

Winning Ways to Speak and Coach



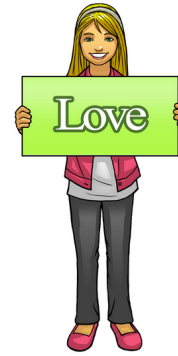
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DAY PREP

2017



Winning Ways to Speak and Coach



Part 1: Day Prep Coaching Steps

1. Identify Situation: Choice, New Agreement, Consequence
2. Describe
3. Acknowledge
4. Identify the Value
5. Validate
6. Coach - Shifting and Empowering questions
7. Choice, New Agreement, or Consequence

Part 2: Integrity Work

1. Identifying Your Highest Values
2. Values and Actions Alignment
3. Language for Encouraging Your Scholar Athlete

DAY PREP

2017

Day Prep Coaching Steps

The Steps

1. Identify Situation: Choice, New Agreement, Consequence
2. Describe
3. Acknowledge
4. Identify the Value
5. Validate
6. Coach - Shifting and Empowering questions
7. Choice, New Agreement, or Consequence



Day Prep Coaching Steps

1. Identify Situation: Choice, New Agreement, Outcome

Choice:

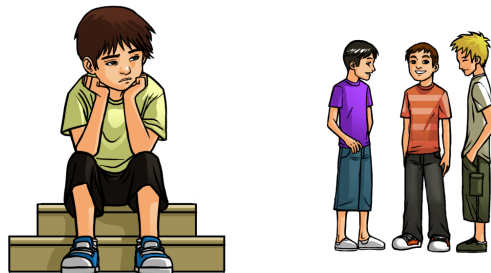
- Does my child want to make a choice between two or more situations or outcomes?
- Do I want my child to make a choice between two or more situations or outcomes?
- Has my child been confronted with the need to make a choice?

New Agreement:

- Does my child want to come to a new agreement with me?
- Do I want to come to a new agreement with my child?
- Has something happened that is causing my child and I to have to make a new agreement?

Outcome:

- Does my child or do I desire a specific outcome for my child in a given situation?
- Would my child benefit from coaching around a specific outcome that has occurred?
- Has something happened to cause a specific outcome which my child and/or I am having to respond to?



Day Prep Coaching Steps

2. Describe

The next step is to describe the situation from your perspective in objective terms. This is a critical step because it sets the tone for the rest of the conversation.

Here's how to do it and some helpful things to know.

- Use a calm, even voice. Keep your body relaxed. Keep your eyes open and expansive. Use your affirmation from the centering as needed.
- Review the lists from Winning Ways to Speak before the discussion, if this is possible. This will help you show up as your best self.
- Describe your experience of the situation with observational language. Avoid using words that evaluate or judge. One way to develop this skill is to pretend you have a clipboard in your hand. Like a scientist, you are making observations and writing down what you see. Tap into your five senses, observe with them and describe what you have taken in. This makes situations more concrete and less emotional. This is often a more productive basis from which to begin problem-solving. Depending on the depth and emotional charge of the discussion, you may want to write down your objective description in bullet points so you can stay on topic. You can have these with you on a piece of paper, or make a notepad in your smart phone. You can list the coaching steps, too, if this is helpful.
- Avoid saying anything that will cause your child to put up their walls. This includes slight insults or subtle commentary that the person would be unlikely to recover from. If the walls go up, the conversation will likely end. If the conversation continues, it will likely be less productive or even counter-productive.
- Avoid using extreme words such as always, never, everyone, no one, all, none. Extremes are rarely true and often stem from an emotionally-charged viewpoint. Use language that describes the degree or frequency in concrete terms, rather than in emotional extremes.
- Problem-solving begins when you start coaching. WAIT—avoid jumping into any solution-oriented discussion at this point. If your child starts to do that, you can say, “Let’s keep all of the problem-solving stuff for later. Right now, I really want to give you a clear picture of what I am seeing and experiencing.”

Day Prep Coaching Steps



2. Describe: Examples

| INEFFECTIVE DESCRIPTION | EFFECTIVE DESCRIPTION |
|---|---|
| Parent: You're a slob! I can't believe you can live in that mess. | Both your dirty and your clean clothes are on the ground. There are food plates and cups in your room. You can't find things you look for because so many things are out of place. When I see your things on the ground and not being taken care of, it makes me feel like I don't want to buy things for you. |
| Teacher: You don't care about school. You have terrible work habits. | Teacher: You have been off-task in class. I see you doing other things when you are supposed to be getting started on assignments. Sometimes you are talking with other students or moving around the room. Your grades are already being affected. If you continue with these choices, you may get so far behind that it could be difficult to rectify and you may even end up failing this class or getting a grade that will bring your GPA down significantly. This could keep you from achieving the bigger goals you have set for yourself. |
| Therapist: You lie a lot. | From what you've described and what your parents shared with me, it sounds like you've been having some trouble lately with telling the truth. You have said things that are not true, or are only partly true, and the rest is more of a story. A couple of times you have told lies that have helped you get to do things you probably should not have been able to do. |
| Grandparent: What's wrong with you? You don't have anything to be upset about. | You seem to be sad or upset about something. You are usually cheerful and helpful. You are not talking very much or helping out with things. You're just not your usual happy self. |

Day Prep Coaching Steps

3. Acknowledge:

- Acknowledging lets your child know you heard what they said and confirms that you heard it right.
- It gives them a chance to let you know if you are misunderstanding them or details about the situation.
- There is no judgment language, opinion sharing, idea giving, solution work, fixing, or helping at this time. Avoid the temptation to do this!
- You are simply saying back what the child has said, and asking them if you got it right.
- This is the most important step in effective coaching—don't underestimate or skip it! This is where most parents and teachers hinder or permanently damage their ability to develop effective communicate with a child.

Words for Acknowledging:

I'm hearing you say...

So, what you're saying is...

So, when you _____, _____ happens?

Let me see if I get this...

What you're telling me is that...

Let me give that back to you to make sure I got it...

In other words...

Let me share what I heard and you can tell me where I'm wrong...

Day Prep Coaching Steps

4. Identify the Value

Next, identify one or more values the person holds that is either being crossed or left unfulfilled because of the situation at hand.

