

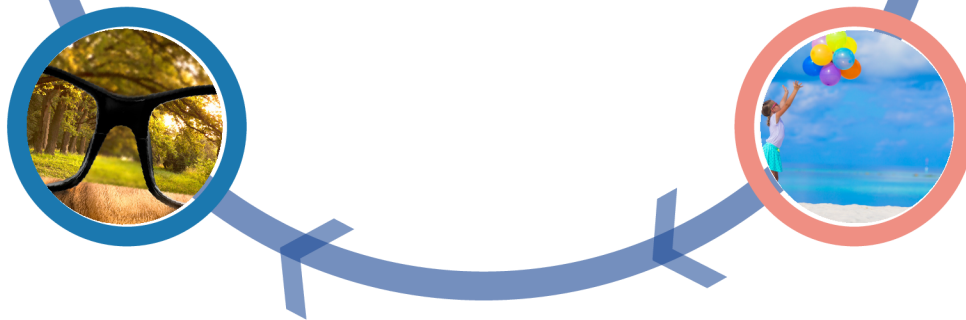
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EXECUTIVE COACHING



From Public Service to Personal Power

Five Essential Steps to Move Forward with Clarity & Confidence



REFLECTION & INSIGHTS WORKBOOK



Thank you for joining me for the webinar, From Public Service to Personal Power — and for taking the courageous step of downloading this companion workbook.

I want to begin with deep gratitude — for your service, for your presence, and for your willingness to explore what's next. I know that leaving a career in the federal government — whether by choice or circumstance — can feel disorienting, heavy, and at times, deeply personal.

You've given so much of yourself to a mission bigger than any one individual. And now, you're standing at a new threshold.

This transition may feel uncertain, but it is also an invitation — to reconnect with your voice, clarify your values, and move forward with renewed purpose.

This workbook is designed to help you do just that.

Together, we'll walk through five essential steps to navigate this next chapter:

1. **Stop and Quiet the Noise** – Create space to listen inward.
2. **Define What Matters Most** – Reconnect with your values, purpose, and motivators.
3. **Let Go of Expectations** – Release what's no longer yours to carry.
4. **Create Your Vision of Success** – Imagine a future that reflects who you are becoming.
5. **Get Moving** – Take aligned, intentional steps forward.

You don't need to have it all figured out. You just need to begin. I'm honored to walk alongside you.

