

C O N R A D D R A P E A U

SHATTER  
PROOF

WORKBOOK



SHATTERPROOF  
LIFE

**Shatterproof Workbook**

**By Conrad Drapeau**

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## Introduction

This workbook is a companion to the workshop being delivered and to the book *Shatterproof: 7 Powerful Principles to Rise Above Any Stress & Crisis*. As you read *Shatterproof*, use this workbook to help you put into practice the Shatterproof 7 Coping Principles.

To effectively manage stress and crisis, you will need to develop coping skills. This workbook will help you do that. Since you're reading this right now, I'm sure you know all too well the negative impact of stress and crisis in your life, so let me remind you of the positive benefits of becoming "shatterproof":

- You will have more energy to deal with issues at hand.
- You will be able to get unstuck quickly and come up with solutions to problems.
- You will be less likely to make mistakes.
- You will be more productive and less inclined to procrastinate.
- You will be able to engage in a creative process.
- You will make better choices.
- You will have more confidence.
- You will retain and/or improve your level of enthusiasm toward life.
- You will have a better attitude and sense of humor about life.
- Your overall health and wellbeing will improve.
- You will be less inclined to overact or react negatively to conflict or bad news.
- Your relationships with your loved ones and colleagues will improve.

At the end of most chapters in *Shatterproof*, there are questions designed to make you think, and inspire you to take steps to understand your situation and achieve a positive outcome. Some of those questions are included in this workbook. Others were added as part of this workshop that you are participating in.

You can use this workbook as-needed, but you will get the most benefit if you follow the sequence while reading the book *Shatterproof*.

If, after completing the workbook you still have questions about the 7 Coping Principles, or if you are looking for tools and resources to help you cultivate a disciplined mind for ultimate resiliency, please email me a [conrad@shatterprooflife.com](mailto:conrad@shatterprooflife.com) or visit [shatterprooflife.com](http://shatterprooflife.com)

Congratulations for taking action!

~Conrad Drapeau  
Here to Help You Evolve

## **Chapter 1: What Most People Don't Realize About Crisis**

What is crisis? Most people associate crisis with something that creates drama and upheaval in their lives, such as getting in a car accident, contracting a disease, losing a job, getting divorced, or facing a natural disaster. But anytime we experience something that causes us stress because we are unsure of an outcome, we are experiencing some form of crisis. We may not want to *call* our situation a crisis, but it still has an impact on our lives.

We experience crisis on a regular—sometimes daily—basis. You might worry about landing a big client, or if your date will ask you out again. You might worry about failing a test, or how your kids will react to news that you're moving to another state. What if the check *isn't* in the mail? What if I don't get the job? What if my dog needs surgery?

While there is no doubt a crisis or stressful situation can impact our lives negatively, it can also trigger change for the better. Crises almost always put things in perspective. After the initial shock wears off and the immediate requirements of the situation are handled, most people experience, at least on some level, a feeling of gratitude for the many blessings in their lives.

Further, you may also experience better outcomes after a crisis, such as a better job after getting fired. Realizing the outcome *could* lead to something better, even if we can't conceive of what that might be at the time, allows us to change the negative thoughts in a conscious way, and, in turn, change our reaction to the crisis. In this way, a crisis can be a turning point toward something better.

### **TAKE ACTION: SET ASIDE A FEW MOMENTS TODAY TO ANSWER ONE OR MORE OF THE FOLLOWING QUESTIONS**

1. Think back to a recent stressful experience. How did it affect you physically? Mentally?

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2. How did you react to the event?

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3. What was the outcome of the situation: better, worse or no change?

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4. How did your reaction have an impact on that outcome?

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5. How did your reaction impact others?

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## **Chapter 2: Five Common Traps of Crisis**

Whether you've experienced a major crisis or multiple mini-crises spread out over time, it's easy to let the effects of crisis alter the quality of your life. While the effects of crisis and the feelings you have about the situation seem perfectly justified, hanging on to them for any length of time may be a trap from which it could be difficult to break free.

There is a saying: "What the mind thinks, the body believes." While it's perfectly understandable that you might feel any number of the emotions discussed in this chapter, getting stuck in these "traps" will eventually take a toll on your mind—and consequently, your body.

