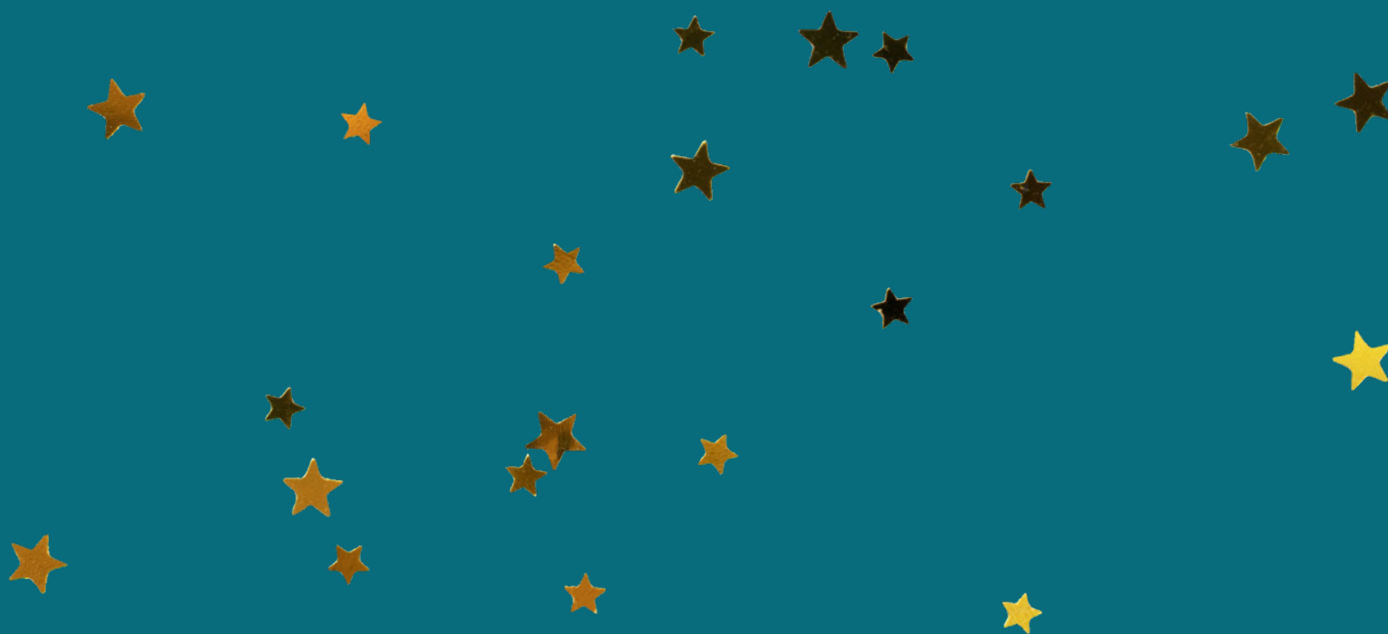




PERFECTIONEUR

FROM WORKAHOLIC TO WELL-BALANCED

One therapist's **WORKBOOK** *to get you there*



KHARA CROSWAITE BRINDLE

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Printed by Amazon, in the United States.

First printing, 2020.

Croswaitecounselingpllc.com/Perfectioneur

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INTRODUCTION

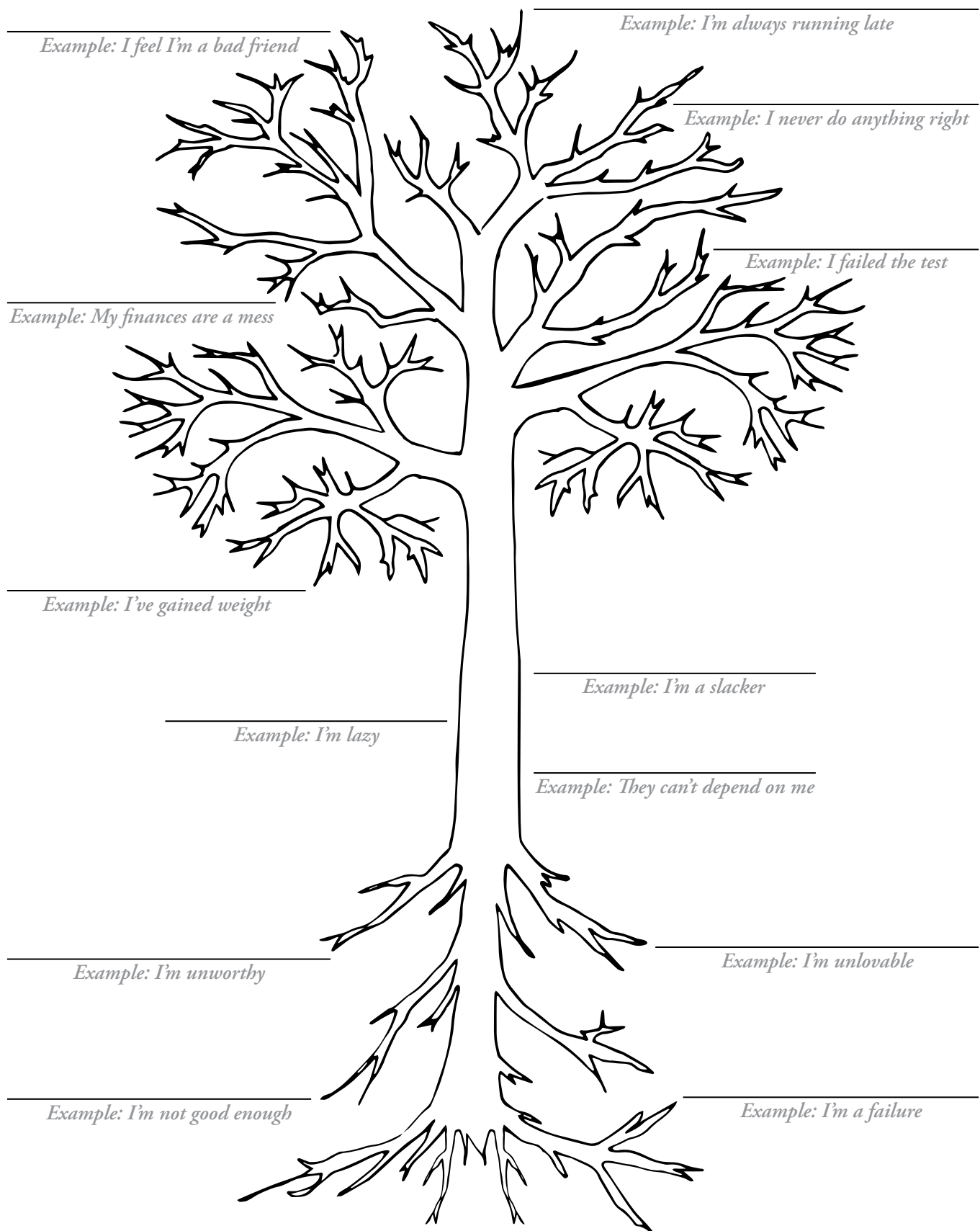
Welcome to the Perfectioneur Workbook! This workbook is intended to help you take a closer look at the tools outlined in the book, *Perfectioneur: From Workaholic to Well-Balanced*. You can engage in these exercises independently, with a friend, or with the support of your therapist if you have one, in order to take your self-discovery and wellness journey to the next level! The design of this workbook includes plenty of white space for notes, doodles, mindful coloring, and innovative ideas you want to capture as you work your way through the tools featured here!



