

A photograph of a river with several large, flat, light-brown stepping stones. The water is dark blue with white foam from the rapids. The stones are arranged in a line, leading from the foreground towards the background.

4 STEPS

to
**Smashing Indecision
and Overwhelm**
for Better Business
LEADERSHIP



Ever find yourself...

Going around in circles?

Getting distracted working on too many projects yet feel like nothing is getting done?

Feeling a bit stuck, bogged down and unable to move other areas of work, business or 'life stuff' forward?

Meaning kids, your own health, catch ups with friends, you know, those other important things on the to-do.

Have you got so much in your brain that you simply can't think straight some days?

... Has it become a struggle to make decisions?

... Or to even reach out and ask for help?

These experiences are common challenges for women in business leadership as we juggle the constant battle of managing it all.

For some the noise in the head, the cracked record is playing over and over.

It's deafening.

You keep telling yourself 'get on with it', yet... it's actually not that simple. The brain is frozen with the confusion and overwhelm. It can be truly debilitating.

Whether it's on random days, for weeks or months on end?

Is it affecting your ability to lead?

Let's help you get on with creating and running the thriving business and high performing team you'd like to be a part of, leading and working with.



Take the «C&C» Test

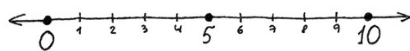
Let's check in and get a vibe for where you are with your confidence & clarity levels on the gauge:

What's your current feeling out of 10?

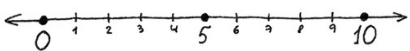
How are you feeling about some of these specific **Business Leadership capabilities?**

0 is least feeling capable of and up to 10 is most feeling capable at

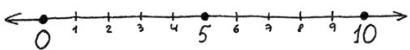
Handling Overwhelm



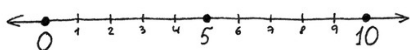
Dealing with Indecision



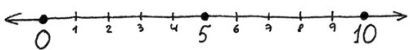
Overcoming Doubt



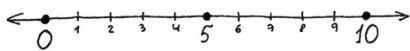
Forward Planning



Staying Focused



Gaining Momentum



Other Key Capabilities for Business Leadership

Confident Communication
Organisation Skills
Embracing Systems
Big Picture Thinking
Seeing the Detail
Overcoming Challenges
Innovation
Creating Culture
Developing Voice
& so much more...

Let's concentrate on two crucial ingredients today that are required to help you lead and perform at your peak...



“ **A dose a day keeps the doctor at bay**

Clarity and Confidence

Two essential ingredients that most of us wish we could bottle up in a jar and take a daily swig of to keep the fire burning and momentum rolling.

After years in business management roles, having started my own, then mother to two young children, in 2011, the wheels suddenly fell off. Having been at the top of my game, it was devastating both physically and mentally. Overwhelmed by life, motherhood and the juggle of running and building a business, it became the line in the sand moment.

Time to stop, reassess and importantly ask for help.

As the saying goes from John Donne, a 16th Century writer,

“ **No man is an island**

We must all learn to co-exist, relish this co-existence and realise that we each make each other best as a whole, rather than wanting or needing to be alone.

In short, I realised I could put down my wonder woman whip and stop trying to be all things to everyone and say no.

During the journey (still a continued work in progress), have surrounded myself with incredible mentors who continue to teach me how to focus my mind, take care of my body, in order to take action and be in charge of life, rather than letting life take hold of me.

Do you ever have that feeling?

The feeling that someone else is in control and that it no longer feels like you're in charge and leading the team?

Or perhaps it's the reverse? You are the one doing everything!

The 'Team' may include near and extended family, other relationships around you or the actual team of people you are leading in business.





It is all about Integration

To have a thriving and profitable business, a high performing team, a life outside of work, great health and a happy family ...

It is all about **integration**.

It's not about the pursuit of balance. That feels like the continual fight for the impossible. Even though in the words of Audrey Hepburn.

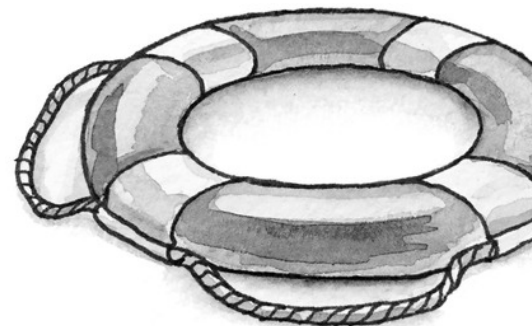
“ Instead of saying it's impossible, say I'm possible!

