

# YOUR ESSENTIAL GUIDE TO CALM THE CHAOS

with, *Kat Holden*



YOU CAN'T DENY IT ANY LONGER.  
YOU'RE ANXIOUS, OVERWHELMED AND EXHAUSTED

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*You're not alone!*

And I'm determined to do whatever I can to help you calm the noise that comes from self-doubt, overwhelm and a loud inner critic.

**Because I've been there too.**

I've lived experience of Boardroom brilliance and burnout.

Like you I've shown up in a meeting, at a conference, with a client, feeling I'm not enough. I've stepped into a version of myself that I believed would rock the proposal, the project, the speech... and I did.

Only what that did, was teach me that to be successful I had to be her and not me. That she could achieve, but I couldn't. I'd created my alter ego and the divide had begun.

And I was great and I did deserve the accolades. Only it didn't feel like me.

I had to be pushed down and hidden so that I didn't take her shine away.

I wanted to own my success. To stand in my power. Only I couldn't because it wasn't mine, it was hers.

I wanted to feel authentic, grounded, proud, only I'd strayed so far from who I was, I had no idea how to come back.

# I KNOW YOU'RE DRIVEN TO SHOW UP POWERFULLY, BOLDLY AND AUTHENTICALLY

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*This is what I know for sure:*

- 100 You want to stop being afraid that today is the day you'll get found out.
- 100 You're exhausted.
- 100 You're lonely, even if you have people around you.
- 100 You're overwhelmed.
- 100 You want to walk away, to start afresh in a new role, a new company, to leave her behind. Only it's too hard. There's too much at risk. You're trapped in your alter ego and every year, the divide between you and her gets wider.

How long before you lose yourself completely? I know you're driven to show up powerfully, boldly, authentically.

**This guide is to help keep you healthy and strong as you find your voice, step into your confidence and navigate your career - without burning out. It will:**

1. Share resources that can help you to show up unapologetically and acknowledge the value you bring to your work.
2. Help strengthen your emotional resilience so you show up confidently regardless of the environment you work in.
3. Keep you healthy and strong so you're able to become the leader you're destined to be.

# TO FEEL EMPOWERED, YOU MUST PAY ATTENTION TO YOUR EMOTIONAL AND PHYSICAL HEALTH.

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## **step one: create a morning routine.**

Now, if any of you have worked with me, you'll know how much I love my morning rituals. When you start your day with three achievements under your belt in the first hour of waking, then you go into your day feeling good about yourself, feeling confident and positive for the day ahead.

**And my secret to a healthy start to the day are my 3M's:**

- **Morning pages**
- **Make your bed**
- **Move your body**

**Morning pages** - I learnt about morning pages from Julia Cameron in her book, *The Artist's Way*. They are a game changer! Writing 3 x A4 pages every morning as close to waking as possible allows you to empty your head of all the noise. It will quieten your monkey mind chatter and allow you to think clearly, bringing a sense of calm to the rest of the day.

**Make your bed** - a simple trick that instills discipline, and helps you with a winning mindset. And, regardless of how your day goes, you've at least made your bed! Plus, who doesn't enjoy falling into a beautifully made bed at the end of a tiresome day?

**Move your body** - whether that's stretching, running, walking the dog or dancing your socks off in the kitchen as you make breakfast. However you choose to move your body, it will help you to let go of those overpowering emotions, and will bring a smile to your face and a feel-good flush to your cheeks.

# REPLENISH YOUR OWN ENERGY FIRST SO YOU CAN BE BETTER EQUIPPED TO LEAD AND SUPPORT OTHERS

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## **step two: stay grounded.**

This can be a challenge when there is a war raging in Ukraine, an energy crisis, callous killings of innocent people, and fires burning in California...

Here are three really wonderful and easy things you can do to stay grounded;

1. **Just Keep Breathing.** Yes - the quickest and easiest way to lower your anxiety is to breathe - slowly and deeply. Focus on your breathe. Here's my go-to 60 second breathing meditation, taught to me by New York Times best selling author, Gabby Bernstein, that will bring calm to your day.

