



Breakdown, **BREAKTHROUGH** Group Study Guide by Kathy Caprino

Breaking through to passion, power, and purpose in life and work brings with it great rewards and benefits, including a fulfilling, joyful life that honors your authentic and powerful self. The steps and processes offered in *Breakdown, Breakthrough: The Professional Woman's Guide to Claiming a Life of Passion, Power, and Purpose* will help you define—and achieve—success, purpose, and true quality of life in terms that are meaningful to you. And working through this process with a group of empowering and supportive colleagues helps bring about change even faster! Learning with others deepens our personal growth, accelerates our movement, and enhances our sense of support and connection, so that we may live and think in new, positive ways.

Use this Group Study Guide to start your group on its way to breakthrough!

Exploring and learning through group sessions is a wonderful way to:

- 1) Connect with other individuals who are experiencing similar journeys
- 2) Expand your individual perspective by sharing your thoughts and receiving valuable input, as well as learning from others' experiences
- 3) Gain regular support and encouragement to make the changes you desire most
- 4) Receive ongoing follow-up help to keep you on track

If you are ready to step up to a compelling, expansive future vision for your life and work, a study group is a great way to start!

How to start your group:

Think about people you'd like to go on a journey with – those with whom it would be fun and helpful to explore, discover, and learn. Who would be willing to openly share their experiences with you, and vice versa? Who has expressed an interest in this topic of increasing strength, balance, and joy? And who would make a commitment to read the book, do the exercises, and attend all sessions of the Study Group?

Generate your list of potential attendees, and make the invitation. The group that you form consists of the *exact* individuals who are meant to come together at this time.

The Overview below contains a sample invitation to help you get your group started.

Each Session has its own structured format, and everything you need to facilitate the group is explained here.

NOTE:

A *Breakdown, Breakthrough* Audio CD with key exercises and meditations from the book is available for order from www.elliacomunications.com.



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Breakdown, Breakthrough Blog:

As you create your *Breakdown, Breakthrough* Study Group and enter into this journey, please assist others by relating stories of your progress on the blog for this book, at www.breakdownbreakthrough.com/blog. Please be generous and share with other women the insights you've gained and the progress you've made. There are no better teachers than those who themselves are claiming the life the dream of.

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My deepest thanks go to Ms. Victoria Castle, author of *The Trance of Scarcity: Stop Holding Your Breath and Start Living Your Life* (Berrett-Koehler Publishers, 2007) for her help and inspiration. This Study Guide has been adapted from *The Trance of Scarcity Group Study Guide*, in format and approach. Please see www.tranceofscarcity.com for more information and to order.



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OVERVIEW

What to Consider in Forming Your Study Group

SIZE OF GROUP

The ideal group size is eight to ten people. More than ten makes individual speaking time difficult to achieve. Less than six limits the amount of diversity of thought and experience. An even number is not essential. Use the sample invitation below to get you started.

REQUIRED EQUIPMENT

- 1) Each member of the group will need her own copy of *Breakdown, Breakthrough: The Professional Woman's Guide to Claiming a Life of Passion, Power, and Purpose*. Orders of 10 or more copies receive a 35% discount if you order at www.bkconnection.com/breakdownbreakthrough.
- 2) Each member of the group will need her own copy of this Group Study Guide. It is recommended that copies of the guide be downloaded, printed, and brought to the first session. To download the Guide, visit www.breakdownbreakthrough.com.
- 3) Each member of the group will need her own journal for documenting individual thoughts, feelings, and experiences. Members can use their own notebook, or a *Breakdown, Breakthrough Journal* specifically designed for this group. The BB Journal comes complete with exercises, and can be purchased at www.breakdownbreakthrough.com (coming January 2009).
- 4) The group may also acquire the *Breakdown, Breakthrough Audio CD* with meditations and exercises from the book. See www.breakdownbreakthrough.com for details.

SUGGESTED EQUIPMENT

The Sessions have been divided into separate Study Guide sections for ease of use. It is important to bring your *Breakdown Breakthrough* book, Study Guide, and a Journal to each session.

AGREEMENT OF USE

By participating in the group and using this Group Study Guide, you agree to use it in its entirety, as an intact body of work, as it was designed and intended. Furthermore, this is not to be used outside of the study group without the explicit consent of the author, Kathy Caprino (write to kathy@elliacomunications.com for more information).

MEETING LOCATION

Meeting in a group member's home or a community room is great. The location needs to provide a setting in which group members can sit comfortably in a circle, see and hear each other, and have room to stand and move as needed. Privacy and quiet are important (avoid public coffee shops and restaurants).



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The topics that are discussed may be enlightening as well as personally challenging. The goal is for you to achieve enhanced value from learning in a group, more so than you would by reading the book at home by yourself. Choose a setting that allows for individual sharing, group conversation, and movement.

If you choose to have refreshments, place them on a side table so the focus of attention can remain on the discussion.

MEETING SCHEDULE & FORMAT

Meeting every week is optimal, but every other week can also work. Schedule all the sessions in advance to ensure that attendees can reserve the time in their schedules. There are 14 sessions in total, each with 2 hours of focused discussion time (2.5 hours for the last session), plus up to 30 minutes for arriving, socializing, and handling any logistics.

Each session consists of 2 hours of structured interaction and focused learning. It is important to keep the session running on time for maximum learning and satisfaction. To assist in this, the role of the Facilitator is important (please see explanation below).

FACILITATING EACH SESSION

By following the suggested timeline, you will experience maximum value during the sessions. Ideally, group members take turns in the role of Facilitator, which includes keeping an eye on the time, moving the discussion along if time requires, and set-up and clean-up of refreshments, if necessary.

COACHING BUDDIES

It is optimal that each group member has a Coaching Buddy, particularly if the group meets less often than every week. It is preferable for group members to have the same Coaching Buddy for the duration, for a coaching relationship to gel. The Coaching Buddy's role is to assist his/her partner during the week following the session to explore insights and learning achieved, and to facilitate next steps toward the coachee's desired goals.

For a Coaching Buddy conversation, plan on a 30-minute call with a focused conversation for each individual (15 minutes per coachee). Explore what you learned from the session and the exercises, the specific steps you are engaged in to move forward, and any obstacles that may have emerged. Then switch roles.

Discuss the insights, challenges, and opportunities that are showing up for you. Offer insights and feedback where useful and requested.

Keep the call to 30 minutes unless agreed in advance to extend it.

FUNDAMENTALS TO SUCCESS

These fundamental steps help ensure that each group session is productive and satisfying. These will be discussed at the first session.



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- 1) Be on time to all sessions – build in time for arrival and socializing beyond the 2 hours.
- 2) Do your best to attend all sessions – if you can't attend one session, let someone know before the session and arrange with them to fill you in on what was missed. Expect that there may be a session or two that you are resistant about attending. That's natural – we all resist change at times, even though we know it can bring positive movement.
- 3) Come prepared having read the assigned reading, and completed the homework and exercises. Throughout the coming weeks, you will be asked to respond to what you read in three ways:
 - What do you "resonate" with (what feels right, what seems like an "aha!" when you read it?) Circle these word or parts in the book.
 - What do you "resist" or disagree with (what words, phrases, concepts make you stop and think, "No way, that's not me." Place a "E" for "explore" next to these parts.) These experiences of resisting or disagreeing are vitally important because they often point to where the most fruitful learning is for you (what will be most helpful to explore)
 - What possibilities and challenges show up for you? What does "Breakdown, Breakthrough" mean to you in your life right now?
 - You will have a chance to discuss your thoughts about the above questions in your group.
- 4) One person speaks at a time – no side conversations. Listen empathically with a curious, open mind – benefit fully from each person's sharing.
- 5) What is said in the group stays in the group. Confidentiality is key so that each group member feels safe and comfortable to speak candidly about his/her experiences.
- 6) Speak as openly and accountably as you can. The more you share, the greater the opportunity for learning, growing, and walking toward breakthrough.
- 7) Recognize that this kind of endeavor can be unsettling. Support each other by remembering why you chose to embark on this journey, and keep in mind the compelling new life vision. Don't let fear, resistance, or a bumpy patch keep you stuck.
- 8) If you feel like you are not getting value from the book or the group, discuss with the group or at least one person before making any decision to quit. Ask for what you need to make it work for you.
- 9) Respect that people come from different backgrounds and experiences and may view things in different ways. But remember, if you have something to say, say it! Don't wait for someone else to communicate what you long to express. Be fully engaged and committed to getting full value out of this experience, and giving the full value of your thoughts and experiences as well.
- 10) Offer feedback in the form of observation, not judgment or "shoulds." If you see a group member caught in a pattern that is working against them, please be sure your input is intended



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to be helpful, not a judgment of what they “should” do.