EXERCISE 1

SEEKING SELF WORTH

Self-worth is deep rooted in beliefs we carry based on the earliest experiences we have in life. To make these beliefs more approachable to discover, let's use a tree visual. The worries and anxieties we are consciously aware of are the leaves of the tree. These are the things we can easily verbalize such as stressors and concerns. Going deeper cognitively, we ask ourselves *what these thoughts say about us*, which gets us to the trunk of our tree. We continue to ask ourselves the question, "if this is true about me, what does this say about me?" to go even deeper, in order to get to the roots of the tree. The roots represent the negative core beliefs that drive our behaviors and can feel painful to explore.



Common Negative Core Beliefs

	<i>Positive Opposites</i>	<i>“I” Statements</i>
I am unlovable	_____	_____
I am a failure	_____	_____
I am unworthy	_____	_____
I am a bad person	_____	_____
I do not deserve good things	_____	_____
I am out of control	_____	_____
I can't handle it	_____	_____

Do you relate to any of these core beliefs? Do they give you a visceral reaction which indicates you are one step closer to deeper self-discovery?

Circle the negative core beliefs you relate to the most in the list above. Rewrite them as positive opposites as an initial step. Finally, rewrite them into “I” statements that speak most authentically to you.

Example

I can't handle it	<u>I can handle it.</u>	<u>I'm doing the best I can.</u>
-------------------	-------------------------	----------------------------------

Perfectionist Pointers: WORKING ON WORTH

- ★ Recognize that everyone has negative core beliefs that influence their behaviors.
- ★ Understand that identifying your (tree) roots can help you make positive shifts.
- ★ Know that you've found your negative core belief if, when hearing yourself say it out loud it gives you a visceral reaction of discomfort, such as wanting to squirm, cry or vomit.



EXERCISE 2

WHAT'S YOUR ENNEAGRAM PERSONALITY TYPE?

The Enneagram Personality Test is growing in popularity due to the insights it can provide into our wellness and overall functioning, both at our best, and at our most unhealthy. It can also help identify strategies for connecting well with others, based on their Enneagram Types, strengths and challenges. By embracing increased insight, it's no wonder we are seeing the Enneagram showing up more often as an assessment tool for new hires in the workplace or as a casual quiz on social media. For your own exploration, consider taking the full Enneagram Personality Test at <https://www.enneagraminstitute.com>

OR

Download the free version of the *EnneaApp* to take a free 'Types' quiz and identify your top three possible Types for further reflection.

Based on your findings (or reading the descriptions on the following pages), which Enneagram Type sounds like you the majority of the time? We recognize several Types will be relatable, therefore it's important to think of how you show up ***most of the time***. What details would you add when helping others connect with your Enneagram Type even further?

How to Get Along with Me (adapted from *The Enneagram Made Easy*)

TYPE 1	Take your share of the responsibility. Acknowledge my achievements. Reassure me I'm fine the way I am. Tell me you value my advice. Be fair and considerate, I think I am. Apologize if you've been unthoughtful. Gently encourage me to lighten up but hear my worries.
TYPE 2	Tell me you appreciate me and be specific. Share fun times with me. Take an interest in my problems, even if I try to focus on yours. Let me know I am important and special. Be gentle if you decide to criticize me.
TYPE 3	Leave me alone when I am doing my work. Give me honest, not unduly critical, feedback. Help me keep my environment harmonious and peaceful. Don't burden me with negative emotions. Tell me you like being around me. Tell me when you're proud of me or my accomplishments.
TYPE 4	Give me plenty of compliments. Be a supportive friend or partner. Help me learn to love and value myself. Respect me for my special gifts of intuition and vision. Don't tell me I'm too sensitive or am overreacting.
TYPE 5	Be independent, not clingy. Speak in a straightforward and brief manner. I need time alone to process my feelings/thoughts. If I seem aloof, distant, or arrogant, it may be that I am feeling uncomfortable. Make me feel welcome, but not too intensely. Don't come on like a bulldozer. Help me avoid my pet peeves: big parties and intrusions on my privacy.
TYPE 6	Be clear and direct. Listen to me carefully. Don't judge me for my anxiety. Work things through with me. Reassure me everything is OK between us. Laugh and make jokes with me. Gently push me toward new experiences. Try not to overreact to my overreacting.

TYPE 7	Give me companionship, affection, freedom. Engage with me in stimulating conversation and laughter. Appreciate my grand visions and my stories. Don't try to change my style. Accept me as I am. Be responsible for yourself. Don't tell me what to do.
TYPE 8	Stand up for yourself and me. Be confident, strong, and direct. Don't gossip about me or betray my trust. Be vulnerable and share your feelings. Acknowledge my tender, vulnerable side. Give me space to be alone. Acknowledge contributions I make. I often speak assertively, don't assume it's a personal attack. I often scream, curse, and stomp around when expressing myself.
TYPE 9	How you ask me to do something is important. Don't pressure me. I like to listen and be of service, please don't take advantage of this. Listen until I finish speaking. Give me time to finish things and make decisions. Ask me questions to help me get clear. Tell me when you like how I look. Hug me and show affection. I like discussion, not confrontation. Let me know you like what I've done or said. Laugh with me and share in my enjoyment of life.

Perfectioneur Pointers: **ENNEAGRAM ENGAGEMENT**

- ★ Acknowledge that the Enneagram Personality Test can be helpful in exploring how we relate to others.
- ★ Familiarize yourself with all nine Enneagram Types and how each might apply to your immediate family, friends, and colleagues.
- ★ Understand that just like self-worth, you'll know you've found your best-fit Enneagram Type when you have a visceral reaction to the negative characteristics it describes, including things you would normally want to keep private or hidden from others out of embarrassment or shame.



EXERCISE 3

PEOPLE PLEASERS UNITE

People pleasing has something to do with our drive to connect with and be loved by others, best highlighted for individuals that test as the Enneagram Type 2 Personality. The desire to help others also increases the risk of bent or broken boundaries in our efforts to gain others' approval, respect, love, or joy.

Traditionally Unhealthy Boundaries (examples)

Which do you relate with, if any? Why do you think they are identified as unhealthy?

