

# Living a Purposeful Life and Leaving a Powerful Legacy



By Nan Einarson

Make It So Coaching Services

For Coaches and Speakers, the self-awareness gained from the exercises in this book will help you to have greater insight into choosing a niche market that will be meaningful and the right one for you. They can also help you to help your clients find their life purpose.

For people outside of the coaching profession you can have greater insight into your life purpose, so you can find a career that brings fulfillment and joy to your life.

For retirees and pre-retirees, this book will help you to plan the next phase of your life, the contributions to your family and community that will engage and fulfill you, and the legacy you want to leave behind you.

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# PARTICIPANT HANDOUT

## NOTE:

This book can be used as a curriculum for telebridgeseries or webinars, as well as live or virtual face-to-face workshops, ONLY by Facilitators who have been trained/licensed by Nan Einarson and been given express written permission to use herein contents and any additional resources for this purpose.

Content herein is not to be copied or used as a teaching tool without the express written permission of the author. Individual readers may use the content and homework Without permission, the xercises herein are for their sole personal use only.

**How to Live Your Life on Purpose and Create a Legacy That Will  
Make the World a Better Place for Generations to Come.**

Take this quick quiz to discover if you are living a purposeful, intentional life:

- Do you understand the meaning of your life?
- Are you currently living and working your life purpose?
- Do you have a personal mission statement?
- Can you name the top 5 values in your personal values statement?
- Do you have a long-term vision of what you want/don't want your future life to look like?
- Can you define what holistic success means to you?
- Do you have a priority list for living your life?
- Is it important for you to leave behind something of value to others?
- Do you know what you want your legacy to be?
- Are your values, beliefs, attitudes and actions in your daily life consistently aligned with your life purpose, vision and legacy?

If you answered “No” to any of the questions above, then participation  
In this teleclass series will change your life,  
And how you will live it, and love it, and savour every moment of it.

**Intentional, purposeful living means having:**

- ✓ A positive Vision for your life, focused on living your life purpose;
- ✓ Core Beliefs and a Values System which guide your decisions and behaviours;
- ✓ A personal Code of Ethics, where values are transformed into deliberate actions;
- ✓ Integrity, where deliberate actions are consistently aligned to your values system;
- ✓ A Mission Statement and policies for living your best, values-based, purposeful life;
- ✓ The desire to make the world a better place now and for generations to come;
- ✓ Gratitude for all that you are and all that you do and have.

## **BENEFITS OF THIS COURSE**

### **WHAT'S IN IT FOR YOU?**

Your authentic, integral self will create a roadmap for your future – a happy, fulfilling, balanced future life you will love. You will be a role model for others to follow for generations.

### **PROFESSIONAL BENEFITS FOR COACHES:**

- ⇒ Prospective Coaches uncover their real, authentic selves;
- ⇒ Student Coaches can more easily find a Niche that fits their life purpose and passion;
- ⇒ Grads and Established Coaches can help their clients go through these exercises, thereby helping hundreds of others to discover and live intentional, purposeful lives.

### **PERSONAL BENEFITS:**

You can get the things you want to do, be and have –

- Plan your future relationships with your spouse, family, friends, and colleagues;
- Plot your financial future;
- Integrate your dreams into your future;
- Live your mindful life with joy, intention, and success, in abundance

### **TOOLS AND SKILLS YOU WILL TAKE AWAY:**

- ✓ A personal Vision Statement, focused on living your Life Purpose;
- ✓ A system of personal Core Beliefs and Values;
- ✓ A personal Code of Ethics;
- ✓ A personal Mission Statements;
- ✓ Policies and Goals for living a best, values-based, purposeful life;
- ✓ An idea of the legacy you would like to leave
- ✓ Written goals and action steps for achieving personal work-life balance, and for creating your dream legacy

## **TELESERIES INFORMATION AND OUTLINE**

### **TELESERIES COURSE MECHANICS –**

- Registrants/participants will meet with the Instructor via a telebridge line, on the same day & time weekly, for 6 weeks;
- Each class will be 75-90 minutes of interactive discussion;
- The majority of class assignments will be completed outside of class time;
- Over the six weeks, participants will be doing activities such as:
  - Reading from the course materials before each class, to prepare to discuss;
  - Conducting a personal SWOT Analysis or Collage/Vision Board or Mind Map;
  - Examining and identifying personal values; establishing life goals; identifying beliefs, commitments, and a Code of Ethics; creating a personal Life Balance Wheel

### **TELESERIES OUTLINE – 6-Sessions (75-90 minutes each)**

#### **SESSION 1 - WELCOME and INTRODUCTIONS**

##### Discussion:

Welcome & Overview

Discussion of Facilitator's/Course's Expectations

Get to Know One Another – Answers to “Questions for Self” Exercise: -

- What do you bring to this experience?
- What do you want to achieve from this experience?
- What do you want to change, enhance, or let go of about yourself at the end of the experience?

##### Session 1 Homework Exercises:

- Personal SWOT Analysis
- Collage/Vision Board and/or Mind Map

## **SESSION 2 - WHO ARE YOU NOW?**

**(How do you see yourself and how do others see you?)**

Review/Feedback from Session 1 exercises.

### Discussion:

- Maslow's Hierarchy of Needs
- Values Sort = Definitions of: Values, Integrity, Ethics, Code of Ethics and Legacy;
- Importance of Values
- Universal Values

### Session 2 Homework Exercises:

- Who are you now?
- My Perfect Day (or holiday or vacation or marriage or legacy)
- Values Exercise

## **SESSION 3 - WHO DO YOU WANT TO BE? (Is there a difference between who you are Now and how you want to be seen and/or remembered by others?)**

Review/Feedback from Session 2 exercises.

### Discussion:

- When Values are in conflict;
- Hierarchical Values and Conflict Resolution;
- Life Purpose and Personal Mission Statements

### Session 3 Homework Exercises:

- Write a letter to yourself from your 90-year-old self (fully sensory)
- Write your own Obituary
- List 100 Things You'd Like To Be, Do, or Have
- Write Your Life Purpose Statement – "The Purpose of My Life Is To....."

## SESSION 4 - CREATING PERSONAL VALUES SYSTEM and CODE OF ETHICS

Review/Feedback from Session 3 Exercises

### Discussion:

- Identifying/articulating beliefs, positions and commitments
- Identifying constituencies (family, friends, communities, future
- Generations, politicians, religions, the planet, global diversity);
- Dreams, Ideals and Fears

### Exercises:

- Write your own Personal Vision Statement (what you want to achieve in your life and WHY)
- Identify your obligations to your constituencies
- Write your own Code of Ethics – the set of rules, based on your core values, that will guide your choices and decisions and be demonstrated in all of your current and future behaviours and actions

## SESSION 5 - LIVING THE PURPOSE AND VISION AND CREATING THE LEGACY –

Review/Feedback from Session 4 Exercises

### Discussion:

- Life Balance Wheel Chart
- Mindset: Positive, Open to Outcome, Law of Attraction
- Transformational Change – FEAR, 3 Required Areas
- SMART Goals and related SMART action steps
- Accountability

### Session 5 Homework Exercises:

- Identify and develop Personal Support Systems (internal & external)
- Start Living on Purpose and building your Vision and Legacy



## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY

### SESSION 6 - WHAT NOW? THE REST OF YOUR LIFE

Review/Feedback from Session 5 Exercises

Discussion:

- Wrap Up
- NEXT STEPS
- Good-byes

**FOLLOW-UP:** Evaluation Forms will be sent to Participants for Completion

## WELCOME AND INTRODUCTIONS

### A Note From the Author –

This course was first written and developed into a workshop in 2013, after discussions with friends, colleagues, family and students, about the state of affairs in our world globally and locally, and our reactions to them.

In the mid-20s, thousands of people across North America began protesting the 1% controlling the money and decision-making over the living conditions of the remaining 99%. The “Middle Class” lifestyle was disappearing and projections were that there would eventually be only the poor and the Ultra Rich, with the rich getting richer while the poor just getting poorer.

In the Middle East, In 2013, the Arab Spring uprising showed the world how desperately individuals living in other countries would go to to have the system of democracy that we North Americans take for granted.

