

Getting Where You Want To Go

Are you ready to take yourself to the next level? If so, this book will help you create an overriding vision of where you want to go and how you want to get there.



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Today' high-performance environments involve long hours, competing demands, and multiple interruptions. It is easy to get caught up in urgent tasks and immediate distractions from day-to-day without taking the time to truly reflect on where you are going and how you are going to get there. This workbook will lead you through a 7-step process for prioritizing the goals needed to realize the vision you desire for your future. The purpose of your personal vision workbook is to help you create a vision that provides you direction and motivation to achieve your most important goals. A vision that inspires you and increases the meaning in your day-to-day battle. It is easy to get lost in the details of the urgent and important demands of your day. Being able to rise above the chaos and keep the right perspective begins with creating an overriding vision of what you want to do, and how you want to be during your life's journey. When you can see the big picture, it is easier to do the things you *have to* and the things you *want to*, because you understand how each fit with your life vision.

Why This Workbook is Important to You

How often do you find yourself rushing to complete one task so you can start another? For many people feeling the need to "pick the pace-up to catch-up" is a daily reality. Does your life feel like a fire drill? Do you go through your day hoping to squeak out that last step and be safe under the tag. Running from task-to-task and place-to-place is not getting you where you want to go. Running harder only means you get somewhere faster and more exhausted, but where? Running smarter means you arrive at your *intended* destination with energy to spare. Creating a personal vision for yourself is the first step to running smarter.

This workbook takes you through the steps needed to create a positive personal vision for your future. It is designed to inspire you and provide direction and guidance in creating a vision for your life. Personal goals are necessary for your continued growth. Without revisiting and revising and prioritizing your goals, you will experience complacency and stagnation in your personal and professional growth. This personal vision workbook keeps you moving forward in your life's journey with intention and purpose. The end product will excite you and those closest to you. Having a personal vision that is authentic to you and relevant to your life is a great way to keep your spirits up as you create a future by your own design.

When you clarify and revisit your personal vision, you will feel better about yourself and where you are going. You will prioritize daily tasks more effectively, bring more energy to your day, and generally feel more optimistic about your future. Having a personal vision makes sure you are getting the things done that you *want to do* - those tasks important to you, your family and your future - so, you are not just doing the things your *have to do* to get through the day. Remember, a personal vision is as much a discovery as it is a creation. Go slowly through the processes found in this workbook, ask yourself the right questions, and think deeply about your values and aspirations.

Here are a few tips for getting the most out of this workbook:

1. Work on this material through multiple sittings over a seven day period.
2. Set some time aside to quietly reflect on your current understandings, past experiences and future goals.
3. Challenge yourself to be open and honest with your responses as you read through the material and complete the activities.

The 7-Steps to Realizing Your Personal Vision

The following steps will help you create and execute *your* personal vision. These steps are designed to keep you positive about your vision, focused on the processes to achieve that vision, and fighting to persist through challenges and changes along the way.

Step 1: Check-Up From The Neck-Up

To achieve your goals and make your personal vision a reality you must first take inventory of where you are currently in the skills needed to lead and manage yourself. This step also requires you to reflect on what you desire at this stage of your life, and to identify specific goals for the major categories in your life.

Step 2: Identify Your Core Values

To sustain the effort and focus needed to pursue your vision you will need to connect your vision to your core values. In this step you will revisit the values you hold dear and identify gaps between how you would like to be and how you actually are.

Step 3: Clarify Your Personal Vision

Your personal vision should be something that excites and inspires you. This step guides you in the process of creating a positive personal vision statement and helps you clarify why your vision is important and what it gives back to you.

Step 4: Harness Your Personal Resources

To realize your personal vision you will need to harness your personal resources to execute the right processes during the days, weeks and months to come. This step helps you develop strategies for harnessing the inner strength needed to meet the increasing demands of your life, and for recognizing the interrelationship between your personal resources (i.e., physical, mental, emotional, and spiritual) and long-term goal attainment.

Step 5: Identify Your Life Priorities

Leading yourself means that you determine where you are going, you create the vision for yourself; and you are proactive in doing the things you need to do to realize your vision. This step allows you to identify specific priorities, actions needed to execute them and anticipate barriers to making your vision a reality.

Step 6: Execute Around Your Priorities

Never before have you been required to respond to the number, or the complexity of demands and at the speeds you do today. You may be choosing, by default, to live your life reacting to the forces that pull you in different directions everyday. This step guides you through the development of specific planning and prioritizing rituals designed to help execute around your priorities.

Step 7: Stay Positive, Focused and Fighting

The path to achieving your personal vision will be full of potholes and speed bumps testing your belief in yourself and your ability to stay on course. This step encourages you to stay positive about your ability to achieve your goals, focused on the right processes and actions, and fighting to overcome obstacles and embrace changes. Keeping your vision in the front of your mind is necessary to achieve this mindset.

Step 1: Check-Up From the Neck-Up

To achieve your goals and make your personal vision a reality you must first take inventory of where you currently are and reflect on what is important to you at this stage of your life.

Self-leadership and Self-management Questionnaire

Rate yourself using a scale of 1 to 4 based on how much the statement applies to you. The points on the scale are as follows:

- 1 - Not Me: Does not represent how you think or act.
- 2 - Somewhat Like Me: Mildly suggests how you think or act.
- 3 - Often Like Me: Commonly reflects how you think or act.
- 4 - Just Like Me: Represents an ongoing state of how you think or act.

As you go through these questions you may find it helpful to mark those questions that are most meaningful or represent an area of immediate concern.

Self-leadership and Self-management Questionnaire		1	2	3	4
1	I have a high degree of clarity in my life vision.				
2	I do a good job of utilizing my time the way I planned.				
3	I have a strong sense of direction and purpose in my life.				
4	There are very few areas of chaos in my life.				
5	I take time to reflect on my personal big picture goals.				
6	I go to bed and wake up at the same time every day.				
7	I have a strong connection to something greater than myself.				
8	At day's end, I feel satisfied with how I invested my time.				
9	I regularly act in ways consistent with my core values.				
10	I effectively prioritize my daily tasks.				
11	I feel empowered by my long-term goals.				
12	I avoid most crises by being well prepared.				
Self-leadership Score (Odd Numbers)					
Self-management Score (Even numbers)					

Scoring: Once you have added the columns for each area you can determine your skill level using the following scale.

