

  
THE HIVERY

# READY, SET, GO!

*The Empowered Action Kit*



# Dear You

(you ready-to-get-unstuck and take action you!),

After years of teaching and consulting women in the process of creating their next chapters and following my life's passion to show up everyday to build the best community I can with The Hivery, I have continually heard recurring themes from women I work with. I have often heard them share their inner frustration and resignation with feedback like:

- ◆ I don't know where to start.
- ◆ I have too many ideas.
- ◆ I want to have passion for my work, but I don't know what I want to do.
- ◆ I feel like I'm not ready.
- ◆ I will probably need to start over.
- ◆ I'm worn out from the hunt for meaningful work.
- ◆ I'm tired of being underpaid for my talent.
- ◆ I may have to settle and do what I have done before.



**Seeing how many women have such unbelievable potential,** yet so much self-doubt, I began devoting my creativity toward exploring how I can spread the magic of thoughtful introspection, self-kindness, discipline, accountability, and rapid action. I wanted to share tangible tools to help women turn a deaf ear to that bossy, denigrating, inner-critic voice, and replace those thought patterns with beliefs and habits that support confidence and empowered action. I've created this workbook to help with just that.

Wherever you find yourself on your journey today, in this very moment, you have an opportunity. You have an opportunity to pause, take a breath, and be fully present to your creative energy. You have the opportunity to calibrate your inner compass in the direction of your true calling, to clarify your next steps, and to take calm, directed action.

*You have the opportunity to direct your life with  
purpose and precision. You have a dream.  
The time to act is now.*

It may be that your impulse to action is already a driving force that simply needs to be directed, or it could be the germinating seed of an idea tucked away in your heart, ready to take root and grow. Either way, the truth of your inner knowing is the guide that will reveal the way forward.

Between what happened in the past and what may come in the future is this very moment of empowered presence. In this now moment, you have the power to envision, to plan, to prepare, and to step boldly out of your comfort zone with clarity and focused intention. From this place of calm, alert mindfulness, you can fully trust that your inner wisdom will guide you in the direction of your dreams.

The *Empowered Action Kit* is a first step towards aligning your heart and mind with the energy and momentum required to take brave and bold action that is right for YOU.

As you lay the groundwork for your success, you will need to establish conditions, habits, and agreements with yourself that inspire your creativity, energize your impact projects, and align with your higher vision for your life. We invite you to take this time for yourself seriously. Ask yourself the strong questions. Deeply listen to the answers. Summon the courage and belief in yourself to recommit to your vision for your life. Take the time that is necessary to lay the foundation for your success.

*You are important. You deserve this.  
With inspired action, you uncover your truest self.  
I'm right by your side.*

xo,  
 Grace

# GETTING STARTED

---

We all know that 99% of success involves showing up and participating in an empowered and effective way toward the creation of our goals. Yet, we experience times in our lives when decisive action doesn't come easy...times when we struggle with clarity, confidence, and follow-through. This guide is intended to help you envision what you truly want for yourself, to help you develop the courage to be authentic and empowered in how you show up in the world, and tips to overcome self-sabotage and inertia when you need to get back on track.

The first step toward blossoming into a more fully realized YOU is to be fully present with yourself exactly as you are right now. You have an opportunity today, through exploring the exercises in the *Empowered Action Kit*, to take a moment to acknowledge your current reality, to reflect on your journey up to now, and to dial in the directions to go exactly where you want to get to from here.

The exercises are designed to help your mind get clear about your next action steps. You will be guided to envision the qualities of life that truly inspire you. You will be encouraged to navigate self-doubt as you bravely move ahead with clear intention and an expanded sense of possibility. As you realize how deserving you are of creating what you want for your life, exciting new possibilities will inevitably be revealed. Life has wonders in store for you! The process of successful manifestation is like tending a garden.

- Set aside two hours for this work (or two one-hour segments).
- Create thoughtful time and space where you can focus and limit interruptions.
- Turn off notifications on your phone.
- Light a candle and make your favorite cup of tea.



# WHY YOU ARE HERE

---

You are in the right place at the right time. You are tuning in to your passions. You have a vision, a head full of ideas, and you're ready to harness the power of disciplined action to turn your inspiration into actionable results.