### **Here are the Five Common Traps of Crisis:**

***Stress:*** Stress is a symptom of an event that somehow caused what you are feeling. Stress, your body's reaction to crisis, is meant to be helpful. It gives you the energy and clarity to face your fears. Yet any level of stress has negative consequences when sustained.

***Loss of Control:*** Perhaps the greatest contributor to prolonged stress is the feeling that you have no control over the outcome of a crisis. Feeling out of control, as if your well-being is dependent on the whims of others, is a terrible and terrifying feeling. It's as if you're a hostage to the situation. It can make you feel powerless, and prevent you from taking necessary action.

***Self-Centeredness:*** When a crisis consumes us, causing undue stress and that out-of-control feeling, we have a tendency to become self-centered. Focusing on yourself—what you need, what you want, what you can do to practice self-care and, later, get your life back on track—is a healthy aspect of self-centeredness. However, when we're stuck in the self-centered trap, we rarely use this feeling to effect positive change. Instead, we use it as an excuse to react negatively to others, which makes it difficult to cooperate to find a solution to the crisis.

***Helplessness and Victimization:*** In this state, it's as if we've thrown our hands in the air and declared, "Why bother? This always happens to me. There's nothing I can do." We give up, believing that there is no way out of the situation. Believing you are a helpless victim is like adding gasoline to a fire. Everything is blown out of proportion, and a feeling of despair settles in, from which it can be difficult to break free.

***Failure and Rejection:*** Failure and rejection can become a trap when you carry the imprints of these experiences in your memory bank. This is why you are less likely to try again after a

failure or rejection. You may feel paralyzed with fear and unable to take a chance. Or, you may intend to try again, prepare to try again, but then choke at the last minute. If the pain was great enough, you may not even *consider* trying; you may write off the goal or dream entirely and close that door forever.

The good news about the common traps of crisis is, we *can* avoid them—or climb out of them quickly—with a simple shift in perception. Attitude is the way we look at something, and we make choices about how to handle a situation based on our attitude. This is good news, because we have *control* over our attitude— we can make a different choice and change it in an instant.

We have the choice to live in fear, anger or resentment, or to choose a different and more productive path. The 7 Coping Principles help you frame this recovery, and provide the necessary tools you need to become Shatterproof.

**TAKE ACTION: SET ASIDE A FEW MOMENTS TODAY TO ANSWER ONE OR MORE OF THE FOLLOWING QUESTION**

1. Have you ever found yourself in one of the common traps? (If so, which one)?

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2. How did it impact your life?

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3. How did you get unstuck?

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### **Chapter 3: The First Coping Principle - Face it Through Awareness & Acknowledgment**

If there is one Shatterproof Principle that must remain with you throughout your journey, it is the Awareness and Acknowledgment Principle. The Awareness and Acknowledgment Principle is the principle on which all of the other principles depend—without it, it is difficult to move through crisis quickly and achieve a positive outcome.

When you are aware of your emotions, thoughts, words and actions, and how they are related, you are better able to acknowledge and take responsibility for whatever situation you find yourself in. This will empower you to take control of how that situation will or won't affect you.

When you practice the Awareness and Acknowledgment Principle, you are able to recognize when you are choosing to go down a negative path. Once you are *aware* and catch yourself doing this, you can easily and quickly stop it by shifting your thinking and replacing negative thoughts with something more productive and positive.

Awareness will also give you the strength, courage and focus to step back and acknowledge that the naysayers live in a world they created for themselves, and that world is not *your* world. In Awareness, there is no desire to dwell on past events, to place blame or to try to get even. In Awareness, we acknowledge that we reap what we sow and that our thoughts, words and actions create our future circumstances.

Acknowledging you are in crisis is the starting line for the healing process. Ignoring or denying you are in a crisis will affect you negatively, and its impact will manifest itself down the with more problems. Remember, stress is a cumulative disease.

Crisis does not have to be scary. Admission that we are in a crisis does not need to be a moment of defeat. It does not need to define us or our ability to perform. It simply needs to be a recognition that now is the time to devote the energy to addressing this issue. It is an opportunity to grow and develop on some level, and the chance we have to move through what we are experiencing and perhaps live a life with whatever the gift is that we will inevitably find in this crisis, if we allow ourselves to look.

**TAKE ACTION: SET ASIDE A FEW MOMENTS TODAY TO ANSWER ONE OR MORE OF THE FOLLOWING QUESTIONS**

1. Based on what we've covered so far, if you are in a crisis now, go ahead and take the time to acknowledge it and list what it is. (If you're not in a crisis go to #3.)