Talk turned to the issue of personal, societal and universal values, and to the potential obligation of the rich to pay to support the working poor, the vulnerable and elderly members of our societies.

The question was raised – have we evolved beyond the tip of Mazlow’s Hierarchy of Needs? Should another layer, one of legacy and leaving our world at least as good if not better for those going on after us, than how we found it?

Because of my involvement with Coach Training Alliance, I began talking with owner Chris Osborne, about the possibility of my writing a book/creating a curriculum for a course to be delivered to CTA coaches. It became obvious that the outcomes of the book/course could be valuable as a resource to other niche markets – it could help those unsure of whether coaching is the right thing for them to do to have a tool with which they could check their personal values and life purpose against the values and ethics of the profession. People unhappy in their careers could also use the outcomes to find a career that could match their own values, ethics and purpose.

In addition, retirees and pre-retirees can plan for the post-work stage of their lives to find activities that will be a good fit for them, as well as giving them an opportunity to consider the kind of legacy they want to leave for the next generation and perhaps, for many generations to come.

**It’s now 2020.**

## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY

Not much has changed. The original material is still relevant. I've tweaked it a bit to modernize.

I have devoted more than 50 years of my life to helping others. 30+ of them in the not-for-profit sector, in numerous roles, from Boards of Directors, to front-line worker, to trainer, to fundraiser, to manager of volunteers, to Executive Director, in a number of organizations.

16 years ago, I became a certified lifecoach and started my own business. I was invited to join the faculty of the Coach Training Alliance (CTA) coach training school, to become a Trainer/Mentor Coach, teaching their Coach Certification Program and at this writing, July 2020, I am still actively teaching CCP classes.

I am currently teaching my 95th CCP course, which means that I have certified more than 1,000 coaches, who will go out into the world to help others through their own businesses. I am so grateful to have had the opportunity to meet and get to know these incredible coaches, and am inspired by the good work they are doing and intend to do.

And, disappointingly, not much has changed for the better in the world over the past 5 years. Middle Eastern wars have driven migrations of millions homeless immigrants across the world, looking for safe refuge. Millions of refugees have been adopted into new countries and new lives.

Environmentally, the world is experiencing extreme weather disasters – fires, floods, tsunamis, tornadoes, hurricanes. The polar cap is melting. Australia was on fire. We must change our habits to save our planet.

And then came the world pandemic – COVID-19. At the beginning of March, 2020, scientists began warning us that life would have to change because of this virus that was killing people all over the world. Little did we know what was to come.

By July 2020, life has turned upside down. We've been self-isolating inside for 4 months, wearing masks and physical distancing 2 metres (6 ft) when we go out, using hand sanitizer and washing our hands often, and using Lysol to wash down any groceries or other packages that come into the house.

Frontline medical workers, farmers, pharmacy workers, grocery store workers have been recognized and hailed as essential workers and heroes – putting their lives on the line every day to ensure everyone had access to the necessities for life.

Thousands of businesses were forced to close, putting millions of people out of work, with no one knowing how long it would go on. . Online shopping and video communication technology have surged. Many people are working from home while simultaneously home-schooling their children. Some are out of work, spending more family time together than ever before.

## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY

Different countries are at different stages of recovery, trying to kick-start economies as businesses struggle with how to provide safe services in the “new normal”, including social distancing, face masks/coverings & available hand washing/hand sanitization. Governments are being challenged to juggle the economy and the pandemic, while millions of people worldwide are dying, alone. In the United States, the virus seems to be worsening.

Personal, business, governmental, and societal visions, values and ethics are being rocked to the core. Around the world, increased hatred and racism, violence against women and people of colour, and police brutality and harassment are being protested in the streets.

Weeks of “Black Lives Matter “ street protests are convincing governments to review and change policies against racial discrimination in policing and in the United States, all tributes to the Confederacy are being dismantled.

Your motivation to discover or review your life purpose and legacy, could be driven by unemployment, anti-racism, anti-hatred and violence, or by the opportunity to make changes you have always wanted to make.

My sincerest hope is that this course will help you to live through these strange, unnatural and scary times with a sense of control, because you have a Plan. Whether it’s the creation of a new Vision or a renewed resolution to attain a current one, when your decisions and actions are purposefully driven by the right mindset, you can feel calmer and less anxious.

Expectations –

As the Author of these materials, whether I am training/facilitating the Course, or it is delivered by any other Trainer or Coach, my expectations for readers and for those who receive this content in a Teleseries/Seminar/Workshop or other format are:

- That you will participate in discussions honestly and fully in this wonderful internal journey to discover or re-discover the authentic you
- That you will complete all of the required reading and weekly exercises
- That when you choose to make changes in the direction you are currently going in life, you will commit to Transformational Changes that will allow you to always be your real self, living purposefully and leaving a powerful legacy
- That you will always assess the values that drive the choices and decisions you make, so that you may always live an ethical and values-driven life of integrity

In the end, I hope

- That you will understand your purpose in life and have a vision for how you will use your new-found knowledge of self, purpose and fulfillment.

**All the Best –**

**Stay Safe, Stay Healthy, Stay Home!**

Warmly,

*Nan*

**Nan Einarson, CTACC, ICFACC**

Trainer/Mentor Coach

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**A** Milton, Ontario, Canada

**P** 289-878-5765 **M** 905-299-6706

**E** nan@coachtrainingalliance.com,  
nan@icoachthecoaches.com,  
naneinarson@gmail.com

**W** http://www.coachtrainingalliance.com;  
http://www.icoachthecoaches.com,

## **LET'S GET STARTED!**

### **SESSION 1**

#### **TRANSFORMATIONAL CHANGE:**

##### **SET YOURSELF UP FOR SUCCESS!**

It's no surprise that change is hard. If it was easy to change our way of living wouldn't we all be living in mansions and driving fancy cars and being on vacation every day, doing whatever we wanted to?

##### **UNDERSTAND CHANGE:**

Neuroscientists have proven that our brains imprint neural pathways that allow them to exert as little work as possible. As a result, we do a lot of things on "autopilot". Any changes to autopilot pathways mean that new pathways must be imprinted.

Our brains react to new situations/information with either a fight, flight, or stay-put response. It's a protective mode and our brains use FEAR to control us, as a means of keeping us safe.

##### **FEAR:**

We need Fear to keep us safe – without it we'd be jumping off cliffs and walking out in front of speeding cars and doing all kinds of reckless behaviours without any hesitation. Fear is a natural part of our lives. When it shows up, it's for a reason. Say hello to it and check out the reason for its presence. If it's just there to stop you from making a positive change, just thank it for caring step around it and leave it there as you move on forward.

The acronym for FEAR is "False Events Appearing Real". That means that the Events are False! They only appear real because they haven't even happened yet! So FEAR is a lie! Belief in FEAR is believing in a LIE.

When you can describe the lie, you uncover the TRUTH. That REAL TRUTH is the exact opposite of the LIE. In order for you to imprint the real truth, you must take actions to start those new pathways.

With consistent action over time, the new pathways become new auto-pilot Habits that forget all about the old ones. You will have changed the way you live.

It sounds easy, it's not easy. It's hard to leave the old Habits behind. Your brain remembers the old ways for a long time. Until the new Habit is entrenched, if you forget to use the new pathway once, your brain takes you to the old pathway. Don't let that stop you. As soon as you realize you're in the old Habit, just switch to the new action.

You are in control of your thoughts. Your thoughts create your life. But you are not your thoughts. Thoughts are perceptions that cause us to feel certain ways about ourselves. And perceptions can change. So change your thoughts. If you are going to doubt anything, doubt your LIMITS. Never doubt yourself.

And, remember that no one and nothing is ever perfect. Done is better than perfect!

Take some imperfect action – you can always tweak later!

Don't ever let FEAR stop you from taking action!

### **HOW TRANSFORMATIONAL CHANGE WORKS:**

Transformational Change requires change in 3 Areas:

1. **Self-Awareness:**

You must be able to see yourself in a different way. Create a Vision of how you want to see yourself – thinking, doing and being different. Picture yourself doing and being those things.

