

# *An Essential Clarity Life Coaching Guide*

**Live the Life You love**  
**Tips & Techniques to Solve Life Challenges**

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## **Welcome to my Life Tips guide.**

We have different approaches to face challenges in life. Sometimes we put our head into the sand hoping that the challenge will pass over, sometimes we freeze with fear and stay stuck in our old rut. At other times we face situations head on or we find resources that motivate us to grow and change.

I hope this Life Tips guide will be a resource for you to gain new ideas and perspectives and help you stay motivated you to stretch to the next level in life.

With joy and compassion,  
Freya

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## **Fear: On the doorstep to change**

Fear is scary. Fear makes us freeze up. Fear makes us afraid to move.

But did you know that fear is actually the gatekeeper at the doorway to change?

We all have to face it when we want to reach a higher level of living. Facing fear is like a ritual we have to go through to reach the other side. Pushing through fear can give you the energy and insight needed for growth.

Many of our fears are imagined and made up. The word FEAR is as an acronym for: False Expectations Appear Real. The long list of our imagined fears makes us feel helpless and we forget that we have choices. One way to deflate the power of fear is to write down your personal fears and determine, which of these are false fears.

What are your fears? Not having enough money, afraid of hurting friends or relatives, bad timing, self-doubt, afraid of giving up control? These are the fears that appear on the surface.

The real underlying fear is the fear of the unknown. Not clearly seeing what the future looks like is intimidating and most of us chose to "rather bear those ills we have, than fly to others that we know not of" (Hamlet). However, if you take the risk, push through your fear and keep moving you are rewarded with a tremendous surge of well-being and strength.

When you are stuck in fear support from outside can help you to move into action. Life Coaching provides tools to help you get past the gatekeeper (fear) and make necessary and valuable changes in your life. With the guidance of a skilled Life Coach it is easier to move beyond fear towards a more fulfilled life.

## **9 Tips to Overcome Fear**

Are you tired of being afraid? Are you turning in circles because fear is holding you captive? Are you frozen by fear when faced with a big challenge?

Handling fear is a key to moving beyond stagnation to success. Successful people have learned how to live with their fears. They acknowledge and experience their fears and then ride them to the top.

Don't let fear stop you from reaching your goals: Follow these tips from Life Coaching on how to deal with fear – and achieve the success you deserve.

1. Get a clear vision of the goal you want to reach.
2. Set your fears and doubts aside for a moment and envision what you really want.
3. Make a detailed list of all the fears you have.
4. Look at the list of fears and determine which are false fears. Score each of the fears on a scale of 1 to 10 (1 = not relevant and 10 = overwhelming).
5. Lean into the remaining fears and start the action you yearn (dream) to do. Action is powerful -- it moves you from your state of helplessness into a state of choice.
6. Increase your self-esteem by using affirmations. Voice the frightening fears on your list and end the sentence with I can handle this. Repeat this several times daily.
7. Build a strong nurturing community of friends or coaches who help you to keep your momentum going.
8. Take excellent care of yourself to keep stress at a minimum.
9. Remember, pushing through fear is less frightening than living with the feeling of helplessness or despair that comes from not growing or developing.

Life coaching can help you to conquer your fear. A skilled Life Coach can help you to maintain focus and positive energy and provides you with the pressure needed to push through your fear. Pushing through your fear will result in a huge relief that will propel you towards.

### **Clarifying Values - The Key to Achieving a Successful and Fulfilled Life**

Do you have a hard time saying "No"?

Is it difficult to stay focused on your goals?

Do you find yourself flip-flopping about your decisions?

These different challenges have one thing in common: Confusion about our core values.

Our life values build the foundation of a successful and fulfilled life -- and drive our decisions. But when life values collide or conflict, we find ourselves stuck or unsure of our priorities. For instance, the different values of taking care of your family might conflict with a need for personal freedom.

The way out of this dilemma is to gain clarity about our values. Life Coaching offers techniques that help us achieve clarity, make better decisions and stay focused on our goals.

- **Make clear decisions:** If you feel like you just can't make a clear decision ask yourself: Which of my life values are in conflict? Get clear on the real reasons behind your indecision and you will speed up your decision making process.
- **Stay focused on goals:** Knowing your personal life values helps you to create powerful and practical goals. These goals express who you are and who you want to become. Use the strong synergy between values and goals to keep you focused.
- **Set boundaries based on priorities:** Use your life values to determine which goal is more appropriate at a given moment. For instance, the conflict between needing personal time and wanting to help others can be balanced by deciding which value is more important in the big picture.
- **Increase harmony in relationships:** Conflicts in partnerships often arise because life values collide. Avoid conflict by truly understanding your partner's life values.

Life coaching can help you get clear about your life values. A skilled Life Coach can use her tool kit to help you identify your life values and guide you in using them to build a successful and fulfilled life.

## **How to make better decisions by saying "NO"**

Are you a "pleaser" – to everyone except yourself?  
Are you exhausted by your unending "To-Do" list?