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2. Examine your mindset toward the event you are experiencing. Ask yourself, "How am I feeling right now?" Become aware of your emotions (list them), as they are the seeds for the world you are creating.

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3. You may not be experiencing a crisis at this moment, but it's always prudent to be aware the "state" of your mindset. So on a regular basis, ask yourself, "How am I feeling right now?". Become aware of your emotions (list them), as they are the seeds for the world you are creating.

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4. If you find yourself thinking negatively and letting your emotions take you down a negative path, ask yourself, "How does this serve me, my loved ones, and my colleagues?"

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## **Chapter 4**

### **The 2nd Coping Principle: The Wake-Up Call - Accept and Embrace It**

As you move toward becoming Shatterproof, the Second Coping Principle is the first step in moving forward out of the trap, or slump or black hole you've found yourself in as a result of crisis. Accepting and Embracing your situation is the first step because only when we accept that we are in crisis—and embrace the opportunity for growth, for positive change—can we actually do that thing that right now may seem impossible: Climb out of these traps, slumps and holes and see the light of day.

A crisis will either break you, or you'll have a "break-through"! You alone have the power and control to choose which outcome you want. Only by accepting and embracing the situation can we open ourselves to the possibilities of adopting change, which allows our knowledge, horizons and outlook on life to expand. Only by accepting and embracing the situation will we be able to see things that we weren't able to see before.

Finding good in our experiences is not inherent in many people. It requires work, it requires a paradigm shift away from feelings of victimization and helplessness and it requires a true shift in how we search out the good in our crisis.

Choosing to accept and embrace crisis allows you to move forward—to heal, find peace of mind and grow. Without this step, you may get stuck in the common traps and delay the inevitable promise of working through a crisis: the gift.

If, right now, you don't know how it will be possible to find the gift in whatever crisis you are experiencing, don't worry. It will come. As you complete the 7 Coping Principles to becoming Shatterproof, you will find it. Not knowing what your "break-through" will be is taking a leap of faith, for sure. But what else can you do? Your alternative is to resist. What will you gain by resisting? You'll likely get stuck and gain nothing. When you choose to accept and embrace your situation, you create the possibility of growth, expansion and transformation.

The only way out of this is through acceptance of the crisis, and embracing the opportunity for newfound clarity or growth, more confidence or knowledge, closer relationships and a deeper sense of spirituality, or, if nothing else, resilience.

**Here is an Accepting and Embracing statement you can use to help you move forward with this Second Coping Principle:**

"I don't know or understand why this is happening, but I do accept that this is a necessary experience for me to live through. I am willing to learn and to be open to whatever knowledge and wisdom this experience will teach me that is absolutely essential for my growth, evolution

and life purpose. As difficult as this may be, I will embrace it and make the best of this situation knowing there's a higher purpose, despite the limitations of what I'm able to see or understand at this stage."

## **Chapter 5: The 3rd Coping Principle - Now What? Navigating the Worst-Case Scenario**

Where we choose to direct our attention can make a huge impact on our ability to thrive during a crisis. Will you hold on to the past and worry about the future in the hope that you will have the outcome you believe is best for you? Or will you learn to live the best life you can, even if the worst happens?

Every crisis and stressful situation usually has one worst- case scenario. You'll become aware of it when it seems you're about to lose something. In order to become Shatterproof, you need to consider what it would be like if what you're afraid to lose *were* gone, and how you would handle that situation. You need to know that you can and will survive the experience.

In this mindset, you are now forced to direct your attention to the realm of possibilities and opportunities this outcome could provide; the potential impact the loss would have on your life, your work, your health and your family; and the potential ways you could navigate this crisis if the worst-case scenario did come to pass. This process is not about letting your mind go into wild and unrealistic "what if" scenarios; it's about dealing with reality and its potential impact, and seeking possible solutions to the "what if" scenarios.

When you adopt a worst-case scenario mindset, it stops you from feeling sorry for yourself and looking in the past of which you can't change, control or influence and forces you to look ahead.

