



Be the Shining Light™ Workbook

By



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Change Your Life by Illuminating Others!
A Workbook for Visionaries-in-Training
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BEFORE YOUR GET STARTED ON THIS WORKBOOK

When the idea for writing a workbook to accompany my keynote speech theme of *Be the Shining Light*, I wrote the idea down. The date was June 7, 2015. I actually logged three ideas that day. One became a blog article for a client; one is still an idea, and the third goal was to create this workbook. In October, I created the cover for this workbook. Today, November 1, 2015, I finally know what I am supposed to share with you and why. Why did I wait? Because this idea was not from me, but through me via the Universe*. I patiently waited and listened for the thoughts to come into my mind.

Let's take a journey back to 2014 when I was awakened in the middle of the night with the title, *Be the Light*. The original title for this unknown journey could not be trademarked due to many other entities that use *Be the Light*. With one rejection in hand from the U.S. Trademark and Patent Office, I waited until the Universe sent me the right legal team to investigate the trademark rejection. Fortunately, they were able to refile under *Be the Shining Light*. Just so you know, when I refer to the Universe, I am talking about a higher being—one that represents faith and spirituality. Yes, *Be the Shining Light* was and is a great gift that was meant to be shared with others—worldwide.

This morning, as I was fighting procrastination and silently asking for guidance to get started, these thoughts were given to me:

- 🕯️ Do not miss an opportunity!
- 🕯️ Everyone has something meaningful to say to me!
- 🕯️ Be wild; be free in spirit!

🕯️ Be unpredictable!

🕯️ Be brilliant!

🕯️ Be on a different paradigm than the followers!

🕯️ You can't share or teach *Be the Shining Light* if you can't
Be the Shining Light!

🕯️ Let the Universe guide you through this journey!

*The word Universe will be capitalized throughout this workbook. For me, it represents the highest source of faith, beliefs, actions, and outcomes in our personal and professional lives.

EXPECT INTERRUPTIONS DURING YOUR JOURNEY TO SHINE BRIGHTER!

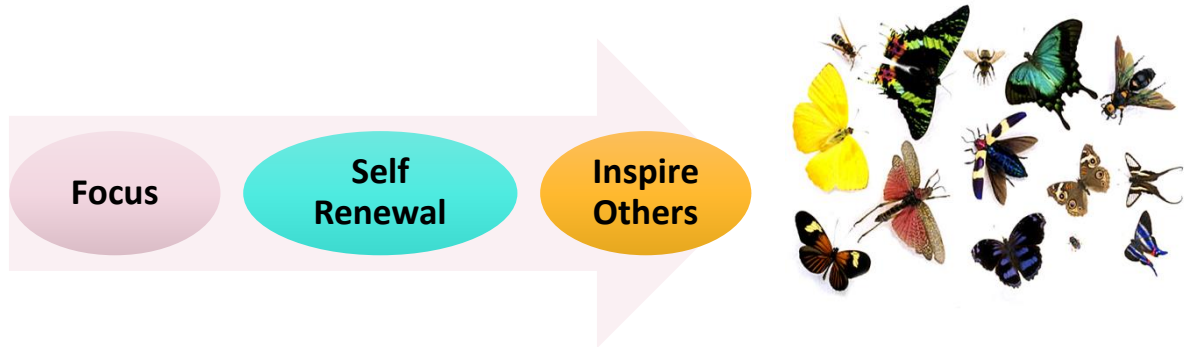
This is the beginning of your journey; expect interruptions! Have patience and remember self-change is met with waves of delays, self-doubt, and objections from family and friends—because they like (and love) us the way we are. Then why are you changing? For yourself! For peace! For joy! For a better life (and existence) than the one you're living (and enduring) now.

Journal in this workbook when you are in the bathroom, parked in a parking lot, waiting for services, and during other moments that allow your mind to stand still because nothing is in *start* mode yet. If you can carve out 15 minutes per day (and you deserve this at the very least), you will feel so much better about who you are, what you want, and how you're going to reach your *Be the Shining Light* goals.