2. **Limiting Beliefs:**

You must be able to let go of those limiting beliefs that don't serve you well and keep holding you back. Focus on your ability to change your thoughts and change your life.

Let go of those LIES that are FEAR.

Change your Self-Talk from negative to positive = I CAN do this! I AM Enough! I have the POWER to change my world!

3. **Take Action:**

You must be willing to do whatever it takes to change and to take actions toward getting you where you want to be, doing what you want to do, and being who you really are. Change negative, toxic Habits into healthy, positive Habits.

### **THE RIGHT MINDSET:**

Remember the Law of Attraction – you attract what you focus on. Focus on having positive results through consistent action. **Be Mindful** of your focus on positive results.

Know that you'll make mistakes and fail, over & over again, until you finally win. **Be Tenacious**, never give up!

Even though change is hard, stay Open to Outcome and be willing to try new ideas and opportunities. **Be Courageous**, don't let your FEARS stop you!

You might feel uncertain at times, doubting yourself, losing motivation, berating yourself. **BE KIND to Yourself**, use Self-Care regularly, without guilt – eat nutritiously, exercise regularly, get restful sleep, maintain helpful habits – journaling, meditating, etc.

Don't forget to track your successes and celebrate your wins! **Be Proud of Yourself** and of your accomplishments.

Check in regularly on your Self-Talk and your Mindset. **Stay Committed and Stay Motivated**, to ensure your readiness and potential for change!

### **SESSION 1 EXERCISES – CSREATING A VISION**

1. Conduct a Personal SWOT Analysis **and**
2. Create a Collage/Vision Board **and/or**
3. Mind-Map



## 1. PERSONAL “SWOT” ANALYSIS –

Before you get into creating a Vision and developing SMART Goals and Action Steps, take a few minutes to assess your starting off point

A SWOT Analysis is a strategic planning tool often used by coaches and consultants to help organizations and corporations assess their strengths and weaknesses and consider how to best utilize them - to help them accomplish their Mission according to their Vision and Values and to achieve their planned goals. Even though it was designed for use in organizations, it is a perfect tool for personal assessment too.

Please answer the questions below –

**Strengths:** What do you do well?

What do you enjoy doing?

When do you feel you are at your best?

**Weaknesses:** What could you improve?

What resources would you need to help you?

**Opportunities:** What opportunities are open to you now?

**Threats:** What threats are you facing?

What challenges do you expect to have to face?

What is your favourite way to sabotage yourself?

What's the worst that could happen?

**2 VISION BOARD:** *You have a choice to do a Vision Board and/or a Mind-Map*

**VISION:** is the ability to think about or plan the future with imagination, creativity and direction.

**VISION BOARD:** is a collage of images and words representing a person's wishes or goals, intended to serve as inspiration or motivation.

- A.** Look through magazines and newspapers or print off images from the Internet. Cut out pictures and pieces of text that really speak to your heart, that you react to on an emotional level, not an intellectual one. Choose pieces of ribbon or string, photographs, dried leaves/flowers or other pieces of nature – whatever you find that has an emotional connection for you. Each of these represents a part of you – the inner you – your loves and hates, the things you value, the things that you are passionate about and that feel meaningful for you. Make it a fully sensory representation – touch, taste, smell, see, hear.
- B.** Take a piece of Bristol Board or a canvas and have scissors and glue or tape for affixing the various piece you have chosen. You might feel drawn to place certain pieces in a particular spot on the board or to position them in an unusual, creative way (upside down, or sideways, etc.), or you might feel compelled to position them in an orderly fashion. You might want to use string or ribbons to make connections that are important to you. Let your heart and feelings guide you.
- C.** Once you have completed your Vision Board, place it somewhere where you can step back and look upon it as a whole.
  - What is your collage saying about you?
  - What does it say about your interests, values, ideals, favourites, passions?
  - What does it say about things that bother you or that need your attention (or others' attention)?
  - What patterns might be showing up (if any)?
  - What, if anything, do you see that surprises you?
  - Write down all of the positives that you find in the Board.
  - Write down any negatives that show up for you.
- D.** Display your Vision Board and invite family members, friends, colleagues, etc. to view it. Ask what they see in it and what they feel it says about you. Compare it to how you see yourself.

**3. MIND-MAP:**

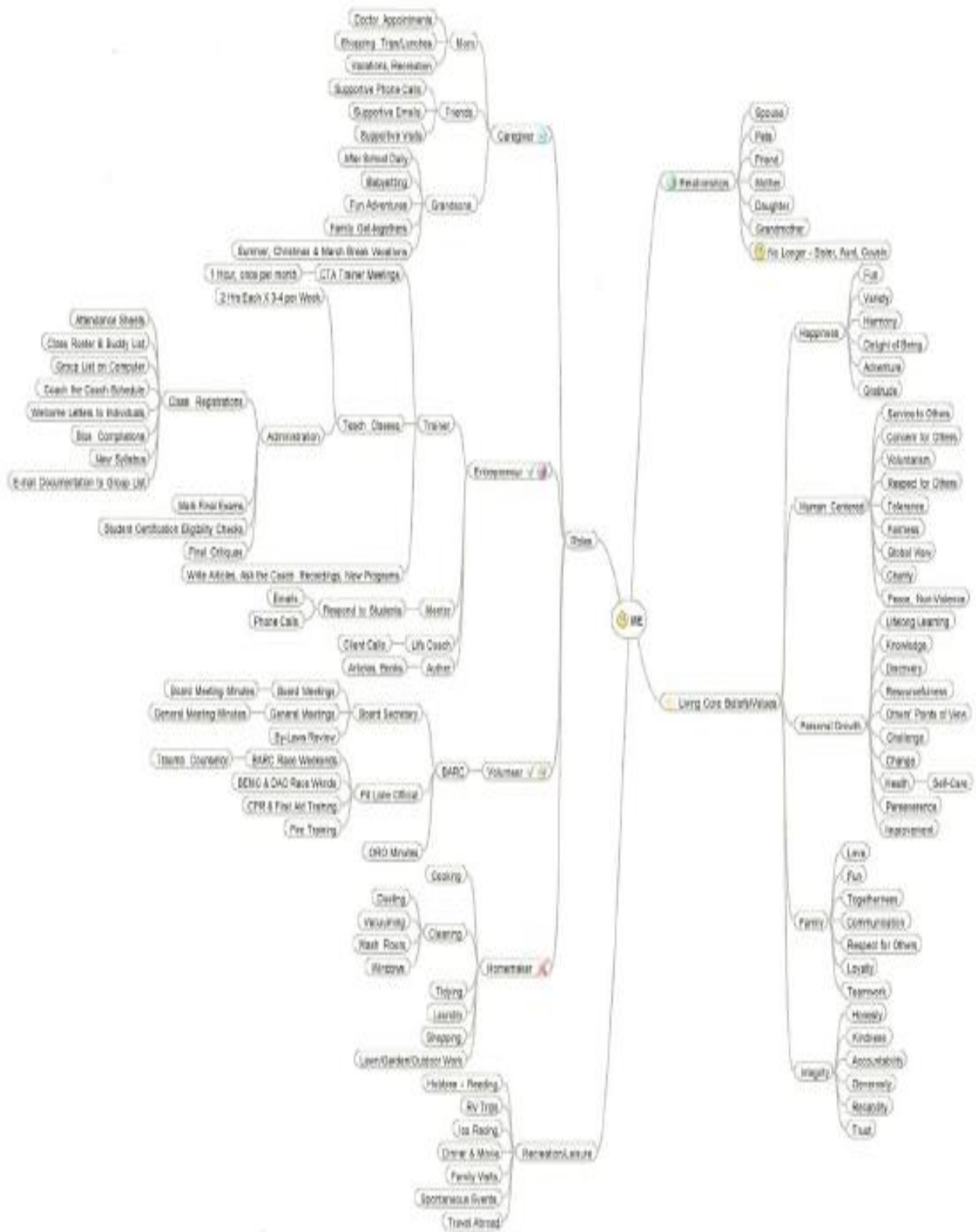
Whether you use an internet mind-mapping program or draw one free-hand, mind-mapping is a brain-storming and goal-setting tool that helps you to discover and uncover connections and resources that might otherwise go unnoticed. It is very similar to creating a Life Balance Wheel.

