

Take Back Control Guide

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A Balanced Way Forward

Taking back control of our lives when we feel out-of-balance, overwhelmed or stuck can start with a few key steps to get us going.

Here are 8 Tips to Take Back Control Now.

Tip #1

The first task is to boldly acknowledge and accept where you are. Use our Ladder of Empowerment as a tool to assess if you are above the line or below the line of empowerment.



Signs you are below the line of empowerment: Avoidance, resistance, denial, blaming, procrastination, over-thinking, and making excuses.

Signs you are ready to move above the line of empowerment: Acknowledge reality and take small micro actions to change your mindset and habits.

Tip #2

Spend time defining and clarifying what's most important to you by examining your values.

What's most important to you?

When we align our values with our goals and priorities, we have a better time of feeling like we are living on purpose and congruent with what is most important to us.

Keep in mind what is important to you today is, and will be different from other life and career phases.

Tip #3

Understand why you feel stuck and not fully in control.

Reasons we can feel lacking in control or stuck:

- The overthinking trap (versus action).
- Lacking direction/purpose.
- Fear and/or self-limiting beliefs.
- Outdated mindset and skill sets.
- Focusing on the external vs focusing on what you can control.
- Lacking connection, feeling alone or isolated.
- Lacking in resources. Time, money, support. You can be resourceful with what you have and who you know now.

Tip #4

Simplify to rebuild your foundation. Spend time on...

- What relationships matter most to you?
- What health/wellness activities make you feel good, calm, and in control?
- What hobbies and activities matter most to you and give you a sense of joy and progress?
- PURGE STUFF. What unnecessary stuff can you donate or sell?
- Do an audit on your work activities, tasks, meetings, which ones can you simplify or do away with all together?

Tip #5

Continue to work on yourSELF:

- Self-Awareness: Continue learning about your values, needs, emotional reactions. Continue healing your past. Ask for feedback.
- Self-Reflection: Write down your progress and what you learned each day about yourself and others.
- Self-Honesty: Catch yourself when you aren't being honest about your needs or desires.
- Self-Accountability: Stay above the line by taking empowered actions.

Tip #6

Take positive micro actions/steps every day to move your values-based goals forward.

Simply ask yourself each morning, what is most important to me today, and only focus on today's work, wellness, and relational goals.

Tip #7

Celebrate your small wins.

All positive steps forward deserve your recognition. At the end of the day, make a list of your small wins for the day.

Tip #8

Be honest and realistic.

Most big changes will take at least a year to achieve.

Give yourself a year to chip away and settle into your goals.



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