- 11) Follow the timeline and the prompts of the Facilitator. Support the Facilitator in this important role.
- 12) Finally, don’t settle for being in a state of breakdown, stagnation, or powerlessness a moment longer. Give this your all, and go for everything you want in life and work.



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SAMPLE INVITATION EMAIL/LETTER

Dear Friends,

I have found a great book that I would like to study in some depth, called "*Breakdown, Breakthrough: The Professional Woman's Guide to Claiming a Life of Passion, Power, and Purpose.*" It addresses the twelve common crises working women face today, and presents compelling, inspiring stories and powerful coaching advice about how to overcome these crises from women who've transformed their lives and work successfully.

I visited the book's site (www.breakdownbreakthrough.com) and the author's website (www.elliacomunications.com), and noticed that there is a Study Guide that accompanies the book. As the author Kathy Caprino states, "Learning with others deepens our personal growth, accelerates our movement, and enhances our sense of support and connection, so that we may live and think in new, positive ways." So let's do this together!

Many folks I know could benefit from enhancing their lives (me included!), and having more passion, power, and purpose in life and work. I would love to create a *Breakdown, Breakthrough Study Group* that provides encouragement, perspective, and commitment, as well as creates an ongoing community that is supportive and positive.

I could read the book by myself and theoretically do the exercises. But in a group environment, I know that I would stay accountable for being fully engaged in reading the book and pursuing the recommended activities. I would greatly benefit from others perspectives and input as well. And I would ask the same level of participation from all attendees. So this really isn't a book group – in that we won't just talk about the book. We'll do the exercises, complete the homework, and meet for 14 sessions.

The author recommends a group of 8-10 people, so I'm sending this invitation to you and a few others. Feel free to forward to others you would want to have join us. I am happy to host the first session on [*fill in date* - approximately 3 weeks from date of letter] and schedule subsequent group sessions at others' homes over the next 13 weeks. This is a commitment of time and energy. So I'm thinking of it like an exercise class in personal development, knowing that it's worth the commitment because I hope for, and expect, big results.

Please let me know if you will join me and if you have any logistical concerns. You can check out the book's website (www.breakdownbreakthrough.com) and the author's site (www.elliacomunications.com) and read a book excerpt.

I'm asking for a firm "yes" or "no" by [*fill in date*- approximately 10 days from date of letter] and plan to start the group at my house on (*fill in date* – in 3 weeks) at 7:00 p.m. I hope this is as exciting to you as it is to me. Please let me know. I can be reached via email at _____ or by phone at _____. Thanks so much, and I'm looking forward to seeing you soon!

All the best,

(Your name)



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SESSION 1: The Power of Yes! (Preface through Chapter 2)

Come to this session having already read and done the exercises in Preface, Introduction, Chapter 1-2 of the book, and Study Guide section for Session 1.

The first session is particularly important as it is the first occasion for group members to come together, get connected, and reach agreement on how you will operate as a Study Group. While the purpose of this gathering is not a social event (chatting about anything and everything), connecting with each other is critical, so have some fun!

Facilitator, please provide a contact list with attendees' phone numbers and email addresses so group members can contact each other during and after the Study Group meets.

0:00 – 0:30 Introductions (30 minutes)

Each person has 3 minutes to introduce themselves with the questions below. Clearly, answers could be much longer than 3 minutes, so give everyone a moment to think about what they want to say (how they want to use those 3 minutes) before anyone starts speaking. That way, they can listen to each other rather than rehearsing. The **Facilitator** lets them know when they have 30 seconds left and tells them when time is up.

- o Who are you and what you do in the world?
- o What, specifically, drew you to be part of this *Breakdown, Breakthrough* Study Group?
- o What areas of life and work would you like to focus on in these upcoming weeks?
- o What is your hope for what you'd like to get out of this Study Group experience (your ultimate goal)? Be specific!

If your group already knows each other, do this exercise anyway. Listen to each other with fresh ears for what you can learn about your study partners in this particular aspect of life and work.

0:30 – 0:50 Review Fundamentals (20 minutes)

The **Facilitator** reads each Fundamental (see list on previous page) out loud. If anyone has questions or difficulty with any part, now is the time to discuss and resolve issues. Come to agreement on these elements before you move on. You may come up with additional items you want to add as a group. Feel free to add as you see fit.

Then ask someone to take the role of **Facilitator** for the rest of this session. Whoever made the invitations gets to be **Facilitator** for this session.

0:50 - 1:00 Discuss Preface, Intro, Chapter 1 and Chapter 2 (10 minutes)

Facilitator to open discussion about reactions to reading the Preface, Intro, Chapter 1 and Chapter 2, as well as the Study Guide Overview. This a rich time for exploring, sharing, and embracing commonalities and differences in the group.



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- What in the book “*resonates*” with you (what feels right, what seems like an “aha!” when you read it?) What new thoughts about your situation did you have in reading these chapters?
- What possibilities and challenges show up for you? What does “Breakdown, Breakthrough” mean to you in your life right now?

1:00 – 1:20 Discuss “The First Step: Assessing If You Are in Crisis” (from Chapter 2, Pages 18-20) (20 minutes)

Everyone takes a look at the First Step Assessment in the book (pages 18-20). **Facilitator** initiates a 20-minute conversation about the following. **Facilitator** asks the group to discuss their responses to Question 1, 2, and 3 in the book.

Question 1 (Page 19)

Indicating through a show of hands, did you answer “No” to any of these questions? Which areas are you struggling most with now (feeling fulfilled and satisfied, feeling good about yourself, or trusting you have what it takes to create a powerful life?) What has contributed to your experiencing yourself that way?

Question 2 (page 18-19)

Did you answer below a “4” to any of these? What might that mean about your efforts to balance what you have to do with what you want to do in life? Where is it most challenging?

Question #3 (page 19)

What areas of potential crisis from the list did you check off? How long have you experienced challenge in this area? Do you *want* change in these areas?

1:20 – 1:40 STEP BACK, LET GO, SAY YES! (20 minutes)

Find one other partner and discuss the following questions (if uneven number, make one group of three). Have one individual talk for 5 minutes, then switch roles. **Facilitator**, keep track of time. After 10 minutes, open up conversation to whole group.

- o Stepping Back: What one crisis/challenge seems to be causing the most difficulty right now?
- o Letting Go: Starting now, what can you let go of in your life to free up energy and time to focus on what’s important to you?
- o Say Yes! Choose one area to focus on this month, to gain empowerment. This area will be: _____
_____ (state it clearly and concretely).

**Open up your discussion to the group, and share what you learned.
Let this be a provocative and candid conversation. You’re not looking for agreement
– give room for all experiences and points of view.**



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1:40 – 1:50 Get “Hip to Your Trip” (10 minutes)

Now that you’ve identified the key area in your life you’d like to begin looking at, take some time to explore what typically holds you back from making change in this area. What are your reactions to the idea that you can make lasting change in this area? Do you believe it? Do you doubt it?

