

Adaptability & Resilience — Workbook

This workbook accompanies the Adaptability & Resilience course and converts each module into hands-on practice. Complete the exercises in sequence for the highest impact, but return to individual sections whenever you face a significant change or setback. Each section builds directly on the corresponding course module.

Understanding Your Stress and Change Response

Map your personal stress profile so you can intervene precisely rather than generically.

Exercise: Seven-Day Stress Diary

For seven consecutive days, record each significant stress moment using the fields below. At the end of the week, review all entries and highlight recurring trigger types.

- What was the trigger? Describe it in one factual sentence (no interpretation).

- What physical sensation did you notice first — where in your body, and how quickly?

- What was the automatic thought that arose within the first 30 seconds?

- What category does this trigger fall into: interpersonal conflict, performance demand, role ambiguity, loss of control, or resource scarcity?

- What did you want in this situation that you felt you were not getting?

Worksheet: Personal Stress Profile Summary

After completing the seven-day diary, complete this summary to establish your baseline resilience profile. Retake the CD-RISC-10 and PSS-10 (free online) and record your scores.
CD-RISC-10 baseline score (0–40)

PSS-10 baseline score (0–40)

My top two trigger categories

My three most common automatic thoughts

My earliest physical warning signal

My primary recommended resilience focus (see lesson 2 trigger-to-focus map)

Date of first retake (set 90 days from today)

Checklist: Growth Mindset Trigger Audit

- I have listed two to three recent situations where I noticed a fixed-mindset response
- For each situation, I have written a "yet" reframe of the fixed statement
- I have identified which fixed-mindset trigger type is most common for me (feedback, peer success, skill gap, or stretch avoidance)
- I have chosen one low-stakes situation this week to deliberately try a new approach I would normally avoid
- I have noted what I expect to learn from the experiment before attempting it

Cognitive Reappraisal and Adaptive Thinking

Practice the ABC thought record method and build your personal reappraisal phrase library for high-frequency stressors.

Exercise: ABC Thought Record Practice

Choose a recent stressor that is still emotionally charged — one you would rate at least 6 out of 10 in intensity. Run it through the full ABC model using the prompts below. Aim to complete one thought record per week for four weeks.

- A — Activating event: Describe what happened in one objective sentence. No adjectives, no interpretation — only observable facts.

- B — Automatic belief: Write the first interpretation that arose, as vividly and honestly as you can. What story did your mind tell?

- C — Consequence: Name the emotion and rate intensity 0–100. What did you do or want to do as a result of that belief?

- Challenge the belief: What is the evidence FOR this belief? What is the evidence AGAINST it? What cognitive distortion from the lesson list is most present?

- Balanced alternative: Write a more accurate, evidence-based belief. Re-rate the emotion intensity 0–100. What changed?

Worksheet: Reappraisal Phrase Library

Build a personal bank of reappraisal phrases tuned to your most frequent stressors. These become the first tool you reach for when the reappraisal window opens.

Stressor type 1 (e.g., critical feedback)

My typical automatic belief for stressor type 1

Distancing reappraisal phrase for type 1

Temporal reappraisal phrase for type 1

Stressor type 2 (e.g., workload spike)

My typical automatic belief for stressor type 2

Challenge-appraisal reframe for type 2

Stressor type 3 (e.g., major change announcement)

My typical automatic belief for stressor type 3

Benefit-finding reappraisal phrase for type 3

Checklist: Uncertainty Tolerance Building Protocol

I have identified my two most frequent uncertainty safety behaviors (e.g., over-researching, reassurance-seeking, excessive planning)

I have completed one behavioral experiment: delayed a safety behavior for at least 2 hours and recorded what actually happened

I have mapped a current uncertain situation onto the three Circles (Control / Influence / Concern)

I have identified at least three actions within my Circle of Control or Influence for that situation

I have deliberately stopped taking action on at least one item in my Circle of Concern and noted how the discomfort changed over 24 hours

Building Your Resilience System

Design and test your personalized multi-layer resilience system covering recovery, social support, and meaning.

Exercise: Recovery Ritual Design Sprint

Design your four-tier recovery ritual stack. For each tier, write a specific, schedulable action — not an aspiration but a concrete next step. Test the full stack for one week and rate how well each tier was completed (0–7 days).

- Micro-recovery (2–5 min): What exact technique will you use after high-demand meetings? When is your first scheduled use? (Specify the meeting.)
- Meso-recovery (15–30 min): What non-screen physical activity will you use? What is the specific time slot in your calendar?
- Daily macro-recovery: What is your work-stop time? What three-item win review will you conduct, and where will you log it?
- Weekly macro-recovery: Which day and what does "below average cognitive demand" look like for you specifically?

