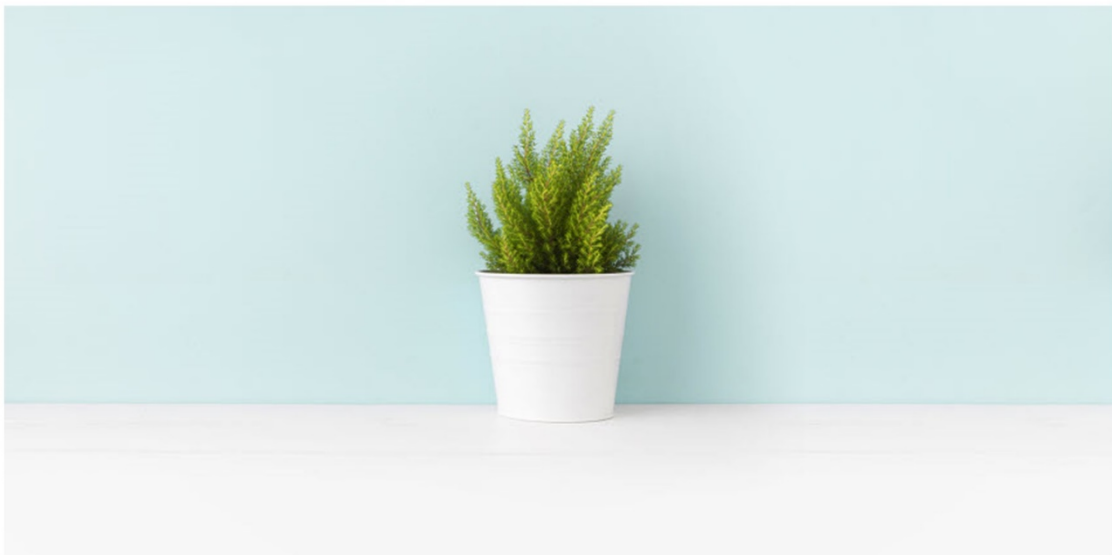


Your Simplest Life

Workbook Companion



Your Mission, Your Values, and
Your Goals



Lisa Turner

“Life isn’t about waiting for the storm to pass, it’s about learning how to dance in the rain.” —Vivian Greene



Guess what: We are not going to get everything done. But if we get the things that are important to us done, the things we care about done, we’ll contribute to our own happiness, as well as the happiness of those around us.

Welcome to *Your Simplest Life: The Companion Workbook*. This is a short document you can print out and write in. Or, keep it online in Word or another program. It’s a perfect place to think on paper.

Most people I have talked to do not have written goals. Establishing clear goals based on values will be life-changing.

When you’ve finished this workbook, you will have a mission statement, your five top values, and your top five goals written out. You will have a timeline and a “how to get there” list for your top goal.

Many of us fail at getting what we want because our fears overcome our willpower. We are afraid we will not get what we most want. We are afraid to dream, and we are afraid to risk what we already have. We gravitate toward comfort. To figure out what you really want, you will have to get out of your comfort zone and ask yourself some tough questions. You’ll have to spend some dedicated time in soul searching.

Plan on spending two to four hours on Saturday, two to three hours on Sunday, and finishing up the following weekend on Saturday or Sunday. There is no reason why you can’t take longer than this, or allow more incubation time between the sessions.

Looking for the exercises on HABITS? See page 20.

Consider writing your own obituary. Shocked? Unless you are immortal, I guarantee that this experience will bring what’s important in your life to the forefront. When you finish this one – five-page life summary, put it with your Will and Last Wishes. Someone out there close to you will be more than impressed when they come across what you left for them.

What would you write about yourself?

Now, let these thoughts and what you have written incubate overnight. They will percolate through your subconscious and you might be surprised at additional items that pop out in the next session.



Session 2: What You Care About

Read through what you wrote. Is it accurate? Is there anything else that you want to add? Go ahead and spend the time to do this.

The things that you wrote tell you about your most closely held values and principles. It is principles and values that provide the energy for your accomplishment and the pathway to your dreams.

What are your values? Unless you have done this before, you may be confused. By values, I mean the noun, with a dictionary definition of:

The regard that something is held to deserve; the importance, worth, or usefulness of something. Synonyms include, [worth](#), [usefulness](#), [advantage](#), [benefit](#), [gain](#), [profit](#), [good](#), [help](#), merit.¹

Also:

A person's principles or standards of behavior; one's judgment of what is important in life.