With respect and encouragement,

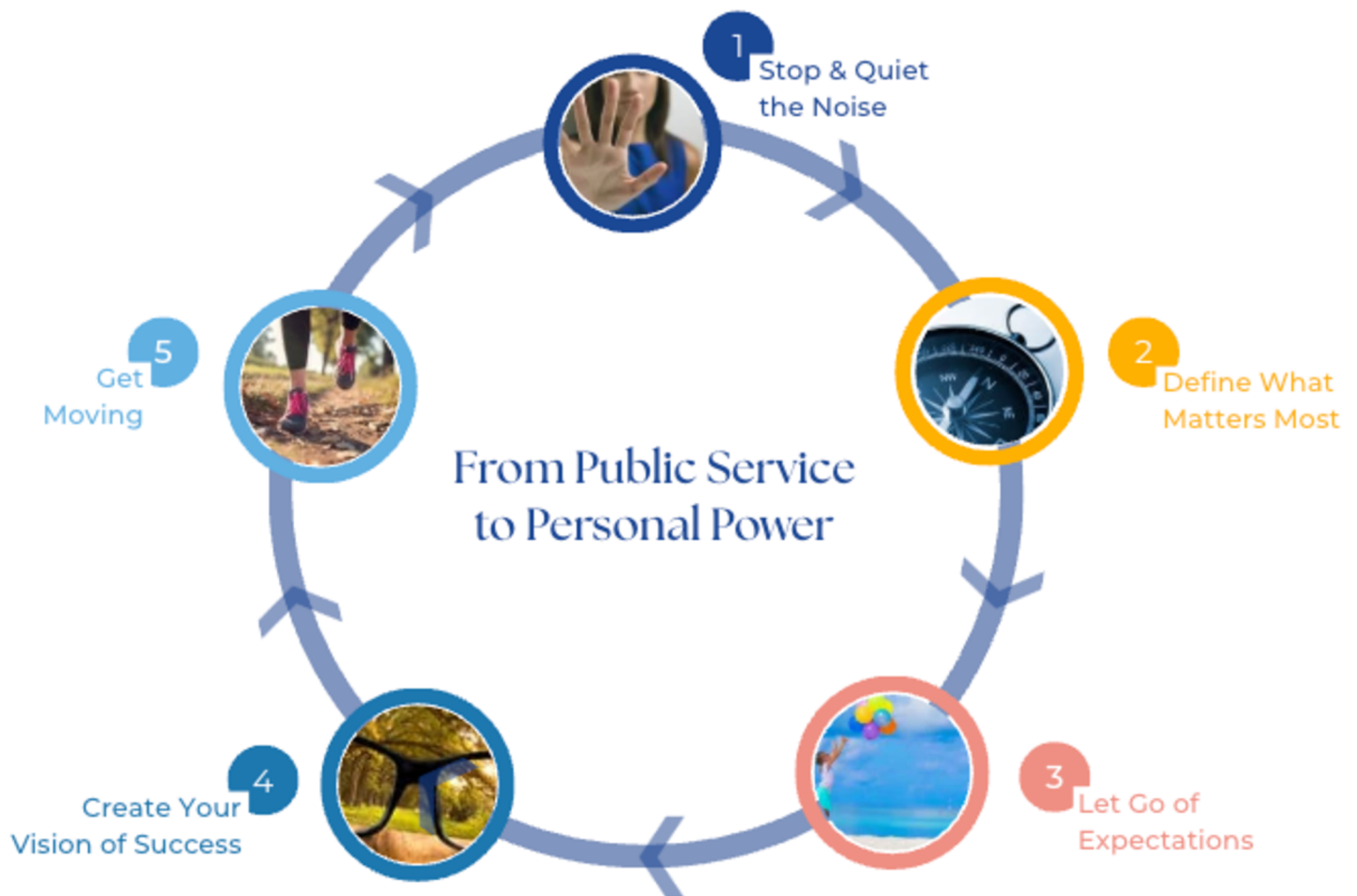


Suzanne Roske



Move Forward with Clarity & Confidence

Five Essential Steps



Stop & Quiet the Noise

1



When a big transition hits — especially one you didn't plan — your instinct may be to act fast. Fill the gap. Solve the problem. Push down the emotions and move on. Because action masks our anxiety and discomfort. But clarity doesn't come from chaos. It comes from quiet.

This step is about **pausing the external pressure and tuning into your internal wisdom**. It's where we begin — not with doing, but with being.

Practices to Help You Quiet the Noise

1. Master Mindfulness

Why it helps: Mindfulness helps calm the nervous system and quiet mental chatter. It grounds you in the present moment — which is where insight and clarity live.

Try This:

- **Box Breathing**
 - Inhale for 4 counts, hold for 4 counts, Exhale for 4 counts, Hold for 4 counts
 - Repeat 5 times
- **5-4-3-2-1 Grounding Technique**
 - Take a deep breath and gently notice
 - 5 things you can SEE
 - 4 things you can HEAR
 - 3 things you can FEEL
 - 2 things you can SMELL
 - 1 thing you can TASTE
- **Take Walk**
 - Leave your phone at home, or at least your earbuds
 - Look for little moments, sights or sounds that delight you
- **2-Minute Body Scan**
 - Find a comfortable position, close your eyes, and move your attention to your body
 - Start at your feet.
 - Notice any sensations—warmth, tingling, tension, nothing. No judgment. Just notice.
 - Release any tension. Let it melt away.
 - Move upward slowly.



Stop & Quiet the Noise

2. Dedicated Clarity Time

Why it helps: Scheduling intentional “non-doing” time gives your brain space to rest, reset, and reflect — instead of reacting.