Discuss as a group:

- What are all the things/people/events/thoughts that have previously held you back from making positive change in this area?
- What will change to make this time different?
- Who will help you? Think of one person in your life (a friend, mentor, family member, etc. outside of your Coaching Buddy) who you can look to for help and support to make this change. Commit to asking for their help this week.

1:50 - 2:00 Standard Closing (10 minutes)

This will be the standard closing for each session.

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the ending remarks of the relevant chapter. For this session, read this passage from page 21:

“Great job! You did it. Joining this Study Group, and completing this assessment is the first and more important step you can take on the path to breaking through crisis to gain empowerment. You must know what isn’t working in your life to determine where to begin changing it. Congratulations for having the courage to start.”

Facilitator ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- During the week, think about the area you most want to change in life and work. Be an open observer this week about what’s happening, and how you may be contributing to the situation, and what needs to change specifically.
- Ask for help from one friend, family member, mentor, to assist in making the changes you want most in life and work.
- Find a coaching buddy from the group for the upcoming sessions.
- Do the homework for the next session (see below)

HOMework:

- Read Chapter 3 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an “E” for exploring those sections that you question) as you read the material and do the exercises
- Read Session 2 of the Group Study Guide



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As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

**Group states out loud together the closing confirmation:
"I am vitally important in this world, and I make a difference in all I do.**

Today and always, I claim my life of passion, power, and purpose.



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SESSION 2: A New Guide for Empowered Living (Chapter 3)

Come to this session having already read Chapters 3 and Session 2 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

This will be the standard opening for all remaining sessions. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. It may or may not directly relate to the course work. **Facilitator**, please keep time. Connecting and becoming focused on the "now" with each other is time well spent. This is a good time to check your mood and make adjustments so you can contribute and learn fully for these 2 hours.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from Session 1 and homework.

Then open up discussion to whole group:

- What were your "aha's" this week?
- What have you been noticing about your "breakdown" situation?
- What was your experience in claiming this as an area to gain empowerment in?
- Who did you reach out to, to find support, encouragement and help?

0:25 – 0:40 Discuss Guide for Empowered Living (15 minutes)

Facilitator opens up a discussion with the whole group on the following:

- **Facilitator** reads the statements on the bottom of page 23 and top of 24 of *Breakdown, Breakthrough*. Are these statements true for you now? Which statements are most challenging?
- Have you always had difficulty feeling empowered in these areas? If so, what has contributed to your feeling less than confident and powerful in these areas?
- *Hierarchy of Empowerment Needs* (Page 26) – review the diagram as a group. Use your gut instinct to tell you: What levels do you feel most strong in? What levels are challenging for you? Why?

0:40 – 1:25 STEP BACK, LET GO, SAY YES! (45 minutes)

Find a partner, and spend 30 minutes (15 minutes each) discussing:

- Stepping Back: From the Empowerment Guide Chart on pages 28-35, which crises may you be experiencing now? How do you *know* things are not what you want them to be? Was there a time in your life where this crisis/challenge wasn't occurring? What has changed?
- Letting Go: Forgiveness is essential to letting go of pent-up resentment, pain, and disappointment and making room for positive change. Who do you need most to forgive in your life? Discuss what you need to do to let go of some of the anger you have toward this individual, and move toward forgiveness.



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- o Say Yes! From the Empowerment Guide Chart, select the one disempowerment crisis you'd like to focus on going forward. If you are experiencing several at the same time, choose an area of focus that represents the most basic (lowest) levels first (focus on Empowerment with Self first, With Others next, etc.)

The crisis I choose to resolve at this time is: _____

Outline with your partner the specific changes you want to bring about in this area of your life. In other words, if you woke up tomorrow and you were not experiencing this crisis, what would be different?

Open the discussion to the group: (15 minutes)

- o What empowerment crisis have you chosen to focus on? (Get a show of hands for each crisis)
- o How long have you been experiencing this crisis?
- o How do you know you're ready to address and resolve this?

1:25 – 1:40 We are the Same/We Are Unique (15 minutes)

Small Group Breakout:

Find all others in your group who are experiencing the same crisis and create a small group. Move your chairs together so you are sitting in a small circle together facing each other.

If there's no one else sharing the crisis you're dealing with, join a group with those from the same level of challenge (Self, Others, World, Higher Self).

Talk as a small group about:

- o Explore some of the contributing factors to your challenges. Think about and discuss: 1) your life as a child and the messages you learned from your family, 2) experiences in life that shaped you, 3) the relationships you have had and are currently in, 4) the type of support networks you have today
- o What are the similarities in your current situation. What are the differences?
- o What can you learn from your group members about what's contributed to your situation, and how you may overcome it?



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1:40 – 1:50 LARGE GROUP DISCUSSION - We are The Same/We Are Unique (10 minutes)

Come back together as one group. Share what you learned from others about your commonalities and differences, and about your particular empowerment challenge.

1:50 - 2:00 Standard Closing (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from start of this chapter:

“Courage is not the absence of despair; it is, rather, the capacity to move head in spite of despair.”

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- During the week, think about the *specific changes* you want in your life to be happier and increase your sense of passion, power, and purpose powerful. Write about these changes in detail.
- Do the homework for the next session (see below)

HOMEWORK:

- Read Chapter 4 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an “E” for exploring those sections that you question) as you read the material and do the exercises
- Read Session 3 of the Group Study Guide

As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

**Group states out loud together the closing confirmation:
“I am vitally important in this world, and I make a difference in all I do.**

Today and always, I claim my life of passion, power, and purpose.”



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SESSION 3: **Resolving Chronic Health Problems (Chapter 4)**

Come to this session having already read Chapter 4 and Session 3 in the Group Study Guide. Bring your notes from your readings and exercises.

Note: Chapters 4 – 15 discuss one of the 12 common crises working women face. Each of the upcoming Study Guide sessions will also focus on one of the 12 crises. It is recommended that you participate in each session, even if you are not currently experiencing the particular crisis/challenge covered that session. No matter where we are, we can grow in our self-confidence and self-mastery of each of these areas.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from Session 2 and homework.

Then open up discussion to whole group:

- What were your "aha's" this week?
- What have you been noticing about your "empowerment crisis" situation?
- What has changed in the way you look at what's happening, and your experiences?

0:25 – 0:35 Resolving Chronic Health Problems (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to dealing with a chronic ailment or pain that isn't healing?"

After individuals have spoken, **Facilitator** asks for a volunteer to read out loud the last two paragraphs on *Breakdown, Breakthrough* page 44, about potential metaphorical meanings to physical ailments. Include some examples from page 45 about physical issues and some underlying issues to consider.

0:35 – 0:45 Hear Your Body (10 minutes)

Facilitator to read these guided instructions:

"Take this time now to sit quietly, close your eyes, and take three down-to-your stomach breaths. Feel yourself fully in your body. Bring to mind the physical ailment you're experiencing. (If you're ailment free – wonderful!! Just feel yourself fully in every part of your body).

Now go quietly inward and ask yourself – consult your inner guidance about what you are feeling in your body. What feels constricted, painful? What aches, feels stressed and strained. Identify those parts that ail, and ask your inner guidance to explain what it means, and what you are here to learn.



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After several minutes, reconvene as a group, and share what you discovered.

0:45 – 0:55 Heed Your Intuition (10 minutes)

Facilitator asks for a volunteer to read the first paragraph under *Heed Your Intuition*, on Page 46 of *Breakdown, Breakthrough*.

Facilitator asks the group to do the following exercise:

“Take this time now to sit quietly, close your eyes, and take three down-to-your stomach breaths. Feel yourself fully in your body.

Now go quietly inward. Develop an awareness of the dialogue you hear inside your head. Become aware of your inner thoughts, and of any physical sensations that accompany these thoughts. Breathe deeply and relax. Just observe your thoughts, whatever they may be, then let them go.