Synonyms: principles, ethics, moral code, morals, standards, code of behavior.²

So, values are a combination of worth to us, and drive our behavior. This combination is very powerful, as we will see in a moment. Your list might look like this:

Acceptance
 Accomplishment
 Appreciation
 Awareness
 Challenge
 Community
 Confidence
 Control
 Decisiveness
 Empathy
 Energy

¹ Source: Master Writer Dictionaries (MasterWriter.com)

² Source: Master Writer Dictionaries (MasterWriter.com)

- Friendship
- Financial Security
- Harmony
- Humor
- Humility
- Imagination
- Intimacy
- Learning
- Neatness
- Optimism
- Patience
- Persistence
- Power
- Punctuality
- Perfection
- Reflection
- Responsibility
- Security
- Sharing
- Self-reliance
- Spirituality
- Teamwork
- Trust
- Vision
- Volunteering
- Wisdom

More Values:

This is a fraction of what you can find in Internet lists. Take your time in picking your favorites. Make up your own. You can use the Word version of the workbook to make your own list.

Fill in Your Own List of Values

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Circle or list 15 values that are most important to you. Take a 15-minute break. When you return to this task, pick the top five values and write these below.

Top Five

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



Session 3: Discover Your Mission

After reviewing your values, write a mission statement. This is your very own, private statement that you alone can see. Of course, you can share it, but right now it is yours to reflect upon. Use your top five to eight values.

Here's an example. The values may be:

Happiness
Confidence
Sharing; love
Humor
Challenge

The statement could be: "To live life in confidence and happiness, sharing my challenges with others with humor and love; to leave work of significance behind."

This exercise will help you further define your values and determine what things in life really create passion, excitement, and enthusiasm. Your dreams will materialize in front of you. If you find yourself emotional at this phase, then you are on the right track.

Some books on goal setting suggest categories for goal setting. While this is not necessary, it may provide additional structure for your goals list. Some of the categories you can use are **Family, Career, Relationships, Health, Community, Recreation, Personal Growth, and Spirituality**. Feel free to use these or any other categorizations that fit you.



Session 4: Find Out What You Want

In this next session, about two hours, you will stir values, principles, core beliefs, and wants into a mix that will produce powerful goals.

What dreams and visions materialized out of your previous sessions? Write these down.

It could be anything from a walk in the woods, a challenging climb, learning to ski or play a sport, write a book, learn photography, raise a family, write poetry, travel the world, learn to cook, retire early, perform community service, start a business, or build an airplane. Let your imagination go wild.

Dreams

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

NOTES:

Multiply Value Fit X Passion. The long term/short term help you in your planning later. The discretionary column will tell you what you might be able to give up to get more time. The value score will tell you what to do next, or what to pursue.

Now look at the non-discretionary items. Are they really required? Is there a way you could rearrange your life to not do some of these things? Think about this. It's fine if you end up not dropping any of these, but do examine them carefully. If you have high scores with these and they fit with your purpose and passion, then they should stay, of course.

On to the discretionary items. Here is where your scores really help you differentiate between items. Pick off the top 5 items and move them to another list. Reflect on the items and think about any other ways you could evaluate them. What will happen is that some of these items will jump out at you. Your emotional brain will pick out at least one and perhaps two that speak to you. Let the list incubate.

After a day of leaving your list alone, at least one of your items will grow on you. This is the time for you to sit down again in reflection. You will know if this is the top goal. If it is, then spend some time figuring out *how* you will achieve it. Not all of this information will appear right now, which is fine.

Write the goal down along with ideas for achievement and a timeline.

Constantly reflect on and evaluate your goals; write them here or in a journal and review every day. This sounds hokey, but it works.



Session 6: Six Sigma Meets the Secret

Your brain on goals – sometimes I refer to this concept as “Six Sigma Meets the Secret.” Six Sigma is a rational and logical method of problem-solving using data and objective experiments to remove variation from a process, typically in a manufacturing environment. But humans do not make decisions based on logic. Humans make nearly all decisions based on emotion. Then we rationalize our decision if it does not align with the data.

“I decided based on my gut feel,” is a reflection of this decision-making method. We are saying, it’s okay, the gut is smarter than the brain.”

In fact, our emotional brain made the decision and, in the moment of that decision, the rest of our conscious resources make the case for its logic – an emotional logic. This is fine as long as we realize that this is what is happening.