20 - 24 = Excellent 15 - 19 = Good 11 - 14 = Needs work 6 - 10 = Area of concern

Your Current Desires

Honestly reflect on the following questions. Considering your life in its entirety (personal, professional, social, etc.), answer each question to the best of your ability at this point in time.

1. What are three things would you like to learn to do well?
 1. _____
 2. _____
 3. _____

2. What are the four things you most enjoy doing that if you didn't do regularly you would feel incomplete?
 1. _____
 2. _____
 3. _____
 4. _____

3. What three things help you feel fulfilled in your life?
 1. _____
 2. _____
 3. _____

4. At the end of your life, what would you regret not doing, seeing, or achieving?
 1. _____
 2. _____
 3. _____
 4. _____

5. In what two areas would you like to expand your knowledge?
 1. _____
 2. _____

Your Life Category Goals

Articulating the goals for the significant categories in your life is a meaningful step toward realizing them. These goals should be simple and broad rather than specific: warm and loving marriage, fun and active family, adventurous and challenging career.

Below are some typical life categories. Think about the categories and roles in your life. Identify up to five of your life categories, then project yourself forward in time and write a brief statement of how you would most like to be described in that particular category. The life categories you choose might be different than the ones below. Feel free to create a list that reflects your stage of life and what makes sense to you.

Life Category	How I would Like to be Described
Romance	
Family	
Career	
Friendship	
Personal Health	
Personal Finances	
Personal Growth	
Spirituality	
Education	
Community	

Step 2: Identify Your Core Values

A personal vision begins with creating a goal for your future, but it does not end there. Your goal must also have a purpose. To sustain the effort needed to achieve your vision, you will need answers to the questions, “Why do I want to accomplish this goal? and “For whom am I doing it?” Without an a understanding of the reasons for going after your vision, it is easy to lose the determination necessary to stay the course when facing the many distractions and challenges along the way.

If your reasons for pursuing your goals are not connected to, or consistent with, the values you hold dear, you will wake someday unhappy with where you are and wondering how you got so far off track. Even if you have given yourself, your goals, your life’s destination over to a higher power, you are still responsible to seek them with passion and purpose.

What are the core values guiding your actions and decisions? Your core values represent the standards of behavior you strive to live up to regardless of your situation. They provide you with a code of conduct for your journey through life. They have worth in and of themselves, and when reflected upon, they can provide a source of inspiration and meaning for the pursuit of your personal vision.

The first step in identifying your core values is to capture what you authentically believe, not what others believe or what society thinks you should value. Although there are commonly recognized universal values such as integrity, generosity, courage, humility, compassion, loyalty, and perseverance, these may not be the core values most compelling to you.

In the box below, circle or write *all* the values you hold dear. Within the box is a partial list that might help stimulate your thinking. Feel free to generate your own values. After you have completed this exercise, go through the list and write down your four or five most meaningful, or most compelling values and describe *how you would like* each one to look in your life right now.

Authenticity	Balance	Competence	Commitment	Compassion
Connection	Courage	Competitiveness	Creativity	Challenge
Drive	Dedication	Discipline	Empathy	Excellence
Faithfulness	Family	Freedom	Friendship	Expression
Generosity	Genuine	Greatness	Happiness	Harmony
Health	Humor	Integrity	Fun	Independence
Knowledge	Mastery	Toughness	Openness	Perseverance
Respect	Responsibility	Recognition	Service	Serenity
Sincerity	Sharing	_____	_____	_____

Personal Core Values	How I would like This Value to Look Like in My Life

After reflecting on your core values and how you are currently living your life, think deeply about any gaps between how you would like to be and how you actually are. Using the tables below, describe two things you could do (that you are not presently doing), that if you did on a regular basis, would make a tremendous positive difference in your personal life. Then describe two things you would like to stop doing.

Two Things I Would Like to Start Doing

Two Things I would like to Stop Doing

Step 3: Clarify Your Personal Vision

Ask yourself, “When I let go of all fears and self-doubts, what vision do I have for myself that truly excites me?” What image inspires you so much that you are willing to commit yourself wholeheartedly toward its realization? It may not seem possible from where you sit today. You probably have some ideas and you may even have a clear answer to that question. It is important you take some time to really think about what is truly possible for you. What is possible if you become passionately committed to a vision of your future?

What You Want To Be and Do

A meaningful personal vision is a statement containing two basic elements. The first is what you want to **be** - what character strengths you want to have, what qualities you want to display? The second is what you want to **do** - what you want to accomplish? what contributions you want to make? Below are examples you might find helpful.

I want to be a person who:

- Is a wise and valued confidant to the important people in both my life and my work
- Is positive in my approach to people and situations
- Is focused on the processes and tasks that lead to my success
- Is fighting in my efforts to execute around my life and work priorities

What I want to do is:

- Provide authentic, relevant and regular content to my blog
- Maintain a good fitness level through regular exercise
- Speak at conferences and events with passion and authority
- Coach others to pursue their dreams wholeheartly

Begin clarifying your personal vision by developing statements that address what you want to be and do.

What I Want to Be

What I Want to Do

Evaluate Your Personal Vision Statement

Review your personal vision statement and answer the following questions.

- 1. Does this represent the best within me? _____
- 2. What changes could I make to improve it? _____

- 3. Do I feel direction, purpose, and challenge when I review this statement? _____
- 4. Does this statement inspire me? _____

Embrace Your Personal Vision

Your personal vision statement should create an image that excites you; that you care about, and that expands your belief in what is possible for you. The first step toward embracing your vision is to understand the “why” and the “why not” behind it. Why is this vision important to you? What are the reasons that will keep you going? Start by thinking about the aspects of the vision that put a smile on your face - why you love it! Then begin to understand what this vision gives back to you.

“Is the goal I am pursuing worth what I am giving up to get it?” Having a clear and vivid purpose for your goal answers a resounding “Yes” to the question. If your answer is “No,” then you need to either change your goal or connect with a different purpose. Pursuing any goal of value requires you to make sacrifices and to give certain things up to accomplish it.

