



finding Balance



Leadership

Workbook

Hailey Pinksen

RESILIENCE COACH



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Podcast available on most apps: Hailey's Podcast

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Welcome to the Finding Balance in Civility workbook

Finding balance in Civility

Finding balance in all things. The verb of balance is defined as keeping or putting (something) in a steady position so that it does not fall.

Please use this workbook as a way to dive deeper into your own leadership growth and development by exploring three elements:

1. Leadership
2. Culture
3. Resilience



## Coaching

Coaching is “partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.”

- International Coach Federation

I offer coaching sessions for organizations, teams and one on one. There are many reasons to seek out a coach:

- Setting out to achieve a goal or a dream
- Making a change or big decision in your life
- Overcoming a challenge or dilemma
- Starting a project
- Searching for a purpose or meaning in your life
- Struggling with life balance

If you want to explore further what a coaching session might look like, please connect with me or refer to the coaching intake form on my website:

[https://www.haileypinksen.com/files/ugd/2ec774\\_f1d8ae41697b49eaab05046cf8b0e90b.pdf](https://www.haileypinksen.com/files/ugd/2ec774_f1d8ae41697b49eaab05046cf8b0e90b.pdf)



## Element #1 Leadership

View the YouTube Video of Marc Lesser: How to be an emotional Jedi, based on his book Seven Practices of a Mindful Leader (<https://www.youtube.com/watch?v=okUTNp7OuB4>)

Reflect on Mark's questions from the video:

- *Why are you here on the planet?*
- *How's it going?*
- *What action might you take in response to the first two questions?*



Element #2 Culture

Values

Alignment of Values				Accomplishment	Ambition	Assertiveness
Attractiveness	Authenticity	Autonomy	Being approachable	Being organized	Being straightforward	Boldness /courage
Challenge	Close relationships	Collaboration	Community	Compassion /caring	Competition	Confidence
Consideration	Cooperation	Creativity	Decisiveness	Diversity	Emotional stability	Fairness/equity
Financial security	Flexibility	Friendliness	Happiness	Hard work	Having authority/power	Health/fitness
Helping others	Honesty	Humility	Humour	Independence	Initiative	Integrity
Intelligence	Interdependence	Learning	Loyalty	Openness	Optimism	Predictability
Privacy	Productivity	Reliability/dependability	Religious faith	Respect	Risk-taking	Security/stability
Sincerity	Tangible results/outcome	Thoughtfulness	Trust	Willingness to share	Work ethic	Work/life balance

Review the list of values at the following link:

[https://www.haileypinksen.com/files/ugd/2ec774\\_ee63b6ece34a4dcbaad95280fb007203.pdf](https://www.haileypinksen.com/files/ugd/2ec774_ee63b6ece34a4dcbaad95280fb007203.pdf)

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Identify the values that mean the most to you.

Reflect on the following questions:

- Which values allow you to feel most aligned/balanced
- What stands out for you on your highlighted list?
- How do these relate to your leadership? To who you are in your life?
- How do they relate to you being present? Aware?
- What happens when you are not in alignment with your values?

Take this list of value to your next team meeting. Engage in a conversation about what is important to your team.



## Exercise #2 Signature Strength Assessment

Complete the free VIA Signature Strength Assessment tool at the following link:

<https://www.viacharacter.org/survey/account/register>

Reflect on your Top 5 character strengths

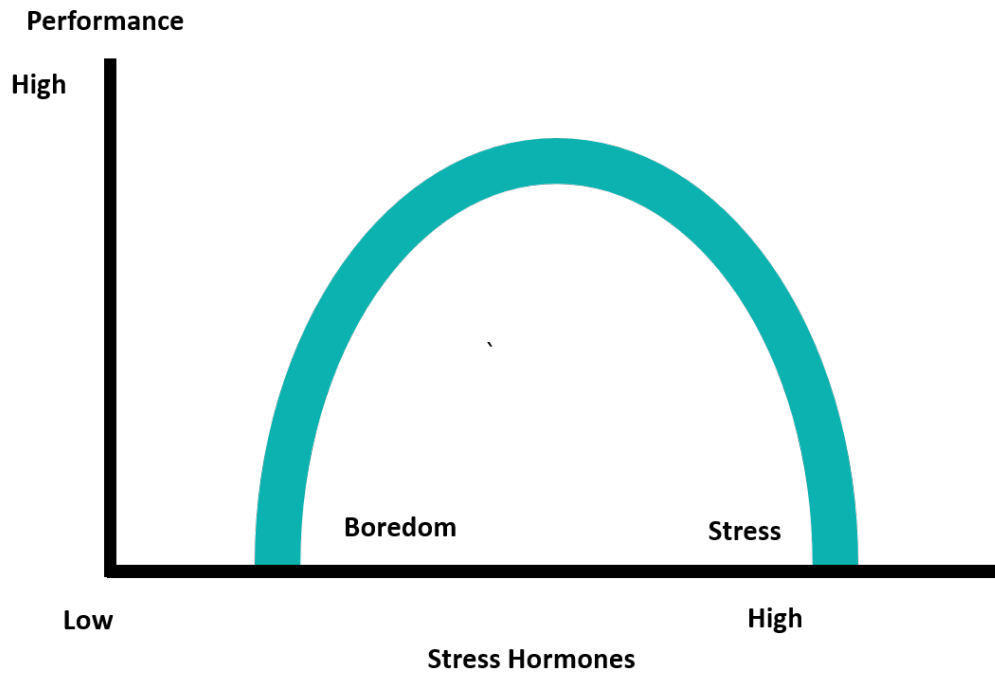
- Are they accurate?
- How can you use your strengths to achieve your goals?
- How did you use your strengths to overcome a challenge?
- How do these strengths relate to your presence, connection and resilience?
- What is the strength you were born with?
- What is the strength you won through hardship?
- What is the strength you will discover as you participate in the changes in the world?





