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Life Design Workshop

*"Life is NOT a Dress Rehearsal"
- Source Unknown*

Thank you for downloading our free workshop! The purpose of this workshop is to assist you in creating a roadmap for your life. It's always important to know **"WHERE"** you are going but even more important to know **"WHY"** you're headed there.

Your reasons **"WHY"** are the critical factors motivating you to take massive action. And we all know, without action our goals will continue to be just dreams.

You will create and discover the following:

- **A Legacy Statement**
- **Your Core Values**
- **A Mission Statement**
- **Your Goals**
- **Personal Statement**
- **Daily Routine**

You may complete all or part of the following material. Feel free to take from this workshop what will help you and discard the rest.

I wish you the best of luck, any comments are welcome please email me at marcb@bankcard101.com.

Good Luck,

Marc

Here are some helpful tips for completing the life design workshop:

1. Leave the past behind. You are creating the future. Recall what Omar Kayam wrote over 1200 years ago:

**“The moving Finger writes; and, having writ,
Moves on: nor all thy Piety nor Wit
Shall lure it back to cancel half a line,
Nor all thy Tears wash out a Word of it.”**

It's over; you can only live in this moment right now.

2. Read each section thoroughly. You may need to do several rewrites – this is a work in progress.

3. Schedule a quiet uninterrupted hour or two to work through all the exercises. Turn the TV off and reduce any outside distractions. Some people prefer playing relaxing music in the background.

4. Be honest with yourself. You will only cheat yourself if you're not honest with every answer. Don't get stuck in what you think others believe your life's legacy, purpose, mission or goals should be. They are not living your life – you are.

5. After you complete the paperwork put it away. Review the next day to make any edits or changes.

6. Finally, when you are done share your mission with someone you trust. Read your list out loud and ask for feedback. If it is your spouse or significant other, get a commitment from them to help you achieve your goals. You may want them to go through the process also.

7. Start taking action immediately to obtain your goals. This is **YOUR** life! Start to create and live the life of your dreams **NOW!**

8. Review your legacy statement, mission statement, personal statement and 1-year goals daily. When you need motivation read the reason's **“WHY”** you are striving to accomplish this mission.

NOTE: You may want to complete this workshop on your PC or on a notepad, whatever works best for you.

The Legacy Statement

The Legacy statement is what you visualize your life's work is all about. This statement should be a guiding vision for your life's purpose and direction. It should be grounded in your highest values and beliefs. This statement should convey your deepest desires and interests fully. This is the reason "Why" you are on this planet.

Ask yourself these questions and start to create a general outline of the legacy you will leave to the world.

1. You are 100 years old and you have lived a fabulous life. What would your family, friends and business associates best remember you for? What would the major accomplishments of your life be? What would you be most proud of?

2. What legacy would you have left in the business world?

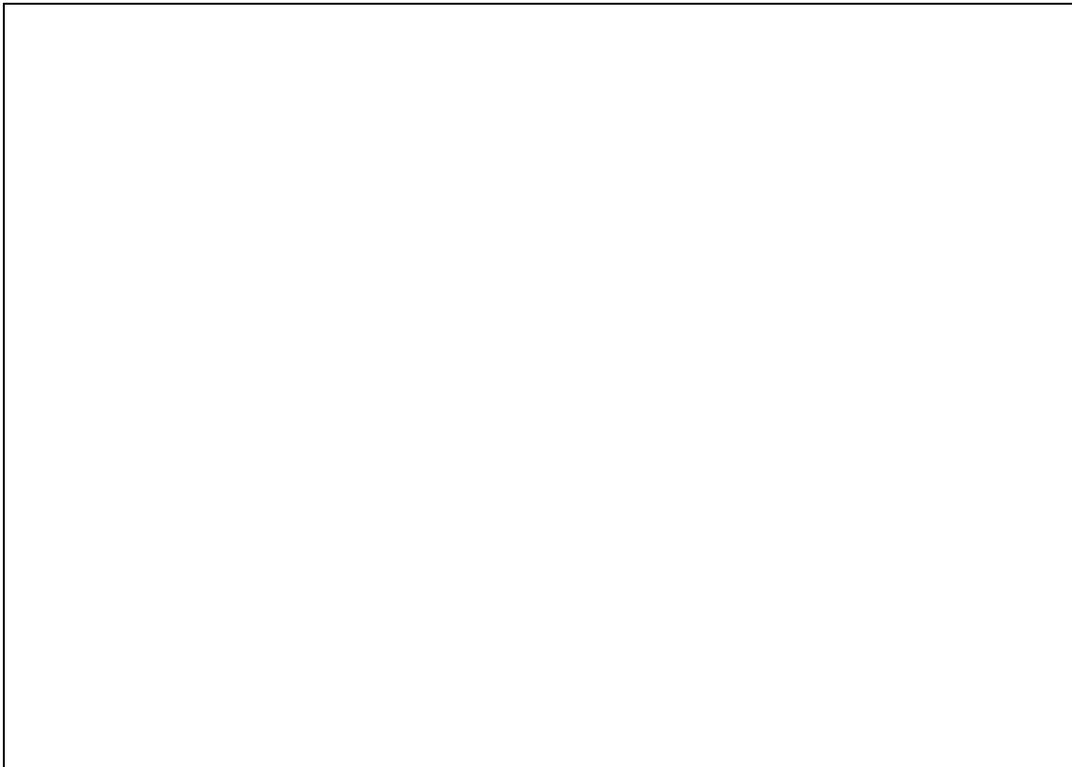
3. What will your life had stood for?

4. What will you have contributed to others at work and outside of work?

Sample Legacy Statement

My life would have been to no avail if I cannot remember a loving relationship with my wife, children, family and friends. That I conducted my life with integrity. That I created and facilitated positive change. My legacy will be that I gave 100% of myself to all my endeavors and lived as an example of my values. That I consistently strived to live in alignment with my beliefs, and made wise decisions in my business and personal life. That I left my family financially secure with a rich desire to grow personally. Nothing less will do.

So what is Your Legacy Going to Be?