Let your Mind-Map be about you and your life –

You can do an internet Search to find a source of mind-mapping that you can use cost-free. Search for “Free Mind-Mapping Sourceware”. I use MindMeister.

An example of a Mind-Map is shown on the next page.....

## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY



<http://www.icoactnecoactnes.com>

[nan@icoachthecoaches.com](mailto:nan@icoachthecoaches.com)

**MIND-MAP TITLE/TOPIC:**

This Mind-Map example is titled - **“My Life – Who Am I?”**

**CENTRE:**

In this example, from **“YOU”** in the centre circle, *Categories* were added - In this case:

**CATEGORIES:** (Create your own – it’s your life!)

Examples: *Roles; Relationships; Recreation and Leisure; and How to Live Your Core Beliefs/Values*

**SUB-SETS:**

Any one of these Sub-Sets can be the subject of new map, to further break down into greater detail.

In this map, Sub-Sets were broken down and kept on the original map – example:

**BREAK-DOWN ON SUB-SETS:**

**ROLES** (What do I do in my own life) – Entrepreneur, Writer, Coach, Trainer/Mentor Coach, Volunteer, Caregiver, Homemaker, DogTrainer/ Walker;

**RELATIONSHIPS** (Who Am I?) – Spouse, Mother, Grandmother, Daughter, Friend, Pet-Owner

**RECREATION & LEISURE** (What do I do for fun?) – ice racing, reading, TV & movies, time with Family

**VOLUNTEER** (How do I contribute to my Community?) – read to Grade 3 Students; sit on Boards of Directors; committees

**ETC, ETC**, Break-down each Sub-Set or Create New Ones until you choose to stop

**RATE THE IMPACT:**

You can then rate the Categories and Sub-Sets on a scale of 1-10, with 1 currently having the least impact in your life and 10 having the most impact.

Begin to plan in your areas of need or perhaps come up with new and better ideas for important, successful impact in your life.

## SESSION 2

### WHO ARE YOU NOW?

#### How Do You See Yourself and How Do Others See You?

1. Review/Feedback from Session 1 Exercises
  - Participants Share Experiences and Learning

#### 2. MASLOW'S HIERARCHY OF NEEDS

Graphic by SIMPLY PSYCHOLOGY



**HOW IS MASLOW'S HIERARCHY OF NEEDS  
RELEVANT TO LIFE PURPOSE?**

The world has changed considerably since 1954, when Maslow's book "Motivation and Personality" was published. With the advent of computers and communication technology, we are now connected to countries and people all across the planet. We tend to think more globally now, and we have the capability of having our individual contributions to life on the planet impact hundreds, thousands, even millions of people.

We have the power to choose what our individual contributions will be and what consequences our actions or contributions will have.

By creating a Vision of a purposeful life based on a strong, positive Values System, we can design goals, strategies and activities that will influence others' lives today, tomorrow, and for generations to come. Each of us has that power! And more than that, each of us has an obligation to use that power.

So, what do most people do with that power? Nothing. Most people do absolutely nothing.

Rather than react to things that happen to us, we have the power and ability to proactively create actions of value and impact.

Once we reach the Self-Actualization phase of Maslow's Hierarchy, we have the ability and obligation to add an additional layer of development. By living purposefully, we can create Visions and Plans intended to leave powerful Legacies that will leave our world a better place for the next and future generations.

LEGACIES can be:

- Financial – inheritances, scholarships, charitable donations, charitable foundations, etc.;
- Physical – leaving/donating buildings, equipment, vehicles, furniture, antiques.
- Philosophical – living a purposeful life focused on enhancing the quality of life for others through vision/values, environment-friendly actions, etc. (or combinations thereof)

They can touch individuals and/or groups in local, regional, national and/or global communities.

WHAT KIND OF WORLD DO WE WANT TO LIVE IN?

Just imagine a world where every person lives an intentional, purposeful life based on positive values and with a focus on wanting those who come afterwards to have the best quality of life possible. What a Legacy THAT would be!!!

**VALUES**

**VALUES SYSTEM DEFINITIONS:**

**VALUES** - Your core beliefs define a values system that guides your decisions and behaviours

**ETHICS** – A standard of moral conduct based on your values system.

**CODE of ETHICS** – A set of values-based rules which decide your decisions and actions.

**INTEGRITY** – You take deliberate actions consistently aligned with your Code of Ethics.

**LEGACY** – An intention, based on a desire to make the world a better place now and for generations to come

**THE IMPORTANCE OF VALUES:**

*What is important about having a personal values statement?*

When we examine our values, we become self-aware of the reasons behind our choices, actions and behaviours. Rather than reacting automatically and habitually to situations that occur, when we are self-aware we take the time to think about the best decision that can be made.

*How will creating a personal values statement change your life?*



When we act consciously, we choose to abandon behaviours that have not served us well in the past. Negative habits can eventually be replaced by positive decisions and actions, through intentional repetition.

Once you begin living your life authentically, connected to your personal values system, your true self always shows up. “What you see is what you get”. You will never have to pretend to be someone or something else other than who you are. No one is 100% likeable, so why not just be yourself!

No more twisting yourself into a pretzel trying to please someone else. People will either like you or they won't. And, when you live who you are you will attract others who are exactly like you. They will not want you to change in order to like you.

### **UNIVERSAL VALUES:**

#### *What Are They?*

In our increasingly smaller world, community has expanded. Our decisions and actions have local, national and international implications and impacts. Our individual values, codes of ethics and integrity affect the collective integrity. Local, national and international governments set down rules, laws, constitutions, and edicts that reflect the will of the collective to define and protect the quality of life for citizens of the world.

#### *How Are They Changing?*

Since 2011, in the Middle Eastern, South Asian, African and other tyrant-controlled countries, families have been torn apart, and cities and villages demolished. And yet, they continue to fight for the right for a better life, equality and more fair government representation. They want Democracy. Today, add Hong Kong to that list.

Contrarily, in many democratic countries, citizens have chosen governments that are less focused on democratic processes. Government policies have enabled the richest in their societies to become obscenely rich, while the middle classes disappeared and the poorest of the poor have been left to wander homeless and hungry.

Thousands of jobs and businesses have been lost forever and there are few government services designed to serve the needy.

A European economic downturn created a financial crisis and a recession that touched nations around the world. Rich leaders made financial decisions and policies that preyed on the weakest, most vulnerable of their citizens, while business leaders accumulated monster salaries, massive bonuses, and tax breaks.

Those with jobs were forced to accept terrible working conditions, for fear of losing their jobs. Workplace morale plummeted.

Whether working in large Corporations, governments, or small business workplaces, workers felt undervalued and abused. They felt betrayed, abandoned, and ignored.

Increasingly, the business, government, religious, entertainment and academic Leaders in our world abandoned their values. More and more, violence, betrayal, corruption and hatred, borne out of personal greed and the desire for ever more wealth and power, became the vehicles for change.

What happened to world values of compassion and caring for one another???

**And then there was 2020!!**

The Year of the COVID-19 Pandemic. And people are losing much more than their jobs. Millions of deaths have resulted globally from the virus and nations around the globe are striving to save both economies and human lives.

Millions of people are quarantined, at home, while front line workers, mainly healthcare workers, bravely risk their lives in the fight against the deadliest enemy the human race has faced to date.

We've come to recognize the importance and value of essential workers – those who we depend on for food and medications – our basic needs for survival

And teachers! Parents trying juggle home-schooling and work-from-home are recognizing the value of teachers and the work that they do!!

A new reality will result once the living experiments for re-opening communities emerges from the months of self-isolation. Until then, social/physical distancing, face masks, frequent hand-washing and hand-sanitizer is the new normal.

## How Do Personal and Universal Values Influence One Another?

In the early 2000s, in many democratic countries, many politicians had been proven to be bullies and cheaters who lied with impunity and had no interest in serving the people who elected them. Voters became so disillusioned and betrayed by politicians they once trusted.