Try This:

- **Create Time**
 - Write a list of all of the things that you have to do in a day
 - Put an X next to the things that make you most upset or where you are least engaged
 - Replace 10 minutes of the thing you dislike doing most with non-action.
- **Block Time**
 - Block 25 minutes this week to step away from screens, distractions, and noise.
- **Use Time**
 - **Use this time to walk, breathe, journal, or simply sit**
 - **Consider making this a weekly ritual**

Pro Tip: Start small—even 10 minutes counts. Clarity doesn’t need hours. It needs attention.

3. Journaling for Presence

Why it helps: Journaling lets you access your subconscious thoughts and emotions. It’s a private space to hear yourself without judgment.

Prompt yourself with any of the following:

- How do I feel, and what do I need today?
- How do I want to be in this next chapter of my life?
- What brings me the greatest joy?
- What happens when I sit still?
- What emotions am present beneath the surface?
- What am I afraid might happen if I slow down?
- What truth am I avoiding?
- What’s something I’ve been longing to say — but haven’t?
- What’s one small thing that would feel good today?

Pro Tip: Try free-writing for 5–10 minutes. Don’t edit. Just write what comes up.

Define What Matters Most

2

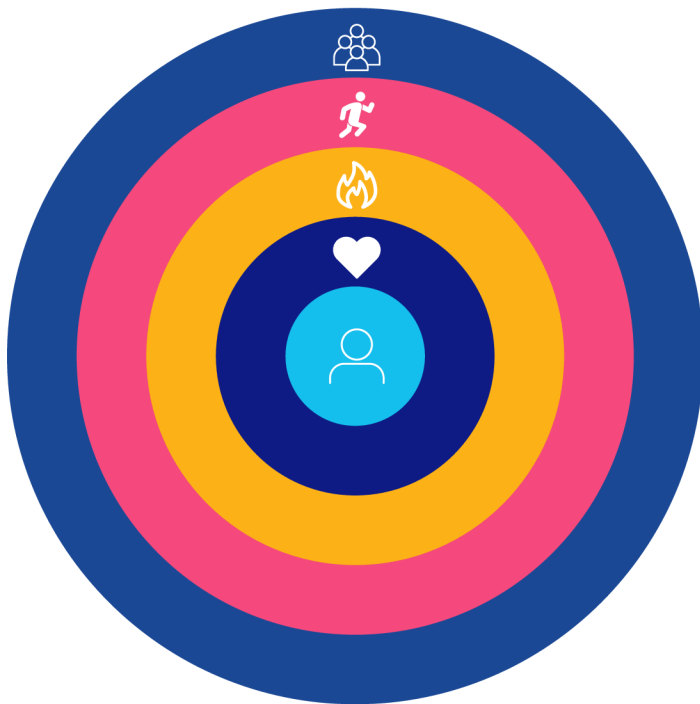


In the federal government, many people define themselves by their agency, their mission, or their clearance level. But when that structure disappears, the question becomes:

“Who am I without the title?”

This step is about going inward — reconnecting with your core self so that your next chapter is built from the inside out. When you understand your values, purpose, and motivators, you have a compass that points you toward meaningful work, life balance, and authentic impact — regardless of the job title.

Self-Awareness “*Ripple Effect*”



YOU: your core values

The fundamental values that **YOU** hold most important.



WHY: your purpose

It's **WHY** you do what you do - the strengths and passions that you bring to ALL aspects of you life.



WHAT: your motivators

It's are **WHAT** drive you to do what you do.



HOW: your actions

It's **HOW** you show up.



WHO: your stakeholders

It's **WHO** you impact - family, work, friends, community, self

To increase your self-awareness and increase your impact you need to get clear on your **Values, Purpose and Motivators**. These three elements make up your internal compass and you will use them to intentionally drive your career forward.



Practices to Help You Define What Matters Most

1. You at Your Best

Think about times when you were at your best - you were happy, proud, satisfied and fulfilled. Set the stage and tell the stories. What were you doing? Who was there? Why was it important? What was the impact? What were you feeling then and now?

YOU AT YOUR BEST #1

YOU AT YOUR BEST #2

YOU AT YOUR BEST #3

2. Your Values - mine your stories for common themes. Use the list of the available values on the next page to get started.



