

# The Power of Women by Susan Nolen-Hoeksema, Ph.D.

## Build Your Personal Fitness Program

For a full discussion of how to identify the set of strengths to focus on first, see chapter 6 of *The Power of Women*.

### Quick: How Am I Doing? Worksheet

Date:

Use the following scales to rate each area of your life in terms of your global sense of how it is going. If some area is not relevant to you (e.g., you don't have children, so you aren't a mother), just skip that rating.

1. How is your marriage, partnership, or close romantic relationship going?

almost perfectly		just okay		not well at all
1	2	3	4	5

2. How is your relationship with your children going?

almost perfectly		just okay		not well at all
1	2	3	4	5

3. How is your job or career going?

almost perfectly		just okay		not well at all
1	2	3	4	5

4. If you have hobbies or interests other than your job or family, how are they going?

almost perfectly		just okay		not well at all
1	2	3	4	5

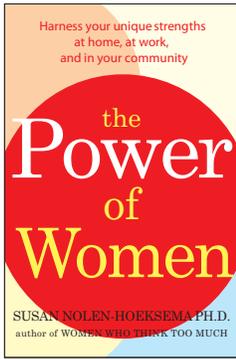
5. List any other areas of your life that are important to you (such as school, community work, religious activities).

---

How are things going in those areas?

almost perfectly		just okay		not well at all
1	2	3	4	5

Now, fill in the Global Strengths Assessment Worksheet for the life areas in which you gave yourself a rating of 3, 4, or 5.



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## Build Your Personal Fitness Program

*Online exclusive*

For a full discussion of how to identify the set of strengths to focus on first, see chapter 6 of *The Power of Women*.

### Greatest Strengths Worksheet

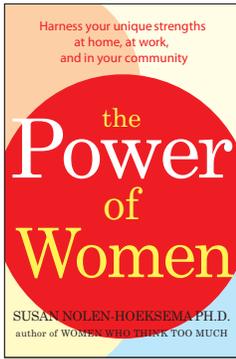
Date:

Make a list of all the strengths you have, and an example of how you show that strength.

My strength:	How I show that strength:
1.	
2.	
3.	
4.	
5.	
6.	
7.	

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## Build Your Personal Fitness Program

For a full discussion of how to identify the set of strengths to focus on first, see chapter 6 of *The Power of Women*.

### Global Strengths Assessment Worksheet

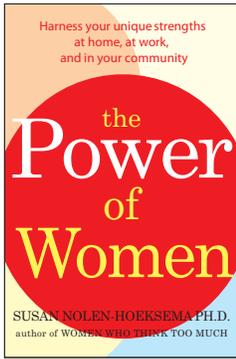
Date:

For each of the roles listed in the columns, ask yourself the critical questions to make a global assessment of your strengths.

Critical Question	Marriage, partnership, or other close relationship	Relationship with children	Job or career	Interest, hobbies, or community service and leadership	Other areas that are important to you
<b>Mental Strengths:</b> How would being better at overcoming obstacles and working with others improve this area of my life?					
<b>Identity Strengths:</b> How would having a better sense of who I want to be improve this area of my life?					
<b>Emotional Strengths:</b> How could better understanding and managing my own emotions and others' emotions improve this area of my life?					
<b>Relational Strengths:</b> How could relating to others more compassionately and appropriately improve this area of my life?					

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## Build Mental Strength #1

For a full discussion of building this strength, see chapter 7 of *The Power of Women*.

### Possible Solutions Worksheet

Date:

Describe the difficult situation:

Generate possible actions you could take to overcome this situation:

- 1.
- 2.
- 3.

“Bonus” paths:

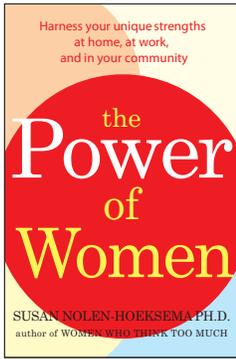
- 4.
- 5.
- 6.
- 7.