So, when we choose our top goal after going through both the values analysis and the emotional “jumps out at you” review, we end up harnessing the highly powerful, emotional brain to drive accomplishment. The brain goes to work for us, and in a series of complex reviews and judgments, figures out how to get what we want.

This interplay and balance between logic and the law of attraction are crucial to an achievement plan. A cycle develops and alternates in a natural rhythm between the two of them. All of the logic in the world will not convince the subconscious mind to believe something; it is the power of emotions—the fuel, if you will—that drives achievement. Then values, belief, self-knowledge, and the data have to be lined up in the same direction to produce the spark and then the ignition of your deepest passion.

Values drive beliefs; beliefs drive emotions; emotions drive goals; goals drive achievement.

What to do next: Take about an hour to review your work here so far. If you see any disconnects, think them through. Review your top five goals and decide which one you will pursue. If you've followed the directions, you will find a powerful magnet drawing you in.

Pick one to begin. You've done enough work to know that the five goals are achievable and ignite excitement. Now what you will do is figure out how to get what you want.

Ask yourself, "What do you need to do to reach the first goal on your list?"

List the goal here:

What needs to happen to get to your goal?

What are the biggest things that are in the way?

What are the things you will have to give up to get to your goal?

Pull out or print out a long-range calendar. List the subtasks you'll need to accomplish and put them into the calendar. Important: The dates are mileposts. They are flexible. Your brain will reject hard and fast dates. Your passion and excitement will drive task completion.



Session 7: Happiness and Stress

The following tips can make a difference in how fast you reach your goals.

Attitude. Think about what you want, not about what you don't want. Sometimes this is not easy, but developing goal-setting habits will help. It's fine to be realistic, but never allow yourself to fall into negativity. It will only impede your progress.

Personal Power. You have the power to decide how you will react to life events. I was well into my thirties before I realized this fact, and when I saw it, an entirely new world opened up for me. Because of the range of human personality types, this basic and important principle may not be evident to everyone. Those who have not discovered it yet tend to blame misfortune on others instead of taking action to create positive and transformative responses to view events with a different perspective.

This personal power will allow you to control and enjoy your own life with great enthusiasm. In accepting personal responsibility for where you are and what you are doing, you will find that your world opens up to others. Stress is energy. "Being stressed" is thought of as bad. If we think it is bad, then it IS bad, and the effects will manifest as fatigue, impatience, avoidance, and unhappiness. Knowing that you have the power to view life events through your very own filter, why not view stress as positive energy?

Acceptance. Accept the situation you are in fully and allow the energy to fuel your own awareness and patience. Over time this habit will drive positive mental and bodily responses to pressure and help you stay focused and positive. The more open-minded we are to our ability to do this, the better it will work.

Habits. In Section I, I talked about the power of habits. Habits guide everything we do. Our brains are wired into habits with specific rewards and reinforcements. We go through each day rarely thinking about habits. But changing our habits can be a powerful way to getting more of what we want and less of what we don't want.

Return to the exercise you did on page 9 under Habits. How far did you get? Pick up where you left off by picking another habit you want to change. Write down ways you could change your unwanted habit or install the new one. Reward yourself every time you succeed. Go one at a time so that it is not overwhelming.

Give Some Time Away. By now you are thinking about every opportunity to work on

and enjoy your goal. Your brain is figuring out how to create more time to achieve the steps necessary to achieve your biggest dream. Your planner is full. “I wish I had some time,” you say to yourself. If you’re like me, you are crowbarring every moment you can in to get things done.

Although counterintuitive, the best way to find time is to share and give time. Get out of your goal zone now and then and spend time with others in some capacity. Volunteer, teach, visit someone, or invite others to see your projects.

Sharing yourself with others from time to time opens up your own perspective and will drive creativity and a renewed enjoyment of your own goals.



SMART GOALS

You have probably seen the acronym for goal setting, called “SMART.”

S = Specific

M = Measurable

A = Attainable

R = Realistic

T = Time bound or Timely

One of the reasons I don’t like acronyms is that someone made them up to be clever, and maybe the capital letters don’t really do a good job of saying what the formula is. Let’s look at this one.

S is okay for Specific. Your goals *should* be as specific as possible.

M is okay for Measurable, we should be able to measure our goals.

A for Attainable is redundant; why would we even list a goal if we did not think it was attainable? Let’s replace this with Aligned Action. We know that if our goals are not aligned with our values and beliefs, we will not take action on it. The goal must be aligned.

