



the hoffman essentials  
*two-day workshop*

---

...hoffman...  
*When you're serious about change*

the hoffman essentials

Welcome to  
Day one

Hoffman Institute UK  
Quay House  
River Road  
Arundel  
West Sussex  
BN18 9DF  
+44(0) 1903 88 99 90  
[www.hoffmaninstitute.co.uk](http://www.hoffmaninstitute.co.uk)

This workbook or parts thereof may not be reproduced in any form  
without written permission from Hoffman Institute UK.

© 2020 Hoffman Institute UK All rights reserved.

## Feelings

<b>Accepting</b>	<b>Angry</b>	<b>Connected</b>	<b>Disconnected</b>	<b>Fragile</b>	<b>Stressed</b>
Calm	Annoyed	Accepting	Alloof	Helpless	Anxious
Centred	Agitated	Affectionate	Bored	Sensitive	Burned out
Content	Aggravated	Caring	Confused	<b>Grateful</b>	Cranky
Fulfilled	Bitter	Compassionate	Distant	Appreciative	Depleted
Patient	Cynical	Curious	Empty	Blessed	Disconnected
Peaceful	Disdainful	Empathic	Indifferent	Delighted	Edgy
Present	Disgruntled	Engaged	Isolated	Fortunate	Exhausted
Relaxed	Edgy	Exploring	Lethargic	Humbled	Frazzled
Serene	Exasperated	Fascinated	Listless	Lucky	Overwhelmed
Trusting	Frustrated	Fulfilled	Numb	Moved	Rattled
	Furious	Interested	Removed	Thankful	Rejecting
<b>Joyful</b>	Grouchy	Intrigued	Resistant	Touched	Restless
Amazed	Hostile	Involved	Shut down		Shaken
Blissful	Impatient	Loving	Uneasy	<b>Hopeful</b>	Tense
Delighted	Irritated	Present	Withdrawn	Encouraged	Tight
Eager	Irate	Safe		Expectant	Worn out
Ecstatic	Martyrish	Stimulated	<b>Shame</b>	Optimistic	<b>Unsettled</b>
Enchanted	Moody	Warm	Ashamed	Trusting	Apprehensive
Energised	On edge	Worthy	Embarrassed		Concerned
Engaged	Outraged		Humiliated	<b>Powerless</b>	Dissatisfied
Enthusiastic	Resentful	<b>Sad</b>	Inhibited	Impotent	Disturbed
Excited	Stressed	Anguished	Mortified	Incapable	Doubtful
Free	Upset	Depressed	Self-conscious	Resigned	Hesitant
Happy	Vindictive	Despairing	Useless	Trapped	Inhibited
Inspired		Despondent	Weak	Victim	Perplexed
Incorporated	<b>Courageous</b>	Disappointed	Worthless		Questioning
Lively	Adventurous	Discouraged		<b>Tender</b>	Reluctant
Passionate	Brave	Forlorn	<b>Fear</b>	Caring	Shocked
Playful	Capable	Gloomy	Afraid	Loving	Skeptical
Radiant	Confident	Grieving	Anxious	Reflective	Suspicious
Refreshed	Daring	Heartbroken	Apprehensive	Self-loving	Ungrounded
Rejuvenated	Determined	Hopeless	Frightened	Vulnerable	Unsure
Renewed	Free	Lonely	Hesitant	Warm	Worried
Satisfied	Grounded	Longing	Nervous		
Thrilled	Proud	Melancholy	Panicked	<b>Guilty</b>	
Vibrant	Strong	Rejected	Paralysed	Regretful	
	Worthy	Sorrowful	Scared	Remorseful	
	Valiant	Teary	Terrified	Sorry	
		Unhappy	Worried		
		Upset			
		Weary			

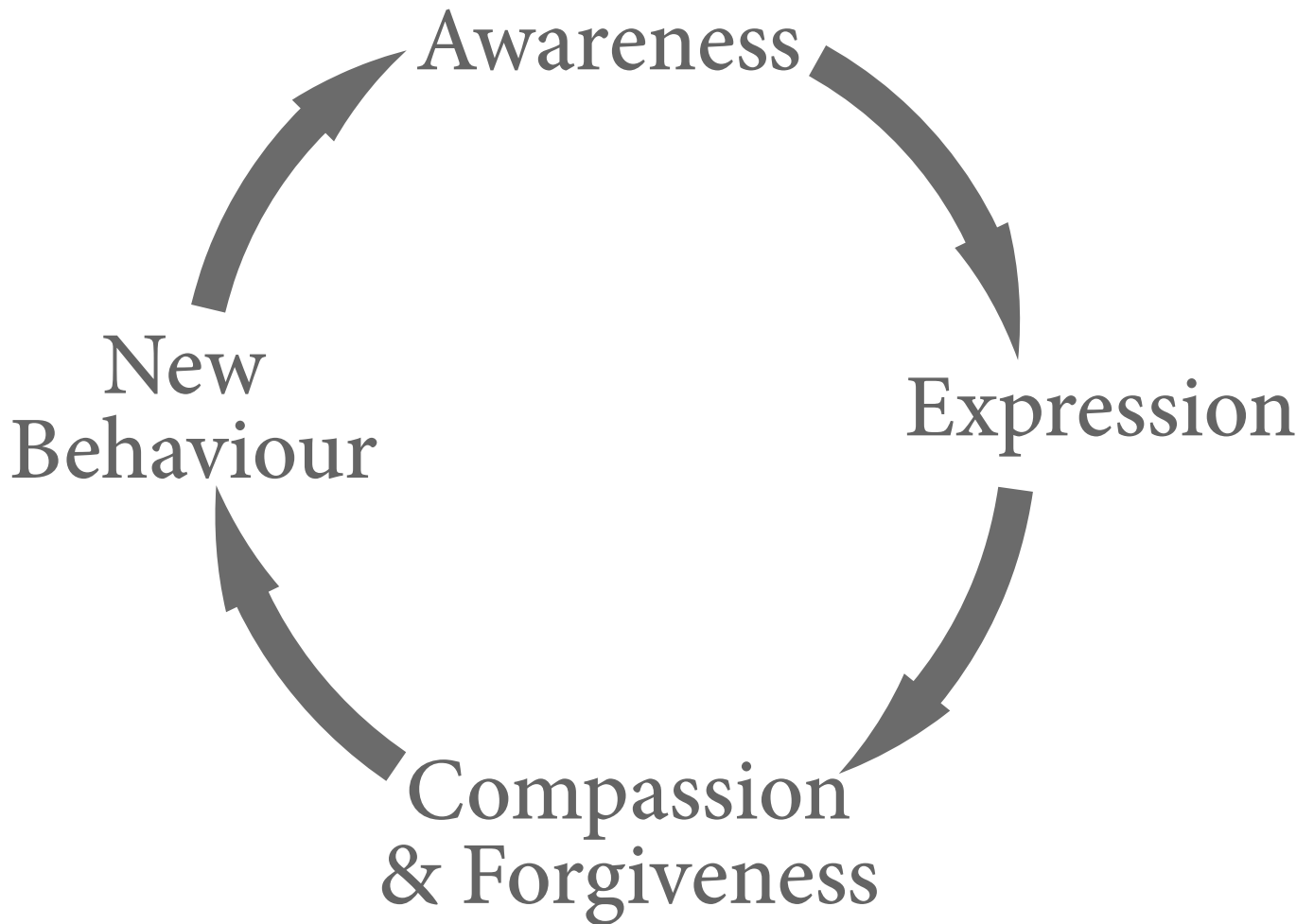
## Body sensations

Achy	Contracted	Gentle	Numb	Shaky	Sweaty
Airy	Dizzy	Hard	Painful	Shivery	Tender
Blocked	Drained	Heavy	Pounding	Slow	Tense
Breathless	Dull	Hollow	Prickly	Smooth	Throbbing
Bruised	Electric	Hot	Pulsing	Soft	Tight
Burning	Empty	Icy	Queasy	Sore	Tingling
Buzzy	Expanded	Itchy	Radiating	Spacey	Trembly
Clammy	Flowing	Jumpy	Relaxed	Spacious	Twitchy
Clenched	Fluid	Knotted	Releasing	Sparkly	Vibrating
Cold	Fluttery	Light	Rigid	Stiff	Warm
Constricted	Frozen	Loose	Sensitive	Still	Wobbly
Contained	Full	Nauseous	Settled	Suffocated	Wooden





## The Cycle of Transformation



## Four steps to change

### Awareness

Awareness gets us started on our journey of exploration. Allow this awareness to come with a gentle honesty. We can be aware of what we are grateful for, and what brings us joy, and we can also be aware of what is not working well for us. It is an awareness that is objective, yet without judgement or blame. It may be helpful to ask a trusted friend how they experience us. The main question we ask at this stage is: 'What am I doing that gets in the way of my serenity, truth and authenticity?'

### Expression

Expression is the next step. To discharge any self-destructive patterns of behaviour, such as resentment or feelings of failure, we need to let out the excess energy holding them in. Sharing our challenges in a safe space is a tool of expression. Other examples are journaling, singing loudly in the shower, jogging it out of our systems or beating a cushion. We can dance, stomp, yell, even laugh it out. The important part is not to let the energy, which is usually an old, blocked emotion, stay and drag us down. Find a clear and appropriate way of expressing it. The question at this stage is, 'What do I need to do to loosen up the energy behind this feeling or reaction?'

### Compassion & Forgiveness

We all make mistakes in our lives, and we know that others make them as well. To take charge of our own lives, we need to lovingly forgive ourselves for the mistakes of the past, and to forgive others their mistakes. Especially if we feel hurt by someone, or in turn have hurt someone, we need to take a radical look at letting go and forgiving so that we can wipe the slate clean and move on. For this we may have to let go of being right and move into our higher, or spiritual self. If appropriate, give and receive forgiveness in person.

### New Behaviour

Finally, and providing the proof of change, is New Behaviour. What new practices can we put into effect that can bring greater happiness? The learning becomes effective in the doing. Every day, you can see that there are new, positive ways of behaving to replace any old reactions. A myriad of possibilities exist such as making a gratitude list, dancing, meditating, music and art, being in nature, and of course, sharing your love and happiness with others. Step from the past into a whole new world of possibilities, seizing life and the adventure it provides.

## Family Roles

Read through the following list of family roles and ask yourself: ‘Which were the roles that I needed to play in order to get attention (Negative and/or Positive) from my parents?’

Then tick the five main roles you adopted in your family

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Goody-goody        | <input type="checkbox"/> The Critical One | <input type="checkbox"/> Policeman         |
| <input type="checkbox"/> Never Good Enough  | <input type="checkbox"/> Mummy’s Girl/Boy | <input type="checkbox"/> Champion          |
| <input type="checkbox"/> Victim             | <input type="checkbox"/> Seducer          | <input type="checkbox"/> Protector         |
| <input type="checkbox"/> Prince             | <input type="checkbox"/> The Sick One     | <input type="checkbox"/> Genius            |
| <input type="checkbox"/> Princess           | <input type="checkbox"/> The Baby         | <input type="checkbox"/> The Crazy One     |
| <input type="checkbox"/> Hero               | <input type="checkbox"/> Control Freak    | <input type="checkbox"/> The Boring One    |
| <input type="checkbox"/> Mistake            | <input type="checkbox"/> The Weak One     | <input type="checkbox"/> Misfit            |
| <input type="checkbox"/> The Trusted One    | <input type="checkbox"/> Peacemaker       | <input type="checkbox"/> Irresponsible One |
| <input type="checkbox"/> Problem Child      | <input type="checkbox"/> Winner           | <input type="checkbox"/> Undemanding One   |
| <input type="checkbox"/> Worrier            | <input type="checkbox"/> Arbitrator       | <input type="checkbox"/> Wild One          |
| <input type="checkbox"/> Nuisance           | <input type="checkbox"/> The Best One     | <input type="checkbox"/> Mediator          |
| <input type="checkbox"/> Black Sheep        | <input type="checkbox"/> The Special One  | <input type="checkbox"/> Needy             |
| <input type="checkbox"/> Adventurer         | <input type="checkbox"/> Own Worst Enemy  | <input type="checkbox"/> Complainer        |
| <input type="checkbox"/> Failure            | <input type="checkbox"/> Slob             | <input type="checkbox"/> Lawmaker          |
| <input type="checkbox"/> Perfect One        | <input type="checkbox"/> Clown            | <input type="checkbox"/> The Angry One     |
| <input type="checkbox"/> The Fighter        | <input type="checkbox"/> Star             | <input type="checkbox"/> The Calm One      |
| <input type="checkbox"/> The Quiet One      | <input type="checkbox"/> The Right One    | <input type="checkbox"/> Everyone’s Enemy  |
| <input type="checkbox"/> The Cheeky One     | <input type="checkbox"/> Heartbreaker     | <input type="checkbox"/> Helper            |
| <input type="checkbox"/> The Fixer          | <input type="checkbox"/> Musician         | <input type="checkbox"/> Burden            |
| <input type="checkbox"/> Drama Queen        | <input type="checkbox"/> The Lazy One     | <input type="checkbox"/> Saviour           |
| <input type="checkbox"/> The Strong One     | <input type="checkbox"/> Leader           | <input type="checkbox"/> Criminal          |
| <input type="checkbox"/> Rebel              | <input type="checkbox"/> The Bad One      | <input type="checkbox"/> Success           |
| <input type="checkbox"/> No-One’s Friend    | <input type="checkbox"/> Protector        | <input type="checkbox"/> Careful One       |
| <input type="checkbox"/> The Frightened One | <input type="checkbox"/> Mysterious One   | <input type="checkbox"/> Celebrity         |
| <input type="checkbox"/> The Clever One     | <input type="checkbox"/> Rescuer          | <input type="checkbox"/> Odd One Out       |
| <input type="checkbox"/> The Troublemaker   | <input type="checkbox"/> Disappointment   | <input type="checkbox"/> Big One           |
| <input type="checkbox"/> The Happy One      | <input type="checkbox"/> The Tidy One     | <input type="checkbox"/> Spoilt One        |
| <input type="checkbox"/> Caretaker          | <input type="checkbox"/> The Wrong One    | <input type="checkbox"/> Different One     |
| <input type="checkbox"/> Invisible          | <input type="checkbox"/> Achiever         | <input type="checkbox"/> Patient One       |
| <input type="checkbox"/> Snob               | <input type="checkbox"/> Lucky One        | <input type="checkbox"/> Tragic One        |
| <input type="checkbox"/> Entertainer        | <input type="checkbox"/> Teacher          | <input type="checkbox"/> Loner             |
| <input type="checkbox"/> Weird One          | <input type="checkbox"/> Cheat            | <input type="checkbox"/> Father’s Friend   |
| <input type="checkbox"/> The Stupid One     | <input type="checkbox"/> Loser            | <input type="checkbox"/> Mother’s Friend   |
| <input type="checkbox"/> The Lonely One     | <input type="checkbox"/> Boss             | <input type="checkbox"/> Pet               |
| <input type="checkbox"/> The Confident One  | <input type="checkbox"/> Heir             | <input type="checkbox"/> Surrogate Mum/Dad |
| <input type="checkbox"/> The Dreamer        | <input type="checkbox"/> Scapegoat        |  |



## What is a Pattern?

• LEARNED • COMPULSIVE • AUTOMATIC • REACTIVE

---

### WAY OF BEING

Closed, withdrawn, nice

### WAY OF ACTING

Criticising, interrupting

### BELIEFS AND ADMONITIONS

'There's not enough to go around'

'Be quiet!'

### COMPULSIVE FEELING STATES OR MOODS

Resentful, numb, alone, anxious

---

## How Patterns live in us

### ADOPTION

Do it to myself

Do it to others

Attract others who do this

Set up others to do it to me

### REACTION

I compensate or protect myself and create a reactive pattern

### REBELLION

I rebel to be different from...

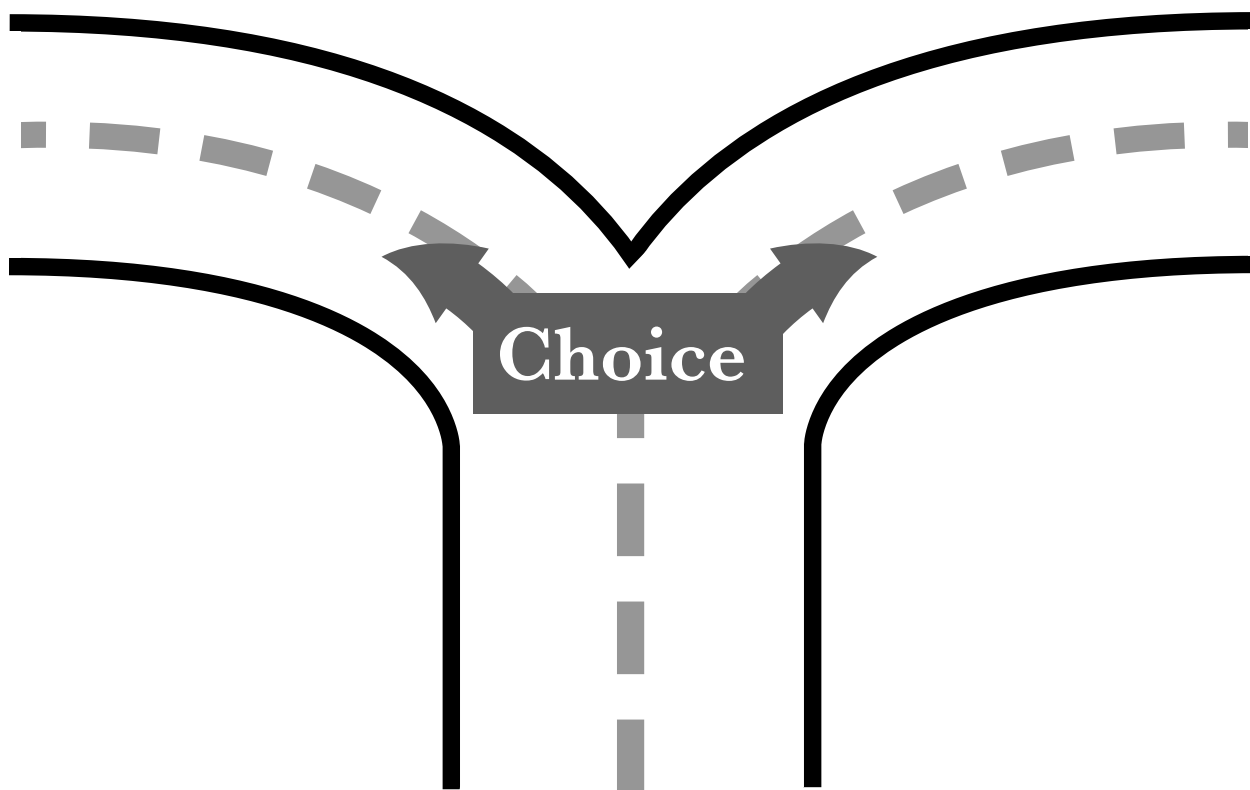
---



## Identifying Patterns

	<b>PATTERN</b>	<b>PARENT(S)</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		

## Left Road / Right Road





## The Quadrinity: Four aspects of self

The Quadrinity is a framework, a model for understanding ourselves and our behaviour as human beings. It includes all four aspects of self: Body, Emotions, Intellect and Spirit. These four aspects interact and form a complex interrelated system. They can be experienced individually or jointly in various combinations.

### Physical Self

The Body is the physical home of the non-physical aspects of self and connects them to the world. It carries our genes. It is made of the elements of the physical universe so is subject to its laws. It provides sensory information. The Body expresses thoughts of Intellect, feelings of the Emotional Self & essence of the Spiritual Self.

#### UNPROGRAMMED QUALITIES

Mobility & flexibility  
Expressiveness  
Learns and remembers  
Sends messages  
Senses, pleasure, pain  
Sexuality/sensuality

#### NEGATIVE PATTERNS

Rigidity  
Numbing out  
Repressed conflicts  
Chronic pains  
Illness  
Tension/anxiety  
Hyperactive/fatigue

### Spiritual Self

The Spiritual Self is our essence at the core of our being – the pure, perfect, totally positive, unprogrammed aspect of self that is connected to and resonates in harmony with the universe. It knows and strives for truth, justice and wholeness. It is in the present and eternal.

#### QUALITIES

Unconditionally and always loving  
Wise, compassionate and totally ethical  
Creative, intuitive grounded and centred  
Strong, confident and responsive  
Courageous and intentional  
Peaceful, serene and patient  
Self-reflective/impartial observer

### Emotional Self

The Emotional Self is our feeling aspect. It provides information about our internal and external world and expresses feelings through our body. It has no sense of time or space and can regress in age. It is where Negative Love patterns first developed. The negative Emotional Self remains a child as it was not unconditionally loved and validated.

#### UNPROGRAMMED QUALITIES

Curious  
Joyful/playful  
Spontaneous  
Loving/nurturing  
Appreciative  
Grief/sadness  
Open/grateful

#### NEGATIVE PATTERNS

Rebellious/fearful  
Withdrawn/stubborn  
Ashamed/guilty  
Anxious/paranoid  
Defensive/resentful  
Unloving/unworthy  
Depression

### Intellectual Self

The Intellect is our logical, rational, problem-solving thought-processor. It holds what and how we think, our values and beliefs. It tries to make sense of our feelings and experiences. Shoulds, shouldn'ts, do's, don'ts, can'ts, etc. come from our intellect and can be positive or negative. They are negative when they are programmed and compulsive.

#### UNPROGRAMMED QUALITIES

Rational  
Understanding  
Knowledgeable  
Logical  
Evaluating  
Strives for excellence  
Inventive

#### NEGATIVE PATTERNS

Critical  
Admonishing  
Know it all  
Argumentative  
Judgmental  
Perfectionist  
Defensive/controlling



## Quadrinity Check-In

Describe your Intellect:

---

---

---

What was your Intellect thinking:

---

---

---

Describe your Emotional Self as a Child:

---

---

---

How old is your Emotional Child: \_\_\_\_\_

What was your Emotional Child feeling?

---

---

---

What sensations did you experience in your Body?

---

---

---

Describe your Spiritual Self, including its qualities and appearance:

---

---

What was your Spiritual Self's message?









## Evening Instructions

- Take some time before you go to bed to reflect on, and journal, your experiences of the day and what you've learned.
- You may want to express yourself drawing in colour... Optional!
- Notice three qualities you appreciate in yourself and three things you're grateful for in your life, and write them here:

### Appreciation

Write down three things you authentically love, admire and respect about yourself

1

2

3

### Gratitude

Now write down three things you are authentically grateful for in your life

1

2

3

- Please don't look ahead to tomorrow's pages
- Take it easy this evening and get into bed at a 'good time.' Tomorrow is another full day.
- Should you like some assistance getting to sleep, this is an audio link which may be helpful on our website, here: [www.hoffmaninstitute.co.uk/sleep](http://www.hoffmaninstitute.co.uk/sleep)
- See you in the morning from 9.15, ready for a 9.30 start



*Good night!*



the hoffman essentials

Welcome to  
**Day two**

## Day Two: Quadrinity Check-In

### Emotional Self

How I'm feeling

What I need:

### Intellect

How I'm feeling

What I need:

### Body

How I'm feeling

What I need:

### Spiritual Self

I am

Message from my Spiritual Self:

## Quadrinity Check-in

Find a place where you can be uninterrupted for a few minutes. Use the rhythm of your breathing to bring consciousness into your body. Allow yourself to settle. Then check in with the four aspects of yourself, allowing a little time with each to observe what they may need.

### Body

- Notice your posture as you breathe.
- The body senses, so notice your own physical sensations and your energy levels. Are you relaxed, or are there any areas of tension? Scan your body from top to toe to find out.
- Then ask your body what it wants or needs, and be open to anything you may experience.

### Emotional self

- Notice how old your Emotional Self feels.
- Ask you Emotional Self feels, what you are feeling in this moment. You may well experience a whole range of feelings, some of which may seem contradictory, such as feeling curious and sad, or hopeful and anxious.
- Then ask your Emotional Self what it wants or needs, and be open to its response.

### Intellect

- The Intellect thinks, so ask yourself what you are thinking in this moment. Often there are a number of different thoughts. Notice the quality of the thoughts – are they peaceful and serene, or is your Intellect chattering? Let the thoughts pass through like clouds in the sky, simply observing them.
- Then ask your Intellect what it wants or needs and be curious to anything it may communicate.

### Spiritual self

- Your Spiritual Self, or your Higher or Essential Self is the source of your love, wisdom, peace and vision. Feel this in your heart centre and breathe into it. Meditate for a few moments, bringing more consciousness to this still centre and the quiet voice of intuition that lives there.
- Ask your Spiritual Self what message of support it has for you in this moment. You can make the request general or focused on a specific issue in your life.

Experience and express your gratitude for all aspects of your being.

For best results, repeat daily!





## Vicious Cycles

Patterns don't just come at us one by one. They are clustered in 'Vicious Cycles,' where one pattern can lead to another and then another, forming this 'familiar' sequence of feelings, thoughts and behaviours.

The cyclical structure of the Vicious Cycle channels the energy of the patterns, increasing their power. The patterns tend to alternate in no particular order through feelings, thoughts, behaviours, moods, beliefs, expectations and admonitions.

Mapping out a Vicious Cycle can help to gain greater awareness of the actual patterns, beliefs and feelings that are active. It can help first to identify a major pattern or shame message. Then, ask yourself a series of questions to help identify the patterns that compose the Vicious Cycle:

To begin mapping a Vicious Cycle, start with:

- A specific situation where you get triggered
- A shame belief
- A core belief you hold about yourself

Ask yourself, 'What happens next?'

- What am I feeling? What are my fears? What is my mood?
- What am I thinking or saying? What do I tell myself? What do I say to others?
- What am I doing or sensing? What is the effect on my Body?
- What do I do to avoid or compensate?
- How do I act? What is my behaviour?

For example:

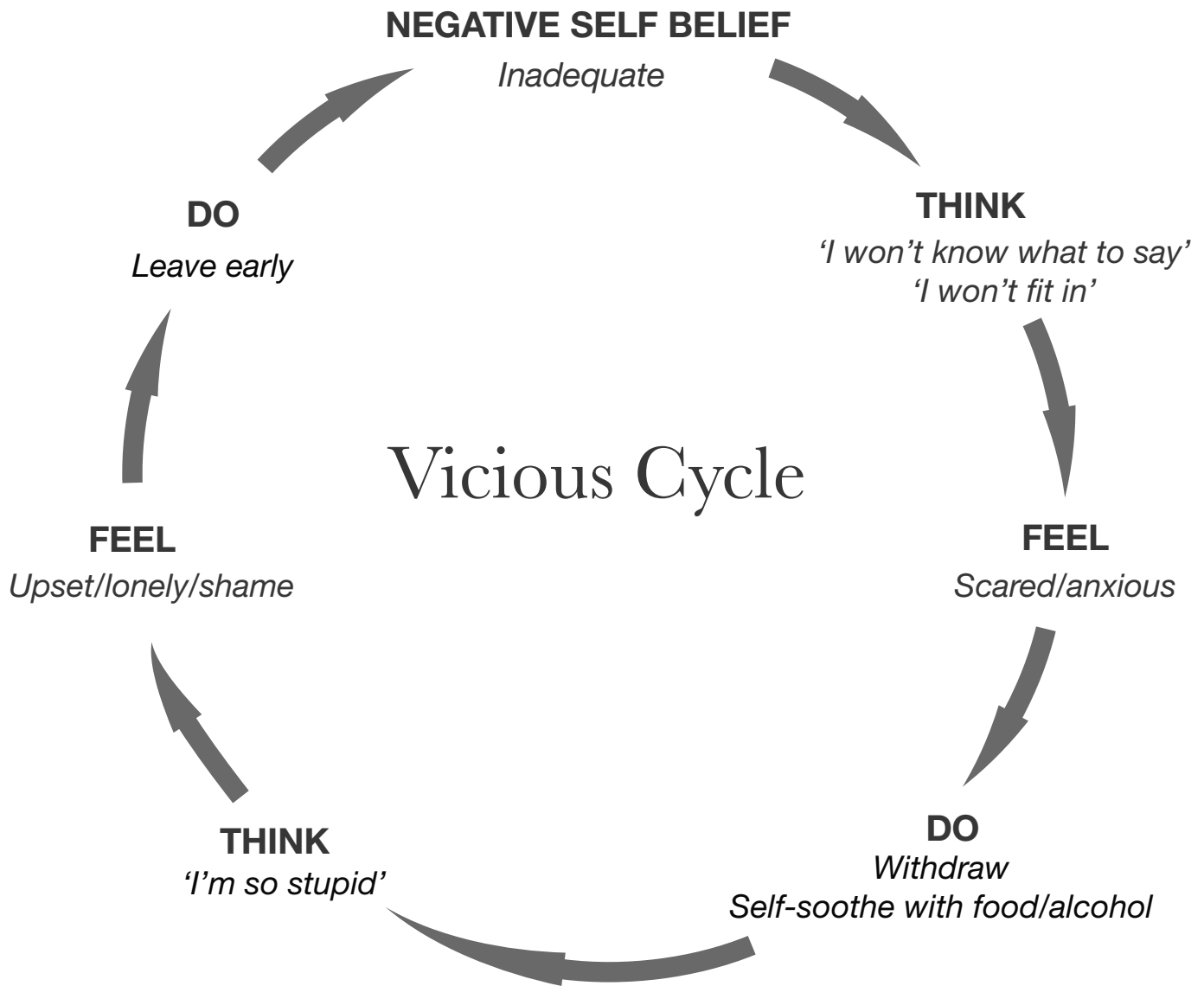
- When I do that, how do I feel? *Again, identify pattern in each response.*
- When I feel that way, what do I do or what am I thinking?
- When I'm in this pattern, what do I do? *Identify pattern in the response.*

There is no 'correct' order to ask these questions. Pay attention and be naturally curious about this inner dynamic.

Not all Vicious Cycles resolve themselves into neat, closed circles. It is more important to chart out the flow than to try too hard to close it and lose connection to the sequence of patterns.

## Vicious Cycle Example

In a social situation, where the Negative Self Belief is 'I am inadequate'



## Vicious Cycle

Negative Self Belief \_\_\_\_\_

Situation \_\_\_\_\_

## Vicious Cycle

Negative Self Belief \_\_\_\_\_

Situation \_\_\_\_\_

## Transference Worksheet

I had a positive  negative  reaction to \_\_\_\_\_

Day/time and location

\_\_\_\_\_ *when and where only*

I experienced you as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *my perceptions, judgments, and quotations*

Like my

\_\_\_\_\_ *mother/father/surrogate*

The patterns I went into were

\_\_\_\_\_

which I learned from my

\_\_\_\_\_ *mother/father/surrogate*

---

## Transference Worksheet

I had a positive  negative  reaction to \_\_\_\_\_

Day/time and location

\_\_\_\_\_ *when and where only*

I experienced you as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *my perceptions, judgments, and quotations*

Like my

\_\_\_\_\_ *mother/father/surrogate*

The patterns I went into were

\_\_\_\_\_

which I learned from my

\_\_\_\_\_ *mother/father/surrogate*

-----





## Understanding for your parents

How did you experience speaking with your Mother as a 6 year old girl ?

---

---

---

How did you feel towards your Mother, when as a 6 year old, she said goodbye and walked away ?

---

---

---

Putting your attention on how your Mother behaved in **your** childhood, how do you feel towards her now having spoken to her as a 6 year old girl ?

---

---

---

How did you experience speaking with your Father as a 6 year old boy ?

---

---

---

How did you feel towards your Father, when as a 6 year old, he said goodbye and walked away ?

---

---

---

Putting your attention on how your Father behaved in **your** childhood, how do you feel towards him now having spoken to him as a 6 year old boy ?

---

---

---



## Self-Compassion & Self-Forgiveness Practices

Self-compassion and self-love practices

---

---

---

---

---

---

---

---

---

---

Self-forgiveness practices

---

---

---

---

---

---

---

---

---

---

**Something specific I can do every day to show myself compassion**

## New Behaviour

How did you experience embodying, and behaving with, the pattern of critical/self critical?

---

---

---

---

---

---

---

---

---

---

How did you experience embodying your Spiritual Self, and behaving differently?

---

---

---

---

---

---

---

---

---

---

**What will I do to nourish my connection to my Spiritual Self ?**

Empty dashed box for writing.







*Thank you!*

Thank you for taking part in The Hoffman Essentials. We hope you found it to be a rewarding experience and that you have gained some insights and practical tools to take away with you.

We look forward to welcoming you at future Hoffman workshops and events.

You'll find lots more information about these, and the Hoffman Process on our website: **hoffmaninstitute.co.uk** or you're welcome to sign up to our e-newsletter for details.

If you'd like to continue using the Quad Check practice that you learned this weekend, there's an audio version you can access here: **hoffmaninstitute.co.uk/QuadCheckAudio**

And if you have any questions following your workshop, don't hesitate to contact the Hoffman office:

**By phone:** +44(0)1903 88 99 90

**By email:** info@hoffmaninstitute.co.uk

**Facebook:** Hoffman Institute UK

**Instagram:** Hoffman Process UK

**...hoffman...**  
*When you're serious about change*