Capture your thoughts! Journaling, then reading about where you were, and realizing how far you've come will lift your hopes for the change that is in progress. Remember when change is happening, you may not be able to feel it; you'll feel

stuck but you're not! Journaling allows you to see your progress on this journey of personal and professional change.

Let's get started!



S.
W.
O.
C.

Strengths

Weaknesses

Opportunities

Challenges

CHAPTER 1 - STRENGTHS

Definition of Strengths:

The quality or state of being strong; vigor; mental power; force or vigor; and moral power, firmness, or courage.

This chapter will likely be the easiest one for most readers.

Why? We all know our strengths; we use them every day to juggle parenting, work, partners, spouses, chores at home, and more.

List your Personal Strengths:

List your Professional Strengths:

Please complete the following sentence: *I believe I have these strengths because*

I will use these strengths to *change myself* in the following ways:

I will use these strengths to *change others* in the following ways:

My strengths have brought me through many of life's challenges. The top three challenges that I've overcome were:

The people in my life (aka life guides) who *helped me become strong personally* are:

The people in my life who *helped me become strong professionally* are:

How have you shown your appreciation for the life guides you listed on the previous page(s)?

Chapter notes:

CHAPTER 2 - WEAKNESSES

Definition of Weaknesses:

The state or quality of being weak; lack of strength, firmness, vigor, or the like; feebleness; an inadequate or defective quality, as in a person's character; slight fault or defect.

In this chapter, you must look deep within all aspects of your life to identify your weaknesses. A weakness can be a skill set that you lack completely or that is in need of improvement or a habit that you want to break or give up completely. In these exercises, we are going to separate professional weaknesses from personal weaknesses.

Please list your personal weaknesses:

How do your personal weaknesses make you feel?

What can you do about your personal weaknesses?

Please list your professional weaknesses:

How do your professional weaknesses make you feel?

What can you do about your professional weaknesses?

Select your top three personal weaknesses and develop an action plan to improve in these areas:

Weakness	Improvement Plan

Select your top three professional weaknesses and develop an action plan to improve in these areas:

Weakness	Improvement Plan

Weaknesses are not faults and they should not make us feel less of a person because we have identified so many areas in need of improvement (personal and professional).

When you work on improving a weakness in any area, it eventually becomes a strength. If you're going to be the shining light for others (at home and at work), you must be able to look within yourself and fully recognize and acknowledge your shortcomings.

This is not an easy journey. It typically is easy to identify our faults but when it comes to self-correcting them, we often procrastinate.

We silently say to ourselves:

I've always been this way.

I never could do this.

It's too hard or too late in my life to change.

Working on major self-improvement is not easy. However, working on your weaknesses will remove many mental and time-related blocks/barriers from our life.

Promise yourself to work on your weaknesses on an ongoing basis!

Chapter notes:

Definition of Opportunity:

A good position; chance or prospect for advancement or success.

After digging deep for our weaknesses, we are going to bounce back by looking at opportunities (roads not traveled, chances not taken) and thinking about what has been offered but not accepted.

List your personal opportunities:

What is preventing you from accepting your personal opportunities?

List your professional opportunities:

What is preventing you from accepting your professional opportunities?

What are the top three personal opportunities that you will actively take action on this year?

Top Opportunities	Plan for Taking Action
1.	
2.	
3.	

What are the top three professional opportunities that you will actively take actions on this year?

Top Opportunities	Plan for Taking Action
1.	
2.	
3.	

Opportunities come into our vision field every day. What prevents us from taking advantage or an opportunity?

FEAR

TIME

CIRCUMSTANCES

RESOURCES

How can you overcome each of these opportunity barriers?

Fear:

Time:

Circumstances:

Resources:

Think about how you feel when you've missed an opportunity in your life.

I feel...

When I personally miss an opportunity, I feel regret, anger, less confident, and envious of those people who accepted the opportunity and achieved greater levels of happiness.

“If opportunity doesn't knock, build a door”

— Milton Berle

Chapter Notes:

CHAPTER 4 - CHALLENGES

Definition of Challenge:

Something that by its nature or character serves as a call to battle, contest, or special effort.