**Breathe in for a count of 5. Hold for a count of 5.  
Breathe out for a count of 5. Repeat 4 times.**

2. **Gratitude.** The best way to stop yourself spiralling down a rabbit hole of negativity is to find things to be grateful for. Spending a few moments every day to feel grateful or to appreciate the simple things in life, is a beautiful practice that will lift your spirits and help you to stay grounded, calm and focused.
3. **Time just for you.** Time alone immersed in something you love is one of the simplest ways to take care of your emotional wellbeing. This could look like; walking in nature, meditation, reading, relaxing in a hot bath with candles and music...

## IT'S SO IMPORTANT TO PRIORITISE YOUR EMOTIONAL AND PHYSICAL HEALTH SO YOU CAN OVERCOME FEELING LIKE A FRAUD

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*"Let food be thy medicine" Hippocrates*

### **step three: stay vital.**

Do you know that stress lowers your immune system, which is the exact opposite of what you need right now. So, do your best to eat the right food that will help to keep your anxiety to a minimum and boost your strength and resilience.

As tempting as it may be to over indulge with the chocolate biscuits, we need to be focusing on eating whole food; protein, healthy fats, slow burning carbs, a rainbow of fruit and veggies and lots of water.

### **Plus, if you can add in these immune boosters, they will super charge your vitality;**

- ★ Mushrooms - reishi, shiitake, chaga
- ★ Garlic
- ★ Onions
- ★ Ginger
- ★ Spices - turmeric, oregano, rosemary
- ★ Fermented foods - sauerkraut, kombucha, live yoghurt, miso, kefir
- ★ Chocolate! Put down the maltesers. I'm talking about the good quality kind that's 80% dark chocolate, as it's a great antioxidant

As you're doing your best to eat the right food, you also need to do your best to avoid the food that suppresses your immune system - I'm talking; sugar, processed foods, juice, cereal, fizzy drinks, cakes, biscuits...

# YOUR VITALITY ALSO COMES FROM YOUR BELIEFS, THOUGHTS AND ACTIONS SO FIND A RHYTHM TO YOUR DAY THAT WILL SET YOU UP FOR SUCCESS

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## still on step three: stay vital.

If you're anything like me at my best I believed my success was due to my good luck. At my worst I felt like I was failing on all levels; at home, work, with my family and friends, with my gym routine...

Of course, this isn't the truth but - oh my - it certainly feels like the truth in that moment. So, let's start by addressing that one.

## IT'S NOT THE TRUTH!

Now that's sorted let's crack on with key strategies to strengthen your vitality.

**the power of rituals** - keep to a routine and bring good feeling rituals to your day. With a healthy routine you'll find you get the most out of your day and you'll stop losing hours zoning out in front of Netflix or falling into that rabbit hole called social media.



I've already covered a healthy morning routine so now go grab a pen and paper and make a note of all the other ways you can bring powerful rituals to your day.

# FIND YOUR RHYTHM TO THE DAY THAT WILL SET YOU UP FOR SUCCESS

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My powerful rituals:

A large, empty rectangular box with a thin black border, intended for writing down powerful rituals.



CELEBRATE YOUR WINS.  
EVEN THE SMALLEST VICTORIES DESERVE RECOGNITION.  
I UNDERSTAND THIS MAY BE A NEW CONCEPT FOR YOU!

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**can you tell step three is vital to: stay vital.**

Life is always happening. On top of your daily anxieties of not knowing who you are with your screaming inner critic highlighting all your fears and insecurities, we are also dealing with the daily news on all the atrocities happening here and around the world.

**Stay away from the fear and anger** that's prevalent both online and off during this time in our history. Give those moaning, angry, conspiracy-loving acquaintances a wide berth - they can be overwhelming and will have a negative impact on your emotions and energy levels. Now don't misunderstand, we all need to know what's happening in the world - it's essential to stay connected only be aware of your sources and be diligent over the amount of news you consume.

**Get enough sleep.** You may be finding it more difficult with the state of the world right now. Only sleep is essential for your vitality so find a wind-down routine and prioritise getting to bed at a reasonable hour and you'll be giving yourself a fighting chance to win the day.

