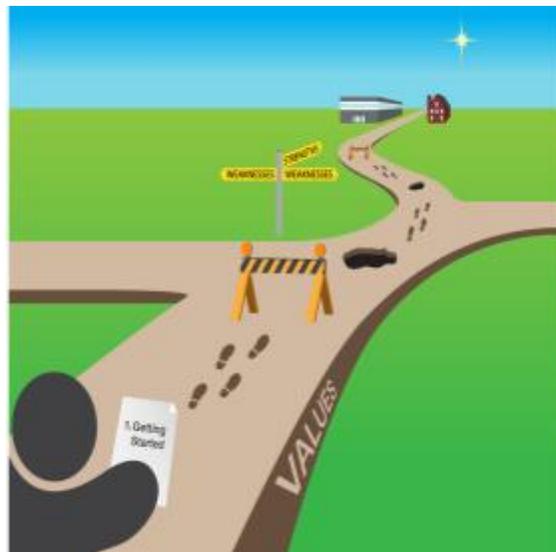




## Live a Conscious Life



By  
Cheryl B. McMillan

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## Module 1: Getting Started

### What is a Conscious life?



The falling man image of Mad Men comes to mind when I ask myself this question.

This image captures what it feels like to secede control to the world. Without a firm ground, how can you feel safe and fulfilled?

If you don't want to just "fall" through life, then living with conscious intent is the antidote.

Conscious intent is knowing and choosing your actions, emotions and boundaries while not choosing others. In other words, it is about choosing what is most important to you, learning to say no and finding meaning in those choices.

### How Conscious is Your Life Now?

Take a few minutes to think about these statements. They are clues that you are falling through life and living unconsciously:

1. None or only a small portion of your job fulfills you.
2. None or only a small portion of your life fulfills you.
3. If you work and personal life are in constant conflict.
4. You just deal with things as they show up. Many of those things are not important.
5. You want more out of life.
6. You have little or no passion and excitement in your "average" day.
7. You don't have a clear idea of what your best self looks like. Or, if you do, you spend little time living that way.
8. If you died tomorrow, you would have many regrets of an unlived life.
9. Something inside you feels "off".
10. You feel like you are not in control of your life or you are on autopilot.

If any of these statements resonate with you, this guide will help you manage your own conscious journey through life.

I'd like you to reflect on these words, written by a man whose wife was suddenly stricken by a brain aneurysm.

*I know we have heard this many times, but I can tell you that this situation has confirmed how precious and fragile life is. I'm certain you sense the pain. I pray you all reflect on the priorities that you choose and the choices that you make on how to live each day. Today could be your last. Hug your kids, kiss your spouse and keep life's challenges in perspective. I suspect that 3 or 6 or 9 months from now that I will lapse back into my prior self. I can tell you, I will work to ensure that doesn't happen. I promise to you that I will never take the most precious things in life for granted."*

In other words, he is choosing to live a conscious life.

Nothing changes until the pain of remaining the same is greater than the pain of changing. Fulfillment comes from looking at who you are, what comprises your core values, and what are the most important things in your life. Only when you start on this path will you begin your journey towards living a conscious, meaningful life. Let's get started!

## Important Concepts

Here are a few important concepts to understand in order to live consciously:

### 1. Consciousness and Mindfulness

What is consciousness? It is not a simple thing to understand. Some of the world's greatest minds have studied this question. A dictionary definition simplifies it to: "the state of being awake and aware of one's surroundings." For our purposes, please assume that it is a multi-layered spectrum with different states of awareness. Its development is a gradual, lifelong process.

Think of consciousness as the macro description and mindfulness as the micro. Mindfulness means maintaining a moment-by-moment awareness of your thoughts, feelings, bodily sensations, and surrounding environment. Mindfulness is the key to living in the present moment, or being conscious. Without it, you are lost in the ramblings of your mind.

Mindfulness also involves accepting everything meaning without judgment. For example, there is not a "right" or "wrong" way to think or feel in each moment. When



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you practice mindfulness, your thoughts tune in to what you're sensing in the present moment rather than rehashing the past or imagining the future."

Ellen Langer, a Harvard University psychologist who studies mindfulness, described it this way: *"Mindfulness is the process of actively noticing new things. When you do that, it puts you in the present. It makes you more sensitive to context and perspective. It's the essence of engagement. And its energy-begetting, not energy consuming. The mistake most people make is to assume it's stressful and exhausting—all this thinking. But what's stressful is all the mindless negative evaluations we make and the worry that we'll find problems and not be able to solve them."* Langer has conducted a host of studies that show that practicing mindfulness improves your performance on all types of tasks, both business and personal.

Thich Nhat Hhan, A Buddhist monk says, *To be mindful means to be aware. It's the energy that knows what is happening in the present moment. Lifting our arms and knowing that we're lifting our arms—that's mindfulness, mindfulness of our action. When we breathe in and we know we're breathing in, that's mindfulness. When we make a step and we know that the steps are taking place, we are mindful of the steps. Mindfulness is always mindfulness of something. It's the energy that helps us be aware of what is happening right now and right here—in our body, in our feelings, in our perceptions, and around us.*

Some additional benefits to practicing mindfulness are:

- It relieves stress by bringing you to a more relaxed state.
- It improves your ability to focus by helping you focus on ONE thing at a time.
- It improves creativity by helping you relax and manage your thoughts.
- It improves your emotional maturity by helping you manage your thoughts that lead to certain behaviors.

Without awareness, your opportunity to make a conscious choice is almost impossible.

## **2. Your Life is a Result of Your Choices.**

Victims live their lives based upon the wishes of others and then blame them. As difficult as it may be sometimes, you are never forced to do anything. Every moment offers you a choice. Living consciously means taking responsibility for your own choices and decisions so that you can be excuse free.

## **3. You Must Know and Manage Yourself.**

You must understand the patterns of your personality, passions, talents, abilities, weaknesses, blind spots, fears and challenges and then learn to manage them.

The Enneagram is a rich tool for self-awareness and personal growth. It provides an in-depth explanation of 9 meta patterns of feeling, thinking and being, called "Types". Recognizing and understanding your habitual patterns is the required first step in managing them. Save yourself time and effort! It is easier to follow and understand a well-established map than create it on your own.

#### 4. Questions are More Important Than the Answers

Introspection means "to look inside," and inquire deeply into your actions or inner thoughts.

Curiosity without judgment is vital to understanding yourself. Judgment keeps you stuck in your ego's definition of the way you need to be in the world. On the other hand, inquiry combined with compassion towards yourself opens your mind and promotes a deeper understanding of yourself.

Self-inquiry is questioning what's going on inside you. Here are some sample questions:

- Why am I being so hard on everyone around me today? What's setting me off?
- Why are the people around me so difficult?
- Why do I keep getting in situations like this?
- What is the source of this overwhelm?
- I'm feeling great today. What the source of it?

The benefits of curiosity outweigh any discomfort. A study published in the [scientific journal, Neuron](#), found that the brain's chemistry changes when we are curious resulting in better learning.

#### 5. Trust Your Instincts

Your instincts are your wisdom. During this process, if you feel pulled to go another direction, investigate something deeper or do a different exercise. Do it!

#### 6. It's not Linear Process

Designing your conscious life is not a linear process. You don't have to do these steps in order. You will encounter blocks. Get curious about them. What assistance do you need to work through them? Once you have, you will have more clarity...until you discover the next block.



#### 7. Allow Your Emotions



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Through this process, many emotions will surface. It is important to savor the enjoyable ones and allow the unpleasant emotions as well.

Carl Jung adds: *"There is no coming to consciousness without pain. People will do anything, no matter how absurd, in order to avoid facing their own Soul. One does not become enlightened by imagining figures of light, but by making the darkness conscious."*

Initially, this doesn't sound like a fun pursuit. The only way past these challenges that will arise, is through them. When you can be with your own discomfort, rather than change it, a shift occurs inside you and your suffering becomes imbued with meaning. Finding meaning in your everyday life, is a key outcome of this process.