1. Telling all your personal information to others.
2. Telling your most personal secrets when first meeting someone.
3. Falling in love with a new acquaintance.
4. Being smitten or preoccupied with a person after first meeting.
5. Acting on the first sexual impulse.
6. Going against personal values or rights to please others.
7. Not noticing when someone else displays inappropriate boundaries.
8. Not noticing when someone invades your personal boundaries/space.
9. Accepting food, gifts, touch, or sex that you don't want.
10. Touching a person without asking.
11. Taking as much as you can get because you can.
12. Giving as much as you can to others because you can.
13. Allowing someone to take as much as they can from you.
14. Letting others direct your life.
15. Letting others define you.
16. Saying okay to requests to avoid conflict.
17. Sexual or physical abuse.

[illegible]

- ★ Identify situations where your boundaries are more likely to be bent or broken.
- ★ Explore what is within your control to reinforce or redefine your boundaries.
- ★ Recognize that you may have different boundaries for different people in your life such as family, friends, and colleagues.



EXERCISE 4

BURNOUT AS A SNUFFED FLAME? IT'S A FOREST FIRE

Burnout is often depicted as a snuffed candle or flame. Yet for others, burnout is an emotional rollercoaster that makes them run hot and unpredictable, like a forest fire rather than smoldering ashes. Take a look at some of the symptoms of burnout on the following page. Can you relate? Circle or list your own symptoms of burnout.

Symptoms of Burnout (adapted from *Vitalhearts.org*)

1. I don't know how to relax.
2. I feel irritable more than I'd like.
3. I feel disconnected from my emotions.
4. I'm feeling numbness at work and at home.
5. I've isolated from my family.
6. Nothing makes me laugh anymore.
7. I take comfort in sweets.
8. I have no energy to listen to my family when I get home.
9. I escape by sleeping more.
10. I have no empathy at the end of my work day.
11. I'm ignoring my relationships.
12. I can't seem to disconnect from work.
13. I am experiencing more anxiety.
14. I just want to get away sometimes.
15. I'm angry at my clients for asking so much of me.
16. I feel underappreciated.
17. I feel like I'm being judged.
18. I can't watch violent movies anymore because of my work.
19. I feel as if no one is safe.
20. I can't read or watch the news anymore.
21. I don't share my work with my friends, they just don't get it.
22. I don't socialize with friends much anymore.
23. I feel restless but don't want to do anything.
24. I have lost confidence in myself.
25. I feel pessimistic as the result of my job.
26. I feel like I'm not sure what I'm doing with my life anymore.
27. I feel sadness.
28. It's hard to trust people now.
29. I feel drained, I have no energy.
30. I feel angry.
31. My health has declined.

32. I feel like nothing I do makes things better.

33. I can't concentrate.

34. I cry much easier than I used to.

35. My road rage has gotten worse.

36. Sometimes I just want to lash out.

37. Sometimes I can't control my thoughts.

38. The world doesn't always feel safe.

39. I have less sympathy for my clients.

40. I'm self-critical.

My symptoms

Perfectioneur Pointers: BALANCE OVER BURNOUT

- ★ Choose balance over burnout. What can be shifted to support work-life balance?
- ★ Recognize burnout symptoms can vary per person. Knowing your symptoms gives you the option to adjust.
- ★ Celebrate that burnout is preventable, and can be recovered from if experienced.



EXERCISE 5

THE POWER OF MOVEMENT

Movement doesn't always mean going to the gym. Or as my friend calls it, *her monthly donation to a gym*. Gyms can be expensive and we might struggle to motivate ourselves to go before or after work. Instead, I want you to think about movement as intentionally getting up and moving your body after sitting or experiencing restricted movement. Between meetings. After a long conference call. As a transition between projects. Just like we've given kids brain breaks at school for recess, dancing, or "wiggling it out," consider where you can add movement into your schedule in ways that feel helpful, invigorating, and keep productivity moving smoothly.

Modified Sun Salutations as Stretching

A *Sun Salutation* is a yoga move that promotes breath and circulation by being a fluid movement. Consider this *modified* sun salutation for moments while at work or transitioning between projects. *Please consult your doctor before engaging in any vigorous movement and avoid if you have an injury.*

Step 1: Stand up straight, feet together, elongating the spine.

Step 2: Raise your right hand above your head. Hold for five seconds.

Step 3: Slowly bend your right arm over your head, stretching your right side. And return upright. Release right arm gently to your side.

Step 4: Raise your left hand above your head. Hold for five seconds.

Step 5: Slowly bend your left arm over your head, stretching your left side. And return upright. Release left arm gently to your side.

Step 6: Raise both hands above your head, lifting your chin with the movement, legs slightly bent to maintain balance as you look up.

Step 7: Slowly lower arms with spine gently curling over as you bring your arms and hands closer to the floor in front of you, torso bending to your knees. Bend your knees if needed to allow the forward curl.

Step 8: Breathe in and slowly uncurl your spine upright, focusing on each vertebrae as you bring your torso vertical and your arms again above your head.

Step 9: Inhale with your arms upright in a “v” shape, exhale as you bring your arms slowly to your sides.

Power Poses (courtesy of Amy Cuddy)

Pose 1: “Wonder Woman” with feet hip distance apart, spine straight, shoulders back, and hands/fists on hips.

Pose 2: Victory V with arms up in the air above ears in v shape with legs hip distance apart. Select a pose and hold it for **at least two minutes**. Cuddy reports studies have shown cortisol levels (stress hormones) drop significantly.

Mindful Walking (adapted from Donald Altman)

- 1) Imagine a string coming out the top of your head, pulling your belly to your spine and elongating your neck and back. Take gentle, full breaths in this position.
- 2) Bring your attention and balance your weight between your feet, noticing your heels, your toes, and the balls of your feet.
- 3) Set the intention to lift your right foot slowly, noticing the sensation as weight shifts in your foot to lift it and again when it meets the ground.
- 4) Repeat the intention with your left foot slowly, noticing each sensation.
- 5) Continue slow, mindful walking, noticing the sensations of your feet as well as the muscles of your legs, hips, and back. Continue to breathe gently as you walk forward.

Perfectioneur Pointers: MAKING TIME FOR MOVEMENT

- ★ Start with stretching. Not all movement requires equipment or a gym.
- ★ Identify transitions to engage in movement. Utilize a planner or personal fitness device to remind you to move regularly.
- ★ Try mindful walking from your car to the building. Park farther away to get more steps.



EXERCISE 6

REMOVE THE BADGE OF BUSYNESS

Busyness can contribute to the discomfort we experience as Perfectioneurs when seeing blank space on our calendar. Some of us choose busyness over feelings of fatigue or unhappiness that might appear in unplanned moments of unstructured time. But where does constant busyness leave time for creativity? Time for those wonderful ideas and “ah-ha” moments that serve as inspiration for projects, inventions, innovations, and more?

