



DESIGN
YOUR LIFE

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What to Expect



"When you realize the person staring back at you in the mirror is both your problem and your solution, your whole world will change."

– Calvin Petersen

Today, we are going to create vision, goals, and purpose in your life. This is not a "one day and you're done" workshop. These new goals must be reviewed regularly. Come back to them daily, weekly, monthly, yearly.

Come into this day with a fresh perspective. Today is going to be a reality check, and that's okay...Today is a new day.

Be prepared to change. If the things you are currently doing do not point you toward where you want to end up, it might be painful, but the changes will be worth it.

Participation is the key. To your success today and for you to be able to go home and teach this to your teams. What are the one or two major nuggets you can grab today that will change your life?

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Dream List



Take the time to dream about what you want to be, do, or have. The best way to approach this exercise is to work quickly, and let one thought trigger another. No matter how far-fetched, jot your ideas on your Dream List!

Mind Joggers

Everything I want to be/do/have...

TRAVEL

Where, who, when

spend more time with my family; have a weekly family day

AUTOMOBILE

Style, color, options

take my spouse to Hawaii for our 20th wedding anniversary

HOME

size, location, features, styles

learn to speak a Spanish within two years

MONEY

Savings, earnings, charity

buy my dream car, a black convertible Corvette with white interior

FAMILY

Activities, times, education

custom 5-bedroom home w/ a waterfront view & a large kitchen for entertaining

CAREER

Skills, promotions, benefits

join a gym and get in better physical shape

SOCIAL

Hobbies, friends, volunteering

save enough money to retire by age 55

PHYSICAL

Body, diet, exercise

go back to school and finish my degree before I'm 40

SPIRITUAL

Community, church, wellness

read 2 books from the "What's Next" section before the end of the year

MENTAL

Education, reading, wellness

have an annual community give-back day with the team, Habitat for Humanity



Timeline



"The goal in life is to die young
...as late as possible."