#### How Accessible Are These Solutions?

Path	I've got the tools to do this Rank 1 (no) to 5 (yes)	I've got the energy to do this Rank 1 (no) to 5 (yes)	I feel comfortable doing this Rank 1 (no) to 5 (yes)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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# The Power of Women by Susan Nolen-Hoeksema, Ph.D.

## Build Mental Strength #1

For a full discussion of building this strength, see chapter 7 of *The Power of Women*.

### Breaking Down Obstacles Worksheet

Date:

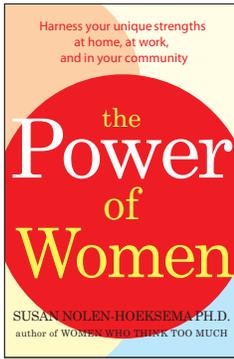
Identify a goal you are having difficulty reaching:

Identify one major obstacle to reaching that goal:

<b><i>Smaller Obstacles</i></b> Small Components of the Obstacle	<b><i>Smaller Steps</i></b> Small Steps I Could Take
1.	
2.	
3.	
4.	
5.	

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## Build Mental Strength #2

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For a full discussion of building this strength, see chapter 7 of *The Power of Women*.

### Getting the Job Done Checklist

Date:

Identify a new project that you are starting and that involves other people:

Each day as you work on the project, run through the following checklist:

#### Yes? Question

- 1. Do you find yourself enthusiastically listening to the ideas others have for accomplishing the project?
- 2. Do you find yourself frustrated that they don't see that your ideas are clearly best?
- 3. Are you working toward a consensus approach to problems?
- 4. Is there growing conflict between you and others?
- 5. Could you put aside your own ideas if you had to and focus on getting the project done using only others' ideas?

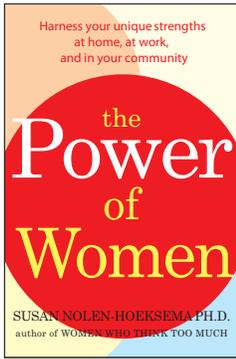
Look at your answers. If you answered "yes" to more odd-numbered questions than to even-numbered questions, write down the difficulties you are having focusing on getting the job done instead of doing it your way.

Then, before you start the next day's work on the project, ask yourself the following questions. Write down the answers and keep them with you as you work on the project the next day.

What skills or habits might the other people involved contribute or learn while they work on the project?

What interesting or potentially useful opinions or approaches do other people bring to the project—even if they don't seem, at first glance, to move things forward?

What opportunities will you take to praise others' ideas and integrate them into your own?



# The Power of Women by Susan Nolen-Hoeksema, Ph.D.

## Build Mental Strength #3

For a full discussion of building this strength, see chapter 7 of *The Power of Women*.

### Enlisting Help Worksheet

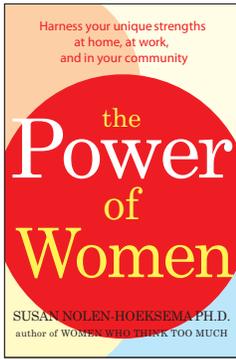
Date:

Go through each of the following roles that you have in your life. Is anything you could ask someone else to do or to help you with that would make things easier in this role? Make a brief note of what that would be.

Your Role	Anything I could use help on?	What kind of help?
Spouse/partner		
Parent		
Caregiver		
Job or career role		
Volunteer		
Other:		

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## Build Mental Strength #4

For a full discussion of building this strength, see chapter 7 of *The Power of Women*.

### An Image of the Optimistic You Worksheet

Date:

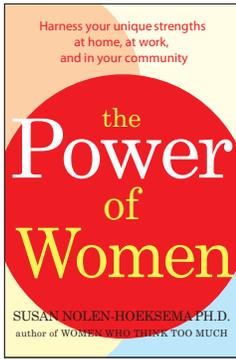
As you think about a discouraging situation you face, imagine yourself behaving as if you are optimistic about the outcome. Play through the scenario in as much detail as possible. When you have a picture of yourself as the “optimistic you,” answer the following questions.