This workbook serves as a compass to guide your journey. As you navigate the path of empowered action in direct alignment with your goals, this process will reveal areas of your life that can be adjusted and streamlined to more effectively focus your creative energy.

Making a firm commitment to be your best self and making the choice to thrive will encourage you to stay on track through the muck of self-doubt, overwhelm, and complications.

We believe in you. You're more ready than you realize and closer than you think. You can do this.

## **CREED: Creed & Inner Rules**

The Way You Do Anything is the Way You Do Everything

## **LESSON 1: Look Inside**

Define Your Dreams and Pinpoint What is Holding You Back

## **LESSON 2: Clarity Matters**

Clarity, Action & Accountability

## **LESSON 3: Good Enough**

Release Yourself from the Grip of Perfectionism

## **LESSON 4: Integrate Beauty**

Find and Create Sacred Space

## **LESSON 5: Nourish Your Spirit**

Make Time for the Spirit of Your Inside Self

# CREED & INNER RULES

---

Today I am setting aside time to focus mindfully on what is next in my life, and taking actionable steps toward an impactful and inspiring next chapter.

**I commit to the following:**

1. I will be open, accepting, and kind to myself and others.
2. I will listen, learn, and facilitate a safe place to explore ideas.
3. I will inventory all areas of my life where I can practice honest introspection and self-love.

**As I explore ideas, I will remember:**

1. It's not too late to change direction.
2. It doesn't have to happen all at once.
3. Even my small, gentle goals are significant.
4. I acknowledge the growth I have experienced so far.
5. I am worthy and deserving of having an inspired life.

**With respect to self care over the next seven days, I am choosing to commit to...**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



*Personal integrity starts with* treating yourself with respect and dignity, and radiates out from there. If you take care of your physical body, your mental, emotional, and spiritual health will follow. May your entire being be nourished by harmony and balance to support your journey. With disciplined self-love you will find that the actionable results of your inner and outer work will become more and more visible.

## Lesson 1

# Look Inside

*Define your dreams and pinpoint  
what's holding you back*

*What you want for yourself*

### Visualize the Future

This is a four minute free-flow visualization exercise.

Take a moment to get comfortable in a peaceful, serene space. Close your eyes and allow yourself to take five deep, slow breaths to center yourself. As you begin the visualization, allow your mind to be open to allowing visions and ideas to flow freely without trying to prescribe where the vision may take you.

Imagine yourself five years from now and carefully observe what you see. Allow your mind to freely show you a vision. Whatever arises spontaneously is likely your intuitive sense, so try not to edit or control what comes to you. Allow the perception and sensations to emerge as though remembering a dream. You may be surprised at what you envision!



## You Five Years from Now

What do you see? Describe every detail, no matter how surprising or seemingly minute:

◆ Where are you?

◆ What are you doing?

◆ How are you feeling?

◆ What are you wearing?

◆ What is the energy like?

◆ Who are you interacting with?

◆ What does it sound like? Any smells?

There is no need to rush. Take time to look around at all of the details, explore your environment, noting the colors, objects, aromas, or sounds that make up your vision.

Now open your eyes and come back to this present moment. Journal what you saw on the next page.

**Write 20 descriptive words about how it is to be YOU in five years. What elements of your vision are available to you now? Is there something you can do today to bring the vision into your present reality? Act as if your vision is in the present, not in the future.** (Example: “In my vision, I saw myself sitting comfortably, barefoot in jeans and a black shirt, sipping tea in a comfortable chair and working on my book. I purchased a special tea cup similar to my vision and curled up in my comfy chair to work on my book, bringing my vision closer to my present day.”)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Action:** What elements of your five-year vision can you incorporate in the next seven days?

---

---

---

---

---

---

---

---

# What's holding you back?

**Limiting thoughts are** the number one way we close off experiences and avoid taking chances that could open up new pathways to joyful opportunities and success. It's absolutely natural (and sane!) to have concerns, fears, reservations, hesitations, and underestimations of our abilities. However, that doesn't mean that all of these limitations are necessary, true or helpful!!!

