Worksheet

PREPARING FOR CHANGE WHILE STAYING IN COMMAND OF YOURSELF

by Kalika Yap

This worksheet is here to help you face change with a clear head, take useful action, and waste less energy on things you can't control.

1. The change you're noticing

In one sentence:

_____

2. What you control vs what you don't

Up to you (list 5):

1. _____
2. _____
3. _____
4. _____
5. _____

Not up to you (list 5):

1. _____
2. _____
3. _____
4. _____
5. _____

3. Your "keep, stop, start" list for the next 30 days

Keep (what's working):

_____

Stop (what drains you):

_____

Start (one new action):

_____

4. Your 30-day skill plan

One skill you'll practice (AI or otherwise):_____

Daily time (10–30 minutes):_____

How you'll practice: _____

5. Your business safety plan (simple and real)

If leads slow down, your first two moves will be:

1. _____
2. _____

6. Your self-command practice

When you feel reactive, you will

- Pause for _____ minutes
- Ask: "What part of this is up to me?"
- Take this next step: _____

7. Your “fewer arguments” tracker (one week)

Where do arguments show up most for you right now?

Clients | Team | Family | Online | Yourself | Other:

_____

One boundary or phrase you’ll use:

_____

**Change will keep coming.
Your job is not to predict it perfectly.
Your job is to stay in command of yourself so you can respond well, again and again.**