



## Module One

# Assess the Gap

In order to plan our success journey and goals, we first need to assess the gaps within several key areas of our life. Similar to planning a road trip, the two key questions are: where are we currently and where are we going. Without those two critical pieces of information, it will not be possible for us to get to our desired destination.

Success is much the same; without an understanding of where we are currently in relation to our desired end-state goals, it will be difficult for us to succeed.

This chapter will help you determine your personal values, define what success means to you, and will give you tools to keep you hyper-focused on the direction you need to head, to find your success.

# Values

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*"Effectiveness without values is a tool without a purpose."*

*~Edward de Bono (1933 - ), Author and Inventor*

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## Why are personal values important?

Our values are the core to our being, it defines what is most important to us, it effects every element of our lives and determines our happiness. Our personal values are our core principles, and usually operate subconsciously in our mind as we make decisions. It is our own internal guidance system, think of it as our own personal GPS. Whenever we are operating outside our values or not in alignment with this internal compass, things just don't seem right. When decisions are made that match our personal values then we feel happy and content. It is possible to complete our goals without using our values, but true success and fulfilment will not be attained if our values are not aligned with our goals. This is why it is important for us to identify our top values.

Identifying our values is vital as it helps us to focus on what really matters to us. Once we have identified our top values, we can use them when making decisions. This will ensure that we are aligned with our core principles and helps us to live in balance. If our top value is family, working 80 hour weeks will stress us out as we are not living the way we believe we should be. Making decisions based on our values will make the right decision clearer and help us live a more content and successful life. Knowing our least important values can also help steer us away from the wrong choice.

[Watch Values video](#)

## Core Values

1. ACCEPTANCE to be accepted as I am
2. ACCURACY to be correct in my opinions and beliefs
3. ACHIEVEMENT to have important accomplishments
4. ADVENTURE to have new and exciting experiences
5. ALTRUSIUM selfless concern for the well-being of others
6. ART to appreciate or express myself in art
7. ASSERTIVENESS confident and forceful behaviour
8. ATTRACTIVENESS to be physically attractive
9. AUTHORITY to be in charge of others
10. AUTONOMY to be self-determined and independent
11. BALANCE living in peace and harmony
12. BEAUTY to appreciate beauty around me
13. BELONGING close or intimate relationship
14. CALMNESS a state of tranquility
15. CARING to take care of others
16. CHALLENGE to take on difficult tasks and problems
17. COMFORT to have a pleasant and comfortable life
18. COMMITMENT to make enduring, meaningful commitments
19. COMPASSION to feel and act on concern for others
20. COMPROMISE to be willing to give and take in reaching agreements
21. CONSISTENCY a pattern of sticking to a habit or way of life
22. CONTENTMENT the quality or state of being content
23. CONTRIBUTION to make a lasting contribution in the world
24. COOPERATION to work collaboratively with others
25. COURAGE to be brave and strong in the face of adversity
26. COURTESY to be considerate and polite toward others
27. CREATIVITY to create new things or ideas
28. CURIOSITY to seek out, experience, and learn new things
29. DECISIVENESS to make choices in a determined & unquestionable manner
30. DEPENDABILITY to be reliable and trustworthy
31. DETERMINATION the act of deciding definitely and firmly
32. DEVOUTNESS to be committed to a pursuit, belief or cause
33. DILIGENCE to be thorough and conscientious in whatever I do
34. DISCIPLINE to be orderly & consistent in behaviour
35. DUTY to carry out my duties and obligations
36. ECOLOGY to live in harmony with the environment

37. EFFECTIVE to produce in a decided, decisive way
38. EMPATHY to be aware or sensitive to others feelings
39. EXCELLENCE to achieve extremely high quality
40. EXCITEMENT to have a life full of thrills and stimulation
41. FAITHFULNESS to be loyal and true in relationships
42. FAME to be known and recognized
43. FAMILY to have a happy, loving family
44. FITNESS to be physically fit and strong
45. FLEXIBILITY to adjust to new circumstances easily
46. FOCUS to direct your attention or effort on something specific
47. FORGIVENESS to be forgiving of others
48. FREEDOM to be free from undue restrictions and limitations
49. FRIENDSHIP to have close, supportive friends
50. FUN to play and have fun
51. GENEROSITY to give what I have to others
52. GENUINENESS to act in a manner that is true to who I am
53. GOD'S WILL to seek and obey the will of God
54. GRACE to act with kindness and courtesy
55. GRATITUDE to be thankful and appreciative
56. GROWTH to keep changing and growing
57. HAPPINESS a state of wellbeing and contentment
58. HEALTH to be physically well and healthy
59. HONESTY to be honest and truthful
60. HOPE to maintain a positive and optimistic outlook
61. HUMILITY to be modest and unassuming
62. HUMOUR to see the humorous side of myself and the world
63. IMAGINATION to have dreams and see possibilities
64. INDEPENDENCE to be free from depending on others
65. INDUSTRY to work hard and well at my life tasks
66. INGENUITY to be clever, original and inventive
67. INNER PEACE to experience personal peace
68. INTEGRITY to live my daily life in a way that is consistent with my values
69. INTELLIGENCE to keep my mind sharp and active
70. INTIMACY to share my innermost experiences with others
71. JOY to feel great pleasure and happiness
72. JUSTICE to promote fair and equal treatment for all
73. KNOWLEDGE to learn and contribute valuable knowledge
74. LEADERSHIP to inspire and guide others
75. LEISURE to take time and relax and enjoy

76. LOVED to be loved by those close to me
77. LOVING to give love to others
78. LOYALTY to be faithful to commitments, obligations or to a person
79. MASTERY to be competent in my everyday activities
80. MINDFULNESS to live conscious and mindful of the present moment
81. MODERATION to avoid excesses and find a middle ground
82. MUSIC to enjoy or express myself in music
83. NON-CONFORMITY to question and challenge authority and norms
84. NOVELTY to have a life full of change and variety
85. OBEDIENT to willingly comply
86. OPENNESS to be open to new experiences, ideas, and options
87. ORDER to have a life that is well-ordered and organized
88. PASSION to have deep feelings about ideas, activities, or people
89. PATRIOTISM to love, serve and protect my country
90. POPULARITY to be well-liked by many people
91. POSITIVITY the practice of being positive or optimistic in attitude
92. POWER to have control over others
93. PRACTICALITY to focus on what is practical, prudent and sensible
94. PROFESSIONALISM the competence or skill expected of a professional
95. PROTECT to protect and keep safe those I love
96. PROVIDE to provide for and take care of my family
97. PRUDENCE to be cautious
98. PURPOSE to have meaning and direction in my life
99. RATIONALITY to be guided by reason, logic, and evidence
100. REALISM to see and act realistically and practically
101. RELIABLE to be consistently good in quality or performance, to be trusted
102. RESOURCEFUL to find quick clever ways to overcome difficulties
103. RESPONSIBILITY to make and carry out responsible decisions
104. RESTRAINT to have self-control
105. RISK to take risks and chances
106. ROMANCE to have intense, exciting love in my life
107. SAFETY to be safe and secure
108. SELF-ACCEPTANCE to accept myself as I am
109. SELF-CONTROL to be disciplined in my own actions
110. SELF-ESTEEM to feel good about myself
111. SELF-KNOWLEDGE to have a deep and honest understanding of myself
112. SERENITY the state of being calm, peaceful and untroubled
113. SERVICE to be helpful and of service to others
114. SIMPLICITY to live life simply, with minimal needs

115. SOLITUDE to have time and space where I can be apart from others
116. SPIRITUALITY to grow and mature spiritually
117. STABILITY to have a life that stays fairly consistent
118. STRATEGIC identifying long-term goals & the way to achieve them
119. STRENGTH to withstand great force or pressure
120. STRUCTURE the quality of being organized
121. TOLERANCE to accept and respect others who differ from me
122. TRADITION to follow respected patterns of the past
123. VIRTUE to live a morally pure and excellent life
124. WEALTH to have plenty of money
125. WORLD PEACE to work and promote peace in the world

This is just a partial list feel free to add your own.

## Self-Mastery Action

Choose the top 10 VALUES that resonate with you: ([Download Top 10 Values worksheet](#))

My TOP 10 CORE VALUES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Word of the Year

Word of the year is one of the many tools we use to keep us laser-focused on our goals. The right word can help you make choices, so you stay in alignment of your end goals. I can help you navigate each day by helping you prioritize based on your chosen “word”. It can help you maintain clarity so you can stay on track.

