

Empowerment Mentoring



Online Live!

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AN INITIATIVE OF

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LEADERSHIP CONSULTANTS

Comfort Zone

Comfort Zone

Participant's Workbook

Empowerment Mentoring Participant's Workbook 2016 © NEM Leadership Consultants 2016

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Welcome

A hearty welcome to the Empowerment Mentoring Community. We are excited that you have made this very important decision to be part of this personal developmental program. This program will allow you to **Discover** your true potential, **Transform** your life and **Achieve** dramatic results.

Sometimes we need to ask ourselves three important questions:

- If no change were necessary to achieve a better life for myself, wouldn't I already be there?
- Why am I procrastinating and just 'earning a living' instead of doing what speaks to my heart?
- Why do all great leaders, sports men and women, have coaches and mentors?

Answers to these questions will allow us to reflect on where we are and where we want to go or would like to be.

So, are you ready to go from:

- Wanting to change to actually changing?
- Envisioning your goal to actually achieving it?
- Being the person you are right now to becoming the person you want to be?
- Breaking through your 'Immunity to Change' to experiencing the real FREEDOM to do, be or have anything you want?

The EM Program is designed to cover twelve core modules that would help you in your personal growth.

- | | |
|--------------------------|-------------------------|
| • Comfort Zone | • Forgiveness |
| • Purpose, Vision, Goals | • Gratitude |
| • Terror Barrier | • Perception |
| • Drama | • Attitude |
| • You Are Perfect | • World Famous - Living |
| • Harmony | • Authentic Journaling |

In the EM Program, you will learn:

- Growth takes place outside of your comfort zone
 - You grow for a reason
 - You have more potential than you will ever use
 - At times of change we either step forward into growth or go back to safety
 - We do not get what we want - we get who we are
 - Gratitude keeps our mind on what is good
 - Living a life of significance
 - We use our perception for or against us
- ... And Much More!

Welcome aboard.

Purposefully,
Nigel

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1. Are you in Your Comfort Zone?

To really help you get clarity on what you are trying to achieve in your Comfort Zone, you may find it useful to consider the following questions. If you have not thought about these questions before, it may be a good idea to jot down your thoughts now. You can also come back to them later and polish them off when you are clearer about situations that do not allow for your growth and change.

- 1.) Where are you now with respect to your growth and development? (e.g. at a personal level - spiritually, healthwise, financially, socially, emotionally etc; at a professional level - expertise, qualifications/training, job position.)

- 2.) Where would you like to be?

- 3.) What's stopping you from being where you would like to be?

2. Beliefs and Habits

Although both terms are not new to any of us, it is important that we are clear on what is meant by each and how they are related. A **Belief** is anything we think or believe is the case, with or without there being empirical evidence to prove that it is in fact certainty. Simply stated a belief is something believed. A **Habit** is a behaviour pattern that is acquired as a result of being regularly followed until it becomes almost involuntary i.e. an acquired mode of behaviour that has become nearly or completely involuntary. Our beliefs often influence our habits, although we have habits that relate solely to the fact that we continue doing things that we are used to, or comfortable doing. Nonetheless, it is worth noting that the habits and beliefs we have and hold about ourselves, drive our long-term behaviour. Resulting in us being successful or not.

If you change your beliefs/habits, what do you think might happen in the context of the following?
(Also answer “Why”?)

Inconvenience

Why?

Doubt/Uncertainty

Why?

Discomfort

Why?

Anxiety

Why?

Disappointment

Why?

Fear

Why?

3. Ways to Break out of Your Comfort Zone

1. Try something new

- **Change your look**
- **Change your mindset**

Breaking out of your comfort zone is synonymous with trying something new. Anthony Sabga, one of Trinidad’s conglomerate moguls did just that. What’s more, he did it on his own at the relatively young age of 22. Even more incredible was the fact that he did not complete his secondary school education, having joined the family business at the age of 14 years. He chose to give in to the driving compulsion to move from the known and familiar to try something new.