[Let several minutes pass]

Now think of one question you would very much like answered. Bring it to mind, and ask it now of your intuitive inner self. Wait silently patiently for an answer. What do you hear being whispered back to you?”

[After several minutes] Ask the group to give thanks inwardly to themselves, for encouraging their voice to come forth.

Reconvene as a group, and share what you discovered.

0:55 – 1:05 Follow Your Heart (10 minutes)

Facilitator asks for a volunteer to read from *Breakdown, Breakthrough*, Page 47 – the section under *Follow Your Heart*. Read the list at the top of Page 47.

Open a group discussion about the fears you have about following your heart and pursuing your dreams. Who has a heart-felt dream but feels afraid to pursue it? What is the scariest aspect of that dream? What holds you back?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

Find a partner, and spend 45 minutes (approx. 15 minutes on each of the following three exercise, giving time for one partner, then switching) discussing:

- o *Stepping Back.* Thinking back on the physical exercise we did earlier, and any physical ailments you may have:
What may your physical ailment be representing or communicating to you? What in your life specifically is causing you pain? Who does it involve? What might it represent? What are you



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most worried about?

- o Letting Go: What you are *resisting* that your heart wants to pursue?
What are you *ignoring* that won't go away?
What potential options for resolution of this problem, and following your dreams are you rejecting? What will you no longer ignore?: _____
- o Say Yes! What have I learned from these exercises?
What one step can I take this week to honor my intuition, follow my heart, and heal my ailment(s)? _____

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 4:

"You are meant to listen to your body, follow your heart, and heed your intuition, not deny them. You will heal."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Begin having a regular, frequent dialogue with your inner intuitive voice. Ask it questions, and listen for the answers and take action that supports the answers.
- o Do the homework for the next session (see below)

HOMEWORK:

- o Read Chapter 5 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 4 of the Group Study Guide

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- o Group thanks Facilitator for this session

**Group states out loud together the closing confirmation for this session:
"I am healthy and strong."**

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 4: Overcoming Loss (Chapter 5)

Come to this session having already read Chapter 5 and Session 4 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- What were your "aha's" this week?
- What shifted in regard to the physical ailment(s) you are experiencing? What did you discover about what they mean and how they may be addressed successfully?

0:25 – 0:35 Overcoming Loss (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to experiencing the loss of something or someone that has been difficult to move through?"

After individuals have spoken, **Facilitator** asks for a volunteer to read out loud from page 58 from *Breakdown, Breakthrough*, the section that begins "In the process of recovering from loss..." Allow several minutes for the group to review the list on page 58-59. Think about areas and aspects of your lives that have been suppressed and want to be brought forward. Circle those areas/aspects that are compelling now.

Discuss briefly as a group the areas that you would like to bring forward.

0:35 – 0:45 Avoid Overidentification with One Aspect (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 60-61, beginning with "A critical lesson to learn is that each of us is much more than one function..." Read the bulleted list of questions:

- What talent and abilities did you have as a young child and teen that made you deeply happy when you focused on them?
- What did you used to do in your childhood and adolescence that made you feel "in the flow" – joyful , expansive, special, wonderful?
- What things did you do as a child and young adult that made time fly by, making hours pass



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like seconds?

Discuss your answers to these questions.

0:45 – 0:55 Find a “Better Way” Now (10 minutes)

Facilitator to ask for a volunteer to read the section “Find a Better Way Now.”

Discuss what a better way would look like for you. Be specific, concrete, imaginative - share your visions of a better way.

0:55 – 1:05 Don’t Wait to Change Your Life (10 minutes)

Facilitator to ask for a volunteer to read Mike Jaffe’s story on Page 62 from *Breakdown, Breakthrough*, beginning with the words, “Like so many others, I never played a very active role in where my career was headed...”

Discuss the impact of Mike’s one small step, and your reactions to his story. What one small step could you take this week that would communicate to you, “I can change my life, and I’m doing it today.”

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): Ask a volunteer to lead the “Visualizing the Integrated You” Exercise, from page 64 from *Breakdown, Breakthrough*. From your visualization, what did you learn from your overidentified part and your under-expressed part? What do they want from you? What do they want from each other?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: Thinking about the situation causing you the most distress at this time, what are you overidentifying with now? What are the benefits in doing so? What are the costs to you for overidentifying with this aspect? What can you do this month to let go of overidentifying with this aspect of you?
- o Say Yes! Go quietly inward, and ask yourself: What parts of me am I mourning the loss of? What do I miss and want back? What do I feel when I think about these missing parts? What can I do this month to bring forward heal and bring forward the parts of myself that I miss?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 5:

“You are a multifaceted individual. Your life is a lovely mosaic, with many patterns, colors and



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dimensions that enhance each other. Avoid overidentification with any one role, function, or aspect of yourself, and remember how richly varied you are.”

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- Do the homework for the next session

HOMEWORK:

- Read Chapter 6 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an “E” for exploring those sections that you question) as you read the material and do the exercises
- Read Session 5 of the Group Study Guide

As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

“I am integrated and whole.”

**“I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose.”**



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SESSION 5: **Achieving Self-Love (Chapter 6)**

Come to this session having already read Chapter 6 and Session 5 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from The previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Achieving Self-Love (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to losing self-respect, authenticity, or integrity in order to achieve work success?"

After individuals have spoken, **Facilitator** asks for a volunteer to read out loud from page 71 the section "Hating What You Do and Who You Have Become." Think about ways in which you've given over your power to something or someone outside yourself. Discuss briefly as a group.

0:35 – 0:45 Reconnect with the Real You (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 73, "Reconnect with the Real You." Think about and discuss these questions:

- How have you made yourself "wrong" lately, when in fact you're right?
- What consequences are you afraid to face, that would be inevitable if you were to act and speak truthfully and authentically?

0:45 – 0:55 Unleashing Your Power (10 minutes)

Facilitator to ask the group to silently complete the assessment in *Breakdown, Breakthrough*, Page 75, Question #5.

After each attendee has completed the question, discuss the qualities group members feel they are in most need of now. How will you gain access to this quality going forward? Who can help?

0:55 – 1:05 Disentangle from Your Struggle (10 minutes)



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Facilitator to ask for a volunteer to read the first paragraph under “Disentangle you’re your Struggle,” Page 76 of *Breakdown, Breakthrough*.

How can you disentangle from your struggle? In what ways can you take time out from your power struggles and your current situation – for an hour, week, or however long you can. What will you do to break free, even for a moment?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o *Stepping Back (15 minutes)*: Have the group complete the chart on page 77 of *Breakdown, Breakthrough* about The Roles You Play, and how true or false they feel. Discuss as a group which roles need to be revised for authentic living to emerge.

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o *Letting Go*: Thinking about your life and work today, what have you given your power over to (money, security, prestige, accomplishments, other people, etc.?), and thereby diminishing yourself?

Are you ready to take back your power from these outside entities? How will you begin to empower yourself today?

- o *Say Yes!* Go quietly inward, and ask yourself: Where am I being false to myself, speaking or being less than honest and authentic? What words would be more true for me, and who do I need to say them to?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 6:

“Learn to love and accept yourself as you are, flaws and all. You need to discover and connect with the real you every day, and honor that in every word, thought, and action.”

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those



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- that felt the session was not valuable and why
- o Group thanks Facilitator for this session

HOMEWORK:

- o Read Chapter 7 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 6 of the Group Study Guide

Group states out loud together the closing confirmation for this session:

"I love and accept myself."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 6:
Speaking Up with Power (Chapter 7)

Come to this session having already read Chapter 7 and Session 6 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from The previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Speaking Up with Power (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to having difficulty speaking up powerfully and effectively for yourself, or for others?"

After individuals have spoken, **Facilitator** asks for a volunteer to read out loud from page 85 of *Breakdown, Breakthrough*, the section "Standing Up for Yourself," beginning with the third paragraph. Practice with the group using "I" statements to express some difficult emotions and challenges you're experiencing in your life and work.