Our most admired heroines are women who have transcended their fears and limitations. People just like you and me, who got up when the chips were down, who didn't let a disparaging word hold them back, who were not shattered by rejection or injury but emboldened by it.

I am continuously amazed by the simple fact that the greatest change and transformation that I have witnessed has occurred when people are at what seems like a (very) low point. We don't make change when we are comfortable. We make change happen when we are standing at the edge of the precipice and there is no choice but to fly or cling to the edge. Feeling uncomfortable or uncertain is often a key indicator that you are on the path. Take the discomfort seriously and instead of avoiding it, allow it to be your guide. Reflect on something in your life that is urging you to consider change.

---

---

---

---

---

---


---

---

---

---

Overcoming hardships and getting back up when you fall is so often determined by the thoughts “no, I can’t” or “yes! I can!” The more courageous we are, the more unlimited our thoughts, the richer the rewards that life reveals.



*A mighty elephant can be restrained* with a small rope when it's mind is controlled by fear. Let us not be restrained by imaginary bonds of limitation or the fallacy of low self-esteem! We are limitless souls with beautiful, powerful, creative minds. Our imaginations are absolutely unlimited, and when we are willing to step into being our truest selves, we can uncover the gem of what we are looking for...a life that is aligned with who we really are.

Limiting beliefs block us from experiencing the day-to-day bliss of knowing we are living the lives that we are meant to have. When faced with a dilemma or constricting limitation, try to hold it lightly. Observe the situation objectively (even with a sense of humor). In lightness of mind, innovative configurations of connection and inspiration may illuminate new possibilities.

Become aware of your conscious and unconscious limiting beliefs and self-imposed constrictions, and try reversing them. How many of your “can’ts” can be turned into “cans”? How many of your limiting beliefs have not proven true? Are there places that worry and anxiety have overshadowed the facts (the data over time) that shows historically all that we can contribute, share, create, and give?

## Limiting Thoughts

- I am overwhelmed and don't know where to start.
- I have to put my own needs on hold because I have to care for others first.
- If I don't do things perfectly, they are not worth doing.

## Shifts to...

- I have everything I need to prioritize what needs to be done.
- My goal above all else is my wellness, both internally and externally. My sense of wellbeing and creative energy are contagious.
- I do the best I can with the resources I have, and I learn along the way.

---

---

---

---

---

---

---

---

---

---

“With one deep breath, we turn fear into an adventure.”

## Lesson 2

# Clarity Matters

*Clarity, action & accountability*

**Every time I run a program or workshop,** I ask participants what brought them there that day and what they hope to gain or leave with that would make the experience a success. They almost always express the **need for clarity**.

In order to attain clarity we must understand what it is, and more importantly, what it isn't. Clarity isn't a sudden, divine focus that removes all distractions, interests, ideas, and options and leaves you with ONE, SINGLE notion and single-minded path.

*Clarity isn't deciding to only pursue one thing.*

Clarity is an inner knowing of what “the next right thing” is for you, and it arises with presence of mind. Clarity toward conquering overwhelm or knowing what next step will support your yearnings for your next chapter arises when your mind can become still. This requires you to be aware and tuned into the current of life where you are right now. Clarity is a state of being mindful in the present moment.

Sometimes clarity is an impulse to sit down and get to work, or follow up with a contact. Sometimes clarity is the realization that your body needs rest and nourishment in order to process information or make strong decisions. Clarity is a flowing stream of mindful awareness of what is the right action for you in the present moment. Note that it's okay for the right action to be continued exploration. Clarity is not a linear completion, but an evolving process.



# Manifest with Precision

## Let's Get Clear...

### 1. What is the goal or intention that you would like to contribute to the world?

Write a few words to represent those intentions. (Example: Inspire women to create their next chapters.)

### 2. What bold, audacious projects are required to propel that goal into action?

(Example: Create a workbook on Empowered Action.)

### 3. What tasks can you perform this week to either (a) try on that project to see if it inspires you, or (b) create rapid action to bring that project into your life?

(Tasks are concrete actions that can typically be completed in less than 2 hours.)

