

## WORKBOOK

# Mid-Year Reset

With Your Coach,  
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In this workshop, I'll be your guide to help you take three important actions:

- 1 Review the Year**
- 2 Regain Control**
- 3 Reset Your Direction**

This workbook is YOURS to use however you want -- before, after, and especially DURING our live workshop. Make it personal and make it work for YOU.

Your name \_\_\_\_\_

Today's date \_\_\_\_\_



**RED CAPE  
REVOLUTION**<sup>SM</sup>

*With Coach Darcy Eikenberg*

## Brain Warm Up: Remember the Stakes



So, why'd you decide to join this workshop?

You're here for a reason. **I often call those reasons "the stakes".**

When the stakes are too low, we don't change. We don't take action.

But you did. You're here.

There's something at stake for you to hit reset now and launch into the rest of the year with confidence. Let's find it.

***Example:** If I don't create a clear picture of my successes to date, then I won't succeed when I ask for the raise I know I've earned.*

***Example:** If I want to stay visible as the merger integration continues, then I need to be specific about where I'm adding value and have the tools to tell others as well.*



Write YOURS below:

**Here's what's at stake for me in my career right now . . .**

# Action: Review the Year



*In this action step, we're going to uncover all the forgotten, hidden, and overlooked places where you've grown and advanced this year. And yes, you have them!*

## Sprint: Replay the Movie

**Label each month with a few words that summarize where you spent your time and energy.**

Think of these as your "highlight reel." Your words may be people or projects that needed your attention, or it might be a general snapshot of what mattered most.

**Example:**

**Jan:** team performance reviews, onboarding Dan, helping mom

**Feb:** Harwick project startup, managing merger rumors

**March:** Harwick project, helping mom, spring break in Denver

**April:** Harwick project reboot, ELT workshop, starting yoga

**May:** Onboarding Susanna, transitioning Harwick lead transition

**June:** Budget review, Harwick wrap-up, end of school activities



**There's no right or wrong - there's just yours.**

Q1 (Jan., Feb., March): \_\_\_\_\_

\_\_\_\_\_

Q2 (April, May, June): \_\_\_\_\_

\_\_\_\_\_

## Sprint: Uncover Hidden Progress



As you look at the situations where you spent your time and energy each quarter, let's rate them with these filters.

**The goal is to find the hidden progress that you may not be thinking about as a "win"—but they are.**

*1 = not at all, 2 = maybe a little; 3 = I thought so;  
4 = pretty sure; 5 = absolutely*

You won't be a "5" on all 21; you won't be a "1" either.  
Trust your gut and don't question your answer.

- |   |  |
|---|--|
| _____ 1. I learned something I didn't know or realize before.       | _____ 12. I showed commitment.   |
| _____ 2. I grew my confidence.                                      | _____ 13. I showed courage.  |
| _____ 3. I got clearer about where I can add value.                 | _____ 14. I made difficult but right choices.                                |
| _____ 4. I built a new relationship.                                | _____ 15. I made wrong choices and admitted them.                            |
| _____ 5. I strengthened an old relationship.                        | _____ 16. I initiated a tough conversation.                                  |
| _____ 6. I took on a challenge.                                     | _____ 17. I asked for what I needed.   |
| _____ 7. I tried something new.                                     | _____ 18. I reached out for help.  |
| _____ 8. I made myself uncomfortable.                               | _____ 19. I invested time in my own professional development.                |
| _____ 9. I helped someone grow.                                     | _____ 20. I invested money in my own professional development.               |
| _____ 10. I helped someone solve a problem.                         | _____ 21. I did something else that moved me forward this year. It was . . . |
| _____ 11. I learned something from failure or difficult situations. |  |



**Now, circle all the 4s and 5s. Which of these surprised you the most?**

**What specific stories or memories did these statements bring to mind for you from this past year? Write them down here.**

Action:  
**Regain Control**



You only control three things:

- ✓ Everything you do
- ✓ Everything you say
- ✓ Everything you think



**What's one area of my life  
where I might have  
more control than I think I do?**

Action:

## Reset Your Direction



### **Sprint: Celebrate in Advance**

Now that you know where you've been—and what's made you proud—let's look ahead at what you want to be proud by the end of the year.

There's no right or wrong. What do YOU want? What would make this year be the BEST year for you?



**By the end of the year, I want to look back and celebrate these things:**

## **Sprint 7: Create Your Short-Term Action Plan**



Now, let's define specific actions you'll take next, and mark them on your calendar now. That way, you'll start the year already ahead of the game and on your way to making the rest of the year great!



**To celebrate [the thing you just wrote] a year from now, the one or two specific things I KNOW I need to do to make it happen include:**

**The easiest, smallest steps I can take first are:**

## **Sprint 7: Create Your Short-Term Action Plan**



**The date and time in I can schedule to focus on the first of these easy, small steps is:**

**Between now and \_\_\_\_\_ [the date I've scheduled in to focus on item #1,] I am committed to NOT doing the following things:**  
(like "stressing about . . ." or "worrying about . . .")

# MORE ABOUT ME, DARCY EIKENBERG, PCC

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## WHAT I DO

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Today's leaders & high performing professionals are experiencing more change than ever before. Those changes are overwhelming, complex, and move fast.

So I teach fresh, practical strategies you can use every day to manage through change easier and make better, more confident decisions with less stress, in less time.

As a professionally trained coach with a strong sense of ethics, I'm also a confidential sounding board to help you map out next steps in safe, non-judgmental ways.

My clients feel—and become—more successful in their work (and actually, in their lives outside of work, too.)

## WHO I HELP

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WITH OVER A DECADE'S EXPERIENCE, I WORK WITH LEADERS & HIGH-PERFORMING PROFESSIONALS IN SITUATIONS LIKE THESE:

- Wrestling through major change, whether positive (such as business growth or promotion), or negative (such as burnout or business stress)
- In a team that must work better together to achieve a business result or goal.
- Experienced in their technical subject but needing to grow business acumen, executive presence, confidence, communication or people skills.
- Weighing their next career decision (whether inside or outside their existing organization) and asking "what's next for me."

## WHERE I SPEAK, FACILITATE, TEACH

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- Leader, employee, board or team development webinars and events.
- Customer & client appreciation webinars and events.
- Department or affinity group professional development meetings.
- Within technical or company-specific training as an energy booster.
- Professional & trade association meetings, workshops & conferences.
- On webinars & teleseminars for companies and professional groups.