

# Shift Your Mindset, Boost Your Skill Set

## Call #2 Handout: Master Your Environment and Power Plays

### *Master Your Environment*

What is the \_\_\_\_\_?

- \_\_\_\_\_ systems and processes
- \_\_\_\_\_ space
- \_\_\_\_\_ & \_\_\_\_\_

Humans like \_\_\_\_\_.

- \_\_\_\_\_ and \_\_\_\_\_ help the subconscious feel \_\_\_\_\_ and in \_\_\_\_\_.
- Mastery includes \_\_\_\_\_ your work so that it is \_\_\_\_\_ and routine-based.
- Create a \_\_\_\_\_ with \_\_\_\_\_ set aside each day or week at the same time.

Competing \_\_\_\_\_ can lead to \_\_\_\_\_.

- Circles of \_\_\_\_\_:
  1. Inner circle-- \_\_\_\_\_
  2. Next circle-- \_\_\_\_\_
  3. Outer area-- \_\_\_\_\_



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### *The Myth of Time Management*

We all have the \_\_\_\_\_ hours in a week.

Focus on \_\_\_\_\_ management rather than \_\_\_\_\_ management.

Time/self management strategies:

- Start with your \_\_\_\_\_
- Work from a \_\_\_\_\_ and \_\_\_\_\_
- Set \_\_\_\_\_ goals

S \_\_\_\_\_

M \_\_\_\_\_

A \_\_\_\_\_

R \_\_\_\_\_

T \_\_\_\_\_ - \_\_\_\_\_

- Practice saying \_\_\_\_\_
- \_\_\_\_\_ tasks down
- Use the four \_\_\_\_\_'s
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- Try out the \_\_\_\_\_



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## *Power Plays*

We get a sense of \_\_\_\_\_ when we have what we need to handle any \_\_\_\_\_.

\_\_\_\_\_ your \_\_\_\_\_: we often have more than we use!

Four-step process:

1. Identify the \_\_\_\_\_ you \_\_\_\_\_ have:

- \_\_\_\_\_ & \_\_\_\_\_

2. Identify \_\_\_\_\_ available to you

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Identify the \_\_\_\_\_: What is \_\_\_\_\_?

4. \_\_\_\_\_ some new tools!

Focus on \_\_\_\_\_ your toolkit.

Use \_\_\_\_\_ and \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_.





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### *Three Strategies for Conquering Common Classroom Concerns*

1. Have \_\_\_\_\_

- Remember that people \_\_\_\_\_ the level of \_\_\_\_\_ we have for them
- \_\_\_\_\_ vs. \_\_\_\_\_

2. \_\_\_\_\_ and \_\_\_\_\_

are key

- Be a \_\_\_\_\_, not a \_\_\_\_\_
- Have " \_\_\_\_\_ " walls (Love and Logic)
- \_\_\_\_\_ need to be clearly understood \_\_\_\_\_ and frequently \_\_\_\_\_

3. Follow the \_\_\_\_\_ Rule

- Treat others like \_\_\_\_\_
- Students who have a strong \_\_\_\_\_ relationship with adults are \_\_\_\_\_ to follow the rules, be successful and engaged in their learning

