



### **Keep a log of your activities for at least two different 24-hour periods of time.**

Be thoughtful and feel free to vary the types of days when you capture data: i.e. weekday vs. weekend day or workday vs. non-work day. The goal is not to make judgments about how you utilize your time; instead, to simply raise your awareness to how you're currently using this precious resource and help you better align the use of your time with what is most important.

Be sure to make your entries as the day progresses; do not wait until the end of the 24-hour period to populate your diary. Tracking as you go will alter your activities a little, but that's okay. Decide on your own how often you will make an entry; please do not wait more than 3 hours before making your notes though.

Make your entries as complete as you can, and fill in the details of the events that were significant to you.





**Please complete the following exercise with someone close to you (spouse, trusted friend, etc.):**

Imagine it's 7 years from today and your life has grown into more than you ever hoped or dreamed. Each facet of your life has evolved well beyond any pragmatic or expected outcome. As you consider life through this fantastic lens of the future, consider the following questions, and please, resist the urge to be reasonable or practical. Giving yourself license to dream can help unearth the elements you deem necessary for creating a robust and vibrant future in the real world. Also, as you consider this lottery-winning view of life, challenge yourself to be as specific as possible, even strive to imagine how your life would unfold over a specific 24-hour period of time.

- > When do you wake up?
- > Who do you live and socialize with?
- > Who do you see and talk to?
- > Which relationships are most important?
- > What do you think about most?
- > What occupies the largest part of your day?
- > What are your most valued possessions?
- > What has been your crowning achievement?
- > What is the next goal that you're pursuing?
- > What do you do for fun?
- > Are you working? If yes, describe your work.  
What are your major responsibilities?
- > Where are you?
- > Where do you spend your time?
- > How do you spend your free time?
- > How do you feel?





**Consider the re-interpreted belief that has emerged for you during curated liminality.**

Will this impact those around you? How? Will it be beneficial to share this new way of being with any / all of the groups below? Start by capturing your insights on the top of page two. Next, identify specific people within each wedge of the circle. Finally, plan how / if you will share these insights with each individual / group.





## insights from curated liminality

belief	behavior	insights	re-interpreted belief	new behavior
<i>i.e. I am too direct with most people.</i>	<i>i.e. I avoid sharing my opinions.</i>	<i>i.e. My directness is my gift.</i>	<i>i.e. I can be soft on the person and direct in sharing my thoughts.</i>	<i>i.e. I directly share my thoughts / opinions when appropriate while showing care for the person.</i>

## COMMUNICATION PLAN

	WHO...	WILL I COMMUNICATE MY NEW INSIGHTS? HOW?
<b>supervisor</b>		
<b>individual direct reports</b>		



	WHO...	WILL I COMMUNICATE MY NEW INSIGHTS? HOW?
<b>team (as a whole)</b>		
<b>peers</b>		
<b>organization</b>		
<b>family / friends / community</b>		



## intent v. impact

Improving our interactions with others is often rooted in 1) better articulating our internally known intentions, and 2) effectively aligning our outwardly experienced impact. Use the following questions and rhythm of self check-ins to better calibrate your behaviors and elevate your intentions.

### **intent**

With what area of your life are you re-contracting?

### **impact (3 months)**

In your development area, identify an instance when you recently and clearly expressed your intention.

How did you perceive the impact of your intention?

How did others perceive the impact of your intention?

What subsequent and specific behaviors aligned with your intention?

Was this impact in alignment with your intention?

What, if any, recalibration is needed for greater alignment of intent and impact?

# intent v. impact



## impact (6 months)

In your development area, identify an instance when you recently and clearly expressed your intention.

How did you perceive the impact of your intention?

How did others perceive the impact of your intention?

What subsequent and specific behaviors aligned with your intention?

Was this impact in alignment with your intention?

What, if any, recalibration is needed for greater alignment of intent and impact?


# intent v. impact



## impact (12 months)

In your development area, identify an instance when you recently and clearly expressed your intention.

How did you perceive the impact of your intention?

How did others perceive the impact of your intention?

What subsequent and specific behaviors aligned with your intention?

Was this impact in alignment with your intention?

What, if any, recalibration is needed for greater alignment of intent and impact?




Each of us embodies a unique combination of skills, experiences, personality, intellect, and ambition. In essence, the uniqueness and rarity of this combination is an asset to the world around us. As you reflect on yourself in this way, consider how this uniqueness manifests itself each day.



## phase I

**Review any / all leadership assessments you've taken in the past; considered together, what patterns emerge?**

- › Ask yourself. “In what direction am I focusing this rare combination of attributes?”