– Ashley Montagu, Ph.D.
British Anthropologist

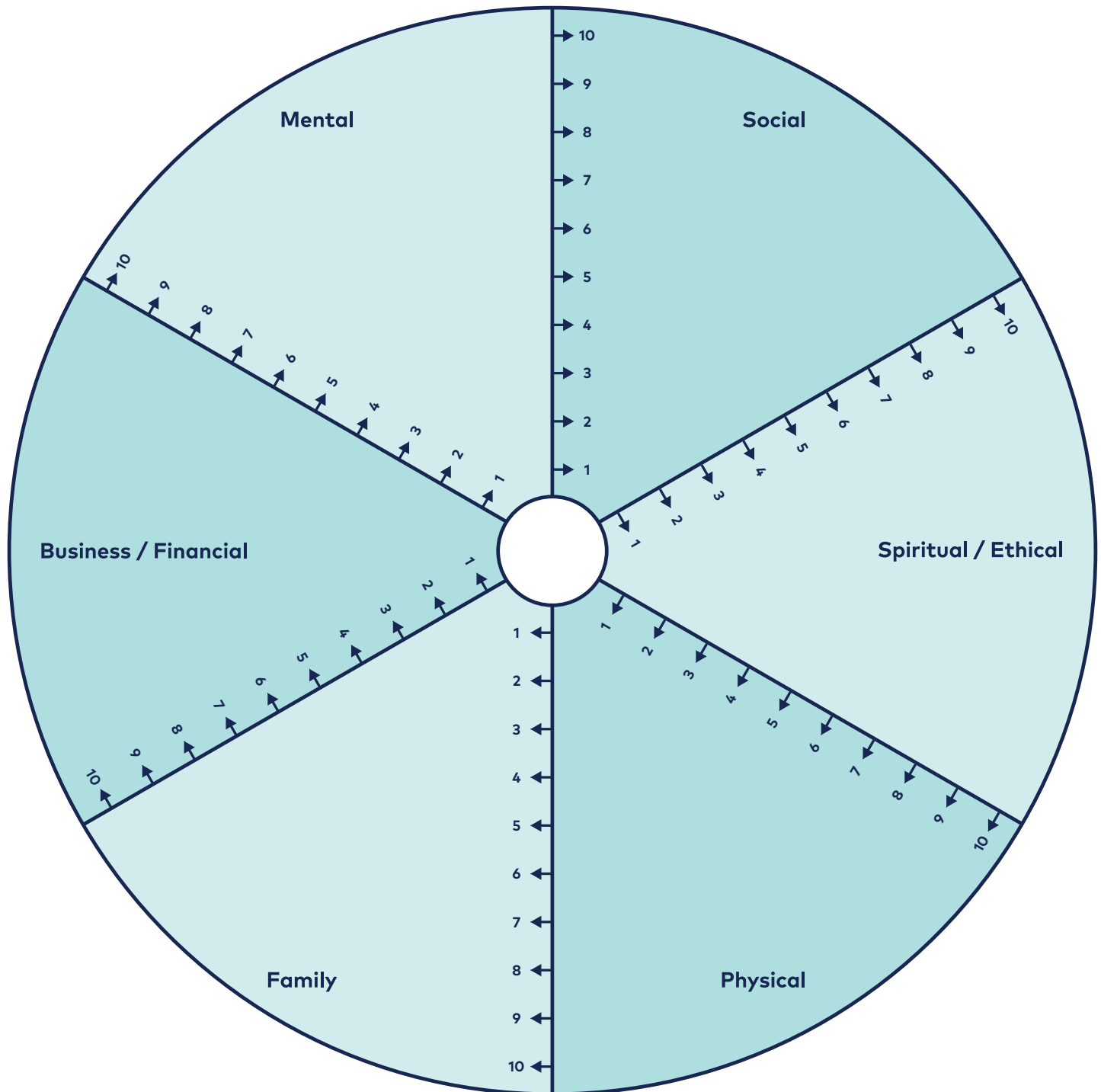


DOB

Wheel of Life



Each of the "spokes" coming from the "hub" on the wheel represents an area for achievement in your life. Rate your proficiency in each by placing an "X" through the number that best represents where you are today (1 is poor and 10 is excellent).



Distinguishing Values



A personal insight page for defining what you value most, and can be counted on to stand for, stand up for, speak out for and do.

Values: The top five values, principles, or character traits that matter most to you and best describe and define who you are and what you stand for.

Instructions: Use the following list as a starting point. Circle (or add) the values, principles, or character traits that matter most to you and that best describe or define who you are and what you stand for. Then number the top five from 1 (most important) to 5 and enter them in the left hand column. How do these values link to the organization's values?

| | | | |
|----|-----------------------|-------------------------|-----------------|
| 1. | Adaptability | Environmental Awareness | Power |
| | Achievement | Ethics | Prestige |
| | Accountability | Fairness | Profit |
| 2. | Advancement | Faith | Productivity |
| | Adventure | Family/Friends Focus | Purpose |
| | Attentiveness | Forgiveness | Quality |
| 3. | Authority | Friendship Harmony | Recognition |
| | Balance (work + life) | Honesty | Relationships |
| | Being the best | Humor/Fun | Relaxation |
| 4. | Belonging | Improvement | Reliability |
| | Breathing Space | Independence | Resilience |
| | Caring | Influence | Respect/Valuing |
| | Caution | Information | Responsibility |
| 5. | Challenge | Initiative | Results |
| | Collegiality | Innovation | Reverence |
| | Comfort | Integrity | Risk Taking |
| | Commitment | Intelligence | Safety |
| | Communication | Involvement | Service |
| | Community | Knowledge | Socializing |
| | Compassion | Leadership | Spirituality |
| | Competition | Learning, Formal | Stamina |
| | Confidence | Learning, Informal | Status |
| | Contribution | Listening | Success |
| | Control | Location | Teamwork |
| | Cooperation | Long-Term View | Territory |
| | Creativity | Love | Tolerance |
| | Customer Satisfaction | Loyalty | Tradition |
| | Dignity | Making a Difference | Trust |
| | Discontent | Meetings | Unity |
| | Discretionary Time | Money | Vacations |
| | Diversity | Opportunities | Variety |
| | Empathy | Organizational Growth | Vision |
| | Energy | Partnering | Wealth |
| | Enthusiasm | Peace | Wisdom |
| | Entrepreneurship | Positive Spirit | |

Values & Rules that Govern Your Values



A value is anything that is extremely important in our lives.

The purpose of this exercise is to assist you in determining exactly what is included in your personal value system. A major step towards discovering who we are is to discover what we values.

First, list your top five values. Second, put them in order of priority. Third, write the rules you have set up to verify that you are living up to the values. Fourth, change the rules if necessary to make it more enjoyable to live up to the values.