The worst-case may not happen, but in case it does, you need to be prepared. You will gain power and control from looking at the worst-case scenario and navigating through it, examining it, *seeking the realm of possibilities*, knowing that it could always be worse—every crisis or difficult moment you're in could always be worse—and by shifting your mindset and adopting a positive attitude. The instant you make the choice to see things this way, you're already starting to heal. You are already putting yourself in forward motion, putting yourself in a position to succeed; you can't help but achieve some level of success.

You can be the director of your healing. You can be in charge of your future. You can control what happens now and, although you may not believe it right now, you can get through this, no matter what happens.

**TAKE ACTION:**

**Here's an easy template to use to help you navigate through the worst-case scenario.**

**Keep asking this question until you've run out of possible outcomes.**

1. Ask, if this (fill in the blank) happens, then what? Answer with a possible solution. You don't need to come up with the details. Keep your answer and solution at a "high level."  
(The details will be worked out in Principle 5.)

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2. If this (fill in the blank) happens, then what?

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3. If this (fill in the blank) happens, then what?

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4. If this (fill in the blanks) happens, then what?

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5. If this (fill in the blank) happens, then what?

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## **Chapter 6: The 4th Coping Principle - Free Your Mind from Doubt, Worry, Uncertainty and Fear**

It's the easiest thing in the world to revisit something negative that happened to us. It can be helpful to reflect on the event in order to find a solution or learn from the experience, but so often we slip back into obsessive thoughts: judgment and blame of ourselves and others. This negative thinking fuels and amplifies the anger, stress and anxiety we feel about the event and toward the other people involved.

As our mind continues to relive the event, the body believes it, experiencing all of the harmful negative emotions and stress as if the event were happening all over again. This affects every cell in the body, and our spirit. Staying on this path for any length of time has an impact on our health, and emotional and spiritual well-being, in the most profound and negative ways.

### **Exercise: The Everything List**

**Step One:** Before you can release the stuff that prevents you from moving on from a crisis, you have to name it—all of it. The first part of this powerful and effective exercise is to list all of the fears, worries and uncertainties that cross your mind on any given day. Write down everything—from the seemingly benign passing thoughts to the terrible fears that stop you in your tracks.

Creating your Everything List is the first step to releasing your worries, uncertainty and fear. It's your chance to purge all of it and get a sense of what you've been dealing with during your time of crisis. (If you need examples, go to page 82 of Shatterproof.)

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2. \_\_\_\_\_
3. \_\_\_\_\_
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18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

**Step Two: TAKE CONTROL**

Having completed your Everything List, you are now ready to identify and separate the things you have control over versus the things you don't. This allows you to focus your energy on the things you do have control over, rather than deplete your energy focusing on things you *can't* control.

Look at every item on your list separately and ask yourself the following questions:

- Is this something I have control of?
- Can I put myself in a position of control, from which I can influence or change the outcome? Or at the very least, do I have the ability to take action?

From your Everything List, identify the items that you do have control over and circle them. Next, jot down the items that you have circled and write an actionable comment that reflects your command and control of that item. (See pages 83-85 in Shatterproof for examples.)

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Realizing you have control and can make positive change enables you to let go of the worry that

is based on feeling out of control. Likewise, realizing you have no control over a situation allows you to let go of the worry, because what difference will your worry make in the outcome anyway? The release is accomplished in shifting your focus and energy elsewhere—toward the positive change you *do* have control over. This is an essential step in moving forward.

## **Chapter 7: The 5th coping Principle - Create Your Future Circumstances Through Action**

Now that you've faced the worst-case scenario, learned how to control the "uncontrollable" and completed the process of releasing your fears, you are ready to take action on the aspects of your situation that you *can* control. This is the most crucial step by far on the path to regaining your confidence and getting your momentum back.

It is in the moments when we feel as if we are too tired and beat up to keep going, and we just need a break to recharge our batteries, that taking action becomes critically important. It is paramount that you do not give in to the perfectly logical reasons that support your desire to give up. It is in these moments that your very future will be decided.

Healing is not a passive word. Healing is an action word. To heal, we must put one foot in front of the other and continue on, regardless of pain, anguish, exhaustion, sadness or depression.

This Coping Principle is all about moving forward and creating motion. You achieve this by taking action on the things you can and do control. But before you take action, it's necessary to plan, so that the actions you take not only are impactful, but help you create a sustainable momentum.

To develop and plan your action list, begin with the list that you already compiled from "the things you can control." Under each of these, list the task, activity and action that need to take place, if appropriate.

