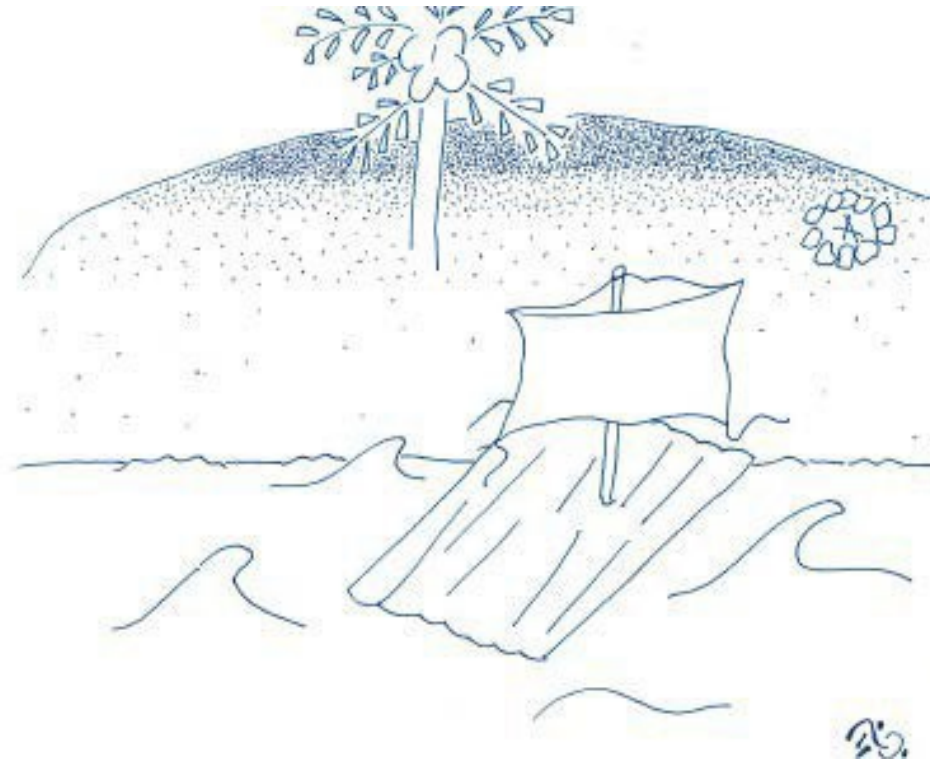


Urban Transformation Journey

~ a leadership program for non-leaders~

Presented by Polekayno Books

Activity Workbook



Interior illustrated by Irasema Rojas



Warning!! Warning!!

Participation in this program may change your life. You have the power to create change. Hard days and challenging nights ahead. Only you are responsible for your choices.

Bliss and glory in case of success.

Proceed with caution!

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Welcome Letter

Dear Seeker,

Tell me... What are you passionate about? What do you desire? What concerns you? I'd like to know. And more importantly, these are things you need to know and be intimately involved with to experience fulfillment in your life. This program is designed to help you explore, discover, and develop those things within yourself. through self-leadership.

Are you that type of person...a leader? Do you want to be? Transformation, rebirth, renewal- all these things are available here. Are you ready for a breakthrough?

Come inside. I want to put some wind in your sails.

With optimism and joy,

Ernest D. Hernandez

About the Program

Goals

- Discover
- Transform
- Renew

Design

The foundation of this program is two fold. First is the spiritual influence I've experienced regarding work, livelihood, and duty. Second is the advice passed down to me through advisors, program coordinators, mentors, professors, and professionals. I then included personal processes and experiences to transform them into these eight workouts. That process includes exercises in discovering, leading, communicating, and sharing. The objective of this process is to help seekers enhance their self-awareness, begin a practice of assuming responsibility, build the courage to speak up, and practice strategic compassion. All resulting in transformation or renewal- leadership.

How it Works

Student Role

1. Bring whatever measure of sincerity, dedication and passion you have to the table.
2. Apply those values to your commitment to transitioning into your next level
3. Work through the workbook activities individually or in small groups
4. Continuously apply the program lessons

Program Role

1. Provide workbook
2. Respond to student concerns and inquiries in a timely manner
3. Be a resource for students along their journey
4. Continuously apply the program lessons

Setting an Expectation

There are thirty-two exercises in the entire program divided into eight workouts (four exercises each). It is unreasonable to expect anyone to attempt all of them 100% at the same time.

Initially, take up to 1 hour per week to complete the workouts. As you see how these exercises can become a part of your lifestyle, add more and more time to their application. After completing the eight workouts, single out which exercises would yield the most benefit to you and focus on those. Find your balance and pace yourself even if it means not completing one or more exercises.

Personal Note

It took me seven years to complete an associate degree. It took me eleven more years to graduate with my bachelors degree. Needless to say, I struggled to persist amidst financial and mental health challenges, even homelessness. However, when I began practicing the Urban Transformation Journey exercises, it was a straight shot to graduation with Summa Cum Laude marks all the way.

Some of the lessons herein were learned the hard way. Most of them were learned from advisors, mentors, parents, and program coordinators who invested in me along the way. I synthesized those lessons into this replicable model so that you can achieve a heightened quality of life as well. Dare to dream.

Through the Urban Transformation Journey I've earned scholarships, won awards, graduated with honors, participated in special programs, attended graduate school, had jobs created for me, and even landed my dream job. It has also helped me build relationships, create a sense of abundance, and find the courage to live again. My wish is that it will do this and more for you.

Are you ready for a breakthrough?

Ernest

Learning Outcomes

The student will:

Workout 1

- Make advantageous choices about time
- Engage student activities on campus
- Develop a “study commitment” approach to academic success
- Develop a “relationship commitment” approach to academic success
- Intentionally display positive character traits

Workout 2

- Understand the importance of topic mastery
- Immersion in industry involvement
- Create a strategy for launching a career
- Develop a budget

Workout 3

- Analyze where a student shares their time
- Develop a plan for training in communication
- Understand self and others
- Reinforce supportive personal relationships

Workout 4

- Practice setting S.M.A.R.T. goals
- Develop a life process for building passion
- Analyze why a student shares their time
- Prioritize channels of communication for learning

Workout 5

- Practice setting D.U.M.B. goals (daring to dream)
- Alignment of student's goals with their organizations
- Identify leaders in multiple disciplines
- Develop an image of leadership
- Identify the what, why, when, where, who, and how of messages a student may deliver

Workout 6

- Identify cause, method, impact, and background of leaders
- Develop messages for private practice
- Identify strengths, weaknesses, opportunities, and threats in the student's life
- Develop a process for making decisive commitments

Workout 7

- Deliver a message publicly
- Recognize the need for a team and build one
- Recognize that receiving help is not weakness
- Create personal mission and vision statements

Workout 8

- Consider choosing persistence over obstacles
- Identify opportunities to "lift someone up"
- Evaluate the feasibility of lifting someone up
- Recognize the importance of listening as a skill
- Influence others

Pre-Assessment

Name: _____

How do you feel about the following statements? Circle the option that best applies to you. Then, submit this document by email after you have completed it.

1. I have all the information I need to pursue my purpose.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

2. I feel ready to start my career.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

3. I have a strong grasp on what leadership looks like.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

4. I often feel inspired.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

5. I am capable of developing important messages.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

6. I have a method for learning things that are important to me outside of class.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

7. My volunteer efforts are strategically aligned with my goals.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

8. I am fully aware of the mission and vision of the organizations I volunteer with.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

9. I have a dream.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

10. I demonstrate positive character traits such that others notice.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

11. I am confident I can successfully communicate any message I need to in the future.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

12. I have a successful approach to learning.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

13. I am confident in assuming leadership roles.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

14. I am influential.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

15. I am effective at goal setting.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

16. I have the support system I need to be successful.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

17. I have a firm foundation to meet my basic needs.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

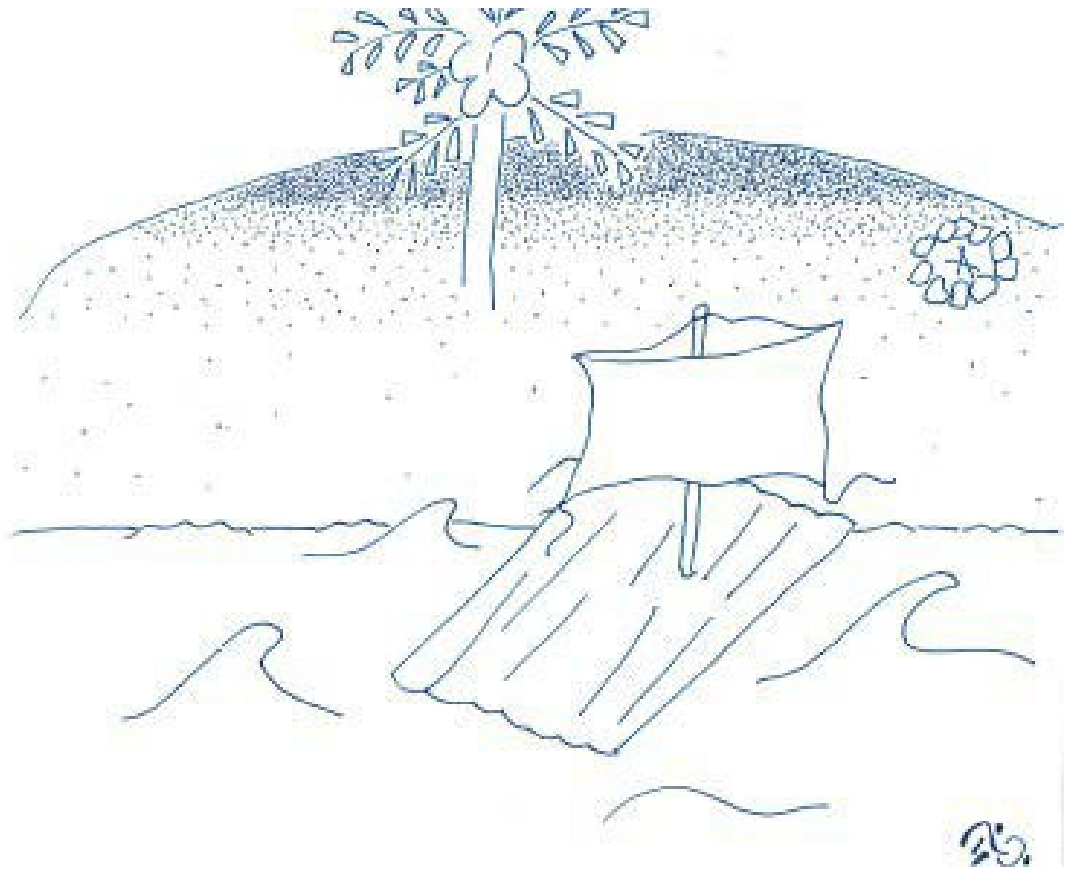
18. I make the wisest decisions on how to use my time and financial resources.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

19. I have the courage to tackle the larger challenges of this century.

Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly Disagree
----------------	----------------	---------	-------------------	-------------------

Are you ready to arrive at the other shore?