0:35 – 0:45 Say What You Want to Say (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 88, the last paragraph under "Say What You Want To Say." Think about and discuss these questions:

- What are the typical things you might not tell the whole truth about, in your life?
- What things, events, and situations are you potentially in denial about?
- What are the consequences of being in denial, or being less than truthful in these situations?

0:45 – 0:55 Use Positive Language (10 minutes)

Facilitator to ask the group to silently think about their own language (verbal and physical), the words they use, the body language, the negative phrases they may habitually utter, etc.

After each attendee has contemplated this question, discuss what the group has realized about their own language, and what it communicates. Is it positive or negative? Empowering or belittling?



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Optimistic or pessimistic?

0:55 – 1:05 Heal Past Suppression (10 minutes)

Facilitator to ask for a volunteer to read the second paragraph under "Heal Past Suppression," Page 91 of *Breakdown, Breakthrough*.

Did your past (childhood, adolescence, etc.) involve suppression? In what ways? How did it affect you, and how does it affect you still?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): Think about your language (verbal, non-verbal, body language). What does your language say about you? What do people say about how you communicate (gentle, loving, harsh, critical, defensive, etc.). Discuss as a group what you want your language to say about you, and what might have to change to achieve positive, powerful communication.

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: Thinking about your childhood, adolescence and early adulthood, were you suppressed in what you wanted to say and do? Who suppressed you, and why? How did it affect your development?

Are you ready to let go of the pain of that past suppression? How ready are you to move forward, and to forgive the individual(s) who suppressed you?

- o Say Yes! Go quietly inward, and ask yourself: How am I not telling the whole truth to myself or another person now? What has kept me in denial, or kept me from admitting the whole truth? What truth do I need to say and act on today, and who needs to be involved in this truth-telling? Can I state this truth calmly and with conviction? If not, where can I gain access to help and support to do it?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 7:

"You are here to support and assert the positive, powerful person you are. Suppression is a lesson from your life that is waiting to be healed and overcome."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:



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- Do the homework for the next session (see below)

HOMEWORK:

- Read Chapter 8 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- Read Session 7 of the Group Study Guide

As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I use my voice to support myself and others."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 7: Breaking Cycles of Mistreatment (Chapter 8)

Come to this session having already read Chapter 8 and Session 7 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from The previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Breaking Cycles of Mistreatment (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to being involved in cycles of mistreatment?"

0:35 – 0:45 Developing Strong Boundaries (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 101-2, the first three paragraphs under "Developing Strong Boundaries." Think about and discuss these questions:

- Are your boundaries healthy and strong?
- In what areas do your boundaries need bolstering? (family, work, colleagues, children, etc.)
- What is the most important boundary work you need to do attend to today?

0:45 – 0:55 Stop Pleasing Others to Fill Your Needs (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) Are you a people pleaser?
- 2) Do you overly accommodate to others' needs and wishes over your own?
- 3) Whose needs do you put before your own, and why?

After each attendee has contemplated these questions, discuss what the group has realized about their people-pleasing behaviors. Is it healthy or unhealthy? Empowering or self-diminishing?

0:55 – 1:05 Get Help to Break Cycles of Abuse (10 minutes)

Facilitator to ask for a volunteer to read the second paragraph and list of statements from the section "Get Help to Break the Cycle of Abuse," on page 103 of *Breakdown, Breakthrough*.



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Are any of these events happening in your life? If so, most likely mistreatment is occurring. Think about the role you may be playing in this. What could you be doing differently, to take back your power and reverse the situation?

Secondly, you'll want to reach out to obtain empowered, neutral help and support. Who will you connect with to assist you?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): **Facilitator**, ask for a volunteer to read the "Visualizing the Powerful You" meditation on Page 104-5 in *Breakdown, Breakthrough*.

After the meditation, discuss as a group:

- 1) What did you learn about the power within in you?
- 2) What boundaries do you need to enforce, and how might you begin?
- 3) What would you like the outcome to be of strengthening your boundaries?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: If you could leave this room today, walking away from feeling powerless forever, what changes would you make in your life? In other words, if you knew you couldn't fail and you were powerful, what would you do differently, in life and work?
- o Say Yes! Go quietly inward, and ask yourself: Where are you experiencing negative emotions such as anger, resentment, feeling drained, undervalued, used or disrespected? In what one area are your boundaries being invaded most (family, children, job, boss, colleagues, friends, etc.). What behavior or treatment will you no longer accept?

Think about ways you can stop the invasive, disrespectful behavior, and strengthen your boundaries at the same time. What can you do this week to protect your rights and needs as an individual?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 8:

"Protecting yourself from injury—of the mind, body, and spirit—is your right and your due in life. But you must claim it. If you feel bruised and beaten up by life and work, don't wait to develop the armor required—your boundaries—to keep you safe and secure. Find an advocate who can show you the way and help you understand how strong you are."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.



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Facilitator asks for commitment from each member to:

- Do the homework for the next session (see below)

HOMEWORK:

- Read Chapter 9 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- Read Session 8 of the Group Study Guide

As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I am treated with love and respect."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 8: Shifting from Competition to Collaboration (Chapter 9)

Come to this session having already read Chapter 9 and Session 8 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Shifting from Competition to Collaboration (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to being involved in crushing competition?"

0:35 – 0:45 Heal Feeling "Not Good Enough" (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 115, the second and third paragraphs under "Heal Feeling Not Good Enough." Think about and discuss these questions:

- How does feeling "not good enough" affect you today?
- What drives you to keep proving that you're good enough?
- Where can you make "good enough" be just that...good enough...in your life?

0:45 – 0:55 The Cost of Winning at All Costs (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) Where or at what are you trying to win, at all costs?
- 2) What have you given up to do so?
- 3) Has it been worth the trade-off?

After each attendee has contemplated these questions, discuss what the group has realized about winning at all costs. Is it healthy or unhealthy? Empowering or self-diminishing?

0:55 – 1:05 Get Real- You Don't want to Play This Game Anymore (10 minutes)

Facilitator to ask for a volunteer to read the paragraph on page 116 of *Breakdown, Breakthrough*, under "Get Real – You Don't Want to Play This Game Anymore."



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Discuss:

Are you tired of the crushing competition you're involved in? Fed up with "either...or" thinking, and want to embrace "and" thinking?

Consider the role you may be playing in this competition. What could you be doing differently, to take back your power and remove yourself from this competition. How can collaboration come forward in your life?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): **Facilitator**, read to the group the quiz under Step Back, on page 117 in *Breakdown, Breakthrough*. Ask them to answer the questions.

After the exercise, discuss as a group:

- 1) What did you learn about how you feel about yourself today?
- 2) What have you given up, to win at all costs? Was it worth it?
- 3) What do you want to reclaim for yourself, going forward?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: In what areas in your life do you feel "not good enough?" What specifically makes you feel this way? Where could you try in your life and work to be *simply good enough*? Where can you intentionally walk away from the crushing game?
- o Say Yes! Go quietly inward, and ask yourself to picture a time from the past when you felt valuable, worthwhile, accepted, and loved. What were you doing, being? Who were you with? Who was showing you acceptance, love, respect, and admiration, and why? Think about the qualities you were displaying at this time...are you living these qualities in your life today? If not, how can you bring them forward?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 9:

"Competition is fine if you are thriving in it, and enjoying yourself and your life, and who you've become in the process. If you aren't, it's time to reassess what you have given up to win. It's time to embrace that "good enough" is, at the right time, just perfect."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)



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HOMEWORK:

- o Read Chapter 10 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 9 of the Group Study Guide

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- o Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I am enough."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 9: Escaping Financial Traps (Chapter 10)

Come to this session having already read Chapter 10 and Session 9 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:
What were your "aha's" this week?

0:25 – 0:35 Escaping Financial Traps (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to being feeling trapped by your financial concerns and situation?"

