

C.A.S.A. (sample)

WEEKLY REFLECTION AND PLANNING TOOL BY DR. SWETA

CELEBRATION: what are you feeling good and proud about in your life right now?

- Completed my presentation before it was due and felt spaciousness and less stressed before my meeting
- Put myself out there and sent an email and asked to possibly have a piece of my writing published in a local newspaper
- Asked a clarifying question instead of getting in my head about email exchange with a co-worker
- Turned off all electronics early and went for a walk with my partner

AWARENESS: what new insights have you had about yourself & life/work?

- This week I noticed that I was making up stories in my head about comments my co-worker made in a meeting. In the past I would have assumed it was about me. But after the meeting I had a chat with her and learned she had a really hard weekend.
- I realized that taking a physical break at lunchtime and going for a short walk or doing some deep breaths helped to be more focused in the afternoon.
- I noticed that I asked my partner to take over some responsibilities with the kids and as long as I didn't control how he cooked dinner we all got along a lot better.
- I started putting focus music on while I did my reports and it's helped me to not be so distracted and not only focus more but enjoy my work
- I'm really scared about failing and it's held me back from putting myself out there but working with a coach and now connecting with other writers, I feel more encouraged

INTENTION: what are 1-3 areas of growth you would like to experience right now?

- This week I choose to be more conscious about how many things I take on
- This week I choose to focus more on what I want to create rather than what's holding me back
- This week I choose to support my health so I can be more productive

ACTION: what are 1-3 action items you can take that will support your intentions?

- I will say "I will think about" or wait at least an hour before saying yes to requests
- I will write to my coach and accountability group, when I feel scared about something instead of keeping it all in my head
- I will pre-plan my food on Sunday mornings and put in a grocery order so that I don't skip lunch if there is nothing in the fridge.