



How to Level Up!

The next time you have an important conversation, presentation, or competition coming up, go through this “Level Up” worksheet first. The more you practice, the better you will get to being world-class when it matters. Keep in mind that fear, concern or perceived challenges can be used to your/your teams benefit if you have the proper mindset.

1. Recognize your/your team’s biggest fear or challenge.

- Acknowledge this fear/challenge as performance enhancing.

List an example of an important current or future situation (or conversation) that causes you to be fearful or concerned (e.g. Our new project could be terminated due to cuts in this quarter’s budget). Then, list what emotion is associated with that situation.

2. Release the emotion that will not serve you.

- Take 5 deep breaths.
- In for 5 seconds through nose, hold for 5 seconds, exhale for 5 seconds through mouth, hold for 5 seconds while listening to breaths.
- Feel your feet balanced on the ground after each exhale.
- Know that whatever you are feeling is ok/normal, but it needs to move aside so you can make progress.

I release the fear/concern of _____, and doing so empowers me/us to get excited, find solutions, and make progress.

3. Strategize the 1 most important thing that you (or your team) needs to do to make progress.

- Set an intention to do the 1 most important thing you (or your team) have control over.

For your important situation, write down 1 thing that you have 100% control over and commit to a specific action plan (e.g.: By 3pm Friday, I will prioritize all estimated project costs and communicate to my boss non-essential items that can be eliminated.)

“You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do.”

-Eleanor Roosevelt