Example: Let's take the value of happiness. You may have the following rules that will lead to happiness: "I must have a new Mercedes, earn \$150,000 per year, be in perfect physical shape, and have a spouse and children who adore me." This value could be tough to achieve if you have to wait for all of this to happen. You may be missing a great deal of happiness. You might want to change the rules to, "I am happy with every breath of life."

| Top Five Values | Priority of Values | Rules to Verify the Values | Changes to the Rules |
|-----------------|--------------------|---|--|
| Family | 2 | Spend 2 quality hours per day with family | Spend Saturday with my family in addition to 2 hours daily |
| Security | 3 | Put aside 10% of my paycheck into savings | |
| Health | 1 | Avoid fatty foods. Exercise daily. | |

My Rules & Values



"If you acknowledge your value system, and you've established rules to live by, it's a lot easier to know what to do when faced with a decision."

– Don Dwyer

| Top Five Values | Priority of Values | Rules to Verify the Values | Changes to the Rules |
|-----------------|--------------------|----------------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

When you've finished writing the rules for each of your values, you'll have a rulebook for living life. If you follow the rules, you'll validate your values – those things that are most precious and most meaningful to you. It's when we don't follow the rules that we get frustrated, depressed, and anxious. These negatives lead to loss of self-esteem, loss of productivity, and oftentimes, illnesses.

What happens to you is not as important as what happens in you.

Journey of Becoming



Business / Financial: Who do you want to become?

a financial steward, wise investor, successful business owner,
a generous giver

| | |
|---|---|
| Goal: | \$5 million and 4% annual rate of return in 10 Years |
| 1st Step: | snowball my debt - pay off debt by allocating an extra \$500 each month to my smallest loan first, then pay off the next smallest loan until all of my debt is gone |
| 2nd Step: | meet with a financial advisor by November 1 to build a 10-year financial plan - checking in regularly and adjusting as needed |
| Potential Obstacles: | burn out, lack of discipline, lack of support, lack of confidence |
| Who needs to know? Who will encourage and keep you accountable? | my spouse, best friend, mentor |
| Who doesn't need to know? Think of dream stealers. | cynical relatives or friends |
| What will you feel when you reach this goal? | peace of mind, secure, bliss, proud I'm living a life by design |
| Make it visible. Where will you post your goal so you'll see it every day? | put it on the mirror, on the fridge, on a post-it note on my desk |

Journey of Becoming



Business / Financial: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

Journey of Becoming



Spiritual / Ethical: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

Journey of Becoming



Family: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

Journey of Becoming



Mental: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

Journey of Becoming



Social: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

Journey of Becoming



Physical: Who do you want to become?

| | |
|--|--|
| Goal: | |
| 1st Step: | |
| 2nd Step: | |
| Potential Obstacles: | |
| Who needs to know? | |
| Who doesn't need to know? Think of dream stealers. | |
| What will you feel when you reach this goal? | |
| Make it visible. Where will you post your goal so you'll see it every day? | |

Tear out this page and post it where you'll see it every day!

What's Next?

Resources for Further Learning



BOOKS

The Legend of the Monk and the Merchant: Twelve Keys to Successful Living
by Terry Felber

Extreme Ownership: How U.S. Navy SEALs Lead and Win
by Jocko Willink

Chop Wood Carry Water: How to Fall in Love with the Process of Becoming Great
by Joshua Medcalf

Three Feet from Gold: Turn Your Obstacles into Opportunities!
by Sharon L. Lechter & Dr. Greg S. Reid

The Speed of Trust: The One Thing that Changes Everything
by Stephen M. R. Covey

The Ideal Team Player: How to Recognize and Cultivate The Three Essential Virtues
by Patrick M. Lencioni

Catalyst: The Ultimate Strategies on How to Win at Work and in Life
by Chandramouli Venkatesan

Dare to Lead: Brave Work. Tough Conversations. Whole Hearts.
by Brené Brown

WEBSITES

SOS Leadership: Bill Moyer, Leadership Development
sosleadership.com

Brendon Burchard, High Performance Coach
brendon.com



Code of Values

Respect

- ... Treating others as we would like to be treated.
- ... Listening with the intent to understand what is being said & acknowledging that what is said is important to the speaker.
- ... Responding in a timely fashion.
- ... Speaking calmly & respectfully, without profanity or sarcasm.
- ... Acknowledging everyone as right from their own perspective.

Integrity

- ... Making only agreements we are willing, able & intend to keep.
- ... Communicating any potentially broken agreements at the first appropriate opportunity to all parties concerned.
- ... Looking to the system for correction and proposing all possible solutions if something is not working.
- ... Operating in a responsible manner: "Above the line..."
- ... Communicating honestly & with purpose.
- ... Asking clarifying questions if we disagree or do not understand.
- ... Never saying anything about anyone that we would not say to him or her.

Customer Focus

- ... Continuously striving to maximize internal & external customer loyalty.
- ... Making our best effort to understand & appreciate the customers' needs in every situation.

Having Fun in the Process!