

STEAL MY

*“Let’s Talk B.O.S.S.!”*

PLAYBOOK



my8dayweek

MY8DAYWEEK COACHING

# What We Stand For

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Dearest Girlfriend,

Nice to meet you...

*I'm Stephanie. Entrepreneur, Teacher Turned  
Facilitator & Writer*



I'm the Founder and Director of **my8dayweek**.

I've worked as a High School Preparation teacher for over 13 years and then decided to make my side hustle my "Main Thing."

The concept of **my8dayweek** was a bold move to ensure that my entrepreneurial pursuits would allow the juggling of all creative endeavours, without dropping the ball on anything.

## **Just Chill & Do You**

I'm a trained Teacher, only child, curious adventurer, skim reader, Hip-hop dancer (when no-ones watching!), health + wellness-engaged-student and faith-filled woman.

Life is full of colourful adventures we need to embrace and take onboard with our #BestFootForward no matter the present circumstances.

Our community is for women of all ages and backgrounds, of different personalities, style, nationalities & upbringing and lived experience.

To all who believes that she was born for more than what is temporal and fleeting, you are sincerely invited to share this journey of Sisterhood...

## **From Friends to Besties**

Let's get "intentional" and "purposeful" on our day-to-day activities to ensure we have the most memorable and splendid weeks...now and always!

**Yours sincerely,**

(From my heart to yours)

*Stephanie Yap*

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# \*My\* Contents

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01. Own The Ship	04
02. Everyone is a B.O.S.S.	06
03. Spheres of Influence	11
04. Sharpening the Saw	14
05. E.P.I.C.	17
06. Dot the I's and Cross the T's	18
07. Guard your Peace	19
08. Made for Eternity	20
09. Keep in Touch with Us: Podcast Show Notes and <a href="#">Links</a>	22

# Own The Ship

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We need to steer The Ship to arrive at each destination safely, without a hitch.

The Art of Growing up is pretty simple. It can be summarised into taking ownership (active knowledge and understanding) of three key words:

- ▶ Responsibility
- ▶ Independence
- ▶ Maturity

Yes, these words carry a lot of weight and dutifully need to be unpacked, but without a doubt, the essence of what it means to graduate from dependency on others, will dictate how smoothly you navigate from childhood into adulthood; to standing on your own two feet. Deal with this season of life wisely and without the unnecessary drama #OwnTheShip.

01. What do you most fondly remember from your childhood?

02. In what ways do you think your cultural background most affected your development and the shaping of your identity? How about your siblings (if you had any), your peers and the impact of your family dynamics?



03. What are the key goals that that you would like to accomplish in the next five years? And why?
04. Who is the first person that comes to mind when you think of an esteemed role model? What values does he/she stand for (and amplify)?
05. What is a piece of advice that you would offer to someone younger than you?
06. How is life most similar being a teen in your day as compared with life for teens today? Would you want to trade places with today's teenagers and live in the world they have grown up in rather than the way that you grew up? (Why or why not?)



# “Let’s Talk B.O.S.S.!”

A B.O.S.S. is not “self made”, a B.O.S.S. is born into this world \*from Day Dot:

#Beautiful  
#Original  
#Somebody  
#Special

We need to trash old school ideas. And ride on new, empowering definitions.  
We can prescribe new meaning to words, or creatively, coin new words altogether.

“Words are powerful. (Words powerfully shape our world and our reality.) Words can be used to build someone up or to tear them down, and carry a spiritual force in themselves.”

Allow room for your true self to learn, experience and grow, failing forward.

**Things to avoid on this journey:**

*Don't run from doing the work.*

*Don't settle for mediocre.*

*Don't be a carbon copy.*

- ▶ Be original.
- ▶ Be a somebody.
- ▶ Be an innovator.
- ▶ And not an imitator.



# Do you ever notice the people that others copy, imitate and emulate?

These are the people who stand out and are loving life; they radiate cool vibes and confidence because they are comfortable with themselves and have the courage to embrace their individuality, boldly and unapologetically.

## The Urban Dictionary unpacks the word “boss” like this:

A person who knows what he or she wants, knows how to get what he wants, and gets it when he wants. He or she lives by his or her own code and does not care about what others think. A boss has his or her own personality, and does not follow the norm, just because it is the norm. A boss does not settle for less than he or she is worthy of.