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Workout 1

Let's begin with Discovery Exercise: An Academic Approach.

Let me share with you my academic approach. Just going to class wasn't enough for me to stay engaged. Turned out I was like a jet fighter with only one wing. My approach needed two commitments.: a study commitment and a relationship commitment.

In my study commitment I needed so much more time on task than merely going class. Look at my Sample Class Study Time. This time is per class per day. Notice there are multiple ways to engage course content. Think about what you are willing and able to commit to succeed in your class. Ask yourself, am I willing to pay the price? Make a strategy with your time on how you can approach classes going forward.

Now, for the relationship commitment. Take a look at my Wheel of Engagement. A professor/student relationship is like a hidden treasure in plain sight. A professor can take you deeper in academia and be a resource for your future, as in giving a recommendation. Complete as many parts of the wheel of engagement as you can. If you can do these things with one or two professors a year you are in a very good place. As for research, it just takes one.

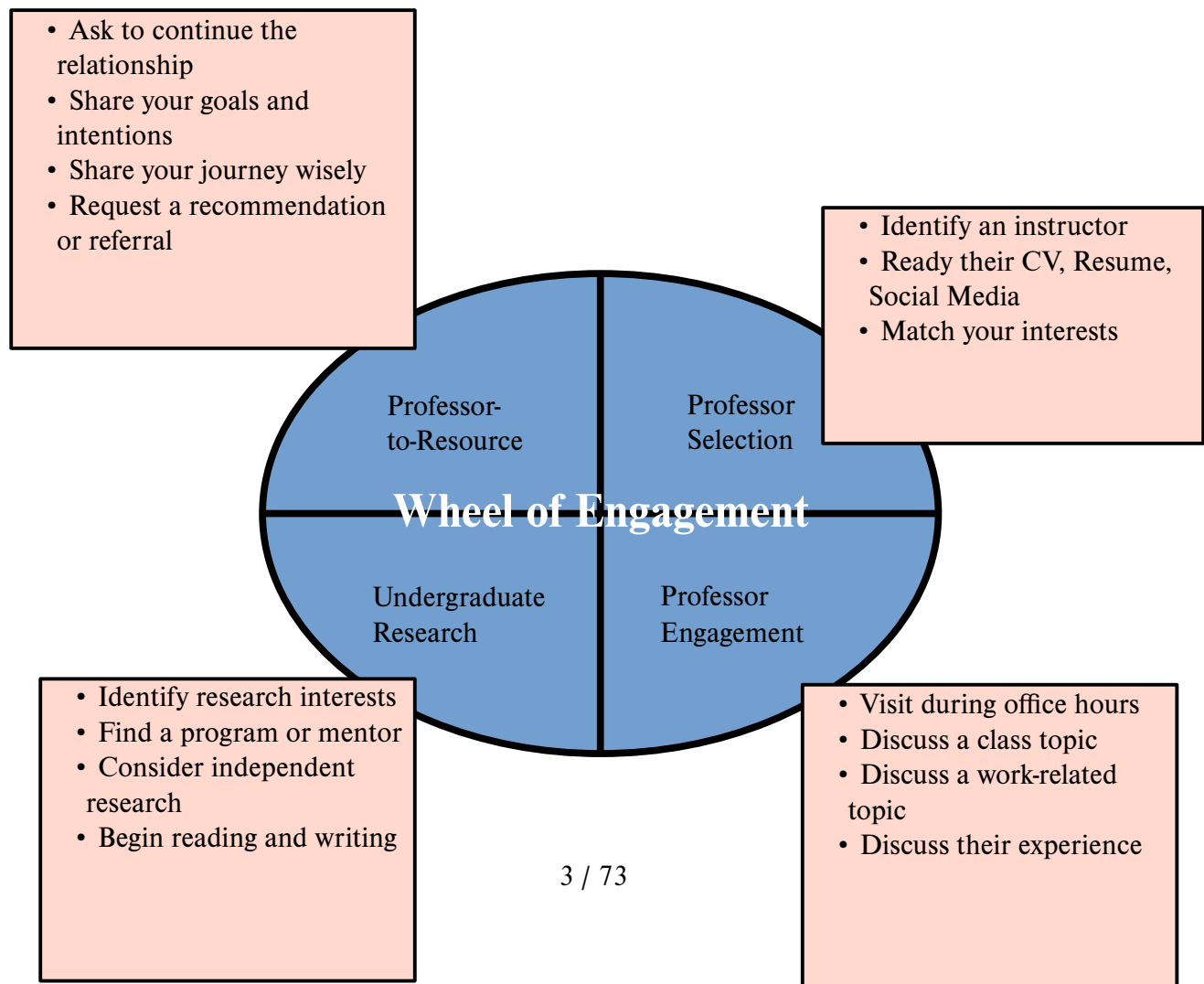
Highlights: Don't start with asking a professor for a recommendation. That comes in the middle or the end of the relationship. Also, to be successful in research, one does not need an official research program. A good professor alone can guide you. Moreover, the library may have substantial resources on how to conduct research. Just begin with one step in the right direction.

Workout 1: Discovery Exercise - An Academic Approach

Study Commitment

Sample Class Study Time	
Study Strategy	Hours
Reviewing Notes	0.50
Reading	0.75
Office Hours	0.15
Study Group	0.50
Tutoring	1.00
Creative Strategies	0.00
Total Study Time	2.90

Relationship Commitment



Next up! Leading Exercise: Take the Initiative at School

This Leading element is not about how to lead a multinational corporation or influence international affairs. Our scope is smaller, and we begin with actions at school in student organizations. These same actions can take place in civic, political, community organizations, and others.

Take a look at the boxes of activities to complete during your time at school. This is a 4-year plan. Don't rush. Consider talking to members of a group before going all in. You could even talk to the advisor of the club when trying to decide where to contribute. Special note: student organizations take lots of time to do right. Consider only taking leadership in one but participating in multiple organizations. I recommend having deep remarkable impact in one organization rather than superficially carrying titles in many but never really accomplishing anything of value.

Also, I highly recommend trying to start your own organization in your senior or junior year. The process of starting a student organization is a good introduction to working with bureaucracy, negotiation, recruiting, planning, and fundraising.

Workout 1: Leading Exercise - Take the Initiative at School

- ☐ Complete this checklist throughout your college (or organizational) career
- ☐ Identify an student organization (or civic organization)
- ☐ Join it!
- ☐ Participate for this semester as a member.
- ☐ Read the by-laws and other organization documents/media.
- ☐ Take some responsibility and join a committee during the next semester.
- ☐ Prepare to fulfill a leadership role the following semester (officer or committee)
- ☐ Fulfill the responsibilities to gain experience and skills in leadership
- ☐ Seek to make your organization stronger.
- ☐ If campus doesn't have an interest you support, consider starting your own club.
- ☐ Start your own club as an exercise in leadership (Junior or Senior year project).

Pay attention to what kind of, if any, influence you have on others.
Leadership is not merely a title or position, but rather the ability to achieve goals with and through people.

Next up! Communicating Exercise: Speak Through Actions

Meditate on the following character traits and other traits you may value. Cut them out and carry them in your purse, wallet, or backpack- something you access daily. While action may be the biggest factor in results, it is first our thoughts which guide our actions. In your meditation think about what it would feel like to exhibit these character traits. Think...what does it look like? What can I do today to live out one or more of these traits? Ask, what is my barrier to living this way?

Now, take one character trait per day and use the reflection questions to find out how you make THIS trait one of your personal traits. Asking for advice from someone who already exhibits this trait can enhance your perspective.

Workout 1: Communicating Exercise - Speak Through Actions

Honorable
Diligent
Loyal
Indomitable
Respectful
Integrity
Passionate
Responsible
Dignified
Motivated
Moral
Trustworthy
Purposeful
Professional
Vigilant
Spiritual
Courageous
Creative
Peaceful
Powerful
Merciful
Disciplined
Influential



Reflections

Healthy
Educated
Intelligent
Stewardship
Compassionate
Goal Oriented
Considerate
Wise
Tolerant
Courteous
Stable
Friendly
Professional
Determined
Self-controlled
Committed
Patient
Studious
Observant
Assertive
Strong
Confident
Convincing

What can I do to embody these traits?

What would be the result of embodying these traits?

Is it important that anyone witness these traits?

Sharing Exercise: Meeting Needs

We've been talking about meeting the needs of others or organizations. However, we must be able to meet our own needs first. We must have a strong foundation to build from.

Look at the activities in the Time Budget Sample. Does that look any bit like your day? This is the exercise. Write out our own time budget and fill in all the activities you hope to have time for. Then, write down how much time you would like to contribute to each of them. Don't think of how much time you actually spend yet. You may find that there is not enough time to do everything. Or, that maybe some dimensions of your activities need help. We must deeply consider where our time is going.