Your Work Week: Revisited

Step 1: Start by mapping out your typical work week.

Step 2: Next to each item you've written on the calendar, rank their enjoyability at 0, *never enjoy* to 10, *always enjoy*.

Step 3: For items of enjoyability ranked 5 and below, identify if any be removed, consolidated, or delegated to others. How can you make it happen?

Step 4: With newly available space or identified space on your calendar, map out time for creativity. Schedule creativity time on your calendar or it won't happen!

Step 5: When tempted to schedule something else during your creativity time on your calendar, ask yourself if it is absolutely necessary or are you just striving to stay busy?

Perfectioneur Pointers: BUSTING BUSYNESS

- ★ Allow time for creativity. Schedule it or it doesn't happen!
- ★ Ask yourself, am I doing this task to remain busy? Does this align with my goals?
- ★ Notice if you are feeling busy or bored. Find ways to embrace both productivity and down time by mapping it out visually to hold you accountable.

SUNDAY	MONDAY

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



EXERCISE 7

GO LEAN ON LISTS

Part of Perfectioneurs' problems comes from having such a big picture of how their projects can make an impact. We practically burst with the possibilities and can struggle to turn off our minds or the creativity that wakes us up at early hours of the morning.

Narrowing your Focus and your Productive Energy

Step 1: Think about all the things you want to accomplish in the next six months, both personally and professionally. Write them all down.

Step 2: Take the list you've created and circle your top ten priorities. Do these ten items feel most important right now?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Step 3: Rewrite your top ten priorities on the lines below. What if I told you that all the remaining items have to be ignored? That you can't work on them until these top ten priorities, deemed most important, are accomplished in the next six months?

You might not like it; I sure didn't the first time I completed this exercise! However, I found that by narrowing my focus, I was more productive, creative, and satisfied than when I had dozens of projects going! I was accomplishing more by keeping my priorities in sight and tabling the rest. You can master this magic too!

Top 10 Priorities

Perfectioneur Pointers: GO LEAN, NOT LONG

- ★ Complete the activity above and stick with your top ten priorities.
- ★ Ask yourself, does the task at hand connect back to my top 10 goals? If not, put it off until one of the top ten is completed.
- ★ Recognize it's not about telling you what to do, it's about helping you focus to see the results you want.



EXERCISE 8

CREATING IS YOUR HAPPY PLACE

Think of a time where you felt most “in the zone.” What got your creative juices flowing? Was it an upbeat song? Working in a new space? An energizing smell? Surrounding yourself with other creative people? Writing on the crisp pages of a new notebook?

Cultivating Creativity

List some elements that support creativity for you that can be captured within your five senses.

Taste	_____	_____	_____
Touch	_____	_____	_____
See	_____	_____	_____
Smell	_____	_____	_____
Hear	_____	_____	_____

Which of these can you utilize right away to increase your creativity? Which do you need to plan for or purchase for future use as a creative kit? It is recommended that 20% of your work week be allocated for creativity according to author Adam Grant (2017) in *Originals: How non-conformists move the world*. How can this exercise help you apply more time for creativity?

Perfectioner Pointers: CREATING IS KEY

- ★ Identify your sensory recipe for creativity. What's in your creative kit?
- ★ Explore how you can carve out time for creativity each week using the five senses.
- ★ Imagine how 20% of your work week could look on the calendar to support time for creativity.



EXERCISE 9

STOPPING THE STEAMROLL

You've carved out time for creativity and movement and you are seeing positive results! Have you struggled with celebrating your successes? Practicing mindfulness? Feeling motivated? *Stopping to smell the roses.* Consider this permission for Perfectioneurs to slow down and recognize the moments that matter, all from the place of keeping motivation and mood healthy and strong.

Mindfulness Exercise: Adult *I Spy*

Do you remember the *I Spy* books as kids? I'm showing my age but I thought they were awesome! Consider this an adult version of *I Spy* that feels like equal parts grounding exercise and engaging mindfulness.

Step 1: Place feet flat on floor while in a seated position.

Step 2: Identify 5 things in the room or environment around you that are a **color** (red, blue, green).

Step 3: Identify 4 things that you can **touch** where you are now.

Step 4: Identify 3 things you can **hear** where you are now.

Step 5: Identify 2 things you can **smell** where you are now.

Step 6: Identify 1 thing you can **taste** right now.

Notice how your mind couldn't wander easily when tasked with these items to find? How this exercise gets us out of our heads? It can quiet the 'shoulds' and ruminations of worry and anxiety by focusing on something easy and low risk. People love it because it takes such little time to do!

Perfectioneur Pointers: **BEING MINDFUL MATTERS**

- ★ Identify ways you can practice mindfulness. How did Adult *I Spy* work for you?
- ★ Reflect on your self-talk. What are your 'shoulds' when it comes to work-life balance and taking a pause?
- ★ List some examples of internal motivators vs. external motivators for yourself that encourage you to slow down.



EXERCISE 10

GIVE UP CONTROL

Giving up control is unbelievably hard for Perfectioneurs who exist thinking “if you want something done right, you have to do it yourself.” Yet we know some of the most respected leaders have built amazing teams to bring about change. Consider this your permission to delegate, reassign, and reevaluate tasks, funneling energy and focus to achieve the most desirable results.

Quality Control Check

Step 1: Identify and write down your daily tasks. Make a second list of weekly tasks that are your current responsibility.

DAILY

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WEEKLY

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<hr/>	<hr/>
<hr/>	<hr/>

- Step 2:** Rank each of the identified tasks on a scale of 1-10 where 1 is *never enjoy* and 10 is *always enjoy*.
- Step 3:** Star or highlight tasks with a ranking of 6 and above. These tasks are identified as still worth doing in that they bring you some positive emotion or satisfaction more days than not.
- Step 4:** Circle tasks with a ranking of 5 and below. These tasks are worth exploring elimination, delegation, or assignment to third parties since you receive minimal to no enjoyment in completing them.
- Step 5:** Identify next steps to reassigning tasks ranked 5 and under with a measurable plan and concrete timeline. Which are easiest to delegate? Which are considered the greatest priority when finding solutions?

Perfectioneur Pointers: TASKS AS A TEAM EFFORT

- ★ Complete the activity above. Which tasks bring you joy and which could be reassigned?
- ★ Recognize that control doesn't mean you need to micromanage your business. Build a trusted team to run it.
- ★ Appreciate that creative energy and ideas are easier to maintain when you aren't bogged down by the listless and mundane.



EXERCISE 11

WHO'S IN YOUR ORBIT?

