

THE WORK STRONGER

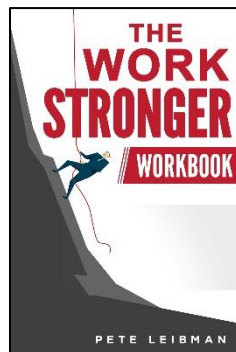


WORKBOOK

PETE LEIBMAN

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INTRODUCTION

Thank you for ordering my book *Work Stronger* and downloading *The Work Stronger Workbook*! The fact that you are reading this proves you are committed to becoming even better.

What's my story? After transforming my body at the end of high school, I became obsessed with seeing what else could be improved. Since then, I have spent more than fifteen years researching high performance and coaching people privately. Over the years, many people have asked me how to feel better and perform better. My purpose in writing *Work Stronger* is to provide you with clear, practical, step-by-step recommendations. Nothing brings me more joy than seeing other people overcome challenges and achieve their dreams.

If you want to thrive in today's relentless, 24/7 environment, you need to *work stronger*, not longer. In this book, you will learn how to take control of your behavior and form stronger habits in four key areas- nutrition, exercise, focus, and renewal. Stronger habits will make you healthier, more energetic, more resilient, more confident, and more productive.

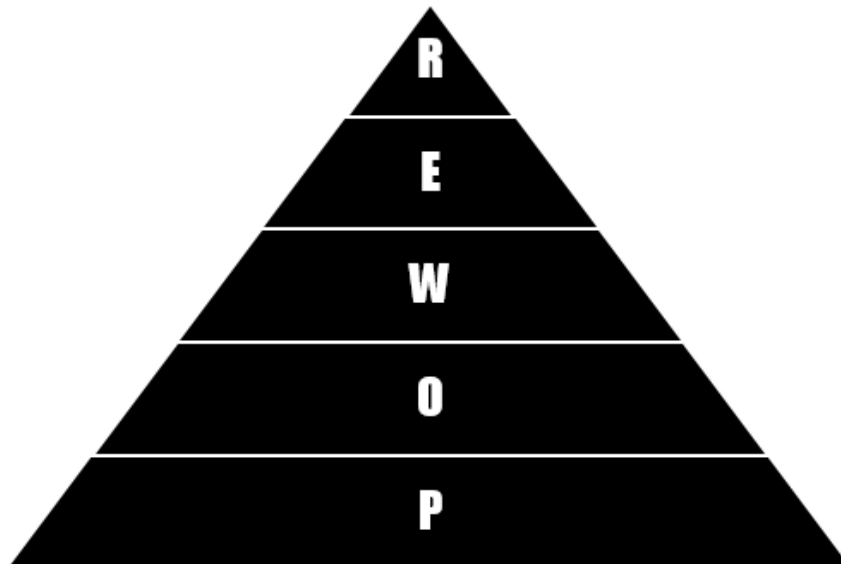
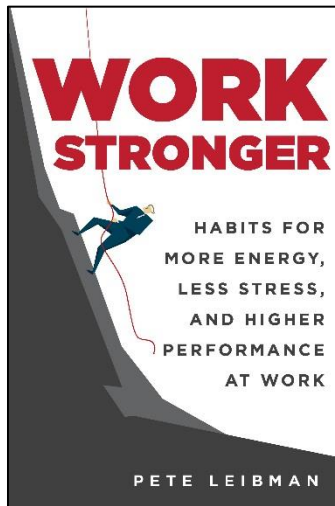
All of us hold ourselves back in ways that we do not recognize or might not want to admit. *Work Stronger* will help you turn yourself into the strongest person that you can become- physically, mentally, and psychologically. Before you dive into the book and workbook, let me offer three recommendations:

- **Take *The Stronger Habits Assessment* for free.** If you haven't already done so, you can take this assessment at WorkStronger.com. It takes less than three minutes, and you get your results immediately. You can also invite your co-workers, friends, and family to take the assessment for free.
- **Identify an accountability partner(s).** Any change is easier when you have someone to support you and hold you accountable along the way. Ask someone you trust to read *Work Stronger* with you and to take action with you.
- **Follow the book.** This guide follows along with the book. Read one chapter in the book at a time. Then, review the corresponding section in the workbook before moving on to the next chapter.