Daily demands fly at us from all sides – and we often forget that we do have a choice to say "No!" But for most of us saying "No" is much harder than just saying "Yes" – and then paying the price.

Here are six tips to help you say "No" – and make better decisions every time:

1. Know your life values: What's important to you? A harmonious family? Lots of money? A successful career? A peaceful life? Which of these values is your top priority? To make a decision, determine which life values are involved – and which ones are top priorities.

2. Set clear goals and boundaries: Once you determine your life values, set goals to make better decisions. Ask: "Does taking on this task help me

achieve my goals?" If it takes too much energy and time away from your goals the answer must be "No!" Make saying "No" even easier: look for someone to whom you can delegate the task.

### 3. Identify : "What am I saying 'Yes' and 'No' to?"

If you are asked to serve on a committee, determine which of your life values are involved in this decision. You might say "Yes" to career advancement and networking -- but this might mean a "No" to spending more time with your family. Ask yourself what is more important to you -- and then make the decision.

4. Take care of yourself: Saying "Yes" to everyone doesn't benefit your family or yourself. When you try to please everybody you exhaust yourself and start to burn out. Your family and friends will enjoy you much more when you are relaxed, alert and in a good mood.

5. Time is your most precious commodity: Time is not renewable. Choose wisely to whom you give your time.

6. Be a role model: Model to your children and co-workers how to say "No" to excessive work and other obligations and "Yes" to a healthy and peaceful life. Introduce them to the tips in this article and discuss how to implement them.

Life Coaching can help you set personal goals and boundaries so that you can make better decisions.

## **How to feel good about saying "No!"**

Do you find it hard to say "No"? And then do you kick yourself for taking on even more responsibilities?

If you're like most of us, it seems easier to give into pressure and just say "Yes" to a request. All too often we cave in just for the sake of peace in our relationships -- or out of fear of losing a client.

Well, I've just learned a powerful method for saying "Yes!" to saying "No!" from the very insightful book *The Power of a Positive No* by William Ury. It is a treasure. This book helps you to say effectively "No!" -- and feel good about it. Ury also clarifies what a "Plan B" really is and how to find respect even if you don't like the other person.

Here are three "take-home" tips on how to get to a *Positive* "No!" from Ury's book:

1. *Uncover your "Yes!" first.* What do you want to say "Yes!" to? What are your real interests, needs, and values? Take time out (minutes to days) to answer these questions as clearly as possible before you say "No!". Know your deeper motivation to build the strong foundation of self-respect and resolve you need to formulate and deliver a powerful and positive "No!".
2. *Empower your "No!".* Often we say "Yes!" because we are afraid of the consequences. It is important to take a good look at the worst-case scenario to overcome your fears. Once you know the worst that can happen, back up your intentions by developing a "Plan B". You design a "Plan B" to protect your interests, e.g. look for a new job or involve a third party. A "Plan B" is not meant to provide an alternative agreement with the other party.
3. *Respect your way to "Yes"*. Treat the other person(s) with dignity and respect and your chances of being heard and accepted is much higher. You might not like the other person and yet you can respect him/her as human being. Listen to understand the other's point of view and ask clarifying questions. Acknowledge the other person while you are saying "No!" to the issue.

Need help to uncover your "Yes"? Consider getting assistance from a Professional Life Coach. You can get a free 15 minute complementary phone consultation just by calling me.

## **The Hidden Power of Forgiveness**

"Dear Freya: I hang on to old grudges and don't know how to let go" wrote one of my readers, Elizabeth. "Especially during the holiday season I feel I should forgive but I am overwhelmed with resentment and hurt"

Hanging on to resentment and old grudges costs us a lot in emotional energy – it creates a constant low level of stress and wears us down over time.

Forgiveness and acceptance are often confused with condoning behavior that we believe is wrong. It can feel like being weak and giving in. However, forgiving is a very courageous act of freeing ourselves to be at peace with others – and with ourselves.

When you decide to forgive someone you release the emotional hold the other person has on you. You let go of the pain in the memory and take your power back from them. You can actually feel the weight dropping off your shoulders and peace flowing through you when you truly forgive.

Here are some tips on how to let go and forgive:

1. Remember the situation in which the person hurt you and make it into a brief movie scene.

- First, look at every emotion in the movie and ask yourself: "Do I really want to hang on to this emotion or can I let go of it?"
- Then sit in the audience and view the scene again at a distance. What new perspective do you gain?

2. Hold a conversation with the person who hurt you:

- Call the person on the phone and actually talk about the situation and express your forgiveness.
- Speak out loud or write down what you would like to say to this person. Then ask yourself what he or she would answer.

3. Use EFT (Emotional Freedom Techniques™) to release any painful emotions such as hurt, anger, unworthiness, blame, hatred that prevent you from letting go. You can find local seminars and instructions on how to do EFT at: [www.EssentialClarity.com](http://www.EssentialClarity.com)

4. Send love: Sit down, close your eyes and feel all the love that is in you. Let it radiate through your whole body. Then concentrate it in your heart and send it out to the person who hurt you. Know that it will reach this person - and that you might receive love back.

