

## LEARN HOW TO LEVERAGE YOUR NATURAL BRAIN STRENGTHS

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This exercise is designed to help you deepen your self-awareness and better understand your brain so you can manage your needs effectively, communicate easily, collaborate freely, and prevent burnout.

On each page, **step 1:** answer the prompt given (circle);  
**step 2:** reflect and make an plan action, if necessary.

*Remember: there's no right or wrong way, just the way that's right for you.*

**STEP 1**

**TAP INTO YOUR  
NATURAL ENERGY  
PEAKS**

**Circle the time(s) of day you feel  
the most energized & motivated:**

Early morning

Morning

Mid-morning

Noon

Mid-afternoon

Late afternoon

Evening

Late Night

**STEP 2**

**EXPERIMENTS TO TRY OR ACTION TO TAKE**

**Thought starters:**

How do you think differently about the structure of your day with these new insights?

What time of day is best to schedule meetings?

When should you schedule work that requires concentration?

When should you aim to take breaks throughout the day?

What types of breaks help you re-energize and re-focus?

What other insights were gained from knowing when your brain works best?



## TAP INTO YOUR NATURAL BRAIN POWER

Circle the way(s) you learn best:



**Auditory:** you need to hear what's being said to process and recall.

**Conceptual:** you need a global understanding of the pieces for context.

**Kinesthetic:** you need to move to focus and process. Learn by doing.

**Written:** you need to write things down to remember and recall.

**Visual:** you need to see objects to comprehend and recall.

**Verbal:** you need to talk to work out your thoughts and feelings.

**Emotional:** you need a strong positive emotion to focus & learn.

**Intuitive:** spontaneous insight comes to you in flashes or once you walk away and allow information to integrate.

**Tactile:** you need to touch an object to learn and process.



## EXPERIMENTS TO TRY OR ACTION TO TAKE



THE  
WAVY  
BRAIN

**Thought starters:**

How does this change your approach to listening and processing information in meetings?

Does this insight change how you typically remind yourself of tasks and deadlines?

How does this insight impact your physical work environment?

Who might benefit from hearing these insights about the way you work?

What other insights were gained from knowing how your brain processes information best?

## STEP 1

# EXPLORE YOUR NEEDS TO MANAGE AND COMMUNICATE THEM

Reflect on the following situations:



**Overwhelm:** What does it look like when I'm overwhelmed? Is there a physical or mental sensation?

**Focus:** what does it look like when I'm not focused or focused on the wrong things?

**Energy:** What gets me going when I need energy? Physical movement or a break? A snack or water? Music?

**Motivation:** How am I typically motivated? Rewards? Accountability? External or internal motivation?

**Interest:** What do I notice when I'm bored? How can I reignite my interest?

**Environment or routine:** How do I know if I need a new environment or routine?

## STEP 2

# EXPERIMENTS TO TRY OR ACTION TO TAKE



THE  
WAVY  
BRAIN

**Thought starters:**

How does knowing your needs help you think about your boundaries differently?

Who might benefit from hearing these insights about the way you work?

How will you remember to keep your needs top of mind?

What other insights were gained from knowing what your needs are?