1. How would you act? What would you do first, then next, and so on? Be as specific as possible.

2. What choices would you make?

3. Whom would you choose to interact with? Is there anyone in your life you would avoid, perhaps because they are a source of discouragement?

4. What would you tell yourself to remain optimistic?



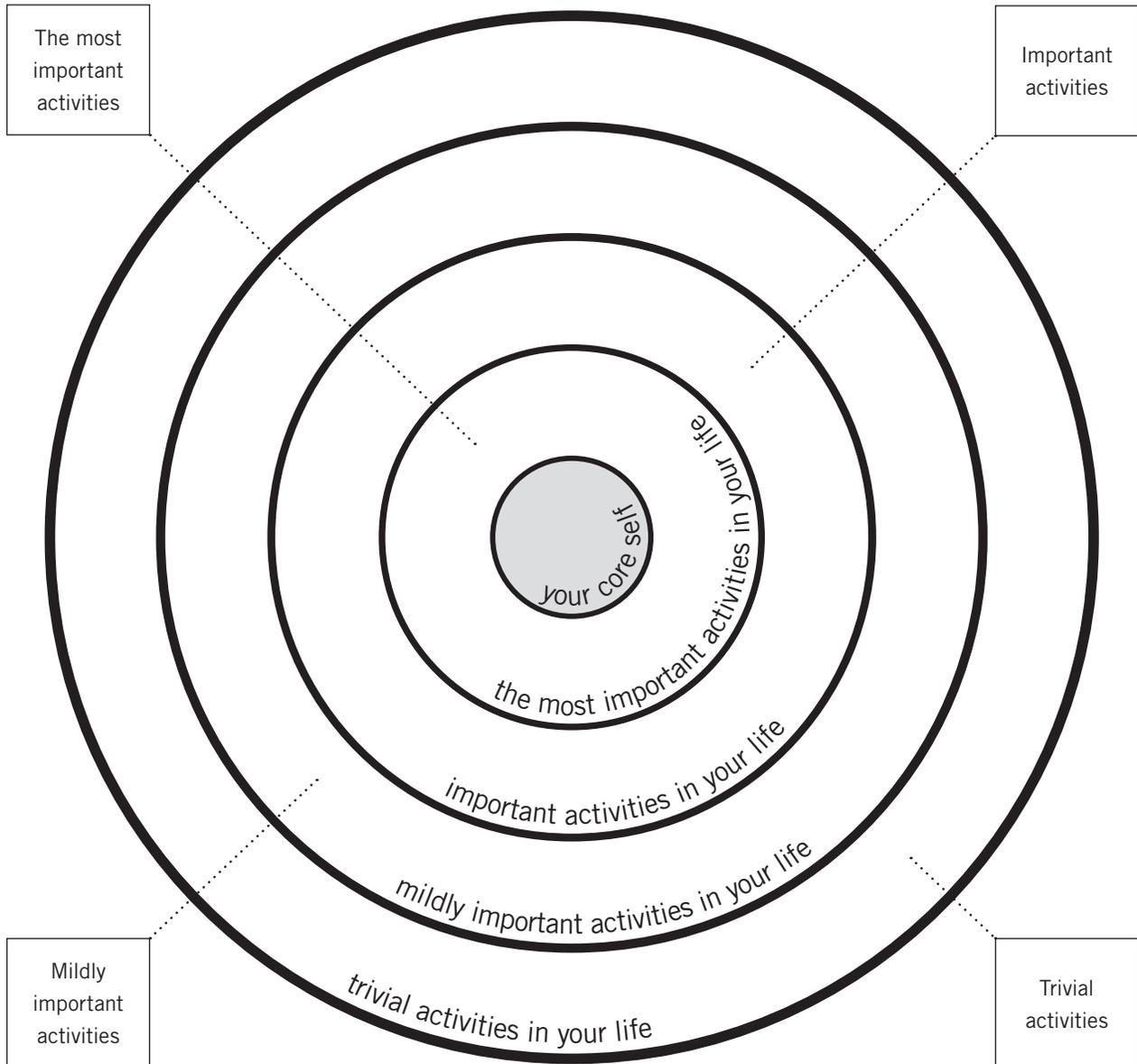
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## Build Identity Strength #1

For a full discussion of building this strength, see chapter 8 of *The Power of Women*.