Your purpose provides you with reasons to keep going and to persist through difficult challenges necessary for achieving your goals. Take a minute and reflect upon why your vision is worth your time and energy. What will you gain from realizing this goal?

Why My Vision is Important to Me

Now that you have a better understanding of why you want to pursue your vision, think through some of the reasons as to why not - why you might not want to pursue your goal or what you will give up. This process can help you determine if the goal is really something you are invested in

pursuing, and can help you build your own intrinsic motivation for going for it. Take a minute and reflect on why you would *not* want to make an honest commitment to your goal. What are the costs?

The Costs of Committing to My Vision

There may be more reasons not to pursue your goal than there are to pursue it: maybe because it is hard work or uncomfortable for you to truly believe in yourself, or it hurts more when you fail after caring about doing well, or because other people around you are not committed to their dream, or because others may not be supportive of your efforts. Maybe others will become jealous or maybe they do not want you to fail and get hurt. Maybe the hobbies, past times or other interesting goals you will have to give up are more important than your vision. There are numerous reasons why you should not believe in yourself and your dreams.

In fact, there are often more reasons to do nothing than to do something! However, all you need is one great reason, and if you fall passionately in love with that one reason, then all the “why not’s” will fall away. On the other hand, you may sincerely answer the question and realize there are too many important reasons against continuing. If so, you have saved time, energy, and heartache that would have been lost on a halfhearted or doomed effort. Perhaps you can modify your vision to eliminate enough of the “why-nots” to move ahead.

Step 4: Harness Your Personal Resources

The greatest resource you have is - YOU! Regularly engaging in self-renewal activities will make you more efficient and effective in completing your daily tasks and accomplishing your goals. Self-renewal is the process of preserving and enhancing your greatest resource.

To realize your personal vision you will need to harness your personal resources and execute the right processes during the days, weeks and months to come. You have grown up in a world which revolves around the use and acquisition of products. For many, this results in a belief you can buy something that will either make you feel better or fix something wrong in your life. You can turn on the television and hear that, by buying a certain product you will look better, feel better, or have higher quality relationships in your life. Achieving your goals and realizing your personal vision has much more to do with a process you engage in than any product you could purchase.

Excellence in your life is a process you live rather than a product you acquire. This is a fundamental truth to being who you want to be and getting where you want to go.

Self-renewal is necessary to enhance the inner strength needed to meet the increasing demands of your life. Renewing or reenergizing your core capacities recognizes the interrelationship between the four areas from which you draw strength - your physical, mental, emotional, and spiritual capacities. For years, philosophers and practitioners have emphasized importance of renewing or reenergizing these capacities to maintain personal health and effectiveness.

Regular renewal allows you to experience life more fully by increasing your capacity to stay positive, energetic, and alert for extended periods of time. The greater the intensity of your work and the more stress you experience in your life, the more energy you expend and the more you draw from these sources. You must renew these capacities if you are to achieve your goals and live your personal vision.

The following are descriptions of your personal capacities and strategies you can use to renew and reenergize them. After you read these descriptions, think about the activities you currently engage in to reenergize your capacity. Then rate yourself on a scale of 1 to 10, with 10 being the highest, on how effective you are in regularly renewing each of your personal capacities. At the end of each renewal section, write down some specific things you can do to improve your renewal of each resource.

Physical Renewal

Your physical energy is the most important energy source to renew. When you are physically fatigued it is difficult to exhibit the self-control necessary to focus properly, effectively manage stress, or maintain emotional stability. Expending physical energy begins when you wake up in the morning and ends when you fall asleep that night. Physical fatigue affects your ability to effectively approach and respond to the people and situations you encounter during the day. It diminishes your ability to complete tasks, to listen and communicate effectively with others.

Relative to your other personal resources, physical renewal is where you will get the most bang for your buck. It needs to be the foundation of your personal renewal strategies. Reenergizing your physical capacity involves: eating correctly, exercising on a regular basis, and getting sufficient rest and relaxation.

Sleep: Without a doubt, sleep is your most important renewal activity. Although, the precise amount of sleep you need depends on a number of factors, there is consensus among experts that 7 to 8 hours of sleep is required for optimal functioning in high-pressure performance environments. Sleep-deprived individuals suffer considerably more stress and fatigue, and average twice as many infectious incidents. Developing a structured sleep ritual where you go to bed at the same time and get up at the same time, whenever possible, is a great strategy for renewing your physical capacity.

Sleep Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Nutrition: The timing, frequency, and content of meals are extremely important as a reenergizing function. Adequate amounts of food and water is a high priority renewal strategy. Incorporating highly specific nutritional rituals will help you manage high-stress situations. From a human performance perspective, one of the most important nutritional strategies is to eat many small

meals throughout the day, about every 2 hours. This raises metabolic rate, and stabilizes mood and energy levels. To stabilize your blood sugar level throughout the day, you should eat a nutritious breakfast, eat light meals and drink plenty of water (about eight glasses). Taking a daily multivitamin, multi-mineral supplement is recommended, because, no matter how good your diet is, most people miss essential vitamins and minerals.

Nutrition Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Exercise: Exercise is a powerful mechanism for mental, physical and emotional renewal. Exercise is a biochemical event that helps to wash away the toxic chemicals of stress. Exercise effects mood states, self-concept and your overall stress response. Some recommendations for exercise as a renewal activity include: 30 to 50 minutes of moderate intensity exercise, exposing yourself to abdominal stress since abdominal muscles are the foundation of body fitness, and training to stay flexible (allowing for better posture and fewer aches and pains).

Exercise Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

How I Can Improve My Physical Renewal	
1	
2	
3	
4	

Mental Renewal

You may underestimate the amount of mental energy you expend during the day. Most work environments today demand frequent interaction with, and interruptions from, various technologies (e.g., texting, instant messaging, emails, and cell phones) that bring with them an expectation for an immediate response. You expend mental energy when you focus on a task for a period of time (e.g., writing, talking, problem solving), refocus from one task to another or engage in cognitive activities that are either external (e.g., a conversation) or internal, such as reflecting, analyzing, talking to yourself, and especially worrying. Signs of adequate mental renewal are increased calmness, creativity, and flexibility of attentional focus. Common mental renewal activities include: enjoyable creative activities, time alone, and listening to your favorite music.