When we're striving for balance, we're putting so much energy into that word and the action of maintaining, juggling and fighting for the balance, we tend to be less forgiving or forgetting the obvious life highs and lows that come.

Life and business is like the ocean, with ebbs and flows, high tide, low tide and king tides. Some days the ocean is flat and calm. Other days the waves are rolling, crashing and enormous.

Can you surf? It takes hours, weeks and years to perfect and understand the waves? With lots of falls, dunks and knocks. It can be wet and miserable, yet peaceful and exhilarating. That is life.

Some days it can feel like we're barely treading water, then at other times, we're riding high and at other times, we're in the surf boat rescuing, helping and empowering others.





Learning Life Lessons

Having grown up a country girl, Dad taught us to get back on the horse when we fell off. One particular morning at Pony Camp, my horse bolted, right across the middle of the ring, insight of everyone, it was mortifying, couldn't pull it up, was holding on for dear life.

At barely 10, remember hurtling towards the huge wooden fence, thinking that's it. As fear paralysed my body, pulling the reins seemed to have no effect, yet the horse swerved in those last seconds and down I fell.

Dad, had been watching and within moments of getting up, dusting myself off and checking for broken bones, despite stiffness and a sore head, I was encouraged back onto the horse for the afternoon camp session of riding.

Life lessons teach us, to get back on the horse, to give it another go, to never give up, to keep at it, however ...

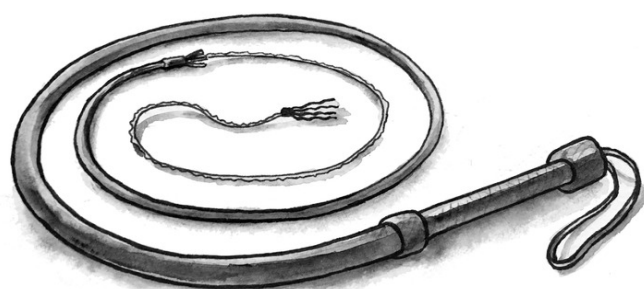
What if it seems like it too much?

Or if we feel very alone whilst doing it all?

What if we're constantly cracking the whip and telling ourselves to keep going, yet it's not actually moving us forward?

We keep going around in circles or perhaps even taking steps backwards?

What if it is more detrimental than helpful?





Asking for Help

Do you feel like being in business and leadership specifically is hard work, terrifying or a lonely place at the top?

Do you feel like you have no-one to talk to, share with or brainstorm and bounce ideas around with?

Would I have got back on the horse, if Dad hadn't been encouraging, supportive and there to help? Probably not.

Could I have slunk off, embarrassed, to cry under a tree, feeling sorry for myself and a failure at the horseriding thing? Yes very likely, however as a youngster, thankfully, Dad empowered me with a behavioural pattern for life.

“ Give things a go, ask for help and believe in yourself.”

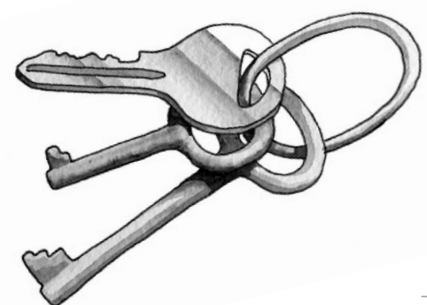
The greatest skill I've developed in business and as a parent is the ability to ask for help and say no.

Realising that whilst we can be surrounded by family, friends and colleagues, yet we can still feel loneliness.

No more keeping things locked up inside wearing the brave face! Find your voice.

There are some standout keys to creating a life and business mindset that really enables us to overcome anxiety, doubt and fear which we all face in some way.

No matter what phase of life or business we are in, it is completely normal and human to experience these phases.





The Normal Challenges of Life

We all face hiccups, hurdles, challenges, good days, bad days, shocking and horrifying events, exhilarating and extraordinary events....

“It's not the experience, event, circumstance or conversation itself, it is all about the meaning we give it.