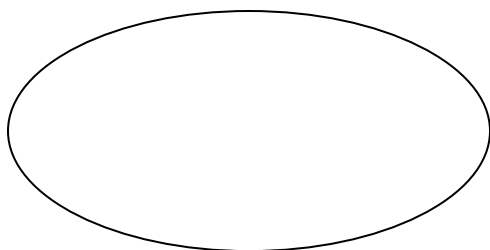
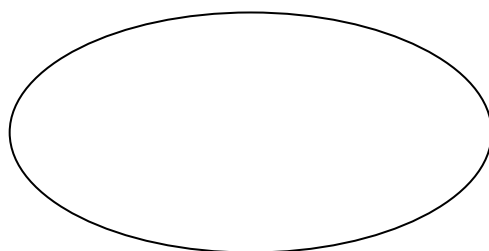
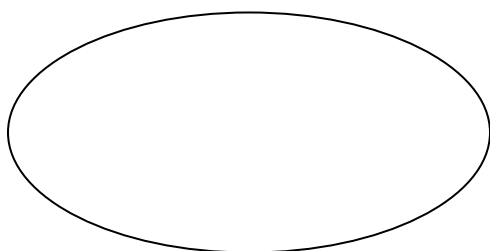
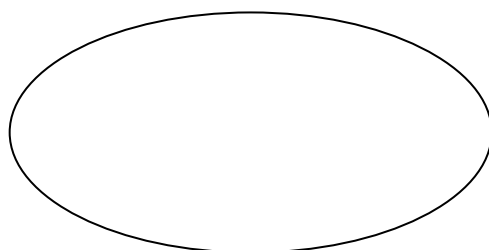
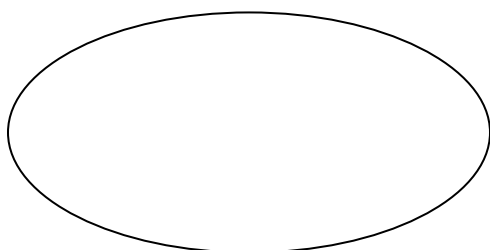
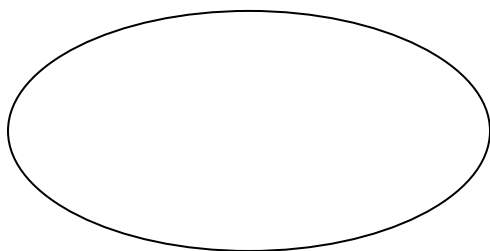
You've assembled an amazing team to help you run your business. Consider how the energy of others can feel contagious. A happy person can make us feel happy. A negative person can make us feel unhappy or low too. *Misery loves company* and all that. By asking yourself, **who's in my orbit**, you get to decide what kind of interpersonal energy to surround yourself with, embracing the invigorating individuals by limiting those that drain you.

Relationship Mapping

- Step 1:** Identify people in your orbit by placing your name in the center circle and important and/or frequent contact people (family, friends, coworkers) in the remaining circles around you. Add more circles if needed.
- Step 2:** Explore your relationships with the people featured in your surrounding circles. For close, positive connections, draw a solid line between your circle and theirs. For strained, one-sided, or exhausting connections, draw a dotted link between your circle and theirs.
- Step 3:** Based on the relationship dynamics you've mapped, identify persons you'd like to engage more frequently on a regular basis and draw a double solid line between your circle and theirs, indicating you want to strengthen the connection. Next, identify relationships that may need to be restructured, limited, or re-evaluated if they don't serve a positive purpose in your life right now. Draw an X from the line connection (dotted or solid) from your circle to theirs.

Perfectioner Pointers: **BUILDING BOUNDARIES**

- ★ Ask yourself, “who’s in my orbit?” How do these relationships serve me?
- ★ Identify relationships that energize you and schedule time for them.
- ★ Identify relationships that drain you and learn to limit them.





EXERCISE 12

ACCEPT YOUR INNER BOSS BITCH

Your inner boss bitch tends to show up out of a desire to protect you. We also know they are not always protecting you in the most helpful of ways. Therefore it's important to better understand your boss bitch so you can take back control if needed.

A Deeper Dive

- Step 1:** Sit in a comfortable chair and close your eyes, focusing on your breathing. Continue gentle breaths as you retreat deeper inside yourself, focusing on your core and allowing your body to relax, melting further into the chair.
- Step 2:** Check in with your emotions to see how you are feeling. Strive for deep relaxation as you focus on going deeper inside yourself, attention on your core.
- Step 3:** Continue breath work and relaxation as you embrace the comfort of a quiet, empty room inside your mind.
- Step 4:** Strive to be curious. Ask yourself, what does this part of you (inner boss bitch) look like? What do they like to be called? When do they feel the need to show up? What's their purpose? Allow imagery and answers to come to you as you ask these questions within the empty room in your mind.
- Step 5:** Once you have some clarity, gently bring yourself back to the present by imaging a door, allowing you to leave the empty room of your mind and return to your present surroundings. Take gentle breaths as you come back to the present.

Perfectioneur Pointers: **INNER BOSS BITCH INSIGHTS**

- ★ Be curious about when your inner boss bitch shows up. What does it mean for you?
- ★ How can you increase your self-awareness about your inner boss bitch? Finish this sentence: When my inner boss bitch shows up, I am...(exercising my boundaries, saying no, showing I'm overwhelmed).
- ★ What physical, emotional, and relational boundaries need to be in place to prevent your inner boss bitch from becoming overly reactive to others? What can you do to regain control?



EXERCISE 13

PICK YOUR POWER WORDS

As a Perfectioneur, you are working hard to gain insight and make progress! Power words may feel like a fad, but there is something to be said about the power manifesting good thoughts, energy, and intention. Having a key word to bring it all into awareness and successfully keep it at the forefront of your mind is just one justification for picking power words that resonate with you.

Manifesting Magic!

Step 1: Sit quietly and ask yourself what your power words for this month, quarter, or year could be. Ensure the words you select resonate with you, your values, and your beliefs. Power words are best when they have positive emotions associated with them.

Step 2: What smells represent the power words you've selected? Can you recreate the smells on command if desired?

Step 3: Consider visiting your natural grocer for essential oils or finding a custom candle-making shop to capture chosen smells within your own creation! Smells have a strong tie to memory, which can be used to your advantage.

POWER WORDS

POSSIBLE SMELLS

Perfectioner Pointers: FROM WHOO-WHOO TO WHOO-HOO!

- ★ Discover your power words for this month, quarter, or year.
- ★ Practice writing, saying, or sharing your power words to reinforce them.
- ★ Take it one step further and create a custom candle with scents that represent your power words. Breathe them in.



EXERCISE 14

AVOID SETTING UP CAMP WITH YOUR INNER CRITIC

We are our own worst critics. Taking risks and pursuing purpose can bring on challenges and failures along the way. The key is not to linger too long in this dark place of criticism and self-doubt.