Many leaders represented only a very small percentage of their citizens and they sought only to make themselves and their business colleagues around the world richer and more powerful. Their individual values began to represent the collective world.

Starting in 2011, many people in the Middle East died in their quest for democracy – the Arab Spring. In 2012, citizens in Europe and North America started waking up to the realities of their local, national and global communities.

Violent protestors in Greece, France and Europe raged against their governments. Across North America, citizens formed the Occupy Movement by camping out for months in major cities, to protest the rich and powerful 1% of the population taking advantage of the remaining 99%.

By actively working to ensure that leaders and lawmakers entrench democracy, equality, and social safety net programs for the weakest and poorest among us, individuals who want to live with dignity in a human-centered, compassionate world have the power to create change.

By working individually and collectively, doing all we can to enhance the quality of life for others, through voluntarism, philanthropy, information-sharing, and by being our authentic selves, our personal and Universal values can be aligned and can work in harmony.

**SESSION 2 – HOMEWORK EXERCISES – WHO ARE YOU NOW?**

**- VALUES SYSTEM & CODE OF ETHICS**

“What Makes Me Who I Am?” – What are your unique character traits, strengths, skills and talents?

1. Write about your **PASSION** – What do you LOVE to do?
  - What activities give you self-satisfaction?
  - What excites and inspires you about life?
  - What is your secret ambition?
  - What are your current hobbies/interests?
  - What are you uniquely qualified to teach?
  - What are you already doing that you absolutely love doing?
  - What else is there about passion and what you love to do?
  
2. Write about your **TALENT** - What are you GOOD at doing?
  - What do you get complimented on?
  - What do you think are your gifts (the ones you were born with, even if you don't use them)?
  - What skills have you learned and developed over the years?
  - In which areas have you been successful?
  - What things make you happy when you do them?
  - What things can you do that no one else can do quite like you?
  
3. Write about your **VALUES** - What is IMPORTANT to you?
  - What would you do if you were wealthy?
  - What do you stand for?
  - What would you stand up for?
  - What won't you stand for?
  - What would you risk your life for?

4. Lots of opportunities for writing! Choose 1 or more of a, b, c, d, or e.

(a) Write about what it would be like if you could have a PERFECT

- Day?
- Birthday?
- Holiday – Christmas, Thanksgiving, Easter, etc.?
- Vacation?
- Weekend?
- Marriage?
- Life?
- Legacy?
- Other?

Write about one, some, or all of them!

What would that event look like? Write it in a fully sensory way – what are you seeing, touching, tasting, smelling, and hearing?

(b) Ask 10 friends, family members, colleagues, etc. to write down 3 things they admire about you. (They could be qualities you have or achievements you have reached).

(c) Write down 100 things you would like to do, be, and/or have.

(d) Write a letter to yourself from your 90-year-old self, reviewing your life's wins and challenges

(e) Use your responses from the questions above to write a purpose statement – “The purpose of my life is to.....”

5 Use the answers from the above questions to choose the 5 most important and 5 least important values from the given **Sample Values List** below and create your own Personal Values List.

## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY

- (a) You might want to choose 5 categories that represent you as your Primary Values and choose some of the other values to define and accent your primary value category.
- (b) Once you have your 5 Most Important Primary Values you can write a Code of Ethics under each one, describing how your decisions and actions will be consistent with each value.

Or, you could do it in reverse, as described below:

### VALUES EXERCISE ADAPTED FROM TAPROOT (<http://www.taproot.com/archives/37771>)

1. Determine your core values. From the list below, choose and write down every core value that resonates with you. Do not overthink your selections. As you read through the list, simply write down the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, be sure to write it down as well.
2. Group all similar values together from the list of values you just created. Group them in a way that makes sense to you, personally. Create a maximum of five groupings. If you have more than five groupings, drop those least important.
3. Choose one word within each grouping that best represents the label for the entire group. Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you.

*"It's important to be heroic, ambitious, productive, efficient, creative, and progressive, but these qualities don't necessarily nurture soul. The soul has different concerns, of equal value: downtime for reflection, conversation, and reverie; beauty that is captivating and pleasuring; relatedness to the environs and to people; and any animal's rhythm of rest and activity." **Thomas Moore***

## List of 230 Personal Core Values

Acceptance	Courage	Genius	Optimism	Smart
Accomplishment	Courtesy	Giving	Order	Solitude
Accountability	Creation	Goodness	Organization	Spirit
Accuracy	Creativity	Grace	Originality	Spirituality
Achievement	Credibility	Gratitude	Passion	Spontaneous
Adaptability	Curiosity	Greatness	Patience	Stability
Alertness	Decisive	Growth	Peace	Status
Altruism	Decisiveness	Happiness	Performance	Stewardship
Ambition	Dedication	Hard work	Persistence	Strength
Amusement	Dependability	Harmony	Playfulness	Structure
Assertiveness	Determination	Health	Poise	Success
Attentive	Development	Honesty	Potential	Support
Awareness	Devotion	Honor	Power	Surprise
Balance	Dignity	Hope	Present	Sustainability
Beauty	Discipline	Humility	Productivity	Talent
Boldness	Discovery	Imagination	Professionalism	Teamwork
Bravery	Drive	Improvement	Prosperity	Temperance
Brilliance	Effectiveness	Independence	Purpose	Thankful
Calm	Efficiency	Individuality	Quality	Thorough
Candor	Empathy	Innovation	Realistic	Thoughtful
Capable	Empower	Inquisitive	Reason	Timeliness
Careful	Endurance	Insightful	Recognition	Tolerance
Certainty	Energy	Inspiring	Recreation	Toughness
Challenge	Enjoyment	Integrity	Reflective	Traditional
Charity	Enthusiasm	Intelligence	Respect	Tranquility
Cleanliness	Equality	Intensity	Responsibility	Transparency
Clear	Ethical	Intuitive	Restraint	Trust
Clever	Excellence	Irreverent	Results-oriented	Trustworthy
Comfort	Experience	Joy	Reverence	Truth
Commitment	Exploration	Justice	Rigor	Understanding
Common sense	Expressive	Kindness	Risk	Uniqueness
Communication	Fairness	Knowledge	Satisfaction	Unity
Community	Family	Lawful	Security	Valor
Compassion	Famous	Leadership	Self-reliance	Victory
Competence	Fearless	Learning	Selfless	Vigor
Concentration	Feelings	Liberty	Sensitivity	Vision
Confidence	Ferocious	Logic	Serenity	Vitality
Connection	Fidelity	Love	Service	Wealth
Consciousness	Focus	Loyalty	Sharing	Welcoming
Consistency	Foresight	Mastery	Significance	Winning
Contentment	Fortitude	Maturity	Silence	Wisdom
Contribution	Freedom	Meaning	Simplicity	Wonder
Control	Friendship	Moderation	Sincerity	
Conviction	Fun	Motivation	Skill	
Cooperation	Generosity	Openness	Skillfulness	



**SAMPLE: PERSONAL VALUES and CODE OF ETHICS**

Human-Centered Focus

Feeling concern and respect for others and working in service of others, to enhance people's quality of life and create fair and tolerant, diverse communities around the world, protecting life and our environment through voluntarism, charity and peaceful (non-violent) advocacy.

Integrity

Consistently demonstrating honesty, kindness and generosity, being consistently reliable, accountable and trustworthy, keeping confidentiality, and always being my authentic self.

Happiness

Delighting in the joy of being, and living every moment with gratitude and harmony, while spicing life with variety and adventure, and always having fun.

Family

Through respectful communication, teamwork and loyalty, my family enjoys togetherness and is a source of love, fun and joy for me.

Personal Growth

Demonstrating a commitment to Lifelong Learning through resourcefulness and perseverance, on a quest for new challenges, knowledge and discoveries, and listening to others' points of view, with a willingness to change – particularly in the areas of health and improved self-care.



### SESSION 3 - PERSONAL VALUES IN CONFLICT

1. Review/Feedback from Session 2 Exercises
  - Participants Share Experiences and Learning

#### Discussion:

- What happens when values are in conflict
- Hierarchical Values and Conflict Resolution
- Life Purpose and Personal Mission Statements

2. There are times when values conflict with one another. Decisions about actions must be made thoughtfully and deliberately, and your choices will affect how others perceive you and your inter-personal relationships.