1. How do you think your loved ones, friends, business associates and community will feel about the legacy you left?

2. What will be the cost to your loved ones, friends and family if you don't leave this legacy?

What are Your Core Values?

*"If you don't know what you stand for you will fall for anything."
- Source unknown*

In order to clarify your mission and goals we need to determine what your core values and ideals are. Let's take a look at values. Values are what we stand for, what guides us in our decision making process. Our values are the compass by which we live. Every decision and action is filtered through our belief and value system. Knowing what you value most and living from those values will reduce conflict and indecision in life. We demonstrate our values daily by our decisions and actions.

Milton Rokeach, a well-known values expert, defines values as "modes of organizing conduct – meaningful invested pattern principles that guide human action. They are real determinants of behavior, acting as the criteria by which goals (and means) are chosen among alternatives...Values and their hierarchical arrangements thus are observable as choices; they provide a means of studying all human action in a way that culture in its strict normative sense cannot."

He also made five assumptions about the nature of human values:

- 1. The total number of values that any person holds is relatively small.**
- 2. All individuals throughout the world possess the same values to different degrees.**
- 3. Values are organized into value systems.**
- 4. The predecessors of human values can be traced to culture, community, society, and personality.**
- 5. The consequences of human values can be manifested in almost every aspect of an individual's life.**

Values are sets of beliefs and convictions that let you know what matters most to you as a human being. These values are critical because they determine what actions we take along our path. Living by your own high ideals or principles will provide a foundation and a sense of consistency. Knowing core values opens the doorway to the mind.

There are two types of values: **Ends Values** and **Means Values**. Ends values are the deeper emotions that we want to experience in life such as love, security, independence, freedom, and joy. Means values are a way to trigger or realize ends values.

For instance, if I ask you, what does money mean to you? You might say "Independence, freedom, security." Money is your means value, but your ends value is Independence, freedom and security. The challenge that most people

face in our society today is that most people are so busy pursuing means values; that they never realize their ends values.

This is why so many famous people reach the top of their field and still feel empty or unfulfilled. Not living by your ends values creates emptiness and a lack of true purpose in your life.

Scan the following list quickly and circle the top values that resonate with you most strongly. Ask yourself what is most important in my life? What do I value the most in my life? If the value is not on this list write it down.

Abundance	Humility
Acceptance	Humour
Accountability	Idealism
Achievement	Independence
Adventure	Inclusiveness
Aesthetics	Insight
Affection	Integrity
Appreciation	Intelligence
Authenticity	Intimacy
Autonomy	Introspection
Balance	Intuition
Beauty	Joy
Bliss	Justice
Caring	Kindness
Clarity	Knowledge
Commitment	Leadership
Communication	Love
Community	Loyalty
Compassion	Maturity
Competency	Mercy
Co-operation	Moderation
Confidence	Obedience
Courage	Openness
Courtesy	Order
Creativity	Passion
Daring	Patience
Dedication	Peace
Detachment	Perseverance
Determination	Pleasure
Devotion	Positive Outlook
Diligence	Power
Discipline	Prosperity
Discernment	Purity
Discrimination	Purpose
Drive	Reason

Empathy	Recognition
Empowerment	Respect
Energy	Responsibility
Enthusiasm	Reverence
Excellence	Righteousness
Fairness	Sacrifice
Faith	Self Confidence
Fame	Serenity
Fellowship	Service
Flexibility	Sharing
Freedom	Silence
Friendship	Spirituality
Fun	Spontaneity
Generosity	Strength
Gentleness	Support
Good Will	Surrender
Grace	Tolerance
Gratitude	Trust
Growth	Trustworthiness
Happiness	Truth
Harmlessness	Understanding
Harmony	Union
Healing	Unity
Health	Wealth
Honesty	Wisdom
Hope	Wonder
Humanitarianism	

Now select your top 5 values from the list:

1. _____
2. _____
3. _____
4. _____
5. _____

Now Rank you top 5 values in order of importance:

1. _____
2. _____
3. _____
4. _____
5. _____

Ask yourself these questions:

1. Does this order of values demonstrate the life I want to lead in my personal and professional life? (If not put them in the correct order.)

2. Will these values allow me to leave the legacy I have defined? Why?

3. How will my life BENEFIT from living these values?

4. What will happen to my life if I DON'T live by these values?

Define each of your values in your own words:

Example: Value = Adventure

Adventure provides me the juice to keep going. Adventure is doing something new, challenging and exciting in my career and life.

Your Top Value = _____

Definition: _____

2nd Highest Value = _____

Definition: _____

3rd Highest Value = _____

Definition: _____

4th Highest Value = _____

Definition: _____

5th Highest Value = _____

Definition: _____

What is Your Mission?

“This is the true joy of life, the being used for a purpose recognized by yourself as a mighty one, the being thoroughly worn out before you are thrown on the scrap heap; the being a force of nature instead of a feverish selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy”

-George Bernard Shaw

Most of us don't know our mission, let alone live it. The word purpose and mission are synonymous, but I prefer the word mission, it gives me a sense that I am here to do or complete something in this life. You can also use the words Quest, Grand Purpose, Philosophy, Creed or Calling, whatever resonates with you.

There are several types of mission statements that can be created.

- **Business Mission Statement**
- **Department Mission Statement**
- **Career Mission Statement**
- **Family Mission Statement**
- **Personal Mission Statement**

We are going to primarily work on a business mission statement. After completing the business mission statement I would strongly recommend developing a personal mission statement for your life.

Creating your legacy statement and uncovering your core values should have given you a great place to start in developing an ideal about what you want to include in your business mission statement.

Most people live a divided life. They spend their time between what they have to do to earn a living and what they want to do to have fun. They are choosing to make a living rather than designing a life. This creates duality. The key is to align your business mission with your personal values.

People that live with their values in alignment are doing what they love and love what they do, there is no separation.

The business mission statement works like a filter so that every thought, action, decision and goal can be evaluated on the basis of that mission. Your business mission should communicate passion. This is your core purpose for your business or career.

