

# Spirited Women

FRAMING UP YOUR NEXT YEAR



Fiona Dieleman

[www.spiritedwomen.nz](http://www.spiritedwomen.nz)

# Introduction

Looking back helps us to define where we need to correct our path and where we need to go in the future in order to lead a purposeful and productive life.

We are co-creators with God, and he has given us places of influence to stand in where we can change the culture and bring the presence of God into people and communities.

Having a focus for the coming year means we will not waste time, energy and resources no matter which aspect of our lives that is in. It means that we are flowing as much as we can in a healthy and productive way. We are growing, changing and maturing in our walk with Him and what is written in our book. We trust God to redirect us when needed, but also to partner with us in the growth we need to achieve and in achieving the goals we feel are ours for the coming year.

As you make your way through this workbook, make it a prayerful experience, listening into the promptings and leadings of the Holy Spirit. Take your time with it. Perhaps keep a journal close by to write down thoughts and ideas or jot them down on this workbook. I suggest you print the workbook out if you can.

Don't worry if some of the questions seem to double up or overlap. You will have different angles and perspectives on the same thing that can bring you more clarity.

If you are not clear on anything, please don't hesitate to message me on Facebook or [email](#) me. I'm also available to coach you through the workbook if that helps.

If you are struggling with knowing your purpose or place of influence, or what God has put in you to make a difference I have other resources that can help you. Have a look on my website at [www.spiritedwomen.nz](http://www.spiritedwomen.nz)

Go for it!

*Fiona*

# MY YEAR IN REVIEW

Let's start the year with a self-care check-in. We can be so busy that we often don't take much notice of how we're feeling about our life and ourselves and we can quickly get out of balance. This then leads to unsettledness, frustration, a lack of a sense of achievement or purpose, and can physically affect us also.



## Where do I need to take care of myself more?

- This is a quick coaching exercise to help you connect with yourself and find out what you may need.
- Simply look at the list below and FIRST score each item out of 10. Then answer "What do I need?"
- Finally answer the quick questions underneath - including ONE action for yourself! . It's important that the score is your FIRST response i.e. your initial or gut reaction and how you are actually feeling NOT "shoulds".
- So, let's take a more specific look at what form/s of self-care you might need...

**Where do I need to take care of MYSELF more?**





**How satisfied are you currently in this area?**

Score out of 10  
(1 is low, 10 is high)

**What do I need? What would raise my score?**

- |  |            |
|--|------------|
| 1. My Energy Levels .....                | _____ / 10 |
| 2. How Inspired I'm Feeling .....        | _____ / 10 |
| 3. Fun and Play .....                    | _____ / 10 |
| 4. Self-Honesty .....                    | _____ / 10 |
| 5. Peace and Quiet .....                 | _____ / 10 |
| 6. Feeling Heard or Seen .....           | _____ / 10 |
| 7. Feeling Accepted and Understood ..... | _____ / 10 |
| 8. My Friendships .....                  | _____ / 10 |
| 9. My Physical Appearance .....          | _____ / 10 |

- 10. Feeling Loved and Appreciated .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 11. My Environment (eg. home, workspace) .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 12. Physical Health .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 13. My Feelings and Emotional Health .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 14. Organization and Simplicity .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 15. Being Challenged and Stretched .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 16. Learning and Personal Growth .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 17. Money/Finances .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 18. Connection to Myself .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 19. Relaxation and Pampering .....      \_\_\_\_ / 10  
\_\_\_\_\_
- 20. Something else:.....      \_\_\_\_ / 10  
\_\_\_\_\_

-  What surprised you most about your responses?  
\_\_\_\_\_
-  What patterns and themes do you notice?  
\_\_\_\_\_
-  What else do you notice about your responses, that you perhaps haven't mentioned yet?  
\_\_\_\_\_
-  Finally, write ONE action you will take THIS week to take more care of yourself:  
\_\_\_\_\_

\_\_\_\_\_

(Feel free to turn over and write your action/s out OR find a post-it and write your action/s on there to remind you!)

Let's focus now on what flowed well and what didn't.

1. WHAT AREAS DID OR DIDN'T FLOW WELL FOR YOU AND WHY?:

**WORK/BUSINESS**

.....

.....

.....

**FAMILY/KIDS/WHANAU**

.....

.....

.....