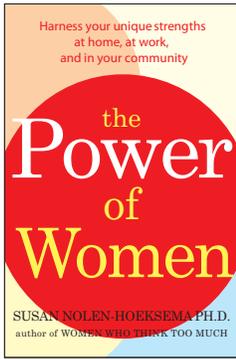
### Defining Your Core Worksheet

Date:



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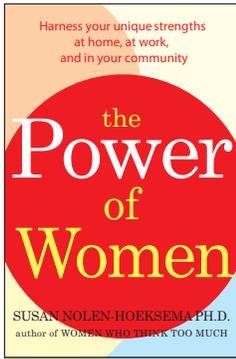
## Build Identity Strength #1

For a full discussion of building this strength, see chapter 8 of *The Power of Women*.

<b>Sense of Self Worksheet</b>	
Date:	
What role or place is your sense of self most closely tied to?	
List the talents, interests, or core values that you express and exercise in your identity.	Generate at least one idea for how you might express each of these talents, interests, and core values in another role or position.
1.	
2.	
3.	
4.	
5.	

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## Build Identity Strength #2

For a full discussion of building this strength, see chapter 8 of *The Power of Women*.

### Expanding Your Social Identity Worksheet

Date:

What is your primary social identity?

List the people in your life who are integral to your identity.

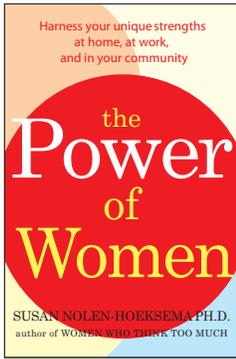
List at least one area in which each relationship expresses talents, interests, or values that you take pride in.

Generate at least one activity, role, position, or other relationship in which you could express your own talents, interests, and values. Who might help you in this area? Try to identify people who are not listed in column 1.

List the people in your life who are integral to your identity.	List at least one area in which each relationship expresses talents, interests, or values that you take pride in.	Generate at least one activity, role, position, or other relationship in which you could express your own talents, interests, and values. Who might help you in this area? Try to identify people who are not listed in column 1.

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## Build Identity Strength #3

For a full discussion of building this strength, see chapter 8 of *The Power of Women*.

### Roles Worksheet

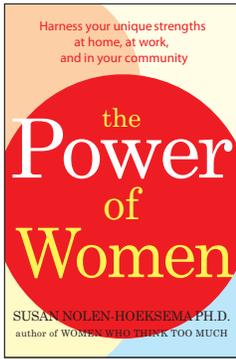
Date:

List each of the roles you play in your life. Include work roles, relationship roles, and community leadership or service roles. Then note the meaning or purpose of that role in giving you the opportunity to express your values, interests, or talents.

Role	Its meaning, purpose, or expression for me	Am I growing in this role?

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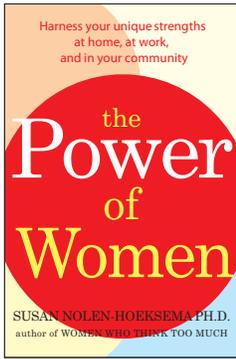
## Build Identity Strength #3

For a full discussion of building this strength, see chapter 8 of *The Power of Women*.

Time-Finding Worksheet				
Date:				
Role	Time-Finding Task	Cut it down to...	Delegate it to...	Date Accomplished

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## Build Emotional Strength #1

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

### Understanding Others' Feelings Worksheet

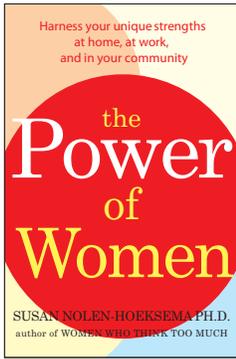
Date:

List each person you encountered more than briefly, and then write down what you think that person was feeling and why.