Creative Activities: When you engage in enjoyable creative activities you experience a letting go of conscious control and heightened sense of connection to the present moment. Such activities provide a break from the cognitive processes you engage in throughout the day and connect you to a part of yourself, and a “higher mind” that is full of surprise and enjoyment. Playing a musical

instrument for enjoyment, writing creatively, cooking, gardening, knitting and drawing help to renew your mental capacities.

Creative Activity Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Time Alone: Most people do not spend enough quality time alone with their own thoughts and sense of self. Typically when I mention this to young people they cringe at the thought of spending time “unplugged” from their technology and the sense of boredom this might create. Given the nature of today’s fast paced world, spending 20 minutes alone, away from interactions with others, phone calls or emails, is necessary to re-calibrate your mind, reframe experiences, become more centered, and remain mentally on track.

Time Alone Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Listening to Music: Listening to your favorite music is a great mental renewal and reenergizing activity. It provides distraction and a break from pressing issues during your day. Listening to music can change your mood and energy level. It is no accident that most athletes include some form of music to mentally prepare before a practice or competition. Listening to music results in biochemical changes that calm the mind and relax the body, reenergizing your mental capacity.

Listening to Music Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

How I Can Improve My Mental Renewal	
1	
2	
3	
4	

Emotional Renewal

For people who are extremely busy with work-related tasks, it is not unusual to feel disconnected from necessary and meaningful relationships with the important people in their lives. Spending time with family members, good friends, and enjoying leisure activities with others will reconnect you to an important human value - shared experiences. Sharing experiences with friends, family and people has been associated with increased positive emotion, enjoyment and feelings of self-worth.

Time with Friends: Quality of life is improved immensely when there is at least one other person to listen to our troubles and support us emotionally. Although not all individuals hold time with friends so highly, those that do often feel frustrated and guilty for not spending more time with friends. If this is the case, you need to develop effective strategies for staying connected to the friends you hold dear in your life.

Time with Friends Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Time with Family: Finding creative ways to connect with family members often provides you with a new sense of energy and purpose. Although family members can sometimes be draining, making time to socialize, eat together, or engage in physical activities can ground you by connecting you to your values and providing greater meaning in your life.

Time with Family Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Leisure Activity: Active leisure can be a source of emotionally positive experiences. When engaged in a hobby or an exercise activity you enjoy, you tend to be more present-focused. Going out to a movie, cultural event or restaurant with a friend can also recharge your emotional energy.

Leisure Activity Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

How I Can Improve My Emotional Renewal	
1	
2	
3	
4	

Spiritual Renewal

Most people desire a connection to something greater than themselves. Often this is found through participating on a team, serving others, or displaying a God-given ability. Spiritual renewal is realized when you connect with a purpose or mission for your life. Perhaps its greatest benefit results in repairing the damage to your sense of inspiration. As you go through your day and your week there are set-backs and frustrations that accompany failures in your relationships, in your willpower and in the many tasks left undone. This reality can dampen your spirit and enthusiasm while sapping meaning from your life.

Journal Writing: Using a personal journal as a vehicle for articulating thoughts, feelings and reactions provides an active method of reflecting upon the meaning of the day’s events. It allows you to release barriers and burdens and enables you to focus on more spiritual issues in your life.

Journal Writing Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Meditation/prayer: Many people have experienced the reenergizing and calming effects of time spent in meditation or prayer. Choosing the type of meditation (e.g., mantra or object) may depend upon the individual and what is desired. Prayer is similar to meditation when focusing on a particular purpose. However, unlike meditation, prayer is engages in a relationship with and entrusts concerns or worries to a higher power.

Meditation/prayer Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

Service to Others: Making yourself available to others and giving of your time is a fundamental aspect of connecting with a community of people. Individuals often find that serving others provides a sense of balance to their lives and a sense of contribution to the world.

Service Renewal Effectiveness Self-Rating

1 2 3 4 5 6 7 8 9 10

How I Can Improve My Spiritual Renewal	
1	
2	
3	
4	

Step 5: Identify Your Life Priorities

Leading yourself means that you determine where you are going. When you lead yourself, you create a vision for yourself, and you are proactive in doing the things you need to do to realize your vision. For some, it is difficult to accept that they are where they are today largely because of the choices they made yesterday. Until you truly embrace the reality that your future is in large part, your responsibility, you will continue to react and respond to the forces pulling you into the urgent and immediate, without any connection to a future designed by you.

In this section, you will need to complete the following activities using the tables in the Appendix section of this document. You will identify specific priorities, choose actions needed to execute those priorities, and anticipate barriers to making your vision a reality.

Identify Specific Priorities From Your Vision Statement

Read your personal vision statement and circle aspects of that statement that stand out as important goals for you. For example;

*I am a loving **husband and a loving father**. I am **healthy and fit** participating in and mastering sport activities. I am mentally and emotionally available to the people I love and those who are close to me. I conduct my work with authenticity and integrity. I am a **thoughtful and consistent writer**. I am a **sought after speaker** who provides relevant content in an entertaining fashion. I am a **positive coach** for my clients who challenges them to be more and strategizes ways for them to be positive about their capabilities and focused on the processes leading to their success. I am **fighting the good fight** to overcome my personal and professional challenges and embrace the changes I experience in my journey.*

Connect Actions to Specific Priorities

A priority action is a specific behavior representing something you want to be or do in that priority area. Using the table in the appendix, write your own priority actions for each of your specific priorities. The table below provides examples.