What we make things mean for ourselves, those around us and then how we are and what we do moving forward, is what really matters.

So how can you overcome or learn to better deal with some of the doubt or fear or lack of clarity and confidence that is slowing you down?

Here are some tools and tricks in my toolkit, that have been used personally and shared with hundreds of business leaders and their teams helping to create lives and business mindsets for success.

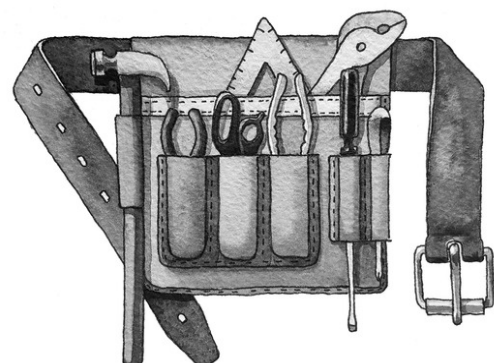
These mindset mantras are modelled from successful leaders around the globe. The everyday thinking required to transform behaviours and subsequent actions.

Will be honest and admit to having chanted these on occasions not just daily, but hourly, even by the minute when it was needed to get through some tough moments.

Remember we're all unique, no human is identical. However we all have similarities to our patterns of thinking and behaviours.

For some of us the doubt, overwhelm, lack of clarity and confidence can last moments, minutes, hours, days, weeks, months and years.

Here's how to change, fast-track and tweak the results you are getting:



Step 1

Be Able to Choose

Yes, you can choose your thoughts, conversations in your head and actions.

Life is not what happens to you.

It's about how you choose to respond to what's happened, the choices you then make, decide upon and follow through with.

When certain thoughts, events, situations impact you, are you going to let the cracked record, movie replay over and over, or will you make the decision to "clear the screen" and "start with a fresh canvas"?

These are two particularly techniques that are very helpful.

Literally say to yourself;

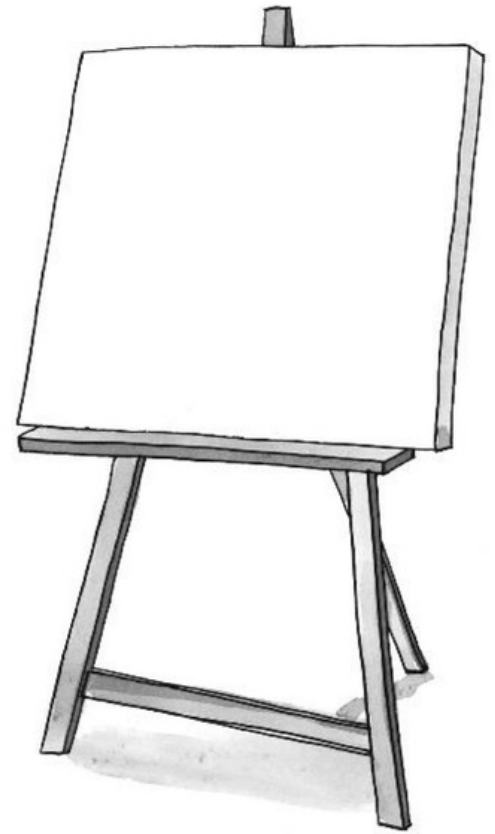
1) Clear the screen

or

Visualise the following as a picture;

2) A fresh clean and clear canvas

Make sure you consciously remove old images, beliefs, pictures and thoughts that are cluttering your mind. This will help you clear the screen and proactively start with a fresh canvas.



by way of example...

Someone said or did something, what do you make it mean? Does it mean, you bitch and moan about it, keep having a pity party in your head, playing the victim or being cranky, angry or frustrated with yourself or those around you.?

Or do you stop thinking about the thoughts and say to yourself "Clear the Screen" or "Start with a Fresh Canvas" – picturing literally the blank canvas in your mind and if the thoughts or conversation come back again, override the pictures and sounds in your mind with the image of a blank canvas.

Step 2

Decide on the Airtime

When things happen ... that are not according to plan, your ideal or seem wrong, unfair, how much air time do you give them? Let's be honest here, as said, bad shit happens, life can be unfair, however how long do you want to dwell on 'stuff'?