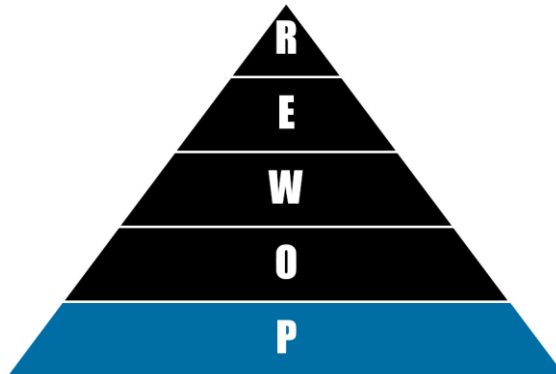
You can be so much stronger than you realize. Let's get started...

-Pete Leibman

PART 1: THE P.O.W.E.R. PYRAMID



CHAPTER 1: PURPOSE



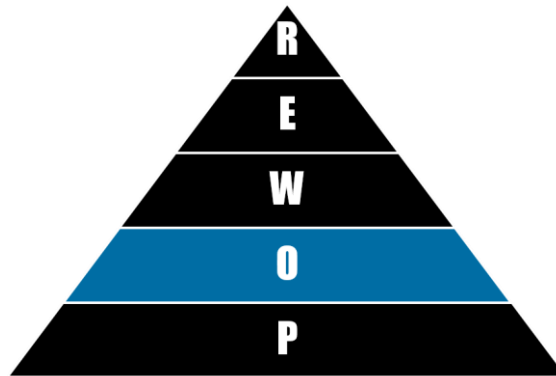
Where there is a ~~will~~ why, there is a way. This chapter highlighted four beliefs that can drive your purpose and inspire you to make positive changes in your life:

- Belief #1: Stronger habits help you reduce and prevent pain.
- Belief #2: Stronger habits help you feel better and perform better.
- Belief #3: Stronger habits help you thrive longer.
- Belief #4: Stronger habits make you a stronger leader and role model.

Before you think about *how* to change your behavior, get clear on *why* you want to change. When change feels difficult, remind yourself why you started and why you should continue. Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How often do you feel like you are at your best at work and at home? How might your life improve with stronger habits in regard to nutrition, exercise, focus, and renewal?
- How are you trending in regard to your health, your energy, and your stress? What will your life look in the future if you continue at the rate that you are headed?
- Who matters most to you? What kind of example are you setting for these people with your current habits?

CHAPTER 2: OPTIMISM



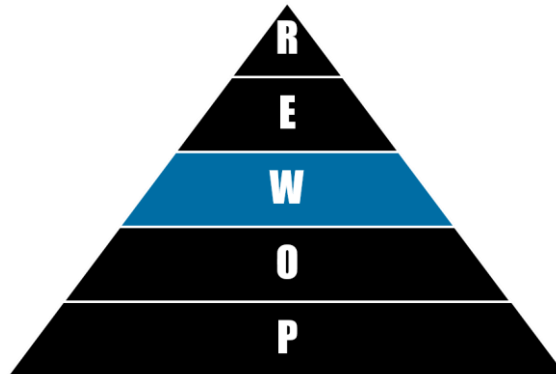
It's never too late to change. You *can* teach an old dog new tricks, as long as the dog has a purpose for learning new tricks and is optimistic that it can. When you want to change (purpose) and believe that you can change (optimism), you will have the mindset required to change or achieve anything. This chapter highlighted three steps for developing a positive outlook:

- Strategy #1: Adopt a “growth mindset” (a term from Dr. Carol S. Dweck) for your habits
- Strategy #2: Follow *the Headlights Method*
- Strategy #3: Find a *Relevant Role Model*

Here are some questions that you might want to ask yourself as you reflect on this chapter:

- Where might you be holding yourself back with a fixed mindset? How could you challenge these beliefs and develop more of a growth mindset?
- Think of a goal that feels overwhelming to you. How could you follow *the Headlights Method* to make this goal feel more achievable?
- Who could you look at as a *Relevant Role Model* for a goal you would like to achieve?

