




Manifesting Change

week 4



How did you celebrate yourself this
week?

Put your answer in the chat.



If there is one thing
I'm willing
to bet on,
it's myself.

- Beyonce

What You Can Expect



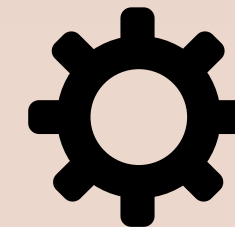
Knowledge

How to focus.
How to practice
success.



Tools for Change

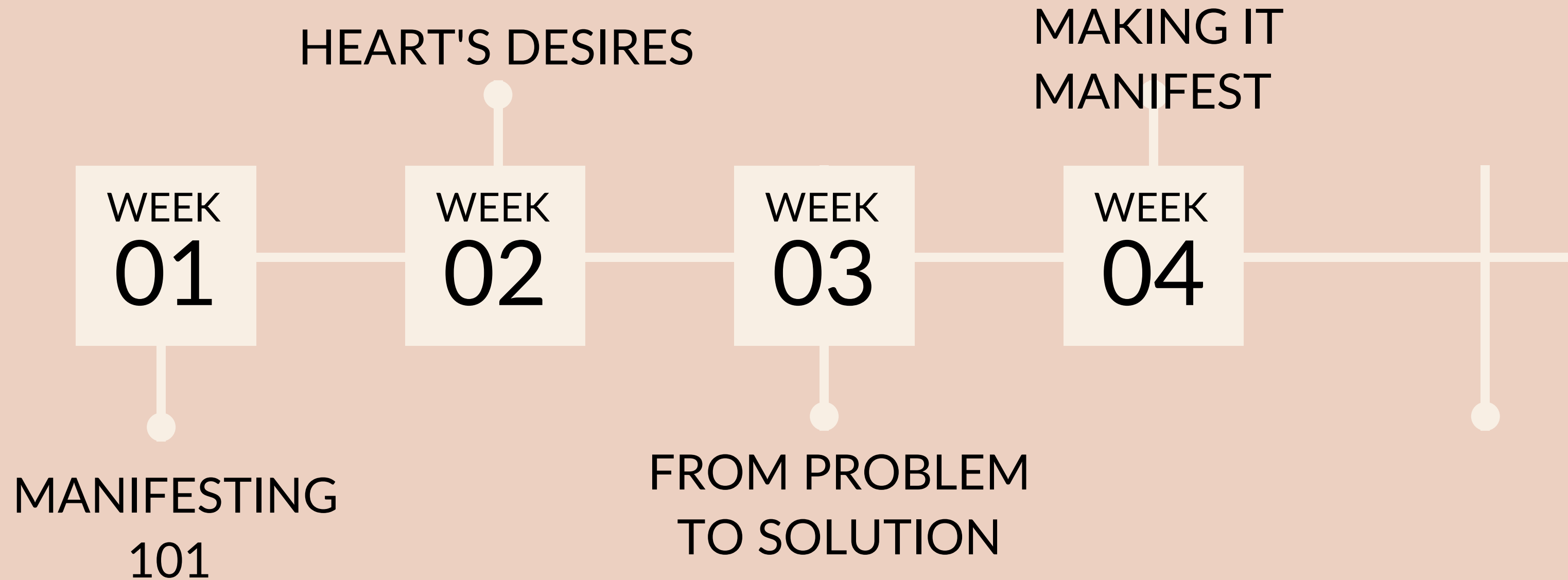
Learn proven
techniques to
move you
towards your
desired change.



New Relationship to thoughts

Daily practice of
writing, art, and
scheduling.

Timeline





What is one part of your future self that
you are most excited about?

Put your answer in the chat.



Focus

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Defining Focus

- Center of interest or activity.
- Pay particular attention to.
- A condition permitting clear perception or understanding.
- Directed attention.
- The state or quality of having or producing clear visual definition.




**Research answers the
question,
"What can I do to focus?"**

Can you guess?



What do you currently do to help you keep
your focus on your goals and dreams?

Put your answer in the chat.



Evidence Based Strategies for Focus

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**QUIT
trying
to
Multitask**



What is Multitasking?

- Occurs when: we leave tasks unfinished, we get interrupted, hop around from task to task.
- Occurs when we anticipate that when we finally get back to the unfinished work, we must rush to get it done.

(Sophie Leroy)



Multitasking Examples

- Stopping before a task is finished.
- Failing to set daily goals.
- Thinking of all you "should" be doing.
- Stopping work to savor "overwhelm".
- Avoiding thought work necessary to achieve your goals.
- Phone with you always, on your desk.
- Computer alerts.
- Shifting tasks frequently.
- Lack of strategy for tasks & choices which could be automated.