- This step is done silently within yourself. It is both quick and silent. Once you build your skill around it, it only takes a few seconds or a minute if you want to jot them down.
- To identify the value, quietly think about the person you are talking with and the current discussion.
- This is not a time to think about your values, or what you would do or want. What value of THEIRS is showing up in this situation? Remember, you are looking to identify a value that is being crossed or unfulfilled because of the circumstances at hand.
- Use the list of common values on the next page as a place to start. See if you can look at the situation and identify 2 or 3 key values that relate to what is happening. Even if you can only identify one value, that is enough.
- In general, the more values that are being crossed or unfulfilled, the more emotionally charged or difficult the situation may be. That is why identifying these will help you as you coach and guide your child.



Day Prep Coaching Steps

What is integrity?

My working definition of integrity is being “integrated with the true self.” The opposite of integration, is, of course, disintegration. When we are out of alignment with our true selves, we put ourselves at risk of increased stress, problems, turmoil, and dis-ease—disease. Integrity considers not only what is best for self, but also what is best for the greater good.

One of the purposes of identifying the value being crossed or unfulfilled is to be able to discern where the person’s stated values are not lining up in their actions. For all of us, dissonance is created when our stated values are out of alignment with how we are actually living our lives. By identifying these areas of misalignment, one of two things can happen:

- You can decide the value is not something you want to hold as a value anymore. You can release the value and be free of it.
- You can recommit to the value and identify the action steps you would need to take to get yourself into alignment with the value and begin taking those steps.

Either one of these outcomes is a step toward greater integrity in life. As the facilitator of effective communication with your child, you are always looking for areas of misalignment of stated values and actions. Having teenagers is a wonderful opportunity to do this in your own life, too.

Examples of areas of dissonance and possible values not being honored with each:

Dissonance: Arguing with child

Values not being honored: harmony, communication, respect

Dissonance: Not exercising enough or not being at ideal weight

Values not being honored: health, vitality, mentoring, playfulness, positive energy

Dissonance: Messy car or house

Values not being honored: organization, cleanliness, efficiency

Dissonance: Scrappy to others when tired or hungry

Values not being honored: harmony, family, peacefulness, self-care

Common Values

| | | |
|------------------|---------------------|--------------------|
| Accountability | Excellence | Perfection |
| Accuracy | Excitement | Piety |
| Achievement | Expertise | Positivity |
| Adventurousness | Exploration | Practicality |
| Altruism | Expressiveness | Preparedness |
| Ambition | Fairness | Professionalism |
| Assertiveness | Faith | Prudence |
| Balance | Family | Quality work |
| Belonging | Fidelity | Reliability |
| Boldness | Fitness | Resourcefulness |
| Calmness | Fluency | Restraint |
| Carefulness | Focus | Results-oriented |
| Challenge | Freedom | Rigor |
| Cheerfulness | Fun | Security |
| Clear-mindedness | Generosity | Self-actualization |
| Commitment | Grace | Self-control |
| Community | Growth | Selflessness |
| Compassion | Happiness | Self-reliance |
| Competitiveness | Hard Work | Sensitivity |
| Consistency | Health | Serenity |
| Contentment | Helpfulness | Service |
| Contribution | Honesty | Simplicity |
| Control | Honor | Speed |
| Cooperation | Humility | Spirituality |
| Correctness | Humor | Spontaneity |
| Courtesy | Independence | Stability |
| Creativity | Ingenuity | Strategic |
| Curiosity | Inner Harmony | Strength |
| Decisiveness | Inquisitiveness | Structure |
| Democracy | Insightfulness | Success |
| Dependability | Intelligence | Support |
| Determination | Intuition | Teamwork |
| Devoutness | Joy | Temperance |
| Diligence | Laughter | Thankfulness |
| Discipline | Leadership | Thoroughness |
| Discretion | Legacy | Thoughtfulness |
| Diversity | Love | Timeliness |
| Economy | Loyalty | Tolerance |
| Effectiveness | Making a difference | Tradition |
| Efficiency | Mastery | Trustworthiness |
| Elegance | Obedience | Understanding |
| Empathy | Openness | Uniqueness |
| Enjoyment | Order | Usefulness |
| Enthusiasm | Originality | Vision |
| Equality | Patriotism | Vitality |

Acknowledge and Validate Hacker Sheet

DAY
PREP

1. Acknowledge

I'm hearing you say...

So, what you're saying is...

So, when you _____, _____ happens?

Let me see if I get this...

What you're telling me is that...

Let me give that back to you to make sure I got it...

In other words...

Let me share what I heard and you can tell me where I'm wrong...

2. Identify the Value

3. Validate

It is understandable that you feel that way...

No one could blame you for feeling...

I can see that you feel _____ and given this situation, that makes sense...

That's perfectly normal. It can be very upsetting when something like that happens.

Based on your values (or beliefs, or the way you saw that), it's no wonder that you feel that way.

It's ok to feel that way. Just feel it and don't judge yourself.

Day Prep Coaching Steps

5. Validate

- After you acknowledge the person and silently identify the values being crossed, it's equally important to validate their feelings.
- Validation of feelings does not mean you agree with their feelings, or that you would have the same feelings in a similar situation. It does not mean you condone their feelings or actions.
- At the same time, it does not place any judgment on feelings or actions. It simply lets the person know that the way they felt or acted is understandable given their values or the situation as it occurred.
- This is very important. We hold a fundamental need to feel normal, regardless of what we are experiencing in life. When people are validated, they share more. They feel more connected. They remain open and emotionally alive.
- With children, maintaining this feeling of connection helps ensure that maturation does not have to be a deadening process. When you validate someone, you become approachable.
- With a spouse, this deepens connection because you can remain vulnerable and authentic. By doing this with children, you are teaching them that they are safe to learn and grow with you as their guide.

Words for Validating:

It is understandable that you feel that way...

No one could blame you for feeling...

I can see that you feel _____ and given this situation, that makes sense...

That's perfectly normal. It can be very upsetting when something like that happens.

Based on your values (or beliefs, or the way you saw that), it's no wonder that you feel that way.

It's ok to feel that way. Just feel it and don't judge yourself.

Day Prep Coaching Steps

Example of first 5 steps:

Here is an example of what it sounds like to acknowledge, identify the value, and validate. The example is with a child, but the format is the same for a person of any age or circumstance. This can take a minute or so, or much longer, as needed.

Parent: Both your dirty and your clean clothes are on the ground. There are food plates and cups in your room. You can't find things you look for because so many things are out of place. When I see your things on the ground and not being taken care of, it makes me feel like I don't want to buy things for you.

