



TransformingLives.Coach

ADJUSTING ANCHORS FOR INDIVIDUALS

Instructions

Create an Anchors Inventory

Before you think about adjusting your anchors you need to know what they are. This takes some time and reflection; remember, they tend to operate below the surface. Here are some things to think about.

- **People:** *Who are the people in my life that provide me with a sense of stability and security?* (e.g. a partner; a colleague; write down each person's name)
- **Beliefs:** *What are the beliefs in my life that provide me with a sense of stability and security?* (e.g. I am strong; I know how to solve difficult challenges; spiritual and/or religious beliefs; write each one down)
- **Traditions:** *What are the traditions in my life that provide me with a sense of stability and security?* (e.g. Friday date night; Sunday dinner; write down each tradition)
- **Things:** *What are the things in my life that provide me with a sense of stability and security?* (e.g. my home; my bicycle; write down each thing)
- **Ways of Doing:** *What are the ways of doing in my life that provide me with a sense of stability and security?* (e.g. When I sit down at my desk in the morning, I clear out my email and plan the day; write each one down)
- **Ways of Being:** *What are the ways of being in my life that provide me with a sense of stability and security?* (e.g. I am a team player; write each one down)
- **Other:** *What other anchors have I not listed?* (write each one down)

Identify Your Sea Anchor(s)

Sea anchors are used by ships on the open water during major storms. They float under the surface and keep the ship facing into the turbulence so that it doesn't capsize.

- **Sea Anchor(s):** Review your anchors inventory. Identify the anchor or anchors that you can count on to keep you facing into the turbulence that you are now experiencing. Most often sea anchors include key people in our lives, spiritual and/or religious beliefs, and/or things of special significance (e.g. family heirlooms).

Determine Adjustments to be Made

Now it is time to determine what anchors adjustments have to be made. Again, ask yourself the following questions.

ADJUSTING ANCHORS TEMPLATE

- **They've Been Changed:** *What anchors that I identified earlier have been changed as a result of the coronavirus pandemic? For each anchor you identify, Do I have to adjust this anchor, adjust to this anchor, or some of both?* (e.g. Working from home instead of from office, and I have to adjust to this)
- **Nothing's Changed:** *What anchors that I identified earlier have not changed as a result of the coronavirus pandemic? For each anchor that you identify, Do I have to loosen my hold on this anchor, hold it more tightly, let it go completely, and/or leave it just the way it is? If changes are required, What changes do I have to make in my relationship to this anchor?* (e.g. My relationship with my partner has not changed, and we need to work together to figure out how to both work from home every day)
- **Review Adjustments:** People only have a limited capacity for change. For each of the changes that you have identified, ask yourself this question. *Is it a **good idea** for me to make this change, or is it **essential**?* If it is a good idea, take it off the list.

Give Yourself Permission

Sometimes the only thing that stands between us and change is... us. For example, I just completed anchors work with the CEO of an international company. She works hard at the office, including eating at her desk, so that she can get home to your young children for dinner. Now that her children are home full-time, it is important that she not "lock them out of the office" from early morning until late afternoon. She had to give herself permission to break up her day, including eating lunch with her children instead of at her desk.

- **Permission:** For each of the changes that are imperatives, ask yourself this. *What permission, if any, do I need to give myself in order to make this change?*

Prioritize and Adjust

Now it's time to ask yourself, what is **the** most important anchor adjustment I can make now? Don't tackle them all at once; that is a guarantee of overload. Don't prioritize the full list; too much remains uncertain and it is likely your priorities will have to change over time. Take them one (or at best a few smaller ones) at a time. Adjust your anchors to support your work from home success.

The table below includes a few examples. It is a Word table. Feel free to add, delete, move around, create other categories, and edit as appropriate for your anchors.

THE CHANGE

Briefly describe the change that you are seeking to address and how it is affected and/or will affect your life.

ADJUSTING ANCHORS TEMPLATE

| Anchor | Description | Relationship (Same, Different, End) | High-Level Change Plan | I Give Myself Permission to... |
|---|--|--|--|---|
| <i>Example: Home</i> | <i>My apartment; my "nest"</i> | <i>Different; I will be spending more time here, and want it to feel less cluttered</i> | <i>I will declutter all aspects of the apartment</i> | <i>Let go of things that no longer have meaning to me</i> |
| <i>Example: "Boys' Night Out"</i> | <i>Our Thursday fraternity tradition ten years later</i> | <i>End; we can't actually go out; I would rather spend time with my family than online with them</i> | <i>I will call each one to let them know I am not going to be joining the new "Boys' Night In"</i> | <i>Identify specific men I want to continue with in a different way</i> |
| <i>Example: My religion, faith, or spiritual practice</i> | <i>My morning practice: daily meditation and prayers</i> | <i>Same: This is a sea anchor for me; it helps keep me grounded</i> | | <i>Continue adjusting my meditation focus as needed</i> |
| PEOPLE | | | | |
| My self (enter your name) | | | | |
| My family (you may want to call out different family members) | | | | |
| My friends (you may want to call out different friends, and/or different groups of friends) | | | | |
| My colleagues (you may want to call out different colleagues) | | | | |
| My pet(s) | | | | |
| | | | | |
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ADJUSTING ANCHORS TEMPLATE

| BELIEFS | | | | |
|--|--|--|--|--|
| My religious practice | | | | |
| My spiritual practice | | | | |
| | | | | |
| | | | | |
| TRADITIONS | | | | |
| Family traditions (you may want to list individual ones) | | | | |
| Traditions with friends (you may want to list individual ones) | | | | |
| Work traditions (you may want to list individual ones) | | | | |
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| | | | | |
| THINGS | | | | |
| My job(s) | | | | |
| My home | | | | |
| My vehicle | | | | |
| My income | | | | |
| My savings | | | | |
| My insurance | | | | |
| My memberships | | | | |
| My subscriptions | | | | |
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ADJUSTING ANCHORS TEMPLATE

| WAYS OF DOING | | | | |
|--|--|--|--|--|
| My recreational activities (you may want to list each one) | | | | |
| My leisure time | | | | |
| | | | | |
| | | | | |
| | | | | |
| MY WAYS OF BEING | | | | |
| My health | | | | |
| My exercise | | | | |
| My way of relating to others | | | | |
| My way of relating to self | | | | |
| | | | | |
| OTHER | | | | |
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FOR MORE INFORMATION ON MY WORK

Brian Gorman is an International Coach Federation (ICF) certified professional coach and change management guru. He brings five decades of change experience and study into every coaching conversation. Brian serves individuals as well as organizations facing, or in the midst of, transformational change. He has worked with clients as large as Merck Manufacturing, as well as startups and individual leaders. He's the type of person who taps into the core of the matter, helping each individual maximize their professional and personal potential. Brian works both one-on-one and with teams. He is a member of the Forbes Coaches Council and a frequent contributor to Forbes online publications.

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