### Element #3 Resilience

#### Stress & Mental Performance



Credit to: Daniel Goleman

Consider the following reflection questions:

- What are your primary sources of stress?
- What are you merely tolerating in your life?
- What discourages or takes away your motivation?
- What situations are obstacles in your life?

Check in with yourself, pause and reflect on the impact on your life.



### Exercise #1 Enhancing your Mental Strength

Write down all of the things you are worried about in this moment.

Next, cross out all of the things that you have no control over.

Reflect on:

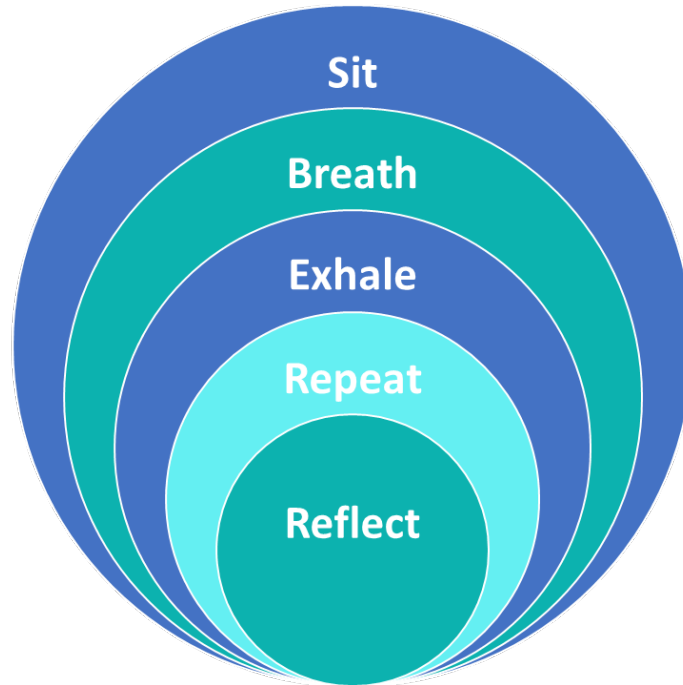
- Your revised list
- Bring awareness to how this worry impacts you being present with yourself, your team or your organization
- What action can you take on the items you can control?

Credit: TikTok @discnity



**Exercise #2 Mental Fitness Exercise**

Check in with yourself



Credit: Better Up on LinkedIn



### Exercise #3 Burnout Self-Assessment Test

Complete the following self-assessment test at the below link:

[https://www.mindtools.com/pages/article/newTCS\\_08.htm](https://www.mindtools.com/pages/article/newTCS_08.htm)

#### Reflect on:

- What is your burnout score? Are you surprised by this score?
- Consider where you feel any whispers of insight in your body?
- What is your body saying that you need to pay attention to?
- What is your body saying that you have been ignoring?



### Exercise #4 Resilience Plan

Consider what are your resilience priorities. What are your resilience goals? What is it about stress that causes us to give up the things that will help us the most? Why is this our human nature? Resilience takes self care and self compassion. It takes courage to choose your overall well being over and above all else. It takes courage to call out the shame narrative in your head. You will need a support structure and resources in place to help reduce the human nature to give up the things that will help the most.

All of this takes bravery and it is certainly a work in progress.

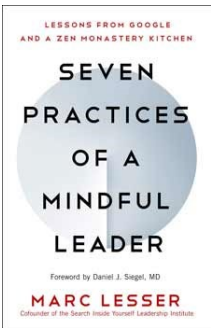
Reflect on the following questions

<ul style="list-style-type: none"><li>• Supports that keep you upright</li></ul>	<ul style="list-style-type: none"><li>• Strategies that keep you moving</li></ul>	<ul style="list-style-type: none"><li>• Sagacity that gives you comfort and hope</li></ul>	<ul style="list-style-type: none"><li>• Solution-Seeking behaviours you show</li></ul>
Supports 	Strategies 	Sagacity 	Solution-Seeking 

Credit to: [Positivepsychologyprogram.com](http://Positivepsychologyprogram.com)

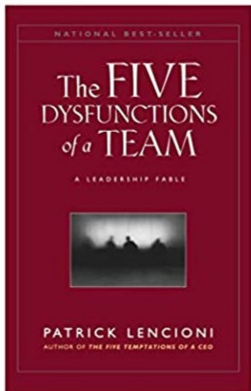


## References



<https://www.youtube.com/watch?v=okUTNp7OuB4>

<sup>i</sup> Marc Lesser: How to Be an Emotional Jedi - YouTube



Forbes Article: Healing Trauma: why its fundamental for effective leadership

Mental Health Commission of Canada:  
<https://mentalhealthcommission.ca/13-factors-addressing-mental-health-in-the-workplace>