Use the **RULE of 2.**

Decide on how long to give yourself:

Take

— 2 minutes, 2 hours, 2 days or 2 weeks

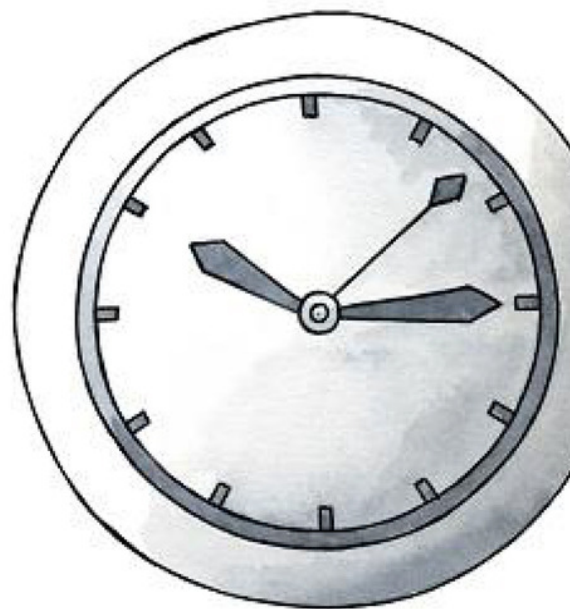
Work on acknowledging, clearing and moving forward to resolve problems, issues, tackle challenges and embrace opportunities.

If you choose to drag things out and hang onto stuff, continue to play the record or run the same pattern of thinking and behaviour, then you can keep at it for longer 2 months, 2 years and 2 decades...

It is your choice.

Ask the question: Is this helping me, the team, the business or hindering?

Did you know? Our brain is made up of neurons and they follow pathways (picture train tracks). If you continue to think the same thought, the train (neuron) will follow the same train track. Whether it's an empowering or disempowering thought — it will follow the same pathway.



by way of example...

If it's a helpful and serving thought, fantastic, rock on with it, however if it's not serving you, helping you to create useful outcomes (for you and those around you), then perhaps it's time to change the direction of the train track.

Remember you have the choice. So if something happened, someone said something, did something, you did or didn't and it's feeling awful, you can feel it physiologically in your body, chest, stomach or head, then use the rule of 2, and choose 2 minutes or 2 hours, max 2 days to dwell or focus or give airtime to the situation.

You'll get better with conscious practice and implementation of this technique. 2 Weeks absolute maximum on the really tough stuff, but remember, the more you practice, the less time you then invest into the unserving, unhelpful and ultimately debilitating thought processes.

Step 3

Become the Meaning Maker

What do you make life mean?

When events, situations, conversations happen... what do you make them mean?

Our meanings are made, depending on a variety of filters in our mind.

The perspective we have or angle that we come from is influenced by:

- **The values lenses that we filter our world through** (what's important to us)
- **The beliefs that we have**
- **Our attitude to life and it's circumstances**
- **The innate personality type we were born with**
- **Decisions we've made in the past**
- **The Environment we are in**

These influences (filters in our brain) impact the way we think, the decisions and actions we take or not.

Sometimes, when it's not serving us, we may need to change, tweak and improve the meanings we give things to better adjust our 'view-point' of an event, situation or conversation.

Because if we think things such as 'life's hard' or 'business is tough' or 'my day was crap' or 'marketing is so challenging nowadays' or 'dealing with people is so frustrating' or 'I can't public speak' or 'I'm not creative'. Then guess what, it will be and you will be [insert of those things here].



What we focus on and where we put our energy is what we will manifest, will come to fruition and exist around us. If we only see what we don't have and can't do, then we won't see what we have and can do.

When we focus on what we can do, have around us then, more of that will exist and come to fruition.

by way of example...

This is not to say, just because you want to see 2 x 3 week holidays to Europe a year, a BMW convertible in the driveway and a perfect husband, lover or wife in bed beside you, that you can click your fingers and it will magically manifests.... Nope!

However if you concentrate on what already currently exists in your world around you, what you'd like to make happen, where the gaps are and have the action steps to get there, you can and have the ability to make it happen.

Step 4

Master your Mindset

When you let the un-serving and unhelpful thoughts take over, they will rule.

They will totally override any sense of intelligence and sensibility, as the train hurtles down those well-worn tracks time and time again.

