

A GUIDE TO **Better Me**
Better We
Better Ways

SUM UP BOOKLET

Explore topics of self awareness, how to be confident and understanding your purpose.



Better Me

About us

After 20+ years in the corporate world, Cathal understands the rollercoaster of the daily grind. With a reputation for motivating teams, driving lasting change and resolving complex problems with authenticity and candid humour, Cathal has built an international career out of empowering people and organisations to be better.

With a passion for building teams people love to be part of, Annette has 25+ years of experience in senior roles across customer experience strategy, product management, marketing and risk management. She is known for delivering major transformations, market share turnarounds and solving big problems.

Through Better@Work, Cathal and Annette share their own experiences and translate the experts' theories and ideas into practical, digestible and fun tactics you can start using at work tomorrow.

Foundations for Better Days @ Work

Behavioural science and psychology support a need to begin by focusing on yourself (Better Me) to set the foundations for better days at work and in life.

These are the precursors to work on first - and we specifically use the word precursors because it's a chemical term for substances from which another substance is formed. If your precursors aren't solid, having great days at work is challenging.

Our booklet will shows you how to bring Better Me to life practical ways.





How Being More Self-Aware Brings Success in Work and Life

with Cathal Quinlan & Annette Sloan

What is self-awareness?

Self awareness is the will and skill to understand who we are, and how we're seen by others.



Did you know?

95% of people think they're self aware, where in actuality extensive research shows only 10 to 15% of us really are.

Top 3 Takeaways

Understanding Self-Awareness

To be truly self-aware, we need to gain both an internal and external perspective. We do this by developing an inward understanding of ourselves (Internal), and also understanding how other people see us (External).

Values Assessment

Understanding our values requires deep reflection on how we want to live and how we want to be. As well as Tasha's quiz below, another way to access your values is to consider who are your heroes and what are their qualities.

End of Day Reflections

Self-awareness is an ongoing journey that requires a "learn well" mindset. Asking these three questions every night helps:

- What went well?
- What didn't go so well?
- How can I be smarter, kinder, and braver tomorrow?

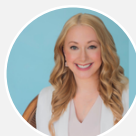
Learn More

Think

- 💡 About your self awareness, do you feel connection, power and ease? Are you truly being present in all areas of your life? Journal it!

Read

- ★ Tash's book [Insights - The Power of Self-Awareness in a Self-Deluded world.](#)



Act

- 📝 How self-aware you? Take [Tash's quiz](#) to find out.
- 📝 Practice a learn-well mindset - ask yourself Tasha's three questions each day.
- 📝 Try a dinner of truth with a safe person.

Listen

Unlock this Sum Up by listening to [Tasha's interview.](#)



My Next Steps

Use this section to record your next steps...

Connect with us

Sign up for our free [Better Bits newsletter.](#) Make sure you [listen](#) and follow for future episodes.





How To Be Confident

with Cathal Quinlan & Annette Sloan

What is confidence?

Confidence is not just optimism or self-esteem. It is a belief in one's ability to take action and achieve desired outcomes, directly linked to the brain's action systems.



Did you know?

It only takes 30 seconds for deep breathing to change your brain chemistry. It is a reset button for the brain.

Top 3 Takeaways

Confidence makes your brain work better

Confidence improves brain function, performance, and productivity. It can also act as a mini-antidepressant and is a contagious antidote to anxiety. Confidence is a set of habits that may feel fake initially but become real through practice.

Key Steps to Build Confidence

Manage anxiety by practicing deep breathing exercises and paying attention to negative thoughts and beliefs that undermine confidence.


Take immediate action by setting short-term goals and breaking them down into achievable steps.

"Can do, can happen" Matrix


Use the "can do can happen" matrix to assess situations around you, identify actions for building confidence, and understand the risks of a negative mindset.

Learn More

Think




 About how much attention you are paying to your confidence. Could you use your posture, body language or breathing to improve it?

Read

 Ian's book - [How Confidence Works: The new science of self-belief](#)



Act

-  When you change a task - try breathing in for 4, out for 6 and see how you feel!
-  Use the "Can do, can happen" matrix to assess situations within your team, family or life.
-  Try breaking down your short-term goals into achievable steps and notice any negative thoughts you experience.

Listen

Unlock this Sum Up by listening to [Ian's interview](#).



My Next Steps

Use this section to record your next steps...

Connect with us

Sign up for our free [Better Bits newsletter](#). Make sure you [listen](#) and follow for future episodes.