I can tell you first hand that this chapter will be easy to work on! Why? Because we all see challenges in our personal and professional lives. If we did not see or have challenges, our inner light would be so bright that working on this journal would not be necessary.

Please list your personal challenges:

How do your personal challenges make you feel?

What can you do about your personal challenges?

Please list your professional challenges:

How do your professional challenges make you feel?

What can you do about your professional challenges?

Select your top three personal challenges and develop an action plan to improve in these areas:

Weakness	Improvement Plan

Select your top three professional challenges and develop an action plan to improve in these areas:

Weakness	Improvement Plan

Remember, challenges are never permanent. They are works-in-progress that we must strategically plan to overcome. Challenges can be mental barriers (perceived) or actual barriers that cause you to feel overwhelmed in all areas of your life.

Let me share some of my mental challenges with you. Remember, just because I perceive them as a challenge does not mean they are actual barriers in my personal or professional life.

Over the years, I have perceived that:

My skill sets are not valued.

My contributions to our family finances are not appreciated by my spouse.

My parenting skills were insufficient.

I can never be good enough for some of my consulting clients.

I am lacking the right credentials to impress potential clients.

I am deficient in understanding the for-profit corporate world.

Where these challenges real? No! I was setting myself up for failure by allowing these thoughts to permeate my conscious and subconscious.

It wasn't until I started journaling and seeing a professional counselor that I started to see how others can destroy our confidence. With low or no self-confidence, we will quickly only see our faults or shortcomings. Once I started writing down all of my strengths, I began to see that many of the challenges were self-manifested because I allowed demeaning feedback from others to enter my mind.

Chapter Notes:

End of Section Notes:

**C.
H.
A.
N.
G.
E.
U.**

***Capturing
Helping
Asking
Needing
Giving
Encouraging
Understanding***

CHAPTER 5 - CAPTURING

This is the first chapter for this final section of your journaling experience. This chapter is about who you are and who you dream about becoming. It's time to capture the essence of who you are today.

Walk to your nearest mirror. Look at yourself.

Who do you see?



Are you happy with what you see?

What makes you unhappy about what you see?

How can you change what makes you unhappy?

What will it take?

What is your plan for going from unhappy to happy?

If you are no unhappy, then what is missing in your personal or professional life?

Is anything missing what you wish for?

What are you doing to capture your well-deserved joy?

What are you doing to capture your well-deserved happiness?

Chapter Notes:

CHAPTER 6 - HELPING

I firmly believe that *you can't help anyone else until you help yourself first*. What does this mean?

In the earlier chapters of this workbook, you wrote about your weaknesses and challenges and created action plans for how to change your weaknesses to strengths and challenges to opportunities. I give you these exercises because they are the very beginning of helping your own light to shine brighter.

Our human nature drives us to help our spouses, partners, children, parents, other family members, co-workers, and even strangers (via random acts of kindness). Some of us join churches, other types of ministries, organizations and/or associations where we roll up our sleeves to become board or committee members.

We are always maintaining our busy mode—so much so that we end up in energy-draining frenzies. We are often angry, bitter, or resentful of the time that just seems to get sucked away with every effort we undertake. We are interrupted when we try to read, meditate, take care of our personal needs, or simply just escape for a short time. There never seems to be time for us!

And, regretfully, today's technology will not allow us to escape for very long, if ever.

In this chapter, I really want you to focus on helping yourself—**FIRST!**

Ask yourself, what am I doing to help myself in my personal life?

Am I carving out “me” time?

If I’m not, why not?

What do I need to give up in order to carve out more time for me? My interests? My desires?

When am I going to give something up? What is my plan?

How will I spend the time that I gain by creating purposefully
“me” time to enhance my personal life?

Ask yourself, what am I doing to help myself in my professional life?

Am I carving out “me” time to improve my skill sets?

If I’m not, why not?

What do I need to give up in order to carve out more time for self-focused professional development?

What am I doing to advance my career plan?

When will I start taking classes?

What types of training do I need to advance in my current profession or to change my profession?

Am I going to work on a first degree? Another degree? A new certification? If so, what and when?

