

The Three-Step Process

In my book, <u>"Unleash Your leadership : How to Worry Less and Achieve More"</u>, I share a threestep 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?

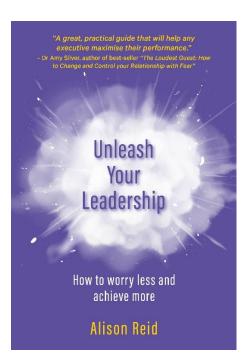


3. Practice makes confidence

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



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