Child: I want my room to be clean, it's always a mess and I can't stand it that way. But, it's a waste of time for me to clean it because it just gets messy again. Besides, I'd rather be doing other things.

Acknowledge: Parent: I'm hearing you say you want your room to be clean, but you are having trouble keeping up with it because you'd rather be doing other things. And, it's frustrating that it always seems to get messy again. Did I get that right?

Child: Yes, that's right.

Parent silently identifies a possible value or two that is being crossed or unfulfilled.

Values identified: Organization, cleanliness, cooperation, fun

Validate: Parent: It's understandable that you might have difficulty keeping up with it because you are more excited about your other activities than you are about cleaning. Most of us are like that! It can seem like a waste of time to complete chores that you have to do over and over again.

Explanation of values identified:

Organization: The child likes to have her things and surroundings organized.

Cleanliness: The child likes to keep her things and her surroundings clean.

Cooperation: The child likes to please her parents by being a cooperative member of the family, which includes keeping her own room clean.

Fun: The child likes to do things that are fun.

Day Prep Coaching Steps

6. Coach - Shifting and Empowering questions

The words you use, how they are put together, combined with the open, expansiveness of your eyes, your tone of voice, and the warmth of your body language help determine the quality of your communication with your children (and other loved ones). This is what they are going to remember. They are not going to remember whether the floor was clean, or what kind of car you chose to drive them around in. They are going to remember how your face looked throughout their childhood, how easy your smile came, and how you handled yourself at life's most challenging moments.

It's useful to post the pages you are concentrating on in your closet, by your desk, or anywhere you regularly look. Read through the questions, take a cleansing breath, and begin your day as a parent. Use it as often as necessary to recenter when coaching your child. Put some of your favorites on sticky notes in key places, or on the notepad in your phone. Sometimes I print a question or phrase out very small, in 6 or 8 pitch, and tape it to my cell phone as a reminder about something I'm working on at the time or with a particular child or person in my life.



Day Prep Coaching Steps

6. Coach - Shifting and Empowering questions

Things to do:

- Ask open-ended questions. This means the question cannot be answered with only a yes or a no.
- Make eye contact. Take cleansing breaths as needed while you speak with your loved one.
- Most of the questions in this mini-ebook can be followed up with, "Tell me more about that." Sometimes, several times. Get as much as you can from the questions.
- When the person you are talking to says, "I don't know." Say, "What would it be if you did know?"
- When a child is afraid of punishment or judgment, say "There's probably not a lot you could say to me that I have not done or felt myself. I can almost guarantee that. I'll help you no matter what."
- Telling children regularly, "You are safe. I'm not going to give up on you. This is a safe space for you. I will always help you," will help them start and keep sharing.
- Center and re-center on creating connection, as needed, throughout the discussion.
- Only say things that are true, kind, and needed.

Things to not do:

- Explain how you are older and/or wiser and know more.
- Look at your phone or take a call during a conversation.
- Express exasperation that you are having the conversation again, if it is a repeat topic.
- Talk about yourself or your own experiences without asking permission first.
- Ask your child, "When will you ever learn?" or similar language.
- Use put-downs or zingers.
- Hold the need to be right.
- End the conversation before they do, without good reason.



Following these guidelines will help you avoid common pitfalls that stifle communication and cause children to get out the brick and mortar.

Winning Ways to Speak

Rejoining

Words for when:

- You see your child after you have not seen them for a little or long while.
- You want to give your child an open-ended chance to share.
- You want to ask your loved one how their day was without saying, "How was your day?"

Tell me something new.

Tell me something I don't know about you today.

What's new with you today?

What's the best thing that happened today?

What great thing happened today?

Tell me a funny story from today.

Tell me something you think might surprise me about today.

Tell me about you.

What wonderful thing happened today?

What could have been better about today?

What would you have done differently today, if you had a little time machine?

What are you going to take away from today?

What are you going to do differently tomorrow because of today?

Who or what challenged you today?

What's a goal you have for tomorrow as a result of today?

Praising

Words for when:

- You want to give your child specific feedback about choices they are making.
- You want your child to know that you notice him or her.
- You want your child to feel your love verbally.

Important note: Instead of saying, "Good job," or a similar phrase when your child is on track, describe what they did and the specific or likely outcome of the choice they made. This is the type of praise that will have meaning for your child, will likely lead to more effective choices, and will help them learn how to give this same type of praise to others.

You got everything you had to get done first, and now you can enjoy playing.

You helped clear and wash the dishes, everything is cleaned up, and we are ready for tomorrow.

Your room is tidy. You know where everything is and you are taking good care of your belongings.

You chose not to argue back with him. You avoided escalating the situation and that is helping our whole family.

You showed courage in talking with her. No matter the outcome, you can know you did your best.

You are full of good choices. The choices you are making are helping everyone to get along and do better. Thank you.

Winning Ways to Speak

Loving

Words for when:

- You want to show your child how excited you are to be their parent.
- You want to increase the loving feeling in your home.
- You want to express love and gratitude to your spouse or partner in front of your children.

I love you
Thank you...
I love it when you...
You make me smile so much!
You make my heart go pitter-pat when you...
You are so great!
You are a magical part of our family--thank you!
I'm so lucky to have you in my life.
You are so great--I can't believe you're mine!
That was super. I think you're wonderful.
Wow. Look what you did!
Thanks for loving me.
Thanks for loving me through this.
I love the way you love me.
You give the best love.
We have such a great family.
This is so much fun.
I can't wait to snuggle you when I get home.
Thank you for helping our family.
I can't believe what a lucky duck I am.
You're making our family great.
You are such a fun person.
You are the BEST. (Men especially like to be told this.)
I can't believe I get to live with all these great people.

Look at us, having so much fun.
I looked forward to seeing you all day.
You're a GGT. (Guaranteed Good Time)
You crack me up.
You are my gift.
Look at us! We are so awesome.
I feel so happy inside.
Look at you! You're shining.
We are such a great team.
Oh my goodness, you'd better hug me.
Wow, now we're on a roll.
I love being with you.
Who wants to give me a squeeze hug?
This is such a special day.
I love our family. I'm so glad you're in it.
Wow, look at all this love.