Curiosity and Containers

- Step 1:** Similar to your inner boss bitch, when you close your eyes and allow yourself to feel your inner critic, what does it look like? What represents them best, a person or an object?
- Step 2:** Once you identify what your inner critic looks like, can you talk to it as if it's a separate entity to help reduce its power? Can you notice when it likes to show up?
- Step 3:** Visualize a way to contain your inner critic now that you know what it looks like and when it likes to appear. Visualize placing them in the container and sealing it, setting it aside to reduce risks of self-sabotage or low mood.

Understanding the purpose and patterns of your inner critic can be the meaningful strategy to avoid setting up camp with self-criticism or allowing it to rule over you and your emotions.

Perfectioneuer Pointers: CRITIC IS AS CRITIC DOES

- ★ When you close your eyes, what does your inner critic look like?
- ★ What patterns do you notice about your inner critic? Certain themes to what they say? Specific times they like to show up?
- ★ What can you say to yourself to reduce your inner critic's power? How can you contain that inner voice so it doesn't rule your emotions and behaviors?



EXERCISE 15

LEARNING TO ACCEPT COMPLIMENTS

Similar to steamrolling over our successes, Perfectioneurs are challenged by compliments. Not giving them but receiving them. Compliments tend to make us uncomfortable. Embrace the discomfort by listing some compliments you've received. What do you notice about them? Are they more focused on your outward traits, your actions, or your characteristics?

Cue the Compliments

Step 1: List compliments you've received, both past and present.

_____	_____
_____	_____
_____	_____

Step 2: Pause for 2-3 seconds after writing down a compliment. Notice what sensations appear.

Step 3: Allow yourself some stillness when revisiting a compliment. Notice any negative beliefs or 'shoulds' that appear. Identify any fidgeting or nervous gestures that come up as the result of the discomfort.

Step 4: Once you've dulled the discomfort of compliments, take it a step further by writing down what receiving the compliment means for you. For example, "thank you, that means so much to me." "Thank you, I appreciate it." "Thank you, that reassures me that I'm on the right track." "Thank you, I love these shoes too!" "Thank you for noticing."

Perfectioneer Pointers: PRESENCE WITH COMPLIMENTS

- ★ Practice pausing for 2-3 seconds after receiving a compliment. Notice what sensations appear. Follow up by looking the other person in the eye and saying thank you.
- ★ Allow yourself some stillness when receiving a compliment. Notice any fidgeting or nervous gestures that come up and identify ways to express them through movement *after* the exchange.
- ★ Once you've gotten past the discomfort of compliments, take it a step further by elaborating on your thank you and articulating what receiving the compliment means for you.



EXERCISE 16

LEAN INTO LEADERSHIP

Do you find yourself called to leadership to support impact and meaning? Perfectioneurs tend to be recruited for leadership roles based on their ability to achieve results. I hope you too can embrace opportunities in leadership to contribute to the bigger picture within your workplace and community.

Answering the Call

- Step 1:** Identify leadership opportunities and interests. What organizations interest you and why?
- Step 2:** What are 1-2 steps you can take to move closer to your leadership potential? (Expressing interest to colleagues, researching the organization online, emailing them your interest).
- Step 3:** What leadership trainings can you invest in to explore your leadership potential further? To successfully network with other leaders?

Perfectioneur Pointers: LESSONS IN LEADERSHIP

- ★ Perfectioneurs are naturally considered for leadership roles in their reputation of achieving results.
- ★ Explore community resources to identify leadership potential.
- ★ Invest in leadership training as time carved out to do deeper work and network.



EXERCISE 17

THE POWER OF VULNERABILITY

How can you embrace your own vulnerability as a leader and Perfectioneur? Where can you practice telling your story? What are ways it can feel worthwhile for you? For Perfectioneurs, I know this is a big ask. It takes practice, like many of the exercises in this workbook. I can assure you, it is one area that truly feels life-changing once it's embraced. People will be drawn to you because of your vulnerability and authenticity. For those called to make a meaningful change or impact, vulnerability is an important part of your success equation.

Hero's Journey Exercise

Step 1: Consider applying a significant turning point in your life to the Hero's Journey Framework. Identify your starting point, hardship, rock bottom, and resiliency by mapping it out on the graphic here.

Step 2: What emotional details can be enhanced as part of your story? Where would you start your story and where would you end?

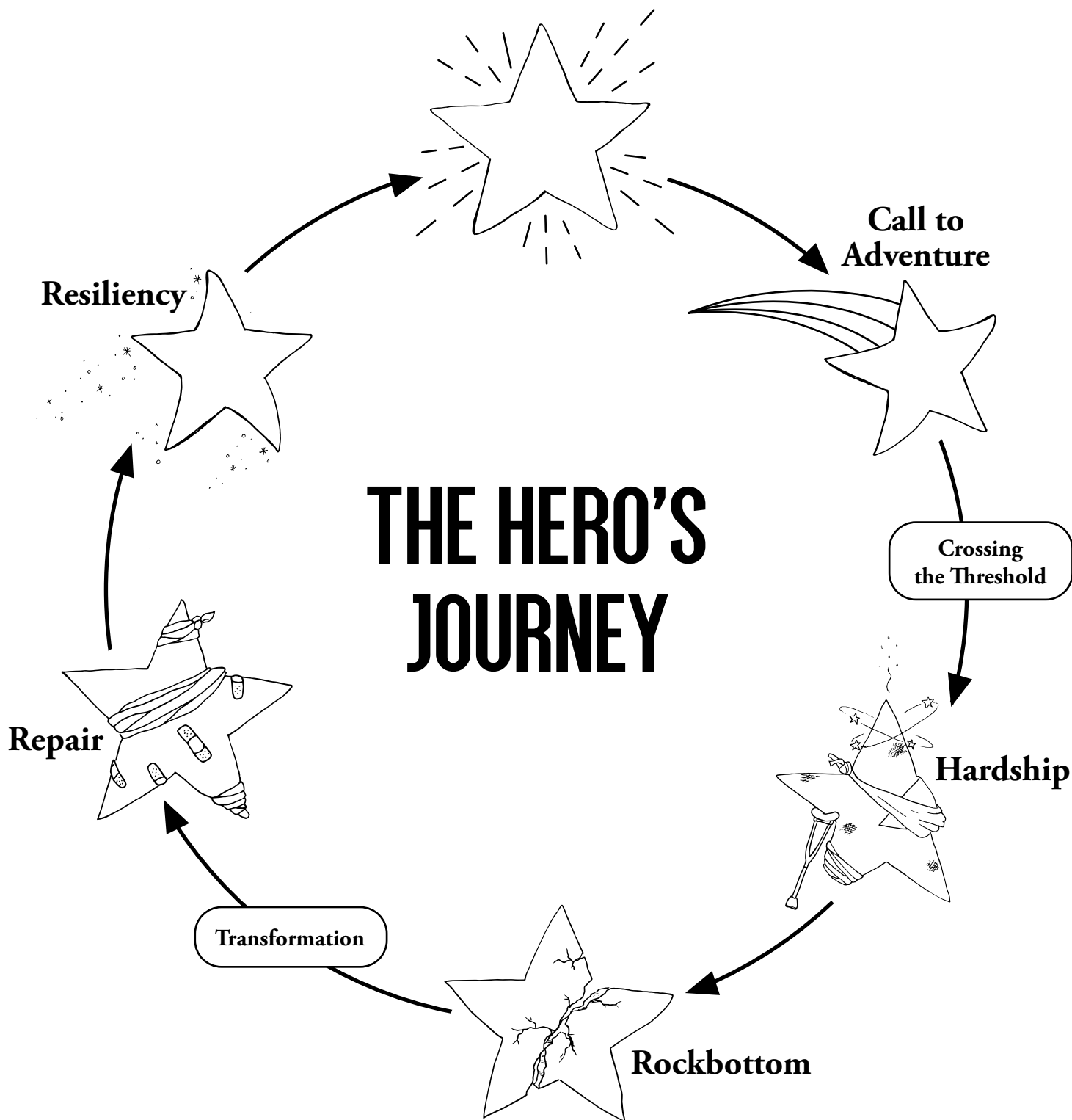
Step 3: What's the message or *gift* you want your audience to take away? Why should they listen to your story?

