

IMPROVE THE RELATIONSHIP WITH YOUR BOSS

Bosses

Improve Your Relationship
With Your Boss



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THE CAREER RESET

A New Way To Think About Bosses



This workbook is broken into daily exercises that are targeted to take you approximately 15 minutes to complete. How much time you spend on these exercises is up to you.

People who get the most out of this training do the work a little bit every day. Small moves made consistently. This is the key to success for any goal.

If instead, you decide to do this work in large time blocks every now and again, you miss the opportunity for your brain to consistently create awareness, absorb and activate new insights.

Additionally, your mindset is different every day. Doing the work on multiple days will provide diverse insights and perspectives.

If you have questions, then come to a coaching class or post your question or models in ASK A COACH.

SECTION 1: Your Past Boss Experiences

In this section, use your past boss experiences to identify your perspective on bosses in general.

DAY 1:

Today we will explore your bad boss experience by starting with a general question, and then moving onto a specific experience you had with a 'bad boss'. This can be a past experience or a current experience. If you've never had a bad boss, then you can use ANY authority figure in your life.

WHAT MAKES A BOSS A BAD BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

PICK A BAD BOSS YOU'VE HAD IN THE PAST. WHAT MADE THEM A BAD BOSS?

WHAT WERE YOUR TOP THREE THOUGHTS WHEN YOU WERE WORKING WITH THAT BOSS?

WHAT WERE YOUR TOP THREE FEELINGS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHY DO YOU THINK YOU FELT THAT WAY?

DAY 2:

Look at Day One's work. Would you add or change anything?

Now, still considering that same boss from yesterday, answer the following questions;

WHAT WAS MISSING FOR YOU IN THIS BOSS?

LOOKING BACK, WHAT DID YOU LEARN FROM THIS BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT COULD YOU HAVE LEARNED FROM THIS BOSS THAT YOU DIDN'T TAKE ADVANTAGE OF?

DAY 3:

Today we move onto 'good bosses'. Again, we start general and move into a specific experience you've had. This can be a past experience or a current experience. If you've never had a good boss, you may want to reflect on why. And also, you can do this exercise using ANY authority figure in your life.

WHAT MAKES A BOSS A GOOD BOSS?

PICK A GOOD BOSS YOU'VE HAD IN THE PAST. WHAT MADE THEM A GOOD BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT WERE YOUR TOP THREE THOUGHTS WHEN YOU WERE WORKING WITH THAT BOSS?

WHAT WERE YOUR TOP THREE FEELINGS?

WHY DO YOU THINK YOU FELT THAT WAY?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DAY 4:

Look at Day 3's work. Would you add or change anything? Now, still considering that same boss, answer the following questions;

WAS THERE ANYTHING MISSING FOR YOU IN THIS BOSS?

LOOKING BACK, WHAT DID YOU LEARN FROM THIS BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT COULD YOU HAVE LEARNED FROM THIS BOSS THAT YOU DIDN'T TAKE ADVANTAGE OF?

Now reflecting on the work you've done so far, what overall observations can you make regarding your perspective, thoughts or feelings on 'good bosses' and 'bad bosses'? Look for any trends or insights. You can't get this question wrong.

SECTION 2: Practicing the Model

Make sure you watch the “Take Your Power Back” video before doing the exercises. This video is approximately 45 minutes long at normal speed. Plan your time accordingly, or plan to watch the video in segments.

DAY 1:

WHAT ARE THE MAIN CHALLENGES YOU HAVE WITH YOUR CURRENT BOSS. Note that if you are not challenged with a current boss, then pick a past challenging boss that you will use for this exercise.

PICK A RECENT SITUATION WHERE ONE OF THOSE CHALLENGING SITUATIONS CAME UP. DESCRIBE IT IN LESS THAN 100 WORDS *(p.s. You don't have to count the words - no one is checking - just keep it succinct)*

DAY 2:

Now you will start building an unintentional model based on this situation. Remember that unintentional models help you understand your reactive thoughts and feelings about a situation.

NAME YOUR CIRCUMSTANCE.



Based on the situation you described on Day 1 of this section, name the circumstance. A circumstance is an indisputable fact. No opinion allowed. Use as few words as possible and avoid including descriptive words including adjectives and adverbs.

A circumstance would be something like.

- » *MET WITH BOSS.*
- » *BOSS SAID "exact quote".*
- » *BOSS GAVE ME ASSIGNMENT.*
- » *BOSS TEXTED ME "exact text".*

If you are unsure - try your best and bring your model to a class or post in ASK A COACH.

DO A THOUGHT DOWNLOAD

A thought download is a random list of thoughts that you have about that circumstance. Just list the thoughts in a stream of consciousness and try not to censor or edit yourself as you go. Fill this area (or page in journal) with thoughts.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

PICK A MAIN THOUGHT YOU WANT TO PUT IN THE T-LINE OF THE MODEL:

A thought is a single sentence or phrase. Avoid layering thoughts in your T-line by using AND, OR, BUT, etc. One single thought is all you need.

T

WHAT IS THE FEELING GENERATED BY THAT THOUGHT.

A feeling is one word. Some people use the word 'feeling' to describe a thought, e.g. I feel like this will never end. This is not a feeling. It's a thought.

A feeling is one word, e.g. *frustrated, devastated, anxious, tentative, happy, excited, love, compassion, etc.*

F

WHAT ACTIONS DID YOU TAKE FROM THIS FEELING?

List as many actions as you take or avoid taking. If you get stuck, consider exploring these three areas;

- » *What you did or avoided doing*
- » *What you said or avoided saying to other people*
- » *What you said to yourself*

A

BASED ON THESE ACTIONS, WHAT WAS YOUR RESULT?

Only you belong in your result line. What was the result you created. If you're stuck, you can actually start your result with "*I created Or I made Or I achieved*"

R

DAY 3:

Do a model a day for the next three days.

PICK A CIRCUMSTANCE - BE AS SPECIFIC AS YOU CAN BE.

C

DO A THOUGHT DOWNLOAD.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

PICK A THOUGHT.

T _____

WHAT FEELING DOES THAT THOUGHT GENERATE.

F _____

WHAT ACTIONS DO YOU TAKE FROM THAT FEELING?

A _____

WHAT IS YOUR RESULT?

R _____

DAY 4:

From now on, we will just put the model format in the exercise book. It is still recommended to do a thought download before you choose your thought. However, you can use a separate sheet of paper/journal to do your thought download and then bring your main thought into the model.

C _____

T _____

F _____

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

A

R

DAY 5:

DO A MODEL TODAY

C

T

F

A

R

DAY 6:

For the next three days, we will start exploring your models more deeply before moving to an intentional model. Do a model and then answer some questions to help you reflect on the model.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

FIRST DO A MODEL.

C

T

F

A

R

CAN YOU SEE THAT YOU ARE CHOOSING TO MAKE YOUR CIRCUMSTANCE MEAN YOUR THOUGHT?

DO YOU SEE THAT BETWEEN WHAT HAPPENED (*YOUR CIRCUMSTANCE*) AND HOW YOU FEEL, IS YOUR THOUGHT PROCESS?

DO YOU SEE THIS THOUGHT IS A CHOICE? WHY OR WHY NOT?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHY ARE YOU CHOOSING TO THINK THIS THOUGHT?

IS THERE AN UPSIDE TO THINKING THIS THOUGHT? EXPLAIN.

WHAT ARE YOUR THOUGHTS ABOUT THE RESULT YOU ARE GENERATING?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DO YOU SEE THAT THIS THOUGHT IS GENERATING ONE KIND OF EXPERIENCE,
AND ANOTHER THOUGHT WOULD GENERATE ANOTHER KIND OF EXPERIENCE?

WHAT IS A BELIEVABLE THOUGHT THAT WOULD GENERATE ANOTHER KIND OF
EXPERIENCE?

DAY 7:

DO A MODEL.

C _____

T _____

F _____

A _____

R _____

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

CAN YOU SEE THAT YOU ARE CHOOSING TO MAKE YOUR CIRCUMSTANCE MEAN YOUR THOUGHT?

DO YOU SEE THAT BETWEEN WHAT HAPPENED (*YOUR CIRCUMSTANCE*) AND HOW YOU FEEL, IS YOUR THOUGHT PROCESS?

DO YOU SEE THIS THOUGHT IS A CHOICE? WHY OR WHY NOT?

WHY ARE YOU CHOOSING TO THINK THIS THOUGHT?

IS THERE AN UPSIDE TO THINKING THIS THOUGHT? EXPLAIN.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT ARE YOUR THOUGHTS ABOUT THE RESULT YOU ARE GENERATING?

DO YOU SEE THAT THIS THOUGHT IS GENERATING ONE KIND OF EXPERIENCE,
AND ANOTHER THOUGHT WOULD GENERATE ANOTHER KIND OF EXPERIENCE?

WHAT IS A BELIEVABLE THOUGHT THAT WOULD GENERATE ANOTHER KIND OF
EXPERIENCE?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DAY 8:

DO A MODEL

C

T

F

A

R

CAN YOU SEE THAT YOU ARE CHOOSING TO MAKE YOUR CIRCUMSTANCE MEAN YOUR THOUGHT?

DO YOU SEE THAT BETWEEN WHAT HAPPENED (*YOUR CIRCUMSTANCE*) AND HOW YOU FEEL, IS YOUR THOUGHT PROCESS?

DO YOU SEE THIS THOUGHT IS A CHOICE? WHY OR WHY NOT?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHY ARE YOU CHOOSING TO THINK THIS THOUGHT?

IS THERE AN UPSIDE TO THINKING THIS THOUGHT? EXPLAIN.

WHAT ARE YOUR THOUGHTS ABOUT THE RESULT YOU ARE GENERATING?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DO YOU SEE THAT THIS THOUGHT IS GENERATING ONE KIND OF EXPERIENCE, AND ANOTHER THOUGHT WOULD GENERATE ANOTHER KIND OF EXPERIENCE?

WHAT IS A BELIEVABLE THOUGHT THAT WOULD GENERATE ANOTHER KIND OF EXPERIENCE?

DAY 9:

Start moving to an intentional model. So far, you've practiced building models and exploring why that model is showing up for you. Today you will start creating an intentional model.

Let's start with building an unintentional model for a specific circumstance that happened with your boss.

C _____

T _____

F _____

A _____

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

R

Now let's build an intentional model. First keep the C-line the same.

Next, you can start your intentional model anywhere in the model. Is there a specific way you want to feel? Or a specific result you want? Is there a specific action you want to take?

Pick where you want to start and the notes underneath the model will help you build out your intentional model.

C

Same circumstance

T

Make sure whatever thought you choose is believable to you. Focus on only ONE thought in each model

- » *If you're starting with a thought, ask yourself what believable thought do I want to think instead?*
- » *If you've already identified a feeling, ask yourself what would I need to think to generate that feeling.*

F

Remember that feelings are one word. Stay focused on one feeling in each model

- » *If you're starting with a feeling, ask yourself what feeling do you want to feel?*
- » *If you've already identified a thought, ask yourself what feeling would that thought generate?*
- » *If you've already identified the action, ask yourself how would I need to feel to generate that action?*

A

This is an action that YOU will take. You can't control the actions of other people.

- » *If you're starting with a action, ask yourself what action do you want to take?*
- » *If you've already identified a feeling, ask yourself what action would that feeling generate?*
- » *If you've already identified the result you want, ask yourself how would I need to act, or what would I need to do, to generate that result?*

R

This is a result about you.

- » *If you're starting with a result, ask yourself what result do I want?*
- » *If you've already identified an action, ask yourself what result will I get from that action?*

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DAY 10:

Do intentional and unintentional models for the next two days.

UNINTENTIONAL MODEL:

C _____

T _____

F _____

A _____

R _____

INTENTIONAL MODEL:

C _____

T _____

F _____

A _____

R _____

DAY 11:

UNINTENTIONAL MODEL:

C _____

T _____

F _____

A _____

R _____

INTENTIONAL MODEL:

C _____

T _____

F _____

A _____

R _____

DAY 12:

WHAT DIFFERENCES ARE YOU ALREADY SEEING IN YOUR EXPERIENCE WITH YOUR BOSS?

Note - from here it's recommended that you continue to do models every day.

The intention is to build your muscle of awareness of situations that you are creating for yourself. A journal will help you keep your models together, but as a resource, we have added several pages of models at the back of this workbook for your convenience.

SECTION 3: Understand Your Relationship With Your Boss

There are three types of thoughts that impact our relationship with our boss.

- » *What I think they think of me*
- » *What I think of them*
- » *What I think of me in relation to them.*

DAY 1:

MAKE A LIST OF THE THINGS YOU THINK YOUR BOSS THINKS ABOUT YOU.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

ARE YOU 100% SURE THESE THOUGHTS ARE TRUE? EXPLAIN.

WHY ARE YOU CHOOSING TO THINK YOUR BOSS THINKS THIS ABOUT YOU?

HOW IS IT SERVING YOU TO THINK THESE THOUGHTS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

ARE THERE THOUGHTS HERE YOU CHOOSE NOT TO THINK ANYMORE?

DAY 2:

MAKE A LIST OF WHAT YOU THINK OF YOUR BOSS.

WHICH OF THESE THOUGHTS ARE SERVING YOU?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

ARE THERE THOUGHTS HERE YOU CHOOSE NOT TO THINK ANYMORE?

WHAT ARE SOME NEW THOUGHTS YOU COULD THINK ABOUT YOUR BOSS?

DAY 3:

WHAT DO YOU THINK OF YOURSELF IN RELATION TO YOUR BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHY DO YOU CHOOSE TO THINK THESE THINGS?

ARE THERE OTHER RELATIONSHIPS WHERE YOU DON'T THINK THESE THINGS?
WHY OR WHY NOT?

WHICH OF THESE THOUGHTS DO YOU WANT TO CHANGE?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT DO YOU WANT TO THINK INSTEAD?

DAY 4:

BASED ON THE LAST THREE DAYS OF WORK, WHAT DID YOU LEARN ABOUT YOUR THOUGHTS?

WHAT DO YOU WANT TO CHANGE IN THE FUTURE?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

HOW WILL YOU DO THIS?

SECTION 4: Your Boss As A Human Being

DAY 1:

ON A SCALE OF 1-10, HOW MUCH TO ACCEPT AND ADHERE TO YOUR BOSS'S POSITION OF AUTHORITY?

EXPLAIN YOUR RATING.

IF YOU DISAGREE WITH YOUR BOSS'S DECISIONS, WHAT DO YOU DO?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT ARE YOU THINKING AND FEELING THAT DRIVES THAT BEHAVIOUR?

HOW DO THESE ACTIONS SERVE YOU?

DAY 2:

DO YOU BELIEVE YOUR BOSS IS QUALIFIED FOR THEIR ROLE? EXPLAIN.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

HOW DO YOU ALLOW THEIR 'QUALIFICATIONS' TO IMPACT THE QUALITY OF YOUR WORK?

HOW DO THESE ACTIONS SERVE YOU?

DAY 3:

HOW DO YOU WANT YOUR BOSS TO RESPOND WHEN YOU MAKE A MISTAKE?

WHAT IS YOUR REACTION WHEN YOUR BOSS MAKES A MISTAKE?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHY DO YOU REACT THAT WAY?

HOW DO YOU WANT TO REACT?

WHAT'S STOPPING YOU FROM REACTING THAT WAY?

DAY 4:

IN YOUR OPINION, HOW DOES YOUR BOSS TREAT YOU?