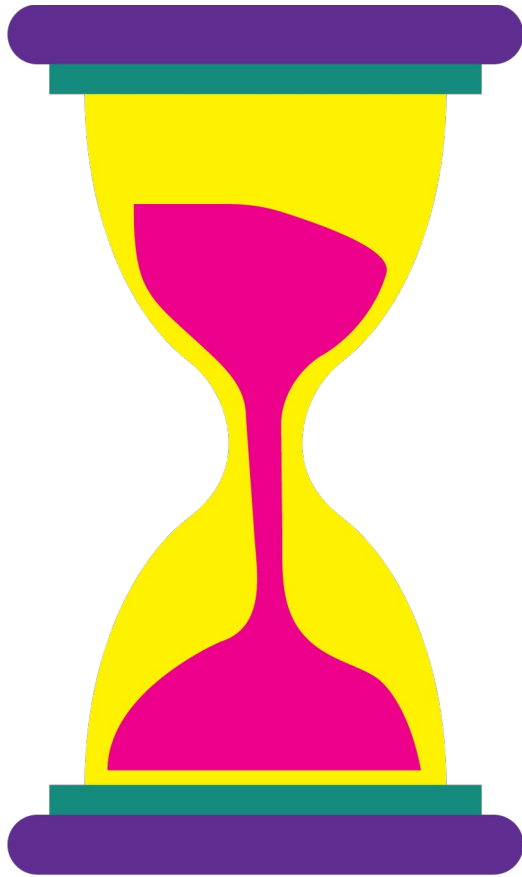
Next, consider the reflection questions. Evaluate how wisely you are using your time. Then, make a new time budget of how best to make time for your priorities. One of my top priorities is sleep.

Finally, keep your schedule but remain flexible because the schedule is not master of you. You are master of the schedule.

This concludes Workout 1, actually it just kicks it off! There is a lot to think about and evaluate in our lives and it cannot be completed in just one sitting. I encourage you to make thinking about and applying these exercises part of your daily life. I often revisit many of these exercises.

Now, onto workout 2.

Workout 1: Sharing Exercise - Meeting Needs



Item	Hours
Available Time	24
Eating	
Sleeping	
Exercise	
Personal	
Class	
Study	
Sacred	
Family	
Hygiene	
Cleaning	
Driving	
Work	
???	
Total Time	
Margin of Time	

Reflections

Does time here contribute to my goal?

Does time here sustain me?

How much time here is needed to be effective?

Am I being inefficient in anyway?

Could setting a routine focus my energy?

If I miss a beat in this area, what would I be losing out on? Is there an opportunity cost?

Which of these items, if any, are non-negotiable?

Which of these items, if any, could be adjusted for a better opportunity?

Who can I ask to hold me accountable to keeping my time commitments?

Workout 2

Let's begin with Discovery Exercise: A Professional Approach.

Starting a career can be like a dance. There are certain steps to get the dance off to a good start. You may find it helpful to fill in the blanks on the target by following the corresponding steps in the Professional Approach activity. Steps 1-4 are the basics. Step 5 is more advanced.

Step 5 requires using the information from steps 1-4 to actually get the internship or job. You may find along the way that you need to develop a few more skills. You may discover a key certification or education needed to be competitive. You may even find that a certain career path may not be the right fit for you. And that's okay.

Sometimes you need an experience in between where you are now and where you want to be. Think skills rather than titles.

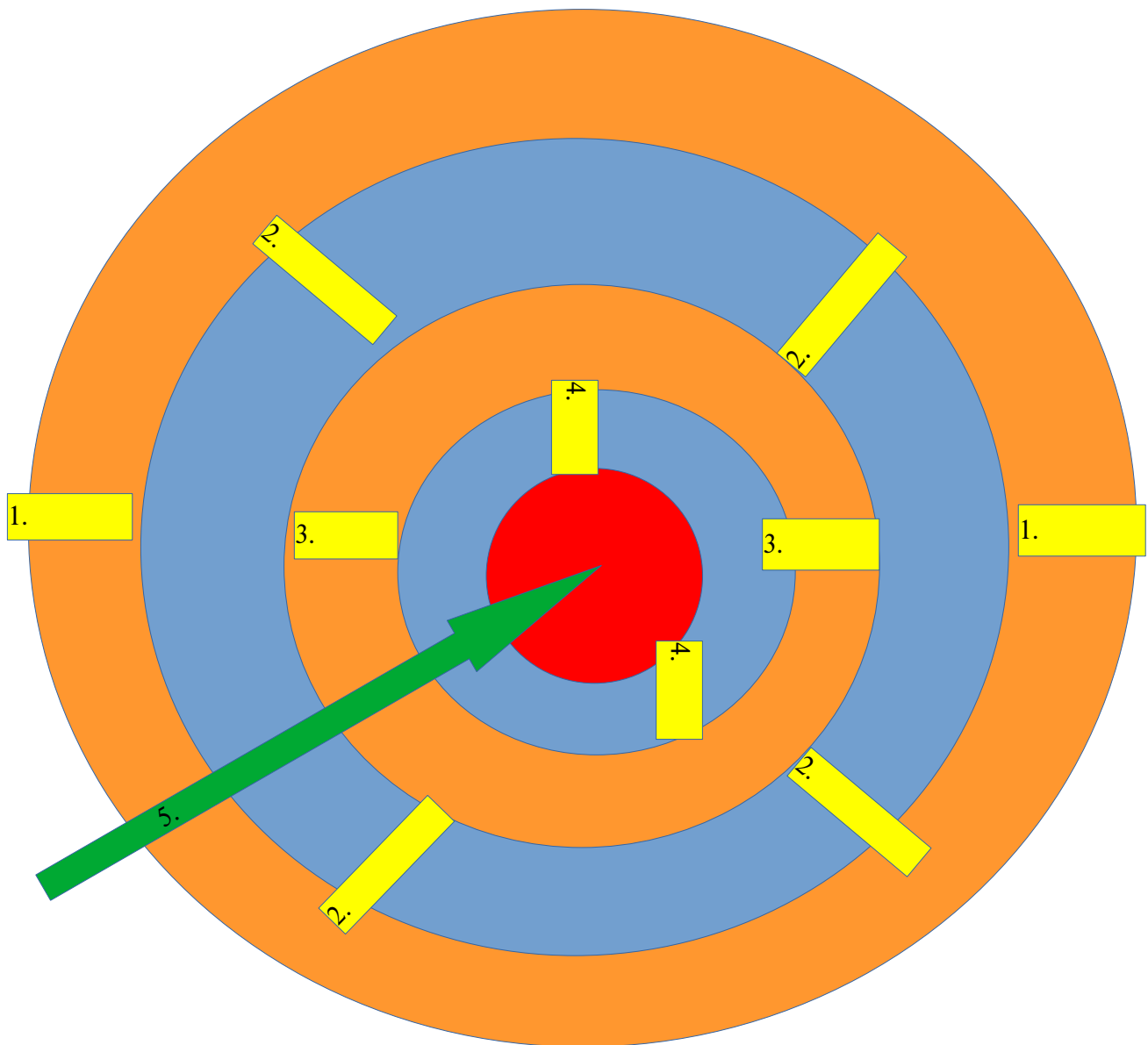
The goal is to get yourself closer and closer to the career path that's right for you. Special note: Talking to people in the industry or company you desire can be a good source of information, so can professors who teach a related subject.

Ready. Aim. Fire!

Workout 2: Discovery Exercise - A Professional Approach

Fill in the blanks below to begin outlining your professional approach.

1. Identify and visit an on campus or community source for writing a Resume or CV.
2. Begin an online hunt for job descriptions and top skills for your industry.,
3. Identify volunteer, internship, and job opportunities which lead to those skills.
4. Identify companies you would like to intern or work for.
5. Position yourself to advance.



Next up! Leading: Take the Initiative Professionally

This entire program is geared toward transforming. Yes, it is also designed to compete while in school and graduate, but what is the point of graduating well...the next step of course...the career.

In Take the Initiative Professionally we begin to cast into the ocean of industry, the workplace. The action process here is one way to step into those waters.

Begin with the Initiate step. In this step we look for a professional association in the industry we want to enter. For example, a realtor could find the National Association of Realtors. Think of asking someone in your chosen industry for help identifying an association, like a teacher or relative. A career counselor can also be a good resource. Also in this step, begin to spend money more wisely and consider where in your budget you can make room for professional development. There may be some expenses associated with participating at this level. Also, begin to spend your time more wisely, this action process requires a time investment and will require greater skill in time management.

On to the Learn step, learn about the professional association(s) that you have found. Begin exploring for other information about your industry. I had a friend who found a job with an investment firm while in school and he said everything he used on the job he learned outside of class. Also, consider visiting the library to find books or magazines about your industry to become knowledgeable about your chosen field.

On to the Meet step, many jobs are filled even before they're advertised. Who you know is important. Begin meeting people in your industry. Sometimes the right professor is a good start. Attending meetings of a professional association, industry mixers, and conferences are also good avenues. This is usually where the expenses come in.

Finally, there is a Do step. Get involved. Participate in a committee. Volunteer with them. Develop a mentor relationship with one or two of the professionals you meet. When these professionals hear of opportunities that arise, they may think of you and they may be a resource for industry knowledge or even a recommendation.

Workout 2: Leading Exercise - Take the Initiative Professionally

Reflections

Objective 1: Planning

»Make a plan to pursue the action process

Objective 2: Scheduling

»Consider your current time commitments and how these activities may be included at some level

Objective 3: Budgeting

»Consider your financial budget to begin adjusting for potential expenses

Objective 4: Action

»Proceed with the action process while maintaining balance with your other demands.

Action Process

Initiate	Learn	Meet	Do
Identify Industry Organization	Organization Website	Professors	Committee Work
Prepare Financially	Online Industry Information	Organization Meetings	Volunteering
Prioritize Schedule	Publications Related Class Content	Industry Mixers Professionals	Mentored Related Job
		Conferences	

Next up! Communicating Exercise: Know Your Topic

Throughout this workbook we will discuss communicating. For this, I highly suggest you choose a sample topic that you might want to share with others someday. Right now, it's okay to know either a little or a lot about the topic. And if you feel ultra-confident about a topic, I ask, how deeply do you really know that topic.

