

LEADING FROM CENTER WORKSHEETS

REFLECTION/NOTES:

1- What words or images come to mind when you think of "Leading from Center"?

2- What is State of Mind?

3- Why does it matter?

4- Use the space below to sketch in your own Personal State of Mind Tracker, listing primary events you have in your day today, beginning with this morning. Make a dot to note what your state of mind was at the beginning of each event, and then place a triangle to represent what state of mind you were in when the event concluded. Draw an arrow connecting the two.

5- In what ways do you, or could you, create an above-the-line State of Mind?

6- What are the pillars of the Actionable Authenticity Planning Process?

ONE WORD:

1- If the people you lead (formally or informally) had only one word they could use to describe you, what would you want that word to be?

VALUES:

2- Review the list of values. Put a check mark next to the THREE values you feel are most important for **YOUR PRIMARY TEAM** to demonstrate as it works to assure its success OR for **YOU PERSONALLY** to embody as you create a fulfilling life in service of your higher purpose.

| | | |
|---|--|--|
| <input type="checkbox"/> Achievement of Goals | <input type="checkbox"/> Autonomy/Freedom | <input type="checkbox"/> Challenge |
| <input type="checkbox"/> Clarity | <input type="checkbox"/> Communication | <input type="checkbox"/> Competence |
| <input type="checkbox"/> Courage | <input type="checkbox"/> Creativity | <input type="checkbox"/> Decisiveness |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Discipline | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Effectiveness | <input type="checkbox"/> Empathy | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Friendship | <input type="checkbox"/> Growth | <input type="checkbox"/> Harmony |
| <input type="checkbox"/> Health | <input type="checkbox"/> Honesty/Integrity | <input type="checkbox"/> Influence |
| <input type="checkbox"/> Innovation | <input type="checkbox"/> Intelligence | <input type="checkbox"/> Open-Mindedness |
| <input type="checkbox"/> Patience | <input type="checkbox"/> Power | <input type="checkbox"/> Productivity |
| <input type="checkbox"/> Quality | <input type="checkbox"/> Recognition | <input type="checkbox"/> Respect |
| <input type="checkbox"/> Risk-Taking | <input type="checkbox"/> Security | <input type="checkbox"/> Service |
| <input type="checkbox"/> Simplicity | <input type="checkbox"/> Strength | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Truth | <input type="checkbox"/> Wisdom |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Next, list the three values you selected on the lines below. Distribute a total of 100 points among them; being sure to assign a numerical value to each one you selected. If you do not want to assign a point value to one you selected, it should not be on your list. Either select a different value, or determine that those you have are the most important.

| Top Values | Points |
|------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Value: an enduring belief about the way things should be done or about the ends we desire; principles that are intrinsically important to us and guide our decision-making processes.

--Milton Rokeach, social psychologist & values scholar

From → To Worksheet

Your Top Three Values: _____

What actions do you currently take; what behaviors are currently observable by others that clearly align with these values? What actions and behaviors could you adopt in the future to assure what you say you value is well aligned with what your actions demonstrate.

| From Current State: | | To Future State Living the Values: |
|--|---|---|
| How you spend your time at work; what you do with your day | | |
| | → | |
| | → | |
| | → | |
| | → | |
| How you deal with critical incidents; respond to the emergency of the moment | | |
| | → | |
| | → | |
| | → | |
| | → | |
| What stories you tell; on what topics; with what point; about what characters | | |
| | → | |
| | → | |
| | → | |
| | → | |
| What words & phrases you use; spoken in what way; Tell or ask? Me or us? Maybe or will? | | |
| | → | |
| | → | |
| | → | |
| | → | |

VALUES & MODELLING BEHAVIORS EXERCISE:

1- What does The Values Prioritization exercise and the From→To mapping tell you about the enduring beliefs and the principles that are intrinsically important to you in how you lead others and yourself?

HIGHER PURPOSE:

2- What did you love to do as a young child?

3- Today, what activities or tasks energize you most?

4- What, specifically, about those tasks do you enjoy most?

5- What types of things are you doing when you lose track of time or when you forget to take breaks?