Give yourself the gift of peace of mind/emotions and increased self-esteem. Use the tips above to let go of some old emotions and enjoy your all your family and friends coming together to celebrate.

If you feel stuck in an emotional prison about someone and need help forgiving, consider signing up for a body-mind balancing EFT session. You can get a free 15 minute evaluative EFT Coaching consultation just by calling me.

### **The Forgotten Power of Asking for Help**

Do you offer help when others need it? But do you feel weak when you ask for help?

Since childhood we are taught to be strong and ask for help only when we cannot do it alone. At the same time our parents teach us to be helpful to others. This conflicting advice leads to the loss of a wonderful life tool.

Asking for help is the smarter way to go through life. It harvests new ideas, empowers others and makes life easier.

When you face a problem and do not ask for help you rely only on your own experience and resources. But when you brainstorm or collaborate with others amazing ideas and solutions can appear.

When you help others, you feel expansive and valued. If you do not give other people the chance to help you, you deprive them of these feelings. By asking for help we offer others love, respect and increase their confidence.

Are you afraid to ask for help because you feel you will owe someone a favor? You can't always pay the person back. But you are always in a position to "pay it forward" by offering support to someone else who needs your help.

Yes, asking for help is a way to be more powerful, not less! Life Coaches have the tools to help you to find your best personal ways to ask for help – ways that feel good to you and that work for others.

Rediscover the power of asking for help: Resolve to ask for help as often as you can for the next 7 days.

### **The Easy Way to Overcome Performance Anxiety**

Do you break out in sweat when you give a speech?

Do you avoid speaking in front of an audience?

Well, you are not alone – most of us get anxious when we have to speak in public. Luckily, there are dozens of proven methods to overcome these anxieties.

1. The method of choice is to practice. Just do it. Again and again. Practice helps desensitize you to the fear and anxiety you feel when giving your presentation.

2. Another approach is to accept that it is actually O.K. to feel anxious on stage. Realize that this is a normal reaction! Once you accept and even expect your anxiety, you can relax into it and your anxiety will decrease after the first minutes of your speech.

3. Focus on your audience instead of yourself. Be curious about your audience. Who are they? What are they interested in? What can you learn from them? Once you involve the audience you feel their humanity, love and interest -- and your anxiety will decrease.

You can use these tools to manage your stage fright – and reduce it to a certain degree. But if you want to become truly comfortable and relaxed in front of an audience, you've got to do more.

Luckily, there is an unusual but highly effective healing technique that can resolve the fear of public speaking in a very short time without any practice. It can help you relax in front of an audience and even enjoy your presentation.

EFT (Emotional Freedom Technique™) is a mind-body balancing method that can quickly and effectively clear your fears associated with public speaking. It can even permanently eliminate your fear of public speaking!

EFT is easy to learn and requires no special skills to do. I've personally seen remarkable results in just a few minutes, and recommend it highly. You'll find complete do-it-yourself instructions on EFT on my website, so you can start using this dynamic technique immediately: [www.essentialclarity.com](http://www.essentialclarity.com).

Enjoy the thrill of speaking to an attentive audience without breaking out in a cold sweat.

### **Special Life Tips Guide Offers:**

#### **Offer #1: FREE 15 min Evaluative Phone Consultation**

Find out if Life Coaching is for you in a 15 min free Evaluative Phone Consultation. Discuss with Freya how Life Coaching can be personalized to help you get in touch with your strengths, achieve your goals, and enhance your personal performance. You can ask any questions you like about EFT (Emotional Freedom Techniques™), Freya's *Self Stabilizing Techniques* and the Life Coaching process and get a feel for how you and Freya can work together.

Call 866-699-6499 or email Freya to sign up for your free 15 minute evaluative phone consultation. Please tell your friends and family about this opportunity.

#### **Offer #2: Receive \$10 off the Silver Coaching Package**

All you have to do is mention **Promo Code: LT09** when you sign up for one of my Coaching Packages. More information about the Coaching Packages at [www.MyWellnessBridge.com](http://www.MyWellnessBridge.com) or [www.EssentialClarity.com](http://www.EssentialClarity.com)

**Resources**

Johnson, S. (1992) *Yes or No: The guide to better decisions*.

This book is a self-help guide to decision-making. It is written in the form of a fable. Johnson shows you how to distinguish between need and want, trust intuition and avoid decisions made out of fear.

Ury, W. (2007) *The Power of a Positive No: How to say NO and still get to YES*. ISBN 978-0-553-80498-0

*The Power of Forgiveness DVD* by Martin Doblmeier.

Nobel laureate Elie Wiesel, Buddhist Thich Nhat Hanh, and authors Marianne Williamson and Thomas Moore speak in this film. Four remarkable people testify to the healing power of the simplest, most difficult task some human beings may ever face. Check your library or buy at the PBS store ([www.shoppbs.org](http://www.shoppbs.org)).

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