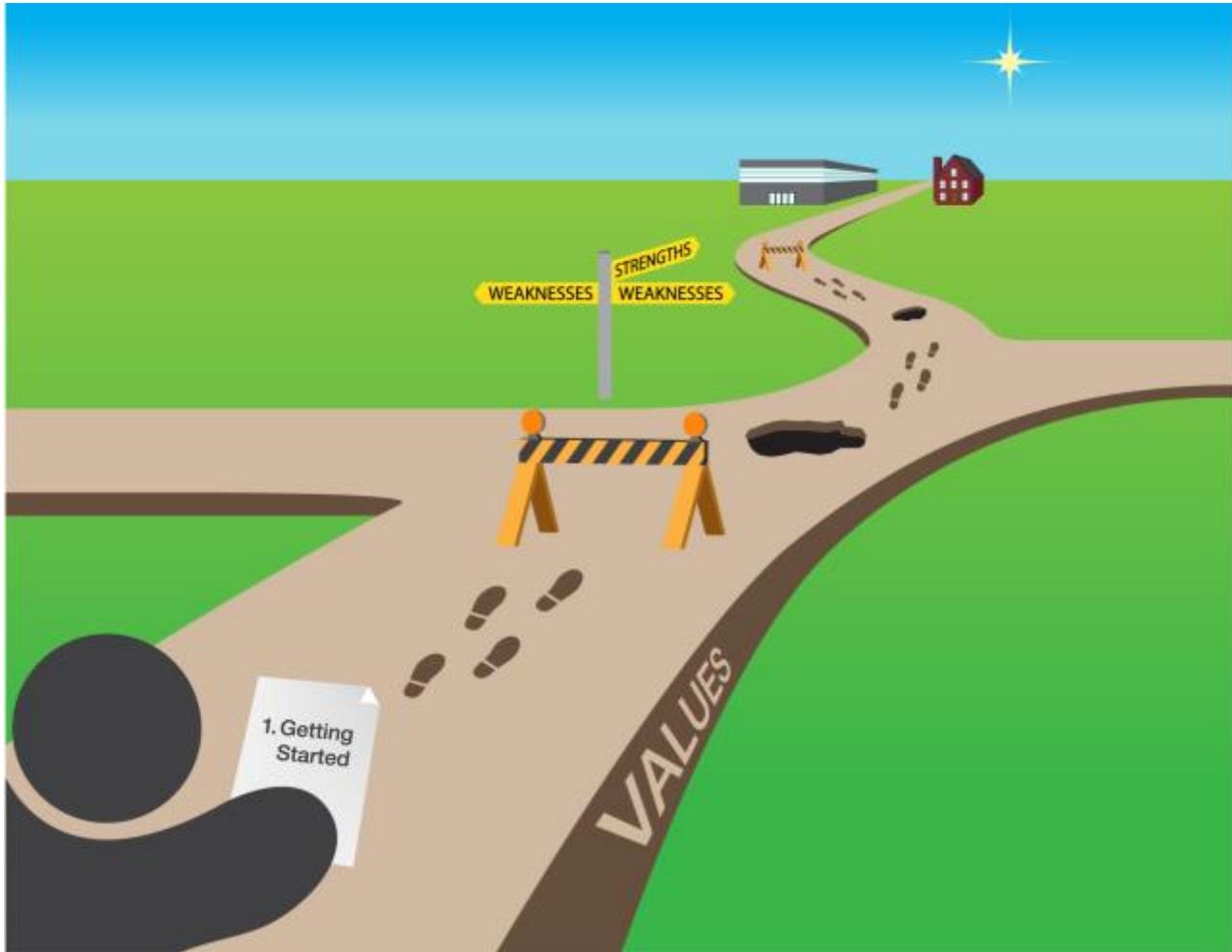
## What's The End Result?

After completing all these steps, you will create a document and a mind map or picture of your conscious life. Keep updating the document and mind map, paying attention to the things you say. If you keep you "What does my conscious life look like?" question in your awareness, more clarity will emerge. I recommend that you regularly update your document and make it part of your regular routine.

One of the road blocks I found with people engaged in the process is the notion that the document must be final. It is never final. Life continues to reveal itself, if you pay attention and stay curious.

It is important to start and keep going. To get past this roadblock and have a little fun with the process, I refer to the document as "The Crappy Draft Document" to get you past the idea that everything must be perfect and clearly defined.

## Glossary of Terms



1. Life Purpose is your North Star.
2. Vision is a vivid description of a future period in time.
3. Long term goals are specific steps to be taken in the next 12 months or more.
4. Short term goals are specific steps to be taken in the next 12 months or less.
5. Values are those principles for how we live in the world.
6. Strengths are a combination of skills, talents and abilities. It's what we do well and usually love to do.
7. Weaknesses are what we do not do well and usually hate to do or avoid.
8. Roadblock-something that inhibits progress.
9. Crappy Draft Document-is a tongue and cheek name for your written document, reflecting the idea that is never complete. It is always evolving. It outlines the major, important aspects of your conscious life.

## Why is the Process Important?

It's human nature to give up something if it is not important to you. To keep you motivated and excited about this process, using the outline at the end of this document, write a paragraph to yourself explaining why living a conscious life is important to you and how you will keep yourself motivated when you are tempted to skip steps or give up.

## Module 1: Know Yourself

### Discover Your Enneagram Type

#### Self Awareness

[Steven J. Stein](#) and [Howard E. Book](#) state in their book, [The EQ Edge: Emotional Intelligence and Your Success](#):

*"Obviously, what you don't recognize, you can't manage. If you aren't aware of what you're doing, why you're doing it and the way it's affecting others, you can't change. If in your own blinkered view, there's nothing wrong, then there's no need or reason to change. That's why self-awareness is key and basic."*

There are countless assessments and personality tests that you can use to help you understand yourself. My preferred tool is the [Enneagram](#), which is a very deep and dynamic map of the ego. There are other tools available. In order to become self-aware, it's important for you to find one that resonates with you.

### What is the Enneagram?

***"We don't see things as they are, we see them as we are."***  
**Anais Nin**

Personality encompasses all the characteristics and habitual behaviors of each of us. The Enneagram is a powerful and dynamic system that describes nine distinct and unique patterns of thinking, feeling and acting, called Types. Like a colored lens through which we view the world, these patterns stem from where and how we focus our attention.

Each Type:

- is driven by a core belief about what we need to survive and be happy.
- has a distinct, well-developed coping strategy for relating to ourselves, others and the environment.
- serves as a path for our personal growth and development.

The word “ennea” is Greek for “nine” and “gram” means “model” or “figure”. The Enneagram is a diagram with nine points, each representing one of the Types.

## How It Can Help You

How often do you negatively react and don't understand why? It is this sort of personal reactivity caused by your unaware, habitual patterns that causes you stress, conflict and other negative emotions. These unmanaged and automatic reactions limit you the most, both at work and home. Based in a self-awareness practice, The Enneagram offers you a well-developed system to help you recognize and manage your defensive reactions and blind spots.

The Enneagram is also used for spiritual purposes. The same reactivity and habitual ways of living also affect spiritual development.

As you discover your own Enneagram Type, you will be able to:

- understand more about your unconscious motivations.
- understand how to bring positive change into your life.
- change the way you relate to yourself and others.
- understand what motivates others.
- reduce your reactivity so that you can enjoy your life and work.

## Three Centers of Intelligence

In Western society, the mind is considered the center of intelligence. Yet, there is also an intelligence of the heart (emotional intelligence) and an intelligence of the body (sensations and instincts). While all of us rely to some degree on all three centers of intelligence, each of the Types relies more heavily on one of the centers: the heart, the head, or the body. The Enneagram acknowledges the importance of all three intelligences and encourages developing a balance between them.

### The Intellectual Center

The Intellectual or, Mental Center filters the world through the mind or cognitive function. Thinking-based Types rely on their rational thinking, ideas, plans and strategies. The goals of these Types are to minimize anxiety, to manage potentially painful situations, and to gain a sense of certainty through the mental processes of analyzing, envisioning, imagining, and planning. This center is concerned with security,



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creating certainty, issues of competence, reason, and trust. They emphasize gathering information and figuring things out before acting. These three Types comprise the Intellectual Center:

Five: "The Observer"

Six: "The Loyal Skeptic"

Seven: "The Epicure"

## The Emotional Center

The Emotional Center filters the world through feelings. These Types are attuned to the emotional state of others for the purpose of maintaining connection with them. More than the other Types, Emotional Types are sensitive to the approval and recognition of others to support their self-esteem. In order to receive that approval and recognition, these Types create an image of themselves that they believe others want. Their focus is on success and relationship, and performing up to expectations of the job or other people. Types in the Emotional Center are:

Two: "The Giver"

Three: "The Performer"

Four: "The Romantic"

## The Instinctual Center

Types in the Instinctual Center (also called "Body" Types) filter the world through an intelligence of physical sensations, "gut" instinct, personal security and social belonging. Their focus is on being in control of themselves and their environment, and taking action in practical ways. Actions are geared toward making life the way it should be and minimizing discomfort. Because of this orientation towards power, issues of justice, fairness, obedience and defiance are important to a Body Type. Body Types include:

Eight: "The Protector"

Nine: "The Mediator"

One: "The Perfectionist"

## The Nine Types

Here is a brief description of each of the nine Types from

<http://www.enneagramworldwide.com>:

**Enneagram Type 1: The Perfectionist** believes that the world judges and punishes "bad" behavior, so they must gain worthiness and love by being as good and perfect as possible. Consequently, Perfectionists are conscientious, responsible, improvement-oriented and self-controlled, but they also can be critical, resentful and self-judging.