You must be in charge of the train tracks, you must use mantras, principles and language of success to re-wire, re-code and re-route the neurons in your mind. Thus changing the day to day, week to week, month to month actions you take.

Here are the top 6 Mindset Mantras that have been instrumental in influencing successful leaders around the globe.



Thank you for making the time to find out more about exploring your extraordinary and being better at business leadership.

It is in the ordinary, implementing the every-day basics that we can feel and experience more of the extraordinary of life and business.

Wishing you every success.
Shared with love on life's journey,

Genevieve Matthews
Creator and Founder

The Art of
Extraordinary™



by way of example

Regardless of whether you are:

- **frozen with fear**
- **lacking confidence**
- **feeling overwhelmed with too much on your plate**
- **procrastinating on taking action**
- **pondering a decision to be made**
- **contemplating new choices**
- **faced with exciting opportunities**
- **ready to take your business or life opportunities to a whole new level**

Using The Art of Extraordinary
E-Success Set of Coaching Cards

will provide you

**with the thinking strategies to
choose confidence and clarity
to help you make decisions, take
action and be outcome
and solution focused.**



Instructions on How to Play the E-Card Success Set

- 1 **Choose one intention for today.**
Maybe there is something (name one thing) you have been contemplating, getting overwhelmed about, considering or procrastinating on? Choose one specific area of life or business you would like and need to put 'energy and focus' onto.
- 2 **Ask yourself these questions with this one intention in mind.**
'What would it mean for me to focus my attention on this one thing?'
And if I had complete clarity, what could it mean for those around me?'

Which of the six cards jumps out and resonates with you the most?

As you concentrate on each of the mantras, trust what comes up for you. Listen carefully to what comes to mind.

What ideas and thoughts crop up?
- 4 **Notice the shift in perspective you can have now.**
Think about the actions you feel inspired to take. Notice the sense of clarity that is coming over you now and ask yourself, what else?
- 5 **Jot down the actions and steps you want to take now.**
Do you feel compelled to change a routine or ritual?

Connect with someone and have a much needed conversation?

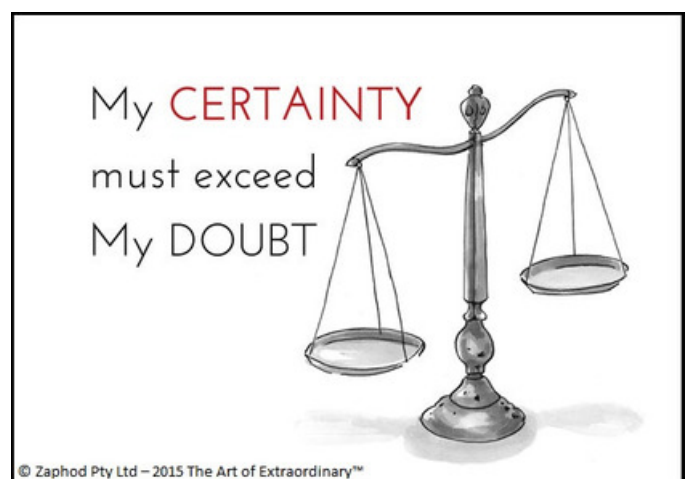
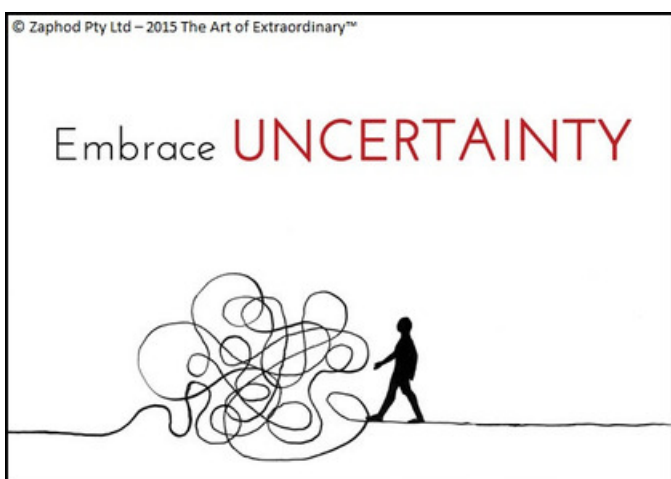
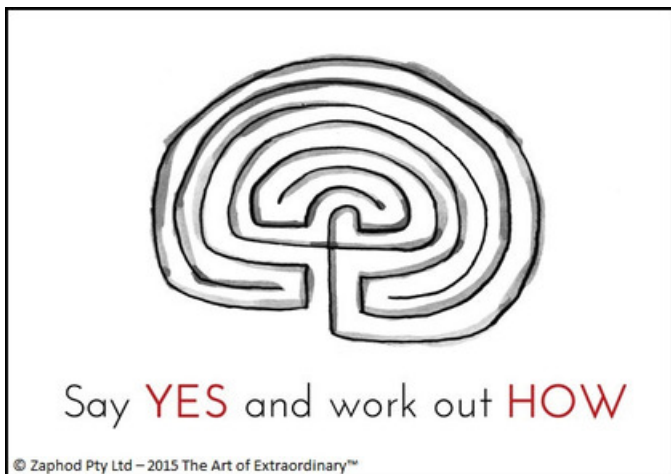
Work through the action steps as you continue to say the mantras to yourself.
- 6 **Continue to ask yourself these questions.**
Until you are satisfied with the decision/s, choices and opportunities and actions written down in front of you.