A) Here are some scenarios of personal values **conflicting with one another**:

1. Gloria Goodheart is a person of integrity and is proud that she maintains confidentiality when it is requested of her. She also respects and wants to preserve life. Donald Down wanted to tell her something in confidence, which she promised to keep. She then learned that he or others might be in danger of harm or death.

Q. What should Gloria do?

Honesty is very important to Sally Sweetheart. She is known as a truthful person. She is also known for her respect and kindness to others. Debby Dull, her best friend comes along wearing an outfit that Sally thinks looks terrible on her. Debby seems quite happy with what she's wearing. Sally wants to be a good friend and is torn – should she tell be honest and tell her friend what she thinks, or stay quiet?

Q. What should Sally do?

ANSWERS to A).

1. *When values are in conflict a hierarchy takes place, based on law and/or conscience. In this instance, preserving life must take priority over Gloria's promise to keep a confidence. She actually has a legal as well as a moral obligation to report what she knows to authorities.*
2. *When the conflict is not life and death, the hierarchy is not so easily decided. If Sally tells Debby she hates what she is wearing, Debby might end up feeling embarrassed and hurt, or might even be angry at Sally for giving her unsolicited negative opinion. They might even get into an argument.*

*If Sally keeps her opinion to herself, Debby will be none the wiser and can enjoy her day, blissfully unaware that her friend dislikes her outfit.*

*In order to maintain the friendship, save her friend's feelings and avoid a potential argument, Sally chooses to say nothing. Her mother always told her, "If you can't say anything nice, don't say anything". Had her friend asked her opinion of her outfit, Sally would then have felt comfortable expressing her true feelings.*

*Some people brandish honesty like a machete, boasting that they always tell the truth. The end of the sentence could read "no matter what happens or who gets hurt as a result". That commitment to honesty allows them to be mean and hurtful without any guilt or repercussions. Some people make themselves feel bigger and better by making others feel small and demeaned.*

Q. Do you have any differing thoughts?

B) Here are scenarios of personal values **conflicting with others' values**:

1. Larry and Lilly Lovebirds have been married for 10 years. They have two young children and a happy relationship, except for one issue that keeps coming up. There was an increase of bullying in the children's school and Larry believes in standing up to bullies. He wants the kids to learn judo or karate, so they can defend themselves if someone picks on them. Lilly hates fighting and refuses to enroll them in lessons to learn how to fight. She tells the children that fighting is never an option. Larry has been "play fighting" with them, teaching them boxing and wrestling moves. Larry and Linda bicker about this endlessly and the arguing is becoming more intense.

It's obvious that Larry believes in self-reliance, justice and self-preservation, while Linda believes in non-violence, respect, peaceful conclusions via conversation.

- Q. Since both are committed to their beliefs/values how can a situation be resolved when parents' values differ in how their children should be raised?

2. 10 years later, Lilly and Larry's 14-year old daughter, Linda, is in high school. Linda has always been a good girl, yet Lilly and Larry worry about peer pressure and external influences on her. They check Linda's room when she's not there, read her daily journal and track her usage on her computer. When Linda finds out, Lilly and Larry defend their actions. They do it because they worry about her safety and because it's their duty as parents to make sure she stays on the straight and narrow. Linda wants a lock on her bedroom door.

It looks like Lilly and Larry are letting their fear for Linda's safety and security are taking precedence over her desire for trust, respect and privacy.

- Q. What to do when parent-child values conflict?

ANSWERS to B):

1. *If neither party is willing to compromise their beliefs/values, the children will be drawn into the middle of this conflict. They won't know who they should listen to.*

*The couple could ask the opinion of a neutral third party and agree to accept that perspective. In this instance, it would be a good idea to contact the school Principal and/or the Police, to find out school rules and the law regarding bullying, fighting and self-defence.*

2. *If Lilly and Larry do not find a way to compromise with Linda, they risk pushing her into rebellion and dangerous behaviours. Because she has been good in the past, she has earned their trust and respect. Unless and until she does something to prove their trust unwarranted, they would do better to let her have her privacy and stop room inspections and reading her diary.*

*Linda will have to compromise, too, by having honest, open conversations with her parents about her friends and activities. In addition, she will have to accept that there are dangerous people and unsuitable content for children and teens on the internet, and that it is her parent's responsibility to monitor her computer usage not because they are suspicious, but because the internet can be dangerous sometimes.*

Q *Do you have any differing thoughts?*

C ) Here are scenarios of personal values **conflicting with organizational values**:

As a Human Resources Manager in an insurance company, Helen Helpful enjoyed her job and her interactions with people. In a surprise move, her Department was reorganized, and she was transferred to a lower-paying, non-management job in the Claims Department. Her options were to accept the demotion or leave. She needs to work and is afraid to quit, because she cannot afford to be unemployed.

Now, in the Claims Department, she is seeing legitimate claims from sick and injured people being deliberately postponed over long periods of time or being denied altogether. She learned that the company often uses this strategy in order to save money. The large Corporation knows that most people cannot afford to continue to pay lawyers and wait months and sometimes even years, to fight for their money and they usually drop their claims.

Helen is miserable in her job and hates the company policies. She is getting more depressed each day. She's at the point where she hates to answer the phone at work, in case she has to tell a waiting policy holder that they must wait still longer. She feels like a fraud having to apologize for the delay and pretend it is justified.

Q. Which of Helen's values are in conflict with the company's policies?

Q. What options does she have?

Q. What do you think would be the best thing for her to do?

ANSWERS to C ):

1. *Helen is a professional who believes in treating people with respect and compassion (treat others the way you want to be treated). By downsizing and demoting her with no advanced notice, the company demonstrated a total lack of sensitivity for her feelings. They disrespected and devalued her.*

*The demotion stripped her of her ability to take pride or enjoyment from her work. Now, she has no sense of loyalty or trust in the company and feels constantly insecure.*

*She has always demonstrated concern for others and her employers are demonstrating none – neither for their employees, nor for their customers. Moreover, their “delay claims” policies directly conflict with her need for honesty and fairness, and she feels like a fraud and a liar.*

2. *Given the company’s lack of values and her demoted position, it’s highly unlikely that she can have any influence over changing the company’s policies (a company that treats its employees as badly as it treats its customers). Her only options are to stay or leave.*

*If she stays, she will have to find a way to either ignore the conflicts she feels or find ways to feel better about herself and her work. She will have to employ great self-care techniques, to de-stress and avoid burnout.*

*She might be able to search for and find work before she quits this job, so there would be no financial loss. It’s probably in her best interest to brush off her resume and start checking out new job opportunities.*

3. What are your thoughts?

## SESSION 4 - DESIGNING THE VISION, PURPOSE & LEGACY

1. Review/Feedback from Session 3 Exercises
  - Participants Share Experiences and Learning

Discussion

- identifying/articulating beliefs, positions and commitments
- Identifying constituencies (family, friends, communities, future generations, politicians, religions, the planet, global diversity, etc);
- Dreams, Ideals and Fear

Stephen Covey, in his book “The 7 Habits of Highly Effective People”, identified that one important habit of successful people is to “begin with the end in mind”. He suggested pretending that you died tomorrow and that you were able to attend your own memorial service.

What would your family and friends be saying about you? If there is a disconnect between what they would say about you and what you would want them to say, then that is a reality check.

You must start changing the way you live your life right now, every moment of every day, and make choices that will take you on the road to making your Vision of yourself and your life a reality.

### VISION

- **The Definition of Vision** - A clear picture of a desired state.
- **The Importance of Vision** - The Vision motivates people to set goals and actions that can be measured against the ideal and ensure accordance with Values
- **The Connection between Values and Vision** - Vision is the blueprint for creating values-based, purposeful, and intentional lives and Values are the tools for guiding Vision to reality.
- **Living Your Life Purpose (Destiny)** - Do you know what were you born to do?