**MARRIAGE/RELATIONSHIPS**

.....

.....

.....

**SELF CARE/PERSONAL/HEALTH**

.....

.....

.....

**COMMUNITY INVOLVEMENT** (how you contribute to the community around you)

.....

.....

.....

**YOUR JOURNEY OF FAITH**

.....

.....

.....

**FINANCIAL**

.....

.....

.....

2. WHAT ARE YOU PROUD OF - something you did, achieved, changed about yourself, overcame, exercised more self-control in etc? List them all.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

3. WHAT DO YOU WISH YOU HAD DONE DIFFERENTLY AND HOW COULD YOU HAVE DONE IT DIFFERENTLY?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

4. WHAT OR WHO IMPACTED YOU THE MOST, HOW AND WHY? What life lessons can you take away from this if any?

.....

.....

.....

.....

.....

.....

.....  
.....

WHO OR WHAT WERE YOU GRATEFUL FOR IN YOUR LIFE THIS PAST YEAR?

.....  
.....

5. WHAT DID YOU LIKE LEAST ABOUT YOURSELF, (e.g. self control, lack of confidence, anger management, disorganisation, lack of focus, too many distractions, impatience, over-spending). What impact did it have on you're your relationships, or your circumstances. What do you feel you could do to change this? Are there resources you need, or wisdom, counsel, or equipping in some way?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

6. WHAT OR WHO ZAPPED YOUR ENERGY? What can you do to change it this year? What action steps do you need to take?

.....  
.....  
.....  
.....  
.....

7. WHERE WERE YOU UNDISCIPLINED? What do you feel contributed or led to that and how can you change it?

.....  
.....  
.....  
.....  
.....

8. WHAT SHOULD YOU HAVE SAID NO TO OVER THE PAST YEAR? Why didn't you say No? What needs to happen for you to be more assertive about saying no e.g. learn how to be assertive, have an honest and loving conversation with someone about it, revisit your priorities?

.....  
.....  
.....  
.....  
.....

Here's an assertiveness quiz you can take.

## The Assertiveness Inventory

By Robert E. Alberti and Michael L. Emmons

The following questions will be helpful in assessing your assertiveness. Be honest in your responses. All you have to do is draw a circle around the number that describes you best. For some questions, the assertive end of the scale is at 0, for others at 3.

**Key: 0 means no or never; 1 means somewhat or sometimes; 2 means usually or a good deal; and 3 means practically always or entirely.**

- 1. When a person is highly unfair, do you call it to attention? 0 1 2 3
- 2. Do you find it difficult to make decisions? 0 1 2 3
- 3. Are you openly critical of others' ideas, opinions, behaviour? 0 1 2 3
- 4. Do you speak out in protest when someone takes your place in line? 0 1 2 3
- 5. Do you often avoid people or situations for fear of embarrassment? 0 1 2 3
- 6. Do you usually have confidence in your own judgment? 0 1 2 3
- 7. Do you insist that your spouse or roommate take on a fair share of household chores? 0 1 2 3
- 8. Are you prone to "fly off the handle"? 0 1 2 3



