

# Savvy Self-Care Strategies For Busy People

## Module 3 Savvy Strategies for Yes-Aholics Action Guide



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## **Welcome to Module 3 of the Savvy Self-Care Strategies for Busy People Group Program!**

Welcome to this program. I'm Liesel Teversham, event founder and your host on this exciting self-care journey. By participating in this program, you'll learn how to create a life of joy and fulfillment, discover your personal compass to help you make decisions super-easy, increase your energy and time, learnt to say "no" to too much on your plate in kind and gentle ways so you'll never again have to say "I'm too busy" to an important person or enjoyable activity. This program will equip you with effective self-help tools that even busy people can use. In the long run, if you use these powerful tools, it will help you to be "less busy" so you can say "yes" to much more of what you love!

Your participation is key to making the most of this opportunity. As you participate in this program, you'll be developing skills and one of the most important concepts in life: Awareness. You'll make powerful connections with other participants that can lead to strong life-long, nurturing friendships.

### **Important Information to Keep Handy**

#### **Program Schedule: Weekly Training Calls**

**Conference Call Line:** 425-440-5100 Code: 622413#

**Every Thursday at 1:00 PM EST / 7:00 pm SAST:** 18 & 25 September, 9 & 16 October

**Video Webcast page:** Refer to email updates and the dashboard page in the member's area.

**Look for a link to the Webcast page in each week's program emails.** This way, you can view the visual component. It will be available as a replay straight after the event.

**Free Skype Access: Watch a short video to see how to call in via Skype:**

<http://instantteleseminar.com/skype/>

**Block out time in your calendar:** To make the most of this program be sure to schedule the weekly training calls into your calendar. While all sessions will be recorded, it is recommended that you attend live, if at all possible. This will provide you with the opportunity to keep the momentum going, connect with other participants, and get your specific questions answers. In addition to attending the calls, you'll want to schedule about an hour a week to apply what you've learned. By taking action you will accomplish a great deal and your self-care practices will step up and let your cup of energy overflow!

**Access Training Materials in the Member's Area:** <http://savvyselfgrowth.com/amember/member>

When you login to the member's area, click on the "dashboard" page at the top of the site, or click on the **Savvy Self-Care Strategies for Busy People**, under "Active Resources". That's where you'll find all of the program content as well as links to our weekly live calls and call replays.

**Connect with our Self-Care Community in our Private Facebook Forum**

<https://www.facebook.com/groups/SavvyStrategiesYesAholics/>

This discussion group is a place where you can come to share ideas, ask questions, team up with other participants, and get a tremendous amount of encouragement and support.

## Boundaries

**Write down your favourite definition of boundaries from the class:**

**Write down 2 or 3 key elements of setting great boundaries:**

**Write down an example of an effective boundary that you want to use in your own life:**

For instance: "I would to cook you dinner, and I'll do that as soon as we've had a calm, reasonable conversation about how I need your support."

## Saying No

**Write down at least 1 situation or request you wish you'd said "no" to:**

**Was there a red flag for you when you heard the request? Describe it.**

For instance, discomfort in your body, a voice in your head, a "no I don't want to but I'll have to!", a feeling.... Awareness of those will help you in future to stay out of an "automatic yes"

**What could you have done and said instead?**

**Write down a few of the ways to “say no” kindly, that you feel comfortable with. Then, practice each a few times while you tap the EFT points to help you get really calm about using them.**

## **EFT**

*EFT is a unique stress-relief tool that anyone can learn to get calm about a problem. It helps you to get out of fear and into action.*

Continue to use Emotional Freedom Techniques to minimize and eliminate the fears you have around setting boundaries and saying no. We CAN take action while feeling fear. So even if you're still afraid and want to set a boundary, go for it! It's just so much more comfortable and creates less stress in the body to use tapping to clear the fear, and then set the boundary or say no.

This week, choose at least one fear that is stopping you from setting a boundary, or saying no, and work with that fear this week.

**The fear I choose to work on this week is:**

**How much I believe it/feel it at the start of the week:** \_\_\_\_\_

**How much I believe it/feel it at the end of the week:** \_\_\_\_\_

**Any thoughts, memories or questions I had as I was tapping for this fear:**

## Affirmations and Self-Care Activities

**The Affirmation(s) I choose to use this week:**

**Contrary thoughts I get (yes but!) when I say it:**

**“Yes buts” I’ve tapped for:**

**The Self-Care Activity I’m scheduling on a recurring basis for myself and that I choose to continue:**

**I’m choosing this because.... (write 3 things it will do for you)**

## The Three Good Things Exercise

### Background

This exercise asks you to remember and list three positive things that have happened in your day so far and consider what caused them.