When you're doing all this, you find yourself thinking less and less of the past and are much more focused on the future and anticipation of what that future will bring. That's really powerful. Once you start planning and developing your action list, you'll find it is also the ideal place to add your goals and vision. This is an ideal time to ask, "Where do I want to go? What do I want to do?" A vision that you create and own will naturally and automatically drive you, fuel you and pull you along.

Once your action list is built and complete, wherever you start, make sure that you select the baby steps that you are one hundred percent sure you will be able to accomplish in a very short period of time. This is so important because you've been bruised and perhaps deeply affected by your challenge and crisis, and you need to build strength and confidence and gain back control. You accomplish this by completing something, by achieving some kind of result. It does not have to be big or significant. You just need to get going doing something.

Taking baby steps can get you to the future you desire quickly because every step moves you forward, and, as you move forward, your progress has a ripple effect, creating positive outcomes and building your confidence much faster than one would imagine. Baby steps add up!

This is an opportunity for you to create your own future. But realize, your goals and vision will only be attained when you create motion by performing daily activities that are aligned toward reaching them.

You've got this.  
Now take the first step.

**TAKE ACTION: SET ASIDE A FEW MOMENTS TODAY TO ANSWER ONE OR MORE OF THE FOLLOWING QUESTIONS**

If you have not created your own Action List, do it now. If you completed the exercise in the previous chapter (the Everything List and identified the items you had control over), you already have most of the work done. To develop and plan your action list, begin with the list that you already compiled from "the things you can control." Starting with one item, list the task, activity and action that need to take place, if appropriate.

I can control: \_\_\_\_\_

ACTIVITY	TASK	WHEN




1. Identify one baby step you can accomplish today and take action!

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2. After you complete your first task, take note of how you feel. For some of you, this will be the first step you've taken since you started dealing with whatever stress, challenge or crisis inspired you to read this book. How does it feel to make progress, however tiny the step?

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3. Now, choose another baby step and schedule time to complete it.
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## **Chapter 8: The 6th Coping Principle - Secure Serenity through Gratitude**

In the previous chapters, you have learned simple ways to tame your worry and gain confidence in dealing with a crisis, all of which will surely give you respite. And, the surest way not only to achieve serenity in the midst of crisis, but to secure it, is to practice gratitude—gratitude for *all things*.

In gratitude, we don't have the time or energy to project into the future or fret over the past. In gratitude, we don't have room for negative thoughts about our own choices or the actions of others. In gratitude, we are at ease, because we know that in every experience, "good" or "bad," there is opportunity—to learn, to grow, to appreciate and to understand.

Taking a gratitude inventory of your life is an essential step in becoming Shatterproof, because it takes you out of the chaos of emotion, worry and stress and brings you back to the present moment so you can better deal with the crisis at hand. It gives you perspective. You start to see that life has been pretty good to you. And, in taking stock of all of your many blessings, you are better able to find joy in *all things*— even the painful stuff.

You don't have to complete your gratitude inventory in one day or even one week. Just write down as much as you can and then come back to it as soon as you can. Add to it each time you feel lucky, blessed or fortunate. And refer to it often. Ground yourself in the truth of your experience and let gratitude lift you out of the noise and chaos of crisis to live fully in the present.

Your gratitude list will prove incredibly useful in helping you shift the way you think—it will enable you to move away from past loss and negative experiences, detach from all that has transpired and let go of regret.

Gratitude is not something we experience passively. Gratitude is an action, a choice we make to focus on something other than the negative, self-defeating thoughts that can trap us in a chaotic loop of anxiety, depression and illness.

Gratitude is not a replacement for action or momentum and should not be considered as such. There is a reason that this step comes after the action component of this process. Do not mistake gratitude for something you will use to hide from the reality of a situation, or something that will give you permission to ignore the gravity of a crisis.

Gratitude is a higher way of living. It is a paradigm shift that will bring you a comfort and peace nothing else can provide.

**TAKE ACTION: SET ASIDE A FEW MOMENTS TODAY TO ANSWER ONE OR MORE OF THE FOLLOWING QUESTIONS AND COMPLETE THIS EXERCISE**

Taking a gratitude inventory isn't just a concept; it really works. It can make you feel better, calmer and more present almost instantly, and every time you read it. Your gratitude list will prove incredibly useful as you shift your thinking from a negative state to a more joyous, contented mindset. You can start to fill in the blanks below. No time like the present.