**Enneagram Type 2: The Giver** believes that they must give fully to others to be loved. Consequently, Givers are caring, helpful, supportive and relationship-oriented, but they also can be prideful, overly intrusive and demanding.

**Enneagram Type 3: The Performer** believes that they must accomplish and succeed to be loved. Consequently, Performers are industrious, fast-paced, goal-focused and efficiency-oriented, but they also can be inattentive to feelings, impatient and image-driven.

**Enneagram Type 4: The Romantic** believes that something vitally important is missing and must be regained to relieve the painful feeling of deficiency and loss of connection. They must obtain the longed for ideal relationship or situation to be loved. Consequently, Romantics are idealistic, deeply feeling, empathetic and authentic to self, but they also can be dramatic, moody and sometimes self-absorbed.

**Enneagram Type 5: The Observer** believes that they must protect themselves from a world that demands too much and gives too little to assure life. Consequently, Observers seek self-sufficiency and are non-demanding, analytical, thoughtful and unobtrusive, but they also can be withholding, detached and overly private.

**Enneagram Type 6: The Loyal Skeptic** believes that they must gain protection and security in a hazardous world that they just can't trust. Consequently, Loyal Skeptics are themselves trustworthy, inquisitive, good friends and questioning, but they also can be overly doubtful, accusatory and fearful.

**Enneagram Type 7: The Epicure** believes that the world limits and frustrates people, and causes pain that one can escape from. They must keep life upbeat and open to assure its quality. Consequently, Epicures seek pleasure and possibilities, and they are optimistic, upbeat and adventurous, but they also can avoid pain and be uncommitted and self-serving.

**Enneagram Type 8: The Protector** believes that this is a hard and unjust world in which the powerful take advantage of the innocent and impose their personal truths on others. Consequently, Protectors seek justice and are direct, strong and action-oriented, but they are also overly impactful, excessive and sometimes impulsive.

**Enneagram Type 9: The Mediator** believes that to be loved and valued they must blend in and go along to get along. Consequently, Mediators seek harmony and are self-forgetting, comfortable and steady, but they also avoid conflicts and can be stubborn.

## The Three Laws Of Behavior

To achieve your own lasting behavioral change and lead a more conscious life, you must understand and practice these Three Laws of Behavior:

*Law #1:* Wherever attention and energy go, behavior follows.

*Law #2:* To change behavior requires self-observation of attention and energy.

*Law #3:* While self-observation can be taught and becomes easier, it never becomes habitual. It requires continuing practice.

Said a different way:

Our core belief determines where we focus our attention and energy; which drives our behavior. If we want lasting change in ourselves, we must be aware of our core beliefs and change where our attention and energy are directed. None of this can be accomplished without the ability to observe our own patterns.



## To Determine Your Type

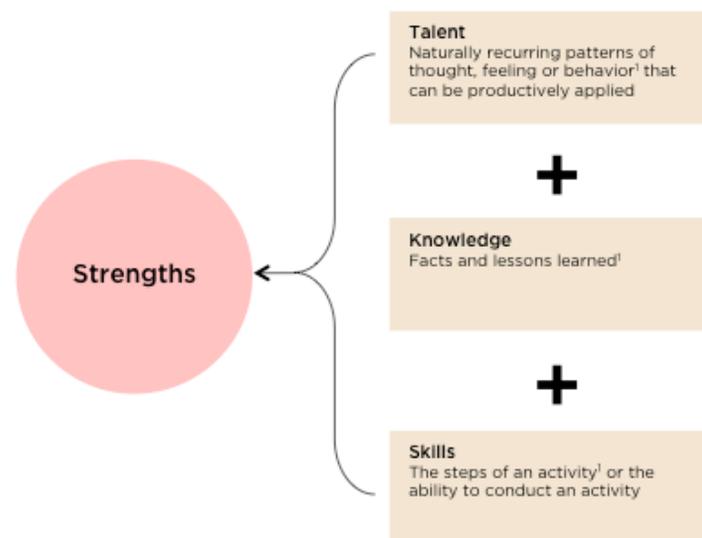
Like any map, you must be familiar with it to use it effectively. First, you need to determine your Enneagram Type. I suggest starting taking an online test at "<http://www.enneagram.com>" <http://www.enneagram.com> or with the book " [Essential Enneagram: The Definitive Personality Test and Self-Discovery Guide -- Revised & Updated/](#). Or, you can meet with a Certified Teacher who will interview you and suggest a couple of types for you to review. Once you have identified your type learn more about it in " [The Enneagram: Understanding Yourself and the Others In Your Life](#).

## Identify Your Strengths and Weaknesses

Most people don't know their strengths. Why? Strengths come so naturally to you, that often you don't see them as special. We assume that everyone can do it. Your strengths are those activities that make you feel strong.

Marcus Buckingham, in his book, [Go Put Your Strengths to Work: 6 Powerful Steps to Achieve Outstanding Performance](#), describes a strength as a combination of talent, knowledge and skills:

Strengths are a combination of your talent, knowledge, and skills.



Buckingham also describes 4 S.I.G.N.'s of a strength:

1. S-for success and are those things at which you feel successful and effective doing.
2. I-for instinct and are those are things to which you are naturally drawn. "*Instinct refers to how you feel before you do the activity.*"
3. G-for growth and are those things that are simple for you to do. "*It's feels like interest, and more, it feels like inquisitiveness. It's the activity that you want to practice, to read up on, to refine with new tricks and techniques, to grow.*" Growth refers to your feelings during the activity.
4. N-for need and are those things that seem to fill an innate need. Need refers to how you feel right after you've done an activity.

There are a few ways to discover what your strengths are:

1. Take as assessment such as the [Strength Finder](#) <sup>1</sup>.
2. Peter Drucker's Feedback Analysis

<sup>1</sup> <https://www.gallupstrengthscenter.com>

### 3. Reflected Bests Self Exercise

#### Option 1: Strength Finder Exercise

For a period of one week, keep 2 pieces of paper with you. On one piece of paper, write at the top "I LOVED it" and the on the other write "I HATED it" on top. Ignore any activities for which you don't have a strong feeling.

1. Keep track on all the activities that you loved and hated on each respective sheet. For example, I hate it when I work for a long time on details or I hate when I meet with a member who doesn't like to be accountable. I love to help a member get clarity out of confusion.
2. Rank your "Loved it" items in order of what made you feel the best to least.
3. Look for similar patterns. Combine any related activities into a specific statement such as, "I present, but only to a large group of people, on a subject I know a lot about, when I'm completely prepared and when I know my presentation will further a mission."
4. To what strength in your StrengthFinder test do they correlate?

#### Option 2: Peter Drucker's Feedback Analysis<sup>2</sup>

*"Whenever one makes a key decision, and whenever one does a key action, one writes down what one expects will happen. And nine months or twelve months later, one then feeds back from results to expectations. I have been doing this for some fifteen to twenty years now. And every time I do it, I am surprised. And so is every one who has ever done this."*

*Within a fairly short period of time, maybe two or three years, this simple procedure will tell people first where their strengths are – and this is probably the most important thing to know about oneself. It will show them what they do or fail to do that deprives them of the full yield from their strengths. It will show them where they are not particularly competent. And finally it will show them where they have no strengths and cannot perform."*

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<sup>2</sup> KNOW YOUR STRENGTHS AND VALUES by Peter F. Drucker

*Several action conclusions follow from the feedback analysis. The first, and most important, conclusion: Concentrate on your strengths. Place yourself where your strengths can produce performance and results. "*

### **Option 3: From: <http://gratituderevealed.com/steps/step-10-use-your-strengths/>**

Why Should You Try It:?

Sometimes we give our weaknesses and limitations more attention than our strengths. Yet research suggests that thinking about personal strengths can increase our happiness and reduce depression. This exercise asks you to identify one of your personal strengths—a positive trait that contributes to your character, such as kindness or perseverance—and consider how you could use it in a new and different way.

Time Required: Every day for a week. Time required each day will vary depending on how you choose to exercise your strengths.