Winning Ways to Speak

Connecting

Words for when:

- Your child is wanting to share information or a story
- You are wanting your child to share information or a story
- You are in a potentially emotional discussion with your child, or you are discussing an issue or problem
- You are wanting to create a safe space for your child to share openly
- You want your child to be gentle with him or herself and not judge the way they are feeling or what they are experiencing

Tell me more.

I'm curious about that. What else can you tell me?

Can you dig a little deeper? I want to know more.

I'm not going to give up on you. I believe in you.

I want to know more about you. Tell me something else.

I can see you are struggling, be gentle with yourself.

Why do you think you're going through this right now?

What gifts do you think might come from this experience?

How can I best love you right now?

In what ways are you settling or selling yourself short?

What will it take for you to take the next step?

What would it look like if you removed all judgment?

What would the highest version of you say about this?

Let's write down everything on your mind so it can be more clear.

Let's talk about the worst thing that could happen. Chances are it won't be that bad.

On a scale of 1 - 10, how _____ are you? (upset, engaged, anxious, hopeful, etc.)

Let's brainstorm options for the possible outcomes.

Tell me what's going on for you right now.

You seem frustrated and I want to get your thoughts.

What's in front of you right now?

You seem weighed down. What's causing that weight?

Tell me about something that's important to you right now.

Why are you feeling so happy?

You seem angry and I want you to feel understood.

If you feel unsure about something, I can help you think of ideas or make a decision.

I can help you solve a problem if you want me to.

You seem sad and if you want I can help you figure out why.

You seem overwhelmed and I'd like to help you get a handle on things.

I know you haven't done this before. What about it feels a little scary for you?

What is one thing you can tell me so I will understand you?

What kind of love do you need right now?

I'm going to love you through this. What's the first thing I can do to love you right now?

How do you feel about tomorrow?

At what other time have you felt this way?

Why do you think this is happening?

What's holding you back?

How can you be the space for this?

How could you allow room for this, too?

What can you do about that?

What's going on in there?

Winning Ways to Speak

Empowering

Words for when:

- You want to help the people you love move past limiting beliefs they may hold about themselves, others, or the world.
- You want to help the people you love move past habitual thought patterns that may be keeping them from greatness.
- You want to show your family that you are willing to dig deep with them, not just stay at the surface with things that are important to them or are affecting them.

What can you do about this situation?

What is something you could do that might seem like the opposite of what you've been thinking?

What would you do if you had no fears around this situation?

If your best friend was in this situation, what would you say to him or her?

Can I describe it to you from my perspective?

Would you like to hear my thoughts on this?

Can I challenge you a little bit on this?

If it's ok with you, I'd like to share my feelings on this with you.

Can we explore that a little more?

What are you really trying to say here?

What's holding you back?

What really bothers you about doing that?

What would it take to get over that obstacle?

Let's think about your values and see how this lines up with them.

What would it mean for you if you overcame this?

What could you do differently?

How have you overcome a similar challenge in the past?

Let me ask you about that idea. Where did it come from?

How is your idea working for or against you?

How emotional are you in this situation?

If this situation comes up again, how do you think you will handle it?

What do you mean by _____?

Talk to me about what it means to _____?

How true is that belief, really?

How has holding that belief affected you?

How might you let that belief go?

How can you put that into action, right away?

What's your first action step going to be?

What's another way to look at that?

What might be the completely opposite point of view about this situation?

What might a good friend say to you right now?

Think of a few other possible ways to look at this.

What would someone else you know that you respect say about what happened?

What do you really want to come out of this?

Winning Ways to Speak

Shifting

Words for when:

- Your child is at a point where a situation is likely to escalate and they may get “in trouble”
- You notice you are escalating and want to help yourself maintain your emotions
- You want to empower your child to make a change in their words or actions, right in the moment
- You want to offer your child an opportunity for your child to avoid receiving a penalty (see Choice Chart).

Your mind is very powerful. Think of something positive right now and see if you can shift yourself.

Check in with yourself. What do you need right now?

Get control of yourself. Take a breath and know you are safe.

Please listen so you can understand.

Please stand in the focus position.

Look at me, please.

Please give me your full body attention.

Please keep your body still and listen to what I am saying to you.

Think about what is going to happen if you cannot shift yourself right now.

If you want, we can have a do-over. Let's start over right now.

Ask yourself how this is going to work out for you.

If you continue with this, you will be _____, and we will all be _____.

(for example, “in your room” and “out here playing the game.”)

Think about what it is like right now for all of us who are interacting with you.

What is your contribution to this situation going to be?

How do you want to show up right now?

What can you do to be your best self right now?

Press your pause button and let me know when you are ready.

Take a moment for yourself please. Let me know when you feel better.

Get ahold of yourself and make a choice that is going to make you feel better.

Shift yourself so you can feel good.

Shift yourself so you can make a good choice.

You can make a new choice, right now, right away.

Are you helping our family to be strong right now?

Please think about the choice you are making.

Please come up with a choice that is going to make you feel great.

Please decide where you are going to go to be able to make good choices right now.

Please decide who you will be near in order to be able to make good choices right now.

Please think about a boundary you can put on right now that will help you be your best self.

Take some time for some silence right now please.

Please remember you can make a new choice right away and start having fun again.

Remember it is a choice to feel good.

Remember it is a choice to be your best self.

Remember your choices will determine how this is going to work out for you.

I am here to help you. I am not going to give up on you.

How can I help right now?

Day Prep Coaching Steps

7. Choice, New Agreement, or Consequence

Choice: Your child makes a choice. Or, you and your child make a choice together. At this point, a decision has been made about how to move forward in a particular situation. Some choices can be made entirely by your child. Other choices may or must be made with agreement with you.

New Agreement: You and your child brainstorm options and make new agreements about how to move forward in your relationship. Or, it may relate to your child's relationship with someone else. Similar to making a choice, depending on the situation at hand, your child may or may not agree with all of the new agreements. You are still the parent and are ultimately responsible for guiding your child's well-being to the best of your ability. New agreements can be shared verbally, or written down when this is helpful. In especially important or difficult situations, you may want to make a written, signed contract around the new agreements.