Specific Priority	Priority Actions
Be a loving husband and a loving father	<ol style="list-style-type: none"> 1. To listen - give my full attention when they are speaking 2. To enjoy them - participate in fun activities together 3. To show my love for them - create and maintain a warm relational climate
Stay healthy and fit	<ol style="list-style-type: none"> 1. To be flexible and strong as I age. 2. To enjoy strenuous competitive sport activity 3. To eat a lower carb diet
Be a thoughtful and consistent writer	<ol style="list-style-type: none"> 1. To schedule 6 hrs of writing time each week 2. To stay positive about my contributions (writing, speaking, coaching) 3. To challenge myself to read and learn new material
Be a sought after speaker	<ol style="list-style-type: none"> 1. To reach out to new audiences and markets 2. To be responsive to inquiries 3. To be prepared and authentic during presentations
Be a positive coach for clients	<ol style="list-style-type: none"> 1. To be punctual and thorough when working with clients 2. To be prepared for each coaching session 3. To be authentic, positive and creative for each client
Fighting the good fight	<ol style="list-style-type: none"> 1. To stay positive and faithful in good and bad life experiences 2. To stay focused on the right processes for success 3. To be courageous in facing self-doubts and fears

If there are any core values important to you and not represented in your specific priority list, you might want to revisit your personal vision statement and pull out additional priorities so your vision statement is fully represented. Additionally, if you have a long list of priorities in your personal vision statement, you might want to choose your top four or five to drill down on during the next activity.

Create Specific Behaviors For Your Priority Actions

Once you have connected your value statements with specific priorities from your vision, create specific, measurable behaviors that are reflective of your actions. These behaviors should be specific enough to include in your weekly calendar, if you choose to include them.

Priority Actions	Specific Priority Behaviors
<ol style="list-style-type: none"> 1. Listen to them 2. Enjoy them 3. Show my love for them 	<ol style="list-style-type: none"> 1. Stop what I am doing when spoken to, unless interrupted, then be patient and polite 2. Spend time together doing something they enjoy 3. Greet them with a kiss, smile and warmth
<ol style="list-style-type: none"> 1. To be flexible and strong 2. To enjoy strenuous activity 3. To have energy 	<ol style="list-style-type: none"> 1. Exercise at least 50 minutes every morning 2. Monitor calories at the end of the day using myfitnesspal.com 3. Participate in a sport activity once a week
<ol style="list-style-type: none"> 1. Schedule writing time 2. Stay positive 3. Read new material 	<ol style="list-style-type: none"> 1. Block off 2 hours, 3 days a week for writing 2. Read useful material twice a week 3. Change negative self-talk about writing when it occurs
<ol style="list-style-type: none"> 1. New audiences and markets 2. To be responsive to inquires 3. Prepared and authentic 	<ol style="list-style-type: none"> 1. Prospect for new clients and ask for recommendations each week 2. Follow-up on all inquiries and comments 3. Develop new presentations and refine old ones
<ol style="list-style-type: none"> 1. Be punctual and thorough 2. Be prepared 3. Authentic, positive, creative 	<ol style="list-style-type: none"> 1. Confirm all scheduled coaching sessions 2. Review coaching notes before each session 3. Mentally prepare myself before each session
<ol style="list-style-type: none"> 1. Be positive and faithful 2. Stay focused on process 3. Be courageous in fear 	<ol style="list-style-type: none"> 1. Carve out quite time for prayer 2. Execute planning and prioritizing rituals 3. Seek support and knowledge when fearful or doubtful

Anticipate Barriers to Specific Priority Behaviors

Take a moment and read through your list of specific priority behaviors and choose 3 to 5 that are most important to you at this time. Then write down any barriers you might face when trying to execute them during the week. Consider possible barriers that could be self-imposed as well as environmentally imposed.

Examples of self-imposed barriers might be your own fears and self-doubts, an inability to effectively structure your day or week, a pattern of procrastination, or a lack of discipline needed to

follow through on tasks. External barriers could be time needed to complete, lack of direct control over time or location, the possibility of unexpected interruptions, or a lack of skill or knowledge needed to execute properly.

Priority Behavior	Possible Barriers
Exercise at least 50 minutes everyday	External: not getting enough sleep, feeling sick or ill, family member sick, wife out of town Internal: not seeing progress and getting discouraged, not wanting to work-out in the afternoon when I miss the morning workout
Write something at least 2 hours a day 3 days a week	External: being out of town with clients, unexpected time demands Internal: feeling discouraged, not having discipline, becoming bored or discouraged with writing.
Contact prospects and ask for recommendations from clients	External: not having something of value to add that day, being out of town and busy Internal: feeling it is not necessary, talking myself out of it (Gremlin)
Show my love for my wife and kids	External: out of town and out of touch, having a difficult/demanding day Internal: not feeling appreciated myself, wanting quiet down- time, feeling overwhelmed, tired

Develop Strategies and Seek Support for Overcoming Barriers

You will always find barriers in your path to executing and achieving your goals. Some barriers you can push through with sheer willpower, but for others, you must develop and implement strategies for finding alternate routes or getting support.

Take a moment to think about a few of the possible barriers you identified. Using the last table in the Appendix section, develop a strategy to overcome each of the barriers that stand out as most important. Think about how you might be able to get support from others in overcoming these barriers.

Step 6: Execute Around Your Priorities

The pace of life today is unlike any other time in human history. If you feel like you are being pushed to your absolute limit just to get through the day and you felt the same way a year ago, what do you expect will be different next year? Never before have human beings been required to respond to the number, or the complexity, of demands and at the speeds they do today. Many people, maybe even you, are choosing to live their lives by simply reacting to the forces that pull them in different directions everyday, in essence, living their lives by default, not by design.

Living by default results in letting situations, tasks, and the will of others dictate what you do, and when you do it. Living by your design results in you dictating what and when you do what you do.

Getting through the day has become a primary goal for hard-working people. Many people spend their mornings rushing to get themselves and their kids ready before running off to their jobs to deal with the intensity of their workday. After work, it is back home to check homework, feed the family, and off to either a practice, lesson, or game. Then it is putting the kids to bed, doing some chores around the house, and finally falling in bed exhausted, only to wake-up the next day and start it all again. This “get ‘er done” task mentality is productive and often rewarded by our society, but it takes a toll on the quality of relationships and our ability to lead ourselves by our design. The “get ‘er done” mentality can work but if left unchecked, leads to feeling overwhelmed and out of control, and results in a general loss of meaning in ones day-to-day existence.

Prioritizing Tasks

A common obstacle to completing your daily goals and maintaining quality relationships lies in the underdeveloped ability to prioritize tasks. Goal attainment strategies are some of the most researched topics in performance psychology. Prioritizing daily and weekly goals has been shown to influence performance across a variety of professions, skill levels, and age groups. Once you have prioritized your tasks, you can direct your attention to important daily goals and mobilize your effort to get the right things done.