- |   |         |
|---|---------|
| 9. When a salesperson makes an effort, do you find it hard to say “No” even though the merchandise is not really what you want?                     | 0 1 2 3 |
| 10. When a latecomer is waited on before you are, do you call attention to the situation?   | 0 1 2 3 |
| 11. Are you reluctant to speak up in a discussion or debate?  | 0 1 2 3 |
| 12. If a person has borrowed money (or a book, garment, thing of value) and is overdue in returning it, do you mention it?                          | 0 1 2 3 |
| 13. Do you continue to pursue an argument after the other person has had enough?  | 0 1 2 3 |
| 14. Do you generally express what you feel?   | 0 1 2 3 |
| 15. Are you disturbed if someone watches you at work?   | 0 1 2 3 |
| 16. If someone keeps kicking or bumping your chair in a movie or a lecture, do you ask the person to stop?  | 0 1 2 3 |
| 17. Do you find it difficult to keep eye contact when talking to another person?  | 0 1 2 3 |
| 18. In a good restaurant, when your meal is improperly prepared or served, do you ask the waiter/waitress to correct the situation?                 | 0 1 2 3 |
| 19. When you discover merchandise is faulty, do you return it for an adjustment?  | 0 1 2 3 |
| 20. Do you show your anger by name-calling or obscenities?  | 0 1 2 3 |
| 21. Do you try to be a wallflower or a piece of the furniture in social situations?   | 0 1 2 3 |
| 22. Do you insist that your property manager (mechanic, repairman, etc) make repairs, adjustments or replacements which are his/her responsibility? | 0 1 2 3 |
| 23. Do you often step in and make decisions for others?   | 0 1 2 3 |
| 24. Are you able to express love and affection openly?  | 0 1 2 3 |
| 25. Are you able to ask your friends for small favors or help?  | 0 1 2 3 |
| 26. Do you think you always have the right answer?  | 0 1 2 3 |
| 27. When you differ with a person you respect, are you able to speak up for your own viewpoint?   | 0 1 2 3 |
| 28. Are you able to refuse unreasonable requests made by friends?   | 0 1 2 3 |
| 29. Do you have difficulty complimenting or praising others?  | 0 1 2 3 |
| 30. If you are disturbed by someone smoking near you, can you say so?   | 0 1 2 3 |
| 31. Do you shout or use bullying tactics to get others to do as you wish?   | 0 1 2 3 |
| 32. Do you finish other people’s sentences for them?  | 0 1 2 3 |
| 33. Do you get into physical fights with others, especially with strangers?   | 0 1 2 3 |
| 34. At family meals, do you control the conversation?   | 0 1 2 3 |
| 35. When you meet a stranger, are you the first to introduce yourself and begin a conversation?   | 0 1 2 3 |

### **Totally It All Up... What Does It Mean?**

When you complete the Inventory, you’ll probably be tempted to add up your total score. DON’T! It really has no meaning. There is no such thing as a general quality of assertiveness. “What is assertive” must be answered in terms of the person and the situation. The Inventory is not a standardized psychological test; the studies required to thoroughly evaluate and approve a test have not been conducted. Thus, a “total score” approach is not appropriate.

### **Analyzing Your Results**

“Your Perfect Right- A Guide to Assertive Living” suggests the following steps for analysis of your responses to the Assertiveness Inventory:

Look at individual events in your life, involving particular people or groups, and consider your strengths and shortcomings accordingly.

Look at your responses to questions 1, 2, 4, 5, 6, 7, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 24, 25, 27, 28, 30, and 35. These questions are oriented toward non-assertive behaviour. Do your answers to these items tell you that you are rarely speaking up for yourself? Or are there perhaps some specific situations which give you trouble?

Look at your responses to questions 3, 8, 13, 20, 23, 26, 29, 31, 32, 33, and 34. These questions are oriented towards aggressive behavior. Do your answers to these questions suggest you are pushing others around more than you realized?

**How to Get Assistance with Assertiveness at UNH**

(All text was adapted from “Your Perfect Right- A Guide to Assertive Living” by Robert E. Alberti and Michael L. Emmons. The book is available in the Health Services Resource Library).

9. IS THERE AN ONGOING STRESSFUL SITUATION IN YOUR LIFE you feel could be managed better in some way? What is it? What can you do to change it, what help might you need to do that?

.....  
.....  
.....  
.....  
.....  
.....

10. WHAT ARE THE GREAT THINGS I AM TAKING WITH ME INTO THE NEXT YEAR e.g. skills, talents, gifts, attitudes, achievements, opportunities, relationships, beliefs about yourself, things you like about yourself?

.....  
.....  
.....  
.....  
.....





**NOW LET’S GET SPECIFIC ABOUT SOME GOALS FOR NEXT YEAR.**

Using your list above, and including any other goals you may have, set out your goals for next year (you will do this below). Here is a table that might help to prompt your thinking around this.

<b>Spiritual</b>	How will you grow spiritually this year?	Are there any specific ministries or causes you would like to support? How?	Are you giving of your time, money, and talents? How?	Are you regularly investing in eternal things or are you focused only on the here and now?
<b>Personal</b>	What do you want to learn this year?  How might your time priorities need to change?	What books will you read?  Are there personal management areas you could improve?	Is there a gift or talent that has been undeveloped in your life? How can you develop it?	How are your friendships? Do you need to invest more in them? How?
<b>Marriage</b>	How will you grow closer to your spouse this year?	Could you have a regular date night? What about a retreat away together?	Is there a part of your marriage that needs work?	Do you need counselling or outside help to resolve issues in your marriage?
<b>Motherhood</b>	Is there a part of motherhood that is a struggle? Where can you find	In what ways do you want your children to grow over the next year?	Is ‘family time’ a part of your life? What can you do to make it a regular occurrence?	What could you do differently with your children that will make your

