

# WORKSHEET NO. 3—CONTEMPLATION

## Last-Day Reflection

Imagine that your doctor told you that you have only 24 hours to live. I know this is a morbid thought—and a scary one (that’s part of its effectiveness)—but it’s one very worthy of contemplation. It would be worse to die not having given it thought. Take this seriously. If you were to die in 24 hours, how would you feel? Now, take the time now to reflect deeply on the following questions.

Three regrets, things I did or didn’t do

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Three risks I wish I would have taken

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Three people I wish I would have loved more expressively and vulnerably

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Three major loose ends that will burden those left behind

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If I could live my life over again, what would I do differently?

If your life is going to be summed up in a single speech or newspaper clipping, what is it going to say? Well, don't leave it, or your life, to chance. Pick it now, write it now, design it and your life *now*. Be sure to add not only your name, residence, education, hobbies and family members, but also what you achieved, who you impacted, how you impacted them, what great contributions you made, and whose lives will be forever positively changed because you lived.

My Obituary

At the end of your life, if you and your existence had to be summed up in a single sentence, what would that sentence say?

My Epitaph

# WORKSHEET NO. 4—CORE VALUES

Your values are your GPS navigation system for life. Getting them defined and properly calibrated is one of the most important steps in redirecting your life toward your grandest vision. The below series of questions will help you evaluate and refine what is truly important to you and what matters most in life. Answer each question thoughtfully, and then I will help you select the top half-dozen values for your life.

Who is the person I respect most in life? What are their core values?

Who is my best friend, and what are their top three qualities?

If I could have more of any one quality instantly, what would it be?

What are three things I hate? (e.g., cruelty to animals, credit card companies, deforestation, etc.)

What three people in the world do I dislike the most and why?

Which personality trait, attribute or quality do people compliment me on the most?

What are the three most important values I want to pass on to my children?

If I were to teach a graduating high-school class values that would give them the best opportunity for success in life, what would those be and why?

If I had enough money to retire tomorrow, what values would I continue to hold?

What values do I see being valid 100 years from now?

The top dozen qualities of the "ideal" man or woman:

Now take a look at your answers above. Do you notice any reoccurring themes? Taking what you've observed in others, what others have observed about you, what you want for others, and things you would fight for or against, create a list of your top 10 values (in any order) below.

**Top 10 Values:**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Now, let's reduce it down to the half-dozen most important to you. Put a star by the values you're sure about. Then take the ones you feel are important but aren't sure if they're top-six material and put them in pairs. Think about two of those values side by side, and ask yourself which of the two is more important, eliminating the other. Keep pitting the survivors against each other until you're down to six. If some of the values you listed are just two words describing the same idea, combine them.

### Top 6 Values:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Now prioritize your core values in order of importance, with the most important first. All are important, of course, but which are the most important? If you had to choose between two values, which would you fight for, or even die defending? Now which are your top three?

### MY TOP 3 VALUES IN LIFE ARE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Memory Jogger of Values

Abundance	Cheerfulness	Creativity	Expressiveness	Humility	Order	Responsibility
Acceptance	Clarity	Curiosity	Fairness	Humor	Organization	Righteousness
Accountability	Cleanliness	Daring	Faith	Imagination	Originality	Risk-taking
Accomplishment	Collaboration	Decisiveness	Fame	Independence	Outcome	Romance
Accuracy	Longevity	Delight	Family	Influence	orientation	Safety
Achievement	Love	Dependability	Fidelity	Ingenuity	Outstanding service	Security
Acknowledgement	Loyalty	Desire	Flexibility	Inner peace	Passion	Selflessness
Adaptability	Love	Determination	Flow	Innovation	Peace	Self-esteem
Adventure	Making a difference	Devotion	Focus	Insightfulness	Perceptiveness	Seriousness
Affection	Mastery	Dignity	Forgiveness	Inspiration	Perseverance	Service
Aggressiveness	Maturity	Diligence	Fortitude	Integrity	Persistence	Simplicity
Agility	Comfort	Discipline	Freedom	Intelligence	Personal growth	Sincerity
Alertness	Commitment	Discovery	Friendship	Intensity	Pleasure	Skill
Ambition	Communication	Discretion	Frugality	Intimacy	Poise	Speed
Anticipation	Community	Diversity	Fun	Intuitiveness	Positive attitude	Spirit
Appreciation	Compassion	Drive	Generosity	Inventiveness	Power	Stability
Assertiveness	Competence	Duty	Giving	Investing	Practicality	Strength
Attentiveness	Competition	Eagerness	Going the extra	Joy	Precision	Style
Audacity	Concentration	Education	mile	Justice	Preparedness	Systemization
Awareness	Confidence	Effectiveness	Goodness	Kindness	Presence	Teamwork
Balance	Connection	Efficiency	Grace	Knowledge	Preservation	Timeliness
Beauty	Consciousness	Elation	Gratitude	Leadership	Privacy	Tolerance
Belonging	Consistency	Elegance	Growth	Learning	Proactivity	Tradition
Blissfulness	Contentment	Empathy	Guidance	Liberty	Progress	Tranquility
Boldness	Content over fluff	Encouragement	Happiness	Logic	Prosperity	Trust
Bravery	Continuity	Endurance	Harmony	Meaning	Punctuality	Truth
Brilliance	Continuous	Energy	Hard work	Merit	Quality	Unity
Calm	Improvement	Enjoyment	Health	Mindfulness	Quiet	Variety
Candor	Contribution	Enthusiasm	Helpfulness	Modesty	Rationality	Well-being
Carefulness	Control	Equality	Heroism	Money	Recognition	Wisdom
Caring	Conviction	Excellence	Holiness	Motivation	Relationships	
Certainty	Convincing	Excitement	Honesty	Nonviolence	Reliability	
Challenge	Cooperation	Experience	Honor	Openness	Religion	
Change	Courage	Expertise	Hopefulness	Opportunity	Resourcefulness	
Charity	Courtesy	Exploration	Hospitality	Optimism	Respect	