To effectively prioritize your daily and weekly goals you must first make “time” something tangible. Just as your closet has limited space into which you must fit objects, your daily, and weekly schedule is limited and can only fit a certain number of tasks. Identifying what is important to you and giving these tasks/activities a home in your schedule is at the heart of setting priorities.

Developing solid habits, or routines, allowing you to effectively plan and prioritize your goals is necessary to executing around your daily and weekly priorities. Routines are established patterns of thoughts and behaviors organized in a deliberate sequence that lead to a specific goal. You probably have a morning hygiene routine that includes washing, combing your hair, and brushing your teeth. You most likely complete this pattern of behaviors in a consistent sequence every morning. This is a necessary routine for getting you out of the house on time and in the appropriate fashion.

Routines for Planning and Prioritizing

Routines serve many positive purposes in both our personal life and professional life. There are spiritual routines helping us connect to a greater power and provide meaning in our personal lives. There are family routines helping maintain a sense of community and caring among family members such as Sunday dinner or watching a favorite show on television together. You may have a routine helping prepare yourself before a meeting or important phone call at the office.

There are also negative routines involving maladaptive thoughts and behaviors resulting in diminished mental, emotional, physical or spiritual capacities. These include using alcohol as a routine for relaxation or eating to reduce stress. Routines involving drugs, alcohol, food or even excessive negative thinking have obvious maladaptive consequences. These routines often disconnect or disengage you from the present, interfering with your ability to approach situations in a focused manner, or prevent you from responding to events in ways that keep you motivated and confident.

Positive routines result in greater engagement in and connectedness to your current or upcoming tasks. The following planing and prioritizing routines are designed to help you prepare for your

week and plan for your day. Use them to become more deliberate in accomplishing your goals that make your personal vision a reality.

Sunday Night Routine: Weekly Planning

Your weekly planning routine should take place Sunday night at the beginning of each week. This organizing and prioritizing process is best completed using a week-at-a-glance style calendar that can be either electronic or paper planner. Creating a visual map of your daily and weekly schedule is a necessary tool for leading your life by design instead of by default. The goal of this routine is to plan your week so that the activities you do throughout the week are connected to the people and goals that are important to you.

Managing yourself and your tasks throughout the week is all about making choices. Although, including a weekly planning routine into your busy life is an important time management strategy, your ability to execute your plan is equally important. Being a good time manager is the difference between someone who “talks the talk” and someone who “walks the walk.” I want to emphasize that this system is not a magic tool and whatever system you use should be aligned with your values and what you are trying to accomplish. Here are three fundamentals for an effective weekly planning system.

Find a Home for Important Tasks: Finding a home in your schedule for important task allows you to create time boundaries or time limits for each task. Making your activities more visible and measurable gives them a place in your schedule. By creating this place or home for your tasks during the week, you will be able to schedule time for things you *want to* do instead of spending your time doing things you *have to* do.

Use Time Zones: There are many tasks you can “funnel” into time zones that match your energy cycles. This means you determine which tasks are best completed at certain times of the day. For example, you might find reading in the afternoon difficult due to your low energy cycle. Therefore it might be best for you to read, or complete paperwork in the mornings and answer emails and make phone calls in the afternoon. You should be able to put 80% of your tasks into time zones where you will be most effective and efficient. Once you get better at estimating the amount of time a particular task takes to complete, you will find it easier to plan a more realistic workload for each day.

Schedule Boulders, Rocks, Then Pebbles: To begin your weekly planning routine you review your life categories, determine what goals are most important for each this week and then develop specific activities needed to support each goal during the upcoming week. *Boulders* should be put in your weekly calendar first. Some examples might include; attending your child's game or recital, time blocks for making prospect calls, client appointments, exercise routines, meals with friends, clients or loved ones. Scheduling boulders is simply writing down in your weekly calendar *what* your most important activities are and identifying *when* you will do them with the understanding that these are immovable (or should be difficult to move).

Next fill in the *rocks*. These are activities you want to keep in your day but can move or adjust the time allotted if necessary. For example; time set aside for lunch, certain preparation, correspondence or client service activities. Finally, include the *pebbles* in your week. These are things you can move from day-to-day but would like to complete that week. For example, specific

times for making phone calls, retuning emails, running errands or activities you enjoy but can move if necessary.

Morning Routine: Daily Preparation and Planning

Your morning preparation and planning routine is designed to get your head and your heart ready for today's battle. High-level performers recognize the importance of mental preparation leading into an event. This is perhaps the most important strategy for attaining your goals. Keep in mind, your daily plan is not written in stone. Flexibility in your plan is necessary to make adjustments if your day is interrupted or your plan is unrealistic. It is expected that each day you will make certain adjustments based on what was accomplished.

Renewal Routine: How do you mentally, emotionally, physically and spiritually prepare yourself to begin your day? In today's fast-paced world we often overlook the importance of our morning time and the role it plays in setting the tone for the rest of the day. If your morning time feels like a "fire drill" where you are rushing around the house with barely enough time to make it out the door, you are starting your day stressed or agitated.

Implementing a morning renewal routine helps you to begin the day calmly and with a sense of purpose and preparation. Your daily morning routine is a great time for prayer, or quiet time and physical exercise. This harnesses your resources and prepares you for the rest of your day.

If you are not currently involved in a morning renewal routine it is best to start small. To effectively plan and execute a morning renewal routine you will need to determine what is realistic for you given your motivation and time available. A specific activity that you know you can do easily and within a predetermined amount of time (e.g., a walk around the block, 25 sit-ups). Your goal is to demonstrate to yourself that you can execute this routine successfully - within the allotted amount of time each day. This will allow you to anticipate both internal barriers (self-talk) and external barriers (time constraints) to expanding your routine.

Answering the following questions will help you determine how much time you have for your morning renewal activities.

1. What time do you need to walk through the door at work?
2. How long does it take to transition from home to work?
3. What time do you need to walk out the door at home?
4. How long does it take to get yourself ready? (dressed, eat, etc.)
5. How long does it take you to get others ready (if necessary)?
6. What time do you need to get out of bed (physically put your feet on the ground)?
7. What activities can you do the night before to make the morning go smoother? (lunches, lay out clothes etc.)