### EXAMPLES

<b>INSPIRE</b>	<b>SUPPORTED</b>	<b>COURAGEOUS</b>
<b>STRENGTH</b>	<b>CONNECTED</b>	<b>OBEDIENT</b>
<b>BALANCE</b>	<b>DETERMINED</b>	<b>CONFIDENT</b>
<b>RESILIENCE</b>	<b>INTENTIONAL</b>	<b>PURPOSE</b>
<b>FOCUS</b>	<b>GROWTH</b>	<b>MASTERY</b>
<b>BREATHE</b>	<b>PATIENCE</b>	<b>HEAL</b>
<b>FEARLESS</b>	<b>ENTHUSIASM</b>	<b>RELEASE</b>



The above examples are just a small sampling of possible words. Your WORD is a personal choice, two people can have the same word, but it could mean completely different things to each of them. There is no right or wrong, importantly, your word needs to be in alignment with your values and be a guiding light toward your goals.

## How to choose your “WORD”.

This is a very personal process and there are things to consider and many ways to come up with your word. Close your eyes and imagine your “perfect” life. How does it look and feel? Think about last year, what held you back? What is something that you would like to overcome? Look at the different areas of your life, and the goals you have set for them, is there a common thread? Start writing out words that come to mind, just spend two minutes focused on possible words, then go over the list and start narrowing it down, say each word out loud, trust your gut with this. What words strike a cord with you.

Once you get down to 2 or 3 words, look at them through all aspects of your life, each of the goal areas, eliminate the words that don’t work with all areas.

## How to use your WORD?

Post it everywhere; mirrors, screensaver, fridge, bedside tables. office, in your wallet, etc. Consider it your mission for the year to live by your word. Before making a decision consult your WORD, is it in alignment with it? Check in with yourself at the end of the week, are you living your WORD? Did you make good decisions based on your WORD?

## Example:

A few years ago, my family faced BIG changes, as we packed up our lives in Ontario and moved clear across the country to British Columbia. It meant a promotion and new job for my husband, new schools and friends for my kids. And for me, well, I was not sure what it meant to me. I knew that I would need to be strong, organized, and upbeat as we headed into that year. Thinking of all the tasks that needed to be done, including the suspension of my business in Ontario was overwhelming at times. But I chose to feel excitement for all the opportunities that lay ahead of me and my family. For this reason, I choose the word: Intentional that year. Yes, here was my chance to change everything about my life - remove all the things I did not find joy in – okay the laundry still needs to be done, but I could redesign my business to only include what I liked to do! I selected the word “Intentional” to remind myself that in every facet of my life, I needed to be intentional in creating the life that I wanted. I could intentionally seek out happy, strong, determined people to spend time with, I could intentionally build a business that supports my beliefs and my new goals, and I could intentionally create a resource to support others in their quest to reach their goals! Being intentional in everything I did meant taking FULL control of my life and make more headway towards my big goals.

## Self-Mastery Action

What will be your Word of the Year? ([Download “Word of the Year” sheet](#))

Make a list of possible words, then narrow down to one word.



# Self-Discovery

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*"Ask yourself if what you're doing today is getting you closer to where you want to be tomorrow" ~ Anonymous*

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## Where are you?

In order to navigate from one place to another it is imperative that you have 2 vital pieces of information: where you are currently and where you want to go. Without this information, maps and GPS are useless, the same goes with achieving success. Unless you have a realistic picture of where you are now, and a clear picture of where you want to go (or what you want to achieve), it will be challenging to get there.

**Self-Mastery Action:** The ACHIEVE INDEX™ ([Download Self-Discovery worksheet](#))

Complete questions 1-9

## Best Life

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*“Decide exactly what you want in every area of your life; you can’t*

*hit a target you can’t see” ~ Brian Tracey*

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Success by Design™ is based upon the belief that our lives are multi-dimensional with 5 key areas, that are interrelated and that balance in all areas is critical for holistic success.

1. **Spiritual:** Your connection to your purpose and/or faith journey
2. **Wellness:** Your physical and mental health
3. **Relational:** Your relationships with your spouse, partner, family, friends & associates
4. **Career:** Your job and profession
5. **Financial:** Personal and/or family finances

Your stress level or mental health at work can affect your home life and vice-versa. A struggling relationship with your boss or spouse can have a direct correlation on work performance and/or your wellness.

Now it is your turn, think about your dreams, what you’d like to achieve as your Best Life (your 10) in the five key domains. Remember to reflect on your where you’re at now, and take into consideration your personal values as you develop your goals. What do you want to achieve?

**Self-Mastery Action:** The ACHIEVE INDEX™ (Self-discovery worksheet)

Complete questions 10 & 11