Define What Matters Most

2. Your Values

Mine your stories for common themes. Use the list of the available values below to get started.

Example Values



Authenticity	Contribution	Happiness	Learning	Poise	Success
Achievement	Courage	Honesty	Love	Popularity	Status
Adventure	Curiosity	Humor	Loyalty	Recognition	Trust
Authority	Determination	Influence	Making a	Religion	Vitality
Balance	Fairness	Integrity	difference	Reputation	Wealth
Boldness	Faith	Inner	Meaningful	Respect	Wisdom
Compassion	Fame	harmony	work	Responsibility	
Challenge	Family	Justice	Openness	Security	
Citizenship	Friendships	Kindness	Optimism	Self-respect	
Community	Fun	Knowledge	Peace	Spirituality	
Competency	Growth	Leadership	Pleasure	Stability	

OTHER VALUE THAT ARE IMPORTANT TO YOU:

3. Pick Three

Now that you have a list of values, narrow it down to your THREE core values. *If everything is a priority, nothing is.*

4. REVIEW. REFLECT. REVISIT.

Review your three core values with people you trust. Do they resonate? Are you proud of them? Will you share them? Reflect on how you are (or are not) living your values. Return & and revisit to see if your core values have shifted.



Define What Matters Most

5. Create Your Purpose Equation.

Why it helps: Your purpose isn't just your job. It's your why — the impact you want to make and the way you want to show up in the world.

Instructions: Use this sentence structure to begin articulating your purpose:

“I feel most purposeful when I’m using my [strengths] to [verb] for [audience or cause] because it helps [impact].”

Example:

I feel most purposeful when I’m using my strategic thinking and calm leadership to guide mission-driven teams through uncertainty because it helps them feel grounded, empowered, and clear.

Pro-Tip: Try writing 1–2 versions of this. There’s no perfect answer — it’s a living statement that evolves with you.

Purpose Equation #1

Purpose Equation #2



Define What Matters Most

6. Identify Your Motivators.

Why it helps: Values guide what matters. Purpose guides your why. Your motivators are the “WHAT” behind the things you do. Motivators fuel your energy — they’re the engine behind your drive.

Instructions: Review these common motivators and rank them as most important to least important:



Achievement

You’re driven by setting and reaching goals. Progress is satisfying.

Service

You feel energized when helping others or contributing to a greater cause.

Creativity

You thrive when solving problems or generating ideas.

Connection

Relationships and collaboration are essential for your fulfillment.

Autonomy

You want freedom and ownership over your work and time.

Mastery

You are motivated by deep learning and becoming highly skilled.

Prompt: What do you notice about the importance of your motivators? Do your motivators align with how you are expediting your energy? Is there a reprioritization that might need to occur? What are you learning about yourself?

Let Go of Expectations



3

Expectations are everywhere — and they are sneaky. They show up in your inner dialogue. In well-meaning questions from friends. In your LinkedIn feed. In your old title.

Some expectations come from others: “You should be further along.” “Just go back to what you were doing.” “You’re too experienced to start over.”

Others come from inside: “If I slow down, I’ll fall behind.” “I need to prove I’m still relevant.” “If I don’t have a plan, I’m failing.”

Here’s the thing: if you’re making decisions based on outdated expectations — instead of your own values — you’re likely limiting your choices and repeating patterns that don’t serve you.

Letting go of those expectations isn’t weak. It’s a courageous act of reclaiming your power.

Practices to Help You Let Go of Expectations

1. Whose Voice is This?

Why it helps: Not all of our thoughts are ours. Some are inherited. Some are imposed. This exercise helps separate your true self from the noise of others’ opinions.

Instructions:

1. Think of recurring beliefs or pressures you’re carrying right now. (e.g., “I should be applying for jobs already,” “I can’t time to rest,” “I need to stay in this industry”).
2. Ask yourself:
 - a. Where did I first hear this?
 - b. Is this voice mine or someone else’s?
 - c. Is it helpful or harmful?
 - d. If I let go of this belief, what might open up?
3. Write down a belief you’re ready to questions—and cross it out.



