



Conference Personal Objectives

A 4-Step Guide to Help you Thrive

The CWB **Gearing Up Conference** equips attendees with specific, actionable tips to enhance their professional and personal lives. We recommend utilizing this worksheet to set your goals throughout the conference and track your progress in achieving them. Ideally, you will be able to use this resource in discussions with your manager and other co-workers for lasting career impact.

Step 1: Set Goals

In each session, identify 2, 3 or more personal/professional goals to achieve or make significant progress towards in the 90 days following the conference. Link your goals to specific knowledge you gained or something you experienced at the conference.

Step 2: Determine Action Steps

Identify how you will achieve your goals. What actions will you take to overcome barriers?

Step 3: Solicit Feedback

Share your goals with your front-line manager, eliciting their input and support. If this isn't possible, try to share them with a peer or mentor who can provide meaningful input and feedback. Record feedback and conclusions, incorporating them in your personal actions.

Step 4: Track Progress

Track your progress towards each goal. Reflect on and record progress. Provide self-evaluative comments on why you have or haven't made the progress you expected. Note changes you might need to make in how you are approaching your goal.

Set personal progress check-ins 30, 60, and 90 days out. The CWB will be following up with the latest resources and relevant news to further support your development.

Gearing Up Conference - Goals, Action Steps, and Progress

Session	Step 1: Goals: Based on what you learn, set professional and personal goals.	Step 2: Action Steps: What will you do to work toward attaining your goals?	Step 4: Progress Tracking: After the conference, self-assess your progress.
	Step 3: Feedback: Share your goals with your front-line manager.		
Personal Courage			
Well-Being to Fuel Your Leadership: Tools for Self-Regulation and Stress Relief			
Values-Driven Negotiations			
Closing Keynote Speaker: Dr. Tiffany Jana			

Self-Inquiry & Self-Regulation

Managing workplace stress to fuel your leadership

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- Your well-being as a leader is paramount.
- Leadership = setting the example of taking care of your well-being.
- You are worthy of well-being in all contexts of your life.
- Without attention to your well-being, stress will build and continue.
- **This takes work. These are behaviors that are shifting.**



Cleansing is about releasing and letting go of things that do not serve you.

Strengthening is about building your inner resilience and strength.

Protecting is about setting boundaries and blocking negativity.

What can you do to CLEANSE?

What can you do to STRENGTHEN?

What can you do to PROTECT?

Immunity Map Worksheet

Improvement Goal	Behaviors That Go Against My Goal	Hidden Competing Commitments	Big Assumptions
<div data-bbox="111 370 533 553" style="border: 1px solid black; height: 113px; width: 201px;"></div> <p data-bbox="117 565 527 597">What I'd need to do differently:</p>		<div data-bbox="1077 378 1499 553" style="border: 1px solid black; padding: 5px;"> <p data-bbox="1083 383 1241 415">Worry Box:</p> </div> <p data-bbox="1083 565 1430 597">Competing Commitments:</p>	

Choose a goal that would make a big difference, one you truly want to achieve. Ask yourself (or imagine asking a group of people who know you well): *What is the single most powerful change I could make to improve my life (or work performance, relationship, finances, etc.)?*

Next, specify what concrete behaviors are necessary to achieve this goal. Frame them as positive statements (for example, “delegate more” vs. “stop doing all the work myself”).

Ask yourself (or an imagined observer): *What's the thing you do, or don't do, that most gets in the way of your goal?*

Take stock of the things you do instead of the behaviors that could create positive change.

You don't need to explain or understand your obstructionist behaviors. Just notice them and write them down. Define your actions, not your feelings.

Your fears go into a “worry box” at the top of this column. They can point you to your competing commitments, which you list below the worry box.

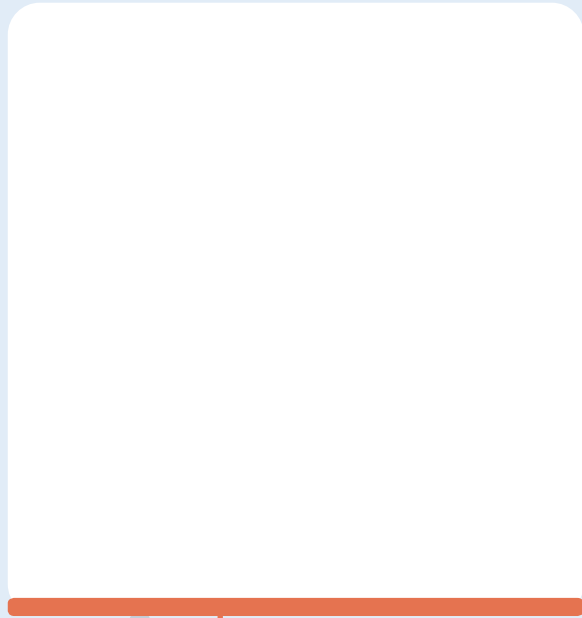
When you write down your hidden commitments, you are now able to see across the three columns how you have one foot on the gas pedal (column 1) and one foot on the brake pedal (column 3). This is the immune system “protecting” you from feared, undesirable outcomes.

