



The Process Tool Box

WORKBOOK



FROM "THE EMPOWERED VOICE" BY KRYSTAL DIAZ

01 *The DEEP Practice*

Uncover the hidden power of your words.

02 *The SHIFT Method*

Crafting affirmations that actually work.

03 *The NEST Protocol*

Transforming your inner saboteurs.

04 *The CLEAR Practice*

Making aligned decisions with clarity and confidence.

05 *A Practice for Revealing Core Beliefs*

Unfolding the layers to find your core belief.

06 *The SINGER Method*

A framework for transformation from the Inside out.



FROM CHAPTER 6: THE WORDS OF OUR WOUNDS

The DEEP Practice

UNCOVER THE HIDDEN POWER OF YOUR WORDS

OVERVIEW



Recall a recent situation that irritated, upset, or unsettled you. Choose something fresh in your memory, such as a tense meeting, a disagreement with a spouse, or a frustrating exchange with a family member.



Set a timer for one minute. Freely write down every word or phrase that comes to mind when you think about how this situation made you feel. Do not censor or judge yourself; just let the words flow.



Pause and go deeper. Often, the most powerful words are the ones we avoid saying aloud because they feel too raw or vulnerable. Sit quietly and ask yourself: *What else is there? Is there a hidden word I'm secretly afraid might be true?*



Review your list and look for patterns. Repeated or hidden words often signal specific emotional needs or boundaries that are being ignored.

The DEEP Practice

UNCOVER THE HIDDEN POWER OF YOUR WORDS

GOAL

To identify the "words of your wounds" (emotionally charged phrases you use subconsciously that reinforce old hurts) and loosen their grip so you can respond to challenges with more intention.

D DIVE IN



Recall a recent situation that irritated, upset, or unsettled you. Choose something fresh in your memory, such as a tense meeting, a disagreement with a spouse, or a frustrating exchange with a family member.

DESCRIBE THE SITUATION BRIEFLY:

E EXPRESS



Set a timer for one minute. Freely write down every word or phrase that comes to mind when you think about how this situation made you feel. Do not censor or judge yourself; just let the words flow.

MY IMMEDIATE WORDS & PHRASES:

Examples: "Exhausted," "Frustrated," "I'm banging my head against a wall," "They just don't get it!"

E EXCAVATE FOR MORE



Pause and go deeper. Often, the most powerful words are the ones we avoid saying aloud because they feel too raw or vulnerable. Sit quietly and ask yourself: *What else is there? Is there a hidden word I'm secretly afraid might be true?*

THE UNSPOKEN WORDS BENEATH THE SURFACE:

Look for words like: Unappreciated, Inadequate, Unworthy, Misunderstood, Incompetent, or Numb.

P PROCESS



Review your list and look for patterns. Repeated or hidden words often signal specific emotional needs or boundaries that are being ignored.

1. WHAT ARE THESE WORDS SIGNALING?

(e.g., If you see "exhausted," do you need clearer boundaries?)

2. WHAT DO I GENUINELY NEED RIGHT NOW?

(e.g., Rest, support, or a shift in circumstances?)

MY ACTION PLAN:



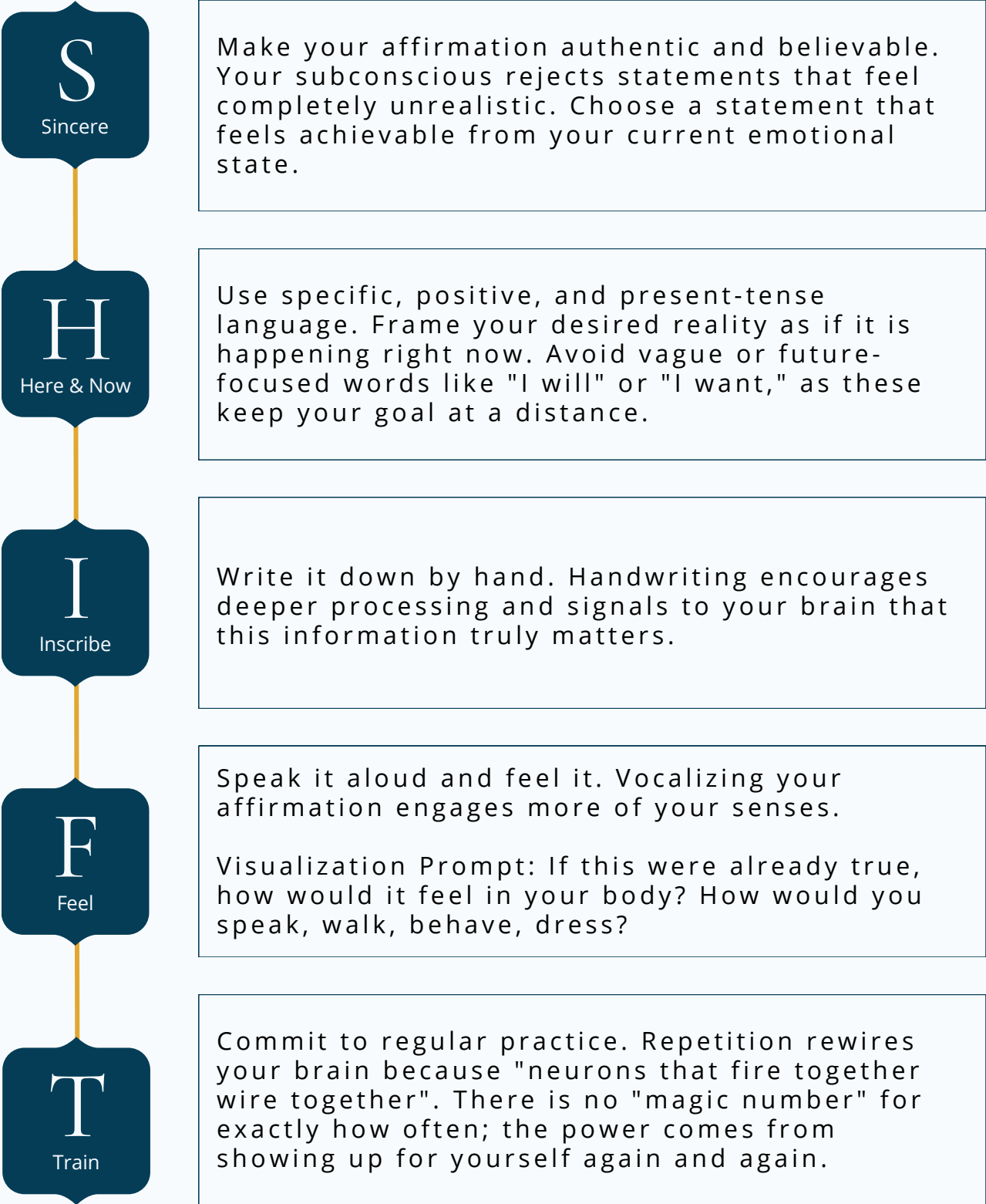
This process might feel uncomfortable at first because it calls for vulnerability. That discomfort is a good sign—it means you are stepping out of your "bungalow" and into the multi-level mansion of your authentic self.

FROM CHAPTER 9: CREATING AFFIRMATIONS THAT AREN'T JUST PRETTY WORDS

The SHIFT Method

CRAFTING AFFIRMATIONS THAT ACTUALLY WORK

OVERVIEW



S

Sincere

Make your affirmation authentic and believable. Your subconscious rejects statements that feel completely unrealistic. Choose a statement that feels achievable from your current emotional state.

H

Here & Now

Use specific, positive, and present-tense language. Frame your desired reality as if it is happening right now. Avoid vague or future-focused words like "I will" or "I want," as these keep your goal at a distance.

I

Inscribe

Write it down by hand. Handwriting encourages deeper processing and signals to your brain that this information truly matters.

F

Feel

Speak it aloud and feel it. Vocalizing your affirmation engages more of your senses.

Visualization Prompt: If this were already true, how would it feel in your body? How would you speak, walk, behave, dress?

T

Train

Commit to regular practice. Repetition rewires your brain because "neurons that fire together wire together". There is no "magic number" for exactly how often; the power comes from showing up for yourself again and again.

The SHIFT Method

CRAFTING AFFIRMATIONS THAT ACTUALLY WORK

GOAL

To create powerful, intentional mental scripts that send clear instructions to your brain, helping you step onto your "stage" with confidence and presence.

S SINCERE



Make your affirmation authentic and believable. Your subconscious rejects statements that feel completely unrealistic. Choose a statement that feels achievable from your current emotional state.