WHY DO YOU THINK THEY TREAT YOU THAT WAY?

WHAT PARTS OF THAT DO YOU AGREE WITH?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

DO YOU ALLOW YOUR BOSS'S BEHAVIOUR TO IMPACT HOW YOU SHOW UP AT WORK? WHY OR WHY NOT?

DO YOU THINK IT'S POSSIBLE FOR YOU TO ALLOW YOUR BOSS'S BEHAVIOUR AND STILL SHOW UP AT YOUR BEST? WHY OR WHY NOT? P.S. if you can't - let's talk about it in a class or post in ASK A COACH

DAY 5:

DO YOU EXPECT YOUR BOSS TO BE A GOOD LEADER?

WHAT DOES THAT LOOK LIKE FOR YOU?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

ON A SCALE OF 1-10, HOW WELL DOES YOUR BOSS MEASURE UP TO YOUR VERSION OF A GOOD LEADER?

EXPLAIN YOUR RATING.

DAY 6:

WHICH LEADERSHIP SKILLS DO YOU WISH YOUR BOSS HAD?

WHICH LEADERSHIP SKILLS DOES YOUR BOSS HAVE THAT YOU COULD APPRECIATE MORE?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

WHAT WERE YOU HOPING TO LEARN FROM YOUR BOSS THAT YOU'RE NOT LEARNING?

WHERE ELSE COULD YOU GET THAT LEARNING?

WHAT ARE YOU LEARNING FROM YOUR BOSS THAT YOU DIDN'T EXPECT TO LEARN?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

HOW COULD YOU LEVERAGE THAT LEARNING?

DAY 7:

IF YOU WANTED TO BUILD TRUST WITH YOUR BOSS, WHAT WOULD YOU NEED TO DO?

IN ORDER TO DO THOSE THINGS, WHAT WOULD YOU NEED TO THINK (ONLY INCLUDE BELIEVABLE THOUGHTS).

ON A SCALE OF 1-10, HOW MUCH DO YOU WANT TO LESSEN THE SUFFERING AND AMP UP THE ENJOYMENT IN YOUR JOB?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

BASED ON YOUR RATING, WHICH OF THESE THOUGHTS AND ACTIONS ARE YOU WILLING TO START TO IMPLEMENT?

DAY 8:

WHAT INSIGHTS ARE YOU TAKING AWAY FROM THIS SECTION OF THE WORKBOOK?

WHAT NEW THOUGHTS WILL YOU FOCUS ON?

WHAT IS THE MAIN RESULT YOU WANT WHEN IT COMES TO YOUR BOSS?

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

NEXT DO A MODEL.

In the C-Line but the word BOSS.

In the R line put the result you are currently experiencing with your boss, e.g. I am miserable and don't enjoy working with this boss.

Now fill in the rest of the model

C

T

F

A

R

AFTER:

The AFTER VERSION of you is the one who has achieved their goal. **What is the goal you have for this boss or all boss relationships.** This goal will go in the R line of your future model. Examples could be;

- » *I value this boss*
 - » *I am able to work with any boss*
 - » *I am doing my best work*
-
-
-

GIVE THE AFTER VERSION OF YOU A NAME.

Now that you have the after version of you, use this version of you to make decisions when it comes to situations with your boss. Whenever you are feeling dissatisfied with your results, or how your feeling, or if you're apprehensive about how to handle a situation, ask yourself..

WHAT WOULD (future version of me) DO?

Try it now.

Think of an upcoming situation with your boss that is giving you discomfort. How would the future version of you think about this situation? How would they handle it?

I recommend that you re-create this version of your before and after model in your journal or in a place that is very accessible to you. Use it often.

Use it both as a planning tool and a reflection tool, e.g. How would the future version of me handle this situation? And/or, how would the future version of me think about what happened

If you are stuck, come to class or ask a coach.

See you in the next program.

IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

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IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

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IMPROVE YOUR RELATIONSHIP WITH YOUR BOSS

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