CHAPTER 3: THE WAY



Virtually every behavior – good or bad – is part of a process you can change. This chapter discussed Charles Duhigg’s “Habit Loop,” along with specific strategies for breaking habits (remove or reduce the cue, swap or shrink the routine, reframe the reward) and for making habits (hook the habit, predict and overcome obstacles, tweak the routine).

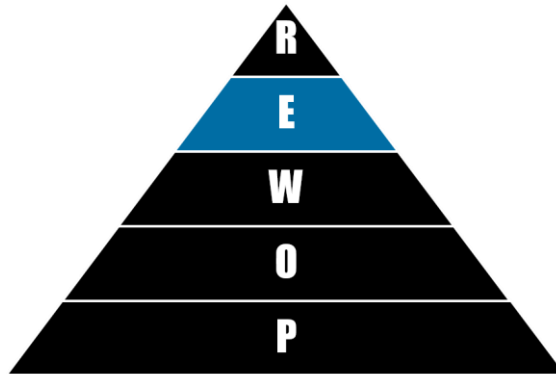
Here are some questions that you might want to ask yourself as you reflect on this chapter:

- Think of a behavior that you would like to stop doing (or do less often). What are the cue(s) and reward(s) associated with this behavior? How could you use the strategies from this chapter to break this habit?

- Think of a behavior that you would like to start doing (or do more often). How could you use the strategies from this chapter to make this habit stick?

- How often do you think about your future self? Who do you want to become?

CHAPTER 4: ENVIRONMENT



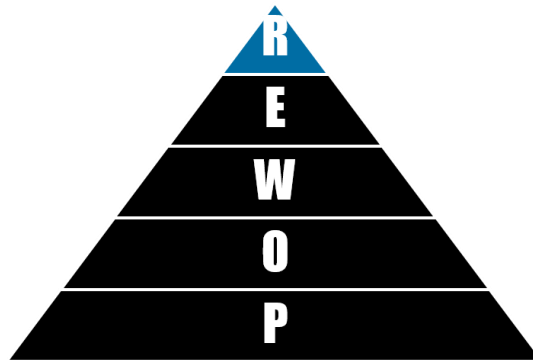
Your surroundings (physically, digitally, and socially) influence all of your behavior. This chapter highlighted tips on how to de-clutter and enhance six of your environments:

- Environment #1: Sleep sanctuary
- Environment #2: Healthier home kitchen
- Environment #3: Healthier office kitchen
- Environment #4: Pain-free desk
- Environment #5: Stress-free inbox
- Environment #6: Stronger community

Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How could you turn your bedroom into a more peaceful sleeping environment?
- How could you create a healthier eating environment around you?
- How could you build a stronger community around you? Which groups and organizations could you get involved with to meet like-minded people?

CHAPTER 5: REINFORCEMENT



Structure prevents chaos. This chapter highlighted five strategies that you can use to reinforce your ideal behavior and hold yourself accountable:

- Strategy #1: Track yourself
- Strategy #2: Work with a *Credible Coach*
- Strategy #3: Climb *Meaningful Mountains*
- Strategy #4: Establish *Personal Policies*
- Strategy #5: Honor every commitment