Complete the know your topic contract. Contract with yourself to be the best expert you can be about your topic. You won't immediately be the expert but take successive steps. Success hinges upon it.

Sometimes the correct answer includes "I don't know" then going to find the answer. Other times, having the right answer is the most opportune.

Special note: Challenging your bias is difficult. Question yourself through the eyes of others, through opposing viewpoints, and through history.

Now, complete this contract. Sign and date it and keep it in a safe place.

Workout 2: Communicating Exercise - Know Your Topic

Knowledge Contract

Remain Current

I will remain current with my topic by following _____ (news source),
_____ (industry organization), and _____ (online source).

Know the Pros and Cons

The Pros and Cons of my topic are

Pro _____ Cons _____

Seek Information Proactively

I will initially seek information on my topic for _____ (minutes/hours) per week.

Who? What? Why? When? Where? How?

I will thoroughly answer the who, what, why, when, where, and how of my topic to the best of my abilities.
Initially, the answers seem to be:

Who _____ What _____ Why _____

When _____ Where _____ How _____

Have a refined answer prepared

I will train myself to have an answer prepared to advance my ideas.

Challenge My Own Bias

I will frequently stop to question how my own bias might impact my view and thereby the decision-making process related to my topic.

Signature _____ Name _____ Date _____

Next up! Sharing Exercise: Commit Financially

As we move forward, we will discuss sharing the resource of you. But sharing the resource of you requires first that you have a stable foundation. In the Take the Initiative Professionally exercise, I mention budgeting. Let's look at budgeting more closely. A budget is a tool to help manage money and plan both for the present and the future. It is essential to finding financial peace.

To begin, identify your expenses and fill in the Budget Sample. List due dates and put them on a calendar. Even recognize how the payment will be made, as in by check or cash or card. This impacts how the balance is managed.

Next, keep track of all cash and credit card transactions for an entire month. This will help you see where your money is really going.

Keep record of actual income and actual expenses and use them to plan how you meet your needs. A budget is a decision-making tool not just an exercise in math or accounting. Special note: Discretionary funds are not money to spend haphazardly. Use discretionary funds to build a savings and an emergency fund.

Personal Tip: Notice the column of "Balance Needed". When I manage my budget, I first identify a total of expected amounts. Then as the month progresses, I track how much I've spent. When I subtract the actual amount from the expected amount, I get a total of how much I must have left in the bank. This helps me track spending especially when times are tough.

A budget can be very fancy to include pie charts, pareto charts, graphs, multiple worksheets, T accounts, and more. These can be good tools. But start simply. Accuracy and honesty with yourself are the best tools for developing a solid budget.

Workout 2: Sharing Exercise - Commit Financially

Budget Sample

Projected October

Due	Bills	Expected Amount	Actual Amount	Balance Needed
	Household			
pre	Master Savings	383.13		
1st	Credit Paydown (Increase after \$1000 10th)	0		
1st	Giving	50		
29th	Rent Trlr 16	875		
1st	SAWS	25		
	CPS	200		
29th	Internet	80.73		
3rd	Groceries w/ Delivery	538.00		
3rd	Household Goods	111.25		
	Funeral Lease	76.67		
	Cell Phone)	55		
3rd	Variable			
6th	Gas-Transportation (10 trips and bus pass 20	409.81		
	Allowance/Social Therapy	150		
	The Emperors Tent 188.04	0		
	MegaDrive	11.77		
	DropBOx Sign	21.28		
	Adobe Stock	32.46		
	Adobe Creative Cloud	45.45		
	Zoom 17.99	18.13		
	Descript 32	37.31		
	Adobe Acrobat Pro	21.64		
	Polekayno Books			
	Bank Fee PB	15		
		0		
	Credit (68.14)	0		
	Mei-lan Music Sanctuary (\$8.65)	0		
	YouTube (15.14)	0		
	Amazon Prime (16.23)	0		
	Walmart (14.02)	0		
	ChatGPT	21.64		
	Interest and Payment	652.03		
		3,831.30		
	Income	\$ 3,831.30		
	Projected Total	\$ 3,831.30		

Workout 3

Let's begin with Discovery exercise: A Personal Approach.

Have you ever had an appliance or remote control which only much later did you discover how best to use some of the features? Your personality can be similar. I encourage you to use some personality assessment tools to help you discover more of who you are.

Invest some time and resources in at least one of the assessments presented here. You could inquire at your school or work if they offer any of them. Afterward, answer one or more of the corresponding questions.

Ask yourself, do these results accurately reflect who I am? Or maybe, do these results accurately reflect who I want to be? Like that remote control, learn how to use it fully and discover the power.

Workout 3: Discovery Exercise - A Personal Approach

What is your color and what kind of person does that make you?

My “Color” Assessment

My “Strength” Assessment

What are your top five strengths and how can you use them to accomplish your goals?

What are your personality dimensions, and do they impact how you make decisions?

My “Personality” Assessment

My “Love” Assessment

Knowing the language of your heart, how might this impact the way you share or demand love?

Next up! Let's continue with Leading Exercise: Take the Initiative with Friends and Family.

Sometimes we look outside for support. We think adding a new key person is the answer to all our problems. But sometimes there are answers and support from those we already know such as friends and family. Let's work on these relationships before extending further.

Fill in the table here. Identify up to four people you value. Classify these relationships. An Icy relationship can be classified as cold and distant. A Hot relationship could be one with understanding and high communication Lukewarm would signify neither hot nor cold. After classifying, rate their potential to be supportive in your life and imagine what you could do to possibly improve that relationship. Finally, choose one to take action with.

Caution, before carrying out this exercise, consider discussing what makes for healthy relationships with a counselor, therapist, or even a good book. Further caution, don't expect everyone to be willing to improve the relationship they share with you.

In my opinion, improvements include greater trust, respect, appreciation, accountability, mutual understanding, boundaries, and more. These are the bricks that build a life. How firm a foundation can you build?

Workout 3: Leading Exercise - Take the Initiative with Friends and Family

I value these people in my life.	Relationship Status (Icy, Lukewarm, Hot)	Support Potential (1 - 10)	What can I do to improve this relationship?

Caution

Taking the initiative in relationships involves risks and rewards. The risks include that we may not achieve the desired results and that pushing too hard may damage the relationship. The rewards are intimacy and stronger bonds. Proceed with caution. Sometimes even a small action can have tremendous effects- positive or negative.

Next up! Communicating Exercise: Get Training

By now you have a communication topic. Do you have any goals with it? For example, developing an audience or finding the right place or time? What about having the best communication possible? Whether improving our personal delivery or mastering a technical skill, getting training to help with communication is a plus. What do you need to communicate at the highest level?

Identify one or more skills that would be helpful to your communication goals. Make a list of relevant training, the costs, and the time required to complete these trainings. Formal in-class training is not a requirement. Informal and hands on training are just as valuable. It is possible that you may not currently be aware of all relevant training. Be comfortable with learning as you go.

Use time management, budgeting skills, and character traits to make it happen.
Special Note: This Get Training activity can also be used for skills needed to be competitive in jobs or internships or special programs.

Workout 3: Communicating Exercise - Get Training

Communication Goals	Available Training	Financial Requirement	Time Requirement

Time » » »	Schedule it into you calendar
Money » » »	Fit it into your budget
Effort » » »	Practice as much as you can

Next up! Sharing Exercise: Spheres of Sharing

As you build your career, it can be important to include a component of volunteerism. A career counselor once shared with me that some employers will not consider a resume that does not include volunteerism.

Take a look at the Spheres of Sharing table. Circle the areas in which you are currently involved. Place a plus sign next to each area you wish to be involved in. Just like school and work, this is also your arena. Build this arena wisely. You are not ever expected to share a great deal of time in each of these areas simultaneously. I believe it's better to have a stronger impact in fewer activities than to be spread thin having little impact in many.

Now, look at these reflection questions. Answer these questions for each area your involved in or wish to be involved in. Sometimes we give in a way that is very random. This will help us begin to be more strategic with our efforts

Workout 3: Sharing Exercise - Spheres of Sharing

Spheres of Sharing	
Family	Campus
Friends	Industry
Community	Government
Neighborhood Associations	Faith Based Groups
Civic Organizations	Gardening
Educational Groups	Community Centers
Political	Health/Fitness Groups

Reflections

1. Identify who or what you give time to in these areas.
2. How much time do I already contribute?
3. How do I benefit from this?
4. Who does this help?
5. Would I like to give more or less?

Workout 4

Next Up! Discovery Exercise. SMART Goals

Goal setting is an important part of progress and achieving your desires. SMART1 goals is one method of goal setting.

SMART is an acronym for Specific Measurable Achievable Realistic and Timebound. Each of these elements should characterize the goal in order for it to be considered SMART.

Let's say I had a goal to lose weight and get healthy. That's a good intention but it is not SMART.

A goal to exercise 3 times a week for 30 minutes a day by 6 pm is a little bit SMARTer but it could use some work on the Specific side with regard to "what exercise."

Now it's your turn.

Develop a SMART goal in each of 3 categories: personal, academic, and professional. Revisit your goals often to stay focused and measure progress. But don't just write your goals down. Work toward them. Analyze them. Figure out how you can use them as tools to eventually achieve your goals.

Doran, G. T., Miller, A., & Cunningham, J. (1981). There's a S.M.A.R.T way to write management's goals and objectives. *Management Review*. 70(11), 35-36.

Workout 4: Discovery Exercise - S.M.A.R.T. Goals

Goal Examples

Goal: Lose weight.

S.M.A.R.T. Goal: I will do 30 minutes of free weights 3 times a week by 8:00 PM.

Goal: Make better grades.

S.M.A.R.T. Goal: I will study one hour per day for each class by 9:00 PM.

Goal: Get a job.

S.M.A.R.T. Goal: I will submit two applications or resumes by 1:00 PM on Wednesday each week.

