

Professional Paradise Book Group Guide

I'm so glad you have decided to have a Book Group in your office for *SHIFT to Professional Paradise: 5 Steps to Less Stress More Energy & Remarkable Results at Work*. For **quantity discounts** on books, please email me at vicki@vickihess.com.

I've built in a lot of flexibility, while giving you guidance as well. The Book Group can be set up three different ways (or create your own method and please let me know how it works).

Option 1: Meet weekly for 10 weeks to discuss the book one-two chapters at a time

Option 2: Meet monthly for 3 months to discuss the book in sections (see the Table of Contents for the three parts)

Option 3: Meet one time and discuss the overall themes of the book

This *Book Group Guide* gives you a format to follow for the 10-week option. For the other two options, pick and choose the questions that resonate with you and use them for the discussion. Relax and enjoy the process...it's meant to be fun and insightful at the same time. Remember, you can always download additional **FREE resources** to use with the group at www.ProfessionalParadise.com.

When you're finished with your Book Group, please send me an email to let me know what positive results you've seen as a result of the Book Group meetings.

Thanks and see you in Professional Paradise!

Vicki Hess

Vicki Hess, RN, MS, Certified Speaking Professional

Option 1: 10 Weekly Meetings

The 10-week option gives you the best long-term chance of success for changing behaviors. We all know that it takes time to change a habit and this option gives the group several opportunities to process the information over time and make gradual changes. That way the ideas really sink in and habits change for good.

Let's get started!

1. Order a copy of the book for each person (For quantity discounts go to www.ProfessionalParadise.com to order books and *SHIFT* Reminder Cards)
2. Read the book yourself before you start the program. It's a quick, easy read – meant to be read in a couple of hours – so sit back, relax and enjoy!
3. Schedule a meeting for 10 consecutive weeks (or every other week if that works better for you)
4. Give each person a copy of the book with an invitation to the Book Group meetings and be sure to add a bit of fanfare. Describe the format you will be using for the Book Group. Ask each person to read pages 5-20 and complete the exercise on page 19 (and bring it with them) before they come to the first meeting.
5. I've included a list of questions for discussion during each meeting. Make the meeting “free-flow” and allow folks to talk about what they think is important as well as your questions. Be sure to dig deeper if issues arise or you're not sure what someone means. You might also want to create a “parking lot” for items that are off topic and need further discussion, but not at the Book Group meeting (like tactical details, policies, etc.)
6. You can “assign” reading for the next week or allow folks time to read the chapter at the onset of the meeting. You might try both options or ask the group which one they prefer. This is all about creating buy-in for the process and making it fun and worthwhile!



SHIFT Reminder Cards are perfect to give everyone at the end of the Book Group as a tangible, easy to use prompt.



Questions for Each Meeting

Meeting #1

1. Whose responsibility is it to make employees happy at work?
2. What do you think about the idea of Professional Paradise?
3. Do you agree that Professional Paradise is a “state of being – a state of mind backed up with intentional action” and not based on external elements?
4. What is your definition of Professional Paradise?
5. What else did you want to talk about related to the first couple of chapters?

For next week: Read pages 21-34 and complete the exercises

Meeting #2

1. Do you believe that Professional Prison and Parole exist in workplaces?
2. How is it possible that Professional Prison and Parole are a mindset?
3. What is Professional Prison or Parole to you?
4. In your experience, why do people stay stuck in Professional Prison or Parole?
5. What are your thoughts about employees being the CPO (Chief Paradise Officer) of their own job? Is that really possible?

For next week: Read pages 35-46 and complete the exercises

Meeting #3

1. What are POWs you have experienced at work lately? Are there more external or internal POWs for you?
2. What can you do about the POWs themselves?
3. What WOWs have you experienced at work lately? Are there more external or internal WOW's for you?
4. What can you do to create more WOWs?
5. What are your thoughts about the visual on page 44?

For next week: Read pages 47-58 and complete the exercises

Meeting #4

1. What are your thoughts about the diagram on page 52?
2. Do you agree with the author's conclusions about this cycle?
3. Discuss the questions on page 57 which are most applicable to your group. For a rich discussion, ask all the questions.
4. What work beliefs do we perpetuate in our department?
5. Are they positive or negative or somewhere in-between?

For next week: Read pages 59-66 and complete the exercises



Meeting #5

1. Please share examples of “Fly-Away Thinking” that you have experienced.
2. What were the results of this type of thinking?
3. Have you tried the “Funnel Thinking” approach?
4. How did it work for you?
5. What actions do you need to shift to get to Professional Paradise?

For next week: Read pages 67-76

Meeting #6

Let’s look at each step in the *SHIFT* process...

1. When hit with a POW, how has it helped you to stop and breathe?
2. What are some of your typical knee jerk reactions when hit with a POW?
3. What is the value of identifying and managing your negative emotions?
4. What are creative ways to find new options?
5. How will you decide what one positive action to take?

For next week: Read pages 77-86 and complete the exercises

Meeting #7

1. When have you needed a Viewpoint *SHIFT*?
2. Please share examples from page 85.
3. What stumbling blocks did you run into when filling this out?
4. How are finding new options, not just the same ones you usually use?
5. How can you remember the steps in the heat of the moment?

For next week: Read pages 87-96 and complete the exercises

Meeting #8

1. When have you needed a Connection *SHIFT*?
2. Please share examples from page 95.
3. Did you run into any stumbling blocks when filling this out?
4. What creative ways are you using to harness your harmful knee jerk reactions?
5. Please share a *SHIFT* success story.

For next week: Read pages 97-106 and complete the exercises

Meeting #9

1. How could a Solution *SHIFT* help you at work?
2. Why do you think people take things so personally at work?
3. What can you do to overcome the “taking it personally” issue?
4. Please share examples from page 105.
5. What are your thoughts on sharing the solution with others?



For next week: Read pages 109-122; go to www.ProfessionalParadise.com and print out the Paradise Vision Card (found under Paradise Tools). Bring the completed card to the next meeting.

Meeting #10

1. Please share your Professional Paradise Vision Card with us.
2. How will you stay in Professional Paradise regardless of what is happening around you?
3. What knowledge, skills and desires do you need to stay on track?
4. Are you a full time resident in Professional Paradise?
5. Please send Vicki an email with "Paradise Found" at vicki@vickihess.com

*For "graduation", to really make the concepts "stick", give each person a **SHIFT Reminder Card**. Just go to www.ProfessionalParadise.com and click on the picture of the card to place your order.*





Vicki Hess, RN, MS, Certified Speaking Professional provides inspirational and evidence-based strategies for workplace engagement to change thinking and improve outcomes. She works with employees and leaders nationwide to create a positive, productive and effective work environment.

Contact Marcia Snow, for more information about employee engagement solutions and easy-to-use tools to enhance productivity while creating a better environment in the workplace.

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