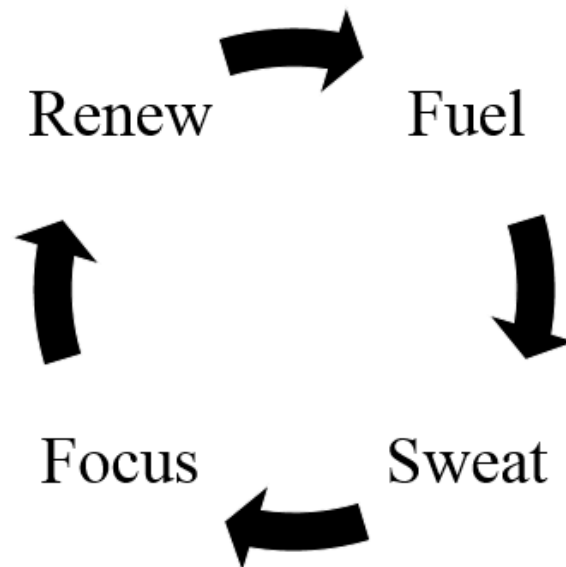
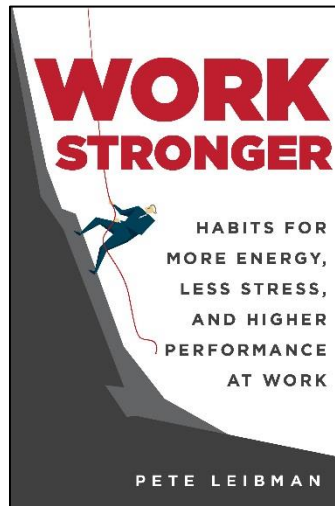
Here are some questions that you might want to ask yourself as you reflect on this chapter:

- Have certain strategies been more effective for you than others in terms of holding yourself accountable in the past? How can you use these strategies in the future?

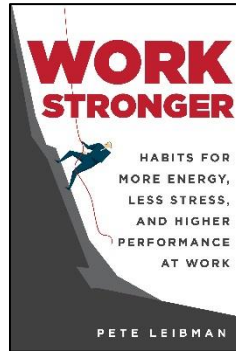
- Have you had success in the past by tracking yourself in a certain way? How can you follow a similar approach in the future?

- How often do you honor the commitments that you make to yourself and to other people? Are there certain people or certain areas where it is time to start keeping more of your promises?

PART 2: THE STRONGER CYCLE



CHAPTER 6: FUEL



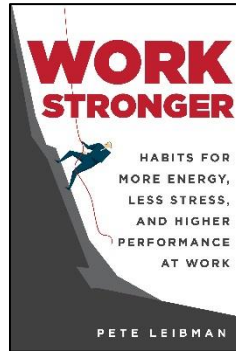
Focus on habits, not diets. Different nutritional plans can be effective, as long as you primarily consume real foods with natural ingredients. This chapter highlighted six key eating habits that will help you feel and perform your best:

- Stronger eating habit #1: Wake up, fuel up
- Stronger eating habit #2: Re-fuel every 3-4 hours
- Stronger eating habit #3: Drink water, not calories or chemicals
- Stronger eating habit #4: Prepare (or purchase) fuel in advance
- Stronger eating habit #5: Read before you eat or drink
- Stronger eating habit #6: Enjoy treats guilt-free

Remember *the Headlights Method*. If you are not currently eating a natural, nutrient-dense breakfast on most days, you could start there and focus on that alone for now. Take it one change at a time, and add on the next change whenever you are ready. Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How do you feel and perform when you eat well? How do you feel and perform when you don't eat well?
- What are your greatest obstacles in regard to your eating habits? How could you overcome these obstacles?
- Based on the recommendations in this chapter from Precision Nutrition (PN), what would a perfect breakfast/meal look like for you? How could you tweak this meal to mix it up?

CHAPTER 7: SWEAT



Note: Please check with your medical professional before starting an exercise program.