# WORKSHEET NO. 5—MISSION

A personal mission statement provides clarity and gives you a sense of purpose. It defines who you are and how you will live. Your mission statement should be able to guide your actions, spell out your overall goals, provide a sense of direction and guide decision-making. When completed, it should provide the framework or context from which all ideas, strategies and goals are formulated.

Here is a template to get your creative juices flowing, but certainly don't limit your thoughts and ideas to this template only:

“To [what you want to achieve, do or become] so that [reasons why it is important]. I will do this by [specific behaviors or actions you can use to get there].”

“I value [choose one to three values] because [reasons why these values are important to you]. Accordingly, I will [what you can do to live by these values].”

“To develop and cultivate the qualities of [two to three values/character traits] that I admire in [an influential person in your life] so that [why you want to develop these qualities].”

“To live each day with [choose one to three values or principles] so that [what living by these values will give you]. I will do this by [specific behaviors you will use to live by these values].”

“To appreciate and enjoy [things you want to appreciate and enjoy more] by [what you can do to appreciate/enjoy these things].”

“To treasure above all else [most important things to you] by [what you can do to live your priorities].”

“To be known by [an important person/group] as someone who is [qualities you want to have]; by [some other person/group] as someone who is [quality]; [quality]; [quality]; and [other qualities].”

## MY MISSION STATEMENT

You now have the beginning of a mission statement built on a foundation of your values. You have more clarity into who you want to be and what you want to do in your life. You can also start to detect the values and principles upon which your life is based.

You can continue to write and revise your mission statement until you feel it reflects what you live for. Once we reach the end of this process, you will have more insight to yourself and your big goals, helping you further refine your mission statement.

Your mission statement will evolve over time, just as you will. My mission statement at age 20 was not as refined and wise as it is now. It's good practice to review your mission statement annually to be sure it still aligns with your highest and most important values, goals and desired outcomes for your life.

# WORKSHEET NO. 6—VISION

A vision statement is your CORE VALUES and MISSION in life rolled up into one to three sentences. It's a vivid, idealized description of a desired outcome that inspires, energizes and helps you create a mental picture of your target.

Your vision statement should describe the best possible outcome of your life. In fact, you might want to declare and envision something even grander than the best possible outcome. Remember, the purpose of your vision statement is to inspire, energize, motivate and stimulate your creativity, not to serve as a measuring stick for success; that is the job of your objectives and goals (to follow).

To inspire and incite your own creative imagination, here are a few examples of companies you are familiar with and their vision statements:

## **Microsoft**

To have a personal computer in every home running Microsoft software.

## **Ford Motor Company** (*early 1900s*)

Ford will democratize the automobile.

## **Sony** (*early 1950s*)

To become the company most known for changing the worldwide perception of poor-quality Japanese products.

## **Boeing** (*1950*)

To become the dominant player in commercial aircraft and bring the world into the jet age.

## **3M**

To solve unsolved problems innovatively.

## **Merck**

To preserve and improve human life.

## **IBM**

To be the best service organization in the world.

## **Wal-Mart**

To give ordinary folks the chance to buy the same things as rich people.

## **Disney**

To make people happy.

## **Starbucks**

To inspire and nurture the human spirit, one person, one cup and one neighborhood at a time.



Now review your obituary, epitaph, CORE VALUES and the objectives in your MISSION STATEMENT, and write a VISION STATEMENT that includes your values and desired outcomes for your life in one to three enticing and inspiring sentences.

**MY VISION STATEMENT**