

PREVIEW



Coaching Guide

Tools and tips to excel as a leader and
enjoy a self-fulfilling, harmonious life.

by Cynthia Yamasaki

©2025 CMY Consulting LLC



EEpath Coaching Guide

by Cynthia Yamasaki

The EEpath Guide aims to empower you as a dynamic leader, enabling self-fulfillment, balanced career-life integration, and fostering positive results.

EEpath is a transformative journey, an Empowered and Energized Path that focuses on:

- Defining a clear personal purpose
- Strengthening self-care practices
- Boosting leadership effectiveness

This guide includes various tools and resources tailored for your coaching sessions with Cynthia Yamasaki, addressing your unique needs and interests.

Furthermore, additional videos, readings, and tools may be introduced to further support your personal and professional growth.

PROGRAM CONTENT AND MATERIAL DO NOT CONSTITUTE MEDICAL OR MENTAL HEALTH ADVICE AND ARE NOT A SUBSTITUTE FOR PROFESSIONAL CARE, DIAGNOSIS OR TREATMENT OF ANY MEDICAL OR MENTAL HEALTH CONDITION.

Discover More with Cynthia Yamasaki
aloha@cynthiayamasaki.com





Table of Contents

EEpath Guide

INTRODUCTION

- 4 Work-Life Challenge
- 5 Mastery for Self-Fulfillment

PART 1: THE LEADER IN YOU

- 7 Mastery Process
- 8 Commitment to Self-Mastery Checklist
- 9 IMAGINE 7 Daily Habits to Be and Do Your Best
- 10 Essence of Success
- 11 Ways to Maintain Balance & Harmony
- 12 Clear the Clutter to Bring in New Possibilities
- 13 Be Your Best Self
- 14 Your Why
- 15 Personal Life Purpose
- 16 ABC Brainstorm Values
- 17 Identify Your Strengths
- 18 Life Goals
- 19 Mindmap Aspirations
- 20 Mental Fitness
- 21 Gratitude Journal
- 22 Prioritize and Get Things Done

PART 2: LEADING OTHERS

- 24 Leadership Challenge
- 25 Leadership Tips for Success
- 26 Commitment to Lead by Example Checklist
- 27 Strive to be a Level 5 Leader
- 28 Assess Your Workplace Environment & Infrastructure
- 29 Alignment: People & Process for Results
- 30 The Human Factor: Diversity & Inclusion
- 31 Workplace Culture & Team Agreements
- 32 Conversations: Conflict, Difficult Situations, & Praise
- 33 Effective Meetings
- 34 Team/Resource Assessments
- 35 SWOT for Strategic Assessment
- 36 SOAR for Strategic Planning
- 37 Talent-Workforce Development
- 38 Key Performance Indicators
- 29 Stay Connected with Aloha
- 30 About Cynthia Yamasaki

STRESS AND WORK-LIFE

Challenge

How can a leader who is at the helm of a company, division, department, or group of people achieve goals with teamwork, agility, and long-term success? How can this leader keep calm and carry on while dealing with work and life challenges and constant change without feeling overwhelming stress or causing workplace burnout?

Before we explore the answers, let's establish a common understanding of stress, burnout, and the consequences of not addressing them properly.

Stress is a physiological and mental reaction to pressure from external factors and a person's internal beliefs. There are four types of stress according to the World Health Organization:

- Routine stress related to the pressures of work, school, family, and other daily responsibilities.
- Stress from a negative change such as loss of a job, divorce, or illness.
- Stress from organizational changes such as a new structure, owners, or management. There are operational changes to keep up with and the need to stay ahead of the multitude of customer demands. In addition, there are changes in technology, industry, economy, and government requirements.
- Traumatic stress from a catastrophe, natural disaster, accident, abuse, or war where people's lives are endangered. Traumatic stress may cause temporary symptoms of mental illness that people can recover and manage.

EEpath helps you to proactively manage the stress from daily life pressures, negative change, and organizational change. If you are dealing with traumatic stress, I recommend assistance from the appropriate medical and mental health professionals.