Example 1: (Parent) Child with messy room who wants a clean room, but feels uninspired about the monotonous, never-ending chore of keeping a room clean:

- Don't eat in my room.
- Do a 2-minute-transition-tidy each time I go out of my room after I've been in it for a while.
- Take 1 hour each Saturday to organize my room.
- Clean out my closet and get organizer bins for what is left.
- Donate stuff I don't want anymore or sell some of my things on ebay (this is fun).
- Concentrate on new habit of putting clothes in only one of three places: hamper, drawer, or hung up.
- Get a "keep" box I can throw all my extra papers in that I don't want to throw away.
- Ask someone to help me clean when I feel overwhelmed.
- Clean my room without arguing when I am asked. Go to sushi with Dad after 1 month of this new habit.
- Reward myself with xyz after 30 days of a cleaner room.



I am safe to learn and grow in my family.

7. Choice, New Agreement, or Consequence

Day Prep Coaching Steps

New Agreements:

Example 2: (Teacher) Overwhelmed child who is off-task in class.

- Meet with teacher for 15 minutes one day each week after class to check-in and get insights on upcoming assignments and tests and to review current grade.
- Count the number of days left in the soccer season. [Explanation: School sports usually last 6 - 8 weeks, or a total of 40 days, plus some weekend games. I like to use numbers to help keep things in perspective. So you could use a calendar, count up the days, and say, "there are just 23 days left in the season." Sometimes hearing the actual number of hours or days required for something helps to put it into perspective. Numbers are a very powerful reality-tester in coaching and therapy. Depending on the situation, the numbers might reveal that some kind of a bigger change does need to be made, such as a schedule adjustment or a new plan for the next semester.]
- Ask all teachers to provide upcoming assignments and homework to get ahead on the weekend.
- Go to bed as early as possible.
- No screen time Sunday through Thursday.
- Do some homework at lunch or before practice starts.
- Write a list of short-term, long-term, and lifetime goals to help connect my current work with my bigger goals.
- Get a tutor to move me through the work faster and with higher quality.
- Remove data plan from phone. (Sometimes children do not realize how often they self-distract with their smart phones).
- Reward of xyz when the desired grades are earned.

Example 3: (Therapist) Child who is lying.

- Keep a log of my lies. Write down the lie and the reason I think I lied.
- Right my lies. As soon as I realize I've lied, fix it right away, even if time has passed.
- Write an apology letter to someone I have lied to when my lie has affected them also.
- Use affirmations (see Appendix A) throughout the day to remind myself that I am good enough, just the way I am. I don't have to try to be something else.
- Remember to press my pause button before I speak. Ask myself, "Is it true?" before I speak.
- Put notes on my bathroom mirror, phone face, and binder to remind me "I am a truthful person."
- Reward of xyz when I have 30 days of no lies.

Example 4: (Grandparent) Child who seems down and out.

- Talk with parents about my perceptions about my brother never getting into trouble.
- Use an affirmation to remind myself that things will not always be or seem fair, but I am still safe in the world.
- Think of and ask my brother to do one fun thing with me each day.
- Think of how I can be a more cooperative member of the family.
- Take space for myself and communicate with my parents more quickly when I start to get annoyed by my brother.

Day Prep Coaching Steps

7. Choice, New Agreement, or Consequence

Consequence: Sometimes there will be consequence as a result of the coaching.

Consequences can be “natural” or “earned”:

Natural consequences:

If a child doesn't take care of their belonging, they no longer have it.

If a child is rude or mean to their friend, they will not be invited next time.

If a sister is mean to her brother, he will not ask her to do things with him.

If a child makes a mess, she has to clean it up.

If a child is crying and complaining from being overtired or overstimulated, he will receive social feedback about his attitude.

If a child drops their phone on the ground, they have cracked screen.

If a child gets in a car accident, they drive a dented car.

Earned consequences: With these, you are going to give your child a specific consequence for the purpose of creating some kind of uncomfortableness or loss for your child. You will want to give this for unacceptable and never behaviors that you feel warrant this type of consequence, based on what your child did and perhaps coupled with their recent behavior.

The root of the word “emotion” is “mot” which means “to move.” When we have emotions around poor choices, we are “moved” to make better choices in the future. As parents, we sometimes want our children to feel this uncomfortableness and let them sit in it for a little bit, so they can make a decision that they don't want to feel that way again.

You can say, “How does this feel? What can you do differently next time?” Again, they earn their consequences, it's not YOU giving it to them, it's them earning it. Earned consequences are what happen to us as adults when we receive a speeding ticket, or have to pay any sort of fine. Of course, children can't pay fines, so this would be their equivalent consequence.

Possibilities for given consequences include loss of:



1. Togetherness: You will be asked to go away from everyone to think and be alone.
2. Privilege: You will lose the opportunity to do something you enjoy.
3. Activity: You will lose the opportunity to participate in a group or activity.
4. Item: You will have an item you value taken away from you.

I want my child to get the

**REPEAT
INVITATION**

How to Increase your Personal Integrity—Starting Today.

1. **Identify your Highest Values:** Use the Day Prep Highest Values activity to identify your top values. Perhaps you are holding onto values you don't really want or need anymore. Or, perhaps they were "put onto" you from another source, such as your parents, school, church, or society, but they are not really "yours." Perhaps you want to focus on a value you have been neglecting. This activity allows you to get real about what you value most and this the first critical step to increasing your personal integrity.
2. **Complete Day Prep's Dissonance Detector activity:** Complete the Day Prep Dissonance Detector activity in order to hone in on all the areas of stress, or dissonance, in your life, from big to small! As you become increasingly in tune with the aliveness in your body and are able to feel uncomfortable feelings as you move through your day, you will gain a keen awareness of the areas of dissonance in your life. This is the first step in being able to transform and/or release these areas you can become your best self, living your most authentic life.
3. **Complete the My Stage activity:** Many people spend a significant amount of their time focusing on people who are not what I call "center stage" people in their lives. This focus can be actual, in real time, or mental, simply taking up a person's thoughts. In this activity, you get the chance to place people on your center, secondary, or tertiary stages, in hopes of subsequently directing your energy toward the three stages in degrees that match the importance of each.
4. **Create and use a personal Integrity Tracker for 3 weeks:** After completing the Highest Values and Dissonance Detector activities, choose a few areas to focus on in 3-week intervals. This is because research shows it takes 10 days to break a habit, yet 21 days to solidify a new one. Put the initials of the most important people in your life in the tracker. Then follow with behaviors and habits that are in alignment with your integrity goals.
5. **Do a 360 evaluation:** Ask the top five-ten people you interact with each day to email or text the answers to this survey to you:
I am setting goals around personal integrity and would appreciate your help. I ask that you kindly take a few moments to respond candidly to the following prompts. Thank you in advance.
 - a. Three words to describe me when I'm at my best.
 - b. Three words to describe me when I'm at my worst.
 - c. One word to describe how I make you feel most of the time.
 - d. One thing you would like me to do more of.
 - e. One thing you would like me to do less of.
 - f. Anything else you can share that will help me be more in alignment with my best self.Thank you for your time and feedback.