Your business mission is your inspiration, motivation, and sense of who you are as a human being in the work environment. It should guide you in all your customer and personal interactions with business associates.

The Business Mission Statement may be one clear idea or many supporting statements. You are the creator of your business mission. Your mission may evolve and change over time. This clarity of purpose will change your life.

Answer the following questions to gain clarity about your mission.

1. What is the primary purpose of your business or job?

2. What are you committed to providing to your customers?

3. What wants, needs, desires, pain or problems do your products/services solve?

4. What personal values can you bring to your business mission?

5. What qualities of character do you want to demonstrate?

6. What are the things I value most in my work life?

7. What are my biggest assets as a human being? What are my strongest qualities?

8. What business mission do I need to accomplish to leave my legacy?

9. How will my job in this industry help me fulfill my mission?

Here Are Several Sample Business Mission Statements

Federal Express

"FedEx is committed to our People-Service-Profit Philosophy. We will produce outstanding financial returns by providing totally reliable, competitively superior, global, air-ground transportation of high-priority goods and documents that require rapid, time-certain delivery."

Saturn

"Our mission is to earn the loyalty of Saturn owners and grow our family by developing and marketing U.S.-manufactured vehicles that are world leaders in quality, cost, and customer enthusiasm through the integration of people, technology, and business systems."

Westin Hotels and Resorts

"In order to realize our Vision, our Mission must be to exceed the expectations of our customers, whom we define as guests, partners, and fellow employees. We will accomplish this by committing to our shared values and by achieving the highest levels of customer satisfaction, with extraordinary emphasis on the creation of value. In this way we will ensure that our profit, quality and growth goals are met."

Here is a Sample Personal Mission Statement

My mission is to move, touch and inspire others to realize their highest potential. To actively participate in the lives of my wife, children, family, friends and business associates. To share my personal and business experience to help others create positive transformation in their lives. To create cutting edge products to help my customers. To live with integrity and consistently give 100% to all my endeavors. To align my actions, thoughts, words and will with God. To be an example of the principles I hold dearest and to live my values in all my daily affairs.

Write your mission statement here:

A large, empty rectangular box with a thin black border, intended for the user to write their own personal mission statement.

Goal Setting

“Every ancestor to an action is a thought”

- Ralph Waldo Emerson

Why does almost every book on self-improvement speak about goals? Because goal-setting works. If you don't know where and more importantly **WHY** you're moving in a particular direction, you'll never arrive at your destination.

A long-term study conducted in 1953 of graduates of Yale University demonstrates my point. The graduates were asked if they had written goals for their future and what they want to accomplish.

Only 3% had written goals. In 1973, the researchers interviewed the graduates again. They discovered that the 3% that had specific written goals were worth more financially, happier, more fulfilled than the entire group of 97% that did not have written goals.

According to a study done by several well know doctors – goals are more likely to improve performance when three conditions are met.

1. The Goal must be SPECIFIC.

Defining a goal as doing the best you can is as bad as having no goal at all. You need to be specific about what you are going to do and by when you are going to do it.

2. The Goal must be CHALLENGING but ACHIEVABLE.

You will work harder for tough but realistic goals than for easy goals that pose no challenge or impossible goals that can never be attained.

3. The Goal should be framed in the terms of GETTING WHAT YOU WANT RATHER THAN AVOIDING WHAT YOU DO NOT WANT.

Approach Goals are positive experiences that you seek directly. Avoidance Goals are unpleasant experiences that you hope to avoid. People that frame their goals in Approach terms have much better results in accomplishing their goals.

Here is an acronym that helps me. Make sure you create -

SMART Goals:

Specific (What)	Identify exactly what you want
Measurable	Quantify your outcome: how much, how big, what size, etc. –when will you know you accomplished your goal
Action (How)	Plan the work - Work the plan
Realistic	The goal is within your realm of possibility
Time (When)	When will the goal be accomplished

NOTE: You must ensure that your goals are aligned with your values and they support your life mission.

If you are ready to set a life plan, go to the Life Design workshop in Appendix.

In this workshop you will develop a legacy statement, mission statement, determine your core values, and develop goals in the following areas:

- **Personal Development**
- **Career**
- **Financial**
- **Material**
- **Spiritual**
- **Health**
- **Family/Relationships**

I guarantee once you have completed the Life Design Workshop you will know what you stand for and where you are going.

DO IT NOW!

Here is the process:

1. Remember your 5 core values:

2. Take **THREE** minutes for each category and write all the things you want to accomplish in that area of your life. Don't worry about when or if you can accomplish your goal. **DO IT NOW** – three minutes in each category.

**Remember a goal is “just a dream with a deadline”
- Earl Nightingale**

3. You should have several goals for each category. Now go through each goal and set a time limit on its achievement. Usual time lines will be 1 year, 3 year, 5 year, 10 year or 20 year plus. Just write the number of years after each goal in each category.

4. Select one major goal from each area to accomplish this year. You should now have **ONE MAJOR** goal for Personal Development, Career, Financial, Material, Spiritual, Health and Family/Relationships for this year.

You may have other goals you want to accomplish this year, just work on the one for now. If you have too many goals in a short period of time you will end up accomplishing none of them – this is called goal diffusion.