## phase II

**Now, take your exploration a step outward. Ask family, friends, colleagues – those who are important to you – what they perceive to be your gift(s). Seek to learn what they most appreciate about you; in what circumstances they look to you; and what defines the unique set of gifts you bring to the world.**

## phase III

**Consider all the data you've gathered to date – through assessment review, feedback, exercises, journaling, etc. – and begin to clarify the gift you want to give the world.**

- › How does your gift currently manifest itself?
- › What additional opportunities exist for you to give your gift?
- › What gets in the way of you giving your gift?



## 1. Determine your core values.

From the list below, highlight every core value that resonates with you. Do not overthink your selection. As you read through the list, select the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, write it down.

Abundance	Consistency	Happiness	Passion	Self-Control
Acceptance	Contribution	Health	Peace	Selflessness
Accountability	Cooperation	Honesty	Perfection	Simplicity
Achievement	Creativity	Humility	Performance	Spirituality
Adventure	Credibility	Humor	Personal Development	Stability
Advocacy	Curiosity	Inclusiveness	Playfulness	Success Teamwork
Ambition	Daring Decisiveness	Independence	Popularity	Thankfulness
Appreciation	Dedication	Individuality	Power	Thoughtfulness
Attractiveness	Dependability	Innovation	Preparedness Security	Traditionalism
Autonomy	Diversity	Inspiration	Proactive	Trustworthiness
Balance	Empathy	Intelligence	Proactivity	Understanding
Being the Best	Encouragement	Intuition	Professionalism	Uniqueness
Benevolence	Enthusiasm	Joy	Punctuality	Usefulness
Boldness	Ethics	Kindness	Quality	Versatility
Brilliance	Excellence	Knowledge	Recognition	Vision
Calmness	Expressiveness	Leadership	Relationships	Warmth
Caring	Fairness	Learning	Reliability	Wealth
Challenge	Family	Love	Resilience	Well-Being
Charity	Flexibility	Loyalty	Resourcefulness	Wisdom
Cheerfulness	Friendships	Making a Difference	Responsibility	Zeal
Cleverness	Freedom	Mindfulness	Responsiveness	
Collaboration	Fun	Motivation	Risk Taking	
Commitment	Generosity	Optimism	Safety	
Community	Grace	Open-Mindedness	Security	
Compassion	Growth	Originality	Service	



## 2. Group all similar values together from the list of values you just created.

Group them in a way that makes sense to you personally. Create a maximum of five groupings. If you have more than five groupings, drop the least important grouping(s).

### example

Abundance	Acceptance	Appreciation	Balance	Cheerfulness
Growth	Compassion	Encouragement	Health	Fun
Wealth	Inclusiveness	Thankfulness	Personal Development	Happiness
Security	Intuition	Thoughtfulness	Spirituality	Humor
Freedom	Kindness	Mindfulness	Well-being	Inspiration
Independence	Love			Joy
Flexibility	Making a Difference			Optimism
Peace	Open-Mindedness			Playfulness
	Trustworthiness			
	Relationships			

### my values

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### 3. Choose one word within each grouping that represents the label for the entire group.

Again, do not overthink your labels – there are no right or wrong answers. You are defining the answer that is right for you. See the example below – the label chosen for the grouping is bolded. Highlight your selection in the grid on page 2.

#### example

Abundance	Acceptance	Appreciation	Balance Health	Cheerfulness
Growth Wealth	Compassion	Encouragement	Personal Development	Fun
Security <b>Freedom</b>	Inclusiveness	Thankfulness	Spirituality	<b>Happiness</b>
Independence	Intuition	Thoughtfulness	<b>Well-being</b>	Humor
Flexibility	Kindness Love	<b>Mindfulness</b>		Inspiration Joy
Peace	<b>Making a Difference</b>			Optimism
	Open-Mindedness			Playfulness
	Trustworthiness			
	Relationships			

### 4. Add a verb to each value (so you can see what it looks like as an actionable core value, for example):

- › Live in freedom
- › Seek opportunities for making a difference
- › Act with mindfulness
- › Promote well-being
- › Multiply happiness

This will guide you in the actions you need to take to feel like you are truly living on purpose.

my values





**5. Finally, capture your core values in order of priority in a visible, easily accessible place** (i.e. your phone, card on your desk, etc.), so they are available as an easy reference when you are faced with decisions. For example:

- 1) Live in freedom
- 2) Act with mindfulness
- 3) Promote well-being
- 4) Multiply happiness
- 5) Seek opportunities for making a difference

my values



→ \_\_\_\_\_

→ \_\_\_\_\_

→ \_\_\_\_\_

→ \_\_\_\_\_

→ \_\_\_\_\_

# personal balance wheel



Within each of the following eight areas, circle the number that best represents your level of satisfaction in that area of your life.

*(7 = completely satisfied; 1 = completely dissatisfied)*