Let Go of Expectations

2. The “Shoulds” List

Why it helps: Naming your “shoulds” is the first step toward releasing them. This practice reveals hidden pressures that might be driving your decisions unconsciously.

Instructions:

1. List 5–10 “should” statements you’re holding onto. Examples:
 - a. I should have a job lined up already.
 - b. I should just go back to federal service.
 - c. I should know what I want by now.
 - d. I should be more grateful.
2. Review your list and circle the ones that feel heavy, untrue, or disconnected from your authentic self.
3. Choose one and rewrite it as a permission statement.

Example: ““I should have a plan.” → “I give myself permission to be in process.”

3. If No One was Watching...

Why it helps: This powerful reframe helps you step outside the roles and expectations you’ve internalized, and instead tap into desire, intuition, and freedom.

Instructions:

Ask yourself:

“If no one could see what I was doing, and there was no fear of judgment, what would I choose for this next chapter?”

You can prompt further with:

- What would I explore?
- What would I stop doing immediately?
- What would I allow myself to want?

Freewrite for 5–10 minutes without editing.

Create Your Vision of Success

4



Once you've quieted the noise and defined what matters most, the natural next step is visioning — not in a rigid, one-size-fits-all way, but in a way that reflects your lived values, your inner truth, and your evolving self.

You may be used to measuring success by promotions, job titles, or years of service. But now, you get to decide:

What does success look like to you, in this next chapter of your life?

Practices to Help You Create Your Version of Success

1. The “Meaningful Day” Visualization

Why it helps: When you're stuck in uncertainty, it's easy to default to what's familiar. This visualization helps you connect to the feeling of alignment — what it's like to live a life that reflects your truth.

Instructions:

1. Close your eyes and imagine it's one year from now. You're living a life that feels aligned — not perfect, but meaningful.
2. Ask yourself:
 - a. Where do I wake up?
 - b. What am I doing during the day?
 - c. Who am I interacting with?
 - d. How do I feel physically, emotionally, and spiritually?
3. Write 5-7 sentences starting with:
“A meaningful day for me looks like...”
“At the end of the day, I feel....”

Pro-Tip: This is not about your next job title — it's about designing a life that feels good.



Create Your Version of Success

2. Success Is...Success Is Not...

Why it helps: This tool helps you challenge old definitions of success and create space for new ones—without guilt or apology.

Instructions:

1. List 5–10 “should” statements you’re holding onto. Examples:
 - a. I should have a job lined up already.
 - b. I should just go back to federal service.
 - c. I should know what I want by now.
 - d. I should be more grateful.
2. Review your list and circle the ones that feel heavy, untrue, or disconnected from your authentic self.
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You can prompt further with:

- What would I explore?
- What would I stop doing immediately?
- What would I allow myself to want?

Freewrite for 5–10 minutes without editing.



Create Your Version of Success

4. Possible Pathways

Why it helps: Many people get stuck thinking there’s only one “right” path. This tool opens up multiple aligned options, giving you flexibility without losing focus.

Instructions:

- 1. Based on your values, purpose, and motivators, brainstorm three potential directions your next chapter could take. Label them:
 - a. Pathway 1: Feels safe, comfortable, and doable
 - b. Pathway 2: Feels exciting, slightly risky, and expansive
 - c. Pathway 3: Feels wildly authentic, even a little scary — your dream path
- 2. For each path, consider: What would this path involve? What strengths or values would it activate? How would I feel if I chose it? What excites me?

Pathway #1

Pathway #2

Pathway #3

Pro-Tip: You're not choosing now. You're just exploring. Curiosity is the goal.



Create Your Version of Success

5. Write Your Eulogy

Why it helps: This powerful exercise puts everything into perspective. It moves you out of short-term thinking and into legacy—what really matters in the end.

Instructions:
Imagine someone you love is giving your eulogy many, many years from now.

- Ask:
- What would you want them to say about your impact?
 - What kind of person were you?
 - What did you stand for?
 - What did you create or change in the world?
 - What will you be remembered for?

Write your eulogy in 1-2 paragraphs.

