



Tothie's Self-Coaching Starter List

Books

Accomplishing More By Doing Less Marc Lesser

A wildly practical book about why removing distractions, setting boundaries, and applying focus brings clarity that improves productivity and performance.

Mindset: The New Psychology of Success Carol S. Dweck, PhD

Dweck's research on the "growth" versus the "fixed" mindset gives incredible insight into how we can learn to fulfill our potential.

The Effective Executive Peter F. Drucker

The landmark classic that is as sound today as it was when Drucker first published it in 1967. Take note of his definition of the role as manager. As a culture, we've strayed from this definition and I think we need to find our way back.

The Art of Happiness The Dalai Lama, Howard C. Cutler, MD
Explores the concept of "want" versus "need" and the things that bring true joy.

When Things Fall Apart Pema Chodron

Pema's advice to "lean into the spears" when facing pain and suffering is a pragmatic and counterintuitive masterpiece. Never has another book had a bigger impact on me in terms of how to deal with loss, grief, and failure. I've given it as a gift multiple times.

The Artist's Way Julia Cameron

With the premise that *everyone is an artist*, this timeless classic will obliterate your perception of what an artist is "supposed to be," and give you new ways of thinking about old stories, problem solving, relationships, and who you want to be in the world.

Some of My Favorite TED Talks

Amy Cuddy	Your body language may shape you you are
Sir Ken Robinson	Do schools kill productivity?
Daniel Pink	The puzzle of motivation
Jill Bolte Taylor	My stroke of insight
Robert Waldinger	What makes a good life?
Susan Cain	The power of introverts



A Few Blogs and Articles

- [Why I Tossed My To-Do List](#)
- [Look Back to Lead Forward](#)
- [4 Ways to Keep Your Cool in the Midst of Chaos](#)

3 Exercises

1. Look Back to Move Forward - *Based on my article in Medical Office Manager.* We often forget just how much we've accomplished. Do this exercise to take an inventory of all the awesome things you've done over the last year.

1. Which 3 work achievements or projects are you most proud of accomplishing over the last 12 months? Why?
2. As you reflect on these 3 things, what exactly was it that supported your ability to achieve them? How and who enabled your success?
3. It's important to take note of the "small stuff." Which three small steps or milestones have you taken toward the achievement of larger goals?
4. Which 3 personal achievements are you most proud of accomplishing over the last 12 months? Why?

2. Thank You Practice - Make a list of three people who have supported you on your professional or personal growth path, or who were pivotal to helping you accomplish something. Send each of them a handwritten thank-you note (the kind you put a stamp on and drop in the mail).

3. Morning Pages - *Developed by Julia Cameron, adapted by Tothie.* This daily practice will change your life forever. Morning Pages is stream of consciousness writing that will move old junk, fear, anxiety, and ideas out of your head and onto the page, where you can deal with them in the light of day. Morning Pages is not journaling. It's a process of mind flushing that clears your mind for healthy thinking, big ideas, and bold, fearless moves. Every morning, as early as you can, write down whatever is in your head, for at least 13 minutes. (Longer if you can - Julia Cameron says to write three, whole pages.) If all you can think of is, "I have nothing to say," just write that, over and over until something else comes up and out. Trust me, it will. Then, close your notepad or laptop and don't read it. Try Morning Pages for at least 13 minutes a day for 21 days and you will be amazed at the results.