How to Do It:

1. Take a moment to think about one of your personal strengths—for instance, creativity, perseverance, kindness, modesty, or curiosity. Consider how you could use this strength today in a new and different way. For example, if you choose the personal strength of perseverance, you might make a list of tasks that you have found challenging recently, then try to tackle each one of them. Or if you choose curiosity, you might attempt an activity that you've never tried before.
2. Describe in writing the personal strength you plan to use today and how you are going to use it. Then, go ahead and do it—act on your strength as frequently as possible throughout the day.
3. Repeat the steps above every day for a week. You may use the same personal strength across multiple days, or try using a new personal strength each day.
4. At the end of the week, write about the personal strengths that you focused on during the week and how you used them. Write in detail about what you did, how you felt, and what you learned from the experience.

Learn More: [http://ggia.berkeley.edu/practice/use\\_your\\_strengths](http://ggia.berkeley.edu/practice/use_your_strengths)

### **Option 4: Reflected Best Self Exercise**

For more details see [this page](#)<sup>3</sup> or you may purchase a copy of the exercise from it's creator, University of Michigan, Ross School of Business at <http://positiveorgs.bus.umich.edu/cpo-tools/reflected-best-self-exercise-2nd-edition/>.

### Step 1: Identify People to Ask

The first step is to identify the individuals from whom you wish to solicit reflected best-self feedback. I recommend getting feedback from at least one person in each area of your life, so that you may receive well-rounded feedback. For example, consider friends, colleagues, parents, siblings, partners, or in-laws. This exercise works best when you have several examples of your best- self, so you can see what patterns emerge. Be sure to ask enough people so that you will receive at least 10 responses.

### Step 2: Solicit Feedback from Others

Send your selected contacts a personal request for reflected best-self feedback. Here is an example to use:

Dear \_\_\_\_\_,

I hope this message finds you well! I am writing to request your help in identifying what I do best. I am asking people who know me well to provide me with three stories of when I was at my best in their eyes. What was my positive contribution in each story? Please e-mail your responses to me by \_\_\_\_\_. Thank you very much for your cooperation. I will keep all responses anonymous and will be sure to tell you what I learn after the exercise.

Here is an example of the feedback I am looking for:

Feedback Example:

1. One of the greatest ways that you add value is: Through your ability to get people to work together and give all they have to a task. For example, ....
2. One of the greatest ways that you add value is: Helping others to think clearly and make good decisions. For example, ...
3. One of the greatest ways that you add value is: Through your capacity to persist in the face of adversity. For example, ....

### Step 3: Create a Best-Self Portrait

While you are awaiting your feedback, reflect about times when you were at your best. Write three stories that stand out as times when you were at your best, using the format from above.

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<sup>3</sup> [http://lead.fiu.edu/\\_assets/docs/PLDP/2015/Reflected%20Best%20Self%20Exercise.pdf](http://lead.fiu.edu/_assets/docs/PLDP/2015/Reflected%20Best%20Self%20Exercise.pdf)

### Step 4: Look for Patterns

Next, you will identify patterns that arise across what you wrote in Step 3 and about yourself. What strengths did you and your feedback identify? You then use these observations of the patterns to compose a one- or two-paragraph of what you are like when you are your best-self. Here is an example:

At my best, I am a visionary. I create a vision, and then I develop the roadmap for achieving it. Being a visionary is not an isolated, lonely process. For me, it is an inherently social process of co-creation. In planning and executing, I incorporate others' strengths and talents, so that they will be constantly reminded that their presence and their contributions are valued. My vision creatively weaves together systems, people, and experiences, such that the tiniest details will fit together in a coherent whole.

I commit myself fully to the vision. I do not linger in my comfort zone. I give 100% of my time, mind, and heart to my vision, so that it will be fulfilled in the spirit of excellence. Even in the face of disappointment, I persist, searching for even better ways to achieve the desired outcome. I don't make a big deal about confronting adversity; I just do it.

### Step 5: Identify Actions

Last, link your learning to future actions, with a specific focus on how you might change personal contexts to leverage or play to your best self. What types of roles uses your best self? How?

## **Identify Your Weaknesses**

Weaknesses are those activities that you hate doing and they can also make you feel weak.

If you didn't complete the StrengthFinder exercise, then do it now.

1. Put the items on your "I HATED it" page in order of those that you most hated to the least. Consider adding things that you avoid to your list. Think about feedback that others have given you about your weaknesses. Look at your past failures. What weaknesses were tied to those failures?
2. Does it make a difference why you were doing the activity? If you were doing it for a different reason, would you feel differently? How who you were doing it for? When? If not, then write a similar statement like you did for your strengths.
3. How can you avoid your weaknesses and focus on your strengths?

## **Reflect on the Strengths and Challenges of Your Enneagram Type**

Based upon what you know about your Enneagram type, what are the strengths of your type? What are the challenges? What are your blind spots?

## Summary

Whichever method you used to identify your strengths and weaknesses, copy them into your "Crappy Draft Document."

***“Decide upon your major definite purpose in life and then organize all your activities around it.” Brian Tracy***

The first step is to discover your life purpose. This is the overarching statement that guides all aspects of your life.

Imagine that you are 100 years old and you are sitting on your porch looking at beautiful, peaceful scenery. As you reflect on your life, you think, “I really made a difference in this life.” What impact did you leave? Your life purpose answers these questions. It is a statement that gives you meaning and fulfillment. Ideally, your daily activities are consistent with your life purpose. Stephen Covey writes,

*“The power of the personal mission statement lies in your vision and in a commitment to that vision, that purpose, and those principle-centered values. They will control your decisions, determine your outlook, and provide the direction for your future.”*<sup>4</sup>

Jack Canfield writes:

*“We each have a unique purpose to fulfill here on Earth. Identifying, acknowledging and honoring this purpose is perhaps the most important action successful people take. Without a purpose in life, it’s easy to get sidetracked and end up accomplishing very little. But with a purpose, everything seems to fall into place. The people, resources and opportunities you need naturally gravitate toward you. The world benefits, too, because when you act in alignment with your true life purpose, all of your actions automatically serve others.”*<sup>5</sup>

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<sup>4</sup> Covey, Stephen R. (2013-07-09). How to Develop Your Personal Mission Statement (Kindle Locations 21-23). . Kindle Edition

<sup>5</sup> <http://jackcanfield.com/aligning-goals-with-your-purpose/>

There are many ways to discover your life purpose. Use the one that most resonates with you:

**Option 1:** adapted from Jack Canfield's [The Success Principles\(TM\) - 10th Anniversary Edition: How to Get from Where You Are to Where You Want to Be](#)

1. List your unique personal qualities, such as enthusiasm and creativity. Which 2 of these qualities are your strongest?
2. List several ways you enjoy expressing those qualities when interacting with others, such as to support and to inspire. Which 1 or 2 do you enjoy the most?
3. Assume the world is perfect right now. What does this world look like? How is everyone interacting with everyone else? What does it feel like? Write your answer as a statement, in the present tense, describing the ultimate condition, the perfect world as you see it and feel it. Remember, a perfect world is a fun place to be.

Example, everyone is freely expressing their own unique talents. Everyone is working in harmony.

4. Combine the 3 prior subdivisions of this paragraph into a single statement.

Examples:

My purpose is to use my creativity and enthusiasm to support and inspire others to freely express their talents in a harmonious and loving way.

My life purpose is to use my intuition and persistence to develop the potential in leaders. I will help create a social enterprise where self-actualization and personal wealth are abundant.

## Option 2:

### How to Discover Your Life Purpose in About 20 Minutes by Steve Pavlina

So how to discover your purpose in life? While there are many ways to do this, some of them fairly involved, here is one of the simplest that anyone can do. The more open you are to this process, and the more you expect it to work, the faster it will work for you. But not being open to it or having doubts about it or thinking it's an entirely idiotic and meaningless waste of time won't prevent it from working as long as you stick with it — again, it will just take longer to converge.

It Usually it takes 15-20 minutes to clear your head of all the clutter and the social conditioning about what you think your purpose in life is. The false answers will come from your mind and your memories. But when the true answer finally arrives, it will feel like it's coming to you from a different source entirely.

Here's what to do:

1. It's important to do this alone and with no interruptions.
2. Take out a blank sheet of paper or open up a word processor where you can type (I prefer the latter because it's faster).
3. Write at the top, "What is my true purpose in life?"
4. Write an answer (any answer) that pops into your head. It doesn't have to be a complete sentence. A short phrase is fine.
5. Repeat step 3 until you write the answer that makes you cry. This is your purpose. Note: You may also discover a few answers that seem to give you a mini-surge of emotion, but they don't quite make you cry — they're just a bit off. Highlight those answers as you go along, so you can come back to them to generate new permutations. Each reflects a piece of your purpose, but individually they aren't complete. When you start getting these kinds of answers, it just means you're getting warm. Keep going.
6. As you go through this process, some of your answers will be very similar. You may even re-list previous answers. Then you might head off on a new tangent and generate 10-20 more answers along some other theme. And that's fine. You can list whatever answer pops into your head as long as you just keep writing

At some point during the process (typically after about 50-100 answers), you may want to quit and just can't see it converging. You may feel the urge to get up and make an excuse to do something else. That's normal. Push past this resistance, and just keep writing. The feeling of resistance will eventually pass.