How to Increase your Personal Integrity—Starting Today.

6. Complete a recapitulation: At the end of each day, as you lie down in your bed, as you are falling asleep, see yourself throughout that day. Begin in the morning, and become a witness to yourself. Watch yourself move from one activity to the next, how you spoke, what you said, how others responded, how you felt, what you did, what you didn't do, and the like. Go through the entire day this way. That is all you need to do. Do this nightly.

7. Meditate on the four questions: If you already have a meditation practice, consider adding a few minutes at the beginning of your practice to silently drop the following four questions. Drop each question 2 - 4 times. Do not attempt to answer the questions, just drop them mentally, silently, like a pebble onto a still pond.

Who am I?

What do I want?

What is my purpose?

What am I grateful for?

8. Use the Four Gates of Skillful Speech: We often trip ourselves up and/or cause grief for ourselves and others with things we say, that perhaps should not have been spoken, or could have been spoken in a more productive way, with more integrity. Use the Four Gates of Skillful Speech guideline in this book to help you increase your personal integrity around begin impeccable with your word.

9. Consider your use of your 20,000 thoughts per day: Ask yourself: Am I living a new day each day, or am I simply living the same day, over and over again? Scientists estimate we have approximately 20,000 thoughts per day, and that many, if not most, of these are repetitions of the same thoughts we had yesterday. Meditation and integrity work are two terrific ways to begin increasing the number and quality of new thoughts, thereby increasing your opportunities to step into new ways of being and creating a more integrated life.

Thank you for sharing with me.
I will always help you, no matter what.
There's nothing you could share that would
ever make me stop helping or loving you.



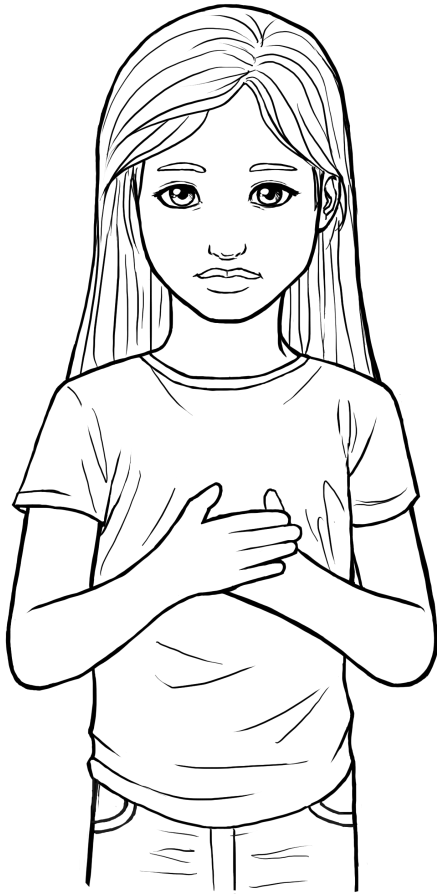
**DAY
PREP**

Dissonance and Highest Values

Making the connection between your highest values and the dissonance you carry can help bring lasting change to your life. Simply put, dissonance is stress. I prefer to use the word dissonance because stress creates an image of someone who is possibly experiencing a crisis, emotional turmoil, or who is frenetic, whether just at the moment, or on a regular basis.

Certainly, acute stress creates dissonance. However, many other, smaller, yet just as powerful elements can create a dissonance, a subtle malaise, a slight depression, or other disconnect in life. In other words, a person can appear perfectly calm and stress-free, yet have significant dissonance within.

Dissonance is an inner “dis-ease”, and can eventually manifest literally as disease. Learning how to detect this dissonance is the first step to being able to release it.



1. Consider the list of common values. Identify your top five values. Now, identify your next ten. Don't overanalyze it, just pick the top 5 and then 10 that you would speak about as your top values. These are not the only values, but here's a list you can start with.

2. Create some stillness. Inner stillness can be created in a number of ways, so pick the way that works best for you. Being alone is important. Being in a place that contains less memory traces is also helpful. By going to a neutral location, you can release from any holds your physical surroundings may have on you. Go outside to a peaceful place, meditate to a peaceful place, or simply sit, relaxing yourself from head to toe and counting backward from 100 to one.

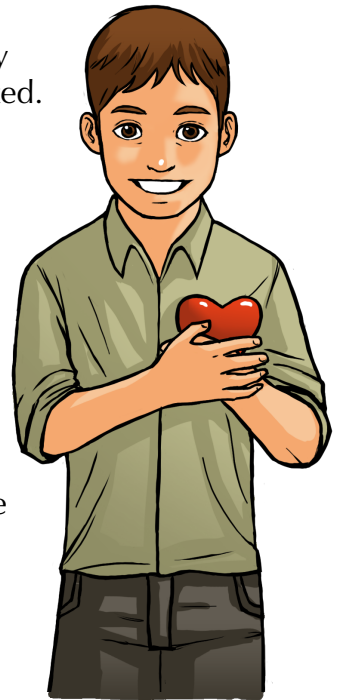
3. Think about each area of your life. As you do, write down any areas of dissonance you can detect. You can use the form provided, or any piece of paper. At this

point, don't evaluate whether it is a big or small amount of dissonance, just write down any and all things in your life that create a stress, or dissonance, response. Write them in the first column. Dig deep. Look at everything that relates to the following:

- Physical space (work and home)
- Relationships (partner, children, family, friends, colleagues)
- Finances
- Physical health (sleep, nutrition, exercise, alcohol, etc)
- Recreation/Fun
- Exercise
- Overall activity level (how much you are attempting to accomplish)
- Professional growth
- Personal growth

Dissonance and Highest Values

4. Next, you will identify the stated value each area of dissonance is related to. For example, if you put as an area of dissonance, “not at ideal weight,” the values not being honored may include the following: moderation, physical health, self-discipline, self-control, healthy habits, vitality, exercise. Go through the whole list and write the values not being honored in each area of dissonance. [Note: The reason we feel dissonance is because when we state a value as being important to us but then do not act on it, we sit with an unsettled, even if quiet, knowing that we are out of alignment with our values. One example might be valuing fidelity, yet breaking this promise. This would cause a high level of dissonance in a person who values fidelity. If the person doesn’t actually value fidelity, it may cause little dissonance. Saying you value spending time with your children, yet not actually making it a priority, day after day, perhaps year after year, causes a high level of dissonance. This dissonance is carried in the body. These are big ones, but smaller areas of misalignment, especially when added up, can cause significant levels of dissonance in our lives. So, dig deep. It might be clutter. It might be a friendship which needs to be released. It might be an activity you’ve wanted to try, but never have. It might be a habit of speech or behavior you would like to shift. Feel the dissonance, and write it down, without self-judgment.]
5. Now, next to each value listed, write a number to “weight” the item. For example, having unstable finances might get a ten, while having a messy car might get a three. There’s no right or wrong to how things are weighted. Consider the actual impact it’s having on your life and weight it accordingly.
6. The next step is to get into action. After each weighted value, write the very first action step you could take toward releasing this dissonance. For example, if a messy car is on your list, cleaning it out might be the first step. If “doing too much” is on your list, making a list of the things you do and deciding what needs to go might be the first step. As you may have speculated, the items are often related, such as doing too much and having a messy car! There may be one or two items that, if properly addressed, may cause some of the others to fall away. Those are the most important ones to identify. Perhaps you’ll want to schedule an appointment with a coach to tackle something on your list. Or, you may need to ask someone in your life to meet to discuss something. Think of the first step you will need to take, and write that down. Choose the top five items that received a weight of 9 or 10. For these, write a more detailed list of action steps.
7. Take the first action step for each item!
8. Reassess every 6 - 12 months.



Common Values

| | | |
|------------------|---------------------|--------------------|
| Accountability | Excellence | Perfection |
| Accuracy | Excitement | Piety |
| Achievement | Expertise | Positivity |
| Adventurousness | Exploration | Practicality |
| Altruism | Expressiveness | Preparedness |
| Ambition | Fairness | Professionalism |
| Assertiveness | Faith | Prudence |
| Balance | Family | Quality work |
| Belonging | Fidelity | Reliability |
| Boldness | Fitness | Resourcefulness |
| Calmness | Fluency | Restraint |
| Carefulness | Focus | Results-oriented |
| Challenge | Freedom | Rigor |
| Cheerfulness | Fun | Security |
| Clear-mindedness | Generosity | Self-actualization |
| Commitment | Grace | Self-control |
| Community | Growth | Selflessness |
| Compassion | Happiness | Self-reliance |
| Competitiveness | Hard Work | Sensitivity |
| Consistency | Health | Serenity |
| Contentment | Helpfulness | Service |
| Contribution | Honesty | Simplicity |
| Control | Honor | Speed |
| Cooperation | Humility | Spirituality |
| Correctness | Humor | Spontaneity |
| Courtesy | Independence | Stability |
| Creativity | Ingenuity | Strategic |
| Curiosity | Inner Harmony | Strength |
| Decisiveness | Inquisitiveness | Structure |
| Democracy | Insightfulness | Success |
| Dependability | Intelligence | Support |
| Determination | Intuition | Teamwork |
| Devoutness | Joy | Temperance |
| Diligence | Laughter | Thankfulness |
| Discipline | Leadership | Thoroughness |
| Discretion | Legacy | Thoughtfulness |
| Diversity | Love | Timeliness |
| Economy | Loyalty | Tolerance |
| Effectiveness | Making a difference | Tradition |
| Efficiency | Mastery | Trustworthiness |
| Elegance | Obedience | Understanding |
| Empathy | Openness | Uniqueness |
| Enjoyment | Order | Usefulness |
| Enthusiasm | Originality | Vision |
| Equality | Patriotism | Vitality |

My Highest Values

Review the list of common values. Define the values in ways that make sense for you. Add any additional values not listed. Place a star next to your top 10 values. Then, circle your top five out of those. Record your top 10 below. Rewrite your top five below that.

My top 10:

1. _____
3. _____
5. _____
7. _____
9. _____

2. _____
4. _____
6. _____
8. _____
10. _____

My top 5:

1. _____
2. _____
3. _____
4. _____
5. _____



Reflection: _____

DISSONANCE DETECTOR

| SITUATION / EVENT | VALUE(S) NOT BEING HONORED | WEIGHT |
|-------------------|-----------------------------|--------|
| | | |
| SITUATION / EVENT | VALUES(S) NOT BEING HONORED | WEIGHT |
| | | |
| SITUATION / EVENT | VALUE(S) NOT BEING HONORED | WEIGHT |
| | | |
| SITUATION / EVENT | VALUES(S) NOT BEING HONORED | WEIGHT |
| | | |
| SITUATION / EVENT | VALUE(S) NOT BEING HONORED | WEIGHT |
| | | |
| SITUATION / EVENT | VALUES(S) NOT BEING HONORED | WEIGHT |
| | | |

I T ' S U P T O M E

Dissonance and Highest Values

Sample Areas of Distance with First Action Steps

Dissonance: Messy car

Values not being honored: organization, cleanliness, efficiency

Weight: 4

Steps to release:

clean out car

concentrate on making a habit of taking everything out of the car at the end of each day

stop at trash can on my way out and get rid of trash

get pack of car wash gift certificates and go through wash once every week

hire weekly mobile car wash

get wipes and keep in trunk for two-minute tidies

buy myself _____ when my car has been tidy for 30 days

Dissonance: Not at ideal weight

Values not being honored: vitality, health, playfulness, sexuality, mentoring

Weight: 8

Steps to release:

Remove high fat and calorie food and drinks currently in the house

Tell everyone what I'm doing so they can help me

Shop for whole, raw foods

Begin/increase exercise routine

Get at least one workout buddy

Stop eating after 6 p.m.

Use my affirmations, "I already know what that tastes like." "That food will still exist when I meet my goal, I'll have it then." "I want more, but I'll stop for now and save the rest of this to eat at my next meal."

Reward myself with _____ each week I make progress.