MY GIFT IS _____

Perfectioneur Pointers: VULNERABILITY IS VALUED

- ★ Vulnerability is authenticity. Where can emotion have a powerful result?
- ★ Vulnerability is telling your story. Explore what chapters you would include and why.
- ★ Where can you practice vulnerability in your life? Can you practice telling your story to a colleague, to an audience, or on a podcast for entrepreneurs?

THE HERO'S JOURNEY





EXERCISE 18

ASKING FOR HELP

We know that it takes more than one person to catalyze change. *It takes a movement.* It takes teamwork. Asking for help becomes an essential element in delegating tasks and supporting progress. It's another example of vulnerability for Perfectioneurs.

Accountability in Action

- Step 1:** Remember that list from Exercise #10 on giving up control? Revisit the items with an enjoyability rating of 5 and below. Which of them can you ask for help to support a positive shift?
- Step 2:** Who in your orbit can help you if asked? What role would they play in accountability and support?
- Step 3:** How can your pursuit of leadership roles help you practice asking for help?

Perfectioneur Pointers: ASKING CREATES SPACE FOR SELF-CARE

- ★ Asking for help is a strength. It is an example of positive leadership.
- ★ Asking for help frees up time for self-care and work-life balance strategies.
- ★ What are two ways you can ask for help when you need it? Who would you ask?



EXERCISE 19

THE RISK OF RELAPSE

All this self-discovery can support significant change. Yet relapse is a potential when stress gets too high or old habits try to rear their stubborn heads. Relapse is a charged word. A sometimes scary word. A word for sliding backwards in progress. Engage in the Wellness Plan on the following pages in order to stop the slide.

Wellness Recovery Action Plan (WRAP adapted from SAMHSA)

- Step 1:** Complete each box, thinking deeper about how you show up when healthy and unhealthy. If you get stuck, ask trusted family and friends for signs that they see in you.
- Step 2:** Identify your plan of action when things start to decline. What can you do? Who can be your supports?
- Step 3:** Refer to the examples if you need additional inspiration. Save your WRAP plan to refer to from time to time or for when your stress levels climb.

Perfectioneur Pointers: **RELAPSE PREVENTION PLANNING**

- ★ Think about your warning signs for relapse. If you get stuck, ask your loved ones what they see in you when you are stressed.
- ★ Who can be your accountability buddy when things need to change? Who will tell you how it is and help you shift gears?
- ★ Write down your warning signs and a plan of action to get back to recovery. What themes come up? What plans could work for you?

Feeling stuck? Can you relate?

What does it look like when I'm well?

- ★ Eating three meals a day
- ★ Getting to bed by a regular time
- ★ Drinking plenty of water
- ★ Taking my medications
- ★ Exercising
- ★ Socializing

What does it look like when I'm not well?

- ★ Not eating or emotionally eating
- ★ Staying up too late or not sleeping enough
- ★ Feeling tense or restless
- ★ Isolating from others
- ★ Avoiding socializing
- ★ Increased irritability
- ★ Numb

Warning Signs

- ★ Anxiety
- ★ Nervousness
- ★ Forgetfulness
- ★ Loss of pleasure
- ★ Change in sex drive
- ★ Being uncaring
- ★ Increased negativity

Triggers

- ★ Anniversaries of trauma
- ★ Watching the news
- ★ Politics
- ★ Holidays
- ★ Social situations
- ★ Family conflict
- ★ Witnessing/experiencing sexual objectification

My Supports (*ask yourself*)

- ★ Who will answer if I call them late in the night?
- ★ Who can come if I need them?
- ★ Who can listen if I need them to?
- ★ Who can help me problem solve?
- ★ Who can I trust?

When things are breaking down

- ★ Feeling oversensitive and fragile
- ★ Not getting out of the house/going to work
- ★ Not taking care of personal hygiene
- ★ Sleeping all the time
- ★ Wanting to be totally alone
- ★ Substance use
- ★ Eating too much/binge eating

Plan of Action

- ★ Call my doctor or mental health provider
- ★ Talk to a support
- ★ Arrange for someone to be with me until my symptoms subside
- ★ Make sure I'm doing a daily routine
- ★ Write in my journal
- ★ Take my medications

What do I need from others?

- ★ Listen to me without judging or giving me advice
- ★ Hold me (how long, how so?)
- ★ Let me pace
- ★ Encourage me to move, help me move
- ★ Give me space to express my feelings
- ★ Don't talk to me (or do talk to me)
- ★ Encourage me and reassure me

My Personal Wellness Plan: Supporting Self Care

WHAT DOES IT LOOK LIKE WHEN I'M WELL? Physical? Emotional? Intellectual? Spiritual?	WHAT DOES IT LOOK LIKE WHEN I'M NOT WELL? Physical? Emotional? Intellectual? Spiritual?
WARNING SIGNS (INTERNAL) 	TRIGGERS (EXTERNAL)
MY SUPPORTS 	WHEN THINGS ARE BREAKING DOWN
PLAN OF ACTION: HOW DO I GET BACK TO WELL? 	WHAT DO I NEED FROM OTHERS?



EXERCISE 20

REST VERSUS RESTORATION

We are coming to the end of the workbook! In our desire to achieve work-life balance and successful self-care, we have one more task to consider. Please allow me to reframe self-care as the concept of *rest versus restoration*. Rest is the idea of allowing the body and mind to slow down. For some, this is the don't-get-dressed-stay-in-pjs-all-weekend phenomenon. The idea of binge-watching a show, sleeping in, ordering take-out, and not leaving the house. Yet some of us engage in these behaviors only to find we are still fatigued, exhausted, or unmotivated. Resting didn't help us bounce back like we had hoped. *Enter restoration*. Restoration can be defined as the things that energize us. Things or activities that light us up and revitalize us.