Write down everything you're grateful for: the big stuff, the little stuff, and everything in between. Think about your loved ones: the experiences you've had, the lessons you've learned, the privileges you've enjoyed. Think about your teachers, mentors, heroes and role models. Think about your surroundings, your comforts and the beauty you see day in and day out.

Here are a few questions to get you started:

- Whom do you love? Make a list of all of the people you have had the privilege of knowing and loving in your life: family, friends, lovers, teachers, coaches and leaders.

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## **Chapter 9: The 7th Coping Principle: Gain Unsinkable Confidence through Faith**

When you allow yourself to dwell in the negative emotional state of fear and uncertainty, doubting yourself and feeling insecure about your own abilities to handle the situation, you will not only feel anxious and stressed out, you may also get stuck in this state. And as you know from reading the previous chapters, this paralysis seriously hampers your ability to achieve productive growth and goals.

When you're feeling confident, when you feel empowered— when you *have faith* in your own power—you can confront and get through *any* difficult situation you may face.

So how do you regain confidence when crisis has stripped it from you? How can you find that inner core of strength when all you want to do is stick your head in the sand and wait for the dust to settle? How can you make it through unexpected stresses and events if it seems you've lost the ability to tap into your own power?

The answer is simple: faith in a power greater than yourself.

When we are caught up in the climax of a crisis, fearing the unknown, faith is often the *only* pillar that we have to hold on to. The enormous strength that this pillar can offer is immeasurable and often beyond human comprehension. Faith in a higher power will give you the courage to move forward, to take that one step, and give you purpose so you do not fold, you do not crumble. When you are drowning in fear and all seems bleak, lost and hopeless, faith is your lifeboat.

There is a reason that adversity, crises and setbacks often become the defining moments of our lives. It is through these experiences that we become much more aware of our strengths and our abilities. We don't grow by dodging bullets or trying to avoid reality, or by sitting idle on the sidelines. We grow because we accept and embrace change, because we acknowledge that there is a greater force at work offering us opportunities *for* growth, and because we go fearlessly into the unknown with faith as our guide and protector.

You may be facing a difficult situation right now that makes you feel weak or ill-prepared. You may believe that you aren't capable of handling whatever is required of you. I assure you that, with faith, you can overcome anything. You possess all the ingredients, all the power, to overcome anything. You simply need to recognize this power, harness it to the fullest and watch the magic take place. You are so much more powerful than you realize!

Faith is the cornerstone of our ability to take those things we are subject to and put them to work for us. It is our chance to bring meaning to the meaningless, to empower those experiences that we wish we did not have to endure.

For those of you who already embrace faith as a part of your lives, I hope you will see this as an affirmation of its importance in times of crisis. I hope that these lessons will show you how to better use your faith to quickly move from breakdown to breakthrough and become Shatterproof.

For those to whom faith is a foreign concept, I hope you will find some small seed of faith within that you can grow and nourish. And if nothing else, I hope you renew your faith in *yourself*—for that alone is a miracle.

### RESENTMENT RELEASE

1. What do I wish to liberate myself from? What do I want to let go of? (List it.)

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2. By holding on to this resentment, how does this serve me?

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**TAKE ACTION: SET ASIDE A FEW MOMENTS TO ANSWER ONE OR MORE OF THE  
FOLLOWING QUESTIONS AFTER YOU'VE READ CHAPTER 9**

1. How do you define faith and how do you practice it in your life?

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2. Think about examples of faith in action in your life, times when you may have relied on faith or taken a "leap of faith." What were the outcomes?

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3. How could you nurture your own faith in simple ways going forward?

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## **Chapter 10: Beyond the Seven Coping Principles - Entering The Shatterproof Zone**

### **Focus and Discipline Mindset**

In Psychology Today article, “The Brain’s Ability to Look Within: A Secret to Self-Mastery.” Humans have an inherent ability to calm ourselves down. It involves shifting focus away from the external and toward the internal. When we connect with this, we are “tapping into bodily awareness that is free from social judgment or conceptual self-evaluation.” When we tap in internally, it provides a degree of protection (from external chaos) and enables us to think clearly so we can make proper decisions and take action.