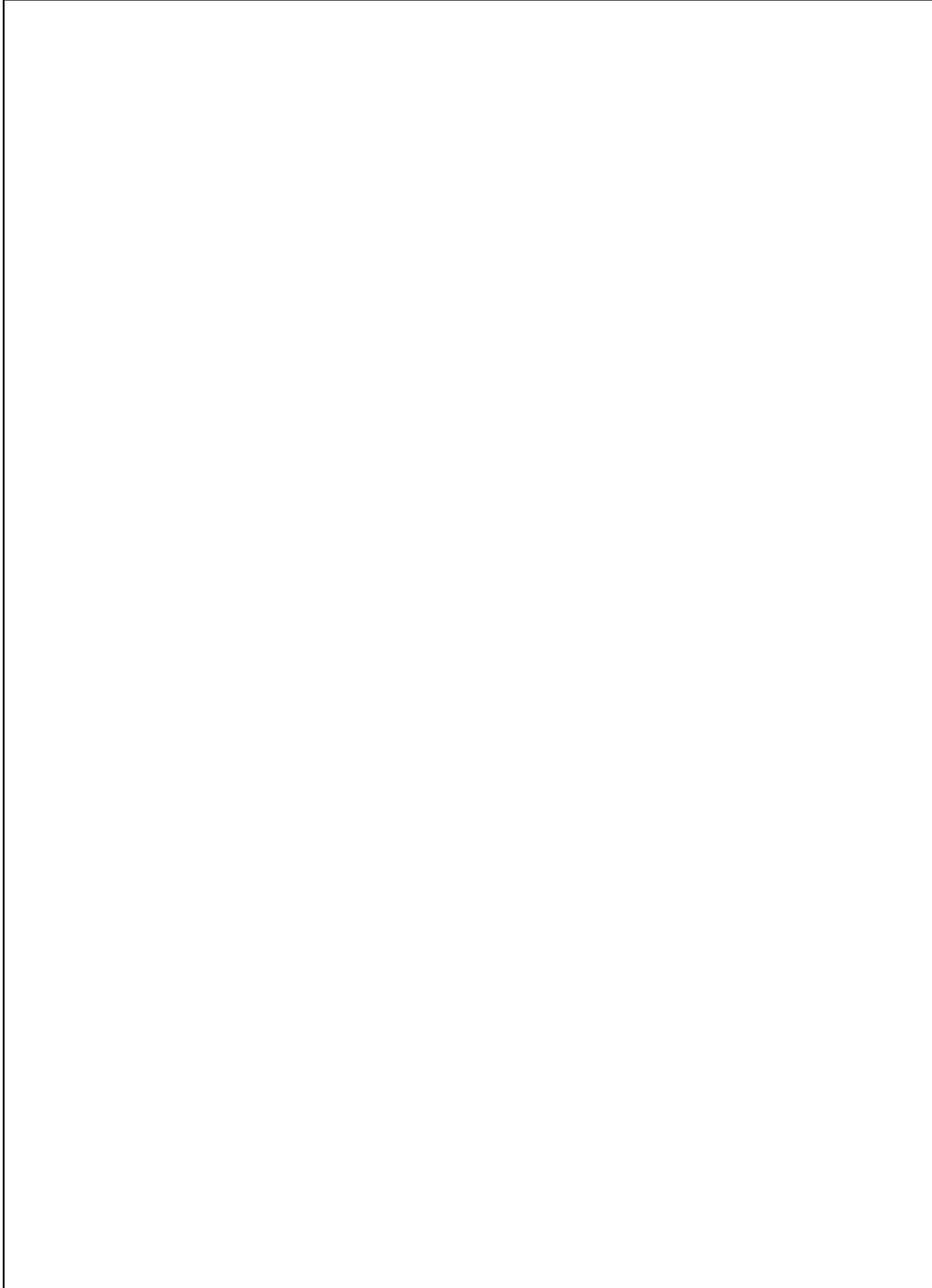
5. Now check to make sure that each goal meets the SMART criteria.

6. Go to your 1-Year Major Goal Sheet and write down each major goal in each category for the next year and why you **MUST** accomplish this goal and the actions you are going to take.

7. Now go the 3 year, 5 year, 10 year and 20 year Major Goal Sheet and write down your goals for each category. You do not have to have a goal for each time frame.