When I did this exercise, it took me about 25 minutes, and I reached my final answer at step 106. Partial pieces of the answer (mini-surges) appeared at steps 17, 39, and 53, and then the bulk of it fell into place and was refined through steps 100-106. I felt the feeling of resistance (wanting to get up and do something else, expecting the process to fail, feeling very impatient and even irritated) around steps 55-60. At step 80 I took a 2-minute break to close my eyes, relax, clear my mind, and to focus on the intention for the answer to come to me — this was helpful as the answers I received after this break began to have greater clarity.

Here was my final answer: *to live consciously and courageously, to resonate with love and compassion, to awaken the great spirits within others, and to leave this world in peace.*

When you find your own unique answer to the question of why you're here, you will feel it resonate with you deeply. The words will seem to have a special energy to you, and you will feel that energy whenever you read them.

### **Option 3:**

Read, [The Art of Work: A Proven Path to Discovering What You Were Meant to Do](#)

### **Option 4 :**

Read [How to Develop Your Personal Mission Statement](#)

Once you have a life purpose statement that resonates with you, copy into your "Crappy Draft Document".

## Module 3:

# Discover What is Important to You

## Work/Life Integration

Your professional world is a large part of what you do – but if you’re striving for excellence in your life, it makes sense to review all the important areas in your life.

I believe that work/life balance is an illusion. They are never exactly in balance. Instead, the key is feel harmony in all areas of your life.. In some years, work may be more important and in others, your personal life is more important. When you find meaning and purpose, then work and life are integrated.

How are you doing in each area of your life? This exercise will help you identify the gap between where you are and where you want to be?

Please write down the most important areas of your life. These are the things for which you have a great passion. Here are some ideas:

- Health and physical condition
- Relationships (note: a separate exercise will dive deeper into this area)
- Personal growth and learning
- Financial
- Career/Work
- Fun and recreation
- Spiritual
- Rest and relaxation

Your most important areas. Then number them in priority order.

Area	Priority
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	



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10.

Complete the bar graph below for each of your most important areas:

1. Put a mark by the % of your time currently spent per area
2. Put a mark by the % of your time that you would like to spend in each area.
3. Color in the gap.

Area: Relationships

Example:



Current 25%    Desired 50%

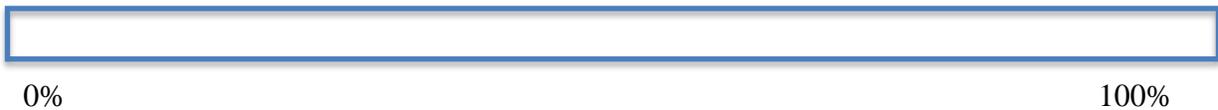
Area 1:



Area 2:



Area 3:



Area 4:





Area 5:

0%

100%

Area 6:

0%

100%

Area 7:

0%

100%

Area 8:

0%

100%

Next Step:

Identify some changes you can make in each area to move closer to your goal:

Area 1

Area 2

Area 3

Area 4



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Area 5

Area 6

Area 7

Area 8

Copy these important areas of your life and goals to the goal section of your "Crappy Draft Document".

## Roles and Responsibilities

Each day, you play a number of different roles in both your professional and your personal life. The roles that a person plays in life have a lot to do with the type of job, family dynamics, and the environment in which a person lives.

Some example roles and expectations are:

- An Executive is expected to lead a company. He inspires, holds employees accountable, sets vision and is emotionally mature.
- A student is expected to attend school. He follows school rules and expectations. He is expected to sit in an orderly fashion and respond to questions politely.
- A friend is expected to be loyal. A friend should be kind and helpful to another person. He should hold the person's secrets in his heart not sharing them with others. He is expected to stand by his friend.
- A mother in our society is expected to be nurturing and show compassion towards her child/children.
- A nurse is expected to be patient but firm, provide respect and respond to a patient's needs.

Instructions:

1. List the major relationships/roles in your life (see some examples below)
2. Prioritize your relationships/roles
3. Write a statement about how you want to be in each of these roles

Relationship/Roles	Vision or Affirmation
1. Relationship to self	I am self-compassionate and self-nurturing.
2. Spouse	I am a great wife!
3. Direct Reports	I lead with authenticity. I inspire and challenge my direct reports to be the best they can be.
4. Parent	I am patient and loving with my children.
5. Friend	I have several close friends. I see them often and we have fun and also have meaningful conversations.
6. Philanthropic	I give freely, both time and monetarily to my most important causes.

Copy these roles and relationships to your "Crappy Draft Document".



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## Find Your Values

### Why

The main benefit of knowing your values is that you will gain tremendous clarity and focus to make consistent decisions and take committed action in those areas that are most important to you.

Values are priorities that tell you how to behave, spend your time and guide you in your decision-making. And, as you live your values, you will feel more aligned with your true self.

### How

1. Begin by checking off the words that best represent principles, standards, or qualities you consider to be important in your life.
2. If you circle more than 10, notice where you've chosen values that are similar. Decide which word in those similar groupings BEST captures what you value. For example, if you choose honesty, integrity, ethics, then decide which of those values is most important to you. Repeat this process until you have a list
3. Write the top 10 values you chose, below:

### Top 10 values

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
4. The next step is to prioritize your list. This is usually the most time consuming and difficult step because it requires some intense reflection. Sometimes the highest priority value is obvious to you. Other times, it won't be. If you are stuck:
    - a. Compare values. Is the first value you listed more or less important than the second? The value that rises up the most often you should rank #1, the next #2, and so on.
    - b. Or think of a past decision that was difficult. Which of your values were most important in making that decision?

## Example Values

Examples of Values, please check or circle the ones that are important to you:

Abundance	Acceptance	Accessibility	Accomplishment
Accountability	Accuracy	Achievement	Acknowledgement
Activeness	Adaptability	Adoration	Adroitness
Advancement	Adventure	Affection	Affluence
Aggressiveness	Agility	Alertness	Altruism
Amazement	Ambition	Amusement	Anticipation
Appreciation	Approachability	Approval	Art
Articulacy	Artistry	Assertiveness	Assurance
Attentiveness	Attractiveness	Audacity	Availability
Awareness	Awe	Balance	Beauty
Being the best	Belonging	Benevolence	Bliss
Boldness	Bravery	Brilliance	Buoyancy
Calmness	Camaraderie	Candor	Capability
Care	Carefulness	Celebrity	Certainty
Challenge	Change	Charity	Charm
Chastity	Cheerfulness	Clarity	Cleanliness
Clear-mindedness	Cleverness	Closeness	Comfort
Commitment	Community	Compassion	Competence
Competition	Completion	Composure	Concentration
Confidence	Conformity	Congruency	Connection
Consciousness	Conservation	Consistency	Contentment
Continuity	Contribution	Control	Conviction
Conviviality	Coolness	Cooperation	Cordiality
Correctness	Country	Courage	Courtesy
Craftiness	Creativity	Credibility	Cunning
Curiosity	Daring	Decisiveness	Decorum
Deference	Delight	Dependability	Depth
Desire	Determination	Devotion	Devoutness
Dexterity	Dignity	Diligence	Direction
Directness	Discipline	Discovery	Discretion
Diversity	Dominance	Dreaming	Drive
Duty	Dynamism	Eagerness	Ease
Economy	Ecstasy	Education	Effectiveness
Efficiency	Elation	Elegance	Empathy
Encouragement	Endurance	Energy	Enjoyment
Entertainment	Enthusiasm	Environmentalism	Ethics