Pro-Tip: This is not about death — it's about how you want to live.

Get Moving

5



You are going to excel here!

You've done the deep work. You've paused. You've remembered who you are. You've reimagined what success could look like.

Now, it's time to move forward — not because you have all the answers, but because you are ready to begin.

This step isn't about hustle. It's not about urgency or overachieving. It's about choosing progress that reflects who you are — and who you're becoming.

Practices to Help You Get Moving

1. Do. Delegate. Delete

Why it helps: When you're overwhelmed, not everything on your to-do list deserves your time. This tool helps you focus on what actually matters — and release the rest.

Instructions: Look at your current commitments, tasks, or opportunities — professional or personal—anything that keeps you up at night. Use the 3D Filter:

<u>Category</u>	<u>Description</u>
Do	This aligns with your values, purpose, and motivators. Keep it.
Delegate	Someone else can handle this (or help with it). Ask.
Delete	This drains you, no longer fits, or is based on outdated expectations. Let it go.

Pro-Tip: Try this with your inbox, calendar, or job search tasks.

✓ You'll create space for what really matters — not just what's loudest.



Get Moving

2. “Before I Say Yes” Checklist

Why it helps: When you're uncertain or feeling pressure, it's easy to say “yes” too quickly — and regret it later. This checklist helps slow you down so your yes is truly aligned.

Checklist:

Before you accept an offer, commit to a path, or take on a new obligation, ask:

- Does this align with my core values?
- Does it move me closer to my vision of success?
- Am I saying yes from excitement or fear?
- What is this costing me in terms of time, energy, or boundaries?

Pro-Tip: If your yes doesn't feel like a full-body yes, it's okay to pause or say no.

3. Weekly Alignment Check-In

Why it helps: Consistent reflection helps you stay grounded as you move forward. This check-in makes sure your action is evolving with your clarity — not drifting back into autopilot.

Instructions:

Set aside 15 minutes each week (Sunday evening or Monday morning works great).

Ask yourself:

- What did I do last week that felt aligned with my values?
- What drained me or pulled me off course?
- What is one aligned intention for this coming week?

Pro-Tip: If your yes doesn't feel like a full-body yes, it's okay to pause or say no.



Get Moving

4. Action Menu - Practice Big Moves and Micro Steps

Why it helps: Some weeks you'll feel bold, others more tender. This tool gives you flexible options to keep moving — no matter your energy level.

Instructions:

Pick 1 action each week from the menu below:

Big Moves (when you're feeling ready):

- Schedule an informational interview
- Update your LinkedIn to reflect your new direction
- Reach out to a potential mentor
- Sign up for a course or event related to your vision

Micro Steps (when you need gentleness):

- Journal for 5 minutes about your purpose
- Read an article related to your interest area
- Practice your “no” in a safe space
- Revisit your values list

Pro-Tip: Progress is not always dramatic. Small steps are still steps.

Hi. I'm Suzanne.

The Polished Bio...

For over 25 years, I have worked with Fortune 500 organizations, their leadership teams, and individuals to navigate transitions and transformations across their business & personal landscape. As a former partner at a global consulting firm, I facilitated experiential learning sessions for teams ranging from 10 to 500 and had the privilege to launch a new client experience across 55,000 employees.



I am a certified coach through the Hudson Coaching Institute and an Associate Certified Coach through the International Coaching Federation. I have a Bachelor's in Accounting from Syracuse University, am a Certified Public Accountant, and have earned certifications in Human Centered Design and Design Thinking from The Johns Hopkins University, and IDEO.



The Real Story...

I love the smell of the ocean and the feel of sand between my toes. I love bombing down a mountain with my husband and son while mountain biking. I am a taco and mezcal enthusiast. I love traveling to new places and immersing myself in new cultures. I love to paint - although my love might outweigh my talent. And above all, I love the little group of five that is my husband, kids, and me.

Thank You

If you are ready to tap into the expertise of a corporate veteran and certified coach, who has experience with global clients and the non-profit sector, I am excited to work with you.

Please do not hesitate to reach out If you have any questions or concerns.

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