Try to answer the following questions –

- + What is your unique mission in life?
- + What does the Universe want you to do?
- + What are your unique opportunities?
- + Where can you make a difference?
- + What would make you jump out of bed with a smile on your face, eager to begin your day?
- + When you were a child, what did you want to be, do, or have when you grew up?

➤ **Developing Vision** -

- How do you want people to see you?
- What is your uniqueness?
- How strong is the connection between your values and your Vision?
- What changes might you have to make to your Values list to align them with your Vision?
- What results will you expect from your Vision?
- How will your thinking and actions have to change so that you will begin to attract the resources you will need to achieve your Vision?

Using your “Personal Values and Code of Ethics” Statement and your “Life Purpose” Statement as guidelines, your *Personal Mission* is born. Thinking about your current beliefs, positions, philosophies, and commitments, how have they changed since the beginning of this course?

Which constituencies do you want to be impacted by your Vision (family, friends, community, future generations, the planet, global diversity, etc.)? What is the impact you want to have on those constituencies?

**That impact will be your Legacy.**

What will you need to do in order to achieve the desired impact? What will have to change in order for you to do what you need to do?

How will you define and measure success? - describe the benchmarks



**SESSION 4 - HOMEWORK EXERCISES**

1. Review your Code of Ethics – that set of rules, based on your core values, that will guide your choices and decisions and be demonstrated in your current and future actions and behaviours.
2. Write your own Personal Vision Statement (what you want to achieve in your lifetime and WHY)  
-
3. Identify your constituencies and your obligations to them

**SESSION 5 - LIVING THE PURPOSE AND VISION AND CREATING THE LEGACY –**

1. Review/Feedback from Session 3 Exercises
  - Participants Share Code of Ethics, Personal Vision Statements, Personal Mission Statements

Discussion:

- Life Balance Wheel Chart
- Mindset: Positive, Open to Outcome, Law of Attraction
- SMART Goals and related SMART action steps
- Developing Support Systems
- Accountability



The Life Balance Wheel, above, has a focus on Life Purpose and its connection to every single aspect of your life.

Take some time to consider each piece of this pie chart and measure your current status within each category, on a scale of 1-5, with 1 being the least satisfied and 5 being the most satisfied you are with your quality of life as it is now). Keep in mind that it isn't necessary for you to have the maximum in each category. If you have 7's in each category your life is in balance and you might be content with that.

Then go around again and rate it from 1-5 as what you would like it to be.

Some categories can be divided even further. Health, for example, could be divided into physical, mental and emotional health. Relationships could be divided into romance (or spouse or partner), children, family, friendships, colleagues, etc. Exercise might include nutrition. Spirituality could include or be replaced with religion. Life Purpose could include Values, Vision, Mission and Legacy statements. Money (or Finances) could include daily living and savings or investments. Self-esteem could include personal growth and/or lifelong learning.

You might want to add adjectives as a form of measurement – caring relationships, financial stability, challenging and enjoyable work, etc. A “great life” could include the word “purposeful” or “intentional”. Make a wheel of your own design and rate your life categories.

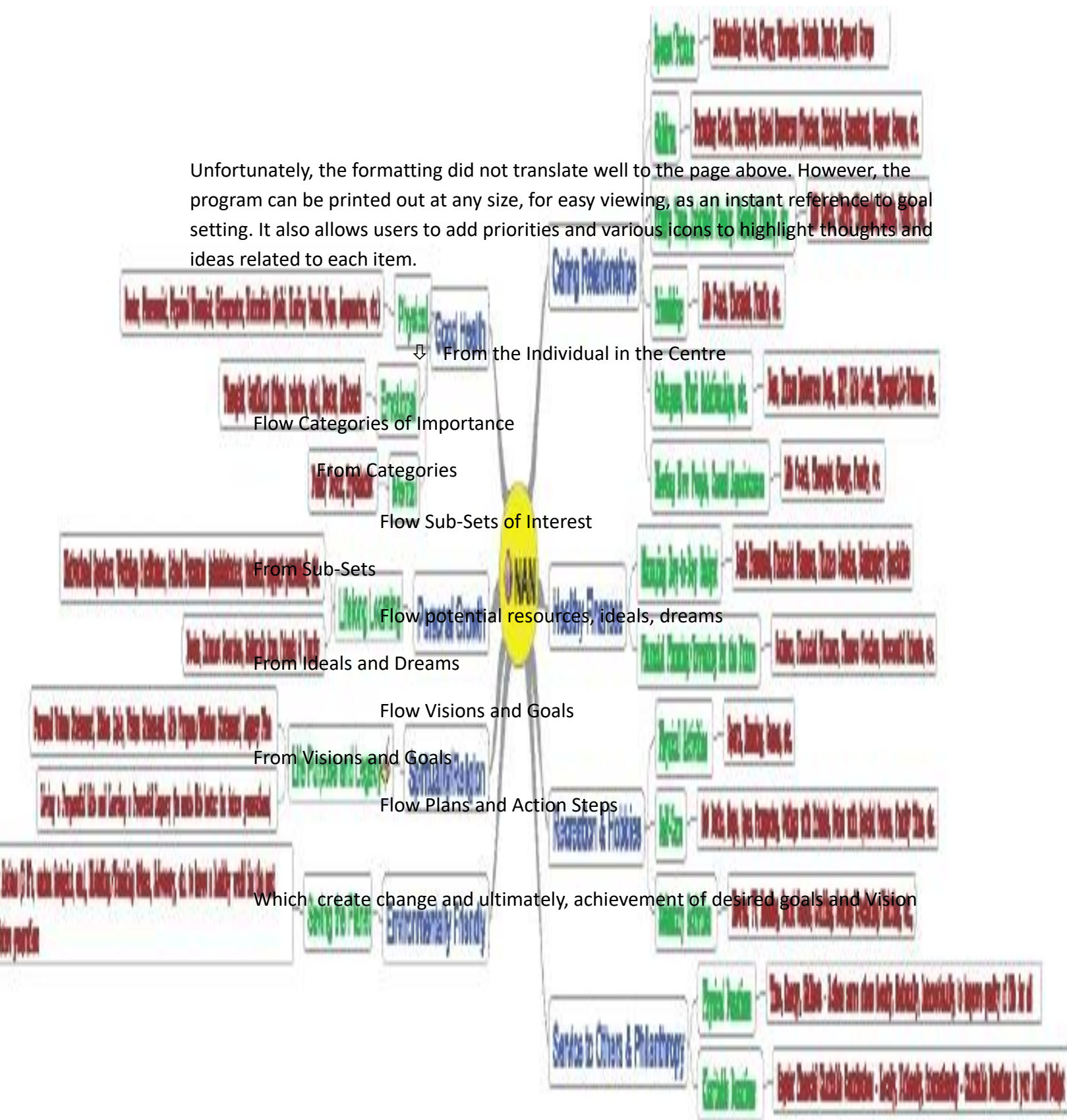
Once you have completed the ratings, you can use them to prioritize your goals and action plans, by starting to work on bringing the lowest number up higher.

A good resource for a blank Life Balance Wheel is from The Coaching Tools Company <http://www.thecoachingtoolscompany.com/>. They have a lot of free resources for

coaches and their products are very good and reasonably priced..

## LIVING A PURPOSEFUL LIFE AND LEAVING A POWERFUL LEGACY

Unfortunately, the formatting did not translate well to the page above. However, the program can be printed out at any size, for easy viewing, as an instant reference to goal setting. It also allows users to add priorities and various icons to highlight thoughts and ideas related to each item.



Positive Mindset and Law of Attraction -

Dr. Fred Allen, Dr. Emoto, Dr. Amit Goswami and many more have given scientific perspective to Law of Attraction. Law of Attraction is a proven scientific principle, as real as the Law of Gravity. You may choose to believe in it or not, however, it has worked, does work and will continue to work, regardless of whether or not you choose to use it to your own advantage.

Simply put – The Universe is the source of energy. We are creatures whose core is energy. Our thoughts are energetic vibrations. Negative energies vibrate on different wavelengths from positive energies. Since another scientific principle is that “like attracts like”, our negative thoughts attract other negative thoughts and energies. Accordingly, positives attract positives.