Am I willing to invest in myself for any additional training? If not, does my employer have educational benefits to assist me with tuition upfront or through reimbursement?

Once I have regained some personal and professional time to work on me, I will feel:

I have wanted to do some of these things since:

Soon, I will fulfill my dreams of achieving personal and professional goals!



Chapter Notes:

CHAPTER 7 - ASKING

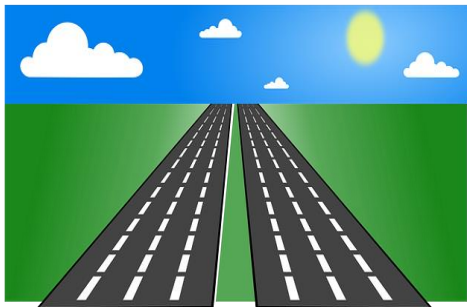
This chapter may be easy for some and difficult for others. As you continue on your journey of self-discovery, it's important to ask yourself lots of questions. It is only in asking ourselves these questions that we can truly move from where we are to where we dream about going.

Where you are now:



Hesitation
Unsure of What's
Next

Where you want to go:



Decisions...
Decisions...

What is going on in my personal life now?

How do I feel about the direction that my personal life is going?

Are there any red flags that I need to address?

How can I be a happier person at home?

What makes me smile when I walk into my home?

What makes me cringe when I walk into my home?

How can I start making small change at home so that I feel peace and joy in my home?

How will these changes make me feel?

Am I ready to get started now?

If not, when will I get started at making changes to create more joy and peace in my home?

How important are joy and peace in my personal life?

How hard will I fight for joy and peace?

To me, having more joy in my personal life means:

To me, having more peace in my personal life means:

What is going on in my professional life now?

How do I feel about the direction that my professional life is going?

Are there any red flags that I need to address?

How can I be a happier person at work?

What makes me smile when I walk into my office or work area?

What makes me cringe when I walk into my office or work area?

How can I start making small changes at work so that I feel peace and joy in my work environment?

How will these changes make me feel?

Am I ready to get started now?

If not, when will I get started at making changes to create more joy and peace in my work environment?

How important are joy and peace in my work environment?

How hard will I work to create joy and peace?

To me, having more joy in my work environment means:

To me, having more peace in my work environment means:

Today, I declare that I will work hard to bring peace and joy into my personal and professional life!

Chapter Notes:

CHAPTER 8 - NEEDING

Some of us are very independent and others are very dependent. This chapter is about who needs you and who you need in order to achieve absolute peace and joy in your personal and professional life.

I can share with you that on the outside, I am Ms. Independent. I can do everything for myself—well almost everything. I was born under the astrological sign of Scorpio and I have a driven passion for being independent. Taking this stance can be both good and bad.

At home, I want my spouse to feel needed and valued. This means that even when I know I can open a jar or climb a ladder to change the furnace air filter, I will ask if he can do it or help me do it. Why? He needs to feel needed! I work, I pay the bills, and I drive the decisions for our lifestyle. He is very shy, reserved, and not a decision maker. I learned this early in our marriage back in 1966. Nothing has changed today except that I know he needs to feel needed. And, I can't let him know that I know this!

So let's start to look at who you need and who needs you. In our quest to transform our personal and professional lives, we cannot forget that we are still needed by many people for many reasons. For altruistic reasons, it's important to recognize the need factor. Let's get started!

Let's reflect on who needs you in your personal life.
Remember, this can be a person or an animal.

Who Needs Me?	Why Do They Need Me?	How Do I Fulfill Their Needs?

When I am needed personally, I feel:

Now let's take a look at who needs you in your professional life.

Who Needs Me?	Why Do They Need Me?	How Do I Fulfill Their Needs?

When I am needed professionally, I feel:

Let's look at who you need in your personal life.

Who Do I need?	Why Do I Need Them?	How Do They Fulfill My Personal Needs?

When I need another person in my personal life, I feel:

Now let's take at who you need in your professional life.

Who Do I need?	Why Do I Need Them?	How Do They Fulfill My Professional Needs?