### 4. Who can you help and serve?

### 5. Who is your ideal client: you, a partner, or colleague?

### 6. What are you choosing to accomplish in the next year? (Write the top three big, audacious projects that will support your goals.)

### 7. On this day in one year from now, I...

“We delight in the beauty of the butterfly, but rarely admit the changes it has gone through to achieve that beauty.”

—MAYA ANGELOU

## Lesson 3

# Good Enough

*Release yourself from the grip of perfectionism*

List 5 actions that you need to do, but are afraid or procrastinating on.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List 5 things holding you back from taking these actions. Are they real? Are they true?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Practice one “under-perfected” action a day for one week. Create, share, try, write, or communicate something that is in rough-draft form. (Examples: “Announce a new project on social media.” “Create a rapid blog post in less than 24 hours.”)

- Day 1 \_\_\_\_\_
- Day 2 \_\_\_\_\_
- Day 3 \_\_\_\_\_
- Day 4 \_\_\_\_\_
- Day 5 \_\_\_\_\_
- Day 6 \_\_\_\_\_
- Day 7 \_\_\_\_\_

## Lesson 4

# Integrate Beauty

*Find and create a sacred space*

**Create a space** in your home, office, or outside that supports your best self. Designate time in your day to simply just BE there...even if just for five minutes... long enough to stop for a moment and get grounded, present, and connected to your purpose and your commitment to your well-being.

It is important to have a sense of place. Describe your power place, or your favorite personal space. Where is it? When do you spend time there? Commit to regularly spending quality time with yourself in this place that nourishes you.

I love beautiful, aspirational space, not simply for aesthetics, but for the message that it sends to our deepest, internal selves. Space is a metaphor and indication of how we live life. Beautiful spaces create invaluable, subconscious reminders that YOU are light-filled, expansive, filled with possibility, bold, visible, and beautiful in ways that are so much deeper than the surface. You are bright, with unexpected dashes of color. You are in a state of transformation. You are lofty, constantly changing, and filled with texture.

*You have the power to move the furniture around  
in your soul, and you will encounter chapters  
when the coffee spills all over the floor.*

You aren't afraid to change it up, rearrange it, and create beauty in a different way. You're not just "pretty"...that's the exterior, it's lovely, but on its own kinda boring and incomplete, not the full story.

The deeper "space" that you are willing to inhabit is the courage, fearlessness, kindness, humility, and compassion of what it means to be a human. You're willing to go deeper and deeper into the truth of who you are. And that truth is beauty. Do not be afraid. Embody that deeper beauty. Take up space. Make the world better in that way that only you can.

And, while all of that radical, soulful action is going on...take a look around. Drink in the beauty of the physical space, whether it's in nature, in your workspace, in a piece of music, or in a photograph...allow your surroundings to uplift and inspire.

**Action:** Create your sacred space. Choose one corner of your house, bedroom, flower pot, or table top, and infuse it with beauty. No need to buy anything. Create a clean space, and thoughtfully add elements of light, soul, and life. It's a tray, a flower, a beautiful object, a plant, an inspiring book, a journal. All placed with thought and care, not for how it will look, but how it will FEEL.

*Take up thoughtful, bold, creative space.  
Be your own beauty-maker.*

“There is a vitality, a life force, an energy, a quickening that is translated through you into action, and because there is only one of you in all time, this expression is unique. And if you block it, it will never exist through any other medium, and it will be lost. The world will not have it. It is not your business to determine how good it is nor how valuable nor how it compares with other expressions. It is your business to keep it yours clearly and directly, to keep the channel open. You do not even have to believe in yourself or your work: you have to keep yourself open and aware of the urges that motivate you. Keep the channel open.”

—MARTHA GRAHAM

## Lesson 5

# Nourish Your Spirit

*Make time for the spirit of your inside self*

### *Where to Now?*

Now that I've come out of hiding,  
my fears are forgetting to be afraid.  
Now that I've dropped my opinions  
in the rain, my story is too small  
to cover my heart.

Now that I've put down what I thought  
was important, I'm surprised by angels  
lost along the way.

How we got here doesn't matter  
and where we're going is just  
something for the mind to chew.