My S.M.A.R.T. Goals	
Personal	I will save 10% of my income each pay period on payday.
Professional	I will spend 2 hours a day developing programming by noon.
Spiritual	I will engage with spiritual content 1 hour per day by bedtime.

Next Up! Leading Exercise: Developing Passion

Passion is essential to lead a blissful life. It is even more essential in influencing others. But, what does one do if they are not passionate about anything? Can I order passion online? Not exactly.

Take a look at the figures presented. Each of these 7 principles is an ingredient to cooking up some mojo, some passion. Unfortunately, developing passion isn't as easy as instant popcorn but it is so much more fulfilling once it develops.

Each figure here has a few questions to help you with growing in the different principles. But by all means look elsewhere on how to develop these principles. Read widely, use your intuition, ask a mentor and a friend and a relative. The list goes on. Be creative.

I would like to make a special note about the Conceive a Dream principle. This principle and developing passion go hand in hand. The difference is that the passion is the fuel, and the dream is the destination. Give yourself permission to dare to be great. From conception to creation, commit to that journey and WATCH what happens next.

Oh, and the Connect to the Sacred is only presented as a singular principle here. However, in truth, connecting to the sacred has the potential to drive more passion than all the other principles just by itself. Dig deeper there.

Workout 4: Leading Exercise - Developing Passion

Celebrate Life

How often do I celebrate now?
How can I celebrate the process and not just the results?

Raise Your Consciousness

What is one thing I can let go of that holds me down?
Can I use time more wisely?
What are the better things I can feed my mind?

Learn Curiously

Outside of class, what subjects am I most interested in?
What type of financial commitments would be required to do this study?
Am I able to make time for outside learning?

Cultivate Fulfilling Relationships

Who do I hope to grow into?
Who do I respect that can hold me accountable?
Who encourages and nourishes me?

Conceive a Dream

Give yourself latitude to dream.
Analyze what “dreams” are made of.
What small steps can I take to build courage to dream?
Are my dreams just dreams?

Connect to the Sacred

Do you have a walk of faith?
How can you connect more deeply with this faith?
Do you have a substitute for faith?

Take Calculated Risks

Do you believe in risking what you have for something greater?
What's the biggest risk you could take and what might be lost?
How can you bring wisdom to a risky decision you are considering?
Did I count all the costs and am I fully prepared for fall out – good or bad?

Next Up! Communicating Exercise: Tune the Channel

Take a look at this Communication Channels table. Notice all the different channels available. Place a number next to the communication channels below to rate your expertise. The numbers will range from 1-10 as a general measure of expertise you feel you may have. Write a score of 10 for something you've mastered. Write a score of 1 for something you're unfamiliar with.

Now, prioritize the channels. For example, if communicating in Excel is essential to your career, give it an "A." If communicating in multiple languages is secondary to that, give it a "B." Continue prioritizing.

Now, work through the Reflection questions. The importance of the need to develop a strategy for your highest priority channels of communication will soon shine through. Set goals to improve in these areas.

Workout 4: Communicating Exercise - Tune the Channel

Communication Channels								
Channel	Expertise	Priority	Channel	Expertise	Priority	Channel	Expertise	Priority
Body Language			Verbal			Text		
Email			Fax			Teleconferencing		
Videos			Video Chat			Web Based Messaging		
Word Processor			Spreadsheet			Presentations		
Publishing			Government			Studio Production		
PDF			RSS			PHP		
HTML Code			Multilingual			Pleiadean		
Social Media			Essays			Research Papers		

Reflections

1. Which channels are you most fluent in and why?

2. What prevents you from mastering your highest priority channel?

3. What would it take to develop mastery in your areas of priority?

4. With what you already know, can you be effective in your purpose?

5. Do you know how to get more experience in using these channels?

Next up! Sharing Exercise: My Interest Therein

It's altruistic to look beyond ourselves and meet the needs of others. I would like to challenge you to find a way to give in a way that also maximizes your return. This is not a question of getting back tangible resources. This is about getting the right experiences and opportunities that often accompany volunteering.

Think back to the spheres of sharing exercise. Choose three of those areas for volunteering. Work through the reflection questions presented. Answering these questions can help you be more strategic in your approach to volunteering.

But don't think of it in terms of a zero-sum game, as in "If I'm not benefiting enough in this area, I'm cutting them off." Sometimes helping someone who can't do anything for you is good for the soul. Think of it more as there is a limited supply of the resource of me so why not try to maximize that time.

Workout 4: Sharing Exercise - My Interests Therein

Area 1

Area 2

Area 3

Reflections

1. Do these organizations matter to me?
2. What is my current role in this area?
3. What are my interests here?
4. Why share my time, talents, and treasures here?
5. What do I stand to gain from involvement here?
6. Is there opportunity for growth?
7. What can I learn here?
8. What would I like to get out of this relationship?
9. Is there another opportunity that better meets my needs?

Workout 5

Let's begin with Discovery Exercise D.U.M.B. Goals.

There are many types of goals: SMART goals as we previously discussed; there are LASER subgoals, and even Stretch goals. D.U.M.B. goals are a bit different. They help you look into the future in a different way. DUMB is an acronym for goals that are Daring, Unbelievable, Magnificent, and Bold. A DUMB goal is something you cast far into the future, as far as you can dream, and then reel it in on a daily basis.

Take a look at the DUMB goals table. Give it some thought.

Think of how long your goal will take, how much it might cost, if there is any red tape and score them 0-10. For example, if the goal will take a lifetime score the Duration a 10. If the goal might cost 3 billion dollars score it a 10. But score Current Ability in reverse. If you are perfectly capable of achieving the goals right now score it a 0, but if you have a lot to learn and do before you can achieve the goal, score it higher. Use your best judgment in the scoring.

My hope is that you will 1) start thinking about how to manage these different areas of your big goals and 2) to see mathematically that your goal is not really dumb at all, and you do have a shot at accomplishing it.

Complete the My DUMB Goals table, reflect on the possibilities, then use SMART goals to get to your DUMB goals.

Workout 5: Discovery Exercise - D.U.M.B. Goals

My D.U.M.B. Goals			
1.			
2.			
3.			
D.U.M.B. Goal Scoring		Scores	
Factors	Goal 1	Goal 2	Goal 3
Duration (How long will it take?)			
Time Investment (How much time required daily?)			
Financial Investment (How much will it cost?)			
Influence Required (How many other people will need to be motivated to come along?)			
Innovation (Has it been done before?)			
Barriers to Entry (Red tape and even personal barriers)			
Fear to Do SO (Do I have any fear?)			
Current Ability (Reverse Score: The more you are already fully able, the less your score.)			
Total			
% D.U.M.B. (Total Score/80)			

Ernest's D.U.M.B. Goal	
1. Implement time-based currency	
D.U.M.B. Goal Scoring	Scores
Factors	Goal 1
Duration (How long will it take?)	9
Time Investment (How much time required daily?)	9
Financial Investment (How much will it cost?)	10
Influence Required (How many other people will need to be motivated to come along?)	10
Innovation (Has it been done before?)	7
Barriers to Entry (Red tape and even personal barriers)	9
Fear to Do SO (Do I have any fear?)	8
Current Ability (Reverse Score: The more you are already fully able, the less your score.)	7
Total	69
% D.U.M.B. (Total Score/80)	86.25%

Next Up! Leading Exercise: Leadership Figures

Make a table like the one here. On one side list different disciplines like Civic, Academic, or Business. On the right make some space to write down examples of leaders in these disciplines. These can be people off the top of your head or researched. The purpose is to begin developing a visual of what leadership looks like in order to develop your own style of leadership. The goal is not to write a book report but broaden your image of leadership. Identify at least one leader in each of these disciplines. You are welcome to use any source of information you have.

Images are powerful. If someone had explained to me mechanically how to throw a baseball I may never have learned. But when someone showed me how and gave me a model to follow, I learned quickly. These models of leadership show us what is possible and to a certain extent how things can be possible. We will build on this later. Use the reflection questions to begin bringing leadership into focus.

Workout 5: Leading Exercise - Leadership Figures

Sample Discipline	Leadership Figures
Civic	
Academic	
Spiritual	
Business	
Family	

Reflections

1. What are the purposes of leadership?
2. How do you define leadership?
3. Can anyone be a leader?
4. Do you consider yourself a leader? Why or why not?
5. What factors are important in great leaders?

Next up! Communicating Exercise: What I Want to Say

Have you ever had a situation where you had one shot to tell someone something and then immediately afterward you had a feeling of “I blew it!” Hopefully not, but as you progress in your career you will have more and more opportunities to communicate, and it will become more and more critical that these messages are effective.

Take a look at these questions. These are some building block questions that can help improve awareness of your message and eventually its effectiveness.

Take a few moments to think of something you need to communicate. This can be something in your job, your personal life, or even something that needs to be said on a world stage someday. The answers to these questions can be used to help devise a strategy for delivery. You may even see that there is a bigger process than simply speaking your mind when delivering effective messages.

Now answer these questions as fully as you can. This is prework to actually crafting the message. Finally, ask yourself, “How would changing any of these elements change my message? Does it matter?” I think you will see that it does.

Workout 5: Communicating Exercise - What I Want to Say

Reflections

What do I want to say?
What do I need to say?
When do I need to say it?

Where do I need to say it?
Who do I need to say it to?
How do I need to say it?

Practice with small messages and then challenge yourself to communicate effectively with more critical messages.

Next up! Sharing Exercise: Their Mission and Vision

Now that we've considered what our interests are in sharing our time, talents, and treasures, let us consider what are the interests of those we share with. In the Spheres of Sharing exercise, we identified places where we'd like to participate. Let's take a closer look at those places.

Analyze the mission and vision of each of those places. If it is a smaller organization or individual who does not have this information on website, ask them personally what their mission and vision are.

Once completing this step, look at the Reflection questions and answer each of them for at least 2 organizations you want to be involved with. You may find that a conversation is needed to answer one or two of these questions more fully.

