

Bayard Coaching Life

MIAMI · TRILINGUAL COACHING

FREE GUIDE

The Clarity Compass

A 4-zone workbook to get your worries out of
your head, sort them — and think clearly again.



Welcome.

Quick note before you flip further: this isn't a motivational PDF. It's a tool.

Most people I work with don't have a motivation problem. They have a clarity problem. Your head is full, everything feels equally urgent, and that's exactly why — in the end — nothing happens.

The Clarity Compass is the first tool from my 3-Day Clarity Sprint. It's based on the Worry Parking Lot method: a simple 4-zone system for sorting every thought, worry, and open loop in your head — instead of letting it spin in circles.

How to use this workbook: Take 10–15 quiet minutes. Grab a pen. Be honest, not neat — no one's reading over your shoulder. Work through the pages in order.

– Jens

- **Who's writing this?** Jens Bayard, certified systemic coach (Coaching Akademie Berlin & ECA Lehr-Institut, since 2015), 25+ years of experience in leadership, training & coaching. Works with systemic methodology, EFT, and hypno-coaching — trilingual, based in Miami.

Your Worry Parking Lot

Picture a parking lot. Not every thought needs an exit right away. Some are allowed to just sit — until you're ready.

● **Control**

ZONE 1

Things fully in your hands. Immediate action pays off here — anything else is a waste of time.

● **Influence**

ZONE 2

Things you can help shape but not decide alone. A conversation or one small, concrete step helps here.

● **Parking Lot**

ZONE 3

Real, but not up right now. Here you park deliberately — with a date to revisit it. Parking doesn't mean ignoring.

● **Let Go**

ZONE 4

Completely outside your influence. Every minute of worry here costs energy you'll never get back.

Most people spend 80% of their mental energy in Zones 3 and 4 — on things they can't move right now anyway. The goal of this exercise: bring more energy back into Zones 1 and 2.

Sort your thoughts

Write down everything currently on your mind — one thought per line. Then sort each point into one of the four zones.

Control

What's completely in my hands?

Influence

What can I help shape?

Parking Lot

What's real, but not up right now?

Let Go

What's outside my influence?

3 Questions for Every Worry

Take your biggest item from Zone 3 (Parking Lot) or Zone 2 (Influence) and answer these three questions about it.

1. Can I change this RIGHT NOW?

If not — go straight to Zone 3 (Parking Lot) or Zone 4 (Let Go).

2. What's the smallest next step I can take?

Not the big plan. Just the next doable step.

3. What happens if I simply park this for 24 hours?

Usually: less than the worry is telling you right now.

My biggest item right now:

3 Tapping Points for Moments of Overwhelm

EFT (Emotional Freedom Technique) calms your nervous system — not just your mind. Not a replacement for coaching, but a quick first-aid move for acute tension.

1

Side of the hand (karate point)

Gently tap with your fingertip on the outer edge of your hand. While tapping, say out loud or silently: "Even though I'm feeling overwhelmed right now — I fully accept myself, just as I am."

2

Eyebrow (inner start)

Tap lightly 5–7 times. Name what's present right now: "This feeling of too much, right now." No sugarcoating — just name it.

3

Collarbone

Tap with two fingers just below the collarbone while taking 3 deep breaths out. Then: consciously look around once and name what you see.

This does not replace medical or psychotherapeutic treatment. If distress persists or is severe, please reach out to a qualified professional.

Ready for more than one sheet of paper?

This workbook is the first building block. The 3-Day Clarity Sprint is the rest — personal 1:1 coaching that takes you from "sorted" to "decided".

The 3-Day Clarity Sprint

- ✓ **Day 1 - Sort:** We get your thoughts out of your head
- ✓ **Day 2 - Focus:** Work with EFT & systemic questions on what's really blocking you
- ✓ **Day 3 - Decide:** You walk away with a concrete action plan

\$697 / 3 days, via Zoom or WhatsApp

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