Not all stress is bad. Stress can motivate people to rise to occasions that require focus, concentrated effort, or a boost of adrenaline to reach the finish line.

Chronic stress that is ignored, however, negatively affects a person's physical, emotional, mental, and social well-being. It can lead to burnout, which is the buildup of unhealthy stress.

For an organization, a stressful workplace environment impacts the health, safety, and well-being of all employees. It creates negative energy that can be felt by customers, patrons, vendors, and other visitors. A stressful workplace causes higher employee turnover and legal costs, reduced productivity and profitability, and poor brand and reputation.

According to the World Health Organization, "burnout is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions: feelings of energy depletion or exhaustion; increased mental distance from one's job, or feelings of negativism or cynicism related to one's job; and reduced professional efficacy."

PART 1

THE LEADER IN YOU

SELF FULFILLMENT
AUTHENTICITY

STRETCH

Step by step,
Push a little
further.

Go beyond
your comfort
zone.

And you'll be
amazed at
what you'll
discover.

- Cynthia Yamasaki

Believe

A WORLD OF

*Infinite
Possibilities*

Start with clear vision and purpose to turn dreams into reality.

CONTINUOUS PERSONAL & PROFESIONAL DEVELOPMENT



Mastery Process

See

Live a purposeful life with clear vision, mission, and values. There are infinite possibilities for you to contribute your unique talent in the world. Start with WHY and keep your purpose top of mind.

Be

Be at your best physically, emotionally, mentally and spiritually. Daily self-care sets your foundation for self-mastery and the ability to effectively lead by example.

Do

Work smarter, not harder by establishing SMART objectives that are aligned with your vision, mission, values, and long-term goals. Plan annual goals and quarterly objectives. Break them down into monthly tactics, weekly actions, and daily tasks. Prioritize and act with a community of support.

Have

As you complete tasks and major milestones, take time to reflect on the outcomes. In your journal, write what went well and what can be done better. Are you on your path? Adjust accordingly.

Give

Give sincere appreciation and recognition to reinforce excellence and harmony with others. Make the time to celebrate and rejuvenate yourself.

MASTERY *Self Fulfillment*

Imagine waking up every day feeling excited to live a life you love. You have the determination and positive emotional intelligence to achieve meaningful accomplishments in all areas of your life.

With deeper confidence and trust in your capabilities and connections, you can handle issues as they arise and keep things in perspective gracefully and easily. You live each day with no regrets.

As your executive coach, I am committed to supporting you on your career and life journey as an effective leader. We dedicate time to focus on your needs and goals.

You can choose, adapt, and achieve peak performance. It takes real commitment to self-awareness and daily practice to be at your best as a leader and to support others to do the same.

EEpath coaching with this guide will help you to:

- Gain clarity and self-satisfaction at home and work
- Use empathy, understanding, and inclusion when working with people
- Enhance your leadership capabilities in human relations, critical thinking, strategic and succession planning, and profitability.

To prepare for each coaching session, you must be diligent in completing and practicing the assignments in this guide.

As a result, you will gain a balanced perspective, objective feedback, and support. You will expand the ability to grow, excel, and get things done without burning out.

I encourage you to make the time for your daily self-care and mastery using EEpath's "SEE-BE-DO-HAVE-GIVE" process, which is a commitment to continuous improvement and a better quality of life.

Self-care and mastery are fundamental to transforming your life and achieving all of your dreams.

MASTERY

*The Keys to Success & Long-Term Fulfillment
by George Leonard*

1. **Instruction** includes experiential, learning with constructive feedback from a trustworthy teacher or coach.
2. **Practice** (as a noun) is what you are and have on a regular basis as an integral part of your life.
3. **Surrender** by cultivating the mind and heart of the beginning at every stage along the way. Can you let go of an outworn behavior and yield to a new way for the sake of growth?
4. **Intentionality** starts with a clear vision and positive attitude. The power of imaging fuels the master's journey.
5. **The Edge** is the balancing act to know when you're pushing yourself beyond safe limits.

It's easy to get on the path, the real challenge lies in staying on it.