Complete this exercise whenever you think of giving the resource of you to someone else. Then decide if investing the treasure of you is a wise choice.

Workout 5: Sharing Exercise - Their Mission and Vision

Organization	
Mission	Vision

Reflections

What are the needs in this organization?

What role would I like to play here?

What role can I currently fill here?

Would serving here meet a need for me?

Does my purpose align with theirs? How?

Am I able to meet any of their needs?

Workout 6

Let's begin with Discovery Exercise: SWOT Overview.

SWOT is an acronym for Strengths Weaknesses Opportunities and Threats. Notice that this is a SWOT overview and not a SWOT analysis⁴. A SWOT analysis is a tool for planning in business. Here we only look at our personal life, but it still useful in planning.

Look at these three tables. I recommend printing this page from the workbook for your own use. There is one for Personal Life, Academic Life, and Professional Life. Each table has a box for Strengths, Weaknesses, Opportunities, and Threats. Your job is to think deeply and identify these SWOT elements in the Personal, Academic, and Professional dimensions of your life.

But don't stop there! Ask yourself the reflection questions. Deep thinking questions can help you transform this SWOT overview into a useful tool in building your future.

Workout 6: Discovery Exercise - SWOT Overview

SWOT Examples			
Strengths	Weaknesses	Opportunities	Threats
Test Taking Punctuality	Public Speaking Inexperience	Special Program Job Opening	Financial Management New Competition

Personal Life			
Strengths	Weaknesses	Opportunities	Threats

Academic Life			
Strengths	Weaknesses	Opportunities	Threats

Professional Life			
Strengths	Weaknesses	Opportunities	Threats

Reflections

1. How can I maximize my opportunities?
2. How can I prepare for any threats?
3. How can I account for my weaknesses?
4. How can I use my strengths to my advantage?

Next up! Leading Exercise: Leadership Case Studies

Think back to the exercise where we identified different leaders. Here, we will build on that exercise.

Select at least three leaders from that list. Let's take a closer look at them. Use the case study outline to help you examine them. Make note of each leader's cause, method, impact, and background. Use any sources of information you have access to. It is important to know the path behind us so we can better navigate the path ahead.

Now work through the reflection questions. Think about them. You may find that these leaders are all different but somewhat similar. Leadership is more of an art than a science and just like not every artist's brush stroke is the same, your brand of leadership may be different too.

Workout 6: Leading Exercise - Leadership Case Studie6

Case Study Outline				
Leadership Category: (Name)	Cause	Method	Impact/Relevance	Background
Civic:				
Academic:				
Professional:				
Spiritual:				
Family				

Reflections

1. Who is your favorite leader?
2. Are leaders born or made?
3. Is there a positive and negative side to leadership? If so, what are they?
4. Do you have any similarities to the leaders you listed?
5. Would any of these methods serve your purpose? Which and why?
6. Prioritize these leaders and choose one to explore further this semester.

Next up! Communicating Exercise: Say It Privately

Previously we discussed what it is you want to say. Now we are going to work on getting it out into the air. Look at the 8 boxes before you. These are some steps for creating a message. Each of these is a critical step in developing your communication. Complete each of these steps for whatever it is you want or need to say.

For the sake of practice, create 3 messages.

The first message is a pitch to someone who you want to share a big idea with. Make it five sentences or less. Give it a conversational tone. It should include the importance of your idea and request action from the reader. Write it as an email and rehearse it like a conversation. Who knows how you will share this?

The second message is the full message. Pretend you get to sit down with the decision-maker and you have ten minutes to present your idea. Would you use powerpoint? Would you use charts? Would you send a report with graphs and research? Imagine and then create this message. Luck prefers the prepared.

The third message is a purely conversational piece. This what you share when someone asks something like “What have you been up to?” or when you want to share what your passionate about. It’s a 45 second message designed to interest someone else in your goals and dreams and open a forum to discuss them.

Now complete the 8 steps to saying your message privately.

Special note: don’t aim for perfection. Perfection is a myth. What we’re looking for is having a deliverable message that opens doors. Your idea will often be bigger than your message and the right people will be able to see that beyond imperfections.

Workout 6: Communicating Exercise - Say It Privately

1

Choose your subject.

2

Identify your audience.

3

Choose your medium.

4

Brainstorm your communication.

5

Create your communication.

6

Hold it for 24 hours.

7

Revise

8

Rehearse your message privately.

Next up! Sharing Exercise: Commit to Sharing

Something very powerful that I developed was a firm commitment. When I said “yes” to an opportunity, others knew I could be counted on. But before I developed that discipline, I lost many opportunities because I either wasn’t ready or couldn’t always follow through.

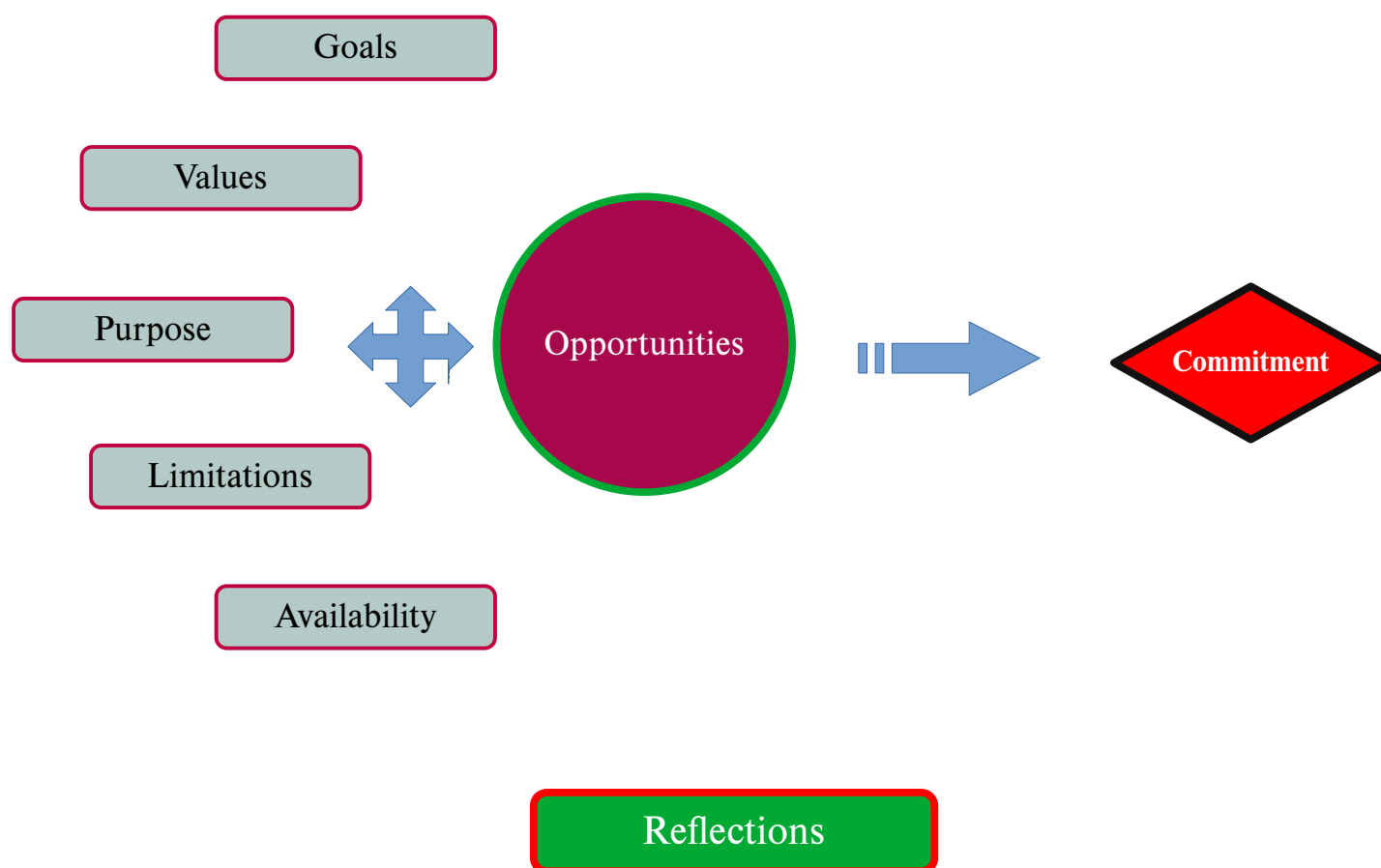
Use this commitment matrix as a visual aid of 5 things to always be aware of when determining if a new opportunity is best for you. Moreover, be able to make that decision with less delay as opportunities often come with deadlines.

Consider Scenario 1 and Scenario 2 and think of how your Goals, Values, Purpose, Limitations, and Availability all might impact your ability to commit.

Workout 6: Sharing Exercise - Commit to Sharing

Scenario 1: A distant friend invites you to a late night party that sounds very fun. The next morning you have a conference to present important research. Would you commit to the party?

Scenario 2: A new \$5,000 scholarship is available that you qualify for. It requires an essay, a letter of recommendation, and 10 hours of extra community service within one week. You already have enough income to pay for your living expenses. Would you commit to apply?



Consider your overall position when choosing commitments. Showing up for a commitment is just as important as anything else you may commit to.

Workout 7

Let's begin with Discovery Exercise: Mission and Vision

Previously, we discussed the mission and vision of organizations we are a part of or want to be a part of. In this exercise we consider what is our very own mission and vision. Take a look at these boxes with mission and vision statements. The mission statement boils down to “What I do”⁵ and the vision statement boils down to “What I want to become.”⁶ The essence of this exercise is to build a compass to keep you on track and cast a mold to grow into.

After considering what makes a mission and vision statement, write your own. Use these as tools to reflect on your actions and ask, “Am I living up to my mission and vision? Why or why not?” Adjust accordingly.

