



HOW TO MOVE FROM CHAOS TO CLARITY AND CONTROL: *3 Transformative Strategies for Redirecting Your Work and Life*

Your Free Gift

Complements



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Welcome to the Journey

Where is your life going? This is a fundamental question for all humans. If you're not moving forward and feel stuck in either a general way or in a specific important manner, Congratulations! This guide is written for you!

If you're stuck, most likely there is some fear, or confusion holding you.

"Fear, uncertainty and discomfort are your compasses toward growth!"

You're probably experiencing an important time in your life that you might feel fear, uncertainty, and discomfort. This causes most people to get stuck and seemingly unable to take effective action to change the situation. All people experience these uncomfortable emotions. Yet if you've been experiencing them for longer than a short time, then you're probably also suffering some level of being stuck in a career or life situation that represents the fact that your life changed all around you and you're not sure what to do.

Congratulations on taking your first step by reading this with care and considering what follows as a way to regain control, clarity, and direction towards a more satisfying career and life!

"By changing nothing, nothing changes." -Tony Robbins

For a while, your life has been calling you back to re-discover and infuse new passion, energy, and a sense of purpose. By ignoring the call, you leave yourself in a confused and dispirited state of mind.

"It doesn't matter where you are, you are nowhere compared to where you can go." - Bob Proctor

As you continue to read and work through these strategies, you will discover that this approach is not fixing what isn't working for you, but rather causing a foundational shift in how you think, feel, and act. You will uncover new possibilities and new choices that never occurred to you before.

You will learn the secrets of creating your life process, rather than learn a set of tips and tricks to help you better react and respond to life's circumstances.

This foundational shift will help you step into being the creative force in your own life, rather than merely following the rules that probably led you to where you are now.

What would YOUR life look like, or be like if you could imagine and create the life YOU want?

Enjoy your journey!

HOW TO MOVE FROM CHAOS TO CLARITY AND CONTROL:

3 Transformative Strategies for Redirecting Your Work and Life

Chaos – The perception of a situation causing a feeling of being out of control with no apparent pattern or predictability.

We all experience chaos from time to time in our lives, career, and work. However, notice the definition above states “a perception.” That means when we are experiencing it, our mind is not seeing everything. Part(s) of the bigger picture is (are) missing. Although the mind is attempting to protect us (our instinctual, reflexive and automatic mental model), it leaves us in a state of confusion. We struggle with, “What should I do?” We are not certain about the consequences of the decision. Forward movement becomes difficult because we don’t know which the best way to proceed is.

If this experience lasts over a period of time, we suffer in various ways including lack of energy, decreased motivation, sleep disturbances, and even depression leading to various health issues. Alternatively, to relieve the pressure, we may reactively do things without considering the longer term consequences of our behavioral decision. The following are examples; perhaps these stories sound familiar.



Eric is a mid-career technologist turned manager. Since his promotion 3 years ago he has been working nights, weekends, and hasn’t taken a vacation. He used to love being an individual contributor and working in a team. Now that he is a manager he feels a loss of the comradery he used to enjoy. His last performance review was satisfactory, but with several areas needing improvement. One key area noted on the appraisal was his inconsistent style of either dictating to his reports or keeping himself unavailable until there was a major problem. To complicate matters, he has two small children at home, a larger mortgage since moving into the extra needed space, and his wife complains that he is not present even when he’s home because he is tethered to email, texts, and voicemails. Eric lays awake at night wondering how he can juggle all of it and worries that he is one mortgage payment away from default, especially since his job may be in jeopardy. Eric longs for the time

to feel that his work and career matter. He wants to balance his need for career recognition and reward with knowing that he can still be a loving father, husband, and provider.

What are you trying to balance in your life that is causing you to be stuck?

Max is a career mechanical engineer working for the same company for 25 years and nearing retirement. He doesn't have many friends. Although his engineering capability is respected, he doesn't socialize with any of his colleagues at work or outside of the workplace. He describes himself as a "keep to myself guy." His wife for over 30 years has separated from him and is considering divorce stating that he has never been available even while he is home and is not doing any company related work. Max lays awake all night worrying about the possible divorce, and what he would do with the prospect of retirement just around the corner and being alone. His step son loves him, although Max doesn't initiate the calls. He despairingly lies awake saying, "What did I do? I've tried to do my best!" Additionally, he worries that the rumor mill at work keeps buzzing about a corporate takeover and what that would mean for his retirement plans. He desperately wants his life to normalize again and to have authentic relationships and be perceived as a caring person, something that has escaped him for his entire adult life.