PART 2

LEADING OTHERS

LEAD BY EXAMPLE

BUILD TRUST

*Pay It
Forward*

Think of an idea that would
change our world
and put it into action.

LEADERSHIP *Challenges*

CONSTANT CHANGE

The role of a leader in any organization is becoming more challenging in these times of frequent change and greater demands. We operate in a global economy characterized by rapid and constant technological, industrial, and regulatory changes. Customers expect more. The industrial age shift to the information evolution requires different ways to recruit, train, and retain talented people to work at your organization.

WORK SMARTER

Today's fast-paced business world demands that we work smarter, not harder. It heightens our awareness and need to:

- Foster better cooperation and collaboration among employees at all levels of an organization
- Improve ability to attract, build, and retain customer relationships beyond expectations
- Better manage all resources such as people, energy, time, and money to produce bottom-line results without burnout

DO MORE WITH LESS

Organizations are running "flatter" with fewer managers who can provide the necessary time and attention for quality on-the-job training, deal effectively with employee conflict, coach for good performance, and mentor the next generation of leaders. Busy managers need help with additional resources and coaching to:

- Maximize your hiring investment in new hires
- Build your leadership bench from within for continuity and offer attractive career opportunities.
- Avoid costly employment risks
- Retain goodwill and intellectual property

EFFECT ON HUMAN RESOURCES (PEOPLE)

The human interaction and employee relations discipline within human resources requires time, exceptional care, and a thorough understanding of your business and operations. If overlooked, your business may face:

- Higher employee turnover
- Higher costs of hiring and training new employees and managers
- Lower productivity with health issues related to stress and other personal matters
- Lower morale with internal communication and workgroup cooperation problems
- Higher legal costs in dealing with employee relations issues
- Negative impact on the organization's reputation
- Lack of enthusiasm to go to work and make a positive difference; feeling stuck in the same routine; "it's just a job"

COMMITMENT TO LEAD BY EXAMPLE



CHECKLIST

- ☐ Good to Great Leadership
- ☐ Workplace Assessment
- ☐ Alignment & Expectations
- ☐ Diversity & Inclusion
- ☐ Workplace Culture
- ☐ Conflict & Difficult Conversations
- ☐ Effective Meetings
- ☐ Organizational Assessment
- ☐ Strategic Planning
- ☐ Succession & Talent Development
- ☐ Key Performance Indicators

HUMAN CONNECTION IS KEY

Your mindful presence and actions are more powerful than words to build trust. Connect with people at the human level.

Create and sustain a professional work environment that encourages respect, open communication, continuous learning, growth, quality, and service excellence.

TAKE TIME AND CARE TO LISTEN AND CONSIDER EVERYONE'S INPUT

AFFIRMATION

**Together
Everyone
Achieves
Magnificence**





EMPOWERED AND ENERGIZED PATH

COACHING GUIDE FOR LEADERS

BY CYNTHIA YAMASAKI

PROFESSIONAL COACH, BUSINESS ADVISOR,
AND COMMUNITY COLLABORATOR

Cynthia Yamasaki, founder of CMY Consulting LLC, is a professional life coach and certified business advisor with over 30 years of diverse business experience, having held leadership roles across small businesses, corporate environments, government, and nonprofit sectors. Her extensive background and training equip her with a unique perspective on transformative coaching, particularly for professionals and leaders to invigorate their careers and personal lives.

Cynthia's mission is to energize and empower individuals by transforming challenges into opportunities for growth, clarity, and purposeful success. Her strong values and dedication to excellence make her the preferred coach and business advisor for those seeking meaningful and lasting change.

Whether you're enhancing leadership skills, navigating career transitions, or fostering personal growth, Cynthia's insightful and compassionate guidance will support your journey to feeling invigorated and confident. With an MBA in global management, a license as a Positive Intelligence® Coach, and certifications as a Business Advisor and Wellness Counselor, Cynthia offers unparalleled expertise in leadership and business success, making her the coach of choice for transformative growth.

cynthiayamasaki.com
aloha@cynthiayamasaki.com