Workout 7: Discovery Exercise - Mission and Vision

Mission Statement Samples	Vision Statement Samples
To make gourmet coffee using the finest supplies for the local community To share a process of personal transformation through mentoring, workshops, and online learning To create an online learning community of engaged learners through seasoned instructors and rigor	To be the resource of choice for personal transformation and influence communities with passionate, responsible, and caring graduates To become the leading regional hospital through accurate care and innovative research while offering compassionate pricing models

My Personal Mission and Vision	
My Mission Statement	My Vision Statement

*Consider making mini mission statements specific to different areas of your life which can be combined or reflected on independently.

Next up! Leading Exercise: Build Your Team

What is a football team without a quarterback, a basketball team without a point guard, or a tennis player without a coach? Every champion needs a team. The people who contribute to your life are part of your team.

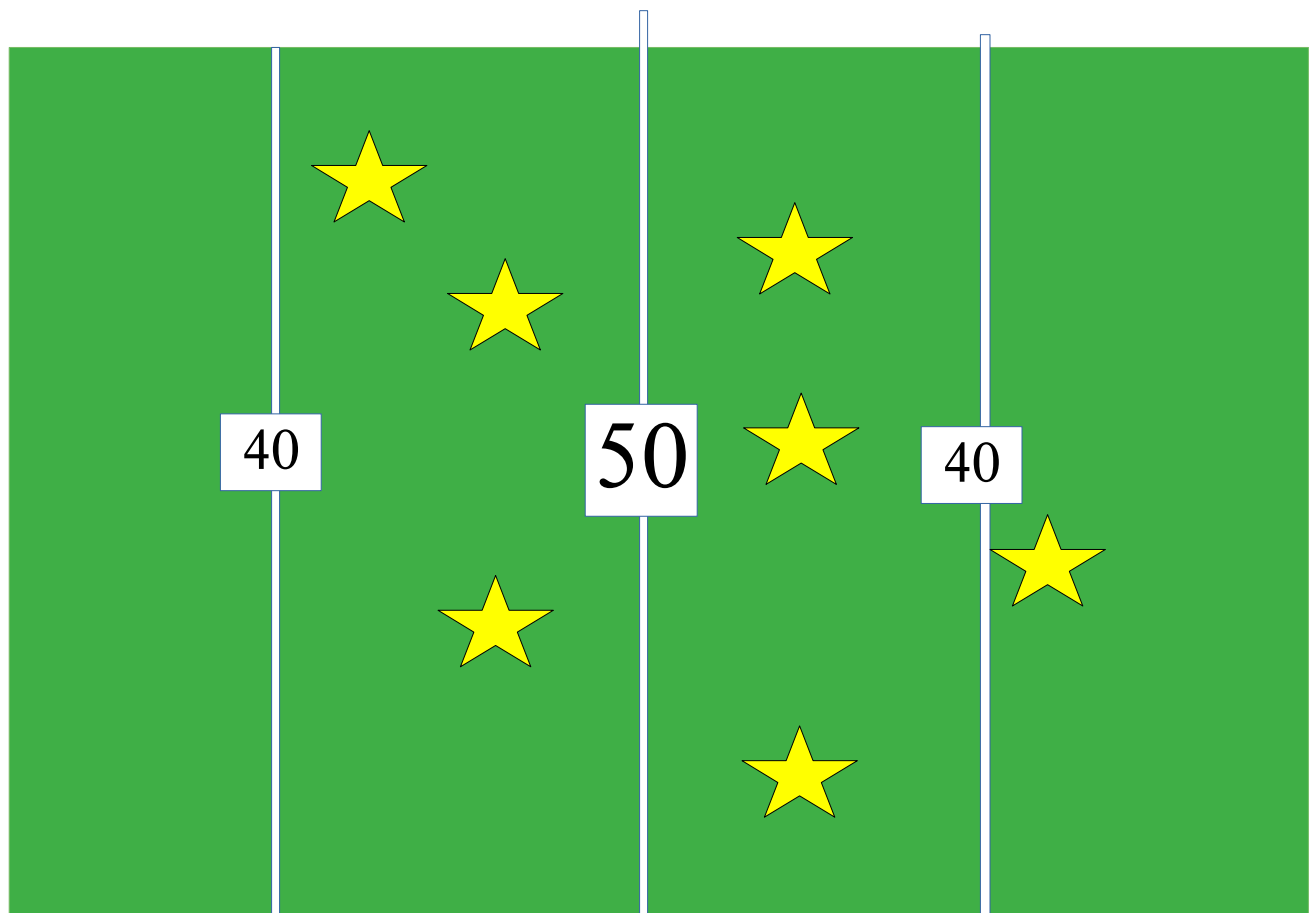
While you may not need a linebacker, you could benefit from a team. An encourager, an accountability partner, a sounding board, a mentor, even a therapist and so many more can lead you to the championship of goal attainment. What field do you play on? What players do you need on your team?

Complete the Roster Checklist and build your winning team.

Workout 7: Leading Exercise - Build Your Team

Roster Checklist

- Identify what game you are playing.
- Identify the players you need.
- Is there any other position/person I need on my team?
- How can I show my team I value their contributions?
- How can I possibly fill these positions?
- Persistent Evaluation: Is this team a winning combination?



Next up!

Communicating Exercise: Say It Publicly

In this exercise, we take the message created privately and begin to share it with the world.

Read over the steps in this exercise to see where you can share your message. Take note that each suggestion becomes a little bit riskier than the one before. Only share where you have an audience willing to listen.

In step 2, by working with a speech team or Toastmasters, you can gain skills, practice, experience, and witness great public speaking. It's also pretty safe. By participating in an open mic event you can get the same, but it's a little more dangerous presenting before complete strangers. The ultimate risk is finally sharing your message with the intended audience. Would a relationship be on the line? Would a job be on the line? Maybe...would your dream be on the line?? All of this is scary stuff. Use caution. Prepare well.

Workout 7: Communicating Exercise - Say It Publicly

Practice with a friend.



Explore
Speaking
Organizations.



Practice
Privately.



Practice with a
relative.



Practice with a
mentor.



Practice at an
open mic
event.



Say it to the intended
forum as nearly as
possible.



Share with a
Stakeholder.



Request constructive
criticism throughout
Steps 3-8.



Take feedback into account and
further craft your message.



Pro Tips

»Reading someone else's work such as a poem or essay at an open mic can be good practice for getting in front of people.

»Don't wait until your speech or idea is perfectly complete. It may never be complete. Presenting an imperfect idea after due diligence can be helpful in developing the message.

»When sharing an idea, be selective with who you ask to listen. Trust, respect, and relevance are all important factors in a good listener.

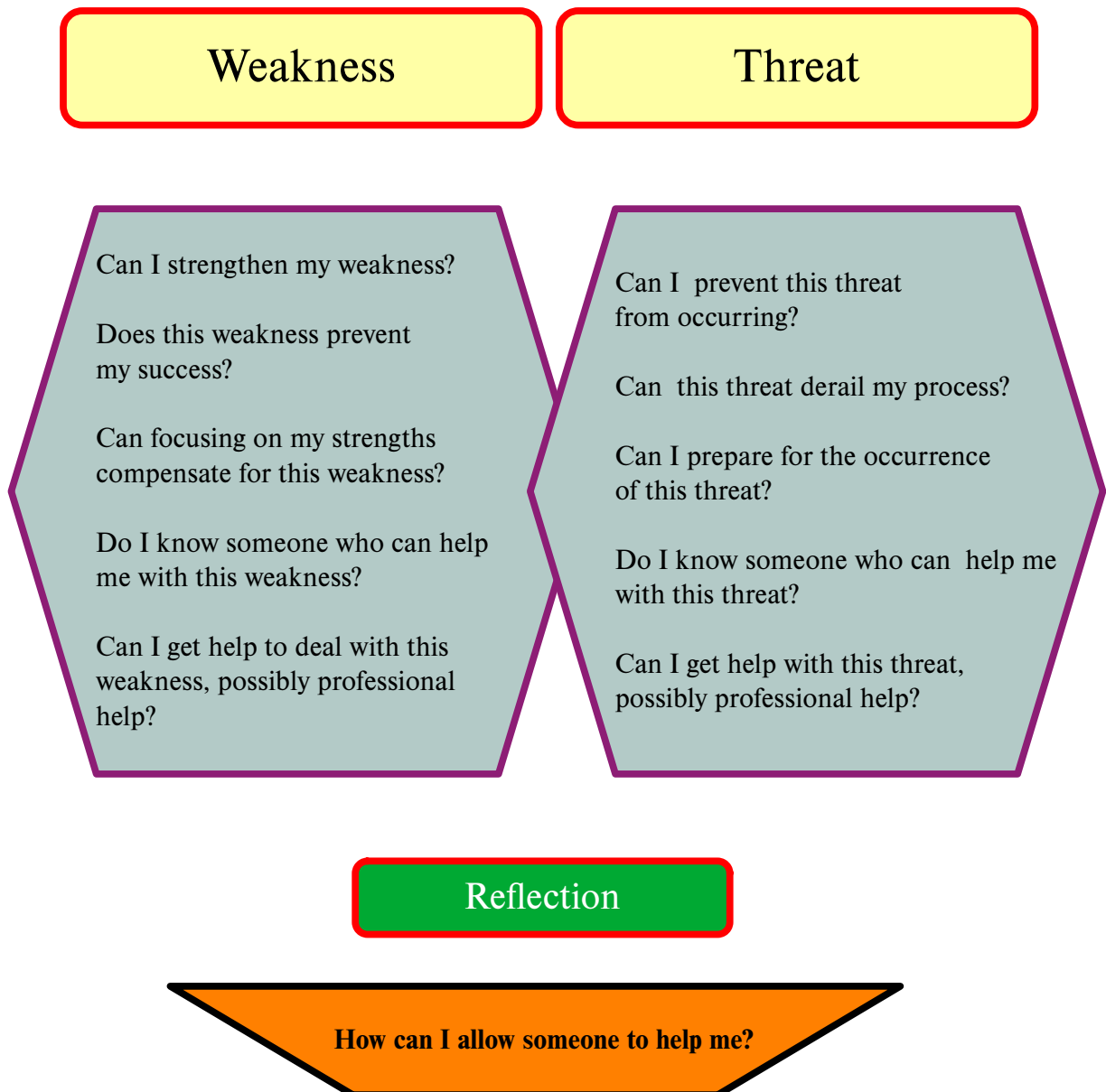
Next up! Sharing Exercise: Allow Others to Help You

A while back we developed a SWOT overview and looked at Strengths, Weaknesses, Opportunities, and Threats. Here we consider only weaknesses and threats. Go through the questions in each area to discover if seeking help may be helpful. Accepting help in strengths and opportunities is also possible, but, for now, let's only consider weaknesses and threats.