Leaving the comfort zone behind begins with a changed mindset. One that sees the glass as half-full, rather than half-empty. Our minds are incubators of ideas, products and solutions. A change in thoughts originating in our minds helps us to move in the direction to what we want and where we want. Following the creation of this first thought phase, we need to develop the next steps.

A practical way of going about trying something new, is identifying someone who has succeeded at it to get a perspective on what worked and examining its applicability to your context. The internet is rife with examples of many who broke the proverbial glass ceiling to accomplish things outside their comfort zone. As you read their stories of trial, error, failure and success, let it spur your own passion to take flight into trying something new!

2. Grow to your next level

Author Saji Ijiyemi said, “A lot of people desire to go to their next level but only a few are determined to grow to their next level.” We see it every day in organisations. Individuals recognised and promoted for their obvious potential into new areas of responsibility. They prepare and make the physical and geographical move to a new office: down the corridor, up a floor or two and possibly with an envied ‘window view’! In local terms, we would say “We reach!” or “I get through!”

This actual opening of a new door and physically stepping into a new role in a new office is by far the easy part! Delivering on the mammoth expectations of the job which are new to you the individual, and sometimes new to the organisation, can be daunting. Coupled with the reality of a demanding public and a competitive business environment, the apprehension of performance anxiety may strike fair into any individual. Even seasoned Goliaths may find expanding their regular ‘robber-talk’ and familiar tactics obsolete and threatened by more agile and tech-savvy approaches of individuals within and outside the organisation.

Whilst there is little time or room for missing targets, this is not a time to lose one’s tenacity. Potential can be metamorphosed to performance once the determination to grow into the next level is present. *Growth*, happens outside of the comfort zone. As a matter of fact, being away from the comfort zone is a pre-requisite for growth to take place and flourish.

View this link <https://www.youtube.com/watch?v=XLF90uwII1k> to discover what **Bill Gates & Eric Schmidt** credits their growth to (“Everyone needs a coach”).

A Leader may be recognised by the title and physical symbols associated with the role, but an effective leader, distinguishes himself as a Leader Extraordinaire, by what he **does**. Empowerment Mentoring will coach you out of your Comfort Zone into a life of greater confidence and success!

3. Make a bold move towards a goal

Every time we break out of our comfort zone, we have taken a step towards moving to our goal. The average successful person is one who has gone through continuous improvement to reach their place of achievement. Les Brown, internationally renowned motivational speaker, shares his journey in his biography. He saturated himself with literature on public speaking skills and studied the delivery and presentations of great orators of his day.

The next step involved speaking to grade (primary) school pupils, then High school students. From there he progressed to clubs and organisations. Each time he made bold moves to connect with a different audience, improving his own technique and expanding his reach. Less than four years later, in 1989, Les became the first African American to receive the National Speakers Association's highest award - the Council of Peers Award of Excellence.

Les’ transformation followed the cycle of continual improvement:

1. Start in the comfort zone
The comfort zone uses a “limited set of behaviours” and it delivers a “steady level of performance”.
2. Enter the growth zone
This is actually the fertile area where goals are attainable, once you push yourself past your current limits.
3. Move into the panic zone
The panic zone is on the opposite end of the spectrum to the comfort zone. It’s like the butterflies you feel right before you give a speech or performance, or like the adrenaline rush before the starter’s gun. It’s the place where you make your move!

4. Practice believing in yourself

Henry Ford is credited with the statement: “Whether you think you can, or you think you can't - you're right.” In essence he was saying where we place our belief is what we will realise. Belief is a powerful trait that can propel us to heights we have imagined, or paralyse us to the point where we are always watching the credits/achievements roll on someone else’s life changing moments.

Sir Trevor Mc Donald, Renowned broadcaster and first UK black TV news anchorman is a son of the soil. Born in Trinidad in 1939, he left his job with the local media to join the Caribbean regional service of the BBC World Service in the UK in 1960 as a producer. Over a decade later, in 1973, he moved to Independent Television News (ITN), serving as news, sports and diplomatic correspondent before moving on to become diplomatic editor and newscaster.