And **remember, small changes make the greatest impact** and with long lasting results. Never underestimate the power of starting your day with a glass of warm water and a squeeze of lemon juice. It's such a simple act that brings many benefits for your health and your emotional wellbeing.

“I’VE LEARNED THAT PEOPLE WILL FORGET WHAT YOU SAID,  
PEOPLE WILL FORGET WHAT YOU DID BUT PEOPLE WILL  
NEVER FORGET HOW YOU MADE THEM FEEL.”

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Maya Angelou

### step four: be of service.

One of the most wonderful ways we can calm the chaos that comes with a loud inner critic and feeling like a fraud is to show up for others. How you do that is up to you.

Whether that’s;

- ✦ Checking in on an elderly neighbour,
- ✦ Volunteering at one of your local charities,
- ✦ Delivering food parcels to those in need, or
- ✦ Phoning those most vulnerable in your community just to say hi...

By stepping away from your inner turmoil and focusing on others will allow you to safely push your boundaries, strengthen your confidence and grow your network. It will see you out in the world in front of diverse opportunities to practice showing up authentically.

Of course, you must take care of yourself as a priority, **so make sure you achieve steps 1 through to 4 first** so you can show up - unapologetically you.

**Living life perfectly imperfect, with heart and purpose,  
with courage and generosity, finding joy and adventure along the way.**

WHEN WE ARE CALLED TO STEP UP IN LIFE, WE HEAD OUT ON AN ADVENTURE, WE FACE CHALLENGES ALONG THE WAY AND WE RETURN HOME VICTORIOUS AND TRANSFORMED WITH LESSONS TO SHARE.

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### **step five: continue living your best life.**

I understand this can be difficult when you feel life is happening to you and overwhelm and anxiety seem to be the order of the day as you continue to overcome those 'not enough' beliefs.

Having meaning and knowing why you get out of bed in the morning will take you out of a stuck state and will help you to focus on what you need to feel happy, connected, useful and engaged.

Stay focused on your goals and intentions. Keep working towards them. Get clear on the baby steps you can take towards your most meaningful life and show up.

**So...**

If you've been struggling with imposter syndrome and you haven't been living your best life then this is absolutely your time to find your voice, step into your confidence and own your genius.

Because that is how you are going to show up unapologetically and change your world.

**before you go...**

I'd love to hear from you. How are you doing? What support do you need? Let me help you make the most of this time and support you as you move out of those overwhelming emotions and into the confident, vital and purpose driven leader you're destined to be.

And if you've found anything helpful, uplifting or inspiring, please share it with us over in The Vitality Club at [www.facebook.com/groups/vitalleaders](https://www.facebook.com/groups/vitalleaders)



GLOBAL CITIZEN, LEADERSHIP COACH,  
VITALITY MENTOR, EFT PRACTITIONER, SPEAKER  
+ AMBASSADOR FOR THRIVING AFTER CANCER.

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“Kat is a woman whom I could share my visions and fears. Her experience and passion for life, plus her honest insights were valuable beyond words.”

She brought fresh perspective into my life and her knowledge and experience kept me focused and motivated. Katrina’s credibility also lies in her ability to lead, support and communicate on all levels. She inherently understands her clients’ personal aspirations, creating a positive impact in their lives as well as the wider community.”

Kat is the founder of the women’s vitality and leadership company, **VITAL LEADERS™** and is recognised as one of the UK’s most inspiring women, having built a coaching and development company that has transformed lives around the globe.

In 2015 she launched The Vitality Club, a private members network for ambitious women who are ready to embrace their authentic power and sky-rocket their career, without burning out.

Sincerity, humour, wisdom and strength, are some of the words used to describe Kat and her working style, making her a highly sought-after coach. She combines her personal experiences and corporate background with her coaching and psychotherapy training to design bespoke programmes that inspire and transform.

Kat’s mission is to make a significant impact on the lives of women around the world, guiding them back to their authentic voices, to embrace their genius; powerfully, boldly and without burning out.

She has thousands of followers via her social media and network channels and has featured in many publications empowering others to become the leaders they are destined to be.

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