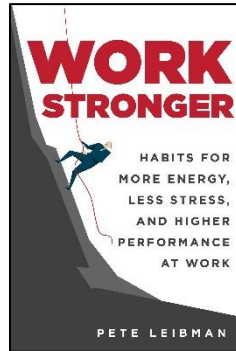
The best workout regimen for your body and brain is one that includes different intensities and a mixture of aerobic exercise, strength training, flexibility exercises, and balance/coordination exercises. This chapter highlighted six exercise habits to help you feel and perform your best:

- Stronger exercise habit #1: Make time
- Stronger exercise habit #2: Make exercise fun
- Stronger exercise habit #3: Make every second count
- Stronger exercise habit #4: Warm up, stay warm, cool down
- Stronger exercise habit #5: Focus on six key movements each week
- Stronger exercise habit #6: Always keep your form first

Remember *the Headlights Method*. If you are a beginner, you don't need to aim for ACSM's weekly exercise recommendations right away. Start as small as necessary, and make sure you feel at least 90 percent confident that you can follow-through on what you have in mind. Increase your duration, frequency, or intensity whenever you are ready. Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How do you feel and perform when you are making time for exercise? How do you feel and perform when you are not making time for exercise?
- What are your greatest obstacles in regard to exercise, and how could you overcome them?
- What could you do to make exercise fun? How could you tweak your workout routine to keep it fresh and get better results?

CHAPTER 8: FOCUS



You can multitask or you can focus. You cannot do both. This chapter featured tips on maximizing travel, along with three stronger work habits to achieve more in much less time:

- Stronger work habit #1: Focus on one task at a time
- Stronger work habit #2: Plan your day in advance
- Stronger work habit #3: Work like an athlete

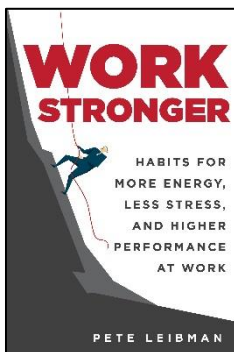
Remember *the Headlights Method*. For example, if you typically multitask, it would likely be unrealistic and overwhelming to immediately start trying to focus on one task at a time for the entire day. So, maybe you could initially try to focus on one task at a time for the first thirty or sixty minutes of each workday. Expand the habit or add on the next one whenever you are ready. Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How do you feel and perform when you focus on one task at a time? How do you feel and perform when you try to multi-task?

- What are your greatest obstacles in regard to your work habits? How could you overcome these obstacles?

- How could you incorporate *Boost Breaks* into your workdays?

CHAPTER 9: RENEW



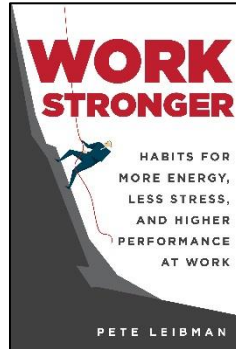
Quality sleep and personal renewal are fundamental to feeling and performing your best. This chapter highlighted three habits outside of work to help you be your best each day and week:

- Stronger renewal habit #1: End your day strong
- Stronger renewal habit #2: Start your day strong
- Stronger renewal habit #3: End your week strong

Remember *the Headlights Method*. For example, if revamping your entire bedtime routine (habit #1) feels overwhelming, you could start by focusing only on one component, like reading, journaling, or meditating each night before bed. Expand the habit (and/or add on the next one) whenever you are ready. Here are some questions that you might want to ask yourself as you reflect on this chapter:

- How do you feel and perform when you are well-rested? How do you feel and perform when you are not well-rested?
- What could you stop doing or start doing before bed to improve your sleep quality?
- What could you stop or start doing before work to take more control of your mornings?

CHAPTER 10: STRONGER COMPANIES



The stronger your employees are – physically, mentally, and psychologically – the stronger your company will be. This chapter highlighted a six-step process to reduce healthcare costs and to maximize health, well-being, and performance for *all* of your people:

- Step 1: Start at the top
- Step 2: Motivate employees naturally (don't bribe, threaten, or punish)
- Step 3: Create a healthier environment
- Step 4: Organize fun events
- Step 5: Encourage total wellness
- Step 6: Track your progress