How would you rate the quality of your important relationships?



Marlene is a 30 year MBA grad working in the same entry level job she held for several years. She too juggles the mounting pressures to keep her current job, not to mention realizing how far away she still is from where she thought her career would be by now especially since she was used to being considered a "bright young star." Her boss is never available and keeps assigning projects and more work by email as he is away most of the time. She feels overworked, under-appreciated and practically invisible to her management. The promise of career development when she was hired never happened. Marlene bemoans to herself as she lays awake and wonders, "What was I thinking, performance in school is not the same in business life. The only way to get ahead is to BS your way to the top. I need to get more realistic and just keep my head down. Besides, I'm honoring my commitment to my family and taking care of Mom twice a week. I can't worry about building my career empire" as she admits that she has done no other training since

completing her MBA. Marlene struggles between balancing her commitments in her current job while taking care of her mother, paying her student loans, and her original dream of having a satisfying career that fully uses her talents with the recognition and rewards that she once expected.

How engaged are you with your life's work? Do you wake up energized looking forward to what the day brings you to demonstrate your brilliance of talents and skills?

Or, are you in the 70% of people who are disengaged with work and showing up to get through another day in order to secure your paycheck?

Although these 3 people seem to not have anything in common at first glance – different careers, different life stages, different personal lives – in fact, they do have one critical thing in common:

Somehow their life got away from what they wanted!

Fear, doubt, frustration, and confusion have them randomly spewing their life's energy!

They are barely coping. They have lost the spark, the creative energy, and skill to create a purposeful, fulfilling life and career that brings meaning to them. Because they are being pulled by all sorts of outside forces, they find themselves expending all their energies in trying to survive and cope.

If these scenarios register any vibration in you, then I'm here to say:

"It doesn't always have to be like this!"

All 3 characters are real. All 3 were able to move from the chaos and seemingly out of control situations that were paralyzing them and keeping them awake to living a life of satisfying work, with poise and confidence and grace while at the same time accomplishing significant results

and building rewarding relationships at work and in their personal lives. Some call that balance. Others may call it ***Purposeful Living***.

What would a life of Purposeful living do for you?

By working through the following 3 strategies, you too can redirect your career and life towards the results **YOU** want to achieve.



3 Strategies to Move from Chaos to Control

Strategy # 1: Recalibrate your GPS – Life isn't a straight path. For all 3 characters above as well as yourself, many unexpected things happen along the way that knocks us off the path to our original destination. Similar to a GPS in your car or smart phone when you may miss a direction, you need to take a moment to reorient yourself back to your path. In this case, GPS stand for *Grand Personal Scenario*. A Grand Personal Scenario is a roadmap to creating your personal destiny, or purpose. As with many big, long journeys, you'll never get there without a map. At the end of this gift you will find the free exercise that I have used with hundreds of clients at different stages of their lives as the first step in their recalibration process to help them begin to map out their journeys to experiencing the success and satisfying purpose they most deeply cared about for their own unique lives.

Again, this is YOUR life. Where is it going? Have you lost your way on one of life's side roads? How do you get back?

Strategy #2: Acknowledge and accept that it all starts in your head. If you really want to make significant changes in your life and move from your current state of what pains you to that ultimate destination you want to get to (what you will uncover doing the GPS exercise detailed later), you need to understand and accept the neuroscience established fact that what you think heavily impacts the outcomes you get.

“To change your life, change your thinking!”

Are you willing to challenge your own thinking in order get a fuller picture of the current reality of your life? One critical thought/question/belief that separates success from failure is, “Are you the predominant creative force in your life?” If you are not willing to accurately and honestly tell the truth to yourself about this and other significant questions about how you “think the way things are,” you will never reach your fulfilled, passionate and purposeful destiny. All 3 of my clients mentioned suffered initially with some struggle around that question. They each suffered some version of blindness to what they could do differently in order to achieve what they really wanted. Nearly everyone suffers around this question which leads them to self-sabotage their original

good intentions until they have better mastered their ability to examine their own thinking. You have much more control than you think you do.