I'll meet you here, in the palace  
that difficulty opens—the magical  
doorway, the shape of who we are.

—MARK NEPO



## Create a Relationship to Spirit

1. **Put self-care first.** (30 minutes per day, ideally first thing in the morning)
2. **Incorporate a clarifying writing practice.** (10 minutes / 5 days per week)
3. **Create space and time for meditation.** (10 minutes / 5 days per week sitting still or in mindful movement. Light a candle every day.)
4. **Move freely at least 15 minutes every day** (...and try to sweat 4-5 times per week.)
5. **Make your “to be” list, not your “to do” list.**
6. **Complete this sentence, “When I do the following I feel lighter, focused and centered...”**
7. **How do you relate to spirit?** (What can you do to connect more deeply with your inner self?)
8. **Clear chunks of time in your day to get energized and excited, then put that energy to work!** (When can you block time on your calendar for work or creative time that focuses solely on creating energy and flow?)

“Living is a form of not being sure, not knowing what comes next, or how. The moment you know how, you begin to die a little. The artist never entirely knows. We guess. We may be wrong, but we take leap after leap in the dark.”

—AGNES DE MILLE



# Take Rapid Action

---

**What are three clearly defined actions (big or small) you can take in the next seven days to continue this Empowered Action work?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Who can you share your three actions with to help you stay accountable for doing them?**



“Until one is committed, there is hesitancy, the chance to draw back. Concerning all acts of initiative (and creation), there is one elementary truth, the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then Providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one’s favor all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamed would have come his way. Whatever you can do, or dream that you can do, begin it. Boldness has genius, power, and magic in it!”



—W.H. MURRAY

# INSPIRATION

---

## *Grace's QUEST Model*

**One morning** during my ritual nature time, the word “quest” kept coming into my consciousness as I walked through the trees. In and out as if trying to send me a message, the word **quest, quest, quest**. I am personally on a quest to take myself into a deeper layer of my work, both my professional work and my inner work. So, the fact that this word kept entering my mind makes sense. But, as I walked, the word seemed to spell itself into an acronym that I had to share with you.

Now, I love a good acronym as a tool for remembering a framework or structure, but my creative (sometimes wild) brain doesn't typically work in an acronym-loaded way. But, this one seemed to be handed to me like a little soft thought bubble falling out of the redwood trees. The letters appeared before me and they look like this.

**Q: Quiet**  
**U: U/Your**  
**E: Ego**  
**S: So**  
**T: That....**

The rest is up to you. Quiet your ego so that...

You can heal.  
You can forgive.  
You can overcome resistance.  
You can say yes.  
You can say no.  
You can love.  
You can grieve in the time and way you need.  
You can make something.  
You can try something new.  
You can get unstuck.

You can cry.  
You can stop crying.  
You can ask for more.  
You can overcome shame.  
You can love your body.  
You can love yourself.  
You can rekindle a relationship.  
You can begin anew.  
You can walk away.  
You can walk back in.  
You can say you're sorry.  
You can love more deeply.  
You can create a new ritual.  
You can quit.  
You can persevere.

Or, whatever is required. This Q.U.E.S.T. is about quieting the “shoulds” and the expectations, the patterns and the hurt. To quiet your chattering mind so that you can move forward or look back.

I hope it's a useful tool for you. For me, it shows up like this: “Grace, quiet your ego so that you can write today. Quiet your ego so that you can take a morning walk before you commit to anything else. Quiet your ego so that you can go easy on yourself as you get back to work”....and so on. Enjoy the QUEST.

*We've got this.*

xo,  
 Grace

## About the Hivery

THE HIVERY is a female-fueled inspiration lab and coworking space built on kindness, creativity, and community.

We are dedicated to elevating the voices of women and unleashing the unique potential in everyone. It's not an exclusive women's-only social club. The Hivery welcomes all human beings and is an inclusive gathering place where a dynamic group of entrepreneurs, creatives, and seekers create meaningful work, form lasting connections, and pursue their "what's next."



**Let's continue the momentum** together via our virtual membership, in-person membership and workspaces, event, or coaching @TheHivery.