MY SINCERE STATEMENT:

Example: Instead of "I'm living my dream life," try "I deserve to live a joyful, purpose-driven life".

H HERE & NOW



Use specific, positive, and present-tense language. Frame your desired reality as if it is happening right now. Avoid vague or future-focused words like "I will" or "I want," as these keep your goal at a distance.

MY "HERE AND NOW" REFRAME (IF NEEDED):

Example: Instead of "~~I won't mess up~~", try "I am ready, capable, and I believe in myself."

I INSCRIBE



Write it down by hand. Handwriting encourages deeper processing and signals to your brain that this information truly matters.

WRITE YOUR CHOSEN AFFIRMATION HERE
(AND REPEAT IT IN YOUR JOURNAL DAILY)

F FEEL



Speak it aloud and feel it. Vocalizing your affirmation engages more of your senses.

Visualization Prompt: If this were already true, how would it feel in your body? How would you speak, walk, behave, dress?

DESCRIBE THE FEELING OR IMAGE:

T TRAIN



Commit to regular practice. Repetition rewires your brain because "neurons that fire together wire together". There is no "magic number" for exactly how often; the power comes from showing up for yourself again and again.

MY COMMITMENT:

I will practice my affirmation every day (e.g., during my morning coffee, before my first meeting).

TAKE THIS OPPORTUNITY TO INSCRIBE YOUR CHOSEN AFFIRMATION
AGAIN HERE



If speaking out loud feels strange, put on some empowering music! It will drown you out so you don't have to worry about being overheard, and the music will help you connect with the emotional energy of your words.

FROM CHAPTER 14: MEETING OUR SABOTEURS

The NEST Protocol

TRANSFORMING YOUR INNER SABOTEURS

OVERVIEW

N

Notice

Become aware when a saboteur voice or self-doubt arises. Pay attention to the moments you feel a sudden "contraction"—an urge to procrastinate, hesitate, or make excuses just as you are about to do something important or meaningful.

E

Express

Name it and call it out. Giving the voice a label strips away its power as an "unquestioned truth". Is it the Perfectionist, the Timekeeper, or the Voice of Scarcity or other voice?

S

Say Thanks

Acknowledge this part of you for its intention to protect you. Your brain's security system is focused on survival, not your purpose. Meeting this belief with compassion eases the internal resistance to change

T

Transform

Reframe the narrative with an empowering or supportive perspective. Replace the fear-based story with one that aligns with your true potential.

The NEST Protocol

TRANSFORMING YOUR INNER SABOTEURS

GOAL

To move from self-sabotage to empowered action by recognizing that your inner critic is simply an outdated safety alarm trying to keep you within your comfort zone

N NOTICE



Become aware when a saboteur voice or self-doubt arises. Pay attention to the moments you feel a sudden "contraction"—an urge to procrastinate, hesitate, or make excuses just as you are about to do something important or meaningful.

DESCRIBE WHAT SITUATION TRIGGERED THIS FEELING OF DOUBT:

E EXPRESS



Name it and call it out. Giving the voice a label strips away its power as an "unquestioned truth". Is it the Perfectionist, the Timekeeper, or the Voice of Scarcity, or other voice?

THE VOICE I AM HEARING RIGHT NOW IS:

Example: The Doubter, The Voice of Scarcity, The Perfectionist, The Timekeeper, The Approval Seeker.

S SAY THANKS



Acknowledge this part of you for its intention to protect you. Your brain's security system is focused on survival, not your purpose. Meeting this belief with compassion eases the internal resistance to change

MY "THANK YOU" STATEMENT:

Example: "Thank you for trying to keep me safe from rejection, but I've got this."

T TRANSFORM



Reframe the narrative with an empowering or supportive perspective. Replace the fear-based story with one that aligns with your true potential.

MY EMPOWERING REFRAMES:

Example: Instead of "I'm not ready," try "This feeling is a sign that I am expanding and evolving"



Think of your "NEST" as both a safe place to land when challenging thoughts appear and a firm foundation from which to take flight toward new possibilities. You don't need to fight these voices; you just need to realize they are well-intentioned but outdated alarms.

FROM CHAPTER 15: THE VOICE OF FEAR VERSUS THE VOICE OF INNER KNOWING

The CLEAR Practice

MAKING ALIGNED DECISIONS WITH CLARITY AND CONFIDENCE

OVERVIEW



Identify and clearly name your options. Before you can choose, you need to see the full layout of the paths before you.