Help can come from many sources. There's self-help online, there may be a knowledgeable friend or family member available, there are even professionals who can provide expert support worth every penny. Try to incorporate a mix of these resources as you develop the solutions for you help you may need.

Workout 7: Sharing Exercise - Allow Others to Help You

Here, focus on weaknesses and threats. Consider your internal and external environment and identify weaknesses and threats. Then, go through this decision chart to determine if accepting or seeking help may be helpful. Accepting help in strengths and opportunities is also possible. For now, we consider the adverse effects of weaknesses and threats.



Workout 8

Let's begin with Discovery Exercise: Persist.

Reflect on these questions when, not if but when, obstacles appear that seem insurmountable. Answer them honestly and then decide if and how to persist despite the obstacle.

If the answer is yes to enough of these questions, then persistence may be your best bet. Sometimes just one yes is enough.

Use the compass of mission, vision, values, and beliefs to carry you along this path.

Special note: Beware of escalating commitment. There is a phenomenon where one can realize an investment is a bad decision but still continue to invest more and more even though more and more will only be lost. Sometimes the decisionmaker feels so much has been invested that they just can't stop. Beware of escalating commitment parading as persistence.

Workout 8: Discovery Exercise - Persist

Mission
Vision
Values
Beliefs

Persist

Yes ?!

Am I physically capable of staying on task?
Am I intellectually capable of staying on task?
Am I emotionally stable enough to stay on task?

Is there a way through this obstacle?
Can I find a way around this obstacle?
Can I dismantle this obstacle?

Does the goal align with my compass?
Is the goal a part of who I am?
Do I value the results of the goal?
Will giving up delay or prevent
attainment of this goal?

Next up! Leading Exercise: Lift Someone Up

I once had an experience tutoring young students where I went the extra mile. In the end, it deeply fulfilled me, provided a scholarship, and gave me a lifelong friend. “Lift Someone Up” is about making a difference in someone else’s life. I found that exercising the heart muscle through service creates a capacity to do more, be more, and understand the world a little better.

Complete this table with the evaluation questions. After identifying whom you may be able to help, evaluate which help best aligns with your mission and values. Afterward, choose one person to help for a day when you are able to lift someone up.

When that time comes, begin to use strategic compassion. We want to ask, “Can I lift someone up? Should I lift someone up? How can I lift someone up?” Our impact may only be felt by one other person and that’s okay. Use your talents wisely. This “lifting” may occur in one hour or over a lifetime. For now, lift in a small way and someday lift at your full capacity.

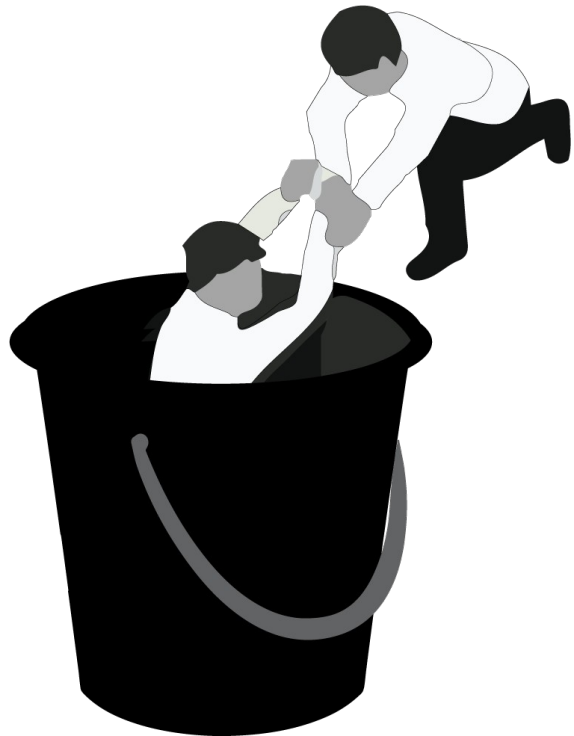
Special note: Keep in mind your strengths and weaknesses, time, and resources. Lift within your means. Acquiring a metaphorical hernia doesn’t help anyone. Aim to strike a balance between bold and passionate yet responsible and cautious. Also, be wary of detrimental enabling masquerading as helping.

Workout 8: Leading Exercise - Lift Someone Up

Sphere	Who needs help?	What help do they need?	Time and Money Resources Required
Personal			
Academic			
Professional			
???			
Civic			

Evaluation Questions

1. Do I have the time resources for this?
2. Does this offer promote my growth?
3. What character traits would be illuminated in me by lifting this person up?
4. How many people does this one action Impact?
5. If this requires financial resources, can I extend myself without hurting myself.
6. Is this helping to meet a real need or is it enabling others in a negative way?
7. What goal does lifting someone up in this way help me achieve?



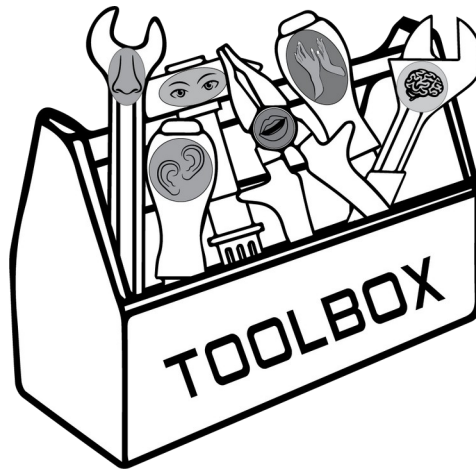
Next up! Communicating Exercise: Listen

Duct tape can fix many things. Listening is the duct tape that holds communication together. The questions in this exercise are special tools that can be used to repair, fine tune, and even create a communication.

Make a practice of being a great listener. People love to feel heard and understood. Consider the questions here as milestones to achieve during a communication. Practice listening deeply to online offerings, the news, pod casts, and live streams until the skill to truly listen becomes natural.

Focus.

Workout 8: Communicating Exercise - Listen



Reflections

What is the overarching belief system at play? What are all relevant points of view?
What is the essential set of facts? Do I have enough information to decide if necessary?

Am I distracted? What is my bias? What is their bias? What goals are at play?

Am I in a good position to hear this person out? Can I be more empathetic? Am I called to action here?

What did they not say? What did they say through body language? Is there anything to clarify?

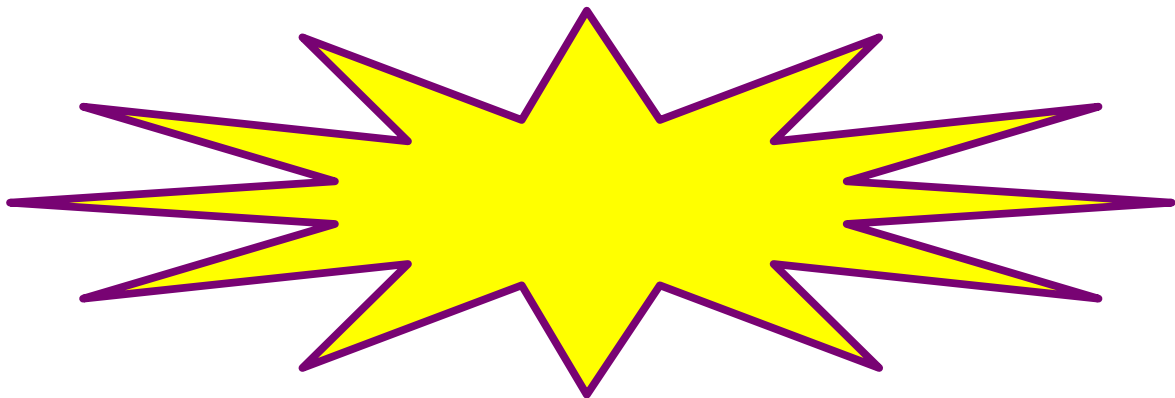
Next up! Sharing Exercise: Bring Others Along

Close your eyes. Breathe deeply. Pretend you are the sun. There is something about you that causes others to revolve around you and give them warmth. You are so significant that others could not survive without remaining in your orbit. Now imagine...what could that something about you possibly be? Meditate on this.

Back to the Bring Others Along exercise. Soldiers don't fight alone. Bring others into your orbit and share your passion. This exercise is about community and working well in teams. It's also about leading through influence. Answer the questions in the Shining My Sun table. Think about it. Then choose one special something about you and bring others into your orbit.

Bringing someone into your orbit means inviting someone to participate in something you care about or sharing something about yourself in an intentional way that leads them to action. Sometimes we could be bringing others into our orbit and we don't even know it. Special note: Sometimes no one can join us and that's okay. Even still, others continue to learn from our example, our model, and our way of life.

Workout 8: Sharing Exercise - Bring Others Along



Sharing My Sun		
Of all I have accomplished, what am I most proud of?		
Of all my character traits, what am I most proud of?		
Of all my past endeavors, which am I most proud of?		
Of all my current endeavors, in which would I like someone to join me?		
Of all my endeavors, which can someone join me in?		
In what area of my life do I know enough to have something to share?		

Choose one and use it to bring others into your orbit.

Cocoon

This program is not complete until the workouts have been applied and integrated into your life. It could be years until...or it could be instantaneous when you emerge.

Think of yourself like a butterfly in a cocoon, already beautiful and worthy but once transformed wielding greater capacity.

Step into your full transformation and experience who you were designed to be.