## In brief:

- ▶ We should take ownership of our worth, our stories and our individuality.
- ▶ We should amplify our special qualities and traits and work in our flow.
- ▶ No-one should ‘wear’ silly labels that do not serve them, and made to feel belittled or disempowered.
- ▶ Each and every one of us is born with unique fingerprints, unique characteristics, personality quirks and traits. On a day-to-day, week-to-week basis, we should strive to be the best version of ourselves.

We are always investing in ourselves and making the most of our resources, skills and circumstances. (Carpe diem!)



# Everyone is a B.O.S.S.

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down, and carry a spiritual force in  
themselves.”

Lady bosses are everywhere,  
shining brightly in their element!  
They're hosting events for female  
entrepreneurs, triumphing over  
health issues and encouraging  
women to be their best with  
simple-but-proven-strategies.

They're selling online programs,  
candles, jams, hair extensions,  
luxury garments, vitamins, and  
bath products made with scented  
oils. Though their projects are  
diverse, they are linked by two  
uniting principles: They are women,  
and they are exemplary at their  
work (superstars!) and confidently  
wearing the B.O.S.S. title!





## *In Brief*

- ▶ We should take ownership of our worth, our stories and our individuality.
- ▶ We should amplify our special qualities and traits and work in our flow.
- ▶ No-one should 'wear' silly labels that do not serve them, or made to feel belittled or disempowered.
- ▶ Each and every one of us is born with unique fingerprints, unique characteristics, personality quirks and traits.
- ▶ On a day-to-day, week-to-week basis, we should strive to be the best version of ourselves.
- ▶ Notably, it is a full-time job that we never retire from until we graduate to heaven!



01. In what ways do you think your cultural background most affected your development?

02. What is your definition of success?

03. How do you define beauty?

04. What's on your Bucket List (Make a List of 8 items in total)?

05. What are your top unique talents?

06. How is life most similar being a teen in your day as compared with life for teens today? Would you want to trade places with today's teenagers and live in the world they have grown up in rather than the way that you grew up?



# Spheres of Influence

## Ways to build influence

Your sphere of influence builds over time, through The Good, The Bad and The Ugly.

As it builds, so do the risks and associated fear-factor; and, in retrospect, so do you.

Discover and build your leadership impact and increase your sphere of influence

## Key Takeaways:

- ▶ Be consistent. People come to rely on this consistency and all that you bring to the table, day in and day out.
- ▶ Be flexible. People will be open to negotiating if they see you are not rigid and fixed. Be open to negotiate, to reason, to be someone who is approachable.
- ▶ Be empathetic, helpful and encouraging. The more you invest in others, the more your influence will increase. The more you share and seek feedback, the more engaged people will become.
- ▶ Be creative and imaginative. Great ideas are powerful, thought-provoking and will cause others to take notice.
- ▶ Show your value. Help people solve their problems, as they benefit, you increase your value (in their eyes).
- ▶ Listen, communicate and network (build awesome relationships) - important Life Hack, no further explanation necessary (wink wink)!



You want to always be humble, hard-working, authentic, compassionate and willing to be an outstanding B.O.S.S. that leads by example.

**01. What aspects/who do you have direct influence over?**

**02. What aspects/who do you have indirect influence over?**

**03. Who do you have indirect influence through?**



04. Where do you have no influence – what is outside your sphere of influence?

05. Who is in your circle of influence?

06. How can you improve your circle of influence?

“The first place to begin building any relationship is inside ourselves, inside our circle of influence, our own character.”

- Dr Steven Covey



# Sharpening the Saw

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“Give me six hours to chop down a tree and I will spend the first four sharpening the saw/axe.”

- Abraham Lincoln

You cannot bypass Sharpening the Saw if you are a logical, “switched-on person”, who wants to be living a holistic lifestyle.

Doing it any other way is just going to create burnout, anxiety and, it’s akin to running uphill. All-The-Time.

Sharpening the Saw is about taking the time to renew and refresh the four dimensions of our nature — physical, spiritual, mental, and social/emotional — so that we’re more efficient and effective in our **Life’s Assignments**.