0:35 – 0:45 Balance Your Relationship with Money" (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 128-129, the full section on "Balance Your Relationship with Money." Think about and discuss these questions:

- What are your deep-seated beliefs about money?
- Where did they come from?
- How are you acting in your life and work that keeps you fearful about money?

0:45 – 0:55 Know What You Long to Do, and Honor It with Balance (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) What do you long to do in life? Are you doing it?
- 2) What are your financial needs and wants? Are you honoring them as well?
- 3) Overall, are you balancing our creative and spiritual longs *in balanced ways*, while addressing your financial needs so you feel secure?

After each attendee has contemplated these questions, discuss what the group has realized about a balanced life approach to doing what you want while at the same time, doing what you need to, to feel secure.

0:55 – 1:05 Shed What Keeps You Down (10 minutes)

Facilitator to ask for a volunteer to read the paragraph on page 131 of *Breakdown, Breakthrough*, the 2nd paragraph under "Shed What Keeps You Down."



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Discuss as a group:

Is there anything or anyone in your life today who “keeps you down?” Who takes and takes, but doesn’t give? Who isn’t able to see you as powerful, or capable of achieving your dreams and visions? Who is jealous of your expansion and success?

Regarding these individuals, relationships, and situations, what steps might you be able to take to protect yourself or limit your exposure to these individuals or relationships?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): **Facilitator**, read the Step Back exercise from page 131-2 to the group, and ask participants to complete the questions.

After the exercise, discuss as a group:

- 1) What negative beliefs about money do you wish to let go of?
- 2) What new positive beliefs about money will you embrace, and bring forward?
- 3) What positive outcomes will come—to you, your family, others, and the world—when money flows to you as you hope?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: What people, relationships or situations today make you feel “smaller” (less powerful) than you wish to? What one step can you take this week to help you regain power in these situations?
- o Say Yes! Quietly go inward, and ask yourself: What needs to be done in my money situation that would make me feel more empowered and in control? What holds me back from doing these things? Am I ready to take one important step to balancing my relationship with money?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 10:

“Money is energy that flows when you flow. Connect with what you long to do, balance that consciously with what you need to do, and let money be a helper, supporter, and respected friend. Clear away beliefs and actions that keep you angry, resistant and supported. It’s up to you to do this, and you can.”

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.



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Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)

HOMEWORK:

- o Read Chapter 11 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 10 of the Group Study Guide

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- o Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I fulfill my financial needs and honor who I am."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 10: Using Real Talents in Life and Work (Chapter 11)

Come to this session having already read Chapter 11 and Session 10 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Using Real Talents in Life and Work (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her current situation as it relates to being unable to use their real talents in life and work?"

0:35 – 0:45 Know Your Natural Talents (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 141-2, the full section under "Know Your Natural Talents." Think about and discuss these questions:

- What are your natural gift and talents? These are talents that were easy, enjoyable, exciting to use, and other took notice of and praised.
- Are you expressing these talents today?
- Which talents and gifts do you wish to bring forward in your life?

0:45 – 0:55 Get Solid in Your Belief in Yourself (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) How solid is your belief in yourself and your talents?
- 2) If not, can you commit to taking a step forward in bringing forward your talents and gifts, despite your insecurity about it?
- 3) The key question to ask yourself is, "Can I stay committed to this path that feels good and true to me, despite what others say?" As you get better about moving forward unflinchingly, in the face of what others and the three-dimension world presents to you in any given moment, you'll find a way to make it.

After each attendee has contemplated these questions, discuss what the group has realized about the importance of having a steadfast belief in yourself and your talents, despite what the outer world and



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others present to you.

0:55 – 1:05 Be Open to Angels in Your Life (10 minutes)

Facilitator to ask for a volunteer to read the full section, "Be Open to Angels in Your Life" on page 144-5 in *Breakdown, Breakthrough*.

Discuss as a group:

Who are the angels currently in your life? What have they done to help you realize your dreams? Give thanks to them in your mind now.

Are there other individuals, waiting to help, that you can think of? Who? What do they want to help you do and be?

When angels appear in your life going forward, commit to acting on their help, as soon as they offer it.

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): **Facilitator**, read the Step Back exercise from page 145 to the group, and ask participants to complete the questions.

After the exercise, discuss as a group:

- 1) What are my special talents that I've loved to utilize?
- 2) How do I know I loved to use them and was good at doing so?
- 3) In my current situation, am I using these gifts and talents?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: What am I most afraid of when it comes to using my talents? What does the fear look and feel like? When have I had these fears? What coping skills have I used to push forward despite this fear?
- o Say Yes! **Facilitator**, please read aloud to the group the *Visualizing your Gifted Future Self*, from page 146-7 of *Breakdown, Breakthrough*.

(Go back to your partner discussion). Discuss:

From the visualization, what did you learn? What talents do you wish to bring forward. What did your Future Self whisper in your year? What one step can you take this month to honor your gifts more fully, in life and work.

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.



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Facilitator reads the quote from end of Chapter 11:

"You are here to make full use of your unique talents, and to do so joyfully. Anything less is wasting time. You are not a random occurrence but a special, essential combination of everything you are and everything you've experienced. Move ahead honoring your gifts, even in the face of your fears. You will be thankful you did."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)

HOMEWORK:

- o Read Chapter 12 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 11 of the Group Study Guide

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- o Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I use my real talents in life and work."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 11:
Helping Others and the World (Chapter 12)

Come to this session having already read Chapter 12 and Session 11 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Helping Others and the World (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her experience of wanting to help others and the world, and not knowing how in the current situation?"

0:35 – 0:45 Stop Resisting Your New Path (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 154, the full section under "Stop Resisting your New Path." Think about and discuss these questions:

- Is it difficult for you to follow your authentic path, if others are negative or skeptical?
- What has contributed to your difficulty (your past, childhood, negative experiences, etc.) in operating on your own set of instructions?
- Can you now embrace the concept that you're meant to follow the path that compels you?

0:45 – 0:55 Enjoy Life's Preciousness (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) In your day-to-day living, do you *feel* the preciousness of your life? Of your family, friends, of what you're doing, and of living your life in general?
- 2) If not, what can you do to embrace *cherishing* what you have, including your family, friends, loved ones, and yourself? How can you strengthen your heart connection to all that you have and are?

After each attendee has contemplated these questions, discuss what the group has realized about the importance of loving your life, even amidst its imperfections, dilemmas and challenges. How can you feel love for your life and yourself, even more, each and every day?



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0:55 – 1:05 Trust That You Can Help the World (10 minutes)

Facilitator to ask for a volunteer to read the full section, "Trust That You Can Help the World" on page 156 in *Breakdown, Breakthrough*.

Discuss as a group:

How do you long to help the world? What are your big dreams and visions for doing so? How are you saying to yourself, "I'm not big enough to do that."

If you didn't fear that you weren't up to the challenge, what would you do, to help others and the world?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): **Facilitator**, read the "Visualization: Remembering When You Made a Difference," from page 156 from *Breakdown, Breakthrough*.

After the exercise, discuss as a group:

- 1) How did you change the world, in that small moment?
- 2) Why do you think this experience has remained forever in your memory? What impact did this experience have on your life?
- 3) What do you think this memory means, in terms of how you wish to step up and help the world now?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: Write down an exhaustive list of the many skills and talents you've developed over your lifetime (skills and talents from hobbies, parenting, working, volunteering, etc.) How can these be useful in moving toward your vision of helping the world? Share these skills and talents with your partner. Discuss specifically how these be applied to helping others?
- o Say Yes! Fill out the chart on page 158 from *Breakdown, Breakthrough*. Discuss with your partner
 - Which are the top three helping areas that most strongly compel you?
 - What can you do this month to move forward to explore these areas (research, talk to people, call an organization, take a class, etc.)
 - Complete the chart on page 159 from *Breakdown, Breakthrough*: My Vision for Helping the World

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.