Person	What he or she was feeling	Why he or she was feeling that way

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## Build Emotional Strength #2

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

### Understanding Your Own Emotions Worksheet

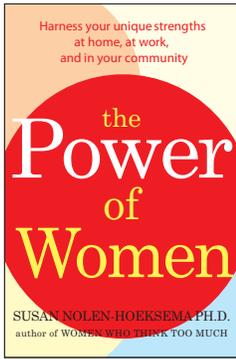
Date:

List each person you encountered more than briefly, and then write down what emotions you were feeling in that encounter and why.

Person	What I was feeling	Why I was feeling that way

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## Build Emotional Strength #3

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

### Expressing Your Emotions Worksheet

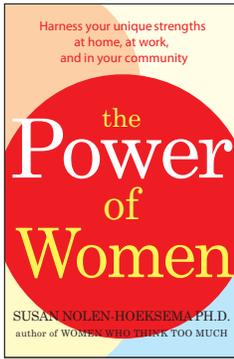
Date:

List each situation in which you either expressed your emotions to someone else or stifled those emotions.

Situation, and who was involved	What I was feeling	Expressed—or not? Why not?

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## Build Emotional Strength #4

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

### Tolerating Distress Worksheet

Date:

#### **Accept**

Write down the thoughts that make it difficult to accept and tolerate your feelings:

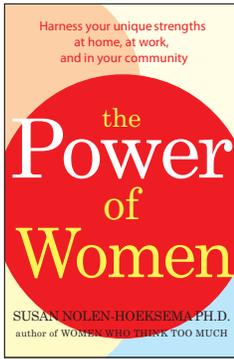
Write down at least one counter-thought that will help you accept your feelings:

#### **Choose**

Write down a statement about choosing to deal with your distress:

#### **Focus**

Write down a statement that will help you focus on the situation instead of your distress



# The Power of Women by Susan Nolen-Hoeksema, Ph.D.

## Build Emotional Strength #5

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

### Managing Feelings Worksheet

Date:

Imagine and describe a very upsetting situation that makes you feel distressed just by thinking about it:

Think about how you would respond to your feelings about this situation. Check off each of the responses you think you are likely to engage in.

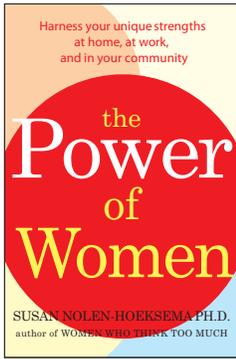
- 1. I bottle up my feelings so they don't show.
- 2. I yell at someone to let my feelings out.
- 3. I do something extreme, such as drive down the highway really fast, to release my feelings.
- 4. I take a walk or do something pleasant to calm myself down.
- 5. I try to breathe slowly or relax my muscles to calm myself down.
- 6. I try to see the situation in a different way.
- 7. I talk to someone I trust about the situation.
- 8. I take steps to change the situation.
- 9. I focus on who is at fault in the situation.
- 10. I pray or meditate.
- 11. I exercise to make myself feel better.
- 12. I focus on how badly I feel.
- 13. I realize that these feelings will pass eventually.
- 14. I get angry with myself for not handling the situation better.
- 15. I avoid thinking about it.
- 16. I get preoccupied with thinking about the situation.
- 17. I wonder why things like this happen to me.
- 18. I eat something I enjoy to make myself feel better.
- 19. I drink alcohol to make myself feel better.

The response options in blue tend to *reduce distress* and help you cope more effectively.

The response options in red tend to reduce distress *in the short term* and tend to make you feel worse over the long term.

The response options in green tend to *heighten distress* and make it harder to deal with difficult situations.

