

Building Personal Spirit at Work - Participant Activities

1. Ten Things I Love to Do (and Don't)

Personal spirit can be built up at work and in daily life by shifting three life-giving mindsets: your sense of control, your outlook and your initiative. You can build your personal spirit by following these instructions:

1. Brainstorm and make a list of as many ideas as you can come up with describing things that are good for you, that you enjoy doing and find satisfying, and that you would like to do more often.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

2. Organize your list into two sets:

- a. Things you could actually start to do right now (under your present circumstances).
- b. Things you can look forward to doing in the future.

3. Each day, plan and do at least one of the things on list 2a.

Bonus Points: Before going to sleep, envision doing something from list 2b.

2. Design Your Perfect Day

1. Brainstorm and list all of the things you would do on what you would consider to be a perfect work day for you – the best, most fulfilling day you can imagine having.

2. Design a schedule for your perfect day. Write the design in the first page of your calendar as a model for your daily plan.

3. Make a commitment to schedule at least 15 minutes in your work day to do one item from your list of “Ten Things I Love to Do and Don’t”.

3. Change your mind, change your life

For the next 30 days, start each day setting aside thirty quiet minutes:

- 10 minutes for breathing, or praying without words.
 - 10 minutes for inspiring reading or spoken prayer.
 - 10 minutes for daily planning.
- Remember to include in your plan each day at least one action to build your personal spirit at work.

Finish each day reflecting on how you did that day, and with a written affirmation of yourself.

Bonus Points: At the end of the month, evaluate your own progress.

1. What did I do that represents a positive change in my life?
2. What are the results I am seeing from this change?
3. Do I see evidence that I can build my personal spirit through my daily work and practice?