Observe your physical signals. For each option, vividly imagine yourself choosing it. Walk that path in your mind and notice how your body reacts.



Invite your logical mind into the process. Use the question prompts to clarify what your intuition is already revealing.



Weave together your body's signals and your logical exploration. Notice which path feels both instinctively right and practically wise.



Make a tentative choice and visualize the action. Mentally walk through the steps of your decision, noticing whether this path still feels expansive. If so, set a positive intention for the outcome of this choice.

The CLEAR Practice

MAKING ALIGNED DECISIONS WITH CLARITY AND CONFIDENCE

GOAL

To move past mental roadblocks and access a deeper sense of what is truly right for you by tuning into your body's wisdom and balancing it with practical logic.

C CONSIDER YOUR CHOICES



Identify and clearly name your options. Before you can choose, you need to see the full layout of the paths before you.

THE DECISION I AM CURRENTLY FACING IS:

MY PRIMARY OPTIONS ARE:

L LISTEN TO YOUR BODY



Observe your physical signals. For each option, vividly imagine yourself choosing it. Walk that path in your mind and notice how your body reacts.

ARE YOU FEELING CONSTRICTIVE OR EXPANSIVE SIGNALS?

Does your chest feel open (expansive) or tight (constrictive)? Is your breathing shallow or deep? Does your body want to hide/cocoon, or does it feel grounded and ready to move forward?

E EXPLORE FURTHER



Invite your logical mind into the process. Use these questions to clarify what your intuition is already revealing.

WHAT ARE THE PROS AND CONS OF MY PREFERRED PATH?

WHAT IS THE REALISTIC WORST-CASE SCENARIO?

IS THIS A RISK I AM WILLING TO TAKE?

A ASSESS ALIGNMENT



Weave together your body's signals and your logical exploration. Notice which path feels both instinctively right and practically wise.

WHICH OPTION FEELS MOST ALIGNED WITH MY TRUTH, EVEN IF IT ISN'T THE EASIEST?

R REHEARSE THE OUTCOME



Make a tentative choice and visualize the action. Mentally walk through the steps of your decision, noticing whether this path still feels expansive. If so, set a positive intention for the outcome of this choice.

AS I VISUALIZE THIS CHOICE, MY BODY FEELS:

(e.g., open, steady, relieved)

MY POSITIVE INTENTION FOR THIS PATH IS:



Your mind is an expert at rationalizing the status quo, but your body doesn't lie about how a choice actually feels. If you're still drawing a blank, give yourself the grace of time. Sometimes "choosing not to decide for now" is the wisest next step.

A Practice for Revealing Core Beliefs

UNFOLDING THE LAYERS TO FIND YOUR CORE BELIEF

GOAL

To identify the sweeping "I am..." or "I am not..." statements that act as the implicit rules for your life, so you can consciously release them and choose more aligned beliefs.

1 STEP 1: NOTICE CONSTRICTION



Use the first step of the NEST protocol to catch a moment of self-doubt or self-sabotage. Frame that thought as a narrative rather than a fact.

THE STORY I'M TELLING MYSELF RIGHT NOW IS: _____

(Example: "The story I'm telling myself right now is that I can't handle this new project because it's too hard.")

2 STEP 2: UNFOLD THE FIRST LAYER



Peel back the surface reasoning. Ask yourself what it would mean about you if that story were actually a fact.

IF THIS STORY WERE TRUE, IT WOULD MEAN I AM / I AM NOT: _____

(Example: "It would mean I am not capable of managing high-level responsibilities.")

3 STEP 3: DIGGING TO THE ROOT



Continue the inquiry. This is the most challenging part—keep asking "And if that were true?" until you land on a sweeping, absolute statement that resonates in your body.

AND IF *THAT* WERE TRUE, IT WOULD MEAN I AM / I AM NOT: _____

(Example: "It would mean I am a failure... it would mean I am not enough.")

4 CORE BELIEF CHECKLIST



You know you've reached a core belief if....



It's a sweeping, absolute statement (e.g., *I am unworthy, I am not safe*).



It triggers a physical response (e.g., tears, tightness, or a sudden heavy feeling).



It has explanatory power (it explains recurring patterns in your life).



It feels true emotionally, even if your logical mind knows it's irrational.