	help or encouragement?			relationship stronger?
<b>Financial</b>	Do you have any debt? Do you have a plan to get rid of it?	Do you have a savings account? An emergency fund?	In what ways can you trim your living expenses?	Are you giving to others? Why or why not? There are many ways you can give.
<b>Health</b>	What is something you can change in your diet to be healthier?	What exercise or activity can you do to increase your fitness level?	Where do you want to be this time next year in regards to your health/fitness?	Do you have a friend to keep you accountable for your fitness/health goals?
<b>Community</b>	Is there a people group in your community you would like to help?	Is it time for you to step out and begin a long dreamed of project?	Could your whole family become involved in a community group or project this year?	How could you involve yourself in making your community a stronger, happier place?
<b>Work/ Business</b>	Are you satisfied with your work? Would you like to try something new?	What do you need to learn or do to stay competitive in your current field?	Are you happy with your family/work or business balance? How might you need to improve this?	How can you be a better employee or employer next year?

## MY SPECIFIC GOALS FOR THE NEW YEAR

**In each of the areas above write out below your goal/s as clearly as you can. Make this a prayerful co-operation with God. Trust Him to lead you and redirect you if you're not quite on target. God wants to co-create with you so you can lead a full, productive and influential life where He has placed you.**

**Your goal can be a personal change, a project you've always wanted to do – really it is anything that you want to start or change into a better state.**

**Make sure your goals are measurable and have an end date (You can learn about this by researching SMART goals).**

1. Under each goal write down two or three actionable steps you can take now and in the near future. Then put a date in your diary to plan the nitty gritty of achieving this goal. Remember the Holy Spirit is right with you to help you.
2. Write down the resources or help you need to achieve that goal. Do you need some wise counsel, learn something new so you can fulfil the goal, rearrange your priorities. Do you need a team of people? Is there expert advice needed? Do you need to save up for it? It's a good idea to write down the positive outcomes of reaching your goal. Perhaps you could put a vision board together. Is there a course you could do or some coaching that would equip you?
3. Research and write out some scriptures that speak to the above and then use them as part of your declaration over the coming year.
4. I suggest once you have done all of this, you have a special journal for the year that focuses solely on these goals. Record your ups and downs, challenges, victories and strategies. The Holy Spirit and the host of heaven are your helpers. Engage with them in prayer. Be alert to God's promptings and subtle directions. Look out for the things that suddenly attract your attention or you have a new interest in. They can all be aides and promptings from the Lord.

If you still need help with any of the above, please [email](#) me. I'm happy to coach you through this process if that helps you.



## ABOUT FIONA

Fiona's passion is to see people achieve their full potential utilising the great reserves of creativity, talent and abilities in them. She believes that we all have the ability to influence and change the culture around us whether it be in a group of friends, a workplace, a town, or a nation. She has a heartfelt burden to equip people with the support, resources and tools they need to become more than they ever dreamed.

Fiona is a committed Christian who has participated in church leadership roles for over 20 years. She is passionate about seeing God's people released to fulfil their purpose out in the community and marketplace – to take the love of Jesus out of the four walls of Sunday church to the people we interact with everyday. Fiona is known for her positive, balanced outlook on life, and has a great gift of encouragement and the ability to share life changing concepts in a simple way. Mentoring and encouraging is a normal part of her everyday life with the people around her, in addition to her Facebook group Spirited Women and her website at [fionadee.co.nz](http://fionadee.co.nz).

Fiona has a Diploma in Life Coaching and her career experience has included adult training, workshop designing and presentation, small group facilitation, administration, financial and event management roles, sales and customer service. She has led workshops in assertiveness training, self-esteem building and workplace communication. Some of her other qualifications include workplace training, leadership, goal setting and time management, and sales. She has served in several community groups over the years.

This workbook is copyright to Fiona Dieleman, 2018.

Facebook Closed Group: [Spirited Women](#)

Coaching: [www.spiritedwomen.nz](http://www.spiritedwomen.nz)

For further study you may like to complete our Marked By Passion, Destined for Purpose workbook available on the website.