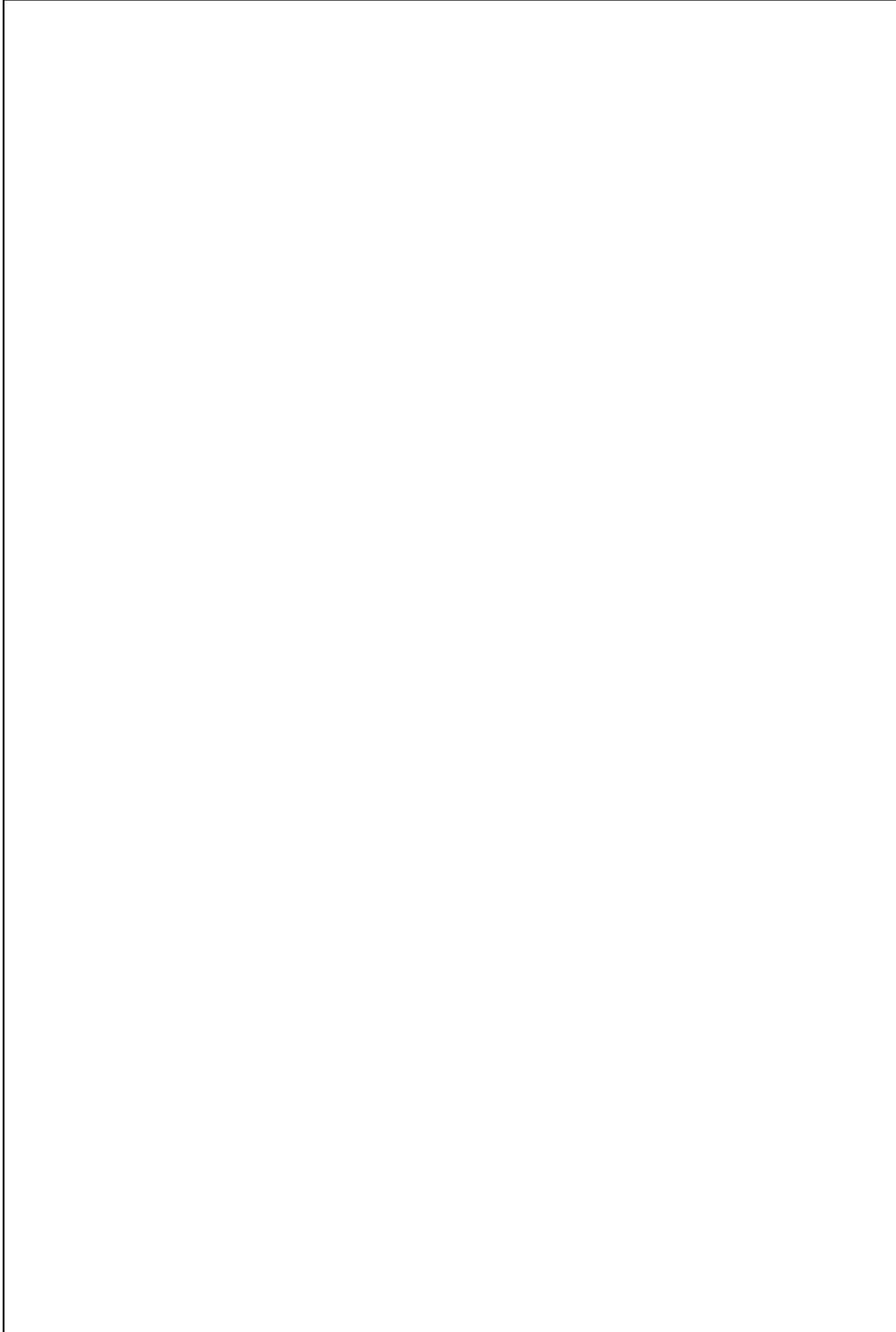
Personal Development Goals

Personal development goals are personal to you. Possible examples might be speaking a second language, finishing your degree, getting your Masters, learning to cook, writing a book, joining a club or civic group.

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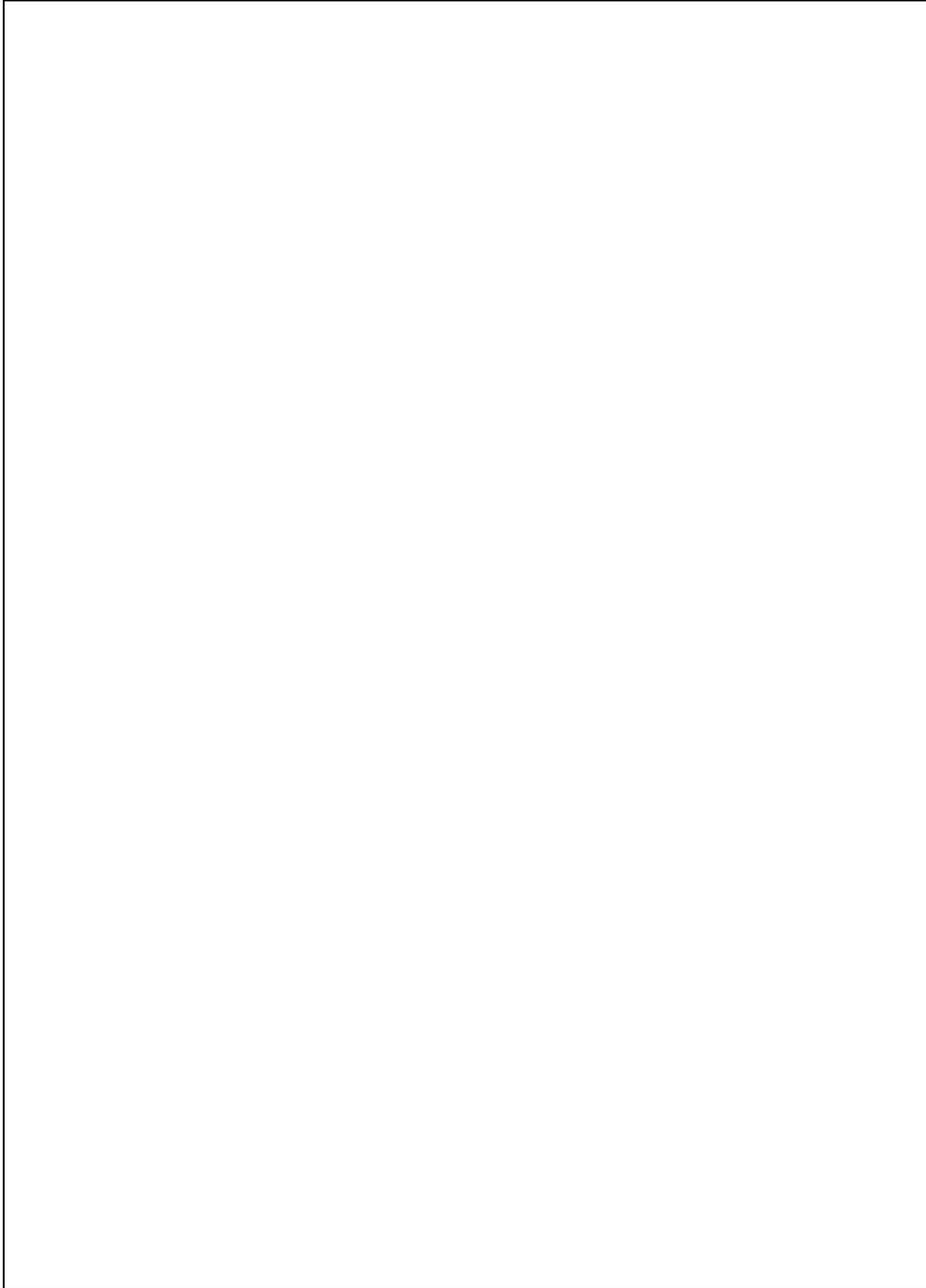
Career Goals

Example of career goals would be: getting a professional designation, getting a promotion, learning a new skill, expanding your business, hiring a new employee, finding a new career or starting a new job.