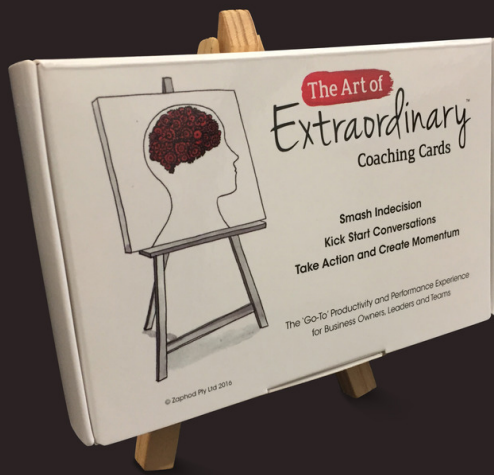
Why?
Why does this matter so much?

Ask what else? What else is important? What else could happen as a result of me thinking this and then doing that? How else can I take action? Who else could I ask for help? Who else is on my team, in my circle, in my network or not yet? Who do I want to reach out to?

Notice as the answers to your intention becomes clearer now.

The Art of Extraordinary E-Success Set Coaching Cards





Ways to play

1. **Focus on one mantra** a day
2. **Choose a random mantra** during your lunch break and concentrate on that for the afternoon
3. **Stick them on your wall** and put your energy into making things happen

We would love to hear your stories

please share your learnings and experiences from this E-Card Success Set of Coaching Cards on our facebook page:



Now you've loved using these six E-Cards, imagine experiencing the full set!

Whether you're running a company, leading a team, starting up a business, alongside raising a family, coaching and mentoring others then The Art of Extraordinary Coaching Cards will help you and those around you discover more extraordinary.

The Art of Extraordinary **Coaching Cards collection** contains **33 cards**, each designed to help with gaining clarity, improve decision-making, finding voice, building confidence and instigating action.

It can be played solo, with a leadership team or an entire organisation or community encouraging fun, creativity, leadership and empowered performance.

They are the foundational keys to success in life and in business. Plus as a value add to assist you working with a team, in a classroom, to use as a couple or a family, we've included your **BONUS 7 x 'We'** cards to assist facilitate some powerful conversations, actions and outcomes as a collective.

Get online to order your complete set of The Art of Extraordinary Coaching Cards today.

For more information on excelling in leadership and at business, enquire about The Art of Extraordinary community and experiences at:

www.theartofextraordinary.com



Let's make it your time to shine brighter!

“

Playing was incredibly insightful. I got structure to clarify my challenges and it prompted solutions. It helped me articulate my issues in a playful and creative atmosphere. Everyone in business should have a pack.

Tara — Business Owner

“

I was lacking motivation and confidence. It helped me to reconnect. Getting my mojo back was awesome. Now am full steam ahead and I've been kicking some great goals both personally and professionally.

Antony — Business Development Manager

“

Our staff walked away feeling very motivated, driven with interpersonal skills that we can use on a daily basis to continue to improve our culture and deliver exceptional customer service.

Nicky & Geoff Cassidy — Business Owners of a team of 35