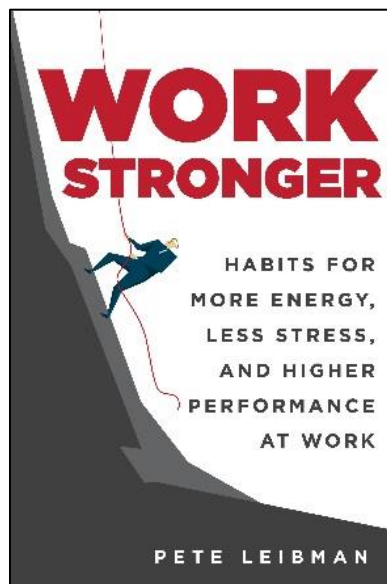
Here are some questions that you might want to ask yourself as you reflect on this chapter:

- What kind of example are your leaders currently setting for your employees? How could you encourage your leaders to serve as healthy role models?

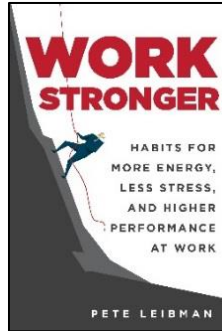
- How could you motivate your employees to make their health and well-being a priority?

- How could you create a healthier environment for your employees?

HIGH PERFORMANCE TOOLS AND RESOURCES



THE HABIT-BREAKER TOOL



Identify a habit that you want to *break* and why this is important to you.

Identify the cue(s), routine, and reward(s) for this habit. (Credit to author Charles Duhigg for the concept of “The Habit Loop.”)

Strategy #1: Remove or reduce the cue

Can you remove the cue? If not, how can you reduce the cue?

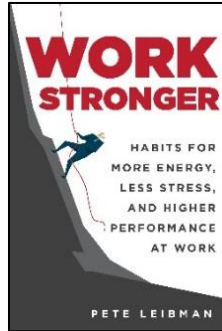
Strategy #2: Swap or shrink the routine

Can you swap the routine? If not, how can you shrink it?

Strategy #3: Reframe the reward

What are the negative consequences of the habit that you want to break?

THE HABIT-MAKER TOOL



Identify a habit that you want to *make* and why this is important to you.

Strategy #1: Hook the habit

What existing activity could you hook this habit onto? Examples include your morning routine, your commute to work, your lunch hour, your commute home after work, your meals, your bedtime routine, and any other activity that you do often (i.e. showering, brushing your teeth, checking emails, etc.)

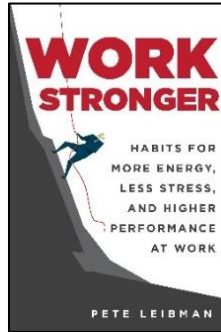
Strategy #2: Predict and overcome obstacles

What obstacles might you face in trying to form this habit? How can you overcome these obstacles? How can you make this habit as enjoyable and convenient as possible?

Strategy #3: Tweak the routine

How could you tweak this routine, to keep the routine fresh and to prevent monotony?

THE 3-MINUTE CIRCUIT



Really short on time and looking for an effective, full-body workout that you can do anywhere? Give *the 3-Minute Circuit* a try. Just follow these four steps:

Step 1: Set up. Create a circuit for the day. Grab a stopwatch and any equipment too:

- *Elevate:* _____
- *Pull:* _____
- *Squat:* _____
- *Push:* _____
- *Hinge:* _____
- *Plank:* _____
- *Equipment required:* _____

Step 2: Warm-up. Aim for 5-7 minutes.

Step 3: Work out. Complete your *3-Minute Circuit* three times in a row, in this order. If possible, rest only ten seconds between exercises and between circuits:

- *Elevate* for 20 seconds. (Then, rest for 10 seconds.)
- *Pull* for 20 seconds. (Then, rest for 10 seconds.)
- *Squat* for 20 seconds. (Then, rest for 10 seconds.)
- *Push* for 20 seconds. (Then, rest for 10 seconds.)
- *Hinge* for 20 seconds. (Then, rest for 10 seconds.)
- *Plank* for 20 seconds. (Then, rest for 10 seconds.)

Step 4: Cool down and stretch. Aim for 5-7 minutes.