When I first fully grasped the severity of Carol’s condition, I was able to shift my mindset away from anxiety, fear and helplessness by drawing on this system.

This enabled me to be present for Carol and perform all tasks needed to support her. I wasn’t a basket case. I was useful and calm and able to experience the journey purposefully. In this mindset, I was able to make good choices and recognize the blessings of the experience.

### **The importance of Managing the Mind**

Your mind is programmed by accumulations of many things; upbringing, experiences, unresolved issues, past, prejudices, religions, other belief systems of family, social circle and community.

The mind determines your world...your journey. The mind affects; Relationships, determines your success & failures, creates happiness or misery, impacts your health and determines the quality of your life.

Where you choose to direct your attention creates your “world” - your “reality”.

Do you see the importance of learning to control and manage this powerful tool?

But it’s not easy because...

Our mind tends to wander, spontaneous thoughts move in and out, mostly without logic or direction.

According to Matt Killingsworth PhD, and Robert Wood Johnson; “A Wandering Mind is an Unhappy Mind”, our mind wanders roughly half of our waking hours.

And when the mind wanders, it won’t be long before it takes us down memory lane, back toward past issues, or towards an unknown and uncertain future. And in doing so, typically makes us “unhappy”.

So we spend more than 50% of our time wandering, and often - “unhappy thoughts”  
And “thoughts” creates our journey!

Let’s review other work related issues that affects the mind.

We’ve developed certain habits to help us cope with our heavy workload, demands and responsibilities. but some of these habits hinders our ability to think clearly and creatively thus affecting our productivity and results. Here’s some work related areas that affects the mind:

- Multitasking
- Unfinished tasks
- Deadlines
- Distractions & interruptions

### **Multitasking Myth**

Does Multitasking increase productivity?

Our conscious mind can only perform one thing (one calculation) at a time. (Source - WSJ; “Inner working of the Executive Brain”.)

Takes us out of the “present”, diverting our attention.

Fractured mindset = fractured results

Drains our energy, becoming less efficient...less productive.

The journal Intelligence 2010 Study; “Intelligence, Working Memory & Multitasking”

Concluded: We use a lot of working memory and “executive control” - ability to direct and focus our attention, when juggling multiple tasks.

Outcome:

Affects our ability to focus

Affects our ability to engage new ideas

which is necessary when attempting to find solutions to problems

When multitasking - we divide our attention in two or more areas.

Each disruption causes our short-term memory to fade.

Takes close to 23 minutes to get back on task (source - Business Journal “too many interruptions at work”.)

Straining our working memory by restarting and switching between tasks.

Every distraction adds stress.

Performance suffers...eventually takes emotional toll and increases the chance of exhaustion and burnout.

### **Unfinished Task**

At any one time - we have at least 150 different tasks to be done

and fresh items never stops appearing

A to-do list of 150 items!

(Source: Willpower: Rediscovering the Greatest Human Strength, by Roy F. Baumeister and John Tierney.)

A heavy burden for our wandering mind to carry.

Our mind drifts to these unfinished tasks and our attention deviates away from the tasks at hand.

### **Deadline Myth**

Deadlines are necessary but...

Tight deadlines (or unrealistic deadlines) increases urgency & stress levels.

The more stressful the deadline - the less open we are to other ways of approaching the problem - counterproductive.

Just when we need people to become more creative in problem solving...the brain shuts down and we end up with poor decision-making.

Estimated that over one third of business decisions are wrong & unproductive and therefore needs corrective measures & additional work.

Outcome?

Fractured results

Our productivity diminishes

Low self of accomplishment

Our human connection suffers

In life today, we all have to attend to too many demands, deadlines, duties and responsibilities. The advent and advancement of technologies, smart devices and social pressures and expectations require us to face a barrage of distractions as we are pulled in various directions, day in and day out.

All of this will likely lead you to feel various degrees of stress, which is often accumulative. You may leave work feeling exhausted and mentally drained. You may have trouble sleeping. You may feel anxious or tired; you may get sick easily. Over time, it may even seem as though stress is just a way of life, the norm, something that can't be avoided.