6- What are your strengths, preferred behavior styles or personality traits?

7- What are the gifts, talents, qualities that make you who you most uniquely are?

8- What is your Higher Purpose, or that of your Team?

VISION:

9- Imagine yourself as a healthy and wise 85-year-old looking back on your life. What would you want to see? What would make you proudest? Most fulfilled?

10- What advice would the 85-year-old you give to the You sitting here today?

11- What is your Big Dream? What's just beyond your wildest imagining? Where would you go/what would you do if there were no boundaries, no limiting assumptions, no fear?

12- What does the future you create look like? Visualize and describe it vividly.

2020 WHOLE SELF WINDOW™ PLAN

| | | |
|-------------------|---|-----------------|
| EMOTIONAL | FINANCIAL | MENTAL |
| SPIRITUAL | MY MANTRA: MY SYMBOL: GUIDING QUOTE: | MATERIAL |
| RELATIONAL | PROFESSIONAL | PHYSICAL |

- 1- In the upper left-hand corner of each pane, give a letter grade to reflect your CURRENT sense of satisfaction with that aspect of your life.
- 2- After the letter grade, you may want to include the percent of your waking hours during an average month that you spend engaged in that aspect of your life. The total distributed across all of the panes should add up to 100.
- 3- In the upper right-hand corner of each pane, indicate the letter grade you ASPIRE to achieve in the next year.
- 4- After the letter grade, indicate the percent of your waking hours you would like to spend engaged in that aspect of your life.
- 5- In the center pane, write in a personal mantra, symbol, and/or quote that speaks to your Whole Self journey.

WHOLE SELF WINDOW™ WEEKLY TRACKER

Week of _____

Due or Owed \$ _____

| | | |
|---|---|---|
| <p style="text-align: center;">EMOTIONAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> | <p style="text-align: center;">FINANCIAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> | <p style="text-align: center;">MENTAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> |
| <p style="text-align: center;">SPIRITUAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> | <p style="text-align: center;">MANTRA:</p> <p style="text-align: center;">SYMBOL:</p> <p style="text-align: center;">QUOTE:</p> | <p style="text-align: center;">MATERIAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> |
| <p style="text-align: center;">RELATIONAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> | <p style="text-align: center;">PROFESSIONAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> | <p style="text-align: center;">PHYSICAL</p> <p>Practice/Frequency</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> <p style="text-align: center;">M T W T F S S</p> |

PRACTICE NOTES:

ADDITIONAL RESOURCES:

Bridges, William. *Transitions: Making Sense of Life's Changes*. Reading, MA: Addison-Wesley, 1980. Print.

Caillet, Alexander, Jeremy Hirshberg, and Stefano Petti. "How Your State of Mind Affects Your Performance," *Harvard Business Review*, December 08, 2014. <https://hbr.org/2014/12/how-your-state-of-mind-affects-your-performance>

Clear, James. *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. New York, NY: Penguin Random House, 2018. Print.

Clear, James. "How to Actually Stick to Your Habits This Year," excerpt from *Atomic Habits*. Blog <https://jamesclear.com/identity-based-habits>

Garvey Berger, Jennifer and Keith Johnston. *Simple Habits for Complex Times: Powerful Practices for Leaders*. Stanford, CT. Stanford University Press, 2015. Print.

Sinek, Simon. *Start with Why: How Great Leaders Inspire Everyone to Take Action*. New York, NY: Penguin Group, 2009. Print.

I'd like to extend a heartfelt thanks to American University for the opportunity to present the Leading from Center webinar.

Please feel free to contact me with any questions or comments you'd like to share. If you use the tools or approaches covered in the webinar, I would really appreciate hearing your reactions. I can be reached at 336-344-8364, c.wright@newgroundinc.com or via LinkedIn at www.linkedin.com/in/cathyswright.

For in-depth guidance in using the tools and approaches covered, I would be glad to speak with you about a coaching engagement, or facilitation of a group workshop session.

Here's wishing you much success and fulfillment on your leadership journey!

Be Well!

--Cathy

Cathy Wright
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