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Facilitator reads the quote from end of Chapter 12:

"If you long to help the world, then you are supposed to be helping others and the world. Being who you are makes a difference. Don't doubt it for a second longer. Take actions today to push through your fear and resistance."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)

HOMEWORK:

- o Read Chapter 13 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 12 of the Group Study Guide

As a group:

Facilitator asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why

Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I help others and the world."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 12:
Falling Together After Falling Apart (Chapter 13)

Come to this session having already read Chapter 13 and Session 12 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Falling Together After Falling Apart (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about his/her feeling that life is falling apart right now?"

0:35 – 0:45 Stop Making Excuses (10 minutes)

Facilitator to ask for a volunteer to read from *Breakdown, Breakthrough* page 169-70, the full section under "Stop Making Excuses." Think about and discuss these questions:

- Do you find yourself making excuses for why you don't move forward towards your compelling life visions?
- Which excuses do you use the most? Who else in your life uses these excuses?
- Which excuse holds you back the most?

0:45 – 0:55 Get Someone to Hold You Accountable (10 minutes)

Facilitator to ask the group to silently think about these questions:

- 1) Who in your life today believes in you without limit?
- 2) Do they invest in you, believe that you can do what you dream of?
- 3) Find one person in your life who wants you to be all you can be in life and work. Ask him/her to say, "I dare you!" to make your dreams come true. Ask this person to help you identify specifically what you wish to bring forward in your life, and hold you accountable to do so.

Note: If there's no one in your immediate circle who can serve this function well, make a request of one of your Study Group friends. Ask if they would be willing to be this powerful mentor for you. Or find an empowering life or career coach to help you.



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0:55 – 1:05 Find a Powerful Role Model (10 minutes)

Facilitator to ask for a volunteer to read the full section, "Find a Powerful Role Model" on page 171 in *Breakdown, Breakthrough*.

Discuss as a group:

Who is your powerful role model? What do they represent to you, and what qualities do you share with this individual?

If you don't have a role model, it's important to find one – an individual you wish to emulate or learn from.

Find an individual who is doing and being what you wish to, in life and work. Understand the challenges they overcame, and how they did so. Follow in their footsteps. You and your role model have more in common than you realize.

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): Discuss as a group the following questions;
 - 1) How does your life feel like it's falling apart now? What are you struggling with?
 - 2) Was struggle, challenge and difficulty a part of your childhood? Is it part of your self-concept? How so?
 - 3) Are you willing to let the past be the past with regard to struggle? Are you ready to release your connection to struggle, and move forward to being and feeling empowered to make positive change?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: Discuss the major excuses you use to keep you stuck. How long have you been using them? What's your biggest excuse in life? What one step can you take to stop making these excuses, and start doing...moving forward in the face of your fears.
- o Say Yes! Finding a role model is an essential step in moving out of yourself, and connecting to your positive role in the world around you. It's also essential in reconnecting to the power and importance of your living on this planet now.

Discuss with your partner:

- Who can be your role model? Think about and identify two people (one in your community and one elsewhere) to serve as an inspiring model.
- In connecting with these role models, it's important to discover all the traits, behaviors, actions, and characteristics that draw you to this individual. Determine how you can find out more about these individuals, and research them (online research, interview them, talk with people who know them, etc.)



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- Uncover what they've done, specifically, to follow their dreams and life visions.
- After you've researched these individuals, think about all the qualities you share with them. Realize how truly similar you are!

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 13:

"Choosing to make full use of everything life has given you, rather than breaking yourself against it, is the difference between living fully and meaningfully, and staying stuck in suffering. It's a choice. Only you can make it."

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- Do the homework for the next session (see below)

HOMEWORK:

- Read Chapter 14 in the book
- Do Exercises in the book and take notes (circle what resonates, mark with an "E" for exploring those sections that you question) as you read the material and do the exercises
- Read Session 13 of the Group Study Guide

As a group:

- **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

"I know what is important to me, and I honor it."

**"I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose."**



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SESSION 13: Balancing Life and Work (Chapter 14)

Come to this session having already read Chapter 14 and Session 13 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what's up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your "aha's" this week?

0:25 – 0:35 Balancing Life and Work (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – "How does this chapter address what you are going through right now? Would anyone like to share a bit about feeling as if balancing life and work is impossible right now?"

0:35 – 0:45 Stop Overfunctioning (10 minutes)

Facilitator to ask for a volunteer to read paragraphs 2,3, 5 and 6 on page 180-1 from *Breakdown, Breakthrough*, under "Stop Overfunctioning." Think about and discuss these questions:

- Do you find yourself "overfunctioning" – doing more than is appropriate or healthy? What might be some reasons why you take on more than is possible, and more than is necessary?
- What from your past might be driving you to overfunction, in your family life, with friends, and at work?
- Who can you empower to take on more of their share – for their good and yours?

0:45 – 0:55 Address What You Fear Most (10 minutes)

Facilitator to ask the group to silently review page 182, about areas we may be afraid of in our lives. Think about and discuss these questions:

- 1) What do you fear most?
- 2) How are you running from your fears? How are they driving you and how are you trying to keep them as far away as possible?
- 3) How can you, instead, "get in the cage" with your fears – take them on, and embrace them – let them exist in the light of day?

0:55 – 1:05 Get Help from Others and Your Higher Self (10 minutes)

Facilitator to ask for a volunteer to read the section, "Get Help from Others and Your Higher Self," on page 183-4 from *Breakdown, Breakthrough*.



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Discuss as a group:

Do your spiritual beliefs bolster you and your life? If not, what can you do to embrace new beliefs that feed your life and your spirit? How can you reconnect to your spiritual self, with beliefs and practices that help you feel your own power, and divinity, and appreciate the vastness of your experience as it connects with others'?

1:05 – 1:50 STEP BACK, LET GO, SAY YES! (45 minutes)

- o Stepping Back (15 minutes): Discuss as a group the following questions;
 - 1) What are your deepest fears about not being perfect, not handling everything? About giving up some control?
 - 2) What would a truly balanced life look and feel like, for you?

Find a partner, and spend 30 minutes (approx. 15 minutes on each of the following exercises, giving time for one partner, then switching) discussing:

- o Letting Go: Find new ways to rebalance your life. Think about which one of these steps compels you most, and take action this month:
 - Come up with three things your spouse, children, family members, friends or coworkers can do to support you and lighten your load. Ask them to take on these new, empowering tasks.
 - Research and explore what it would mean for you to significantly revise your work life in satisfying ways, and take action to bring about that change.
 - Identify the one person in your life who wants you to *stop* being in complete control of everything. Talk to him/her about what they want from you. Does it sound good to you? If so, move toward it.
 - Think of something you're deeply afraid of – singing in public, public speaking, displaying your creative art, doing a high dive, taking a yoga class, etc. Now go do it!
- o Say Yes! Sit quietly with your partner, breathe deeply and think about what matters most to you.

Discuss with your partner:

- What are my life priorities? Who and what really matter to me in life?
- What do I long to be really good at, and what do I want to focus on?
- What specifically is causing me to feel like I can't balance life and work?
- What shifts can I make to address this imbalance?

CLOSING (10 minutes)

Form a standing circle – holding hands or not, whatever is natural to the group.

Facilitator reads the quote from end of Chapter 14:

"Despite challenges that we women faced to balance life and work, there's never been a better time



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to be here, to step up to what matters most, and to act from that self-knowledge.”

Facilitator, ask members to go around the circle and briefly express one thing they learned and/or are grateful for and one commitment they are focusing on in the time leading up to the next session.

