

# PAIGE NOLAN

WRITER / SPEAKER / COACH

## Module One: Intention

“Inherent in every intention and desire is the mechanics for its fulfillment.” -Deepak Chopra

### IN-COURSE WRITING PROMPTS

What gets in the way of you living with intention?

What would you like to build, create, accomplish, change, experience in the next 3 to 6 months, or in the next one year?

*Note: if you need help to uncover the intention(s) most meaningful to you now, try these questions.\*\**

What dream or goal(s) do you refuse to give up on?

Fast forward to this time next year and you are reflecting back and feeling good about the year – what happened that led you to those positive feelings?

What makes you proud?

What are you grateful for?

What makes your heart sing?

What can you let go of?

What still needs to be forgiven?

What do you wish to learn about now?

## JOURNAL PROMPTS

How do you define the word "intention"?

What role does intention play in your life today, if any?

When you reflect back on your past, can you identify some of the intentions that have led you into the life you now live? At the time, you may not have even realized you were living with that intention in mind.

How do you feel living with (conscious) intention now would change your life for the better?

## HEART-AT-HOME PROMPTS

### Write a Time Capsule Letter

A time-capsule letter is a letter you write to yourself to be opened on a future date. In this letter, I want you to write AS IF the thing you intend for your life IS HAPPENING or HAS HAPPENED. Pretend you are relaxed and content at the end of a 3-6 month time and you are looking back at the PAST few months and so GRATEFUL for the effort, discipline and trust you've shown yourself. Write about that. Congratulate yourself. Appreciate your efforts with specific praise. Be VERY specific. FEEL what you've done and write as if you have already done it - those hard things. The thing you've been putting off. The thing that scares you. Be proud of you. Use the tone and language you would use if you were writing to a best friend or one of your children. This is a loving, kind letter that is meant to connect you to the positive feelings of your desired outcome. Also, in your letter, encourage yourself. You are still in the process, it is easy to lose focus - so write this letter also as a PEP TALK. This letter is the REWARD for the work you've put into your life AND it is the fuel you need to KEEP GOING.

#### Most Important Part

Place the letter into an envelope and SEAL it up. Give the letter to a trusted loved one to mail to you on THE DATE YOU SPECIFY - make a note of it in your phone to remind your friend/family member...or better yet, give it to the friend or family member who doesn't need a reminder. :)

### Adopt a Top Three To-Do-List System

When we create long To-Do Lists, sometimes the MOST significant activities/tasks get buried in the MIDDLE of the list. Because they require more energy and effort! They are not the easy things we do every day without thinking. They are the hard things that make us feel vulnerable and take our courage, intellect, creativity, and motivation to complete. They are the things we MUST do to create CHANGE and IMPACT in our life.

What are three most important things you must do today?

Keep your list to THREE activities/tasks and build your ENTIRE day around completing your TOP THREE.

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## Module Two: Compassion

“Love and compassion are necessities, not luxuries.  
Without them, humanity cannot survive.” -Dalai Lama

### IN-COURSE WRITING PROMPTS

What types of things do you judge and/or criticize in yourself?  
(appearance, career, relationships, parenting, physical space, etc.)

What type of language do you use with yourself when you notice some flaw or a mistake – be specific. Do you use this language harshly? Do you use insults? Do you employ a kind, nurturing tone?

How do you treat yourself when life is challenging? Do you ignore your suffering or focus on fixing the problem – do you stop and offer care to you?

What is happening right now? Feeling Check. (Where is the feeling in your body? Describe the sensations you feel.)  
Be with the feeling for a moment before you move to the next question.

How can you be a better friend to....you, your Life, your best friend, your spouse/partner, your child, your pet, your sibling, your parent, your friend in need, etc.? Write down specific actions/re-frames to take that would allow you to BEFRIEND this energy in your life.

## JOURNAL PROMPTS

What do I need right now?

What is a story I am telling myself today that is causing me pain? How I can change/reinterpret/tell that story differently?

If my dear friend came to me today with the same problem I am facing now, what would I say to that friend?

I forgive myself for...

I acknowledge myself for...

I love...

I appreciate...

## HEART-AT-HOME WORK

### Write a Self-Compassion Letter\*

The purpose of this letter is to express compassion for an aspect of yourself you don't like.

1. Think of something about yourself that makes you feel ashamed or insecure or “not good enough.”
2. Write about how it makes you feel — sad, embarrassed, ashamed, etc. Write honestly, and remember that you do not need to share your writing with anyone.
3. Express understanding and compassion for yourself and how you've experienced this negative aspect of yourself.
  - a. Take the perspective of someone who accepts you unconditionally
  - b. Remember that no one is without flaws.
  - c. Consider the contributing factors – family, environment, opportunities, etc.
  - d. How has this part of yourself served you? How has it kept you safe? When have you needed it?
4. Is there a way to improve or better cope with this negative thing? Are there changes you can make to feel happier, more fulfilled and avoid judging yourself harshly around this part of yourself?