It’s all about regularly investing in ourselves so that we can reap dividends on a continual basis. **Ultimately, it equates to working smarter, not harder.**

01. What is meant, metaphorically speaking, by Sharpening the Saw?

02. What does it mean to you to have a Healthy Lifestyle?



03. How do you deal or cope with stress? Are these strategies working for you?

04. Some of the lifestyle changes you need to make (eating better, joining a gym, attending frequent medical appointments) can become costly. What else in your life are you willing to cut back on so that you can make room in your budget for these important new expenses?

05. Who in your life is willing to support you as you make important changes to your life? Who else (family, friends, coworkers) do you need to get on board?



# Four Dimensions of Nature

## Physical Dimension:

01. Eat Healthy Meals
02. Get Deep Sleep
03. Drink Lots of Water
04. Stretch + Flexibility
05. Take Regular Breaks
06. Take a Nap  
(when necessary)
07. Everyday Movement  
("Born to Move")
08. Fresh Air + Vitamin D

## Spiritual Dimension:

01. Reading the Word
02. Prayer + meditation
03. Spending time in nature
04. Listening to worship music
05. Gratitude Journal
06. Fasting

## Mental Dimension

01. Write
02. Read Widely
03. Listen to Stimulating Podcasts
04. Study a Challenging Subject Solve Puzzles
05. Take up a New Hobby
04. Have a Morning Routine
05. Have a Night (Wind Down) Routine for the Day
06. Get Creative

## Social/Emotional Dimension

01. Cultivate healthy, meaningful relationships
02. Make new friends. \*Getting involved with [\\*my8dayweek\\*](#) Meetups.

"There are friends, there are family. And then there's friends that become your family."

03. Enjoy sit down meals with family and close friends
04. Contribute to your community
05. Share your lived experience, skills and talents
06. Talk about your feelings. \*Psychotherapy
07. Seek help when necessary
08. Find purpose and meaning
09. Ensure that you know your stress management strategies
10. Manage your time + resources well

Without this renewal, the body becomes weak, the mind mechanical, the emotions raw, the spirit insensitive, and the person selfish. Doesn't really sound too crash hot, right? Not exactly the kind of guy you want to date or expect to be all that popular on *The Bachelor*.





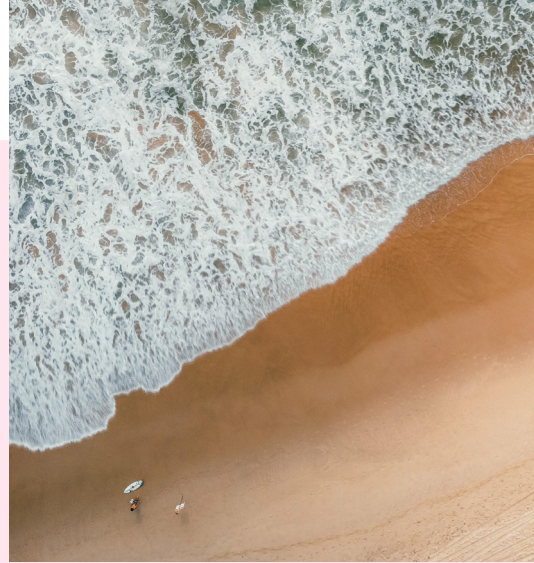
# E.P.I.C.

(Enthusiastic, Punchy, Intelligent, Creative)

To have an E.P.I.C. life, you need to invest in yourself. There's really no two ways about it.

But what does it entail?

01. Take at least 20 minutes a day, to do what makes your heart sing
02. Give back - Hustle with Heart
03. #StudentForLife, keep learning, "Stay curious & stay humble."
04. Live with intention, authenticity and purpose



## Enthusiastic

Life is short. Give it all you got.

Inject fun, joy and adventure into your every day.

## Punchy

Spirited, memorable, playful.

## Intelligent

"Switched on" in terms of IQ + EQ.

## Creative

Be an inventor + innovator, redefining concepts, subjects, topics, issues and words, be \*entrepreneurial\* in nature.