Euphoria	Excellence	Excitement	Exhilaration
Expectancy	Expediency	Experience	Expertise
Exploration	Expressiveness	Extravagance	Extroversion
Exuberance	Fairness	Faith	Fame
Family	Fascination	Fashion	Fearlessness
Ferocity	Fidelity	Fierceness	Financial independence
Firmness	Fitness	Flexibility	Flow
Fluency	Focus	Fortitude	Frankness
Freedom	Friendliness	Friendship	Frugality
Fun	Gallantry	Generosity	Gentility
Giving	Grace	Gratitude	Gregariousness
Growth	Guidance	Happiness	Harmony
Health	Heart	Helpfulness	Heroism
Holiness	Honesty	Honor	Hopefulness
Hospitality	Humility	Humor	Hygiene
Imagination	Impact	Impartiality	Independence
Individuality	Industry	Influence	Ingenuity
Inquisitiveness	Insightfulness	Inspiration	Integrity
Intellect	Intelligence	Intensity	Intimacy
Intrepidness	Introspection	Introversion	Intuition
Intuitiveness	Inventiveness	Investing	Involvement
Joy	Judiciousness	Justice	Keeness
Kindness	Knowledge	Leadership	Learning
Liberation	Liberty	Lightness	Liveliness
Logic	Longevity	Love	Loyalty
Majesty	Making a difference	Marriage	Mastery
Maturity	Meaning	Meekness	Mellowness
Meticulousness	Mindfulness	Modesty	Motivation
Mysteriousness	Nature	Neatness	Nerve
Nonconformity	Obedience	Open-mindedness	Openness
Optimism	Order	Organization	Originality
Outdoors	Outlandishness	Outrageousness	Partnership
Patience	Passion	Peace	Perceptiveness
Perfection	Perkiness	Perseverance	Persistence
Persuasiveness	Philanthropy	Piety	Playfulness
Pleasantness	Pleasure	Poise	Polish
Popularity	Potency	Power	Practicality
Pragmatism	Precision	Preparedness	Presence
Pride	Privacy	Proactivity	Professionalism



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Prosperity	Prudence	Punctuality	Purity
Rationality	Realism	Reason	Reasonableness
Recognition	Recreation	Refinement	Reflection
Relaxation	Reliability	Relief	Religiousness
Reputation	Resilience	Resolution	Resolve
Resourcefulness	Respect	Responsibility	Rest
Restraint	Reverence	Richness	Rigor
Sacredness	Sacrifice	Sagacity	Saintliness
Sanguinity	Satisfaction	Science	Security
Self-control	Selflessness	Self-reliance	Self-respect
Sensitivity	Sensuality	Serenity	Service
Sexiness	Sexuality	Sharing	Shrewdness
Significance	Silence	Silliness	Simplicity
Sincerity	Skillfulness	Solidarity	Solitude
Sophistication	Soundness	Speed	Spirit
Spirituality	Spontaneity	Spunk	Stability
Status	Stealth	Stillness	Strength
Structure	Success	Support	Supremacy
Surprise	Sympathy	Synergy	Teaching
Teamwork	Temperance	Thankfulness	Thoroughness
Thoughtfulness	Thrift	Tidiness	Timeliness
Traditionalism	Tranquility	Transcendence	Trust
Trustworthiness	Truth	Understanding	Unflappability
Uniqueness	Unity	Usefulness	Utility
Valor	Variety	Victory	Vigor
Virtue	Vision	Vitality	Vivacity
Volunteering	Warmheartedness	Warmth	Watchfulness
Wealth	Willfulness	Willingness	Winning
Wisdom	Wittiness	Wonder	Worthiness
Youthfulness	Zeal		

## Module 4: Create Your Future

### Vision Statements

A vision statement is a detailed definition of a time in the future. Sometimes it is helpful to think about your dreams. What are they? How can you incorporate those into your vision?

#### Personal Vision Statement

John Younker, Ph. D. states:

*"A Personal Vision Statement defines and describes, in sufficient detail, an individual's "ideal future state." A well-conceived and written out Personal Vision Statement energizes and mobilizes the individual, in question, to realize and live out their ideal future state. It empowers people and creates enthusiasm, within us, by describing the unique and distinctive contributions that we intend and will make in our lives. It is a statement of both affirmation and purposefulness.*

*The Personal Vision Statement is a written document that clearly communicates: "This is what makes me special and unique and this is what I envision for my life, ahead ... My Ideal Future State."*

*The individual/personal vision statement vividly describes the "kind of person we intentionally/purposefully wish to be" and "how we want to be perceived, by others."*

Here is John's personal vision:

*As I look to the future, I purposefully envision myself as being a person who is valuing and enjoying the life he is living and, therefore, I am at peace with myself because I possess a strong, positive self-image from the result of living a meaningful and purposeful life. In my Vision of my Ideal Future State, I am clearly demonstrating my passion for continuous growth and development... in my ability to fulfill my various roles and responsibilities ... a Significant Other/Spouse, a Father, a Grandfather, an Executive Coach, a Trusted Advisor, a Vistage Chair, an Academician, etc.. I am able to be a significant contributor to and a valued member of my profession and my community. I am intentionally and purposefully living my life in alignment with my core values and beliefs. I am alive, fully engaged, and enjoying all aspects of my life, by significantly contributing to the world around me. I am fully committed to my ongoing, continuous personal and professional growth. I am living in alignment with my ideal future state.*

*As the result of my living a purposeful life of a Servant Leader, my family, friends, students, clients and colleagues all view me as an individual who consistently gives back more than he takes away and who is a sensitive and caring human being, guided by his core values*



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*and beliefs. I am on course to leave this world a better place for having been here. I will have made a significant and valued difference in the lives of others and in my own. I willingly choose to live this life because of my firm and unwavering belief that the best indicators of my success, in fulfilling my purpose in life ... my life's mission ... are the accomplishments and achievements of the individuals I have served ... the men and women I am privileged to have coached, mentored and positively influenced.*

*I am living my life to its fullest; seeing each day as another opportunity to realize my full potential. I am experiencing and valuing each opportunity I am afforded in my life, seeking out new vistas, learning and growing from each one. I am fully appreciating and gratefully accepting the support and encouragement of my family, friends, colleagues, coaches and mentors, while recognizing and acknowledging that I am, ultimately, the person who is accountable and responsible for the successes, as well as the failures that I am experiencing in my life ... I am the architect and builder of my life on this earth and the results I am experiencing, both positive and negative ... "I am the master of my fate, I am the captain of my soul" (Invictus). I recognize and acknowledge that the presence or absence of blessings and rewards, in my life, is, most likely, the result of the decisions and choices that I have made and are making, throughout my lifetime.*

*I am fully committed to living a balanced life and will assign the appropriate priorities to the roles and relationships in my life. It is my intention to be the best Significant Other/Spouse, Father, Grandfather, Friend, and Colleague, that I can be. I will continue to develop and sustain the meaningful personal and professional relationships that are so essential to my happiness and sense of well-being; sustainable relationships that are healthy and mutually supportive. I envision myself, giving the attention and energy to my relationships that is required, thus I am maintaining the strength and mutual value of my relationships. I intend to live my life with integrity, courage, and sensitivity.*

*Just as I value my personal freedom of choice, I will acknowledge the rights of others to their points-of-view and personal choices. I will demonstrate my respect for the personal differences and values of others, while relying on my core values and behavioral standards for guidance. I will focus on my circle of influence by acting on those opportunities that I can do something about, while minimizing the energy and attention I give to issues and concerns beyond my ability to influence or control. I will strive to maintain a positive and affirming presence ... to acknowledge and celebrate what is right and good ... to affirm and confirm the goodness of the world around me and the persons who lives I engage with and serve.*

Using what you identified to date, write a personal vision statement.

### Professional Vision Statement

Picture yourself 3-5 years from now reflecting on your significant accomplishments of the period. What will have had to happen to make you happy with your progress?

Use the role(s) you identified to create a professional vision that uses your strengths and is consistent with your life purpose.

## Goals

Once you've identified your overall purpose, strengths and vision, the next step is to turn those into goals.

Remember, that once your goals are set, it takes discipline to stick with them. For example, eating less and exercising more isn't a matter of willpower. It's discipline. The process of setting goals and periodically reviewing them also requires discipline. Ask for help if you need it, to keep you committed to your goals.

## Align Your Goals

The key to your success and happiness lies in the goals that you choose to pursue. When your goals are aligned with your life purpose, you will have more fun you will feel more fulfilled.

When you have finished writing your goals, you should be able to clearly articulate how they are in alignment with your purpose and vision. Everything you do should be an expression of your purpose.

## SMART Goals

To be effective, goals should be simplistically written and clearly define what you are going to do and follow the "SMART" format. That means they should meet these criteria:

**S**pecific-what are you going to do?

**M**easurable-how will you measure it? This should give you a tangible result that can be objectively validated by anyone.

**A**chievable- they should challenge you and still be realistic.

**R**esults oriented-goals should measure outcomes, not activities.

**T**ime sensitive-include a date.

## Examples:

By March 31, 2016, I will lose 10 pounds and weigh 150 pounds.  
I will take ski lessons this winter and complete ski trips to two resorts.”