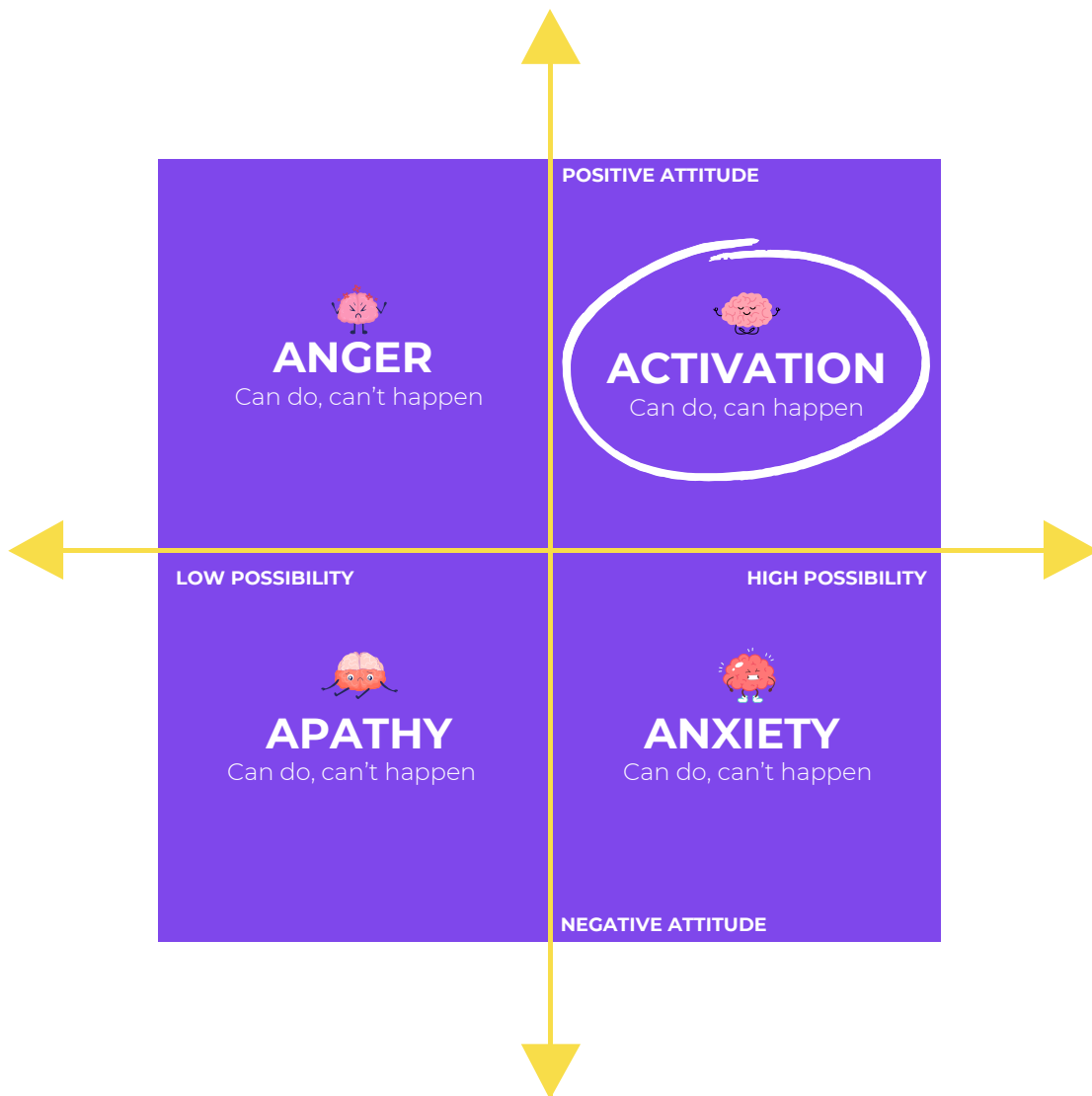


Understanding the Confidence Matrix

By Ian Robertson

Get started

 Think about what your confidence barrier is. Reflect and identify one first step you could take to improve the situation.



Thoughts

Use this section to write down your thoughts...





Purpose - The “Why” behind what you do that guides better decisions

with Cathal Quinlan & Annette Sloan

Why should we design a life we love, instead of letting life happen?

Designing a life we love allows us to approach life's challenges as opportunities for problem-solving.

By intentionally designing our lives, we shift from a problem state to an idea space, fostering optimism and excitement to pursue new possibilities and create a fulfilling and meaningful life.



Top 3 Takeaways

Self-made Purpose

There comes a time when you have done what life expects of you (school, work, family) and you are ready to explore what you expect of life. You move from ready-made purpose to a self-made purpose.

Follow your feelings

You have to treat your career like a scavenger hunt for ‘red threads’ (activities you love). Start by noticing what you're paying attention to that no-one else is. Turn your job into something you love by finding your red threads – they symbolise what you love.

Reflections

Think about what motivates you to do your best work. Recognise and note the moments you are operating at your best e.g. supporting your team emotionally through challenges like a major change? These reflections will help bring you to your why, how and what.

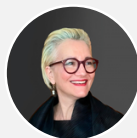
Learn More

Think

During your next work day, think about those moments that light you up or drain your energy.

Read

Ayse's book - [Design the Life You Love](#).



Act

- Ayse's advice for a better day at work - try spending five minutes before work being creative!
- Take it one step further and try Ayse's [online course](#) to help you design the life you love.
- Record your ‘feeling’ reflections in the ‘My Next Steps’ box.

Listen

Unlock this Sum Up by listening to [Ayse's interview](#).



My Next Steps

Use this section to record your next steps...

Connect with us

Sign up for our free [Better Bits newsletter](#). Make sure you [listen](#) and follow for future episodes.



My Thoughts

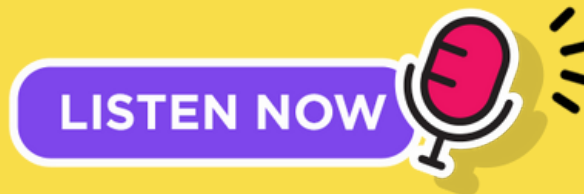
Use this section to write down your thoughts...



Stay Connected



Sign up for our [Better Bits newsletter](#).



Listen and subscribe to the
Better at Work Podcast for future episodes.



[Have a question for Cathal and Annette?](#)
[Get in touch at betteratwork.net](http://betteratwork.net)