Twice voted Newscaster of the year, he said he has never wanted to be seen as ‘the black reporter’, adding ‘I’m a great believer in meritocracy’. He lived this belief and in 1992 he was awarded an OBE (Officer of the Order of the British Empire) in the Queen's Honours List, and was knighted in 1999 for services to broadcasting and journalism.

For Sir Trevor, stepping into the role of anchorman and the first one of colour at that, had to come with a great belief in himself and his abilities.

Dr. Anthony Sabga, a Syrian-born Trinidadian did not have the academic underpinning like Sir Trevor, having left school at age 14, to join the family business, following his ailing father’s return to Syria. With integrity and temerity as his driving force, young Sabga who had just learnt to speak English embarked on the ambitious undertaking of approaching a bank manger to honour his father’s financial commitment.

His initial foray as a young independent businessman, albeit disappointing, did not daunt him from striking out again. With His determination unabated, he made a trip to England which turned out to be very successful. He was approximately twenty-five years old. Today at age 93, he has been the recipient of many honours for his brilliant contribution to the growth and welfare of Trinidad and Tobago among which includes The Chaconia Medal Gold 1998.

Dr. Sabga believed he could and made a bold move towards his goal by stepping out of his comfort zone to make the journey to England and realise the vision in his mind’s eye.

5. Face a fear that you have

- Explore your fears
- Do what scares you every day

Fear. It is defined as an unpleasant emotion caused by the threat of danger, pain, or harm. To be in the throes of fear, can make you freeze in shock, take flight and run away or make a bold stand, facing the fear head on!

The negative aspects of fear can be debilitating, if we let them. Like an invisible leash it can restrict our growth to the next level. To turn it into something positive, we can respond to it by taking control of the situation, rather than react to it and allowing it to dictate how we behave. In order to achieve this control over what causes this perception of fear, we must face the fear head on.

Eleanor Roosevelt said, “Do one thing every day that scares you.” She proposed that you make a conscious effort to do what scares you. Of course, you should approach this using baby steps first. For example, you should go learn how to swim in a controlled environment - like in a pool and with a trained instructor, before heading into waist high open water at Maracas or considering surfing or scuba diving.

Start at the beginning of each week, by making a list of three things you would like to address by the end of the week. For each item, write down your objective and the goal you want to achieve (this will let you know when you get there)! Expect your first attempt to be a bit wobbly – as you may be apprehensive at the start. Keep at it until you reach your goal. Remember, *Rome was not built in a day* and every attempt will bring you closer to overcoming your fear.

By following this weekly schedule to overcome your fears, what do you think would open up?

Keep a journal where you can chronicle your journey and its outcome.

4. If trees can – YOU can



Self-Development and Growth Outside the Comfort Zone

– If Trees Can You Can

Take a look at these four images. What do you see? If you see life happening in spite of the absence of soft earth for roots to run down into and get nourishment, then we are seeing the same thing. These striking images, tell an amazing story that we can learn from and adapt. The moral of which may be: “As incredible as it may seem, it is possible to succeed in conditions that are less than satisfactory!”

In the first image, you can't help but ask “How is it possible” for a plant to take root upon a rock and grow? The second causes you to be amazed by the manner in which this tree is flourishing on a hard, stony surface. In the third image, this tree is simply in ‘show-off’ mode. Not only is it flourishing amidst the dry and arid environment, it is growing with style! The fourth image depicts the resilience and determination of the tree to survive, precariously perched on the side of the hill. One may imagine the smaller shrub, looking up as if to say “you inspire me! It is possible to thrive in spite of the harsh prevailing conditions!”

Each tree, is growing up and out: not limiting itself to the lack of resources around it. Each tree, represents us and the possibilities that are available when we decide that within us, lies the ability to succeed even in harsh or adverse conditions. The comfort zone calls for us to be comfortable in uncomfortable environments and succeed!