Satisfying Self-Care

Step 1: Write down some examples of things that create rest vs. restoration for you.

REST

RESTORATION

Step 2: Explore what gets in the way of your self-care.

Step 3: Identify one area of self-care to focus on for the week and notice what shifts for you as the result.

Perfectioner Pointers: SELF-CARE REDEFINED

- ★ Recognize how rest vs. restoration change things for you and your energy.
- ★ Explore what gets in the way of your self-care. How can you address the barriers?
- ★ Identify one area of self-care to focus on for the week and notice what shifts and benefits you as the result.



EXERCISE 21

WATCH YOUR WARNING SIGNS

Everything feels like effort. I hear this a lot as a burnout consultant and mental health therapist. The influence of workaholic culture combined with growing burnout risks requires some creativity to combat the resulting compassion fatigue. Let's revisit the signs and strategies to keep burnout at bay.

Workaholism vs. Wellness

Step 1: Review the warning signs below. Can you relate?

	PHYSICAL	PSYCHOLOGICAL
WORKAHOLISM	Fatigue Loss of energy Weight gain or loss Sleep disruption Eczema and acne Hair loss Allergies Teeth grinding Constipation Rapid heart rate Stomach pain Muscle tension Neck pain	Brain fog Inattention Numbness Irritability Mood swings Resentment Feeling overwhelmed Forgetfulness Crying spells Apathy Obsessing or worrying Anxiety Depression
WELLNESS	Energy Animation Stable weight Steady sleep Regular digestion Reduced inflammation Mobility Circulation Improved immune system Healthy muscle mass Steady heart rate Flow Dexterity	Creativity Innovation Joy Grounded Mindfulness Clarity Emotion regulation Compassion Integrity Vulnerability Authenticity Problem solving Self-awareness

Step 2: Identify your custom self-care strategies.

	QUIET	ACTIVE
ALONE	Examples: Reading, Journaling, Creating	Examples: Walking or jogging, Solo dance party, Cleaning
TOGETHER	Examples: Watching a movie, Listening to music, Going for a drive	Examples: Fitness class, Cooking, Legos and games

Step 3: Check your calendar. Where can you schedule self-care into each week?

Perfectioneur Pointers: WELLNESS WINS

- ★ Identify simple self-care strategies to reduce burnout.
- ★ Relish activities you can enjoy solo in solitude.
- ★ Embrace the joy of self-care with others and schedule it in.



EXERCISE 22

SAY YES TO NO (MORE)!

Boundaries are hard. I'll be the first to admit that we can backslide into workaholism if we aren't careful. The enthusiasm of new projects. The anxiety of saying no and disappointing others. It takes conscious practice to hold healthy boundaries. So let's feel more prepared by exploring scripts for saying No. No to working your weekends. No to longer hours. No to working for free. A fellow professional describes it "acting your wage." Whatever we call it, let's practice saying No to more!

Finding Balance in Boundaries

Step 1: Below are some scenarios that challenge the boundaries of busy entrepreneurs. Consider how you can respond in ways that honor your values and needs.

“Can I pick your brain?”

Response: _____

“Can I take you to lunch and talk about _____?”

Response: _____

“Are you taking on new clients?”

Response: _____

“We’d like for you to present to our staff. How do we schedule?”

Response: _____

“I have this project I think you’d love. Can we find a time to connect on it?”

Response: _____

“Do you have time to connect?”

Response: _____

“I need your help.”

Response: _____

“What’s your availability this week?”

Response: _____

Other custom request _____

Response: _____

Step 2: Write your responses down on the lines above, tuning in to how each one makes you feel. Say them out loud. Do they feel right? Do they sound like you? Wordsmith them until they feel comfortable then keep them handy above your desk or next to your computer as a reminder to say yes to no more!

Finding Your Voice

Consider the following responses. Can they ease any mental blocks you may be experiencing as you craft your own responses?

“Can I pick your brain?”

I’m happy to get you on my calendar. My consultation fee is \$XXX per hour and I’ve included my calendar link below for your convenience.

“Can I take you to lunch and talk about _____?”

Thank you for reaching out. I have limited availability this month and have included my calendar link below if you’d like to schedule a professional consultation with me.

“Are you accepting new clients?”

I appreciate that you think I’d be a good fit. I’m not taking on new clients until _____. I’d be happy to reconnect with you at that time if you’d like to follow up.

“We’d like for you to present to our staff. How do we schedule?”

Thank you for thinking of me. Can you please clarify if this is a paid speaking opportunity?

“I have this project I think you’d love. Can we find a time to connect on it?”

Hello! I can’t commit to a new project until _____. Would you like to reconnect then?

“Do you have time to connect?”

Thanks for asking! I’m working on some time-sensitive projects right now and have included my calendar of availability to schedule next month if you’d like.

“I need your help.”

I’m open to hearing more about what you need. I also want to share that my schedule is limited right now. Can you share more on if this is time sensitive so we can determine how to proceed?

“What’s your availability this week?”

Hello! I’m working on some time-sensitive projects right now and have included my calendar link below to schedule my next available appointment.

Perfectioneurl Pointers: NOT RIGHT NOW

- ★ Honor your boundaries by saying yes to your existing priorities.
- ★ Recognize it’s okay to say no, no more, or not right now.
- ★ Utilize an online scheduling software to set your boundaries and availability each day/week/month.




YOU DID IT!
YOU COMPLETED THE PERFECTIONEUR WORKBOOK
TO MOVE FROM WORKAHOLIC TO WELL-BALANCED!

YOU'VE LEARNED TO

- ★ Remove the badge of busyness ★
- ★ Embrace vulnerability and ask for help ★
- ★ Rediscover joy in the face of fatigue ★

You know that you too can be successful without running yourself into the ground. We are in this together. With these tools and your Perfectioneur spirit, work-life balance is more reachable and rewarding than you previously thought possible! Keep it up!



Congratulations! You are embarking on the journey to becoming more well-balanced! Remove the badge of busyness and stop chasing gold stars! Paired with our book *Perfectioneur: From Workaholic to Well-Balanced*, you are one step closer to balance over burnout and discovering your best self!

Finished the Workbook? What are your discoveries? Share your insights and ahas with the Perfectioneur community on our Facebook Group at

[Facebook.com/groups/Perfectioneur](https://www.facebook.com/groups/Perfectioneur)

“Khara provides practical and pragmatic tips for making sure that those taking care of others take care of themselves. She has a personal writing style that feels more like a natural conversation than it does a sanitized how-to manual. If you’re looking for ways to honor yourself as you make space for others, this is an excellent resource to have at your fingertips.”

– JEREMY SAVAGE, MA, LPC, THERAPIST AND PROFESSOR