



Personal and Professional Development
To meet the complex needs of people supported
such as:

- **S**ocial Reform
- **S**afety
- **S**marths
- **S**ubstances Recovery
- **S**ecurity
- **S**elf Development
- **S**icknesses Prevention
- **S**kills (Life)
- **S**atisfactory Life

A Centre for Conscious Care

Part 3C

The 4 Essential Inner and Outer Life Tools of Personal Development and Renewal



RRR Personal Development Progress Report – Self-Expression Tool #4



Statements Reflecting My 4 P&P Tools of Development – My Relationships are Generally Trustworthy Because...	Strongly Agree 5	Agree 4	Somewhat Agree 3	Disagree 2	Strongly Disagree 1	Totals
• I relate to others authentically and kindly without trying to impress, control, manipulate, belittle, etc.						
• I positively contribute to social justice and human rights issues in my agency, local and global community, e.g. I volunteer to help						
• My speech and actions are generally useful, ethical, kind and timely						
• At least monthly, I ask team members or a friend for suggestions on how I can improve						
• I am an effective and positive problem solver						
Totals						=

Instruction

Add up the values of all columns and then add the total of the columns. To get an approximate percentage indicator of your current 4 tools personal development level, add totals for all 4 tools. Consider asking a friend/friends to give their ratings of your progress.

Plan for Action See Attachment

RRR Personal Development Progress Report – Self-Management Tool #3



Statements Reflecting My 4 P&P Tools of Development – My Relationships are Generally Trustworthy Because...	Strongly Agree 5	Agree 4	Somewhat Agree 3	Disagree 2	Strongly Disagree 1	Totals
• I have a daily ‘workout’ commitment of mind, body, spiritual and consciousness development, e.g. daily I do’s 3 development activities						
• I skillfully experience and process difficult feelings, e.g. anger, fear, sadness, etc.						
• I do not need to do, get and have bigger, better or more material possessions to be satisfied						
• I experience ‘difficult’ people with kindness and skillful interpersonal relating						
• Each hour I catch myself at least once being <u>Here Now</u> I, i.e. catch, calm, clarify the needs of the moment and consciously connect						
Totals						=

Instruction

Add up the values of all columns and then add the total of the columns. To get an approximate percentage indicator of your current 4 tools personal development level, add totals for all 4 tools. Consider asking a friend/friends to give their ratings of your progress.

Plan for Action See Attachment

RRR Personal Development Progress Report – Self-Understanding Tool #2



Statements Reflecting My 4 P&P Tools of Development – My Relationships are Generally Trustworthy Because...	Strongly Agree 5	Agree 4	Somewhat Agree 3	Disagree 2	Strongly Disagree 1	Totals
• When I feel stressed, for the most part, I understand that my filters, cognitive bias, inattentional blindness, brain priming, neuro - transmitters and hormones are causing the stress – even more than the situation						
• I understand what I must do to prevent stress and the 4 outs						
• As soon as I start to become emotionally hijacked, I understand what is happening						
• I understand why some circumstances make me stressed but do not stress others						
• In general I understand why some people are difficult and what I must do to not be stressed by them						
Totals						=

Instruction

Add up the values of all columns and then add the total of the columns. To get an approximate percentage indicator of your current 4 tools personal development level, add totals for all 4 tools. Consider asking a friend/friends to give their ratings of your progress.

Plan for Action See Attachment

RRR Personal Development Progress Report – Self-Awareness and Allowing to Mindfully Manage the Mind Tool #1



Statements Reflecting My 4 P&P Tools of Development – My Relationships are Generally Trustworthy Because...	Strongly Agree 5	Agree 4	Somewhat Agree 3	Disagree 2	Strongly Disagree 1	Totals
• When talking to someone, I am often aware that I am talking with them						
• I am aware of having emotions (positive or negative) when I am having them						
• I formally practice being aware and emotional self-regulation for approximately 15 minutes, 5 times a week or more						
• I pay attention to what I am doing when I am doing it						
• When I am starting to become emotionally hijacked, within minutes I become aware and calm myself						
Totals						=

Instruction

Add up the values of all columns and then add the total of the columns. To get an approximate percentage indicator of your current 4 tools personal development level, add totals for all 4 tools. Consider asking a friend/friends to give their ratings of your progress.

Plan for Action See Attachment

Work/Life Improvement Plan

State the Problem/Describe the Gap Between the Ideal and Current Reality

Improvement Outcomes Statement



Tools	To Improve, I Will Do What	How I will Do It	Why I would Do It	Completion Date
Self-Awareness and Ahh-llowing (e.g. Mindfulness and Self Compassion Work)				
Self-Understanding (e.g. Filters Reframe/Perspective)				
Self-Management (e.g. Four C's)				
Self-Expression (e.g. Changed Behaviours)				



Performance Improvement Plan

Date _____

Self-Expression Tool #4

1. Personally I will continue to: _____

2. Personally I will stop: _____

3. Personally I will start: _____

4. Professionally I will continue to: _____

5. Professionally I will stop: _____

6. Professionally I will start: _____

Self-Management Tool #3

1. Personally I will continue to: _____

2. Personally I will stop: _____

3. Personally I will start: _____

4. Professionally I will continue to: _____

5. Professionally I will stop: _____

6. Professionally I will start: _____

Self-Understanding Tool #2

1. I will continue to: _____

2. I will stop: _____

3. I will start: _____

Self-Awareness and Ahh-llowing Tool #1

1. I will continue to: _____

2. I will stop: _____

3. I will start: _____