### Time required

10 minutes a day for at least one week.

### Instructions

Each day for at least one week, write down three things that went well for you that day, and provide an explanation for why they went well. It is important to create a physical record of your items by writing them down; it is not enough simply to do this exercise in your head. The items can be relatively small in importance (e.g., “my co-worker made the coffee today”) or relatively large (e.g., “I earned a big promotion”). To make this exercise part of your daily routine, some find that writing before bed is helpful.

As you write, follow these instructions:

1. Give the event a title (e.g., “co-worker complimented my work on a project”)
2. Write down exactly what happened in as much detail as possible, including what you did or said and, if others were involved, what they did or said.
3. Include how this event made you feel at the time and how this event made you feel later (including now, as you remember it).
4. Explain what you think caused this event—why it came to pass.
5. Use whatever writing style you please, and do not worry about perfect grammar and spelling. Use as much detail as you'd like.
6. If you find yourself focusing on negative feelings, refocus your mind on the good event and the positive feelings that came with it. This can take effort but gets easier with practice and can make a real difference in how you feel.

### Why it works

By giving you the space to focus on the positive, this practice teaches you to notice, remember, and savour the better things in life. It may prompt you to pay closer attention to positive events down the road and engage in them more fully—both in the moment and later on, when you can reminisce and share these experiences with others. Reflecting on the cause of the event may help attune you to the deeper sources of goodness in your life.

Feeling positive emotions:

- Physically opens up our peripheral vision
- Let us see more options and possibilities in challenging situations
- Helps us be more creative
- Helps kids perform better at exams (and of course, adults too)
- Helps us be more resilient and let us bounce back from adversity

## Action Check List

By taking action this week, you can cement some of the learning. Have fun!

### Access Your Materials and Connect with Our Self-Care Community

- Login to the member's area to locate the Savvy Strategies Dashboard:  
<http://savvyselfgrowth.com/amember/login>
- Join in the conversation in our self-care forum:  
<https://www.facebook.com/groups/SavvyStrategiesYesAholics/>

### Boundaries and Saying No

- Your favourite Definition
- 2 or 3 Key Elements of Effective Boundaries
- Write down your own example of a boundary you want to use
- Write your situation you wish you'd said no to
- Write down any red flags
- What could you have done and said instead?
- Write down a few ways you can start saying "no" from the examples in the slides
- Practice them while tapping

### Emotional Freedom Techniques

- Decide which boundary or "saying no" fear you're going to work with
- Tap a little bit every day (5 or 10 minutes) for this fear
- Note any thoughts, memories or questions in the Action Guide

### Affirmations and Feel-Good Exercises

- Choose one new affirmation for the week, read it/say it and tap while you speak it
- If you get any "yes buts" arising for you, make a note of the contrary thoughts in your journal or this Guide
- Work with at least one of the "yes buts" with EFT to clear it out of your system
- Repeat the process until your affirmation starts feeling wonderful to say!
- Start a Gratitude Practice
- Use the "Three Good Things" Exercise

### Self-Care Activity

- Select another Self-Care activity from Module 1
- Schedule a recurring appointment for that in your diary
- Write down what it will do for you if you stick to it (in this Guide, or your journal)
- Whoohoo - I did it!

### Share and Get Support

- Share in the Facebook group if you're comfortable. It helps every person in that group when one person shares a challenge, a fear, a success



## Program Content and Support

**To access your program materials, login to the member's area and head over to the Savvy Self-Care Strategies for Busy People dashboard.**

This is where you'll find support materials and conference call recordings.

<http://savvyselfgrowth.com/amember/login>

### **Join our private Facebook Group (members only)**

The Facebook group will be where we communicate with each other. I find it more effective than email and more helpful to us as a group. You can send me a message on Facebook, as well as post questions, share resources, and meet others, in our group area.

<https://www.facebook.com/groups/SavvyStrategiesYesAholics/>

Remember: taking action and implementing are essential but don't let it become yet another chore to complete (another to-do-list-item) or let it consume you. Take time to play, enjoy your loved ones, exercise, and eat well. You'll find you get more done in less time when you maintain healthy boundaries in your life and put self-care first. That's the point of this course, right?

I'm thrilled to have this opportunity to explore this topic together and I look forward to celebrating your successes!

Warmly,  
Liesel