**Chapter 1 – What’s missing?**

* Unconscious barriers
* Why you, now?
* Why me & my model?
* The C.A.R.B.O.N. way to transform to Sparkling Success ©

**NOTES**

Where are you now?

What are you hoping this book will help you with?

Paint your picture of success, for your career and your life (this can be added to and changed over time)

**Chapter 2 – Cutting through to be heard**

* The common issue and the first five stages of influence
* What **Solution** are you pitching?
* What is the current emotional **State** of others and how are you adapting your own **State**?
* What **Sight & Sound** impact do you need to make?
* The four ways to **Say** your message succinctly (Issue, Idea, Implication, Ignite)
* Ensuring immediate action, not hearing “we’ll see” (Request, Offer, Promise)

**NOTES**

What is your default emotional state?

What is your default sight and sound when interacting with others?

Write down your script and way of being for a real life example you are facing using these new strategies.

What specific requests do you need to make of whom?

What sight and sound will you be for this real life example?

After you practise in the mirror or video yourself, what did you notice and apply?

**Chapter 3 - Influencing action you want from others**

* The common issue and the second five stages of influence
* The four ways to **Say** your request succinctly (Issue, Idea, Implication, Ignite)
* The beauty of **Silence**
* Ensuring people’s response is productive - **So…**
* **Signing** people up to a specific action (Request, Offer, Promise)
* Learning from your experience - **Survey**

**NOTES**

What actions are you seeking from others?

What are the obstacles you are facing?

Which of these areas do you need to do differently?

Write the script for the real life example you are facing.

What is the specific request you need to make and of whom?

**Chapter 4 - Delivering intended outcomes**

* The common mistakes, how to SET outcomes and WOW ’EM
* S.E.T. outcomes (Specific unmet need, End in mind, what must be True)
* W.O.W. (What’s missing, Be Open to how, Who)
* ’E.M. (Engage team & all stakeholders, Milestones by deliverables)

**NOTES**

What’s one significant challenge you are currently facing?

Write down your desired outcome

What is missing right now to make it so?

What suggestions have been made?

Is there anything you are not open to or not listening to?

Write down the script you might follow to re-engage others in solving the challenge or delivering your outcome

What milestones are important and which are inter-dependent?**Chapter 5 - Responding to setbacks**

* The common issues and my R.E.C.C.E. response
* **Responding** not reacting
* **Exhaling** & **centring** yourself
* Revisiting your **commitment** and any conflict
* **Exploring** what action to take next

**NOTES**

Write down the phrase to use when you next face a setback. First exhale, then say it out loud to centre yourself.

Write down a setback you are currently facing

Write down your commitment to the goal around this, right now

Do you want to stay with it or change it?

Is there a conflicting commitment?

Which do you wish to pursue?

List what other ways you can explore to meet your goal or commitment

**Chapter 6 - Building your mental toughness**

* The common issue and why the M.O.W.G.L.I. muscle works
* So, what’s **Missing**?
* What needs to **Occur** to fix this?
* What are your **Worries**?
* What’s **Great** about you?
* What do you need to **Let** **go**?
* What action is needed to **Ignite** you?

**NOTES**

List situations around roles where you want to be more mentally tough

List what you believe is missing for you to feel this way

List your worries, your fears and the worst that could happen

What might you need to let go of?

Have a clear page or special book and make a long list of what makes you GREAT, and keep adding to it

Write down the FIRST step you are going to take this week to venture closer to managing a situation**Chapter 7 - Creating awesome self-belief**

* + The common issue and the solid foundation of B.R.I.C.K.S.
  + Letting your **Best Bits** sparkle
  + Knowing your different **Roles**
  + The difference between **Intent** and desire
  + What **Commitment** takes
  + What is the right amount of **Knowledge**
  + The impact of **Self-talk**

**NOTES**

List the various roles you play

Add a descriptor for how you want to be in this role e.g. encouraging Mum, confident leader

List one action you can take for each of these to bring you closer to living that role the way you want to be

You already have a page or book listing what makes you great and your best bits – add some more

Write a one page, A4 letter to yourself, dated 12 months from today. Share back on what an amazing year you have had: your achievements, how you stepped out from your comfort zone, who you did things with, what you learned about yourself, what worries you had and how these were managed, what made you most proud, how you secured what was missing for you, how you feel, and what you see and hear now. Finally, what do you intend the next 12 months to bring?

After a week, revisit the letter and see what emerge as your priorities. In capitals, write out,

“It is my intent this year to make x,y,z happen”.

Only write down the ones you want to become your commitments. Read this letter to yourself monthly and check the progress of your actions.

**Chapter 8 - Knowing human needs that drive behaviour and how to use them**

* + Understanding our six human emotional needs
  + What needs are fulfilled by your career, both current and future roles?

Which needs do you wish to dial up?

* + What are the human needs of your work colleagues? How can you better work with them by knowing these?

**NOTES**

6 needs

Certainty, Uncertainty, Love & connection, Significance, Growth, Contribution

Draw up three columns

In the first column, list the human emotions that you currently have a strong need for

In the second column, add a tick to those needs that are already being fulfilled and specify what you are doing that enables them to be fulfilled.

Example – it might be certainty and this is currently met because you have a job that provides your desired income and it is not under threat as far as you are aware.

In the third column, for the emotions that are currently needed but not being fulfilled, list what is missing and an action you can take towards addressing this. Break the action down into several steps, starting with a first step.

On a separate page, list your key stakeholders at work.

Which one or two human needs do you believe are drivers for them?

Keep this to hand to refer to when you are preparing a conversation or seeking an outcome from them.

**Chapter 9 - Sparkling with loved ones**

* 1. Filling yourself up first
  2. Choice of commitments and sacrifices
  3. Bedtime routine across continents
  4. Date nights, family days
  5. Happy Dad with dementia
  6. Inspiring your next generation

**NOTES**

List as many moments you can think of that will make you glow inside

You can then group them into everyday moments - those requiring somebody else too and those requiring either money or planning

Tick them every time you create that moment

Add more over time

Jot down what makes others close to you sparkle

Add these into your action planning and tick them when they occur. Treasure the responses you receive.

**Chapter 10 - Keeping your diamond sparkling**

* + Making it a habit
  + Boldly asking for change
  + Staying connected, vocal and growing

**NOTES**

What might be your overall life goal every decade?

Make a note of specific people you trust, with whom you can share your intent, your journey and whom you can ask to support you.

Take time out to share your dream with them, what you and they see missing, your intended actions and any specific requests of them.

Consider where you are on your career trajectory.

If you want to consider flexibility, use separate pages to brainstorm the five areas indicated to propose a win-win solution.

Explore groups to meet in your area or online.

If you think your company would support you and wish to see all their female high potential leaders develop quicker or better, suggest an in-house workshop for the C.A.R.B.O.N. model.

You can visit [www.boardroomreadywomen.com](http://www.boardroomreadywomen.com) or email

[explore@realisepossibilities.com](mailto:explore@realisepossibilities.com) for more details

**Chapter 11 - Bringing more sparkle to the world, one step at a time**

* + The positive impact of gender balance in business
  + Creating more women in more positions of influence

**NOTES**

What have you learned about yourself?

What are your examples where something in the C.A.R.B.O.N. model © has provided you with tools to try something different at work or at home?

Who do you know who will sparkle when you share these strategies with them – with your team, your colleagues or your friends?

Who can you pass on to?

What other challenges have you faced that are not covered in this model?

What other tips have you used that have been helpful as you develop that you’d like to share?