5. Noteworthy Persons who came out of their Comfort Zone and Achieved Success

Sir Trevor McDonald

Renowned broadcaster and first UK black TV news anchorman Sir Trevor McDonald, was born in San Fernando, Trinidad in 1939. Sir Trevor worked in various aspects of media including local newspapers, radio and television. He joined the Caribbean regional service of the BBC World Service in 1960 as a producer, before moving to London at the end of that decade to work for the corporation (BBC Radio, London).

Moving to Independent Television News (ITN) in 1973, he rose steadily through the ranks. He served as news, sports and diplomatic correspondent before moving on to become diplomatic editor and newscaster. Twice voted Newscaster of the year, Sir Trevor is perceived as the face of ITN after years of fronting its flagship 'News at Ten' bulletin.

Dr Anthony N. Sabga

Dr. Anthony N. Sabga came to Trinidad from Syria in 1930, and at the age of thirteen, worked in his father's business. Being a visionary entrepreneur from an early age, he took his vision and in 1945 at the age of 22, established Standard Distributors Ltd. Soon, this successful company grew by leaps and bounds through astute joint venture agreements with Caribbean and UK partners in foodstuff manufacturing and retail appliance business.

In 1966 ANSA Industries was birthed. This company was established to locally manufacture refrigerators, cookers and other electrical appliances through licensing agreement with Admiral Corporation of the USA. The company extended into exports, selling not only to the CARICOM countries but also to other countries in the region in advance of the establishment of the CARICOM treaty. The company was so successful that it went on to win the first Prime Minister's Award for Export Performance in 1968.

At 93, Anthony N. Sabga, continues to be recognised for his entrepreneurship started some 71 years ago and for his present-day contribution to the business life in Trinidad and Tobago, and is fondly labelled the man with the "Midas Touch".

Sir Vidia S Naipaul

Sir Vidiadhar Surajprasad Naipaul was born in Chaguanas, Trinidad, on 17 August 1932, the eldest son of a second-generation native of India. He was educated at Queen's Royal College, Trinidad, and after winning a government scholarship, attended University College, Oxford, England. Sir Vidia worked briefly for the BBC as a writer and editor for the 'Caribbean Voices' programme. His first three books are comic portraits of Trinidadian society.

From an early age and even before his departure from Trinidad in 1950 to study English at Oxford as the 'scholarship' boy, Sir Vidia nurtured the romantic notion of becoming a 'writer'. But as he admits in a revealing 1964 essay 'Jasmine' it was not easy, whatever the blinkered power of colonial fantasy, to extricate oneself from the predetermined plot of an Imperial history, to 'let his memory, rather than his pretension, speak'.

His literary works received global recognition. *The Mystic Masseur* (1957) won the *Mail on Sunday*/John Llewellyn Rhys Prize in 1958 and was adapted as a film with a screenplay by Caryl Phillips in 2001. *Miguel Street* (1959), a collection of short stories, won a Somerset Maugham Award. His acclaimed novel *A House for Mr Biswas* (1961), is based on his father's life in Trinidad. His first novel set in England, *Mr Stone and the Knights Companion* (1963), won the Hawthornden Prize. Subsequent novels developed more political themes and he began to write about colonial and post-colonial societies in the process of decolonisation.

Naipaul received amongst many other prizes the Booker Prize for Fiction in 1971 for *In a Free State*. He was knighted in 1989 and won the 1993 David Cohen Award for a lifetime's achievement by a living British writer.

Oprah Winfrey

While Winfrey has been cited as the richest African American of the 20th century, she does not come from a rich, or even middle class family. She was born in an economically troubled neighbourhood and raised by a single-teenaged mother in the city of Milwaukee. Named after a biblical character, Orpah, she had a name no one could pronounce, so her family and friends started calling her Oprah.

Oprah, because of her grandmother, knew how to read and write before the age of three. During church she recited poems, and verses from the bible. Soon the church, and the entire neighbourhood knew she had a gift and was nicknamed "The Little Speaker". This prompted her to become a woman with a strong perspective, which millions across the world then wanted to know about. This propelled her to develop and expand the world renowned telephone talk show series - *The Oprah Winfrey Show* (1986).