## Write Your Goals

Look at your vision statement. Identify some steps that you will need to take to get from where you are now to your vision statement. If they will take more than 12 months to complete, list them under long term goals. If they will take less than 12 months, write them under short term goals.

As a final check on your goals, ask yourself, “If I achieve this goal, what would I have then that I don’t have now?” When you have an answer, ask the question again until you reach the real source of the goal. Then consider if this goal is the best way to reach what you are trying to achieve.

Once you define your long-term goals, then break each one down into smaller components, or short term goals. Then break each short-term goal into an action plan with dates and measures of success.

## Module 5: Identify Your Roadblocks

### Johari Window

The purpose of this exercise is to help members with self awareness and identifying blind spots. The end goal is to move as much as possible to the open quadrant.

It allows each member to communicate his/her perceptions of each other member. It also helps to categorize those perceptions in a safe place with a structured format.

#### Quadrants:

Open: The open area is that part of our conscious self, including our attitudes, behavior, motivation, values, way of life which we openly share with others. We move within this area with freedom. We are "open books". It is through self-disclosure that our open pane expands vertically. Feedback helps to expand the pane horizontally.

Blind: There are things about ourselves which we do not know, but that others can see more clearly; or things we imagine to be true of ourselves for a variety of reasons but that others do not see at all. This can be simple information, or deep issues like feelings of inadequacy, incompetence, unworthiness, etc.

Hidden: The hidden area contains all that information that we don't want others to know about us. It's that closet of feelings, insecurities, and not-so-great experiences. It's the private information.

Our hidden area cannot be known to others unless we disclose it. There is that which we freely keep within ourselves, and that which we retain out of fear. The degree to which we share ourselves with others (disclosure) is the degree to which we can be known.

#### Unknown:

The unknown are parts of us that are not in our or others' awareness of us. Examples are:

- an ability that is underestimated or untried. It is **our hidden potential**.
- a fear, aversion or illness a person does not know that they have
- repressed or subconscious feelings, such as conditioned behaviors or attitudes from childhood.

Instructions:



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1. Handout the list of adjectives and emotions.
2. Each member personally checks 5 or 6 adjectives, emotions and motivations from the list that best describes him or her.
3. Complete the form for each member in the group.
4. After each member of the Forum has received all their lists, fill in each of the boxes with the appropriate adjectives. For example, place in the "OPEN" square the list that both you and at least one other member of your group selected to describe your personality. Fill in the "BLIND" square with those adjectives others in the group used to describe you but you did not use to describe yourself. Fill in the HIDDEN box with adjectives you have used to describe yourself, but no one else used to describe you.
5. Debrief the exercise. Have each individual assess the adjectives used to describe them in each of the boxes.



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Feedback Giver: \_\_\_\_\_

For: \_\_\_\_\_

	← Feedback	
	<i>Known to Self</i>	<i>Not Known to Self</i>
<i>Known to Others</i>	<p><b><u>Open:</u></b></p>	<p><b><u>Blind spots:</u></b></p>
<i>Not Known to Others</i>	<p><b><u>Hidden:</u></b></p> <p>Self Disclosure</p>	<p><b><u>Unknown:</u></b></p>

A Johari window consists of the following 56 adjectives used as possible descriptions of the participant. In alphabetical order they are:

- able
- accepting
- adaptable
- bold
- brave
- calm
- caring
- cheerful
- clever
- complex
- confident
- dependable
- dignified
- energetic
- extroverted
- friendly
- giving
- happy
- helpful
- idealistic
- independent
- ingenious
- intelligent
- introverted
- kind
- knowledgeable
- logical
- loving
- mature
- modest
- nervous
- observant
- organized
- patient
- powerful
- proud
- quiet
- reflective
- relaxed
- religious
- responsive
- searching
- self-assertive
- self-conscious
- sensible
- sentimental
- shy
- silly
- smart
- spontaneous
- sympathetic
- tense
- trustworthy
- warm
- wise
- witty

Also think about emotions and moods:

- love
- anger
- blame
- compassion
- hurt
- regret
- neutral
- fear
- anxiety
- strong
- despair
- confusion
- joy/happy
- rage
- guilt
- sad
- grief, loss
- self-pity
- relaxed
- terror
- panic
- powerlessness
- failure
- apathy
- peace
- judgmental
- resentment
- amusement
- remorse
- victim
- dispassion
- dread
- worry
- loneliness
- shame
- disgust
- gratitude
- envy
- hostility
- comfort
- sorrow
- martyr
- curiosity
- horror
- doubt
- emptiness
- humiliation
- pride

Think about motivations:

- Ambition
- Money
- Independence- To feel in charge of your own life
- Security- job security, financial security, peace of mind

- Status/Power/Prestige
- Self-esteem/The good feeling you get after getting the task done
- Opportunity to improve, to grow and become more capable.
- Recognition and respect from others after a job well done.
- Making a difference/ the feeling you get inside
- You are competitive/ you have to feel that you are gaining ground and winning every time.
- You have a point to prove aka you want to be right.

Think about potential blind spots:

- Refusing support-doing things by yourself
- Insensitive to your impact on others
- Know it all attitude
- Avoiding difficult conversations
- Blaming others or circumstances
- Not taking commitments seriously
- Withholding positive feedback or support
- Going along or not taking a stand
- Tolerating good enough
- What strength is overused?

Add anything else that you have observed.

Based upon the feedback you received, update your Johari Window.

Copy your blind spots and challenges identified to your "Crappy Draft Document".

## Module 7: Managing Yourself

### Those Darn Feelings

Emotions evolved as a signal to make us respond immediately. They are unconscious. Once we are conscious of them, they are called feelings. The adverse emotions and feelings that we try to avoid actually [serve a purpose](#). Without them, we cannot grow!

[HeartMath Institute](#)'s Research Director, Dr. Rollin McCraty, writes in his scientific monograph, [Heart-Brain Neurodynamics: The Making of Emotions](#):

*"The importance of gaining a deeper understanding of the emotional system, has become increasingly recognized as an important scientific undertaking, as it has become clear that emotions underlie the majority of the stress we experience, influence our decisions, provide the motivation for our actions, and create the textures that determine our quality of life."*

You cannot evolve without the ability to fully understand and tolerate your own strong negative emotions. [Feel your emotions, pay attention to them, and learn from them](#). Use your emotions as a path toward greater understanding and as a way to inform your decisions.

### Managing Reactivity

***"If you are distressed by anything external, the pain is not due to the thing itself but to your own estimate of it: and this you have power to revoke at any moment."***

**Marcus Aurelius**

Take a minute to think about your personal and business relationships. How many times have your emotional reactions to others caused you problems or pain? What if you could better manage those reactions? Would you be happier? Be a better leader?

### Self-Management and Observation

An intellectual understanding of yourself is not enough. You must apply your self-knowledge and learn to not only manage, but to [choose](#), your emotional states.

Learning to manage yourself starts with self-observation, a process of neutrally and compassionately watching yourself. Imagine that an objective outsider can see inside you and

is describing each thought and accompanying sensation in your body. Here's how he would describe your inner experience:

Now there is a thought: "I'm not good enough."

When he thinks that thought, his throat and stomach tightens.

Self-observation allows you to recognize when a habitual pattern and consequent reaction is presenting itself in the current moment. With this awareness, you can make a choice. How do I want to behave and feel now? Without this awareness, your emotions will control you, and they can potentially damage your business and personal relationships.

Many people I know frequently say, "Take the emotions out of it!" Unfortunately, that is exactly the wrong approach. Each attempt to deny and control your own emotions disconnects you from your heart and separates you from others. Relying solely on thinking and (trying to) deny your emotions only intensifies them until they can no longer be contained. An intense reaction is inevitable to release all of that pent up emotion.

## How to Acknowledge and Release Your Emotions

Most of our conscious brain is focused outside of ourselves. We make plans for the future, or we try to persuade others to change so that we may feel better. However, that does not help us manage ourselves. [Neuroscience research](#) shows that the only way we can change the way we feel is to become aware of our own inner experience and learn to allow it.

Tara Brach, a Buddhist psychologist, describes a process she calls [RAIN](#) to manage our emotional states:

**R**- Recognize what is happening (be self-aware).

**A**- Allow this situation to be just as it is. Don't fight it or deny it. Reality always wins and resisting it is a major cause of emotional reactivity. Instead, notice each thought and allow any sensation in your body to be there.

**I**- Investigate your inner experience with kindness. Gently, ask yourself questions to understand what is happening inside of you, and why.

**N**- Non-Identification. Brach states that, "*Non-identification means that your sense of who you are is not fused with or defined by any limited set of emotions, sensations, or stories (self-identity)..... The first three steps of RAIN require some intentional activity. In contrast, the N of RAIN expresses the result: a liberating realization of your natural*

*awareness.*” In other words, the result is fully living in the present.