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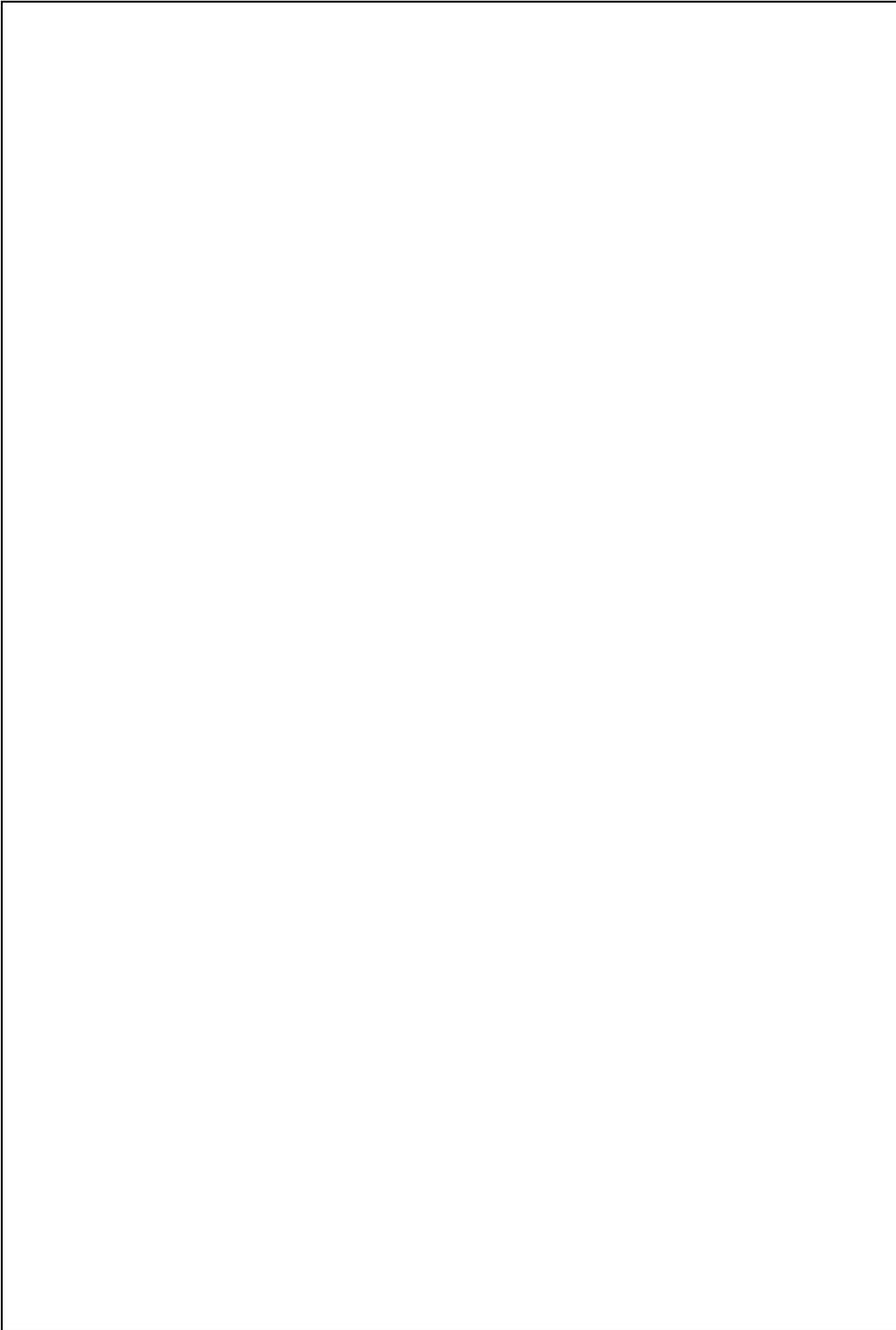
Financial Goals

Examples of financial goals would be: earning X number of dollars this year, opening a new business, raising capital for a new business, increasing your income by X %, saving more money, investing in certain stocks or mutual funds.

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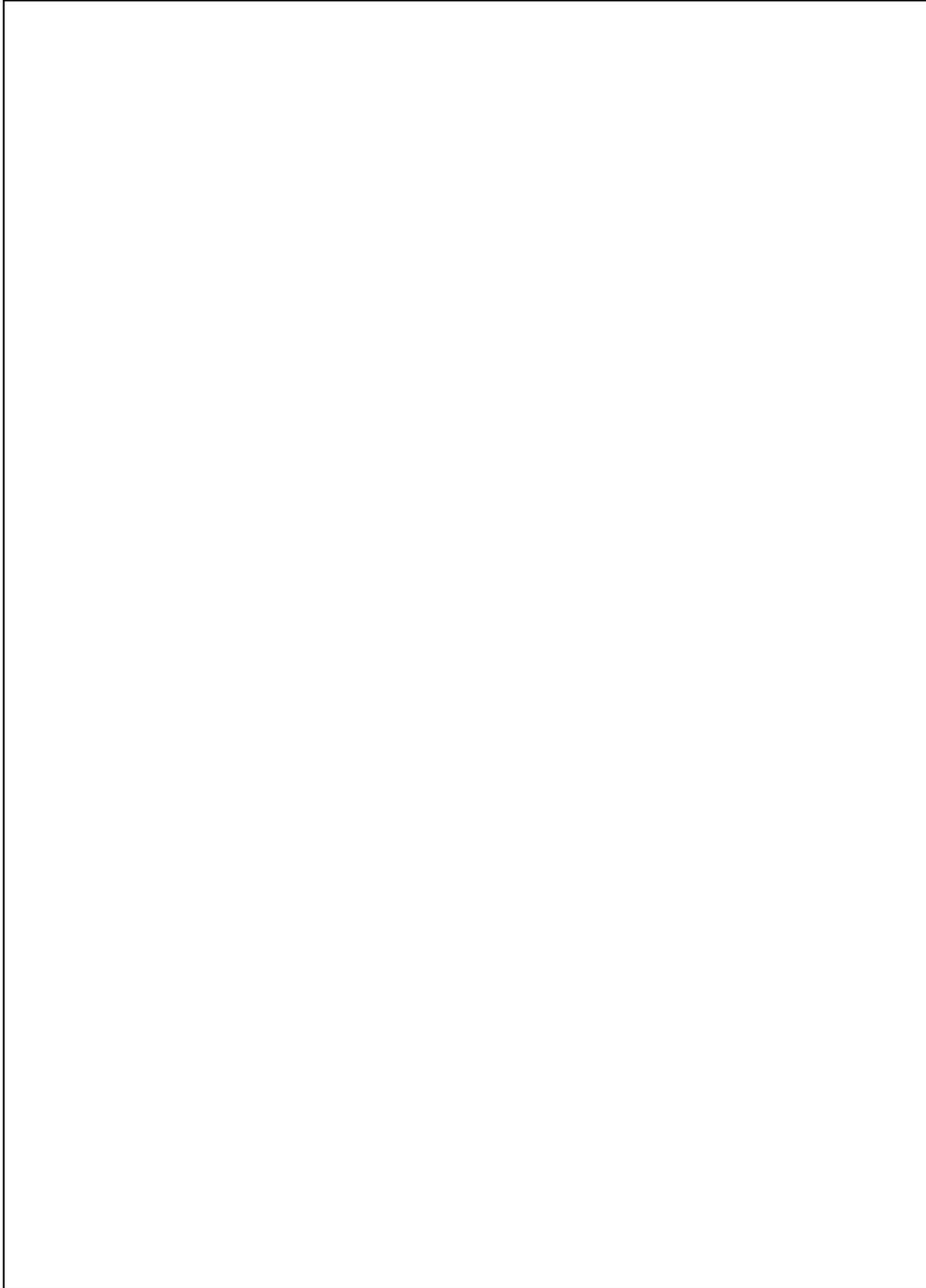
Material Goals