Describe a morning renewal routine you are willing to commit to at this time. What would look like? Include specific activities and estimated completion times for each.

Time	Activity	Est. Time
5:30	Out of bed, workout clothes, coffee	20 min
5:50	Brisk walk through neighborhood	40 min
6:50	Light stretch, eat and shower	40 min
7:20	fix breakfast for son, get him dressed	30 min
7:50	drop off son at school	15 min
8:30	Arrive at work	

Time	Activity	Est. Time

Office Routine: When you first arrive at your office, taking ten to fifteen minutes at the beginning of each day to formulate a plan will help you to get mentally organized to execute your daily plan and emotionally prepare for the demands of the day. This does not include turing on your computer and checking your email as soon as you sit at your desk. Responding to emails first thing in the morning gives you a false sense of accomplishment and often takes longer than expected.

Working faster and harder will not get you where you want to go, only working smarter will help you achieve your goals and realize your personal vision.

To plan effectively you may find it helpful to use a time quadrant system that groups tasks based on time estimated to complete and simplifies complex or more time consuming tasks by breaking them up into smaller, more manageable parts. Using the quadrant system, you can group tasks that are similar in time category, such as, quick tasks (e.g., tasks that take less than five minutes each, emails and phone calls) and intermediate tasks (e.g., Tasks that take 15-30 minutes to complete, drop off dry cleaning, eat lunch, check mail box).

Also included are two quadrants dealing with longer term tasks or projects and reminders that come up during the day. The projects quadrant allows you to keep track of the small tasks needed to complete each project. The reminders quadrant can be used in many different ways. For example, you can record tasks that have come up during the day but do not need to be completed until later that week or simple at-a-glance reminders for you to use to check periodically. Below is an example of a daily quadrant system I use.

Quick Tasks	Intermediate Tasks
<ol style="list-style-type: none"> 1. Put check to Bob in the mail 2. Text Mary and ask about babysitting 3. Email thank you to Mike for recommendation 4. Confirm coaching appointments w/ emails 5. Email speaking contract 6. Email headshot to James 7. Confirm flights to Orlando 	<ol style="list-style-type: none"> 1. Call Silvu about coaching session contract 2. Call todays coaching clients 3. Email son about graduation dates & hotels 4. Pick up dry cleaning & mail books 5. Develop and email consulting invoice 6. Book travel to Pittsburg (plane, car, hotel) 7. Review material for tonights presentation
Projects	Reminders
<ol style="list-style-type: none"> 1. <u>Blog</u> <ol style="list-style-type: none"> 1. Write new blog post 2. Choose picture for post 2. <u>Leadership Presentation</u> <ol style="list-style-type: none"> 1. Review and revise outline 2. Build out power point slides 3. <u>Sales manager seminar</u> <ol style="list-style-type: none"> 1. Get email address for all participants 2. Email Proscan invitation & agenda 	<ol style="list-style-type: none"> 1. 4:30 workout at gym 2. Pick up milk on way home 3. Check book orders 4. Text Nicki about her day 5. Stop by and see tennis coach 6. Post on Facebook and Twitter 7. Pick up Ian from school

Deciding Priorities During Your Workday: There will be times during your workday when you will have to make immediate decisions on what to do next. This decision is best made when you consider your time and energy available and what tasks will give you the most bang for your buck. For example, your in your office and you have 45 minutes before your lunch break. In your quadrants you have a dozen emails to respond to, a half dozen phone calls to return and you need to drop off your dry cleaning. Your afternoon is booked solid with meetings and you have 30 minutes open at the end of the day. You will not be able to get all of this done before you leave the office, so you must prioritize these tasks.

The first step is to identify the tasks that do not have to be done today and move them. Then evaluate your currently energy level and estimate the completion time for each task. Now you can decide what tasks you can knock out before lunch (or on the way to and from lunch) and which ones you can complete after your meetings.

At the end of the day, to feel good about what you have accomplished you must make decisions about the goals you set for that day and the values and responsibilities you care about most. For

example, if providing superior service to you clients is a core value and you chose to drop off dry cleaning instead of returning three phone calls to clients (estimating the choice would take about the same amount of time) then that decision was not consistent with your goals, values and responsibilities.

Friday Afternoon Routine: Weekly Review and “Zip-up”

Many people are over scheduled during the week with back-to-back meetings, after hours events and engagements and projects that are out of control. For this reason, the Friday afternoon weekly review is critical to getting up to speed with what what you are doing and what you could be doing. Your weekly review is also effective in clarifying any work needed to be completed on the weekends. This is important because it allows you to plan specific things you need to do and the time needed to do it - freeing you up to be present when spending time with your friends, family or other renewal activities and not worrying or thinking about what and when you need to work. Your weekly review also makes your Sunday night planning routine easier and more effective since you have already identified tasks, projects, meeting and phone calls that you can then schedule and prioritize.

The goal of your weekly review is to mentally clear your mind so that you are not carrying additional stress or worry into the weekend. It is a time for you to process what was done that week, what was left undone, and to organize your thoughts and task list for the following week or weekend. This is accomplished through the following 3-step process:

1. **Review:** Mentally process what was done that week by reading any notes, lists or calendar events that were created during the week and the status of various projects.
2. **Record:** Make a list of things you did not get done, any additional tasks and develop action steps needed.
3. **Zip-up and Release:** Now that you have things written down you are able to let go and be with family and friends over the weekend. Even if you decide that certain tasks need to be completed over the weekend, you have determined which tasks and estimated how much time is needed. Compartmentalize your work tasks so that you can be present with family and friends without having to constantly think about what you need to do and when you will find time to do it during your weekend.

When your weekly review process is done well you acquire a sense of relaxed confidence that you have gained some degree of control over your life. Your review process can take from 20 to 60 minutes depending on the intensity of your workweek. This process is best completed before you leave the office on Friday because the events of the week are still fresh in your mind, you may uncover additional tasks that you can knock-out before you leave for the weekend and it is a great way to clear your mind and ready yourself for the weekend.