Facilitator asks for commitment from each member to:

- o Do the homework for the next session (see below)

HOMEWORK:

- o Read Chapter 15 in the book
- o Do Exercises in the book and take notes (circle what resonates, mark with an “E” for exploring those sections that you question) as you read the material and do the exercises
- o Read Session 14 of the Group Study Guide

As a group:

- o **Facilitator** asks for show of hands for those that felt the session was valuable and why, those that felt the session was not valuable and why
- o Group thanks Facilitator for this session

Group states out loud together the closing confirmation for this session:

“I balance my life and work with joy.”

**“I am vitally important in this world, and I make a difference in all I do.
Today and always, I claim my life of passion, power, and purpose.”**



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SESSION 14: Doing Work and Play that I Love (Chapter 15)

Note: As this is the final session, the structure will be slightly different from previous sessions, and the time duration is 2 hours, and 30 minutes.

The end of this session will be a joyful time to celebrate your group connection and your progress toward passion, power, and purpose. Please take this time to enjoy – bring food, music, anything that you wish to use to celebrate the progress you’ve made and the loving commitment you’ve shared with others.

Come to this session having already read Chapter 15 and Session 14 in the Group Study Guide. Bring your notes from your readings and exercises.

0:00 – 0:10 Check In (10 minutes)

Standard opening. Use this time to re-connect. Get caught up with each other and get present. Each person can take 1 or 2 minutes (no more) to say what’s up for them. **Facilitator**, please keep time.

0:10 – 0:25 Review Assignment (15 minutes)

Facilitator invites people to get with a new partner for 5 minutes to discuss learnings, challenges, and insights from the previous session and homework.

Then open up discussion to whole group:

- o What were your “aha’s” this week?

0:25 – 0:35 Doing Work and Play that I Love (10 minutes)

Facilitator opens up a group discussion about this chapter with a question – “How does this chapter address what you are going through right now? Would anyone like to share a bit about feeling as if doing work and play that you love is impossible right now?”

0:35 – 0:45 Relax, It’s Not All Up to You (10 minutes)

Facilitator to ask for a volunteer to read the section “Relax. It’s Not All Up to You” on page 197 from *Breakdown, Breakthrough*. Think about and discuss these questions:

- Do you feel that it is all up to you to make things happen in life, or do you feel supported by a higher power, or your higher self?
- How does it feel, to be supported by a higher universal energy? How did you achieve your connection to it?
- How is life different, when we relax and trust that it’s not all up to us, individually?

0:45 – 0:55 Reconcile Making a Living Doing What You Must (10 minutes)

Facilitator to ask the group to silently review page 198 from *Breakdown, Breakthrough*, the section,



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“Reconcile Making a Living Doing What You Must.” Think about and discuss these questions:

- 1) What is the life you’re compelled to have?
- 2) What is that thing you would give up everything for?
- 3) What can you do to move forward toward this most desired thing (life, career, activity, relationship, etc.) that makes you more than yourself, greater than you could be without it?

0:55 – 1:05 Get Higher Source Help (10 minutes)

Facilitator to ask for a volunteer to read the full Say Yes! section on page 201 from *Breakdown, Breakthrough*. Read the visualization aloud to the group.

Discuss as a group:

- What did you learn from this exercise?
- What did the information suggest in terms of your life now and the changes you most desire?
- What did this exercise tell you about the rightness of pursuing your dreams for your life and work?
- Finally, what can you do to move forward to claim what you can’t live without?

As this is the group’s last session, there will be a special closing ceremony to solidify and honor the group’s experiences, learning, and special connection.

1:05 – 1:25 Sharing Collective Learning (20 minutes)

Get into groups of three. **Facilitator** provides each group with a sheet of large paper (preferably flipchart size) and a couple of color markers.

In your group, spend 10 minutes talking about what made the biggest difference for you (what was most helpful) in the past weeks, in helping you break through to claiming your life of passion, power, and purpose?

Now that you’ve gained new knowledge, insight, and power, what can you do to help *others* break free of their feelings of disempowerment and limitation?

Record your top three ideas on the paper. **Facilitator**, please let everyone know when 10 minutes is up.

Each group will have 2 minutes to make a compelling presentation to the whole group. Embody what you are suggesting – make it real and powerful. Please use positive, simple language that engages everyone. This is great practice for spreading what you’ve learned in a way that others can be fully open to and appreciate.

Facilitator calls time during small group presentation by reminding them when 30 seconds are left and keeping presentations to 3 minutes each max.

Have fun, be outrageous, pull out all the stops!



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1:25 – 2:00 Reviewing the *Breakdown, Breakthrough Journey* (35 minutes)

Turn chairs into one circle so you can easily see each other as this is part of how the group will officially complete together. **Facilitator** leads group through three rounds of sharing. At the beginning of each round, **Facilitator** reads the instructions for that round and then gives people a few moments to think about their answers. Then, begin sharing with whomever wishes to start, and go around the circle from there.

1st Round – Greatest Change – Those who wish to share take 1-2 minutes to speak (**Facilitator**, please note). Talk about the greatest changes you've experienced in your own life since the beginning of the group. It can be tangible and intangible. This could be anything from a new job, better balancing of life and work, feeling more powerful, or stepping up to your dreams. Given where you started, what is most significant to you?

2nd Round – Gratitude – Those who wish to share take 1-2 minutes to speak (**Facilitator**, please note). Speak about what you are most grateful for in shifting your internal and external experience from breakdown to breakthrough. This may be identifying what exercises and insights were most important, how support or other resources impacted your experience, the power of the group experience, etc.

NOTE: Facilitator please give a few extra moments for people to consider this next one. This is how we help others breakthrough crisis.

3rd Round – Bringing it Forward – Those who wish to share take 1-2 minutes to speak (**Facilitator**, please note). Talk about what your commitment to yourself and others going forward. How will you continue the wonderful progress you've made in breaking through to a new empowered life? And how can you help others?

Facilitator completes the group session by reading pages 206-7 from *Breakdown, Breakthrough*, beginning with "The one most important message to take away from this book is..."

2:00 – 2:20 Completion and Closing (20 minutes)

Since this is the last session, it does not follow the format of the Standard Closing.

Form a standing circle – touching or not, whatever is natural to the group. As a group thank the Facilitator.

One person at a time is the focus while the rest of the group takes turns speaking a blessing of a beautiful and powerful future vision you have of that person. For example, "I see you having great success in your work," or "I see that you surrounded by people who love, respect and admire you." These beautiful future visions are one sentence or phrase, not a paragraph. Keep them short! Just take a moment and consider what do you want most for this person, and what you believe is in their future, waiting patiently for them.



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Speak your blessing TO them, not about them. Look at them when you speaking.
The person who is Receiving stays open, breaths deeply, lets it in and only says "thank you."

Let the flow of connection and empowerment move freely. Feel whatever feelings come up for you and stay open and available. Breathe deeply.

Move to the next person until everyone has had a turn Receiving. Remember it's the essence of what you see for them, and the shorter the better. Being fully connected to each other in the moment is what matters most.

When everyone has Received, take a moment to experience the connection you feel, and say thank you inwardly.

Then celebrate! Hug, dance, eat, play music...whatever your group chooses to acknowledge that you are officially complete. Congratulations to you! Enjoy!

NOTE: A request to the Facilitator and participants: Sometime in the next several days after the group completes, please send a brief email to Kathy Caprino to tell her about your group's progress and experiences, namely:

- What you learned
- What worked very well
- What was most important to you
- Any suggested improvements

It can be bullet points or a couple paragraphs. Please write to Kathy at Kathy@elliacommunications.com and indicate "Breakdown Breakthrough Study Group Feedback" in the subject line. It doesn't have to take much of your time and will be most appreciated.

Thank you very much for being an essential part of this *Breakdown, Breakthrough* Circle. Sending all best wishes for a life of passion, power, and purpose, and many happy breakthroughs!

Best wishes,
Kathy Caprino

For more information, please contact:

kathy@elliacommunications.com

Read more about Kathy Caprino's coaching and consulting organization, Ellia Communications, Inc., at www.elliacommunications.com