These are things like: a new car, new home, new jewelry, a cruise.

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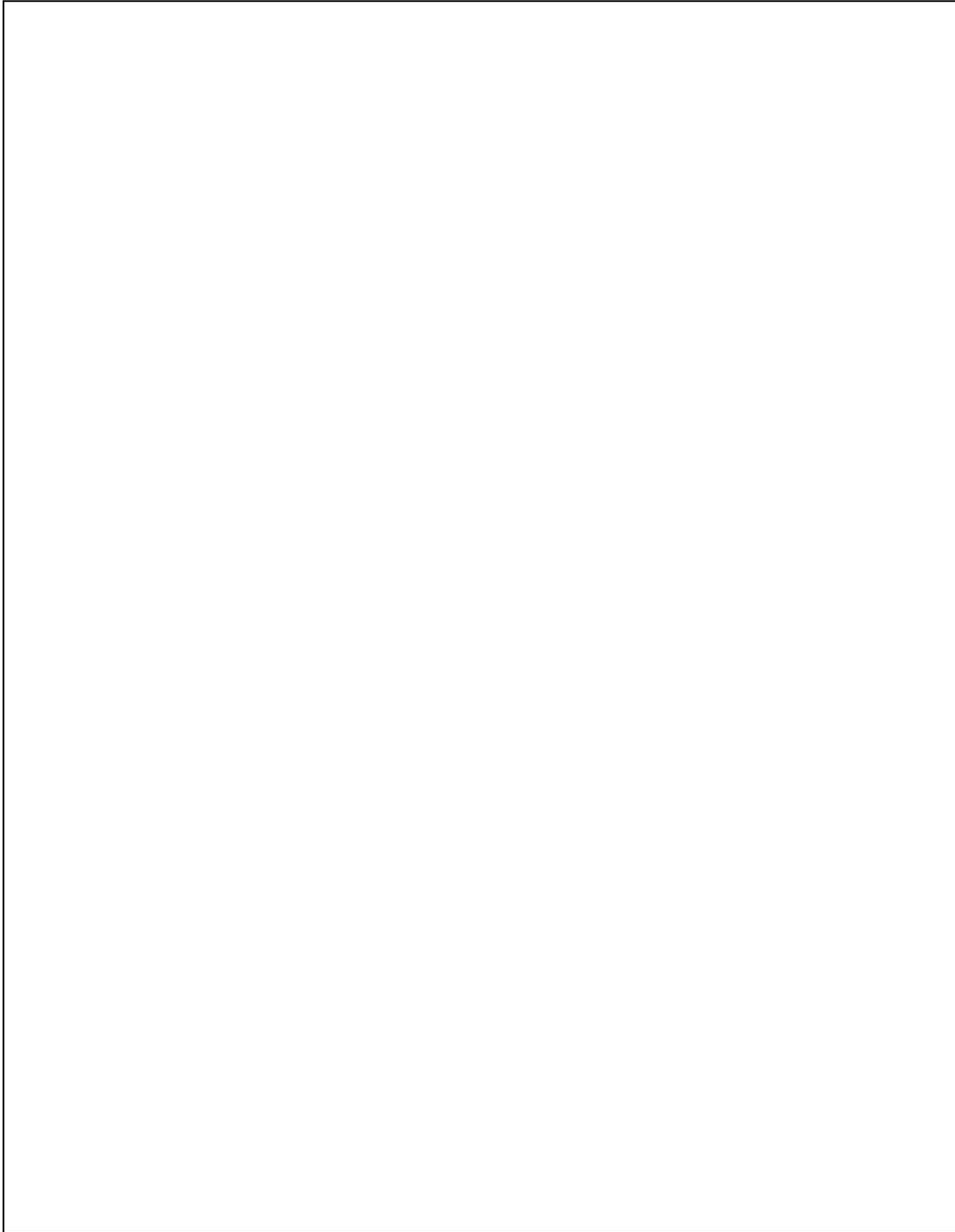
Spirituality Goals

Examples of spiritual goals may be: praying every day, teaching Sunday school, meditating daily, taking a yoga class, going to the church of your choice, reading uplifting material each day.

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Health Goals

Health goals might include: losing weight, exercising 3-5 days a week, joining a health club, cutting out sweets from your diet, meditation, taking a stress relief class.

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Family/Relationship Goals

Family/relationship goals might include: spending more time with your spouse, helping your kids study, volunteering at school, taking your spouse out once a month, getting engaged or married, communicating more honestly, taking a class together.

A large, empty rectangular box with a thin black border, intended for the user to write their family or relationship goals.

ONE-YEAR MAJOR GOAL SHEET

My 5 top values are: _____

Personal Development

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Career

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Financial

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Material

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Spiritual

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Health

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

Family/Relationships

My one-year goal is:

I will accomplish this goal by: _____

I must accomplish this goal because:

I will take the following actions to achieve this goal:

This Week: _____

Next Week: _____

This Month: _____

This Qtr: _____

3, 5, 10, and 20 year MAJOR GOAL SHEET

My 5 top values are: _____

Personal Development

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Career

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Financial

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Material

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Spiritual

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Health

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Family/Relationships

My 3-year Goal is:

My 5-year Goal is:

My 10-year Goal is:

My 20-year Goal is:

Personal Affirmative Statement

A Personal Statement is an affirmative declaration about who you are, what you stand for and who you are going to become. It is a vision about what you are striving for in your life. A great motivator is to read your personal statement daily.

Here is a sample personal statement:

I take responsibility for my life.
I am honest in all my communications and actions.
I am centered in God's love and wisdom.
I choose daily to make the right decisions.

I am a vibrant, dynamic, confident, creative, enthusiastic, powerfully expressive, imaginative, patient, successful, healthy, happy human being.

I am a talented and successful professional salesperson.

I listen to my customers and am committed to meeting their needs and solving their problems.

I choose to play the game of life. I am an active participant.

I receive an abundance of health.

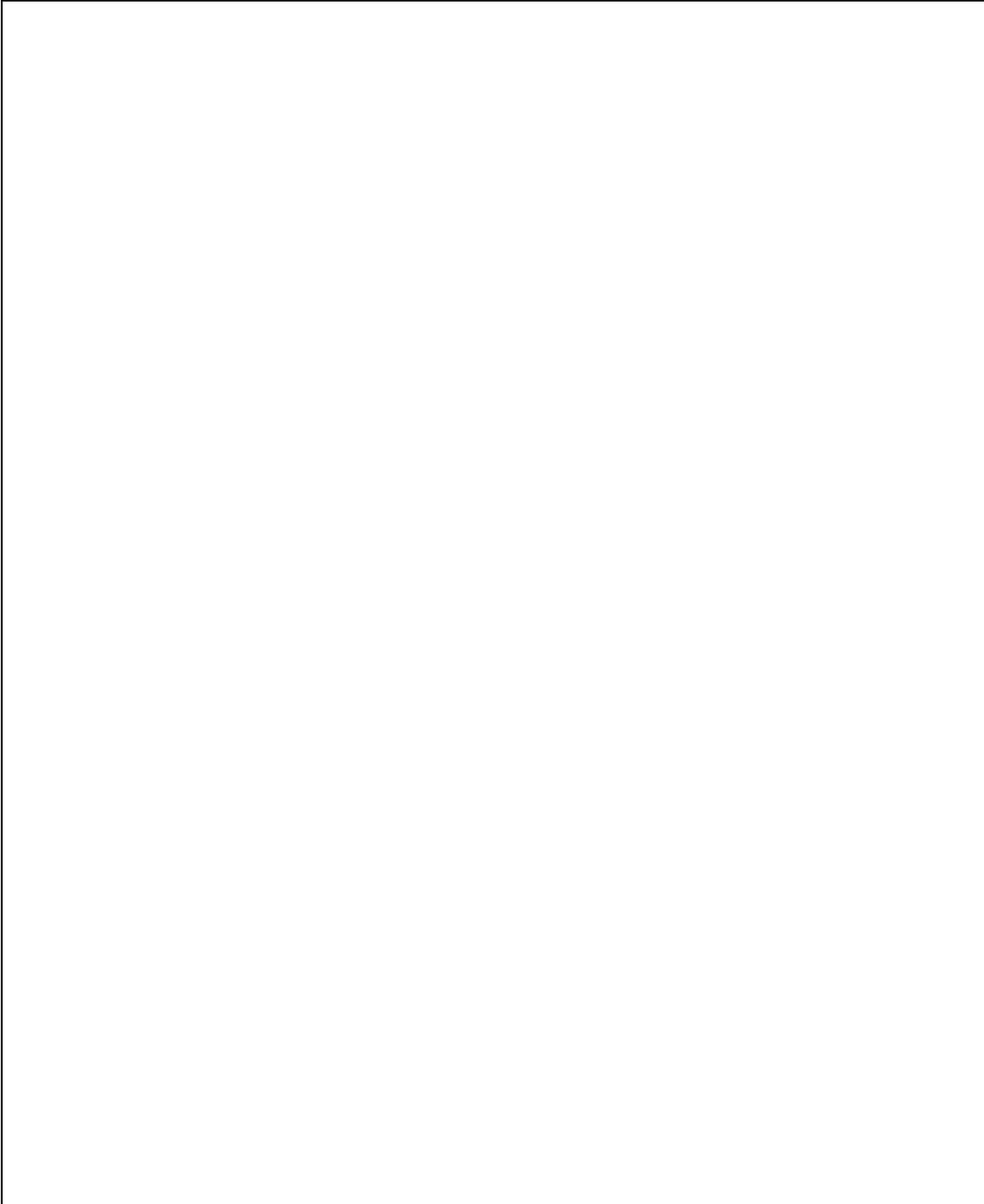
I receive an abundance of wealth and well-being.
I receive all I need.

I express love, joy, gratitude and laughter.

I am thankful for my loving wife and children.
I am thankful for the talent and unique qualities of my children.
I am thankful for my job and the opportunities provided on a daily basis.

What is Your Personal Statement?

Write it now:

A large, empty rectangular box with a thin black border, intended for the user to write their personal statement. The box is centered on the page and occupies most of the vertical space below the introductory text.

Personal Checkup and Performance Review

Make sure you review your short term and long term goals each month. Look at the following at review time.

1. Am I taking the actions necessary to reach this goal? (If not your reasons "WHY" are not strong enough go back and create a compelling "WHY")
2. Do I still want to accomplish this goal? Does it fit in with my life today?
3. Do I need to change my strategy to accomplish this goal?
4. Am I on track to fulfilling my legacy and mission?
5. Enjoy the goals you have accomplished.

Put the review dates now in your contact manager, PDA, calendar or address book. Accomplish this every month like clockwork.

Congratulations!!