What ingrained patterns of thinking are holding you back from achieving what you want?

Nearly always we have many more choices than we think we do. The obstacle to uncovering our more authentic, and creative choices is rooted in the deeper seats of our unconscious limited patterns of how we think. I am describing the natural tendencies of our minds. By listening deeply and reflecting back what my clients are describing in how they think about their troublesome situations, and then probing and uncovering new options, they become enabled to see the bigger picture and discover more resourceful options.

For example, remember Marlene? When I first met her, she felt trapped, unappreciated, and under-utilized, as was previously described. When she made the fundamental choice of stepping into becoming the predominant creative force for her own life, she stopped her complaining that was holding her in a pattern of being an innocent victim of her life's circumstances. Initially she would not have described herself as a victim. She wasn't aware of that thought pattern.

Through our coaching process she became aware of how this thought was causing her to remain stuck unable to see more viable actions. Marlene began to uncover more options that she failed to realize previously. As we continued to work together, she was able to acknowledge that she had been playing the role of a compliant employee with her unavailable manager.

She became aware that in fact she had developed good relationships with other people in the organization and decided to leverage her past effective interactions and deliverables to them that made an impression. So she decided to ask them to lunch and explored some of the opportunities to work with them.

By doing this Marlene was able to identify one particular manager that she thought she could work with on a more collaborative basis, and in fact transferred to another group with a manager that did invest in developing her skills further. Marlene successfully transitioned to a team leader role, and then shortly to project manager on a high visibility project that was so successful that she was promoted to managing a group of teams. She started building the momentum toward developing her career that had been stalled for years.

Marlene's life opened to a new world of possibilities as she developed a vibrant network of personal and professional relationships, as well as rapid career advancement.

Strategy #3: Make friends with current reality. Embarking on a major journey requires some planning, organizing, communicating and taking inventory of what you need for a safe and successful journey. After making the lists and checking the inventory, if something is missing, it needs to be acquired. Applying this concept to your own journey to life and career success will require accurate self-assessment and possibly some training to fill-in some of the missing inventory pieces needed. It also requires a continuous monitoring of Strategy # 2. Unfortunately, there is a human tendency to self-deceive, most often unintentional. The human mind is an extraordinarily powerful device that is designed to keep the status-quo, even when the “status-quo” makes us miserable!



Current Reality = Verifiable facts with no opinion, commentary, rationalization, or judgment.
As humans, we often “color” the facts.

When I first engaged with Max, he wanted to turn around his relationship with his wife of thirty years. He described himself as a loving and caring husband. He couldn't understand why she left him. When I asked him how he regularly demonstrates his caring, he listed the things around the house that he took care of, which were all physical maintenance tasks. I then asked him what it would look like from his wife's perspective to be caring.

He was silent for a long while. Growing uncomfortable in the silence, he began stating a few global terms like “taking care of things,” “being at home,” etc. He finally admitted that he had no clue and accepted the fact that he existed in his own bubble. He may have taken care of “things around the house,” but he wasn't a caring husband. He had a distorted, no evidence based description.

Without the objective challenge (a question designed to help him get clear on current reality) Max would have never been able to develop deeper meaningful relationships, something that was important to him with retirement over the horizon. Awkward at first, he decided to commit to phoning his stepson once a week, and the relationship has strengthened since. As we worked together, Max realized that his extreme introversion kept him from experiencing the quality of relationships he desired and needed at this time in his life.

As he learned to stretch himself beyond the comfort zone that actually was imprisoning him, he joined a tennis team and began to enjoy new friendships both inside and outside of work. His communication with his wife improved and they began to enjoy a friendship that previously eluded him. His fear of retirement receded and he initiated plans to uncover new hobbies that he looked forward to developing as he retired. Without the nurturing and objective reflection and probing he received in the coaching process, Max could never have broken out of his protective shell to create authentic relationships. Max needed a dose of reality checking. Max's case is not unique. The mind self-protects. However, the mind also distorts, overgeneralizes, catastrophizes, minimizes, oversimplifies, inserts, omits, and plays many other interesting parlor games to keep us stuck in our thinking. Without a coach stepping by your side as you wrestle with going from where you are to where you want to be you may never see the flaws in your thinking and remain stuck.