When I need another person in my professional life, I feel:

If you hadn't realized it already, you now truly understand the value of being needed and needing others in all areas of your life. Whether you are a social butterfly or a stick-to-yourself person, eventually you will need someone or someone will need you.

Why is this so important? Because when you realize who would miss you when you are no longer of this earth, you are abruptly awakened to the true value of your life.

So many people and animals depend on us in their daily journeys. And yes, we also depend on many (human and animal kind) others to fulfill our needs. As much as we dream or long to be on an island with no static in our lives, each of us truly thrives on other beings.

An innate part of our existence is around needing and being needed. Our light shines brighter when we each realize how important each and every one of us is to one another.



***There are many
pieces to our intrinsic
needs...***

CHAPTER 9 - GIVING

When we are putting ourselves through a metamorphic change, we cannot overlook the importance of having a giving spirit. We can give of ourselves or we can give a monetary contribution. With our jam-packed schedules, when is there time to give? How can we possibly find one extra dollar in our budgets to be more philanthropic than we already are? Only you can answer these questions based on your own circumstances.

How can you allocate time to your favorite charity?

In what areas can you volunteer your services?

When is it important to give back to your community?

If you can't volunteer your time, what can you pledge to give monetarily to your favorite charity?

If you are unable to give time or money to a charity, how can you carry out at least one random act of kindness monthly?

What does paying it forward mean to you?

Have you ever been on the receiving end of a random act of kindness?

How did it make you feel?

I think that giving is important because:



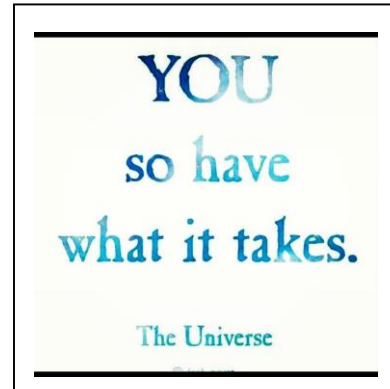
Chapter Notes:

CHAPTER 10 - ENCOURAGING

We all know how to nurture and take care of everyone we come in contact with, but do you purposely take time to encourage others on an ongoing basis?

In the past 30 days, can you remember a person that took the time to encourage you? If yes, who was it?

How did their encouragement feel?



What can you do to consciously encourage others?

Over the next month, who can you encourage in your personal life?

Who can you encourage in your professional life?

Chapter Notes:

CHAPTER 11 - UNDERSTANDING

This final section of your *Be the Shining Light™ Workbook* evolved from the acronym **C.H.A.N.G.E.U.** By now, you've started to see changes in your viewpoints of others, changes in your personal and professional life, and most importantly, changes in 100% of YOU!

I think it's important to ask ourselves why we needed changing? If you were or still are unhappy or disappointed with any areas of who you are, then the only way to achieve happiness is to change you! We also have to recognize that we can't change anyone else; everyone must embrace their own change.

Sometimes, we are so busy running on life's treadmill that we ignore signs of discontent, stress, illness, and unhappiness. We become so overwhelmed and tired that we accept our current circumstances as being permanent. This is when we need to slow down, even stop to analyze our circumstances by writing out the strengths, weaknesses, opportunities, and threats for each situation. Quickly Writing down our perceptions results in mental action steps that we consciously begin to take. We also begin to understand that stepping around life's barriers requires changing who we are.

I hope that you will continue to share your insights with me via email at drbeverlybrowning@gmail.com.

**Continue to
Be the
Shining
Light™!**

ABOUT THE AUTHOR

Dr. Beverly Browning (Dr. Bev) has overcome multiple personal and professional obstacles (such as attending college for 20 years) to achieve the authoring of 42 publications (grants-related, small business development, and motivational). As a consultant for over four decades, she has written successful grant applications resulting in over \$430 million in awards for her clients. Dr. Bev is a visionary, an online facilitator, a capacity building specialist, and a grants industry coach. Married at age 18, in 2016, she and her husband will celebrate their 50th wedding anniversary. Dr. Bev is proud of her daughter and special needs granddaughter. She delivers her content with adrenaline-filled enthusiasm and engages audiences around the world with her insights.