A blurred image of a train passing through a station, illustrating the concept of multitasking. The train is moving quickly, creating streaks of light and motion blur. The station platform is visible in the foreground, with a yellow safety line.

Downside of Multitasking

- Leaves "attention residue".
- Part of our attention is left with the previous task instead of shifting to the current task.
- Takes us out of the current moment.



Downside of Multitasking

- Leaves us fatigued, less effective, unable to use our whole mind.
- Loss of cognitive resources.
- Create a story of failure, non-accomplishment.
- Resentment when people have constant access to us.



How to Minimize Multitasking

- Practice present moment awareness.
- Phone off your desk or table.
- Schedule times you will check your phone.
- Turn off computer/phone alerts.
- Resist artificial pressure to respond immediately.
- Do not hop from one task to another.
- Choose three things to accomplish each day, which are separate from daily habits.
- Automate tasks and choices.



How to Minimize Multitasking

- Procrastinator - put it off until the end, is often creates anxiety, forces us to rely on adrenaline, can have minimal advantage over procrastinators if thinking about the solutions instead of the anxiety of getting it done.
- Precrastinator - get the project done ASAP, is anxiety generated, can limit creative and advanced thinking when thinking is prematurely shut down.
- Solution: Schedule time to think & work on tasks to get the most effective thinking and focus.



How to make Multitasking Work for You

- Complicated tasks benefit from many returns.
- Leaving a complicated task intentionally undone, means your brain continues to work on the problem.
- You can schedule multitasking to work in your favor!
- Write affirmations or challenges before bed; schedule multiple work sessions for complicated problems; schedule reflection time.



Focus on Tasks

- Establish a to-do list for the week and the day.
- Distance from phone and emails.
- Schedule time to check phone, exercise, work on long term goals, learn something new, etc.
- Breaks!

A photograph of a modern architectural space. It features a long, narrow corridor with high, textured concrete walls and a flat concrete ceiling. The floor is made of large, light-colored stone tiles. At the end of the corridor, there is a large, rectangular opening that leads to a bright, open outdoor area with a clear sky. The lighting is soft and even, highlighting the geometric forms and textures of the concrete.

Focus on Work: Pomodoro Technique

- Work 25 minutes with a 5 minute break, after 4 repetitions, take a 30-60 minute break.
- Developed in the 1980's by Francesco Cirillo. His kitchen timer was in the shape of a tomato. Pomodoro is the Italian word for Tomato!

A watercolor illustration of a tomato and a tomato slice. The tomato is whole, with a green stem and leaves, and is positioned in the upper left. Below it is a slice of a tomato, showing the internal structure and seeds. The background is a light beige color.

Focus on Work: Pomodoro Technique

- Decide on the task to be done.
- Set timer for 25 minutes.
- Work on the task - no distractions.
- Stop working when the timer rings.
- Take a 5-10 minute break.*
- Repeat a total of 4 times.
- Take a 20 to 30 minute break.*
- Repeat.



Evidence Based Focus: Physical Strategies

- Meditate.
- Exercise regularly.
- Small amount of caffeine.
- Stare at a distant object for a few minutes.



Evidence Based Focus: Habits

- Listen to the right music. Experiment with silence and music without words.
- Sleep: 7-9 hours.
- Create routines.
- Same work location.




What attention strategy will you try this week?

(automate tasks and habits, put away phone, turn off alerts, Pomodoro technique, meditate, only 3 things on daily to-do list, therapy, thought work, establish permanent work location, sleep 8 hours, experiment with music)

Put your answer in the chat.

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Thought Work

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Cognitive Behavioral Therapy Model

- Circumstance
- Thoughts
- Feelings
- Actions
- Outcome

A stack of four colorful blocks (purple, red, yellow, and blue) is balanced on a yellow and green textured surface. The background is a blurred mix of colors.

Accept what is happening in the moment

- What is objectively happening?
- What thoughts am I telling myself?
- What feelings do my thoughts create?
- What are my actions in response to my feelings?
- What is the outcome?



Cognitive Behavioral Therapy Model

- **Circumstance:** driving to pick up a family member.
- **Thoughts:** "I can't believe this thing happened at work. It is so unfair."
- **Feelings:** anger, resentment, fear.
- **Actions:** don't smile, withhold affection, criticize.
- **Outcome:** feel worse, more resentment, guilt, more negative thoughts.



Cognitive Behavioral Therapy *Alternative*

- **Circumstance:** driving to pick up a family member.
- **Thoughts:** "I am excited to see them. This will be fun."
- **Feelings:** happy
- **Actions:** Smile, hug, share feelings about work.
- **Outcome:** feel close, supported, happy, empowered over own feelings.