What mind traps are holding you back? How can you practice and master your description of current reality so that you can more objectively see the truth in your situations?

Eric, mentioned earlier, is an example of a well-intentioned, hard working individual who was so overwhelmed trying to do the right thing that his GPS was broken and lost. His world literally changed under his feet without him realizing the changes he had to make. His company saw him as a valuable asset and offered him to work with a personal coach.

Eric's initial excitement after doing the GPS work soon faded as he realized how far he was from becoming the person he wanted to become – loving and supportive husband and father, as well as having a great impact for his company.

We continued to focus on how he thought about the difference and what it would feel like if he challenged his thinking about the manner in which he approached his job. Eric grew up instilled with the “hard-work” ethic. He frequently talked about working so hard. Not “working hard” was one of his complaints about some of his workers. He felt if they didn't put in the hours he was willing to devote to the company, he called them “slackers.”

In our coaching sessions, we explored what it meant to “work hard” to achieve success. Eric spoke fondly of how his dad built a small construction company that enabled his high school educated father to afford to send his four siblings to college, but was rarely available for home activities. The impact of his hard working father as a role model

seemed to keep him stuck in a rigid pattern of thinking about success and work. I asked him if it meant putting endless hours into the job, or was it a matter of achieving results? Initially responding by telling another story about his father begged me to ask the question again. Suddenly he looked stunned. After a few moments, he realized the power of the question. He began to change his thinking.

I offered him to take inventory of a wide set of success skills needed to be successful in the new economy. By engaging in this current reality exercise, Eric became clearer that he knew little of what effective management was.

Suddenly and patiently he learned how to communicate more effectively with his staff and became a very effective delegator. He reported that these new skills helped greatly with things at home as well. Because Eric was no longer stuck on the idea that he was responsible for everything and that he could effectively delegate to his staff, he freed up his time enough to be home more and totally present to those he loved so much.

By challenging Eric's thinking about his current reality during our coaching sessions, he was enabled to more accurately assess where he was and where he wanted to go with a factual reality based plan to fill skill gaps necessary to move his life and career to where he wanted to go in his life.

A very successful serial entrepreneur friend of mine replied when I asked him what one of the keys to his success was, "The willingness to take good counsel." "Good counsel" meant having an objective, safe, 3rd party perspective in helping him move through the unforeseen obstacles that would inevitably present themselves along the way. These are the alligators that are sucking the lifeblood from your original good intentions and keeping you stuck in the survival boat you're in now. Good Counsel means that you have someone in your corner that acts as a sounding board back to you and can help you identify roadblocks and obstacles that can block you from reaching your highest potential. That's what great coaches do.

You should know that these 3 Strategies are not vague fluff. They are in fact the seeds of our life energy. They give us direction and a compelling reason to forge ahead and have the courage to create a meaningful and purposeful life.

Who is championing you? Who is by your side as you want to re-ignite, re-kindle, and awaken to living a purposeful and fulfilling life?

There have been multiple points in my own life and career process that showed up to challenge me. At this point in my life, I am gratefully blessed to have had some very empowering coaches and mentors who have helped me create a life worth living to the fullest. I wish you the same. You can do this!

Actions are the seed of fate; deeds grow into destiny.

- Harry Truman

“The only person you are destined to become is the person you decide to be.”

— Ralph Waldo Emerson

“It is not in the stars to hold our destiny but in ourselves.”

— William Shakespeare



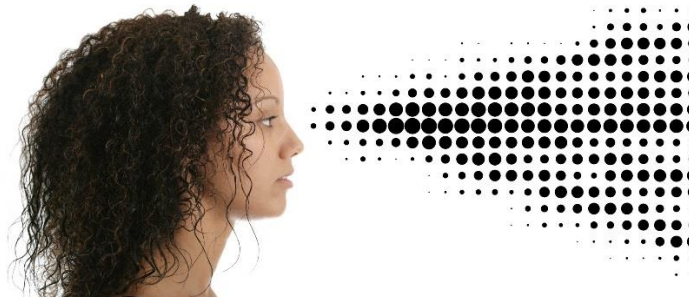
**If you are ready to move from chaos and take the first step to control
of your life's process**

Scroll to Next Page for Your Free GPS Exercise.

