

Workbook 2:  
Step 4

# *Upgrade Your Mindset & Undo The Guilt*



The *Guilt-free*  
Coach

**Victoria Cook**

creator of

**TheGuiltFreeCoach.com**

&

**The Guilt-Free R.E.S.U.L.T.S.<sup>TM</sup> System**

*The professional woman's must have 7-step guide  
to getting exactly what she wants without guilt.*

# About the Author

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**Victoria Cook**, The Guilt-Free Coach, is a successful entrepreneur, speaker, Certified Professional Coach, and **Creator of The Guilt-Free Results System™**.



Through coaching, classes, and workshops, Victoria helps professional women accomplish huge goals guilt-free. As a coach, Victoria sees her role as a catalyst to help her clients identify and implement greater self-care and her 7 step system for creating the guilt-free results they desire.

Victoria spent 18+ years in corporate America as a change agent bringing the organization's missions and visions to reality. It was through these experiences that Victoria developed her widespread expertise in time management, project management, and advanced business strategic planning.

In 2004, Victoria completed rigorous professional training as a coach and graduated from CTI (The Coaches Training Institute), one of the few programs accredited by the International Coach Federation, the governing body of the coaching profession. She is a member of the International Coach Federation, the International Association of Coaches, and the Chicago Coach Federation.

A sought-after expert in the areas of women's success, Victoria is frequently quoted in the Daily Herald and Northwest Herald newspapers and the McHenry County Magazine. On a personal note, Victoria is an ambitious working mother of two and has been joyfully married to her husband, Brian, for over 14 years. Besides her family and coaching, photography, scrapbooking, and bicycling keep her happy during her free time.

Visit [www.TheGuiltFreeCoach.com](http://www.TheGuiltFreeCoach.com) for free resources, tools, and articles.

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## Introduction

Before we begin, if you struggle with limiting beliefs, fears, and guilt, don't be hard on yourself. **You're not alone!** Most of the clients with whom I've worked have struggled with these things too. Nothing's wrong with you!

**The good news is you CAN change these struggles that are holding you back** from accomplishing what you are truly meant to do! This workbook will help you get to the root of the negative limiting beliefs, fears, tolerations, and guilt that are holding you back. You will find information about how to Upgrade Your Mindset & Undo Guilt as well as several worksheets in the Appendix, to get you into action.

**My recommendation is that you read the workbook in its entirety** without taking any action the first time around. This will allow the information to begin to sink in. There's a lot here, but it's important to take in the WHOLE picture first. Otherwise you might get overwhelmed and immobilized.

**Once you've read everything, start at the beginning again and take each assignment step-by-step.** Don't skip any steps, even if you think you have it handled. Remember, take this whole process slowly. It's ***Progress, not Perfection that counts!***

**The key is to do the work.** Have you ever read a great book full of amazing information and ideas where you underlined it, highlighted key sections, and dog eared some of the pages? I'll bet that at least once in your life you put that book right back on the shelf and never applied all the great ideas you read. Because of this, you're still in the same place you were before you read that book. Well, I don't want you to do that here.

**Commit yourself to this project.** Know that it's not a quick fix (although many of my private coaching clients have seen extraordinary results after completing these exercises with me) and that you actually have to complete the exercises for it to work. Just make the time, make a commitment, and take each and every step.

With that said, let's get started. Good luck! And remember, I'm here when you need me!



# Getting Started

## ***What exactly is The Guilt-Free R.E.S.U.L.T.S System™?***

There are loads of books and seminars on accomplishing goals. I've read many of them. By combining the strategies I've learned from private study and corporate experience with coaching, I was able to accomplish many of my own BIG goals! But after the birth of my son in December of 2005, a whole new challenge emerged.

I LOVED the work I was doing, and desired to do more to grow my business AND I fell completely in love with my son and motherhood; so much more than I ever could have expected. I soon found myself feeling a little guilty when I took time away from him and the family for business. And when I spent time with my family, I found myself feeling guilty and stressed about all the work still sitting in my inbox. It quickly became clear that ***great results weren't enough if I felt stressed, overwhelmed, and guilty in the process.***

I noticed I wasn't the only one struggling to achieve some huge goals AND maintain harmony at home. Other professional women I met while speaking or networking expressed similar challenges. **They were taking care of everyone else at the expense of themselves.** They had BIG goals they struggled to achieve. As a result, **they didn't feel they could justify the time on themselves or their professional aspirations without struggle and guilt.** I began successfully working with women who also wanted guilt-free results.

After working to accomplish my own huge guilt-free goals and helping my clients do the same, I found that I used a 7-step repeatable process. While every client is unique and brings their own challenges and agenda to our work together, the framework was the same. Here's what the system includes:

1. **Reset Your Priorities**
2. **Engage a Higher Vision**
3. **See Your Bigger Purpose**
4. **Upgrade Your Mindset & Undo the Guilt**
5. **Lay Out Your Path**
6. **Target Your Direction**
7. **Stay the Course**

Since then, I've dedicated the rest of my career to helping other high achieving professional women who are caring for everyone else, exhausted, and unable to achieve what is important to them **create the guilt-free results they desire!**

This workbook is for the disciplined self-starter who wants to independently work through **Step 4 of my process: Upgrade Your Mindset & Undo the Guilt.** For additional products or assistance completing this workbook contact me at 847-516-0190.