5 ACKNOWLEDGE & RELEASE



Acknowledge the belief with compassion. Once the belief is in the light, you can release its grip.

USE AN AFFIRMATION LIKE THE FOLLOWING TO CONFIRM YOUR READINESS TO LET THIS BELIEF GO:

"I acknowledge that a part of me created this belief to keep me safe. It served me in the past, but I'm ready to let it go because it's no longer aligned with who I'm becoming."



Think of this like finding a message on a page that's been folded dozens of times. Moving through these steps allows you to reveal your core belief gradually, layer by layer. Don't rush the process—give yourself the grace to sit with the vulnerability that comes when the root belief finally appears.

NOTES:

FROM CHAPTERS 18-20

The SINGER Method

A FRAMEWORK FOR TRANSFORMATION FROM THE INSIDE OUT
OVERVIEW

S

Spot

Spot the Story: Consciously recognize the limiting narratives running in the background.

I

Identify

Identify the Core Belief: Find the "root" of the story. Use the prompts from The Practice for Revealing Core Beliefs to "unfold the page" until you land on an identity-level statement (e.g., I am not enough).

N

Name

Name the Impact: Honestly examine the "cost" of holding onto this core belief.

G

Generate

Generate Alternatives: Change the "soundtrack" of your life. Create a new belief and story that feels expansive and authentic.

E

Embody

R

Reinforce

Embody & Reinforce: Take the "leap of faith." Decide to claim this new identity now, before you have external proof - this is about "being". Then reinforce your chosen belief and story through action - this is about "doing".

The SINGER Method

A FRAMEWORK FOR TRANSFORMATION FROM THE INSIDE OUT

GOAL

To move beyond awareness and actively rewrite the internal narratives that have shaped your life, allowing you to speak your truth and share your gifts with the world.

S SPOT THE STORY



Consciously recognize the limiting narratives running in the background.

LOOK FOR RECURRING PATTERNS IN THESE THREE AREAS:

- **Language Patterns:** Habitual phrases like "I'm terrible at this" or "I never catch a break".
- **Relationship Patterns:** For example, feeling overlooked, misunderstood, or playing a specific role (like the "problem solver").
- **Situational Patterns:** For example, scenarios that trigger overreactions, anxiety, or avoidance.

THE STORY I'VE SPOTTED IS:

I IDENTIFY THE CORE BELIEF



Find the "root" of the story. Use the prompts from ***The Practice for Revealing Core Beliefs*** to "unfold the page" until you land on an identity-level statement (e.g., I am not enough).

THE CORE BELIEF DRIVING THIS STORY IS:

N NAME THE IMPACT



Honestly examine the "cost" of holding onto this core belief.

CONSIDER HOW THIS OLD BELIEF HAS AFFECTED YOUR:

- **Relationships** (e.g., surface-level connections, people-pleasing).
- **Career** (e.g., staying silent in meetings, skipping opportunities).
- **Personal Growth** (e.g., missing out on joy or self-discovery).

IMPACT:

G GENERATE ALTERNATIVES



Change the "soundtrack" of your life. Create a new belief and story that feels expansive and authentic.

MY NEW CORE BELIEF IS:

THE STORY I CHOOSE TO TELL MYSELF NOW IS:

IF I FULLY EMBRACED THIS, WHAT BECOMES POSSIBLE?

E EMBODY & REINFORCE

R  Take the "leap of faith." Decide to claim this new identity now, before you have external proof - this is about "being". Then reinforce your chosen belief and story through action - this is about "doing".

SPEAK THIS DECLARATION OUT LOUD WITH CONVICTION:

*"I have decided to embody this new belief and story.
This is who I am now."*

CHOOSE ONE PRACTICE FROM EACH CATEGORY TO STRENGTHEN YOUR NEW NARRATIVE:

- **Internal Integration:** Use the SHIFT tool for daily affirmations or the "Magic If" to visualize your empowered self (*"If I were already believing this, how would I speak, behave, carry myself, etc?"*)
- **External Integration:** Reshape your environment with visual cues (vision boards, sticky notes) or declutter your space with intention.
- **Social Integration:** Seek out accountability partners or communities that celebrate your authentic growth.

MY REINFORCEMENT PLAN IS:



Transformation isn't a one-time event; it's a living, evolving process. If you notice old stories creeping back in, simply return to the SINGER Method. These tools are yours to use again and again as you continue to grow and step into your potential.