Big assumptions, says Lahey, “are the beliefs and internalized truths we hold about how the world works, how we work, and how people respond to us. They are assumptions that make each hidden commitment feel necessary.”

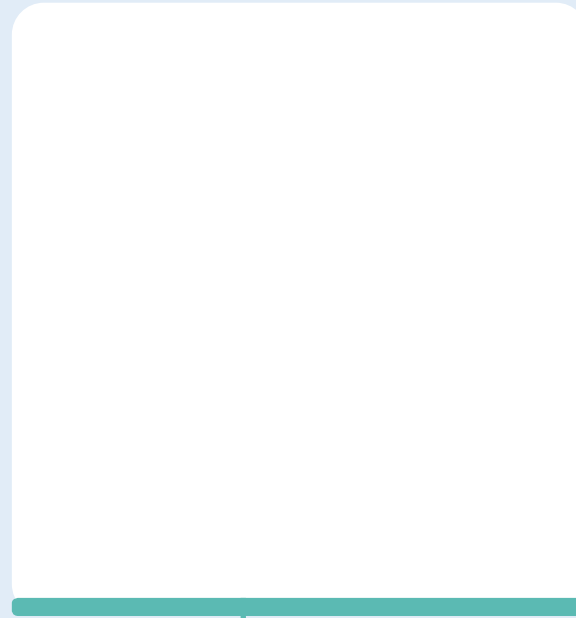
Look for assumptions that anchor and inform your specific hidden commitments. Notice how your assumptions lead to the very behaviors that undermine, rather than support, your goal.

Peaks and Valleys

1. Choose 3-4 transformative events in your life that were peaks (highs) or valleys (lows).
2. What values are represented within each of these experiences? (not limited to list of values)



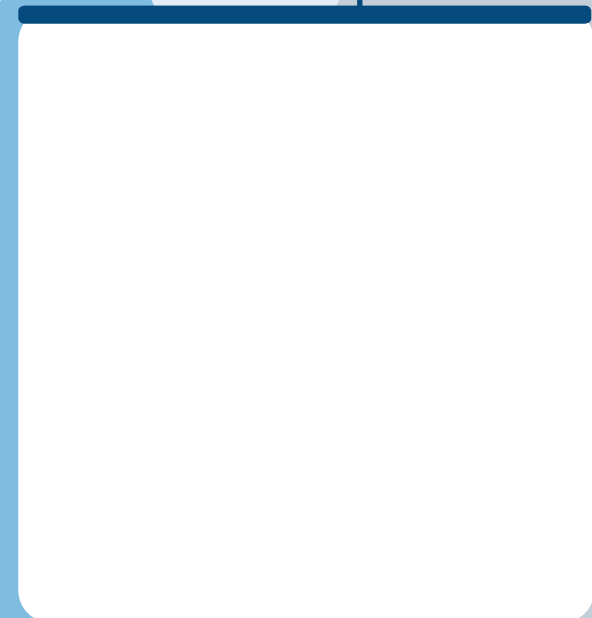
1



2

3

4



Values

Achievement	Discipline	Independence	Responsibility
Autonomy	Diversity	Individualism	Risk Taking
Beauty	Effectiveness	Innovation	Security
Caring	Empathy	Intelligence	Service
Caution	Equality	Involvement	Simplicity
Challenge	Fairness	Justice	Speed
Communication	Family	Learning	Spirituality/faith
Community	Flexibility	Love/affection	Strength
Competence	Freedom	Loyalty	Success
Competition	Friendship	Open-mindedness	Task focus
Cooperation	Fun	Organization	Teamwork
Courage	Growth	Patience	Trust
Creativity	Happiness	Power	Truth
Curiosity	Harmony	Productivity	Uniqueness
Customer Focus	Health	Quality	Variety
Decisiveness	Honesty/integrity	Recognition	Winning
Dependability	Hope	Relationships	Wisdom
Determination	Humor	Respect	Wealth

Define Your Values

3. Review the values you listed with your Peaks and Valleys.
Select the five values that are core to your experiences and purpose.
If you have time, define what they mean to you.



1

Value: _____

What this means to me:

2

Value: _____

What this means to me:

3

Value: _____

What this means to me:

4

Value: _____

What this means to me:

5

Value: _____

What this means to me: