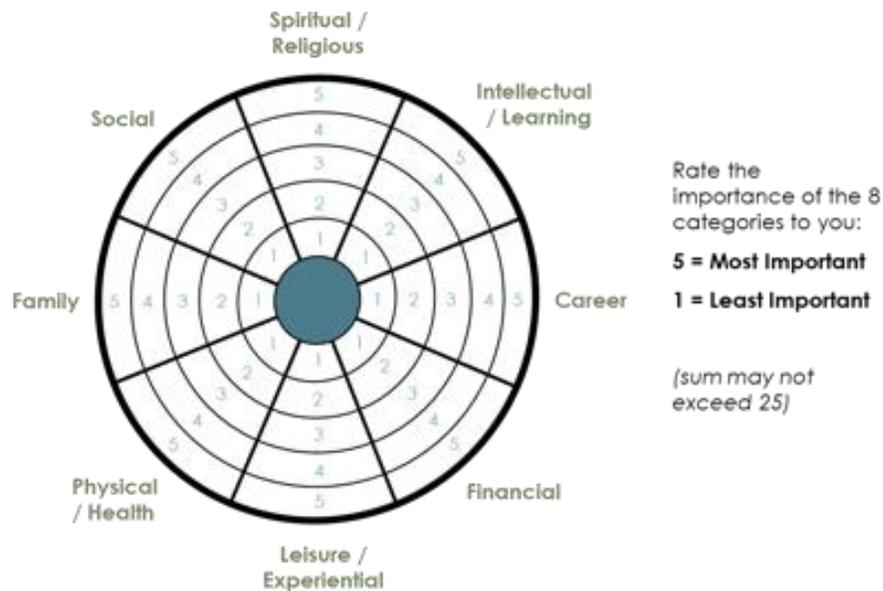


## Worksheet: Life Wheel

In the wheel below, circle a number which indicates how important that domain of life is for you. Assign a number from 1 to 5, where 5 = *most important* and where 1 = *least important*.

### Keep in mind:

- Multiple domains can have the same number (e.g. career and social can both have a “5” or a “1”).
- The total of all the numbers in the 8 domains may not exceed 25.
- *The number for each domain is based on what you WANT, rather than the current state for how you allocate your energy now.*



Now, force rank the 8 domains from 1 (most important) to 8 (least important). **Note:** *This ranking may change over the course of your life. These are not static but reflective of where you are now.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## Worksheet: Value Words<sup>1</sup>

Accountability	Discretion	Humility	Rigor
Accuracy	Diversity	Inclusivity	Security
Achievement	Dynamism	Independence	Self-actualization
Adventurousness	Economy	Ingenuity	Self-control
Altruism	Effectiveness	Inner Harmony	Selflessness
Ambition	Efficiency	Inquisitiveness	Self-reliance
Assertiveness	Elegance	Insightfulness	Sensitivity
Balance	Empathy	Intelligence	Serenity
Being the best	Enjoyment	Intellectual Status	Service
Belonging	Enthusiasm	Intuition	Shrewdness
Boldness	Equality	Joy	Simplicity
Calmness	Excellence	Justice	Soundness
Carefulness	Excitement	Leadership	Speed
Challenge	Expertise	Legacy	Spontaneity
Cheerfulness	Exploration	Love	Stability
Clear-mindedness	Expressiveness	Loyalty	Strategic
Commitment	Fairness	Making a difference	Strength
Community	Faith	Mastery	Structure
Compassion	Family-orientedness	Merit	Success
Competitiveness	Fidelity	Obedience	Support
Consistency	Fitness	Openness	Teamwork
Contentment	Fluency	Order	Temperance
Continuous Improvement	Focus	Originality	Thankfulness
Contribution	Freedom	Patriotism	Thoroughness
Control	Fun	Perfection	Thoughtfulness
Cooperation	Generosity	Piety	Timeliness
Correctness	Goodness	Positivity	Tolerance
Courtesy	Grace	Practicality	Traditionalism
Creativity	Growth	Preparedness	Trustworthiness
Curiosity	Happiness	Professionalism	Truth-seeking
Decisiveness	Hard Work	Prudence	Understanding
Dependability	Health	Quality-orientation	Uniqueness
Determination	Helping Society	Reliability	Unity
Devoutness	Holiness	Resourcefulness	Usefulness
Diligence	Honesty	Restraint	Vision
Discipline	Honor	Results-oriented	Vitality

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<sup>1</sup> Word list from MindTools.com ([https://www.mindtools.com/pages/article/newTED\\_85.htm](https://www.mindtools.com/pages/article/newTED_85.htm))

## Word Problems: Values = ?

*The activities I currently do that bring me the most meaning are...*

*The most important people in my life are...*

**Values:**  
*What matters most to me?*

*The three adjectives that I would like for others to use to describe me are...*

*If I were to write a memoir about my life, it would be titled...*

## Word Problems: Strengths = ?

*I find that I am the "go to" person for others for...*

*Three activities that I excel at (and enjoy) relative to my peers are...*

**Strengths:**  
*What is my superpower?*

*The three areas where I would love to be a world-class expert are...*

*The topics that I love reading and learning about are...*

## Worksheet: Limiting Narrative

- We all secretly have a narrative in our minds. Often, this narrative limits and hinders our fulfillment of our purpose.
- In the left dialogue box, write down the narratives in your mind that limit you. Be as negative and nasty as you can.
- In your narrative, address the following aspects: Work, Family, Health, Friends, Happiness.
- Now in the right dialogue box, rewrite the narrative from the left box to a new narrative which serves you and your purpose

(from a narrative which doesn't serve  
you..)

(...to a narrative which serves you)

## Word Problems: Self-Awareness = ?

*The words that I would use to describe me at my best are...*

*The three beliefs I have about myself that are holding me back are...*

**Self-Awareness:**  
*How do others see me, and how do I see myself?*

*The people from whom I would like to get feedback are...*

*The three actions I can take to get feedback from others are...*

# Developing Your Unique Formula: the MEANING Domain

Question 1: ***What matters most to me?***

*The answer to this question is explored in the VALUES chapter.*

VALUES



Question 2: ***What is my superpower?***

*The answer to this question is explored in the STRENGTHS chapter.*

STRENGTHS



Question 3: ***How do others see me, and how do I see myself?***

*The answer to this question is explored in the SELF-AWARENESS chapter.*

SELF-  
AWARENESS



Question 4: ***Who do I intend to be?***

*Recommendation: Answer this question after you have answered questions 1 to 3, as a synthesis of the answers from those supporting questions.*

MEANING

# Worksheet: The Five People

## Part A. Five People (Current)

Who are the five people you currently have the most contact with? Indicate the names of those five people in the box below. For each person, reflect on whether they influence you to grow, remain in the status quo, or regress. Place a dot on the continuum line to indicate their influence.

Name	Regression	Status Quo	Growth
1	←		→
2	←		→
3	←		→
4	←		→
5	←		→

## Part B. Five Characteristics

What are the five characteristics that you are looking to enhance within yourself? Please indicate those characteristics below. Then, ask yourself, Who are people who embody those characteristics? (They can be people that you know, or people that you know of but do not know personally.) Indicate those names next to the corresponding characteristics.

Characteristics	Names
1.	
2.	
3.	
4.	
5.	

## Worksheet: Your Supportive Network

<b>Category</b> (e.g. role models)	<b>Maintain</b> People you already know that you should maintain contact with	<b>Develop</b> People you know of but should get to know better	<b>Explore</b> People (or categories of people) who you should reach out to

## Word Problems: Network = ?

*The way that I would define "my tribe" is...*

*The people in my life that I should spend more time with are...*

**Network:**  
*What kind of people do I need to know?*

*The people that I aspire to be like, that I need to bring into my life are...*

*The three actions I can take in the next month to expand my network are...*

## Word Problems: Relationships = ?

*The ways that I naturally connect with people is through...*

*The situations which most easily "trigger" me are...*

**Relationships:**  
*What's my way to build connection with others?*

*The words that describe the way I want to treat other people is...*

*The ways that I can provide more value to my relations are...*

## Word Problems: Communication = ?

*The situations where I'm at my best in communication are...*

*Others would describe my communication style as...*

**Communication:**  
*How do I communicate with influence?*

*The three situations that challenge me to speak the truth are...*

*The three situations that challenge me to speak with compassion are...*

# Developing Your Unique Formula: the COMMUNITY Domain

NETWORK

Question 5: ***What kind of people do I need to know?***

*The answer to this question is explored in the NETWORK chapter.*



RELATION-  
SHIPS

Question 6: ***What is my way to build connection with others?***

*The answer to this question is explored in the RELATIONSHIPS chapter.*



COMMUNICA  
-TION

Question 7: ***How do I communicate with influence?***

*The answer to this question is explored in the COMMUNICATION chapter.*



COMMUNITY

Question 8: ***How will I show up for others?***

*Recommendation: Answer this question after you have answered questions 5 to 7, as a synthesis of the answers from those supporting questions.*

## **PEOPLE: Who are the people whom you will impact?**

Let's drill down into the process of selecting the people you most want to help, or the group you think you can benefit the most.

Who will be the most affected by your work? Writers are often encouraged to write with their ideal audience in mind. Who's the ideal audience for your efforts?

Next, describe the group of people in as much detail as you can. Ideally, it's a large group, so be realistic, but try to describe everyone who fits into the niche in which you are working.

Now, just to make yourself stretch, add three to four more groups. Try to see if you can set them apart from the large group you already targeted. This isn't to say that your group, approach, and ideas won't evolve over time. But the longer you can stay focused, once you have made decisions based on the steps outlined above, the more progress you will make.

<b>People</b>	<b>Description of People (Group)</b>

**PROBLEM: Which problems do you feel compelled to do something about?**

Think about the problems you are most engaged with fixing. Write a description of the problem to further clarify the scope of the problem. Consider how “painful” the problem is to those it affects. The more “pain,” the greater the urgency for someone (perhaps you) to work on it. Try to assign each of them a position on a scale of 1 (meh) – 10 (urgent) in terms of how much it “pulls on you.”

Problem	Description of Problem

**APPROACH: How do you naturally tend to handle problems?**

Think about the approaches which are more “natural” to you. If it’s helpful, look at the color wheel and select actions which describe how you tend to handle problems and be “generally helpful” to others. Write that approach in the table below. Further write a description of the approach which is customized to you.

<b>Approach</b>	<b>Description of Approach</b>

## Your mission...if you choose to accept it. (PEOPLE : PROBLEM : APPROACH)

Let's now write your mission statement using the People, Problem, Approach method.

- Go to the **People** section of this chapter, where you identified three to five groups of people that you hope to impact. Select one of the groups. Write that group below in the "People" row.
- Go to the **Problem** section of this chapter, where you identified three to five problems that you hope to impact. Select one of the problems. Write that problem below in the "Problem" row.
- Go to the **Approach** section of this chapter, where you identified three to five approaches that you use to solve problems. Select one of the approaches. Write that approach below in the "Approach" row.
- Put it all together. "My purpose is to help (people) with a (problem) through (approach)." That's it!

### My Purpose:

<b>(People)</b>	<b>To help...</b>	
<b>(Problem)</b>	<b>with...</b>	
<b>(Approach)</b>	<b>through...</b>	

*Don't worry, this was just an exercise. You can continue to change and shape this statement as you engage new people and problems and expressions of your purpose through experimentation.*

## Word Problems: Mission = ?

*The people who most need what I have to contribute are...*

*The problems I feel most compelled to address are...*

**Mission:**  
*What am I committed to that is greater than myself?*

*If I had \$100 million in the bank, and money was not an issue, it would be meaningful for me to do...*

*The ways I can best contribute towards solving a problem are...*

## Worksheet: Defining Your Agenda

Career	<i>What impact will you have? What greater purpose will you serve?</i>
Family	<i>How will you meet the "real" needs of your family?</i>
Financial	<i>How much will make you feel secure?</i>
Health	<i>What does it mean to be healthy?</i>
Learning	<i>What do you want to be the expert/master at?</i>
Leisure	<i>What does it mean to enjoy life?</i>
Religious / Spiritual	<i>How do you connect to a higher power?</i>
Social	<i>How will you spend time with others?</i>

## Worksheet: 50 Goals

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

## Worksheet: SMART Goals

<b>Specific</b>	<i>Something you can see and touch (not abstract).</i>
<b>Measurable</b>	<i>Numbers. How big? How many?</i>
<b>Attainable</b>	<i>Attainable, but a stretch. 50% unknown.</i>
<b>Relevant</b>	<i>Solving something that people care about.</i>
<b>Time-Bound</b>	<i>By a certain time.</i>

In the space below, write a goal statement for yourself or your organization you lead using the “SMART” format.

By \_\_\_\_\_, I am committed to...  
(Time)

## Word Problems: Vision = ?

*A big audacious goal that I've been thinking about a lot is...*

*The fears which I must acknowledge around setting authentically daring goals are...*

**Vision:**  
*How will I define success?*

*If I were to achieve my audacious goal, I would feel...*

*The three things which, if they happened, would make this year successful are...*

# Worksheet: Establishing Your Routines

## A Daily Routine

In the space below, write down some habits or routines you can establish on a daily basis.


### **Morning Routine**

What are some empowering things you can do to start your day?

### **Midday Routine**

What are some empowering things you can do during the day?

### **Evening Routine**

What are some empowering things you can do to end your day?

## A Weekly Routine

In the space below, write down some habits or routines you can establish on a weekly basis.