*\*Exercise adapted from The Science of Happiness course offered by The Greater Good Science Center.*

### Practice the “Inner Observer”

Self-observation is a practice where you focus your attention on your inner experience and become aware of your thoughts and feelings. As the “Inner Observer,” you become the you who can take a detached, outside perspective and know you are separate from your thoughts. You are the one thinking! From this vantage point, you can be objective – which means you stay in CONSCIOUS CHOICE, free from the patterned reactions that keep you trapped in Limitation.

Name the feeling, locate the feeling in your body, notice the sensations, be caring & attentive to the feeling without judgment. As the “Inner Observer” when you hold the feeling in awareness, try saying to yourself, “That’s interesting” and practice meaning it.

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## Module Three: Confidence

“Life is not easy for any of us. But what of that? We must have perseverance and above all confidence in ourselves. We must believe we are gifted for something and that this thing must be attained.” -Marie Curie

### IN-COURSE WRITING PROMPTS

Write down 5 things you do very well:

Write down 5 things you do average:

Write down 5 things you do below average:

## JOURNAL PROMPTS

What are my greatest strengths/gifts?

What activities do I LOVE to do? (*Hint: you don't do these activities because you are OBLIGATED to do them, you CHOOSE them because they make you feel alive.*)

What work do I do that doesn't seem like work?

If I could be more competent in one area, it would be...

## HEART-AT-HOME WORK

### Just One

One small goal to improve my physical space (body & home) =

The necessary action I must take to complete that goal =

One micro-habit I can change/adopt =

The necessary action I must take to change that micro-habit =

### Know Your Zone of Genius

One of the best ways to clarify your Zone of Genius is to ask your friends to help you identify your gifts and unique skill set. Curate a list of 8-10 people. In addition to close friends, include people with whom you've worked on your list – or people who have worked for you. These people have partnered with you to achieve a common goal – whether that is paid work, volunteer work, or an activity or experience you've pursued for fun. In your email, share that you are learning more about yourself, honing your unique skill set, and you are seeking insight from people who have had meaningful life and work experiences with you. Ask these people to answer the following questions:

1. What do you consider to be my strengths, gifts, and/or unique abilities?
2. How is/was working/collaborating with me a positive experience for you? (specific examples welcomed)

### What Went Well Daily Journal Entry

At the end of the day, list three activities or experiences that went well during the course of that day. No need to write extensive explanations, simply LIST the ways you experienced your day as POSITIVE and breathe. Notice – you are doing some things (MANY things) very, very well.

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## Module Four: Courage

“Courage is the first of human qualities because it is the quality that guarantees the others.” -Aristotle

### IN-COURSE WRITING PROMPTS

Am I willing and ready to let more joy into my life?

Set a timer for 3 minutes. Write down everything that worries you. Go.

Look at the list, one item at a time and ask this question: Is there anything I can do about it? Write that down.

This is my NO List – here are the things I will no longer accept in my life.

This is my YES List – here are the things I am READY to go for in my life.

## JOURNAL PROMPTS

What does courage mean to me?

Who are the people who embody/represent courage to me and why? *(These can be living, dead, familiar or public figures.)*

When in my life have I shown courage? Make a list.

*(Revisit this list with this mantra: EVEN WHEN I AM AFRAID OR UNSURE, I KNOW HOW TO BE COURAGEOUS.)*

If I had no fear today, how would I spend my time?

## HEART-AT-HOME WORK

Eat, Sleep, Recover *(Courage requires your energy, take care of you.)*

### Meal Plan

Healthy food choices require a plan. If this an area of possible improvement for you, spend some time considering how you can PLAN for healthier meals and snacks.

### Bed Time Routines

Sleep is essential to wellbeing – it is the foundation of living with intention. Without sleep, your emotional resilience is compromised and the changes you wish to make in your life will be more difficult to sustain. Make your bedroom conducive for sleeping. De-clutter, darken, and get a sound machine if that helps you. Honor the hour before your bedtime. Fill the last 30-60 minutes before you turn out the light with soothing activities and comfort, such as a bath or reading a book. Be careful about the media you consume at night — be it social or news. Be intentional about which media outlets you engage, and make sure to REMOVE laptops and cell phones from your bedside table.

*Recommended: Set up a charging station away from the bedroom – for time, use an alarm clock.*

### Time Blocking

Time-blocking is a great way to build in mini-breaks throughout your day and recover. Plan your day according to 30-60- or 90-minute blocks of time. During that designated time period, FOCUS on the activity at hand — when the time block is complete and the task is finished, TAKE A BREAK. If it's not finished, STICK WITH IT for another block. If you complete the task earlier than the allotted time block, RELAX. Stand up. Stretch. Go outside. Take a yoga pose in your office. Walk your dog. Listen to your favorite song. Meditate for two minutes. Call a friend. RECOVER — and then set the timer on your phone for another block of time, begin the next task/activity. When it is complete, reward yourself with any recovery experience that works for you. REPEAT.

*Note: Time blocking is a game-changer. When you commit to this approach, you MAKE SPACE for the things that matter most to you.*

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## Module Five: Presence

“Paying attention is the most basic and profound expression of love.”  
-Tara Brach

### IN-COURSE WRITING PROMPTS

Why are you here? (right now, taking this course, answering this question)

Why are you really here?

Why are you really, REALLY here?

BODY SCAN: Notice. Where is there tension or tightness in your body? Where is your body relaxed or at ease?  
Just notice.

I am feeling...

## JOURNAL PROMPTS

Close your eyes. Take three breaths — in through your nose, out through your mouth. With each breath, inhale deeper. See if you can hold your breath in for 4 seconds before you exhale for 4 seconds. Open your eyes and write down what you see, what you hear, what you smell, anything you notice through your senses.

## HEART-AT-HOME WORK

### Unplug

Decide to unplug from your phone for at least 30 minutes a day. During this time, turn off your phone (literally). Your brain NEEDS this time away from information and the call to respond quickly to communications. It's also really good for your phone, I learned this from an Apple Genius when I recently needed my phone repaired. "Yep, even our phones need a break," he said.

### Create Ritual

Rituals are a foundation for making Presence a PRACTICE in your life. Make your rituals simple and routine. For example, your ritual could be a morning routine - start your morning with a cup of hot water with lemon and a post-it note with your TOP THREE priorities for the day. You could adopt a prayer or meditation ritual. Lighting a candle is a great ritual to signify the beginning of an activity that requires you to sit and concentrate — the fire requires you to be present. A ritual could be putting lotion on your hands while you are in the carpool line or drawing while dinner is cooking in the oven. YOU are the only one who can decide what kind of ritual will work for you, and there is no ONE RIGHT answer. The key to the ritual is to CONSISTENTLY practice it as a way to bring PRESENCE to whatever it is you are doing.

### Breathe

Consciously Breathe for TWO MINUTES/DAY — yes, this is meditation. But if the word meditation intimidates you, just call it breathing. It counts. And if you do it consistently, the effect is that you increase your ability to stay connected to YOU, connected to solution-based thinking and able to RESPOND maturely even when you are experiencing intense emotions.

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## Module Six: Trust

“Have enough courage to trust love one more time  
and always one more time.” -Maya Angelou

### IN-COURSE WRITING PROMPTS

Do you have a basic trust in you, in others, in Life? (There is no right answer here, only a sense of measurement. And why you feel you trust or don't trust to that extent.)

Gratitude for Great Choices Exercise:

Make a list of the excellent choices you're made in your life.

You can make this list of decisions with ANY time period in your lifeline in mind, or you can focus only on the most recent life decisions – for example, in the last 3 years.

Begin your list with these words: I am grateful I decided to...

*(Keep this list and revisit with this mantra: I AM TRUSTWORTHY.)*

## JOURNAL PROMPTS

Thank You Note to Your People:

Who do you trust? Who protects your dream? Who shares your vision for your Best Life with you? Write each one of them a Thank You Note. (*You can decide whether or not to send the note.*)

I am trustworthy because...

I feel guided when....

I know Life wants the best for me because...

I believe...

## HEART-AT-HOME WORK

### Spend Time Alone

This is not the same as running from one activity to the next alone. That doesn't count. Alone Time is designated time where you are present and enjoying time with you — this can be a walk outside, a few minutes with your journal, a cup of tea, a bath, an afternoon movie, or any activity you chose to engage JUST FOR FUN.

### Re-commit

Go back and look at your Intention, review the small goals you've identified. Re-commit to executing the tasks necessary to achieve those goals.

### The Arrows

Keep track of Life's directives by writing down the moments when you experience synchronicity (defined as: events that appear significantly related but have no discernible causal connection). This could be a file on your smart phone or a small notebook you keep in a desk drawer or on a bedside table. Over time, you can look back at this log of events and use it as a reminder — you can, in fact, TRUST that Life is guiding you and that there is always a GOOD reason activated in a way that leads you to your GROWTH.