YOUR GLOBAL PERSONAL SCENARIO (GPS EXERCISE)

1. **Preparation:** Find a quiet space free of all distractions. Please, no electronics within earshot! Have a notebook or pad of paper and pen ready.
2. **Sit comfortably,** close your eyes, and begin to breathe slowly and deeply. As you breathe, allow yourself to relax letting go of any tensions you may be holding. Don't force it, but allow the tensions to release on each slower and deeper inhalation and exhalation.
3. **When ready:** Ask yourself: "What do I want my life to be, or rather to represent?" Allow yourself to freely imagine this representation as vividly as possible. Allow yourself to consider all the various aspects of your life – physical, mental (emotional), cognitive, spiritual. As you move through these various aspects, **be sure to separate what you truly want from what you think is possible!** Allow yourself to connect to what you most deeply care about.
4. **Hint for more clear results/answers:** Imagine for a few moments that you have died. As people gather to remember you, imagine that you are invisible but can see and hear everything. What are they saying about you and your life? (Remember these are people who know you in the past, present and the future. They have experienced your presence in their lives.
5. **Write down all that comes to you.** Do not censor your thoughts. Remember to separate what you want from what you think is possible. What do you want to be remembered for? How will make your mark on the world?
6. **Ask yourself** Is this consistent with what you really want? Do these comments align with how you truly want to be remembered?
7. **If the answer to the previous question is 'yes,'** for each item, then ask yourself, "Does my behavior demonstrate, or align with those comments?" Be honest with yourself. As mentioned previously, as humans, we have an uncanny protective ability to self-deceive. You are trying to discover potential gaps in your behavior. Let the gaps be ok for now. If yes, then keep doing what you are doing.
8. **If no,** then write down as many behaviors, attitudes, or issues that are out of alignment with your desired life outcomes. Search for the key areas in your life such as your job or work, your relationships both in and out of work, assess your current skills and your work habits, your communication skills, attitudes, etc. Discover where the potential gaps may be. Write down what gaps you discover as specifically targeted as possible.
9. **Rank order those things that are out of alignment.**
10. **Begin to take control and Recalibrate your focus and energy.** Work on the most important gaps for you first. Write them down as actionable goals broken down into "baby steps." It is very important that your goals are visually clear and specific as well as broken down with realistic measures so that you know where and how to take your next steps.

Congratulations, you have taken your first step in moving from chaos to control!



Additional tips to get the most from this powerful exercise:

1. If you experience discomfort, uneasiness, or too much distraction, let that be ok for now. Try it again when you feel you can get yourself more centered. Then focus on your breathing to slow it down and deepen your breaths. Even on your first attempt, you can go in and out of using your breath to slow any anxiety or discomfort.
2. To allow you to develop better focus while going through the exercise, record the steps in an audio file so that you don't have to keep stopping and looking at the directions.
3. Sometimes it may be helpful to repeat the exercise. There is nothing "final" about what you note. The key criteria to use is what you most deeply care about. Be patient with yourself! "Rome wasn't built in a day!" Neither is your life's purpose and destiny!
4. Be on the lookout for more tips and additional resources.



Meet Coach Ed: Ed Caldwell began his coaching training over twenty years ago during his first career transition as part of his first experience being coached. He studied and became certified by the artist, musician, and organizational consultant Robert Fritz (consulting partner with Peter Senge, Fifth Discipline and MIT, Systems Thinking) utilizing The Technologies for Creating methodologies for personal development and creating results. Since then Ed has grown his consulting, training, and coaching practice applying a strategic approach to helping organizations and individuals achieve the highest results in their careers and personal lives.

As a multi-career changer himself, Ed has also been a life-long educator and trainer while moving from start-up programs in education to sales, educational sales management, and eventually internal consulting with one of the Britannica companies before establishing Productive Learning Systems, Inc., a boutique training and consulting firm in Atlanta, GA delivering programs in accelerated learning, brain training, management skills, communication skills, and personal productivity.

With a keen understanding of the human mind and a compassionate heart, Ed Caldwell has always approached his clients' needs with a holistic approach taking into consideration all aspects of the organization or the individual in order to create major shifts in their thinking and behavior. His ability to probe deeply and see the interrelationship of the parts to the whole often leads to surprising and powerful insights enabling clients to make effective and lasting changes for their lives and the organizations in which they work.