Over time, Brach states that *“RAIN directly de-conditions the habitual ways in which you resist your moment-to-moment experience”* and helps to make these patterns less compulsive. By responding differently, you can create new neuron connections, emotional patterns and gradually change your problem behavior.

If you truly want to change, then you must relax your current patterns of thinking, feeling and reacting. Self-awareness and self-observation, combined with acknowledging and releasing emotions, are your tools to become an emotionally mature person and, as a result, a better and happier person in both your personal and business lives.

## Mindfulness

When we become aware as to how we act, think and feel- when we practice mindfulness. It is paying attention to what's happening within and around us without judgment.

Try a mindfulness exercise:

### One Minute of Mindfulness

You can do this exercise anytime. This is an experience exercise. There is no pass, fail, right or wrong way to do it.

Put on a timer for 60 seconds. Focus all your attention on your breathing. Close your eyes and relax your belly. There are two reasons why taking just a few mindful breath is so effective at calming the body and the mind. First, deep breathing [activates the parasympathetic nervous system](#), lowering stress, reducing heart rate and blood pressure, and calming you down. Second, when your attention is intensely focused on your breath, you are fully in the present. To feel regretful, you focus on the past; to worry, you focus on the future. When you are fully in the present, you are temporarily free from both of them, releasing a heavy burden for the duration of that breath. Your body and mind have a precious opportunity for rest and recovery.

When your mind wanders (everyone’s does), return your attention to your breath. Sometimes it is helpful to say to yourself, “In” when inhaling and “Out” when exhaling. It takes practice to achieve a single minute of alert, clear attention.

You can use this exercise throughout the day to become “present”, relax and allow your mind to become clearer and more peaceful.

Each week, increase your mindfulness practice by 60 seconds, until you reach 20 minutes at one sitting.

## Breathing Exercise To Manage Intense Emotions

Sit upright and bring your attention to your breath. Don't try to control your breath, just let it be natural and easy, but be aware of your breath. Watch the full inhalation, the full exhalation.

See if you can feel it coming and going through your nostrils, or feel the rise and fall of your belly. Get some way of staying with your breath and be aware of the full in-breath, the full out-breath, and then start again on the next one. And if something distracts you—some thought takes you away, or a sound takes you away—the moment you notice you've been distracted, simply start with the next breath. Be fully aware of the breath; just keep your attention anchored there.

Breathing in, breathing out. And begin again, breathing in, breathing out.

You can do this for 10 to 20 minutes. The longer you do it, the more relaxed your body becomes. This exercise is a member of what we call the concentration family of meditation. It's very often used as the beginning of mindfulness: After you get some strength in concentration, you open your awareness to whatever is happening—but you don't want to do that right away, because it can be overwhelming. Concentration, you could say, is the first step in mindfulness.

## Module 6: Bringing It All Together

At its heart, finding meaning and achieving success relies on fully embracing and expressing who you are. I hope your end document will help fully reach your true potential and fulfill you in the process.

Review your “Crappy Draft Document”. Is there anything missing? Do all the pieces fit together and complement each other? The true test is how you feel when you read it. If you are not inspired and excited, then keep drafting until you are.

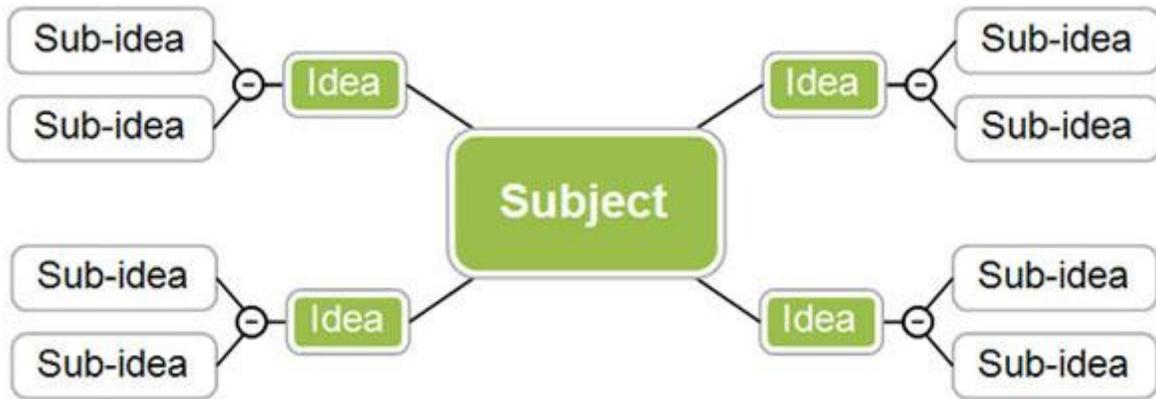
Once you feel pretty good about your document it is time to put into pictures. The first thing you will do is “mind map” your document.

### Mind Map

A mind map is a graphical way to represent thoughts, ideas, activities. It is a visual thinking tool that helps structure information. Just as in every great idea, its power lies in its simplicity, its ability to work with both sides of the brain and its structure, which is very similar to our own neurobiology. The main idea is represented in the center of the diagram and then the supporting ideas branch out from it.

1. Start in the center with an image of the topic, using at least 3 colors.
2. Use images, symbols, codes, and dimensions throughout your mind map.
3. Select key words and print using upper or lower case letters.
4. Each word/image is best alone and sitting on its own line.
5. The lines should be connected, starting from the central image. The lines become thinner as they radiate out from the center.
6. Make the lines the same length as the word/image they support.
7. Use multiple colors throughout the mind map, for visual stimulation and also for encoding or grouping.
8. Develop your own personal style of mind mapping.
9. Use emphasis and show associations in your mind map.
10. Keep the mind map clear by using radial hierarchy or outlines to embrace your branches.

It looks like this:



If you want some additional information, check out this website, <http://imindmap.com/how-to-mind-map/>, for some free resources or <https://www.edrawsoft.com/MindMap-Examples.php> for some examples.

## Vision Board

A vision board is any sort of board on which you display images that represent whatever you want to be, do or have in your life

Use a vision board to help use align your Reticular Activating System (RAS) with your ideal vision and goals. Your RAS is an automatic filter that screens out most of the sensory overload and focus on something that it determines relevant. So, you might as well make it focus on something that is important to you.

To create your vision board:

1. Write your life purpose at the top of your vision board.
2. Find a picture that represents each of your long-term goals and paste them on your board.
3. Place a picture representing each of your important relationships on your board.
4. Same for each important area of your life.
5. Consider adding a picture of your mind map.
6. Customize as you want.
7. Display in a place where you will see it for a significant portion of your day.





# Cheryl B. McMillan

4. Value 4
5. Value 5
6. Value 6
7. Value 7
8. Value 8
9. Value 9
10. Value 10

## **Strengths and Weaknesses**

- List top 5 strengths from Strength Finder
- Johari window reflections
- Weaknesses
- Challenges and Barriers
- What I want to stop

## **Vision(s):**

- Business
- Personal

## **Long term goals**

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

For each goal above, include your answer to the question, "If I achieve this goal, what would I have then that I don't have now?"

**Short term goals**

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

**Mind Map****Vision Board**

## Recommended Books and Resources:

[The Art of Work: A Proven Path to Discovering What You Were Meant to Do](#)

[Big Magic](#) By Elizabeth Gilbert

[The Complete Enneagram](#) By Beatrice Chestnut

[The Enneagram](#) by Helen Palmer

[The Essential Enneagram](#) By David Daniels

[How to Develop Your Personal Mission Statement](#) By Stephen R. Covey

[Go Put Your Strengths to Work: 6 Powerful Steps to Achieve Outstanding Performance](#) By Marcus Buckingham

[Loving What Is](#) By Bryon Katie

[Man's Search For Meaning](#) By Viktor Frankl

[Mindsight](#) By Dan Siegel

[Pull Your Own Strings](#) By Wayne Dyer

Watch Randy Pausch's "Last Lecture" at [https://www.youtube.com/watch?v=ji5\\_MqicxSo](https://www.youtube.com/watch?v=ji5_MqicxSo)

[Search Inside Yourself](#)

[The Secret of Maturity, Third Edition, Kevin Fitzmaurice](#)

[The Success Principles\(TM\) - 10th Anniversary Edition: How to Get from Where You Are to Where You Want to Be](#) By Jack Canfield

[True Refuge](#) by Tara Brach

[True Self, False Self Audiobook](#) by Richard Rohr

[The Wisdom of the Enneagram](#)