How to be
best friends
with your
future self

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Chatter

Thoughts keeping
you from pursuing
or completing your
value-based actions

**Your thoughts & feelings are the
train.
You are the station manager.**





Exercise

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Struggling with thoughts

*Ask: "What does my future
self want to think about this
situation?"*



Future self thoughts

You got this.
Everything is figure-out-able.
This is just a bump in the road.
I get to choose.
Everything is a choice.
I have all the time there is.
There is no rush.
I am my CEO.
I trust my choice.



What are kind and supportive thoughts that
you hear from your future self?

Put your answer in the chat.



Struggling with feelings

Ask: "What does my future self want to feel right now about this situation?"



Future self feelings

Confident

Happy

Joy

Empowered

Decisive

Curious

Engaged

Focused

Satisfied

Abundant

Accomplished

Fun

Brave



What is one feeling your future self likes to
cultivate?

Put your answer in the chat.



Struggling with action

Ask: "What has my future self accomplished and what can I do right now to get there?"



Future self actions

Persistence

Professional writing

Personal journaling

Therapy

Making art

Smiling

Cooking

Hiking

Exercising

Good posture

Rest

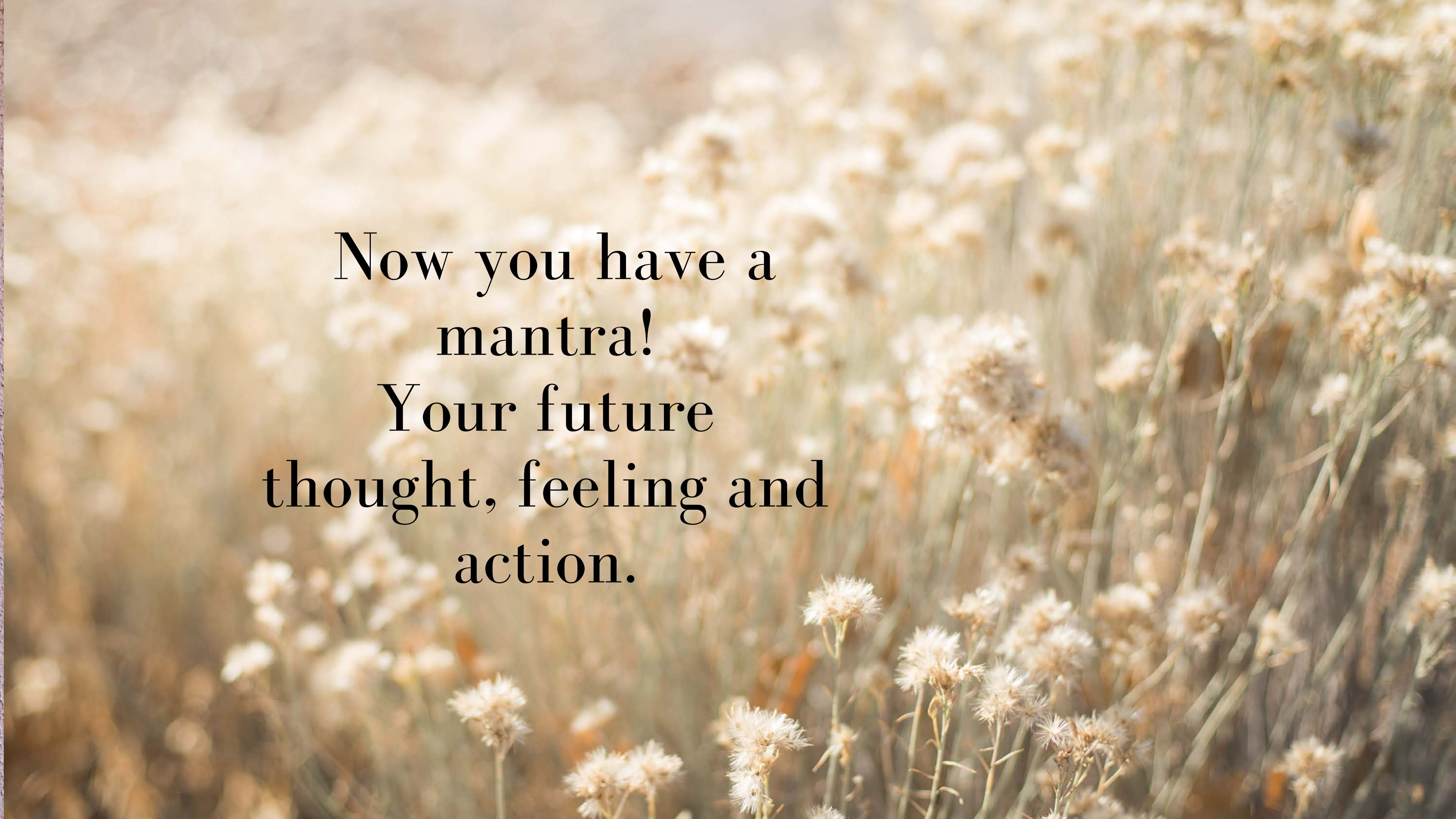
Learning

Reading




What is one action your future self likes to
take?