THE WORK STRONGER DAY PLANNER

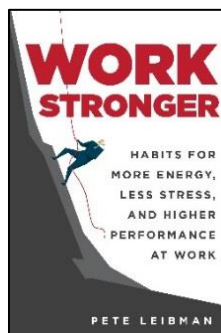
| <u>Unscheduled Priorities</u> | <u>Duration</u> | <u>Rank</u> |
|--------------------------------------|------------------------|--------------------|
| | | |
| | | |
| | | |

| <u>Scheduled Commitments</u> | | <u>Reminders and Fast Tasks</u> |
|-------------------------------------|--|--|
| 8:00-9:00 | | |
| 9:00-10:00 | | |
| 10:00-11:00 | | |
| 11:00-12:00 | | |
| 12:00-1:00 | | |
| 1:00-2:00 | | |
| 2:00-3:00 | | |
| 3:00-4:00 | | |
| 4:00-5:00 | | |
| 5:00-6:00 | | |

Step 1: Identify your *Scheduled Commitments* for the day. These are calls and meetings that were previously scheduled on your calendar.

Step 2: Identify any *Reminders and Fast Tasks* for the day. These are activities that you can complete in less than fifteen minutes (i.e. “send contract to Chris”).

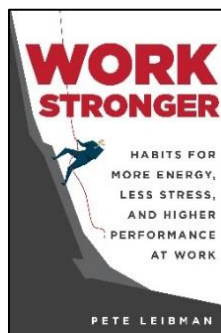
Step 3: Identify, quantify, and rank three *Unscheduled Priorities* for the day. These high-value activities are important, but not urgent or scheduled. Ask yourself this question three times: “*If I only had 30-60 minutes outside of my Scheduled Commitments, what would be the most valuable way for me to use that time?*”



THE WORK STRONGER TRAVEL CHECKLIST

Travel does not always go as expected, and it will be uncomfortable and less productive unless you plan ahead. This checklist will help you make the most of your time on the road:

- 1. Plan for delays.** Have you built extra time into your schedule, in case of delays?
- 2. Maximize transit time.** Have you identified a high-value activity (i.e. strategic planning, reading, meditating, etc.) to do during transit?
- 3. Make transit more comfortable.** Do you have items to make transit more comfortable (i.e. a travel pillow, a bottle of water, and healthy snacks to re-fuel in-flight)?
- 4. Bring fuel for your trip.** Have you packed some healthy, non-perishable fuel (and/or supplements) in your luggage for the rest of your trip?
- 5. Sweat during your trip.** Have you decided when, where, and how you will exercise during your trip? Have you packed any necessary equipment (i.e. running sneakers, workout clothes, jump rope, and resistance band)?
- 6. Turn your hotel room into a sleep sanctuary.** Have you brought any necessary items to make your hotel room a better sleeping environment (i.e. a travel pillow, a sleeping mask to block out light, or a white noise machine to block out sound)?
- 7. Create a pain-free desk.** Have you packed any necessary equipment (i.e. laptop, charger, wireless keyboard, mouse, monitor stand) to create a pain-free desk on the road?



ABOUT THE AUTHOR

Pete Leibman is the author of two books and more than 300 articles on high performance.

Before writing “Work Stronger,” Pete worked at Heidrick & Struggles (H&S), one of the world’s premier human capital consulting firms. As a member of the Professional Services Industry Practice Group at H&S, Pete helped professional services firms identify, recruit, and develop exceptional talent.

Pete’s career began in the professional sports industry working for the NBA’s Washington Wizards. He was their #1 Salesperson of the Year for three straight seasons. Pete graduated Phi Beta Kappa from The Johns Hopkins University.

On a personal note, Pete lives in Arlington, Virginia, which has been recognized as “America’s Fittest City” for seven straight years. He has competed in the Obstacle Course Racing (OCR) World Championships. He’s also the Founder of Arlington Sports Conditioning, one of the top group fitness programs in the Washington, D.C. area.



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