Step 7: Stay positive, Focused and fighting

Having a positive picture and a clear understanding of who you want to be and where you want to go is critical to sustaining the type of effort needed to be successful. Accomplishing lofty goals requires that you commit to a path while persisting through difficult challenges along the way. The path to

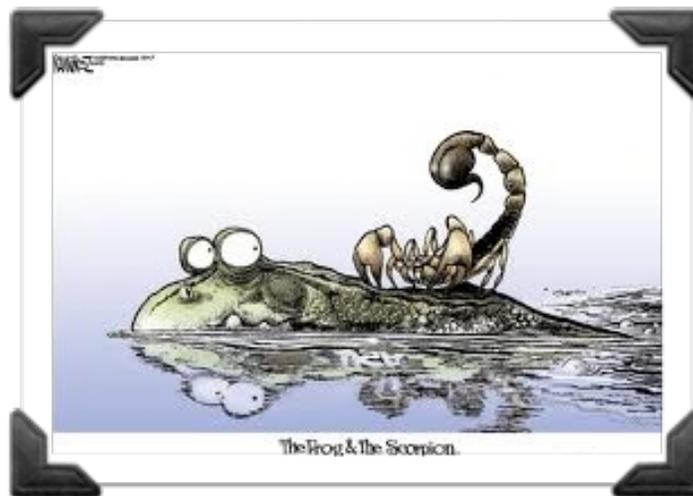
achieving your personal vision will be full of potholes and speed bumps testing your belief in yourself and your ability to stay on course.

Many people get stuck along the way and stop pursuing their dream. They may have talked themselves out of going after their goals or simply settled for what others wanted for them. Some were unable or unwilling to try something new or different. One thing is for certain, staying positive about your ability to achieve your goals, staying focused on the right processes and actions and staying fighting to overcome obstacles and embrace changes is very challenging - yet more important now than at any other time in your life.

You may have met people in your life who have stopped pursuing their dream of becoming great in business, sales, performing arts, or sport. For whatever reason, they stopped believing they could make their dreams come true and stopped doing what it took to realize them. Often, it is these people who suggest that your vision is not “realistic.” That you should back off and settle for something less. What you should do is *avoid* setting “realistic” goals, and instead, focus on realistic *time frames* for accomplishing your goals.

Dreams do come true! It has been said that, “*All great accomplishments are created twice.*” You first must have a mental creation (vision) before you can realize a physical creation (goal attainment). I would also add, there must be a level of belief in yourself and your ability to achieve your goal. Choosing to take the necessary steps to lead yourself effectively is up to you. Leading yourself takes quiet, uninterrupted time. In the interruption rich environments in which we live and work, a world of instant messaging and multiple social network channels, it is almost an embarrassing reality that many of us feel too busy to take time to reflect upon what we want our future to look like and what we truly value in our lives.

The Frog and the Scorpion



There once lived a scorpion and a frog. The scorpion wanted to cross the pond but, being a scorpion, he couldn't swim. So he scuttled up to the frog and asked: *"Please, Mr. Frog, can you carry me across the pond on your back?"*

"I would," replied the frog, *"but, under the circumstances, I must refuse. You might sting me as I swim across."* *"But why would I do that?"* asked the scorpion. *"It is not in my interests to sting you, because you will die and then I will drown."*

Although the frog knew how lethal scorpions were, the logic proved quite persuasive. Perhaps, felt the frog, in this one instance the scorpion would keep his tail in check. So the frog agreed. The scorpion climbed onto his back and together they set off across the pond. Just as they reached the middle of the pond, the scorpion twitched his tail and stung the frog.

Mortally wounded, the frog cried out: *"Why did you sting me? It is not in your interests to sting me, because now I will die and you will drown."*

"I know," replied the scorpion as he sank into the pond. *"But I am a scorpion. I have to sting you. It's in my nature."* People often quit pursuing their goals for the same reason as the scorpion. They were unwilling to change some aspect of their nature at the expense of getting where they wanted to go. Have you ever heard someone push against the possibility of change by saying, *"That's just the way I am"* or *"I've never done it that way before?"*

What changes are you willing to make to accomplish your ultimate goal? Most likely, you will need to make changes in your strategy and even your nature to get where you want to go. Accomplishing a challenging goal requires you to stay on a certain path despite competing demands and seemingly insurmountable obstacles. The scorpion gave into his nature because he lost sight of his true goal. He chose not to display the discipline needed to reach his goal.

Leading yourself means designing your future and executing the strategies necessary to accomplish your vision. It involves identifying and achieving the intermediate steps making up the staircase to your long-term goal - the daily and weekly management of the direction and intensity of your efforts.

Keep Your Vision in The Front of Your Mind

Write a permanent copy of your personal vision statement and post it where you can review it frequently. Commit your statement to memory so that you keep your vision and your values clearly in mind. Having willpower driving you toward your goal is only half of the total picture. You must also have the way-power needed to overcome obstacles. You probably know people who seem highly motivated but, once they meet an obstacle to their goal, they stop pursuing it without looking for a way around the barrier.

Review the initial draft of your personal vision statement you developed in Step 2. In the space below or on a separate paper, write a final draft of your vision statement inspiring the best within you.

My Personal Vision Statement

When you keep your personal vision in the forefront of your mind, you see opportunities that you would not see otherwise. For example, let's say you are serious about buying a new car, a red Ford Mustang. Now, when you drive around town, you notice more red cars and especially Ford Mustangs. They were there all along but you did not notice them. Once you became interested in buying this car, and had it in the front of your mind, you saw something that was there all along but did not attend to – all the other red cars and other Mustangs.

The same is true when you keep a goal or vision in the front of your mind. There are opportunities and individuals that were there all along, but only now you see them. Embracing your personal vision is a big step in creating a future by your design.

About Dr. Bill Moore

Dr. Moore is an influential author, international speaker and executive coach helping individuals and organizations succeed in competitive performance environments by maintaining ongoing, long-term relationships that support and insure success. His clients include world class athletes, performing artists, business professionals, and organizations in the United States and Europe. His unique blend of experiences as a professional tennis player, intercollegiate coach and performance psychology specialist has help to develop his reputation as a leading authority in his field. Dr. Moore is regarded as a dynamic speaker and has written books in performance psychology for athletes, coaches and musicians.

Appendix

Specific Priority	Priority Actions	Specific Priority Behaviors

Anticipated Barriers	Strategies to Overcome or Seek Support