Therefore, what our thoughts focus on, we will attract. What we focus on, we manifest. That doesn’t mean that if we focus on winning the lottery, we will automatically do so. Law of Attraction has no connection to blind luck.

Law of Attraction connects focus to action. What can be conceived can be achieved. With a mindset of positive, possibility thinking almost anything can be envisioned and attracted. One might not know how it will manifest or when, just know that opportunities and resources will come. There are no limits. The possibilities are endless.

The saying “be careful what you wish for” is a very apt one. Once a thought is put out to the Universe, it will attract resources in abundance. Be prepared to accept them in gratitude and to get to work using them. Wishing all by itself does not create the vibration levels that are required to maximize the manifestation.

It’s important to always live in appreciation for all that we are, do, and have. Wherever we are now, it is a result of our previous thoughts and focus. If we do not like where we are, we must accept that we attracted the situation and we need to refocus on creating something different. Our thoughts create our futures.

Applying the LoA means that on a daily basis, decisions, actions and behaviours will connect to the belief that is creating the desired lifestyle. It doesn’t just happen because

it was wished for. One doesn't just make a wish and passively sit back, waiting for it to suddenly appear before us. We actively participate in the attraction cycle.

Here's an Example of Really Wanting to Manifest a Dream –

Billy Bigshot always wanted to own and drive a Mercedes Benz. He decided to utilize the Law of Attraction. He didn't know how or when he would get one. He just believed it would show up for him.

Each day, he focused on having that car and doing whatever he could to make that dream a reality. He gave up his daily Starbucks coffee and put that money into a special Mercedes bank account. He told everyone he knew of his intention to purchase a Mercedes one day. He stopped buying lunch every day and brought one from home, instead, putting the difference into his account. He wanted that car so badly that he put off going shopping for new golf clubs and put that money into the car account.

He put up a picture of the car of his dreams and pictured himself behind the wheel. He pictured it parked in his driveway while he hand-washed and polished it until it shone.

One day, a friend called him. A friend of a friend had a Mercedes for sale. His friend knew that Billy was looking for one, so he gave Billy the person's contact information.

Billy had also noticed a couple of interesting prospects in the newspaper that he wanted to check out. And, on the auto sites he had bookmarked, he found another one or two that might be suitable. In the mail, he received information from his bank that they had very low rates on auto loans and a flyer that some auto dealerships were offering 0% financing.

Suddenly, he had all kinds of choices to make and a number of opportunities from which to choose! Coincidence? Nonsense! There's no such thing as a coincidence. it's the Law of Attraction in action!

*What are your thoughts about this?*



Here's an Example of the Law of Attraction Helping to Problem-Solve –

Helen Helpful was struggling with a decision she needed to make about her career. She had been downsized and demoted at work and her personal values conflicted with the insurance company she worked for. She was miserable at work but could not quit without having another job to go to. She knew she needed to find another job and hopefully, re-start her career in Human Resources.

She put it out to the Universe in her thoughts and then carefully began telling some people she trusted about her need for a new job. She was saying that she believed her problem would be solved positively. She wasn't sure when or how it would happen, but it made it easier for her to be at work when she thought that way. While she was waiting, she continued trying to solve her problem herself.

She was amazed when resources suddenly started showing up for her. One of the friends she had told worked in a company that was looking for a Human Resources manager. Helen submitted a resume through her friend and got an interview. Eventually, she was hired, at a salary greater than what she was making in HR at the insurance company. When she told the insurance company why she was leaving them, they just shrugged their shoulders.

The new company was so impressed by Helen's values system that she was asked to lead a group to define a corporate values system for their workplace. She was ecstatic to have found a company that respected values and made many friendships among the staff there.

Helen was appreciative of the resources that showed up for her when she needed them and regularly expressed her gratitude. In that expression of gratitude, she completed the cycle (what goes around comes around) and continued to retain the positive energies she used to create the life she wanted for herself.

The Hardluck Life Insurance Company was featured in an investigative newspaper article denouncing their policy of delaying or denying legitimate claims. The company's senior executive denied any knowledge of the practice and many employees were fired. The



government is investigating. What goes around comes around.

*Notice Billy Bigshot did not express appreciation or gratitude. What might the results be for taking his Mercedes and the LoA for granted?*

### **Resources for Change:**

#### **Internal Resources** -

- ✓ In order to face and work through the feelings of fear, anxiety and self-doubt, a Mindset that is open to possibilities and detached from Outcome is an absolute necessity
- ✓ You must be able to try anything and have the courage to try, fail and keep on trying until you reach your goal
- ✓ You must be totally committed and willing to accept responsibility and ownership for your choices and actions
- ✓ Always look for the positives in every situation and through the Law of Attraction you will attract the abundance of what you need
- ✓ Take the time to be aware and thankful for all that you have all that you do and all that you are
- ✓ Take the time to experience all of life, in a full sensory way and take joy from the ups and downs of living and being in the moment

#### **External Resources** -

- ✓ You might need human, financial and/or physical resources in order to achieve the changes you desire
- ✓ Human resources will be allies - people you trust, with whom you can share your dreams, goals and action steps, and who will support you and hold you accountable. They can be a life coach, a relative, a friend, a clergy person, a co-worker or a support group or organization. You can choose to have one or a combination of supporters – the key is a willingness to ask for help when you need it.

- √ Learn to ask for help and accept it with grace and dignity. If you are a person who is used to giving and doing for others. It's hard to ask for help. Some people view needing and asking for help as a weakness, when it actually takes strength to ask for help. As a giver/doer you know how great it feels to be of service to others. When you ask someone for help you are gifting them with feeling how wonderful it is when you help. It's selfish to withhold that experience from others by refusing to ask for and accept help.
- √ Financial resources could include loans, interim financing, new budgeting strategies or investment skills, charitable donations, and spending money on items that are important to your life purpose and vision.

### **S.M.A.R.T. Goals and Action Steps**

Another external resource is the creation of SMART goals. Most people go through life making annual resolutions that they never complete and never think about setting and meeting goals as a means of intentionally living their lives. Have a written plan for achieving positive change.

- Specific** - Make your goals detailed so that you will know when you've achieved success
- Measurable** - Determine benchmarks that will remind you that you are making progress toward your desired goals.
- Achievable/Accountable** - Make your goals achievable – set yourself up for success by choosing goals and action steps that you can achieve
- Choose an Accountability Partner – someone you can trust to hold your feet to the fire so you complete what you say you will do.
  - Tell them your intended goals and actions steps and report to them when you have completed the action
- Risky** - Challenge yourself, though. If you never take risks, nothing will ever change for you. Take calculated risks that will ensure your safety and stretch and expand your comfort zone.
- When you take risks and add new experiences and changes to your comfort zone, the comfort zone expands to include them.
- Time-Bound** - Put a realistic, reasonable deadline within which you can complete the intended action

- Remember, nothing is etched in stone – you can always tweak later, and move the deadline if possible

**GOALS -** In Sports, each goal is cheered and celebrated. Remember to cheer and celebrate each Goal that you score! Choose something that will make you feel really good. It doesn't have to be expensive. It can be a bubble bath, reading a book, taking a weekend away. Whatever you want. As long as it's a reward for completing an action or achieving a Goal.

Often, many Goals have to be scored, to win one Game. And many Games must be won to win the ultimate trophy. You might have to score many goals and win many games to achieve your ultimate dream life.

Plan to reward yourself and your accountability partner once your dream life is fulfilled

### SESSION 5 - HOMEWORK EXERCISES

- Complete your Life Balance Chart or Mind-Map, as well as your Vision and Legacy
- Identify and develop Personal Support Systems (internal & external)
- Create SMART Goals and Action Steps related to your Vision
- Start Living on Purpose and using Law of Attraction, start building your Vision and Legacy

## SESSION 6 - WHAT NOW? THE REST OF YOUR LIFE

1. Review/Feedback from Session 5 Exercises
  - Participants Share Experiences and Learning

### Discussion:

- Wrap Up
- NEXT STEPS
- Good-byes

**FOLLOW-UP:** Evaluation Forms will be sent to Participants for Completion