Identify which of the blue responses you would like to use the next time you face an upsetting situation. Write it as an affirmative statement at the top of your weekly or monthly planner—for instance, *Take a calming walk*. Each time you face an upsetting situation, turn back to this checklist and note whether you engaged in any of the red or green responses. Work to reduce those responses and try to find blue ones that help you manage your feelings.



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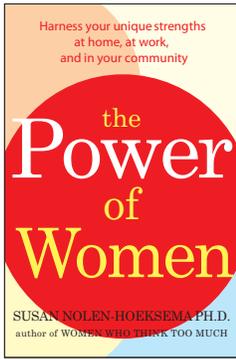
## Build Emotional Strength #5

For a full discussion of building this strength, see chapter 9 of *The Power of Women*.

<b>Reappraisal Worksheet</b>		
Date:		
Situation:	Your Initial Appraisal: What did you think was going on at the time?	Your Reappraisals: What other explanations might account for the situation?

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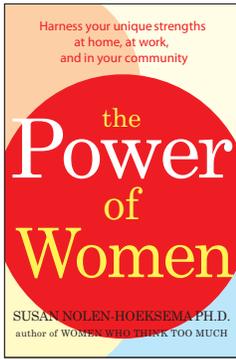
## Build Relational Strength #1

For a full discussion of building this strength, see chapter 10 of *The Power of Women*.

<b>Negotiating from Multiple Perspectives Worksheet</b>	
Date:	
Describe the conflict:	
State the other person's position:	State your position:
Identify and rank, from most important to least important, the other person's goals and concerns:	Identify and rank, from most important to least important, your goals and concerns:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
The shared agreement:	

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## Build Relational Strength #2

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For a full discussion of building this strength, see chapter 10 of *The Power of Women*.

### Silence Exercise Daily Diary

Date:

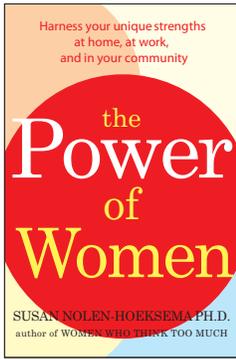
Spend the day pretending you have laryngitis and can't talk. Actively listen for what you might have missed if you had been talking.

Time:	Person or People	What you heard:	Benefits of listening:
6am – 8am			
8am – 10am			
10am – 12pm			
12pm – 3pm			
3pm – 5pm			
5pm – 7pm			
7pm – 9pm			
9pm – 11pm			

Note the benefits of listening on “Listening Plus” cards that you can review before important conversations.

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# The Power of Women by Susan Nolen-Hoeksema, Ph.D.

## Build Relational Strength #3

Online exclusive

For a full discussion of building this strength, see chapter 10 of *The Power of Women*.

### Priority-Setting Weekly Diary

Date:

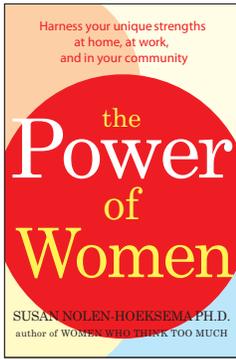
Take stock of the tasks, chores, and activities that you have to accomplish in a typical week. Note who else is involved and whether these things are a high, medium, or low priority *to you*. (You might want to fill out one diary for home and one for work in order to juggle your weekly task lists.)

Task, chore, or other activity	Other people involved	Priority level [ high/medium/low ]	Strategy to feel less rushed

If an activity is “high priority,” enlist the other people involved to find a way to change the frequency or deadlines involved, or to accomplish it more efficiently, so you feel less impatient and rushed. If it is a “low priority,” consider whether you can cut back on the activity—or eliminate it altogether.

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## Build Relational Strength #4

For a full discussion of building this strength, see chapter 10 of *The Power of Women*.

### Balancing Worksheet

Date:

What I'd like to be doing:

How to get started:

Possible obstacles:

Ways around these obstacles:

- 1.
- 2.
- 3.

Possible objections from others:

Ways in which pursuing your own needs will benefit others:

- 1.
- 2.
- 3.

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