While the noise and demands of life may be inevitable— unless you move of the grid and live like a hermit!—the way you choose to cope with your work and life demands *is* within your power to control. *It is imperative for your health and well-being that you learn how to gain that control, if you want to survive and thrive in today's stress-induced environment.*

**Answer: Present Moment Awareness**

Various research indicates that our greatest moments of happiness are times we spend fully involved and engaged in a situation, physical or sensory experience or intimacy with another person. (Source: Psychology Today, “The Brain’s Ability to Look Within: A secret to Self-Mastery)

In *A Wandering Mind is an Unhappy Mind*, the authors conclude When we’re engaged fully in “present-moment awareness” we are at our happiest. Being present influences happiness up to 4 times more!

This is about bringing “awareness” to our focus mindset. It’s about choosing what to direct our mind to think and where to direct our mind to focus on.

According to *The Mayo Clinic’s Guide to Stress-Free Living*

When awake, our brain works in two modes;

Our default mode is to wander.

Our other mode is focused - bringing our awareness in the present

Examples of this: playing hockey, meeting someone you haven’t seen in a while etc

When we choose, direct and are aware of our thoughts, our focused mode dominates, leading us to a healthier and a more positive experience.

When we stop focusing and lose awareness our mind automatically goes back to default mode - wandering.

### **The Shatterproof Practices: Training the Mind**

To establish a focused and disciplined mindset - we need to train our minds. No different than learning to play a sport, or a musical instrument or learning to drive a car...

With awareness and practice, you’ll be able to shift your thinking by drawing your attention to areas that serves you.

It’s a choice that you control.

Without this training:

I would’ve been a basket case when we lost our money

I wouldn’t been fully “present” in supporting Carol

I certainly wouldn’t written this workbook for you to use!

The Shatterproof Practices includes a series of videos on mindful exercises that will direct you into an awareness state, that arises from paying attention, on purpose, in the present moment.

The videos were recorded in my office, where I'm simply wearing jeans and shirt, to show that you don't need any special clothing, no special room where you can sit on a chair or laying down on the floor. You will be asked to visualize, colors, light, focusing on various parts of your body, organs, glands etc. A complete connection with yourself. You'll be introduced to different methods to teach your mind to focus so your mind can be exercised just like a normal physical muscle, and become more discipline.

Just go with it and follow the instructions and just do it!

Go to: [www.shatterprooflife.com](http://www.shatterprooflife.com)

## SHATTERPROOF FRAMEWORK



## Summary of the 7 Coping Principles

### **First Coping Principle: Face It Through Awareness and Acknowledgement**

You learned how to instantly bring your mind into focus mode, becoming aware of your thoughts, words and actions. And you acknowledged that you are in a crisis or a difficult or stressful situation and are ready to face it.

### **Second Coping Principle: The Wake-Up Call - Accept and Embrace it**

You not only accepted the situation, you realized the value in embracing its potential opportunities. You are now creating an environment in which your mind is opening up, finding meaning in your stress, crisis or setback. With this approach, you're taking steps to reduce or eliminate suffering from the experience.

### **Third Coping Principle: Now What? "Navigating The Worst Case Scenario"**

You forced yourself to ask, "Now what?" by navigating the worst-case scenario, regardless of your insecurities. You moved from fear to courage. You are facing the reality of your situation and shifting into problem-solving mode.

### **Fourth Coping Principle: Free Your Mind from Doubt, Worry, Uncertainty and Fear**

You listed all of your worries and fears and faced your unresolved issues and an uncertain future. Then, you focused your mindset to choose the issues you could influence or change.

### **Fifth Coping Principle: Create Your Future Circumstances Through Action**

You took action to create a different reality. You planned your approach, breaking it down into manageable tasks you control. Again, you looked for opportunities—the chance to start something new, to create a new vision for your life. You shifted your attention toward activities that serve you.

### **Sixth Coping Principle: Secure Serenity Through Gratitude**

You compiled a gratitude list that helps you stay rooted in the present. Focused in a state of gratitude and appreciation, your mind is free from a fractured and negative mindset.

### **Seventh Coping Principle: Gain Unsinkable Confidence Through Faith**

No matter your religion or belief system, faith in a power greater than you—or if you prefer, faith in yourself—helps ease the burden of any stressful situation. You focused on cultivating and nurturing your relationship with your higher power which, practiced on a regular basis, helps you stay calm and in a state of joy and gratitude.

The Seven Coping Principles will serve you well—and they will serve you best when working in cooperation with a well-trained, focused and disciplined mind. For tools and resources, visit [Shatterprooflife.com](http://Shatterprooflife.com)