Put your answer in the chat.



Now you have a
mantra!
Your future
thought, feeling and
action.

A soft-focus background of tall, thin grasses with delicate pink and white seed heads, creating a dreamy and ethereal atmosphere.

When it is obvious
that the goals cannot
be reached, don't
adjust the goals, adjust
the action steps.

– Confucius



Commitment

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Make a Commitment

noun: the state or quality of being dedicated to
a cause or activity

verb: actions which reflect your values

- **Committed action** is behaving in a way of your choosing, going towards what you find important instead of towards a feeling.
- **Behavior change** is moving back to action steps when you fail/relapse.



Research says...

Success in change follows a pattern.

- Have you been reluctant to implement these changes?
- Why? What are you telling yourself?
- ZERO judgement.



Committed Action

- Commitment of 1% of each day this month
- 20 minutes a day
- Are your values important enough for you to continue?

YES!



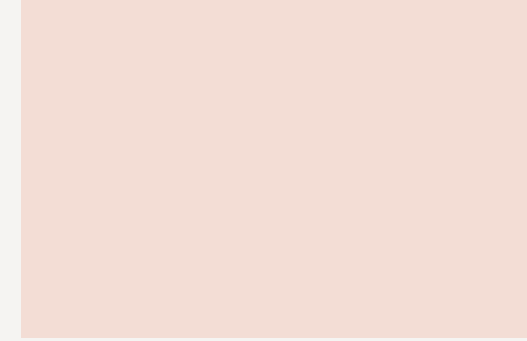
What is one aspect of your life for
which you are grateful?

Put your answer in the chat.



Homework Example

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Your Inspired Action

20 minutes a day will give you more than enough time to complete tasks this week.

1

Choose

2

Plan

3

Schedule

4

**Creative
Expression
& Reflection**



Time to choose!

pg. 50

- Decide on one vision for change.
- Trouble deciding? It is impossible to make a wrong choice!
- Tempted to work on several things? It is impossible to work on many changes at once. You are learning how to make a change, not actually changing everything.
- Other areas of your life will benefit from one change.
- Once you choose - stick to it! Zero changes!



Create a Goal the Modern Way

pg. 51

Set a goal.

Cut it in half.

Cut it in half again.

Eg: "exercise everyday for one hour", cut that in half: exercise 30 minutes a day. Now cut it in half again: exercise 15 minutes a day.



Create a Goal the Modern Way

pg. 51

- Can you do 15 minutes of exercise a day? YES!
- The goal is to practice success, not to change everything!
- Do you see what the goal is? It has nothing to do with what you pick!
- The goal is to see yourself as successful.



Schedule the Modern Way

pg. 52

- Schedule your goal 4 days at a time.
- NOT forever. NOT the whole week. NOT a lifestyle transformation. NOT a makeover. NOT a total transformation.
- If your goal seems too small and almost nothing, you are on the right track.
- The goal is to see yourself as a success. It has nothing to do with the goal you choose.

The Four Day Win by Martha Beck



Visual Expression

Pg. 54

- Create art about feeling success and empowerment to change.
- This can relate to scheduling, setting boundaries, or another image of your future self experiencing success.
- It could range from just one line to a fully fleshed-out, abstract or representational picture.
- Be spontaneous!



Week in Reflection

pg. 46

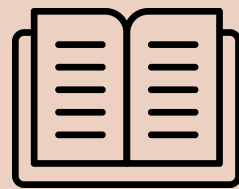
- Reflect on what you have learned from your future self about keeping promises and setting goals for success.
- Appreciate your strengths and celebrate.
- Avoid judging yourself for what you did or did not do this week.



What will you remember about
today's class?

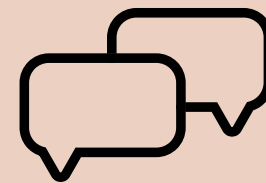
Put your answer in the chat.

What To Do Next



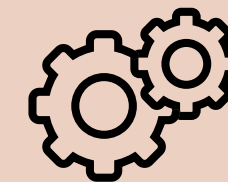
Review

Review your
work from last
week.



Make the commitment

Schedule 20 minutes a
day & write on your
planner.



Week 2

Read and
complete Week
4 exercises and
complete
worksheets.



Want More?

For supplemental inspiration about your values
and self kindness, find me each Friday at noon
PST on IG live @dramybackos

Individual psychotherapy

Signature Packages

Discount on packages for class members!

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A dried flower with a brown seed head and yellow petals is the central focus. The background is a soft, out-of-focus image of a person's face, with warm, brownish tones. The overall mood is contemplative and artistic.

Thank you!

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