Worksheet: Social Convoy Audit

Map your current social support network using the convoy model. Be honest — undercounting is more useful than overcounting. Then identify the one highest-priority relationship investment for the next 90 days.

Inner circle (list names, 2–4 people): who would you call first in a crisis?

Middle circle (list names, 4–8 people): important, regular contact

Outer circle (estimate count): valued but less central

Emotional support: who provides empathy and validation in your inner/middle circles?

Appraisal support: who gives you honest, accurate feedback about yourself?

My biggest support gap (type: emotional, informational, instrumental, or appraisal)

One specific action to close that gap in the next 30 days

One middle-circle relationship I will invest in this week (contribution, not request)

Checklist: Values Clarity and Meaning Check

- I have completed the 80th birthday visualization and written my one-paragraph version
- I have extracted three to five values as verbs (ways of being, not nouns)
- I have rated my current-week alignment with each value on a 1–10 scale
- I have identified the biggest alignment gap and written one concrete action to close it next week
- I have identified at least one way to express a core value even in a current difficult situation
- I have applied self-compassion language to at least one self-critical thought this week

Leading Through Change and Sustaining Long-Term Adaptability

Apply your resilience toolkit to a current change challenge and build the habit system that sustains adaptability permanently.

Exercise: Change Navigation Map

Choose a current or recent organizational change that is still active for you. Apply the Bridges Transition Model to map where you are and what you need. Be specific — vague answers produce vague plans.

- What is the change? Describe the external event in one sentence (restructuring, role change, new system, leadership shift, etc.).

- What are you in the process of ending? List the specific roles, routines, relationships, or identities that this change requires you to let go of.

- Write a one-paragraph acknowledgment of that loss — not catastrophizing, but honest. What will you miss or mourn?

- What is one Neutral Zone task (learning, experimenting, connecting) you commit to completing in the next two weeks?

- What will it look like when you have reached the New Beginning? Describe it as specifically as possible: what are you doing differently, how do you feel, what has changed?

Worksheet: Post-Setback GROW Review

Choose one significant setback from the past six months — professional or personal. Run it through the GROW model to extract growth and define a path forward. This is most powerful when completed within 72 hours of a setback but can be applied retrospectively.

Describe the setback in two to three sentences

Goal: What do I want to be different as a result — in skills, perspective, relationships, or priorities?

Reality — what happened (facts only, no interpretation):

Reality — what did I contribute to the outcome?

Reality — what was outside my control?

Options: Path A (describe + what it looks like in 90 days):

Options: Path B:

Options: Path C:

Way forward: Which option aligns best with my values?

First three actions and due dates:

Checklist: Resilience Habit System Launch

- I have anchored my daily 3-minute morning intent-setting to an existing routine (specify the anchor event)
- I have anchored my daily 3-minute end-of-day win review to an existing routine (specify the anchor event)
- I have scheduled a recurring 15-minute weekly resilience journal block in my calendar
- I have set a calendar reminder for my monthly social convoy check-in
- I have set a calendar reminder for my quarterly PTG review
- I have a 90-day CD-RISC-10 retake date in my calendar
- I have at least one accountability partner who knows my resilience goals and has agreed to check in with me
- I have defined my target bounce-back window (in days) as a measurable improvement goal

Exercise: Pennebaker Expressive Writing Protocol

This four-day protocol, developed by James Pennebaker at UT Austin, consistently produces measurable health, mood, and performance improvements. Write in a private journal for 15 minutes each day. Do not edit as you write.

- Day 1: Write about the most significant setback or stressor you are currently carrying. Focus on the facts and your deepest emotions about it.

- Day 2: Write about the same event, but this time focus on how it connects to earlier experiences in your life. What patterns do you notice?

- Day 3: Write about the event from the perspective of a neutral, compassionate observer. What would that person see that you might be missing?

- Day 4: Write about what you have learned or are learning from this experience, and what it makes possible that was not possible before.

Your Action Plan

1. Take the CD-RISC-10 and PSS-10 baseline assessments today and record your scores
2. Complete the seven-day stress diary starting this week — log every significant stressor event
3. Identify your top two trigger categories and map them to the recommended resilience focus from lesson 2
4. Run one full ABc thought record on a current live stressor before the end of this week
5. Design your four-tier recovery ritual stack and test all four tiers for one full week
6. Complete the social convoy audit and identify your highest-priority support gap
7. Complete the 80th birthday values exercise and extract your three to five core values as verbs

8. Apply the Bridges Transition Model to one current organizational change you are navigating
9. Complete the GROW review on your most significant recent setback and commit to a path forward
10. Anchor your daily resilience habits to existing routines and put the quarterly milestones in your calendar

