OVERCOMING CHALLENGES

WORKBOOK AND CHECKLIST

Series: Part 2

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5 Skills Needed to Overcome Challenges

Perspective

- ✓ How you approach the problems in your life is your perspective. When you can see all sides of the problem, even from others' views, you will be able to learn more from the challenge.
- ✓ When you can see all the potential obstacles you could face, and learn to identify possible solutions for each, you are helping yourself in different ways and building your perspective on a problem or challenge.
- ✓ Another aspect of perspective is understanding for yourself just how significant this challenge is in the grand scheme of life. Is this a temporary challenge or one that will have a long-lasting impact? Is this your challenge or someone else's, too? Is this challenge something you can ignore and move on from, or something you must tackle head-on in order to live the life you want? All of these questions are related to your perspective on the problem.
- ✓ It takes practice and patience to develop perspective, particularly when it comes to challenges in your own life. But, knowing you have much to learn from each test in life can help you cultivate this skill each time you are faced with a new obstacle.
- ✓ Asking questions, of yourself and others, is a great way to learn perspective and to get a handle on all those new situations that come your way in life.

Brainstorm

List ways you can improve your perspective using current real-life scenarios:

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Creativity

- ✓ Creativity is key for overcoming challenges, including flexibility and tolerance for dealing with the unknown, your ability to control your own anxiety and fear about a particular situation. You must also be creative to develop solutions to conquer the challenges in life.
- ✓ Do you have a default solution, and that's always your go-to? Or do you look at all parts of the challenge and select options that best meet the situation?
- ✓ Your creativity in overcoming life's obstacles relates to your willingness to try new solutions, even ones you have never tried before! You may have to engage in some trial and error, and you might also need to seek help from others.

Brainstorm

List ways that you can improve your creativity:

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A Positive Outlook

- ✓ Having the right outlook is possibly one of the most important skills you can cultivate when it comes to overcoming life's challenges.
- ✓ Believing that your situation will end well and with a positive outcome is critical to accepting that you can find and execute a solution to any problem.
- ✓ When you have a positive outlook, you are more likely to be willing to take risks to overcome challenges. You believe it will work out so therefore are willing to try harder.
- ✓ Overcoming fear and anxiety can be difficult. Many of the skills needed to overcome challenges are related to quashing old emotions, and your optimistic outlook plays a key role in that. Under pressure, it can be hard to maintain a positive outlook, but that makes it even more important to develop this skill in all aspects of your life.

Brainstorm

List ways that you can improve your outlook by releasing old emotions:

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Ability To Analyze The Problem

- ✓ Defining the problem clearly helps you know what you need to do to solve it, as well as what is not likely to work.
- ✓ Be sure to look at all sides of the challenge, considering implications for solving parts but not all, and what the underlying causes are. Often, we address the immediate challenge but not the root issue, which leaves us solving the same problem again in the future.
- ✓ Look at the situation from all sides and ask input from others who may not be so personally involved. This can help you see blind spots you perhaps missed before.
- ✓ Understanding the problem fully is the key to being able to identify effective solutions.
- ✓ Think logically and try to take your emotions out of the analysis, as this can cloud your judgment and prevent you from thinking clearly.

Brainstorm

Consider your problem analysis skills and methods. List ways that you can improve this process for yourself:

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☐ Honesty and Realism

- ✓ When you are able to be honest about yourself and realistic about your abilities, you will be able to find better solutions to your current challenge. Be sure your solutions are based on these facts and not just a blind belief that you are ready to accomplish all possible solutions.

Brainstorm

Consider and list what have you been successful with in the past. Can that lead you to believe you can accomplish this task?

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What skills do you bring to the table that will help you realistically implement solutions?

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List your strengths and don't be modest:

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List your weaknesses – not quite as fun – but often easier than the above:

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List all of your abilities specific to overcoming problems and challenges:

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Assessing Yourself: Do You Have Difficulty Dealing With Challenges?

Assessing Your Strengths

The purpose of this type of self-assessment is to help you identify the gifts within you that can be helpful in times of challenge, as well as help you focus in on those areas where you need to build strength and experience. Building on your strengths can help you achieve your goals and put you on the path you want in life, as well.

List as many as you can think of. While compiling your list, if you find you get stuck, ask others in your life for input. Talk with your friends, colleagues, and life partner to find out what they see as your strengths. Let them know up front why you are asking for their input and listen carefully to what they have to say. They may be able to help you identify the skills or knowledge you didn't even know you had.

List your skills, behaviors, knowledge, and talents in all aspects of your life

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What do I believe to be my strongest character attributes?

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What qualities do I use every day?

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What strengths have helped me most in my life up to this point?

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What would my partner or best friend say are my greatest strengths?

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What are the things I have the easiest time learning or doing?

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What do I know that many others do not?

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When I was young, what activities was I drawn toward?

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In what activities do I become completely immersed?

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In what aspects of my job do I perform better than most others?

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What skills have I learned easily and mastered quickly in my life?

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In what areas of my life do I have the potential to be outstanding?

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When facing challenges in the past, what were my biggest concerns? Fear? Procrastination? Lack of support?

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What problems did I face when trying to overcome challenges in the past? For example, lack of determination or discipline?

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Once you have your list, it's time to determine your next steps.

Which of your strengths need improving, particularly as that strength relates to overcoming challenges in your life?

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Which of these strengths are essential for helping you overcome challenges you are currently facing?

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7 Tips To Learn To Overcome Challenges

It is only through the practice and cultivation of your strengths and talents that you will be able to overcome challenges and succeed in the face of obstacles.

Take It One Step At A Time

- No problem is solved all at once and trying to get instant results is setting yourself up for disappointment.
- Break your challenge down into smaller, bite-sized chunks, and tackle each part individually.
- You may start to notice patterns and techniques that will be helpful to you when you tackle smaller parts of the whole, and you can celebrate your smaller successes along the way.

Look For Similar Problems You Have Already Solved

- It can be helpful to look back at other challenges you have faced and determine how your current situation is similar or involves similar skills needed for overcoming your latest obstacles.

Be Prepared For Mistakes

- Realize mistakes will happen.
- It's most important to learn from those mistakes, as they are an opportunity to learn and grow, then keep moving forward.

Watch Your Emotions

- When you are emotional, it affects your judgment and decision-making
- Learn to deal with problems logically rather than emotionally.
- Learn to control your emotions, a process that is part of what is known as self-regulation.
- Give yourself time to calm down when emotions run high before making major decisions.

Keep Track Of Your Progress And What You Are Thinking

- A journal comes in very handy in this instance, as it allows you to document your successes, what questions are plaguing your mind, and how you are dealing with the emotions you are likely to be experiencing.
- Keep track of progress toward smaller goals and use your diary to help you look for patterns or possible new problems, so you can address them quickly.

If You Aren't Successful, Try Again

- Never give up.
- It may take many attempts to get it right and overcome a particular challenge. You may have to try lots of solutions and even fail several times before you are able to finally reach your goal.
- Keep your end result in mind, focus on why this is important to you, and start over.
- Use the lessons of your past stumbles to inform your future decisions.

Build A Good Team

- No one achieves success in life on their own. Build a network of friends, family, co-workers, mentors, and others who can help you in your life.

- Seek out people who can help you build the skills you lack, and learn from all those in your life, as they have much to teach you.

13 Ways To Challenge Yourself

If you want to challenge yourself even more and build up the skills and knowledge you will need to overcome future challenges and succeed in life, you can create challenges for yourself to help you specifically build these strengths.

☐ Seek Out Opportunities to Stretch

- ✓ Do something that will push your limits of current capacity, something that will help you develop new coping skills as well as teach you about yourself.

☐ Know Your Emotions

- ✓ Learn emotion vocabulary ie: were you angry or were you hurt?
- ✓ Name your feelings daily
- ✓ Begin to analyze those named emotions, so you can ascertain why you feel it, what triggered it and how you react to your feelings.

☐ Keep A Journal

- ✓ Write down what you are feeling and what you are thinking regarding overcoming a challenge. Not only does writing free up space in your mind by releasing these thoughts to paper, but it engages your conscious brain in problem-solving while putting your emotional brain on pause.

☐ Get Moving

- ✓ Struggle requires strength, stamina and discipline, all of which are developed through regular physical activity

Make A List of Your Accomplishments

- ✓ Write down every success you have had in your life, even the small ones, this helps you build confidence in your abilities to overcome.

Develop One New Habit Each Month

- ✓ Select one new healthy habit you'd like to develop and then focus on that for 30 days. Practicing something new for at least a month can help make that new way of thinking or behaving become habitual.

Make A List Of Your Goals

- ✓ Write down all the things you still want to accomplish in your life. Give them a rough timeline. This gives you something to work toward and focus on.
- ✓ Goals help sustain you during times of struggle, and when you write them down, you are far more likely to achieve them.

Change Your Language

Words are powerful, and when you express your wishes and feelings using only positive language, you are more likely to feel that you can overcome challenges.

- ✓ Replace one negative word or phrase with a positive one each week
- ✓ Work on using positive, optimistic words instead of those that make you feel negative.

Break Free From Limited Thinking, Confines And Self-Imposed Restrictions

- ✓ Make a list of the limits you place on yourself. Ie: I'm too old/young to start a business
- ✓ Commit to letting these go and decide on how you will do it.

☐ Meditate

- ✓ Meditation is a practice known to alter the brain's function and increase your ability to remain focused and aware. Sitting in silence and focusing can help you ignore distractions, as well, which is important when considering how to solve a problem.

☐ Stand Up Straight

- ✓ Stand up straight. Sounds too simple to be effective, I know. When you change your body language, you actually change how your brain is working. Standing up straight and exuding a confident posture help you feel more confident, giving you the power to persevere in the faces of obstacles. Try an experiment: sit down with your head hung for 20 seconds. Stand tall for 20 seconds. Do you feel the difference it makes mentally?

☐ Put Yourself In Someone Else's Shoes

- ✓ Consider what someone you admire would do in the face of a challenge.
- ✓ Do what others do to achieve goals.
- ✓ Set up a relationship with a mentor or hire a life-coach to help you get a broader perspective. (I can help you with this if you do not have one. I keep a list of coaches I have trained and can match you up with the right person.)

☐ Do Something That Scares You

- ✓ Do something your fear – big or small
- ✓ Put yourself out there by doing something that you would not normally consider doing.
- ✓ Congratulate yourself for your courage and celebrate!

Even if you are unable to achieve that goal fully, working toward it and experiencing the highs and lows along the path will teach you invaluable lessons you can use when faced with other challenges. Celebrate each high as a victory and each low as a learning experience.

I hope you have enjoyed this workbook and that you employ it when working overcoming challenges. The first workbook in the series is called "Ambition" and is available in the free members area of my website at https://www.victoriajohnson.org

Please feel free to contact me with any questions or comments. My email is victoria@thetraining.ca

Please follow me on social media so we can keep in touch and support you.

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With Gratitude,

Victoria Johnson

Heal Your Life® Teacher and Trainer for Canada.

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