

Leading in Challenging Times: Recharge, Refocus, and Renew

Participant Guide

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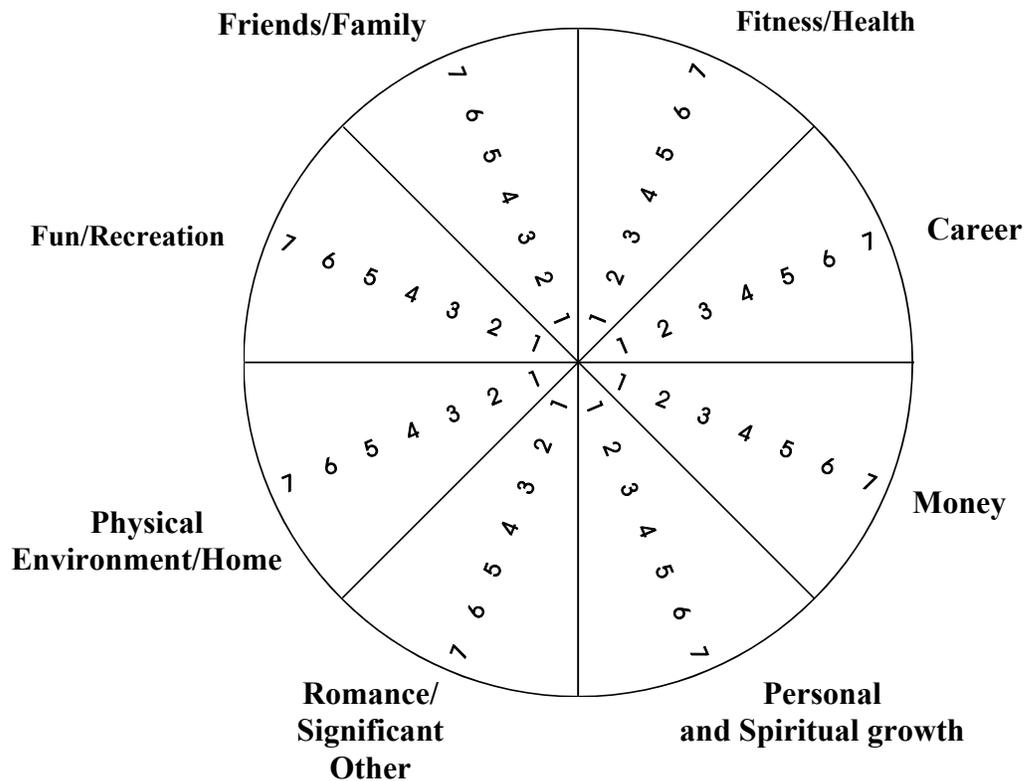
Exercise: What stresses you out?

Agenda

- A look at your balance
- Sources of stress in your life and work
- Techniques for relaxing, letting go and inspiring staff
- Brainstorming ideas for balancing your life and your career

A look at your balance

Within each of the following eight areas, circle the number that best represents your level of satisfaction in that area of your life (7 = Completely satisfied; 1 = Completely dissatisfied):



Five questions to ask:

1. What do you want?
2. What will achieving what you want do for you?
3. What stops you from having it already?
4. How will your desired outcome affect other areas of your life?
5. How are you going to get there?

Sources of stress

- Challenges at work
- Economy
- Mind-traffic
- Emotions (guilt, anger, frustration, etc.)
- Other people
- Additional sources: _____

Sample techniques for relaxing and letting go

- Normal habits
 - Hobbies
 - Downtime (what works and what does not)
 - Sleep
 - Regular breaks
 - Other habits: _____

- Proactive techniques
 - Self-care (spa, music, nature)
 - Progressive muscle relaxation and meditation/prayer
 - Symbolic drop-offs
 - Relationships
 - Other ways: _____
 - _____
 - _____
 - _____
 - _____

- In the moment
 - Exercise
 - Venting (physical, journaling, verbal, etc.)
 - Truth Talk

Step	My example	Your example
Step 1: Write only the facts about the event here (no interpretations)		
Step 2: Write down how you felt		
Step 3: Write down the perception that made you feel that way. What were you saying to yourself that caused the emotion?		
Step 4: What would have been a more truthful, realistic or helpful perception to have at the time?		

- Thought-stopping
- Other:

Brainstorming ideas for balancing your life and leading more effectively:



Preventative:

In the moment:

Notes:

Conclusion



Carole Cowperthwaite-O'Hagan, RCC
Executive Coach, Trainer & Speaker
President, Coaching Advisors for Executives

Energy, relationships, attention to detail, follow-through...these are the core terms most often used to describe Carole's passion for creating breakthrough strategies for her clients. Her special focus has been the world of sales and marketing for 15+ years. With a background in financial services, professional services, manufacturing, retail and IT consulting Carole brings a good cross section of marketing and management experience. Consistently ranked number one in sales and winner of several corporate awards for excellence in leadership and performance, she is results focused and has a bias for action. Her work has brought her into relationships with business owners, fortune 500 managers and C-Level Executives. Helping people overcome obstacles on their way to achieving personal and corporate goals is Carole's trademark. Especially gifted in the areas of organization, time-management and building quality relationships Carole can help you or your team excel. A recognized expert for her work, Carole is also an author, popular speaker and trainer and is know for her engaging presentations and creative training style. Carole has taught coaching techniques to hundreds of individuals, teams and groups within organizations across the country and internationally. Carole is a Registered Corporate Coach (RCC) and lead Instructor (RICC), and an active member of the Worldwide Association of Business Coaches (WABC).

Coaching and Training Specialties:

Executive Coaching
Leadership Development Coaching
New Manager Training
Business Development Training

Team Meeting Facilitation
Communication Skills Training
Time Management Skills Training
Work/Life Balance Training



Ellen Dunagan, MS, RCC
Professional Coach and Career Strategist
President, Traverse Management Solutions, LLC

Ellen Dunagan specializes in helping lawyers achieve optimum career satisfaction. She also helps law firms become more profitable through strategic career development solutions and performance coaching. With 15+ years experience in organizational change, career development and human resources, Ellen has created solutions to challenges involving new hire onboarding and assimilation, employee engagement, performance improvement and career self-management. The transformational results have enabled organizational leaders to minimize recruitment and retention costs while allowing individuals to improve productivity – and satisfaction levels. Ellen regularly coaches lawyers on career accountability, teaching critical tactics to building satisfying legal careers from designing a clear roadmap to growing and leveraging powerful networks. Ellen holds her Master’s of Science degree in Industrial/Organizational Psychology. She is a Registered Corporate Coach (RCC) and is a Career Coach and advisor for the prestigious Mentoring Program for the Northern Virginia Chapter of the Society for Human Resource Management (SHRM).

Coaching, Consulting and Training Specialties:

Career Coaching for Lawyers
Career Self-Management Coaching & Training
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Leadership Coaching for Legal Professionals
On-Ramping Coaching & Training for
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