several times a day.
- **Be specific** : What would make your practice really specific? For example, set my phone to ping every hour on the hour when I will take three belly breaths.
- **No pressure** : What situations can you use to practise where you don't feel under pressure? For example, practise in meetings with your team, or conversations with friends.

**Good luck and feel free to let me know you get on!**

**Alison Reid**

[alison@alisonreid.co.uk](mailto:alison@alisonreid.co.uk)