Day of the Week	Habit / Routine
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

## Word Problems: Process = ?

*The three actions I could take this week to bring me closer to my goals are...*

*The three habits I need to develop in my life are...*

**Process:**  
***What is my next step?***

*The three people I will tell about my goals, who can hold me accountable are...*

*The three things I need to do less of in order to make time for working on my goals are...*

## Developing Your Unique Formula: the PURPOSE Domain

Question 9: ***What am I committed to that is greater than myself?***

*The answer to this question is explored in the MISSION chapter.*

MISSION



Question 10: ***How will I define success?***

*The answer to this question is explored in the VISION chapter.*

VISION



Question 11: ***What is my next step?***

*The answer to this question is explored in the PROCESS chapter.*

PROCESS



Question 12: ***How will I contribute to the world around me?***

*Recommendation: Answer this question after you have answered questions 9 to 11 as a synthesis of the answers from those supporting questions.*

PURPOSE

## Key Knowledge (make “sense” of information)

### Reflection on Key Knowledge:

What knowledge do I already know a lot about?

What knowledge am I *interested* in knowing more about? (considering your interests and your purpose)

What knowledge do I *need* to know more about? (considering your interests and your purpose)

## Standards of Behavior (know the “rules of the game”)

### **Reflection on Standards of Behavior:**

What ‘game’ am I playing? (e.g. academics, social, professional, etc.)

What are the ‘rules’ of this game? What gets rewarded? What kind of people ‘win’?

Who can I learn from to better understand the ‘rules’?

## Skills and Techniques (develop “mastery”)

### Reflection on Skills and Techniques:

What skills am I *interested* in developing mastery in? (considering your interests and your purpose)

What skills do I *need* to develop more proficiency in? (considering your interests and your purpose)

What commitment will I have towards practice?

## Appendix - Summary of the MEANING Domain

To contribute your unique gift...

### MEANING

- Question: *Who do I intend to be?*
- Lesson: *Stand for something*
- Key distinction: *Authenticity instead of imitation*

### Topics in the MEANING domain

### VALUES

- Question: *What matters most to me?*
- Lesson: *Know what is important*
- Key points:
  - *Your values are you, and you are your values*
  - *The most important choices are internal*
  - *Fulfillment comes from making choices consistent with your values*

### STRENGTHS

- Question: *What could I do better than most others?*
- Lesson: *Develop and apply your talents*
- Key points:
  - *We're not wired to see "strengths"*
  - *Your strengths are the "real" you*
  - *Maximize the contribution of your unique gifts*

### SELF-AWARENESS

- Question: *How do others see me, and how do I see myself?*
- Lesson: *Take a step back to reflect*
- Key points:
  - *Our lives are driven by our narratives*
  - *We can make our own meaning*
  - *Find time to reflect and learn from others' feedback*

## Appendix - Summary of the COMMUNITY Domain

...while finding belonging within a caring community...

### COMMUNITY

- Question: *How will I show up for others?*
- Lesson: *See the humanity in others*
- Key distinction: *Empathy instead of transaction*

### Topics in the COMMUNITY domain

#### NETWORK

- Question: *What kind of people do I need to know?*
- Lesson: *Define and expand your social circle*
- Key points:
  - *You become more like the people you associate with*
  - *Different people contribute in different ways*
  - *“Invest” in your network*

#### RELATIONSHIPS

- Question: *What's my way to build connection with others?*
- Lesson: *Build trusting relationships*
- Key point:
  - *It's all about trust*
  - *Focus more on giving than getting*
  - *Love everyone (You can only work on yourself)*

#### COMMUNICATION

- Question: *How do I communicate with influence?*
- Lesson: *Speak the truth with compassion*
- Key point:
  - *Communication starts with your state*
  - *Know who you're communicating with, and empathize with them*
  - *Speak the truth with compassion*

## Appendix - Summary of the PURPOSE Domain

...to something meaningful that is greater than yourself.

### PURPOSE

- Question: *How will I contribute to the world around me?*
- Lesson: *Be a 'giver' and not a 'taker'*
- Key distinction: *Contributing instead of consuming*

### Topics in the PURPOSE domain

### MISSION

- Question: *What am I committed to that is greater than myself?*
- Lesson: *Define your purpose*
- Key points:
  - *We exist to serve others*
  - *All problems are not the same*
  - *We each have something unique to contribute*

### VISION

- Question: *How will I define success?*
- Lesson: *Set an intention and work towards it*
- Key point:
  - *Work expands so as to fill the time available for its completion (Parkinson's Law)*
  - *Begin with the end in mind*
  - *Push beyond your comfort zone*

### PROCESS

- Question: *What is my next step?*
- Lesson: *Start taking action today*
- Key point:
  - *You are the sum of the little things*
  - *Habit is greater than willpower*
  - *Don't worry about the HOW*