The first broadcast of *The Oprah Winfrey Show* was on September 8, 1986. When it was broadcasted across the US. The Oprah Winfrey show first targeted woman, however due to controversial and intriguing topics Oprah brought to the show it soon appealed to people of all genders, ethnicities, and ages.

Winfrey expanded the Oprah Winfrey show and started releasing a monthly magazine which was called, *O: The Oprah Magazine*. The first issue was in 2000. The series finale of the Oprah Winfrey Show, on its twenty-fifth season, aired on May 25, 2011. This concluded a segment of her career during which she inspired millions and helped thousands lead a better life.

Bill Gates

Born in Seattle, Washington, in 1955, famed entrepreneur Bill Gates began to show an interest in computer programming at age 13. Through technological innovation, keen business strategy and aggressive business tactics, he and partner Paul Allen built the world's largest software business, Microsoft. In the process, Gates became one of the richest men in the world.

Gates enrolled at Harvard University but left Harvard to work with Allen, a classmate from High School. In 1975, the two formed a partnership they called Micro-Soft, a blend of "micro-computer" and "software." Gates's acumen for not only software development but also business operations put him in the position of leading the company and working as its spokesperson.

In November 1985, Bill Gates and Microsoft launched Windows. In March 1986, Bill Gates took Microsoft public with an initial public offering (IPO) of \$21 per share. Gates held 45 percent of the company's 24.7 million shares and became an instant millionaire at age 31. Gates's stake at that time was \$234 million of Microsoft's \$520 million. Over time, the company's stock increased in value and split numerous times.

In 1987, Bill Gates became a billionaire when the stock raised to \$90.75 a share. Since then, Gates has been at the top, or at least near the top, of *Forbes'* annual list of the top 400 wealthiest people in America. In 1999, with stock prices at an all-time high and the stock splitting eight-fold since its IPO, Gates's wealth briefly topped \$101 billion.

6. Assignment 1

Selected Quotes:

- a) Whatever you can do, or dream you can, begin it. Boldness has genius, power and magic in it.

~ Johan Wolfgang von Goethe

- b) Remember that not getting what you want is sometimes a wonderful stroke of luck.

~ Dalai Lama

- c) The best time to plant a tree was 20 years ago. The second best time is now.

~ Chinese Proverb

- 1) Quote number ____ particularly appeals to me because:

- 2) Identify and describe a situation where the selected quote

- a) Kept you in your comfort zone?

- b) Broke or can break you out of your comfort zone?

- 3) How can you leverage the experience in “2” above for your own personal growth and the people around you (co-workers, family, friends, colleagues, etc.)

- 4) Contract with yourself how you intend to be comfortable living outside the Comfort Zone?

Assignment 2

Selected Quotes:

- a) A leader takes people where they want to go, a great leader takes people where they don’t necessarily want to go, but ought to be.

~ Rosalyn Carter

- b) What makes resisting temptation difficult for many people is they don’t want to discourage it completely.

~Franklin P. Jones

- c) You take your life in your own hands and what happens? A terrible thing, no one to blame!

~ Erica Jong

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- 4) Contract with yourself how you intend to be comfortable living outside the Comfort Zone?

7. Assignment 3

Selected Quotes:

- a) Every experience in your life is being orchestrated to teach you something you need to know to move forward.

~ Brian Tracy

- b) There is only one way to avoid criticism: do nothing, say nothing and be nothing!

~ Aristotle

- c) We must accept finite disappointment, but never lose infinite hope.

~ Dr Martin Luther King

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- 2) Identify and describe a situation where the selected quote

- a) Kept you in your comfort zone?

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- 3) How can you leverage the experience in “2” above for your own personal growth and the people around you (co-workers, family, friends, colleagues, etc)

- 4) Contract with yourself how you intend to be comfortable living outside the Comfort Zone?