Creativity is defined as the tendency to generate or recognise ideas, alternatives, or possibilities that may be useful in solving problems, communicating with others, and entertaining ourselves and others.

EQ	IQ
self awareness	logic
self management	mathematical reasoning
responsible decision making	spatial reasoning
relationship skills	verbal reasoning
social awareness	memory and recall



# Dot the I's and Cross the T's

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Perfection is **not** the End Game.

The easiest Life Hack here is to aim for awesome but not get caught up in making it E.P.I.C. 24/7.

Perfection is an art form, it takes practice (time + effort) and due diligence. With more knowledge of general skills, we can get pretty close in some aspects, and completely miss the mark, elsewhere.

“Don't aim for perfection, which is at times #MissionImpossible. Alternatively, why not aim for something a little more realistic?”

Instead of trying to make something perfect, make it #GoodEnough #ProgressOverPerfection. Always give yourself **props** for having a go, and completing a task and ticking it off your To Do List.

“Do the best you can with the task at hand and then let it go, because perfection is (more often than not) unattainable and you're only wasting your time, energy and resources trying to strive for it.”

First and foremost, you need to decide is that a skill you really, really want to master? If you are a multi-passionate Busy Bee, this is a question that needs some serious contemplating...

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## \*My\* Cheat Sheet

- Delegate all kinds of tasks - big, medium & small
- Take a short course \*to learn how its done
- Learn from experts, innovators & thought leaders
- Pay top dollar when and where it matters
- Collaborate (“Team work makes the dream work.”)



# Guard your Peace

When it comes to self-care, guarding your peace (of mind) is very important.

If we don't, anxiety levels will increase, and, everything-not-all-that-great will be bound to follow.

It's imperative that you have a safe haven. It's a place where *\*Hope\** is your best friend. And better still, you can count on *\*Joy\** to make you laugh out loud.

"Only in the darkness, can you see the stars."

- Martin Luther King Jr.



## Some elements to create a Physical Safe Place

- ▶ Scented candles
- ▶ Books (such as; Bible, Journals, Diaries)
- ▶ Freshly cut flowers
- ▶ Coffee table + teapot, cup & saucer
- ▶ Photos of people you cherish
- ▶ Pillows or cushions
- ▶ Comfy throw rug
- ▶ Quotes or affirmations
- ▶ Access to play calming + relaxing music
- ▶ A place free from distractions



# Made for Eternity

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God has 'set eternity in the hearts of humankind.'

This means that we can never be completely satisfied with earthly pleasures, goals and pursuits.

Many people are chasing and collecting things in life that do not last forever. It is a trap that many have fallen into.

For the most part it is packaged in:

- (The love of) Money
- (The Magic of) Marketing
- Materialism
- The \*Me Me Me\* Mentality

## *Collect Moments, Not Things.*

01. "What" are the qualities that you desire to develop?

02. Do you think more or less about what happens after death as you grow older?



03. How are the elderly viewed in your culture?

04. Who do you consider to be wise? Do you know him/her personally?  
How can you make time to glean from him/her?

05. Do you ponder about eternity? What are your views regarding life after death?

06. Are you being true to your core values?

07. In what areas of your life are you settling? What do you intend to do about it?



08. What's stopping you from doing the things that you should be doing?
09. What's the most important lesson you have learned so far in life? Are you acknowledging the lessons learnt?
10. What or whom, did you make better today? (Are you living a life that is more about purpose, than about your own creature comforts?)





*AND... That's a wrap!*

These topics are what makes up our "Let's Talk B.O.S.S.!" Podcast (Season 1).  
We have established the key principles owning your B.O.S.S. title,  
with true leadership and style.

**/B/eautiful /O/riginal /S/omebody /S/pecial.**

Designed for women who have Big Dreams and are seeking practical and proven  
strategies to create results:

<https://my8dayweek.com/podcast>

The **my8dayweek** ["Let's Talk B.O.S.S.!" The Podcast] is a workshop friendly podcast that  
create room for new ideas - prepping and planning for shifts in mindset, which will help  
you achieve your goals and tick off your #ToDoLists in the most productive way.



Thank you for investing in our community.  
We want to support you, connect with you, encourage you &  
empower you in every way possible.

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