Dissonance: Scrappy to others when tired or hungry

Values not being honored: harmony, family, peacefulness

Weight: 9

Steps to release:

Become aware when tired, hungry, or stressed

Eat, rest, meditate, as soon as possible

Ear plugs

Notify others of need for TLC and space

Cleansing breath before speech

Use Four Gates

Use affirmation, "There's room for this, too."

Reward myself with _____ each week I make progress.



Integrity Tracker

[illegible]

Language for Top-Notch Scholar-Athlete Sleep

Here is some language you can say to your children as they grow up that will help shape their understanding and views on their bodies and sleep.

- Your body serves you all day. Part of how you serve it is by going to sleep at the right time and sleeping long enough for it to repair.
- Give thanks to your body for all the fun things it helps you do all day. Rest your body at night so it can be ready for the next day of fun.
- Sleeping well is just as important as eating well, exercising, and brushing your teeth. I would no more let you not get good sleep than I would let you stop brushing your teeth.
- Helping you learn how to sleep well is part of my job as your parent. In fact, it's one of my most important jobs.
- Thank you for sharing your thoughts with me about that. However, getting enough sleep/going to bed at this time/sleeping here or there is not negotiable. It's part of you getting a good night's sleep each night. And, making sure that happens is part of my job as your parent.
- Scientists have studied how much sleep we need to be healthy and to have our brains and bodies work their best.
- Many people are sleep-deprived and it's a serious issue. It affects their health and their relationships, plus how well they do at school or work. I always want you to be able to do your best. I hope you will make a plan for getting enough sleep.
- As tempting as it may be to stay up and watch more TV or be on your phone, it's important to self-regulate and make a choice that is better for your overall health, than what you feel like doing in that moment.
- Think of your personal paradise as you are falling asleep. Go through your five senses really put yourself into that space. Weave a beautiful dream for yourself.
- Walk into the theater of your life as you fall asleep. Sit in the front row. On the left side of the stage see yourself as you are now. On the right side, see a new version of yourself that you want to become. It could be physical, or it could be a way you want to feel, or it could be you having released a bad habit, or gaining a new one. Visualize the old you and the new you walking toward each other, and becoming one. Look at yourself and smile.
- Meditate on your mantra as you fall asleep. Or, use an affirmation, such as, "I have enough, I give enough, I am enough." or "I am light and love." or, "I am a flute and love plays through me."



Language about Top-Notch Scholar-Athlete Nutrition

Here is some language you can say to your children as they grow up that will help shape their understanding and views on their bodies and nutrition.

- Hmmm, I wonder what my body is going to say when I eat this.
- Today, I'm going to feed my body lots of food so it can heal and be strong.
- I eat well so my body knows I care for it. It's my way of saying, "Thank you for all the fun you help me have!"
- Give your body food it can really use.
- Your body is counting on you to make good choices.
- Honor your body by eating foods that do not have chemicals in them. It's a lot of work for your body to sort out artificial chemicals.
- Your body has enough to do! Don't make it also figure out why you're feeding it so much junk!
- That sugar tastes good in your mouth, but as soon as it leaves your mouth, eating too much of it is like a poison in your body.
- We want sugar because it makes the "happy" places in our brains light up. We need to use other, healthier ways to make those parts of brains light up, such as exercise, doing things we are good at, and loving other people.
- Sugar isn't just in soda, candy, and those little packets at restaurants. Lots of foods have hidden sugar, so be sure to look it up. You might be surprised!
- Fructose is a sugar many companies put in their foods to make them taste good and make you want to eat it again and again. The thing is, your body cannot turn fructose into anything productive, so it turns right into fat.
- Just one soda has more grams of sugar in it than we are supposed to eat in an entire day!
- Remember, if you eat whole foods 90 percent of the time, you can enjoy treats 10 percent of the time and really enjoy it when you do.
- How are you going to feel after you eat that?
- What healthier food might you be missing out on by deciding to eat that?
- Put your fork down between bites. Enjoy your bites!
- Remember, it takes your body 20 minutes or so to feel full, so give yourself time to feel that before you decide to eat more.
- Eating an amount of food that is about the size of your clenched fist per meal is a good guideline. Make a fist and see if you're usually eating more or less than that.
- The food you are eating is still going to exist tomorrow, and the next day. Don't feel like you have to eat it all right now. There's always another day to eat more of that yummy food.
- Once your tastebuds are filled with the sweet taste of that dessert, you're really just consuming extra calories if you have more and more of it. Slow down and really taste it on your tongue. Even a few bites might be enough to satisfy you.
- Plan your treats ahead of time. If you know you're going to a party later in the day and will want to have a piece of cake there, don't have other sugar throughout the day. That way, you can really enjoy it and know you're making choices that are working well for your body.
- You only get one body. Your cells regenerate themselves all the time, with the food you feed them.
- Scientists estimate that 85 percent of our health is determined by what we eat. Demonstrate self-respect when you eat and your body will have its best chance for healing and health.

**DAY
PREP**

Language for Top-Notch Scholar-Athlete Exercise

Here is some language you can say to your children as they grow up that will help shape their understanding and views on their bodies and exercise.

- Our bodies were designed to move. The more you move your muscles, the better they support your bones and organs.
- Your muscles hug all the things inside of your body. The stronger your muscles are, the better they can do their job.
- Your cells carry any negative energy you gather during the day. When you exercise, your cells release that negative energy.
- The “issues are in the tissues.” Exercise every day so you can be fresh and give your body a healthy start.
- Exercise releases endorphins in your brain that make you feel happy. You can use food or other things to do this, but those things may not be as healthy for you. Exercise is one of the best ways to make yourself feel great from the inside out.
- When you exercise, you will sleep more soundly at night. Your cells will heal and regenerate themselves much more so than if you don’t exercise.
- I don’t always feel like exercising, but I always feel great after I do.
- Make sure you have lots of different ways to exercise, different places to exercise, and different people to exercise with. That way you can say, “Who, What, and Where will I exercise today?” It’s like ordering off a menu, so it’s more fun!
- When I’m done exercising, my body is going to feel so relaxed and yet strong at the same time. I look forward to that feeling.
- Exercise makes your brain work better! Scientists studied chess players who exercise versus those who don’t, and the ones who do play measurably better.
- Did you know exercise helps you regulate your emotions? When upsetting things happen, you’ll be more likely to press your pause button and respond in a way that work well for you and the greater good if you are exercising most days.



What would you do if you had a heart?