R for Realistic is redundant once again. If the goal was *not* realistic (in our own mind) we would not be attempting it, and many big goals are *not* realistic at the outset. Let’s replace this with Reinforcing. If our goals are reinforced by our values and beliefs, then we can achieve them.

And lastly, **T**, for Timely. We already said that most goals should not have a specific hard and fast date assigned to them. So this won't work. Let's replace Timely with Tempting. If your goal is not tempting, if it is not interesting, fun, and something to look forward to, you won't do it, will you? So we now have:

S = Specific

M = Measurable

A = Aligned Action

R = Reinforcing (values)

T = Tempting

Realize that accomplishing some of the tasks in your plan will require you to give up other things. Don't let this discourage you, and stay focused on your goals. Your brain will work in tandem with your emotions to drive you to completion.

Your mind and all of the resources available to it are working in concert to accomplish your goal. You **will** achieve your goal, and it will bring lasting joy and self-confidence. Congratulations. You are now one of less than 5 percent of the human population with a values list, mission statement, and written goals with a plan to achieve them. You know where you are going and how to get there. The dreams of the world are now yours.

NOTES:



HABITS EXERCISE

Section 1: Personal Power: page 9

Habits are propagated by rewards in a circular, reinforcing pattern. Identify the good habits and the rewards. Then the poor habits and the “rewards.” Pick out one small, “bad” habit. Why is it a bad habit? Could you change it? If you pick it apart and identify the trigger, the response, and the reward, you can substitute other actions to get a better result.

HABIT	Good or Bad?	Cue/Trigger	Routine/Time	Reward

NOTES:

Start with one habit you want to change. Start small!

Write the habit here:

This habit is bad because:

The trigger is:

The routine is:

The reward is:

You can change the trigger by changing the routine. Write how you will change the routine:

What is the new reward that you can give yourself? It must be equal to or better than the one it replaces. This is key.

Here's an example. You are in the habit of eating the same lunch every day. It's a grilled cheese sandwich or a burger. You'd like to stop eating these foods, laden with salt and fat, and eat something healthy.

The habit is eating salty, high fat foods for lunch.

What's the trigger? Time for lunch. Hunger. Salt and fat are delicious!

What's the routine? Eating the same foods, in the same place.

What's the reward? Eating to satisfy a craving. Put off going back to work.

How can you change it? Change the routine in increments. On Monday, change where you go to eat, or change where you sit. Have yogurt and a granola bar, or something else healthy. Write down your reactions. Do you still want the grilled cheese? What can you reward yourself with? Pick a reward that you really like.

On Tuesday have your yogurt and granola again. Sit in another seat or go somewhere else to eat. Write down your reactions again, and reward yourself with something you really like.

Do this for the rest of the week, and you'll be on your way, as long as you keep the new routine and the feeling of accomplishment along with the rewards you've set up for yourself.

You can also set up incremental rewards. After two weeks of healthy eating, you give yourself a much bigger reward. After a month, something bigger. And so on. Eventually the healthy eating will be its own reward and you'll feel great.

A more drastic way to change habits like food cravings is to fast for a short time and then introduce healthy foods. It's a bigger routine change, and for some personalities works well. You decide.

You will need some self-discipline to get started. You'll be replacing some short-term rewards (cravings) with health and still won't go hungry.

Make notes on your success; you may need to return to your notes and change the routine in another direction. Experiment and then stick with it. Then move to another habit challenge.

NOTES:



Five Summary Tips and Techniques

I'll leave you with five summary tips based on what you've read in *Your Simplest Life*.

Learn to compartmentalize. We talked about some techniques to do this in Section II Tips & Tricks. Compartmentalizing is a form of protecting yourself, but still uses situational awareness where you balance concentration with awareness. As you get better at it, you'll experience fewer distractions and more focus.

Don't forget your power of choice. In each moment you can decide how you will react to a situation. You may not be able to change what is happening, but you can change how you respond to it.

Set goals and priorities based upon your values. These are the things that are deeply important to you. Your values will drive your attention; your attention will drive your time management.

Use tools such as meditation/prayer, and affirmations/hypnosis to improve your ability to handle stress, employ self-discipline, discover the things you love, and work on what matters most to you.

Keep a journal, a diary, or periodic notes. You never know when a great idea will form through your creative thoughts and produce a work of art, a book, or an amazing project or plan.

NOTES:

Your Notes, Plans, and Dreams:

