

Workbook Companion for Your Compass List

Revision 1



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Table of Contents

- Table of Contents..... 1
 - Credits and social media links:..... 2
- How to use Your Compass List:..... 4**
 - Additional Included Workbook Resources:..... 5
- Your Compass List Accountability Program Guide:..... 6**
 - The Participant/Student/Reader..... 6
 - Accountability Partner, Teacher/Coach or Program Manager:..... 7
 - Mentor/SME/Consultant..... 9
- Chapter 1..... 11**
 - Mindset Reflection Prompts..... 11
 - Week One Exercise: Inherited Compass List..... 13**
 - Week Two Exercise: Affirmations..... 18**
- Chapter 2..... 19**
 - Week Three Exercise: Visualization..... 19**
 - Week Four Exercise: Values..... 20**
 - Monthly Reflection Lists:..... 23**
 - Week Five Exercise: Foundation Statement..... 24**
 - Foundation Statement..... 25
 - Week Six Exercise: Value Statement..... 26**
 - Value Statement..... 26
 - Week Seven Exercise: Purpose Statement..... 27**
 - Purpose Statement..... 28
 - Week Eight Exercise: Vision Statement..... 28**
 - Vision Statement..... 29
 - Mission Statement..... 30
 - Monthly Reflection Lists:..... 31**
- Chapter 3..... 32**
 - Week Nine Exercise: Strengths and Weaknesses..... 32
 - Bonus Exercise:..... 33
 - Week Ten Exercise: Powerful Questions..... 35**
 - Guide to Practicing Empathetic Listening..... 40
- Chapter 4..... 41**
 - Week Eleven Exercise: Uniqueness..... 41**
 - Guide to Cultivating Patience:..... 43
- Chapter 5..... 45**
 - Week Twelve Exercise: Self-care Plan..... 45**
 - Monthly Reflection Lists:..... 47**
- Chapter 6..... 48**
 - Week Thirteen Exercise: Habits..... 48

Week Fourteen Exercise: Learning Plan	49
Chapter 7	51
Week Fifteen Exercise: Taking Action.....	51
Week Sixteen Exercise: Self-Esteem	52
Monthly Reflection Lists	53
Week Seventeen Exercise: Resilience	54
Week Eighteen Exercise: Strategic Planning	56
Week Nineteen Exercise: Time and Goal Management	57
Week Twenty Exercise: Action Plan	59
Guide for Money Management and Household Budgeting.....	60
Monthly Reflection Lists	62
Chapter 8	63
Week Twenty-One Exercise: Obstacle Plan	63
Week Twenty-Two Exercise: Forward Thinking	64
Chapter 9	65
Week Twenty-Three Exercise: Compass List Revisions	65
Week Twenty-Four Exercise: Planning Ahead	68
Guide for Career Path Research.....	69
Monthly Reflection Lists	71
Conclusion - Review Assessment	72
Milestone Accomplishment Lists	72
Supplemental Resources	73
Full descriptions for learning paths of top fields with anticipated job expansion	73
The 65 Jobs With the Lowest Risk of Automation by AI and Robots.....	84
Worksheets for Planning & Tracking	88
Weekly Planning.....	88
Daily Planning and Work Diary:.....	89
Goals and Delegation Planning.....	89
Project Planning and Progress tracking.....	90
Meeting and Conference Planning.....	90
Habit Tracking:.....	91

Credits and social media links:

Social Media and websites:

Christopher Nielsen's music composition and production:

<https://cnpcreative.com>

Facebook: <https://www.facebook.com/christophernielsenmusic/>

Official "YourCompassList" website with handouts and appendices

<https://www.yourcompasslist.com>



Facebook: <https://www.facebook.com/christopher.nielsen1>
Editor: Grace A. Carcich
Publisher: TBA

How to use Your Compass List:

Here are some tips on how to use Your Compass List effectively:

- 1. Set aside dedicated time every day for reading, journaling and completing exercises** - Your Compass List is designed to be used as a practical guide to achieving your goals. Allocate specific 'time slots' in your day or week to read, mentally explore the concepts, and complete the exercises.
 - a. 15 minutes daily for Affirmations and list making
 - b. 15 minutes daily reflecting on targeted concepts and journaling
 - c. 15 minutes daily strategically imagining your future
 - d. 15 minutes daily learning one new skill
- 2. Set aside dedicated time weekly and monthly** - weekly to compile lists and reflections and monthly to track your progress and plan ahead. What did you learn? What will you learn? What has changed? What needs to be prepared? Create your own specific scheduled plan.
- 3. Think outside of your comfort zone** - Tackle the exercises provided while letting go of discomfort or fears of failure. They are designed to help you achieve your goals and open windows of discovery. It is crucial to approach each exercise with an open mind and a willingness to learn. Do not be afraid to experiment and explore the unknown.
- 4. Remain Balanced** - find the right balance between doing, learning and taking care of yourself.
 - a. Doing:
 - i. At least one thing each day for someone else
 - ii. At least one thing each day for you
 - iii. At least one thing to make the world a better place
 - b. Learning:
 - i. One new thing about someone else
 - ii. One new thing about yourself (from mistakes or successes)
 - iii. One new thing about the world or universe
 - c. Exercise:
 - i. Daily mental exercises - affirmations - deep thoughts
 - ii. Daily reflections - Past -Present observations and Future
 - iii. Daily physical health - movement and activities
- 5. Accountability Partners** - Find someone that knows you well to share your journey. Sometimes it is hard to remain motivated or to see if you are making progress. An accountability partner can help you track this progress.
- 6. Mentors/Coaches/Consultants** - Find trusted advisors you can go to for various questions or encouragement. Find people that can provide insightful information and support throughout your learning paths.
- 7. Take notes** - Take notes while reading each chapter and during the exercises. This discipline will help you remember essential insights and strategies to apply to your life.

8. **Use the exercises as a practical guide** - The exercises provided in each chapter are designed to help you apply the concepts and strategies for building a roadmap specific to you and your personal needs. As you complete the exercises, reflect on where they intersect with your life, and use them as a practical guide for achieving your goals.
9. **Integrate the lessons learned into your daily life** - The ultimate goal of using a Compass List is to turn what you discover into habits which will become intuitive behaviors with practice. Once you do this, it is crucial to integrate the lessons learned into your daily life. Make them part of your daily routines and habits.
10. **RRR- "Revise Rinse and Repeat:** Continue to revise your lists by adding to them and removing what does not work or clutters your life. The idea of a Compass List is that as long as you continue to move forward it will always be changing. New lists will bring new meaning to your learning path as it slowly becomes an ingrained lifestyle.

In conclusion, by creating and using Your Compass List as a practical guide and approaching each of the concepts with an open mind, dedicating time to complete the exercises, taking notes, and integrating the lessons learned into your daily life, you can achieve your goals and create by design the life you desire.

Additional Included Workbook Resources:

Daily, Weekly and self-reflection worksheets

This workbook includes extra daily and weekly worksheets designed for self-reflection and list organization. You have the option to replicate these for ongoing daily and weekly journaling, or you can use them as checklists, recording your notes in a separate notebook.

Time management and project planning

This workbook contains additional worksheets for time management and project planning, which you can duplicate and utilize to cultivate your organizational habits. Once you've become accustomed to using these, you might want to explore various online tools that offer similar functions, albeit with slight variations.

The accountability and mentorship program guide

This workbook contains a guide for implementing a mentorship and accountability program for individual readers, use in a classroom setting or career training/alignment program. It includes a reader/partner promise and commitment verbalizations. These are designed for getting the most out of the lessons within this program.

Your Compass List Accountability Program Guide:

"If you want to go fast go alone, if you want to go far travel together." - African proverb

Accountability Program Roles and Responsibilities:

To maximize the benefits of this program it is recommended to travel on this journey with accountability partners and mentors who can offer insights and help you gain momentum. There are three essential roles in the Your Compass List accountability program. All three roles will help assure a higher level of success. Below these are defined and broken down with general responsibilities. These roles account for three anticipated use cases; reading this on your own, delivered in a classroom setting or through a career training and alignment program.

The Participant/Student/Reader

As a participant/student/reader your role is by far the most important. For this to change your life you need to welcome the change and be 100% committed to growing, learning and using discipline to change or form new habits.

Make the following promise to yourself and read it outloud preferably to your accountability partners and/or mentors.

- I aspire to better myself, for my own sake.
- I strive to improve for the sake of those I hold dear.
- I yearn to evolve for the betterment of the world and those who inhabit it with me.
- I will dedicate specific time each day, without fail or excuse, to reflection and list-making.
- I will voice my affirmations daily, affirming my commitment to my journey.
- I will utilize the exercises and guides to cultivate targeted habits, embracing learning as a lifestyle.
- I will consciously organize my thoughts, strategizing towards both short-term and long-term goals.
- I will maintain consistency, keeping my life anchored around my core values, vision, and purpose.
- I will be proactive in doing, learning, and exercising both my mind and body.
- I will share the knowledge I gain, overcoming any obstacles, to contribute to making the world a better place."

Through this declaration you will find empowerment by setting your mindset for success.

Accountability Partner, Teacher/Coach or Program Manager:

An accountability manager can be a teacher/coach if used in a classroom setting, a program manager if used in a career training program, or a trusted friend or colleague if you are doing this independently on your own.

Facilitator Roles:

- Organize and make available all resources required for participants to succeed with creating a holistic Compass List and achieving their goals
- Coordinate SMEs (subject matter experts) for various presentations and mentoring sessions
- Track and monitor progress to identify options for improving participants engagement and growth
- To encourage and coach participants on developing learning paths specific to their goals and aspirations

Your Compass List Accountability Partner Guide

Being an accountability partner in the Your Compass List mentorship program is a rewarding role that involves supporting and encouraging someone on their personal development journey. Here's a short guide to help you be the best accountability partner you can be:

1. Understand the Program:

Before you can effectively support someone, you need to understand the program. Familiarize yourself with the Your Compass List, its goals and its methods. This will help you provide relevant advice and encouragement.

2. Set Clear Expectations:

Discuss and agree on what your role as an accountability partner will involve. This might include regular check-ins, providing feedback, or simply being a sounding board for ideas and reflections.

3. Be Reliable:

Consistency is key in an accountability partnership. Make sure to be available for scheduled check-ins and respond to communications in a timely manner.

4. Provide Constructive Feedback:

Your role is to help your partner stay on track and achieve their goals. This often involves providing feedback. Remember to keep your feedback constructive and solution-focused.

5. Encourage Reflection:

Encourage your partner to reflect on their progress regularly. This can help them see how far they've come and identify any areas where they might need to adjust their approach.

6. Celebrate Success:

Celebrate your partner's successes, no matter how small. This can boost their motivation and help them see the value of their hard work.

7. Maintain Confidentiality:

As an accountability partner, you may be privy to personal information. It's important to respect your partner's privacy and maintain confidentiality.

8. Be Supportive and Positive:

Your role as an accountability partner is to provide support and encouragement. Maintain a positive attitude and remind your partner of their strengths and achievements.

9. Encourage Balance:

Remind your partner of the importance of balance. While it's important to work towards goals, it's also crucial to take care of one's mental and physical health.

10. Keep Learning:

The best accountability partners are those who continue to learn and grow. Stay open to new ideas and continue to develop your own understanding of personal development and mentorship.

Remember, being an accountability partner is not just about keeping someone on track, it's about providing the support and encouragement they need to navigate their personal development journey.

Mentor/SME/Consultant

A mentor is someone who helps you understand various aspects of the program and provides encouragement and inspiration to remain motivated and committed to moving forward. In a career development program or classroom setting this could also be a SME (subject matter expert) someone with specialized skills or insights in particular industry domains or disciplines of practice. If you are reading this on your own then this would be someone you trust that can give you honest feedback and offer advice as you explore various chapters and the associated reflections.

Roles:

- Connect real world experience and case studies with the weekly learning objectives and lessons in workbook
- Observe and identify opportunities for growth of participants
- To help participants develop useful skills
- Share insights with accountability partners

In the Your Compass List Mentorship program, the roles of Mentor, Subject Matter Expert (SME), and Consultant are crucial in providing support to not only the accountability partner and the program manager but directly with the participants. Here's a brief definition of each role related to delivering this in a classroom or career training/alignment context:

1. Mentor:

A mentor in the Your Compass List Mentorship program is an experienced and trusted advisor who provides guidance, support, and encouragement to the participants. They share their knowledge and experiences, help the participants set and achieve their goals, and provide constructive feedback. They work closely with the accountability partner to ensure the participant is making progress and overcoming any obstacles. They also communicate with the program manager to provide updates on the participant's progress and any issues that may arise.

2. Subject Matter Expert (SME):

A Subject Matter Expert in this program is an individual who has deep knowledge and expertise in a specific area or topic that is relevant to the program or the participant's goals. They provide detailed insights, advice, and guidance on their area of expertise. They may be called upon to provide training or resources, answer specific questions, or help solve problems that are beyond the scope of the mentor's knowledge. They support the program manager by ensuring the program's content and activities are accurate and up-to-date.

3. Consultant:

A consultant in the Your Compass List Mentorship program is a professional who provides expert advice in a particular area such as career development, personal growth, or learning strategies. They may work with the program manager to develop and improve the program, or they may work directly with participants to provide specialized advice and guidance. They can also assist the accountability partner by providing tools and strategies to better support the participant.

All three roles - Mentor, SME, and Consultant - are integral to the success of the Your Compass List Mentorship program. They each bring unique skills and expertise that enhance the program and support the participants in their personal development journey.

Chapter 1

Mindset Reflection Prompts

Let's get started with a quick assessment of where you are and what you want to accomplish through working with this book. Please make lists for the following prompts:

- The top five challenges in your life right now:

- The top five things you like about yourself:

- Five major things you would like to change about yourself:

- The top five things you want to change or improve in your life:

- What do you believe at this moment are your biggest challenges from becoming the person you wish to become and having the life you want to lead?

List the highlights of what you have learned this month about yourself:

List the highlights of what you have learned about other people:

List the highlights of what you have learned about the world and universe:

List the highlights of new skills you have learned:

List the discovery highlights from reflection that have or will make you mentally stronger:

List the highlights of the healthy habits and routines you have learned/implemented:

List the most important ideas that you want to add to your compass list:

List the top five topics for affirmations you want to use moving forward:

Week One Exercise: Inherited Compass List

Get a notebook dedicated to your journal and perform the exercises in this book. Over the period of a week, pick 10-15 of these each day and reflect on them, say them out loud and put a checkmark by all that you have heard before and an X by all of the items that you feel have influenced your behavior or a decision at any time. Underline or highlight your 10 favorites. What other truisms, lyrics, proverbs or other short sayings might be on your "Inherited Compass List?" Write them down as well.

At the end of the week, choose 10-15 that you find the most applicable to adding benefit to your life. Keep them in your journal. Later on, after we discuss Affirmations in the book, you may refer back to these top 10-15 and try morphing them into helpful affirmations that you can then use as part of your daily or weekly reflection sessions.

1. ***Time heals all wounds:*** This saying suggests that as time passes, emotional and physical pain tends to lessen, and people gradually recover from difficulties or traumatic events.
2. ***Where there's a will, there's a way:*** This proverb means that if someone is determined to achieve something or overcome an obstacle, they will find a way to do it, even if it seems impossible at first.
3. ***Everything happens for a reason:*** This phrase implies that events in life, even those that may appear negative or unfortunate, have a purpose or underlying benefit that may not be immediately apparent.
4. ***Laughter is the best medicine:*** This saying suggests that laughter and humor can help alleviate emotional pain, reduce stress, and improve overall well-being.
5. ***Actions speak louder than words:*** This adage emphasizes the importance of showing one's intentions through actions rather than merely expressing them verbally. People are more likely to be judged by what they do rather than what they say.
6. ***A penny saved is a penny earned:*** This proverb highlights the value of saving money and practicing frugality. By saving even small amounts, one can accumulate wealth over time.
7. ***You miss 100% of the shots you don't take:*** This quote encourages taking risks and seizing opportunities, as you cannot achieve success without trying.
8. ***The early bird catches the worm:*** This proverb emphasizes the benefits of starting tasks early and being proactive, as it can lead to better chances of success.
9. ***Practice makes perfect:*** This saying highlights the importance of consistent practice and effort to improve one's skills and achieve mastery.
10. ***Rome wasn't built in a day:*** This phrase reminds us that significant accomplishments take time and patience, and one should not expect immediate results.
11. ***Don't judge a book by its cover:*** This adage advises against making assumptions about people or things based solely on their outward appearance.
12. ***Honesty is the best policy:*** This saying emphasizes the value of being truthful and maintaining integrity in all situations.

13. ***You can't have your cake and eat it too:*** This expression implies that one cannot have the benefits of two conflicting or mutually exclusive options simultaneously.
14. ***Knowledge is power:*** This phrase suggests that acquiring knowledge equips individuals with the ability to make informed decisions, influence others, and achieve their goals.
15. ***There's no such thing as a free lunch:*** This adage implies that everything has a cost, whether apparent or hidden, and there are no true "freebies."
16. ***What goes around comes around:*** This saying conveys the idea of karma, that one's actions, good or bad, will eventually have consequences that return to them.
17. ***Good things come to those who wait:*** This phrase encourages patience, suggesting that rewards will come to those who are willing to wait for them.
18. ***Better late than never:*** This adage highlights the importance of completing tasks or achieving goals, even if it takes longer than initially planned.
19. ***The grass is always greener on the other side:*** This expression refers to the human tendency to perceive other people's situations as more desirable than one's own.
20. ***You reap what you sow:*** This saying implies that the consequences of one's actions are directly related to the effort and intention put into them.
21. ***If at first you don't succeed, try, try again:*** This quote encourages persistence and resilience in the face of failure or setbacks.
22. ***Beauty is in the eye of the beholder:*** This expression emphasizes that the perception of beauty is subjective and varies from person to person.
23. ***Don't count your chickens before they hatch:*** This saying advises against assuming success or making plans based on uncertain outcomes.
24. ***Actions speak louder than words:*** This adage highlights the importance of demonstrating one's intentions through actions rather than just verbal expressions.
25. ***No pain, no gain:*** This phrase suggests that achieving success or growth often requires facing challenges, discomfort, or hard work.
26. ***Two heads are better than one:*** This saying highlights the value of collaboration and teamwork, as multiple perspectives can lead to better ideas and solutions.
27. ***Where there's smoke, there's fire:*** This saying implies that rumors or accusations often have some basis in truth, even if the details may be exaggerated or distorted.
28. ***You can lead a horse to water, but you can't make it drink:*** This expression means that you can provide someone with opportunities or resources, but you cannot force them to take advantage of them.
29. ***The more things change, the more they stay the same:*** This phrase suggests that even when situations appear to change, underlying patterns and dynamics often remain constant.
30. ***There's safety in numbers:*** This expression conveys the idea that being part of a group provides protection and reduces vulnerability.
31. ***Necessity is the mother of invention:*** This adage implies that difficult situations or problems often inspire creative solutions and innovations.
32. ***The best things in life are free:*** This phrase suggests that the most valuable aspects of life, such as love, friendship, and happiness, cannot be bought or sold.

33. ***It's better to be safe than sorry:*** This adage advises taking precautions and erring on the side of caution to avoid potential harm or negative consequences.
34. ***A stitch in time saves nine:*** This saying emphasizes the importance of addressing problems or issues promptly, as delaying can lead to more significant difficulties or more work later on.
35. ***It's the little things that count:*** This expression highlights the importance of small gestures, actions, or details in contributing to happiness and overall satisfaction.
36. ***An ounce of prevention is worth a pound of cure:*** This adage suggests that taking proactive measures to prevent problems is more efficient and effective than trying to fix them once they have occurred.
37. ***Don't cry over spilled milk:*** This saying advises against dwelling on past mistakes or losses and encourages focusing on moving forward and learning from experience.
38. ***Haste makes waste:*** This expression warns that rushing or acting too quickly can lead to mistakes, wasted effort, or negative consequences.
39. ***You can't judge a man until you have walked a mile in his shoes:*** This saying advises against judging others without considering their unique experiences, challenges, and perspectives.
40. ***A bird in the hand is worth two in the bush:*** This expression emphasizes the value of holding on to something tangible and secure rather than risking it for something uncertain or unattainable.
41. ***There's no time like the present:*** This saying encourages taking immediate action and making the most of the current moment.
42. ***All good things must come to an end:*** This phrase suggests that enjoyable experiences or happy times will inevitably come to a conclusion.
43. ***Money can't buy happiness:*** This phrase emphasizes that wealth doesn't guarantee contentment or emotional well-being.
44. ***Easy come, easy go:*** This saying implies that things that are acquired or achieved easily can also be lost just as quickly.
45. ***There's no such thing as a stupid question:*** This phrase encourages open communication and curiosity, suggesting that asking questions is an important part of learning.
46. ***You get what you pay for:*** This saying implies that the quality or value of something is generally reflected in its price.
47. ***The bigger they are, the harder they fall:*** This expression suggests that powerful or influential people or organizations are more vulnerable to significant setbacks or failures.
48. ***If the shoe fits, wear it:*** This saying suggests that if a criticism or description applies to someone, they should accept it as true.
49. ***Don't put all your eggs in one basket:*** This expression advises diversifying resources or efforts to reduce risk and avoid potential losses and to keep striving until outcome is reached.
50. ***You can't have your cake and eat it too:*** This phrase means that you can't enjoy the benefits of two incompatible options or situations simultaneously.

51. ***A man's home is his castle:*** This expression implies that an individual should feel secure, comfortable, and in control within their own home.
52. ***What's done is done:*** This saying means that the past cannot be changed, and one must accept the consequences of their actions and move forward.
53. ***The road to hell is paved with good intentions:*** This saying means that well-intended actions can sometimes lead to unintended negative consequences.
54. ***The pen is mightier than the sword:*** This phrase emphasizes the power of ideas and communication over violence and force.
55. ***The devil is in the details:*** This phrase suggests that seemingly minor aspects of a task or situation can be crucial or problematic.
56. ***You can't win them all:*** This expression acknowledges that it's impossible to be successful or victorious in every situation.
57. ***A picture is worth a thousand words:*** This phrase emphasizes the ability of visual images to convey complex ideas or emotions more effectively than words alone.
58. ***When the going gets tough, the tough get going:*** This expression means that resilient or determined individuals rise to the occasion.
59. ***You can't please everyone:*** This expression acknowledges that it's impossible to satisfy everyone's desires or preferences, and that trying to do so may be futile.
60. ***Absence makes the heart grow fonder:*** This saying suggests that being away from someone or something for a period of time can increase feelings of affection or longing for them.
61. ***The squeaky wheel gets the grease:*** This phrase means that those who complain or make their needs known are more likely to receive attention or assistance.
62. ***The grass is always greener on the other side:*** This expression implies that people tend to view other people's circumstances or situations as more desirable than their own, often without fully understanding the realities of those situations.
63. ***You can't judge a book by its cover:*** This saying advises against making assumptions or judgments based solely on external appearances, as these can be misleading or superficial.
64. ***It's not what you know; it's who you know:*** This saying emphasizes the importance of personal connections and networking in achieving success or reaching goals.
65. ***Curiosity killed the cat:*** This expression serves as a warning that being too inquisitive or nosy can lead to harm or trouble.
66. ***The more you know, the less you understand:*** This expression suggests that as one gains knowledge or experience, they may become more aware of the complexities and uncertainties in the world, leading to a sense of humility or confusion.
67. ***You never get a second chance to make a first impression:*** This saying emphasizes the importance of making a positive initial impression, as it can have a lasting impact on how others perceive you.
68. ***Life is a journey, not a destination:*** This expression encourages focusing on the experiences and personal growth gained throughout life, rather than fixating solely on achieving specific goals or milestones.

69. ***You can't change the past, but you can shape the future:*** This saying advises focusing on the present and making choices that will positively impact the future, rather than dwelling on past mistakes or regrets.
70. ***Silence is golden:*** This expression values the importance of quiet moments or the idea that sometimes saying nothing can be more meaningful or powerful than speaking.
71. ***Two wrongs don't make a right:*** This saying advises that responding to a wrongdoing with another wrongdoing will not resolve the situation or make it right.
72. ***If you want something done right, do it yourself:*** This expression emphasizes the idea that taking personal responsibility for a task ensures that it will be completed to one's satisfaction.
73. ***You can't judge a fish by its ability to climb a tree:*** This saying advises against evaluating someone or something based on irrelevant criteria, as it may not accurately reflect their true abilities or potential.
74. ***The only constant in life is change:*** This saying acknowledges that change is an inevitable part of life and encourages us to embrace it.
75. ***You are the master of your own destiny:*** This saying emphasizes personal responsibility and the power individuals have to shape their own lives through their choices and actions.
76. ***Life is like a box of chocolates;*** you never know what you're going to get. This phrase suggests that life is full of surprises and that one must be prepared to face the unexpected.
77. ***You are what you eat:*** This expression highlights the importance of maintaining a healthy diet, as it directly affects one's well-being and overall health.
78. ***Laughter is the shortest distance between two people:*** This saying emphasizes the power of humor and laughter to connect and bring people together.
79. ***You don't know what you've got till it's gone:*** This saying reminds us to appreciate and value what we have before it's lost or taken away.
80. ***A person who never made a mistake never tried anything new:*** This expression encourages embracing mistakes as opportunities for learning and growth.
81. ***What doesn't kill you makes you stronger:*** This phrase suggests that overcoming adversity can lead to personal growth and resilience.
82. ***Love conquers all:*** This expression emphasizes the power of love to overcome obstacles and challenges.
83. ***The road to success is always under construction:*** This saying acknowledges that achieving success is a continuous process of learning, growth, and improvement.
84. ***Sometimes the best way to solve a problem is to walk away from it:*** This expression advises that occasionally, distancing oneself from a problem can lead to new perspectives and solutions.
85. ***It's not how many times you fall, but how many times you get back up:*** This phrase highlights the importance of resilience and perseverance in overcoming setbacks.
86. ***You can't pour from an empty cup:*** This expression reminds us to prioritize self-care and personal well-being in order to effectively help and care for others.

87. ***Life is a balancing act***: This expression highlights the need to maintain balance in various aspects of life, such as work, relationships, and personal well-being.
88. ***The best things in life are the people you love, the places you've been, and the memories you've made along the way***: This saying emphasizes that the most valuable and fulfilling aspects of life are not material possessions, but rather the meaningful relationships we build, the experiences we gain from exploring new places, and the cherished memories we create throughout our lives.

These truisms can provide guidance and wisdom in various life situations. However, it is essential to remember that these sayings are not universally applicable to every situation, and it's crucial to use critical thinking and personal judgment when applying them to specific circumstances.

After reading this list and going through the reflective aspect of this exercise, hopefully you will now see the power and impact that small memorable phrases can have on the way we think and interact with the world. These are the triggered thoughts that can box us in and keep us from exploring new ones.

Now: *Where do we want to “reprogram” these truisms?* What are the new ones that we want to embed in our memories to define our direction and uniqueness? How can we use lists and self-reflection to define our personalized vision with associated goals to get the most out of every day? The rest of this book explores effective ways of creating purposeful and self-reflective lists by your design.

Week Two Exercise: Affirmations

Refer back to the top 10-15 of your favorite Inherited Compass List items that you wrote down in your journal. Take each of these and craft them into an Affirmation that can help you cope with various things relevant in your life right now. Then practice saying these aloud for one week.

Stay aware when these Affirmations pop into your daily thoughts and log when they affect your actions or non-actions. At the end of the week, reflect on this and make notes in your journal.

Chapter 2

Week Three Exercise: Visualization

This exercise will allow you to practice your ability to reflect and analyze. Practice this every day for one week. After each visualization session write down all of the potential negative thoughts you struggle with that impede your progress. Alongside them add potential solutions or how you could better respond to them in the future. A big part of what we want to do is equivalent to “taking out the garbage.”

We want to get all of your baggage and crap out on the table so you can sort through it and figure out how to best deal with it and get past it. We do not want any of this stuff to bog you down as you get into redefining your future. As we dig into obstacles later on we will have more power to deal with these. However, for now, at least you have written them down so you can hopefully not think about them while we move on to create our first Compass List in the next section.

Reflection and Visualization

1. Set aside 15-20 minutes for this exercise.
2. Find a quiet and comfortable place to sit where you won't be disturbed.
3. Close your eyes and take a few deep breaths, focusing on relaxing and clearing your mind.
4. Reflect on a past experience where you encountered an obstacle or misfortune. Analyze the situation, considering what you could have done differently to avoid or mitigate the issue. Explore decisions you made. What were the circumstances around them and how might you respond differently now that you know the outcomes of your past decision? What questions could you have asked that would have helped you make better decisions?
5. Now, visualize a future scenario where you might face a similar challenge. Apply the lessons learned and the five points listed above to imagine yourself successfully navigating the situation and avoiding the obstacle or misfortune.
6. Open your eyes and write down the key takeaways from this visualization exercise. Reflect on how you can apply these insights to your daily life to enhance your ability to avoid obstacles and misfortune.
7. Quickly log all of your reflections in your journal. See if you have a clear list of the things you fear the most, struggle with, want to avoid or may bring negativity into your life.

At the end of the week review all of your entries and list out what reoccurs most frequently in your reflections and most likely these will be the priorities you will need to address, once we get more into goals and action steps. You can add these to lists in order to overcome or manage more effectively.

Week Four Exercise: Values

1. Core Values:
 - a. Reflect on your past experiences and think about which values have guided your decisions.
 - b. Consider the people you admire and the qualities they possess that resonate with you.
 - c. Write down a list of values that you feel represent your true self, and think about how they influence your daily life.
2. Short-term and Long-term Goals:
 - a. Identify different areas of your life (career, personal, health, etc.) and list specific goals for each area in the short-term (within the next year) and then another set for long-term (5-10 years).
 - b. Consider how these goals align with your core values and overall life vision.
3. Obstacles:
 - a. List the challenges or barriers you face in achieving your goals.
 - b. Think about how you've approached these obstacles in the past and what strategies have or haven't worked for you.
4. Overcoming Obstacles:
 - a. Brainstorm potential solutions or strategies for each obstacle.
 - b. Consider seeking advice from others who have faced similar challenges or start researching resources to help you overcome these barriers.
5. Developing Skills:
 - a. Identify the skills you need to acquire or improve upon to achieve your goals.
 - b. Research resources such as books, courses, or mentors, to help you develop these skills.
6. Support Network:
 - a. Think about the people in your life who could offer guidance, encouragement, or assistance in achieving your goals.
 - b. Consider joining groups or communities related to your goals to expand your support network.
7. Priorities and Balance:
 - a. Reflect on how your current priorities align with your core values and goals.
 - b. Consider making adjustments in your daily routine or commitments to create a more balanced life.
8. Health and Well-being:
 - a. Assess your current habits related to physical, mental, and emotional well-being.
 - b. Identify changes you can make to improve your overall health, such as incorporating exercise, adopting healthier eating habits, or practicing mindfulness or meditation..
9. Financial Situation:

- a. Evaluate your current financial situation, including income, expenses, and savings.
 - b. Research strategies for budgeting, saving, and investing to create a plan for financial stability and growth.
10. Joy and Fulfillment:
 - a. Make a list of activities or experiences that bring you happiness and fulfillment.
 - b. Consider how you can incorporate more of these joyful moments into your daily life and ensure they align with your values and priorities
11. Passions and Pursuits:
 - a. Reflect on the activities, subjects, or causes that excite and energize you.
 - b. Brainstorm ways you can incorporate your passions into your life, whether through hobbies, career, or volunteer opportunities.
12. Improving Relationships:
 - a. Evaluate your current relationships and identify areas for improvement.
 - b. Consider practicing active listening, expressing gratitude, and setting healthy boundaries to strengthen your connections with others.
13. Strengths and Weaknesses:
 - a. List your personal strengths and weaknesses.
 - b. Think about how you can capitalize on your strengths and address your weaknesses to reach your goals.
14. World Impact:
 - a. Consider the causes or issues that you care deeply about and how you can contribute positively.
 - b. Brainstorm specific actions or projects that align with your passions and skills to make a meaningful impact.
15. Time Management:
 - a. Assess your current time management habits and identify areas for improvement.
 - b. Research and implement time management strategies, such as setting priorities, breaking tasks into smaller steps, and eliminating distractions.
16. Productivity and Efficiency:
 - a. Identify habits that hinder your productivity and brainstorm ways to change or replace them.
 - b. Consider incorporating productivity techniques, such as the Pomodoro Technique or the Eisenhower Matrix, into your routine.
17. Enhancing Creativity and Innovation:
 - a. Engage in activities that stimulate your creativity, such as journaling, mind mapping, or brainstorming sessions.
 - b. Seek inspiration from diverse sources and expose yourself to new experiences and perspectives.
18. Learning and Personal Growth:
 - a. Set learning goals and explore resources, such as books, online courses, or workshops, to expand your knowledge and skills.
 - b. Consider finding a mentor or joining a community of like-minded individuals to support your growth.

19. Taking Risks:

- a. Reflect on your comfort zone and the potential risks associated with pursuing your goals.
- b. Assess the potential benefits and drawbacks of each risk and determine which risks you are willing to take.

20. Legacy Building:

- a. Consider the lasting impact you want to make on others and the world.
- b. Identify specific actions or accomplishments that contribute to your desired legacy and create a plan to achieve them starting today.

If you have made it through this exercise “Super Kew!” You've created the first draft and an outline for **“Your Compass List.”** By utilizing the knowledge and insights you have gained thus far, we can explore more deeply and uncover fresh perspectives that when applied, have the potential to enhance your life and the next draft of "Your Compass List" in countless ways.

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Week Five Exercise: Foundation Statement

Set aside at least 30-45 minutes of quiet time each day. Make sure you journal all of your reflections and create lists that can be revised, consolidated and reincorporated into Your Compass List as a “Foundation Statement.”

To begin the process of understanding yourself and defining your foundations, consider the following prompts on Day 1:

- What qualities do you appreciate about yourself?
- What areas of your life would you like to improve upon?
- What does your ideal self look like?
- What changes could you make to enhance your life?
- What skills can you acquire or improve upon to achieve financial, emotional, and spiritual stability?
- What books, thought leaders, or mentors can you seek out to guide you toward your goals?

Once you have answered the above questions then focus for the rest of the week on your daily reflections considering the following ten prompts. Begin to:

1. Reflect on the principles that guide your decisions and actions. How do these principles align with your moral and ethical beliefs? Are there any areas where you can improve or refine your principles?
2. Think about a recent decision you made. Did your principles play a role in guiding that decision? How did they contribute to the outcome? Did the decision align with your moral and ethical values?
3. Consider a time when you were tempted to take a shortcut or pursue a "get rich quick" path. How did your principles help you resist that temptation? What were the long-term consequences of your decision?
4. Reflect on your discipline in upholding your principles. How do you maintain focus and avoid distractions and temptations? Are there any strategies or practices you can adopt to strengthen your discipline further?
5. Think about a time when you faced a significant challenge or obstacle. How did your principles help you persevere and overcome that challenge? What did you learn from the experience?

6. Consider a situation where you encountered conflict or faced what seemed to be unsolvable problems. How did your principles guide your approach to the situation? Were you able to find acceptance and adaptability? If not, how can you improve your ability to navigate such situations in the future?
7. Reflect on a time when you found it difficult to admit your mistakes or forgive someone who had impacted you in a negative manner. How did this lack of acceptance affect your well-being or relationships? How can you cultivate a mindset of acceptance and forgiveness in similar situations going forward?
8. Examine your level of resilience in the face of setbacks or failures. How do you bounce back from adversity? Are there any self-limiting beliefs or patterns that hinder your resilience? What steps can you take to strengthen your resilience and bounce back stronger the next time?
9. Think about a situation where you had to make a decision that required changing your direction or employing alternative options. How did your ability to accept and adapt to the circumstances impact the outcome? How can you become more open to accepting change when necessary?
10. Reflect on the Serenity Prayer and its message of courage, strength, and wisdom. How can you apply this prayer's teachings to your daily life? Are there specific areas where you might need to find the courage to change, the strength to accept, or the wisdom to know the difference, which are all implied in the Serenity Prayer.

The objective of having a foundation statement is a way of declaring who you are based on the foundations of knowing yourself.

Foundation Statement

Example Personal Foundations Statement:

"My personal foundation is firmly grounded in my strong commitment to moral and ethical principles, demonstrating integrity, honesty, and fairness in all aspects of life. I value discipline, setting clear goals, and following through, acknowledging the need for improvement in managing distractions. Resilience forms a vital part of my foundation; I view challenges as opportunities for growth, striving to bounce back while allowing myself to experience and process difficult emotions. I endeavor to foster acceptance, appreciating myself and others without harsh judgment, while embracing situations with mindfulness and an understanding of the limits of my control. As I continue my journey of personal growth, I am committed to fortifying these pillars further, understanding that my foundation is dynamic and evolves with life's experiences."

Week Six Exercise: Value Statement

Set aside at least 30-45 minutes of quiet time each day. Make sure you journal all of your reflections and create lists that can be revised, consolidated and reincorporated into Your Compass List as a “Values Statement.”

Here is a step-by-step guide for identifying core values and what is truly most important in one's life:

1. **Start by reflecting on your past experiences:** Look back at your life and identify moments that have been meaningful and fulfilling for you. Ask yourself what values were at play in those moments. For example, you may have felt fulfilled when you helped someone in need, which could indicate a core value of compassion or service.
2. **Create a list of values:** Make a list of values that resonate with you. These can be things like; honesty, creativity, loyalty, courage, kindness, or authenticity. Write down as many values as you can.
3. **Narrow down your list:** Once you have your list of values, try to narrow it down to your top 5-10 values. These should be the values that are most important to you and guide your decision-making process.
4. **Define what each value means to you:** For each value on your list, take a moment to define what it means to you. Definitions will help you understand why the value is important and how it can guide your actions.
5. **Prioritize your values:** After defining what each value means to you, prioritize them in order of importance. Prioritization will help you understand which values should take precedence in your decision-making process.
6. **Align your actions with your values:** Once you have identified your core values, start aligning your actions and decisions. Alignment will help you live a more authentic and fulfilling life.
7. **Review and revise your values:** Your values may also vary as you grow and change. Reviewing and amending your values is essential to ensure they align with who you are and what is truly important to you.

By following these steps, you'll better understand your core values and what is most important. This insight will help guide you to make far better decisions and take the most responsible actions when it matters most.

Value Statement

Example Personal Values Statement:

"My personal values are centered around integrity, empathy, and diligence. I believe in the power of honest and transparent communication, treating others with respect and understanding, and

consistently striving for excellence in all aspects of life. I am committed to maintaining a growth mindset, valuing lifelong learning and continuous self-improvement. I prioritize compassion and kindness, believing in the inherent dignity of all individuals. Ultimately, these values guide my actions and decisions, shaping my personal life, career, and relationships."

Week Seven Exercise: Purpose Statement

This week we will continue the high level reflections as we ask "why?" Set aside at least 30-45 minutes of quiet time each day. Make sure you journal all of your reflections and create lists that can be revised, consolidated and reincorporated into Your Compass List as a "Purpose Statement."

Here's a step-by-step guide for defining a meaningful and fulfilling purpose in your life:

1. **Reflect on your passions and interests:** Consider what truly excites you and makes you happy. What activities do you enjoy doing in your free time? What topics do you find yourself reading about or talking about the most? These passions and interests can give you clues about your purpose.
2. **Identify your strengths:** Think about your skills, talents, and abilities. What are you naturally skilled at doing? What do others often compliment you on? Your strengths can guide you toward a purpose that aligns with your natural abilities.
3. **Consider your values:** Your values are the principles and beliefs that are most important to you. They guide your behavior and decision-making. What values do you hold dear? What social causes do you care about the most? Are you drawn to the Arts? Education? the Environment? Equality and Social Justice? Your purpose should align with your values.
4. **Think about the impact you want to make:** What kind of impact do you want to have on the world or the people around you? Do you want to help others? Create something new? Leave a lasting legacy? Your purpose should be aligned with the impact you intend to create.
5. **Look for patterns:** As you reflect on your passions, strengths, values, and impact, look for ways that there might be connections between them. Are there any common themes that emerge? Can you see how they all fit together to create the bigger picture of your purpose?
6. **Write a purpose statement:** Use the insights you've gained from the previous steps to craft a purpose statement. This statement should concisely summarize what you believe your purpose to be. It should be something that inspires and motivates you.
7. **Test your purpose statement:** Share it with others who know you well and ask for their feedback. Does it resonate with them? Does it accurately capture who you are and what you want to accomplish?
8. **Refine your purpose statement:** Use the feedback you receive to refine your purpose statement. You may need to tweak the language or adjust the focus until it feels right.

9. **Keep your purpose statement top of mind:** Once you have a purpose statement, it's essential to keep it top of mind. Post it somewhere where you can see it every day. Use it as a guide when making decisions about your career, relationships, and other vital areas of your life. Your purpose statement should be a guiding light that helps you stay focused and motivated toward your goals.

Purpose Statement

Example Personal Purpose Statement:

"My purpose is to use my creativity and passion for helping others to inspire, motivate and empower those around me to strive towards their highest potential. I am dedicated to lifelong learning and personal growth, which allows me to offer the best version of myself to the world. Through my actions and interactions, I aim to contribute to a more compassionate, understanding, and equitable society. Ultimately, my purpose is to make a positive and enduring impact, facilitating change one step at a time."

Week Eight Exercise: Vision Statement

Set aside at least 30-45 minutes of quiet time each day. This week is an important week because we will now step back and try to begin looking at your world from a higher level. We will begin identifying the top of your world as if it were a pyramid. Digging into this exercise should bring you closer to understanding what kind of life you want to experience, who you wish to become and what will in turn benefit and surround you.

As you reflect, consider: The most valuable thing about establishing a clear vision is that it will help you make better decisions. When faced with a choice, you can ask yourself, "Does this align with my vision? Does this bring me closer to my goals?" These questions can help you avoid distractions and remain focused on what's most important.

After each reflection session, write down your lists. Then at the end of the week, revise and consolidate your lists so you can incorporate these back into Your Compass List as a Vision Statement.

Here is a step-by-step guide to help you create a clear and inspiring vision:

1. **Start with reflection:** Take time to reflect on what you truly want. Consider the different areas of your life, such as your career, relationships, personal growth, and health. Ask

yourself questions like "What makes me happy?" or "What do I want to achieve in life?" Write down your answers and thoughts.

2. **Identify your core values:** Identify your values, which are the principles that guide your behavior and decision-making. Your values will help you align your vision with what matters most to you. Ask yourself what values you hold most dear, such as honesty, compassion, or creativity.
3. **Envision the future:** Close your eyes and imagine yourself in the future, say 5-10 years from now. What does your life look like? What are you doing? Who is around you? What are you proud of? Try to visualize all the details of your ideal future.
4. **Write it down:** Based on your reflection, values, and future visualization, write down a clear and concise statement that describes your vision. This statement should be inspiring and motivating and reflect your values and aspirations. Use strong, affirmative language, and make sure it resonates with you.
5. **Make it concrete:** To make your vision more concrete, break it down into specific goals and actions that you can take to achieve it. Write down what you need to do in the short-term, medium-term, and long-term to realize your vision. Ensure these goals align with your values and purpose and are challenging yet achievable.
6. **Review and revise:** Review your vision statement and goals regularly to ensure they align with your values, purpose, and current situation. Revise them as necessary to reflect any changes or new insights you gain.

By following these steps, you can create a clear and inspiring vision for your life that can keep you motivated and on track to achieve your goals. Make sure you write these in your journal and at the end of the week itemize your lists in a way they can be incorporated back into Your Compass List.

Vision Statement

Example Personal Vision Statement:

"My vision is to live a life of integrity and meaningful impact, where I continuously learn, grow, and contribute to the betterment of society. I envision myself as a passionate leader, inspiring and empowering others to realize their potential. My aspiration is to leave a positive, lasting impact on every person I meet and in every endeavor I undertake while promoting understanding, kindness, and mutual respect in all interactions. Through consistent efforts, I aim to promote the values of inclusivity, empathy, and lifelong learning, creating an enriching life journey for myself and those around me."

Mission Statement

Continue your reflection process to consolidate your clarity statements into a mission statement. Remember that your vision statement will be where you want to be and your mission statement is how you will get there.

Once the above exercises from this chapter are finished you should have four key clarity statements:

1. Your Foundation Statement
2. Your Value Statement
3. Your Purpose Statement
4. Your Vision Statement

Keep these powerful statements in the forefront of future decisions. Continue to refer back to them and realign yourself as needed. If you feel they need to change, remember the processes you went through to articulate them and take the same diligence to revise them accordingly.

It is vital to take these four statements and consolidate them into a short overarching Mission Statement that will guide you and keep you focused on your journey.

Example Personal Mission Statement Based on the previous four Vision, Purpose, Value and Foundation statement examples:

"My personal mission is to live a life rooted in integrity, empathy, diligence, and resilience, anchored by a strong ethical and moral foundation. I am committed to continuous learning and personal growth, fostering a mindset of acceptance and understanding. My purpose is to use my unique blend of creativity and passion to inspire, motivate, and empower those around me, contributing to a more compassionate, equitable society. Through my actions and interactions, I envision a life of meaningful impact, encouraging others to reach their highest potential while maintaining a steadfast commitment to my core values and purpose. In this journey, I am guided by a dedication to transparency, kindness, excellence, and a resilience that allows me to navigate challenges with grace and optimism."

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Chapter 3

Week Nine Exercise: Strengths and Weaknesses

Identifying Your Strengths and Weaknesses

"The more you know yourself, the more clarity there is. Self-knowledge has no end." - Jiddu Krishnamurti

The following exercises can help you identify your strengths and weaknesses. You'll need to reflect on your past successes and challenges, gather feedback from others, and use personality assessments to gain insight into your strengths and weaknesses. If you take the time to do this, you'll clearly understand your strengths and weaknesses, which will help you make more informed decisions about your goals and actions.

Step 1: Reflect on Your Past Experiences

The first step in this exercise is to reflect on your past experiences. Think about times when you felt confident and fulfilled; also reflect on times when you struggled or faced challenges. Write down these experiences in a journal or on a piece of paper. Make two columns.

Once you have identified several experiences, ask yourself the following questions:

- What skills and abilities did I use in these experiences?
- What strengths did I demonstrate in these experiences?
- How did I struggle with any weaknesses in these experiences?

Please take note of your answers to these questions, as they will provide insight into your strengths and weaknesses.

Step 2: Gather Feedback from Others

The second step in this exercise is to gather feedback from others. Ask your friends, family members, coworkers, or mentors to provide feedback on your strengths and weaknesses. Be open to receive constructive criticism and approach this exercise with a willingness to learn and grow.

You can use the following questions as a guide when gathering feedback from others:

- What do you think were your greatest strengths?
- What areas could you improve on?

- Can you provide any specific examples to illustrate strengths and weaknesses?

Take note of your feedback and look for patterns in the responses. If multiple people mention the same strength or weakness, it's likely a significant aspect of your demonstrated personality.

Step 3: Take a Personality Assessment

The third step in this exercise is to take a personality assessment. As discussed earlier, personality assessments can provide valuable insights into your strengths and weaknesses. Many different assessments are available, so choosing one that resonates with you is essential.

Some popular personality assessments include the Myers-Briggs Type Indicator (MBTI), the Big Five Personality Traits, and the Enneagram. These assessments can help you understand your personality, preferences, and tendencies, and provide insight into patterns that you demonstrate. Additionally, they can offer some guidance for ways that you engage in problem-solving, conflict management, team building as well as give suggestions for career aptitude.

Step 4: Analyze Your Findings

The final step in this exercise is to analyze your findings. Look at the experiences you reflected on, the feedback you received from others, and the results of your personality assessment. Look for recurring patterns and themes in your strengths and weaknesses, and note any significant insights you gained from this exercise.

Once you clearly understand your overall findings, you can use this information to make informed decisions about your goals and actions. You can leverage your strengths to achieve your goals and improve any weaknesses. Additionally, this exercise can help you develop greater self-awareness and become more mindful of your thoughts, feelings, and behaviors.

Bonus Exercise:

Another helpful approach often used in business is called a SWOT analysis.

A SWOT analysis is helpful for personal/professional growth and development. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. It involves taking a critical look at oneself to identify areas of improvement and growth. You should be able to leverage what you have done already to complete this exercise.

To visualize this, create a four-quadrant box to map this out. Take a piece of 8.5 x 11 paper and draw a line down the center of the page from top to bottom and another line from left to right. In each quadrant, create a list of one of each of the following categories:

Strengths are what you are good at, your positive qualities, and your advantages over others. These are the things that you should leverage to achieve your goals.

Weaknesses are:

- The areas where you need improvement.
- Things that you may lack.
- Your disadvantages as you may perceive them compared to others.

It would be best to focus on improving these areas to achieve your goals.

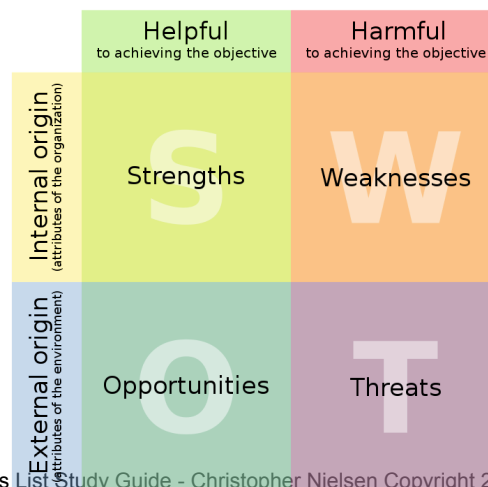
Opportunities are the external factors that can help you achieve your goals, such as new technologies, networks, or market trends. It would be best to access these things to grow and develop in as many areas as possible and take advantage of any new technology that you can master.

Threats, such as competition, economic downturns, or regulation changes, are external factors that can hinder your progress. You should anticipate where possible and mitigate these things to achieve your goals.

By conducting a SWOT analysis for personal growth, you can better understand yourself and your situation and identify the areas where you need to focus your efforts to achieve your goals.

In conclusion, identifying your strengths and weaknesses is essential for personal growth and development. By reflecting on your past experiences, gathering feedback from others, and taking a personality assessment, you can gain insight into your personality and develop greater self-awareness. Use this information to make better and more informed decisions about your goals and strategies.

SWOT ANALYSIS



Week Ten Exercise: Powerful Questions

Exploring Questions for Designing a Future with Purpose:

The first step in this exercise will be to define what are the roles you have in your life.

Example: Parent, Employee, Employer, Toastmaster, Boss, Artist, Musician, Child, Sibling, Brother, Sister, Friend, etc., then create your own questions like the list that follows for each of the roles you are responsible for in your life. Once you clearly have a visualization and a written list of all of the primary roles that you fulfill daily, weekly, monthly or yearly, write down lists using the following questions. By the time you are finished with what you have written, this exercise will give you valuable insights about what is important to you. Conversely, those items that are not as pressing, may be pushed further down your priority list. You might even identify things that you do not want to be part of your design for the future.

What are the things you like to do?

Consider your hobbies, interests, and favorite pastimes. What activities bring you joy and satisfaction?

What do you make or build?

Reflect on any projects or creations you've been involved in, whether for work or pleasure. How did they make you feel?

What is most important to you?

Think about your core values and what you prioritize in life. Are there any recurring themes or patterns?

What do you consider to be your best virtues or values that you hold true?

List the qualities you're most proud of about yourself. How do you demonstrate these virtues or values in your daily life? Some examples might be: honesty, kindness, respect, and gratitude.

Where can you grow or improve?

Identify areas in your life where you feel you could make progress. What steps can you take to develop in these areas?

What relationships are most important to you?

Reflect on the connections that matter most to you, whether family, friends, or romantic partners. Why are these relationships important to you?

What do you do every day to nurture yourself or others?

Consider your daily habits and routines that contribute to your well-being or the well-being of others. How can you maintain or improve these practices?

What are your biggest challenges and how can you overcome them?

Identify any obstacles or difficulties you're facing in your life. Brainstorm potential solutions and strategies to tackle these challenges.

What skills or training would help you achieve your goals or ambitions?

Reflect on your aspirations and the skills or knowledge you may need to attain them. How can you acquire these skills or training?

What keeps you from doing the things you regret not doing thus far?

Think about any fears, doubts, or barriers that prevent you from pursuing your desires. How can you confront and overcome these obstacles?

What gives you the most complete sense of peace and tranquility?

Consider experiences or practices that bring you a sense of calm and balance. How can you incorporate these into your life more frequently?

What disappoints you most?

Think about moments or situations that have left you feeling disappointed. What can you learn from these experiences to avoid future disappointments?

Do you learn from your failures?

Reflect on your past mistakes and failures. How have they contributed to your growth and development?

What is your biggest mistake or regret?

Identify an instance where you feel you made a significant error or missed an opportunity. What lessons can you take away from this experience?

What is your most significant fortune to date or most incredible opportunity?

Reflect on your life's blessings and opportunities. How can you best leverage these to achieve your goals and aspirations?

What can you do differently today to improve your life or that of someone you love?

Consider small, actionable steps you can take today to enhance your well-being or that of a loved one. What changes can you implement?

What are you most passionate about above all else and why?

Think about the activities, causes, or topics that ignite your passion. How do these align with your values and goals?

What are your long-term goals and aspirations?

Envision where you would like to be in the future and the milestones you'd like to achieve. How can you work towards these objectives?

What obstacles have you faced and how did you overcome them?

Reflect on any challenges you've encountered and the strategies you used to overcome them. What can you learn from these experiences to face future obstacles?

What motivates you to take action toward your goals?

Consider the driving forces behind the pursuit of your goals. How can you harness these motivations to propel you forward?

How do you define success for yourself?

Reflect on your personal definition of success and what it means to you. How does this definition align with your values and aspirations?

What are your priorities in life?

Reflect on the aspects of life that you consider most important, and how these relate to your values, goals, and aspirations.

What do you want to accomplish in the next year? Five years? Ten years?

Create a timeline of your goals and aspirations, considering both short-term and long-term objectives. How can you take actionable steps towards these goals?

What impact do you want to make in the world?

Consider the changes you would like to see or the influence you'd like to have on a larger scale. How can your actions contribute to these desired outcomes?

What do you want your legacy to be?

Reflect on how you'd like to be remembered and the long-lasting impact you'd like to leave behind. How can your actions today contribute to this legacy?

What kind of person and traits do you want others to know about you?

Think about the characteristics and qualities you'd like to be known for. How can you cultivate and demonstrate these traits in your daily life?

What are some new experiences you would like to have in the future?

Make a list of novel experiences, adventures, or activities you'd like to try. How can you make these experiences become a reality?

What kind of relationships do you want to have in your life?

Reflect on the types of connections and interactions you value most. How can you nurture and cultivate these relationships?

What do you want to learn or improve upon in the future?

Identify areas of knowledge or skills you'd like to enhance or acquire. How can you pursue opportunities for learning and growth?

What kind of environment do you want to be in?

Consider the physical, social, and emotional environments that best support your well-being and success. How can you create or seek out these environments?

What kind of community do you want to be a part of?

Reflect on the characteristics of your ideal community and the role you'd like to play in it. How can you contribute to and engage with this community?

What kind of impact do you want to have on your community?

Consider the ways you can make a positive difference within your community. How can your actions align with your values and goals?

What kind of impact do you want to have on your profession or industry?

Reflect on how you can contribute to your field or industry in a meaningful and lasting way. How can your work and expertise drive change or provide innovation?

What kind of impact do you want to have within your family?

Consider the ways you can support, nurture, and contribute to your family's well-being and growth. How can your actions reflect your love and commitment?

What kind of impact do you want to have on your friends?

Reflect on how you can be a supportive and positive presence in your friends' lives. How can your actions strengthen your friendships and connections?

Guide to Practicing Empathetic Listening

Step 1: Be Present and Attentive:

Remove any distractions, maintain eye contact, and be fully present in the conversation. This shows the other person that you genuinely care about what they are saying.

Step 2: Show Non-Verbal Engagement:

Nodding your head, maintaining an open body language, and leaning slightly toward the speaker are signs of active listening. These gestures can make the speaker feel acknowledged and comfortable.

Step 3: Listen without Interrupting:

Allow the other person to finish their thoughts before you respond. Interrupting can make them feel unheard and may disrupt their flow of thoughts.

Step 4: Reflect and Validate:

Paraphrase what they've said to ensure you've understood them correctly. Say things like, "What I hear you saying is..." Also, validate their feelings. You might say, "That sounds really tough. I can understand why you're feeling upset."

Step 5: Ask Open-Ended Questions:

Asking open-ended questions shows your interest and encourages them to expand on their thoughts. This helps them to explore their feelings more deeply.

Step 6: Offer Empathy, Not Sympathy:

Empathy involves sharing the feelings of another person. Instead of saying, "I'm sorry for you" (sympathy), say "I'm with you, and I'm here to support you" (empathy).

Step 7: Practice Patience:

Allow silences in the conversation. This gives the other person time to gather their thoughts and shows respect for their pace.

Remember, empathetic listening is a skill that takes time to develop. Practice regularly and over time, it will become more natural.

Chapter 4

Week Eleven Exercise: Uniqueness

Celebrating Your Uniqueness

"Celebrate who you are in your deepest heart. Love yourself, and the world will love you." - Amy Leigh Mercree

It is time to celebrate your uniqueness while taking a closer look at an exercise designed to do just that. By identifying your unique strengths, values, and passions, you can better understand who you are and how you can contribute to the world around you. Let's get started!

Step 1: Identify Your Unique Abilities

The first step in celebrating your uniqueness is to identify your unique abilities. These are the qualities and abilities which set you apart from others and enable you to make a valuable contribution to the world. To determine your unique strengths, reflect on your past experiences and accomplishments. What were you good at? What did others appreciate about you? What tasks or activities came quickly and perhaps easily to you?

Another way to identify your abilities is to ask others for feedback. Reach out to friends, family members, or colleagues and ask them to share with you what they have witnessed and perceived as your unique abilities. The information that they can provide may offer valuable insight.

Consider how you can leverage your strengths in your personal and professional life and how you can use them to make a positive impact on the world.

Step 2: Identify Your Unique Values

In addition to identifying your strengths, locating and reflecting on your unique values, is essential. These are the principles and beliefs that guide your behavior and decision-making abilities. Identifying your values can help you live a more authentic and fulfilling life as you can align your actions with your core beliefs.

To identify your values, start by reflecting on your life experiences and the things that matter most to you. What motivates you? What makes you feel fulfilled? What are the principles that guide your decision-making? List your values and reflect on how you can align with them.

Step 3: Identify Your Unique Passions

Finally, it's essential to identify your unique passions. These are the things that you love to do and the activities that bring you not only satisfaction, but also joy and fulfillment. Identifying your desires and longings can help you to live a more purposeful life. Make a point of focusing your time and energy on the things that matter most to you.

To identify passions, ask yourself what activities bring you joy and fulfillment? What hobbies do you love to do in your free time? List your passions and reflect on how to incorporate them into your daily life.

Step 4: Create a Plan to Cultivate and Share Your Unique Qualities

Once you have identified your unique strengths, values, and passions, create a plan to cultivate and share these qualities with others. Start by identifying the areas of your life where you can use your strengths to make a positive impact. Pinpoint the best outlets in which to share these unique strengths such as in your relationships, career or community.

Next, consider how you can align your actions with your values. Are there any areas of your life where you are not living in alignment with your core beliefs? How can you make changes to ensure that your actions reflect your values?

Expressing your passions could mean pursuing a hobby or interest more regularly or finding ways to incorporate your desires into your work or other areas of your life.

Creating a plan to cultivate and share your unique qualities allows you to live a more authentic, fulfilling, and purposeful life. Remember, acknowledging your individual uniqueness makes you fully authentic once you embrace them and that's something to be celebrated and shared with the world.

Guide to Cultivating Patience:

Step 1: Identify Your Triggers:

Keep a note of situations, events, or people that often 'test your patience.' This awareness can help you be mentally prepared when you encounter these triggers.

Step 2: Master Deep Breathing and Mindfulness:

When impatience begins to creep in, focus on your breath. Take deep, calming breaths and try to center your thoughts on the present moment. Counting to ten, really works.

Step 3: Grow Your Empathy:

Put yourself in the shoes of others. Trying to see things from their perspective can make it easier to show patience. We may never fully realize what another might be going through.

Step 4: Embrace Positivity:

Turn your attention to the brighter side of situations. Optimism can help you remain patient even in challenging circumstances. '*And this too shall pass,*' is a good truism.

Step 5: Practice Delaying Gratification:

Resist the temptation to try to gain immediate rewards. By doing this, you train your mind to be more patient and gain greater self-control, as you delay gratification.

Understanding the Benefits of Patience:

Benefit 1: Enhanced Decision-Making:

Patience gives you the time to gather all necessary information and think rationally before making decisions.

Benefit 2: Health Improvement:

By reducing stress, patience can contribute to better overall health and emotional well-being. Deep breathing enhances blood flow.

Benefit 3: Fortified Relationships:

Patience fosters mutual understanding and compassion, strengthening both personal and professional relationships.

Benefit 4: Realization of Goals:

By implementing patience, you can remain consistent and focused on your path to achieving long-term goals, even when progress may appear to be slow.

By following this guide and consistently practicing patience, you can develop this invaluable skill and reap its many benefits.

Chapter 5

Week Twelve Exercise: Self-care Plan

Here is a short sample daily routine you could use to maintain self-care for optimum mental and physical health:

Morning routine:

- Wake up early to allow enough time for your self-care routine.
- Drink a glass of water to rehydrate your body upon waking and before any food intake.
- Spend 5-10 minutes stretching or doing yoga to wake up your body and improve flexibility.
- Meditate for 10-15 minutes to clear your mind and set a positive intention for the day.
- Eat a balanced breakfast to fuel your body with essential nutrients.

Midday routine:

- Take a 30-minute brisk walk or engage in some form of moderate exercise to boost your energy and mood.
- Practice deep breathing exercises or mindfulness for 5-10 minutes to relieve stress and maintain focus.
- Eat a healthy and balanced lunch, including plenty of vegetables, lean protein, and whole grains.

Evening routine:

- Engage in a physical activity you enjoy, such as dancing, swimming, or cycling, for at least 30 minutes.
- Dedicate 15-30 minutes to a hobby or creative activity to nurture your passions and boost self-esteem.
- Spend quality time with loved ones or friends, either in person or through a phone or video call.
- Prepare and eat a nutritious dinner, focusing on lean protein, whole grains, and a variety of vegetables.

Nighttime routine:

- Set aside 10-15 minutes for journaling to reflect on your day, process your thoughts, and set goals for the next day.
- Engage in a relaxation activity, such as reading a book, taking a warm bath, or practicing deep breathing exercises.
- Follow a consistent sleep schedule, aiming for 7-9 hours of sleep each night.

Remember to tailor this routine to your personal preferences and needs in order to ensure that it becomes a sustainable and enjoyable part of your daily life.

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Chapter 6

Week Thirteen Exercise: Habits

Here's a simple reflection exercise you can do:

Step 1: Identify your current habits.

Take a moment to think about your daily routine from the moment you wake up until the time you go to bed. Jot down all the habits you have, both good and bad. Include everything from brushing your teeth to scrolling through social media.

Step 2: Analyze each habit.

Once you have your list, look at each habit individually. Ask yourself:

- Why do I have this habit?
- What need does it fulfill?
- Is it helping me or hindering me in achieving my goals?

Step 3: Identify new habits you want to develop.

Next, consider what habits you want to develop. Think about your long-term goals, and what habits could help you achieve them. These might be things like exercising regularly, meditating, or spending less time on technology. *Write these down in a new list.*

Step 4: Formulate an action plan.

For each new habit you want to develop, write down an action plan. This should include:

- When and how often you will perform this habit.
- What you need to make this habit a reality (like buying running shoes for an exercise routine).
- Any potential obstacles and how you plan to overcome them.

Step 5: Reflect on your progress.

Every week, take some time to reflect on your progress. Are you closer to developing your new habits? If not, what's standing in your way and how can you overcome it?

Remember, developing new habits takes time and patience, so be kind to yourself throughout this process. Keep your focus on the benefits you'll gain when these new habits become a part of your routine.

Week Fourteen Exercise: Learning Plan

Developing a Learning Plan

"The beautiful thing about learning is that no one can take it away from you." - B.B. King

This is a guide for developing a learning plan. You'll identify the skills you want to build, set specific goals, create a plan of action, and identify potential obstacles and solutions. Following the simple steps in this exercise, you can specify a clear roadmap for developing your skills and habits, which will ultimately help you achieve your goals and fulfill your vision.

A clear action plan is crucial for developing your skills and habits. In this exercise, we'll guide you through the process of creating a learning plan that is specific, measurable, and achievable.

Step 1: Identify the skills you want to develop

The first step in developing a learning plan is identifying the skills you want to build. These skills may be anything from improving your communication skills to learning a new programming language. Take some time to reflect on your personal and professional goals and identify the skills that will help you achieve them.

Step 2: Set specific goals

Once you have identified the skills you want to develop, it's time to set specific goals. Your goals should be clear, measurable, and achievable. For example, if you want to improve your communication skills, your goal could be to give a presentation in front of a large audience without feeling nervous.

Step 3: Create a plan of action

Now that you have set specific goals, it's time to create an action plan. This will involve breaking down your goals into smaller, more manageable tasks. For example, if your goal is to give a presentation in front of a large audience, your plan of action might include:

- Practicing your public speaking skills.
- Creating an outline for your presentation.
- Rehearsing in front of a smaller group.

Step 4: Identify potential obstacles and solutions

As you work towards achieving your goals, it's important to anticipate potential obstacles and develop solutions in advance. This approach will help you stay motivated and focused, even when faced with unexpected challenges. For example, if you are still looking for time to practice your public speaking skills, you could try waking up early to practice before work.

Step 5: Evaluate your progress

Finally, it's important to regularly evaluate your progress and adjust your learning plan as needed. Tracking and assessing as you progress will help you stay on track and make the most of your practice time. Reflect on your progress toward your goals and make any necessary adjustments to your action plan.

By following these steps, you can develop a learning plan tailored to your personal and professional goals. This kind of learning plan will help you achieve your goals and fulfill your vision while also building the skills and habits you need to stay competitive in your field. Remember to stay motivated, focused, and willing to learn and you will achieve the growth you desire!

Chapter 7

Week Fifteen Exercise: Taking Action

The Procrastination Buster

Objective: To identify the reasons for procrastination, create strategies to overcome them and take action towards achieving goals.

Duration: 20-30 minutes

Materials: Pen, paper or a digital notepad, a timer

Instructions:

1. Set a timer for 5 minutes. Reflect on the tasks or goals for which you've been procrastinating and jot them down. Be honest with yourself about the reasons you've been putting them off.
2. Set the timer for another 5 minutes. For each task or goal, identify the obstacles or challenges that have been causing you to procrastinate. Examples could include: fear of failure, lack of motivation, or feeling overwhelmed. It could even be fear of success.
3. Set the timer for another 5 minutes. For each obstacle or challenge, brainstorm practical solutions or strategies that can help you overcome them. Some possible strategies could include: breaking the task down into smaller steps, setting deadlines, or seeking help from others.
4. Choose one task or goal from your list, and select the corresponding strategies you've identified to overcome the obstacles. Write these down in a clear action plan, specifying the steps you'll take and the deadlines you'll set for yourself.
5. Set the timer for 5 minutes. Reflect on the personal strengths and resources you can draw upon to help you overcome procrastination. Examples could include past experiences, skills, or support from friends and family. Write these down to remind yourself that you have the ability to conquer your goals.
6. Commit to taking the first step of your action plan within the next 24 hours. This could be as simple as scheduling time in your calendar to work on the task, researching resources, or reaching out to someone for help.
7. Accountability is key. Share your action plan with a friend, family member, or mentor who can help you stay accountable and provide support as you work towards your goal.
8. Regularly review your progress, adjust your strategies as needed, and celebrate your accomplishments along the way. Remember to be patient with yourself, and recognize that overcoming procrastination is an ongoing process.

Week Sixteen Exercise: Self-Esteem

Here is a brief exercise to help build confidence and self-esteem:

1. **Self-reflection:** Take 10-15 minutes each day to reflect on your accomplishments, strengths, and positive qualities. Write down at least three things you are proud of or have achieved recently. Acknowledging your achievements helps build confidence and reinforces your self-worth.
2. **Positive affirmations:** Create a list of positive affirmations that resonate with you, such as "I am capable," "I am worthy," or "I believe in myself." Repeat these affirmations daily, preferably in front of a mirror. This practice helps rewire your thought patterns, leading to increased self-esteem and confidence.
3. **Set realistic goals:** Identify specific, achievable goals in different aspects of your life, such as personal, professional, or fitness goals. Break them down into smaller, manageable steps, and celebrate each milestone as you achieve it. This process will help build your confidence and reinforce your belief in your abilities.
4. **Develop new skills:** Choose a skill or area that you would like to improve upon and dedicate time to learning and practicing it. This can be anything from public speaking to sports or cooking or learning a new language. As you progress and develop competence in this skill, your confidence and self-esteem will grow.
5. **Surround yourself with positivity:** Build a support network of positive, encouraging people who believe in you and your abilities. Share your successes and challenges with them, and allow their support to boost your feelings of self-worth and an increasingly strong can-do attitude!

Remember to be patient and consistent with these practices, as building confidence and self-esteem takes time and effort.

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Week Seventeen Exercise: Resilience

Building Resilience through Reflection and Action

This exercise is designed to help you develop resilience by identifying areas of improvement, reflecting on past experiences, and creating a plan for personal growth. You'll need a pen and paper or a digital device for taking notes.

Step 1: Self-Assessment

Reflect on your current level of resilience by considering the following questions. Write down your answers and be honest with yourself.

- How do I typically react to stress or adversity?
- What are my main sources of support in challenging times?
- How do I cope with change or uncertainty?
- What are my strengths and weaknesses when facing difficulties?

Step 2: Identify Growth Areas

Based on your self-assessment, identify areas where you can improve your resilience. Write down 2-3 aspects you'd like to focus on, such as enhancing optimism, cultivating self-compassion, or improving your support network.

Step 3: Reflect on Past Experiences

Think about a past situation that you found challenging and how you managed it. Reflect on the following questions:

- What helped me cope during that time?
- What could I have done differently?
- What lessons did I learn from that experience?

Step 4: Create an Action Plan

For each growth area identified in Step 2, come up with specific actions you can take to improve your resilience. These actions should be realistic, measurable, and attainable. Write them down and set a timeline for achieving them. For example:

Growth Area: Enhancing optimism

Action: Practice daily gratitude by listing three things you are grateful for every morning. Do this for the next 30 days. Try to come up with new things to add to your list as you embrace the value of gratitude. *Bonus points:* write down three completely different items for 30 days!

Growth Area: Cultivating self-compassion

Action: Dedicate 10 minutes each day to practicing a loving-kindness meditation for the next two weeks. Try not to skip a day. Quiet time with no electronics is also extremely useful.

Step 5: Track Your Progress

Monitor your progress as you work on your action plan. Regularly assess your resilience levels and adjust your plan as needed. Celebrate your achievements and continue to reflect on your experiences to foster ongoing growth.

Step 6: Revisit and Revise

Periodically return to this exercise to reassess your resilience and identify new areas for growth. Continuously working on your resilience will help you navigate life's challenges with greater ease and certainty.

Week Eighteen Exercise: Strategic Planning

Set aside at least 30-45 minutes of quiet time each day. Make sure you journal all of your reflections and create lists that can be revised, consolidated and reincorporated into Your Compass List as part of your "Project Plan."

Here is process I use called the "10 x 10 x 10 Ideation grid" exercise:

This versatile exercise can be applied to various aspects of life, such as breaking down complex ideas or challenges, making them more manageable, and gaining a deeper understanding of personal beliefs, emotions, and preferences. In this example, we'll focus on using the 10 x 10 x 10 exercise to create an action plan for achieving goals.

Start by identifying ten objectives you wish to achieve. For each of these ten objectives, break them down into ten related components such as: reasons: steps, questions, potential obstacles, or connected ideas. Continue this process at as many levels as necessary until you've developed a comprehensive roadmap for accomplishing your specific goal. This exercise may be demanding and time-consuming, but it will help clarify your thoughts, identify potential hurdles, and determine the actions required. I use ten levels for ideas, goals and questions because you might not always be able to come up with a complete list of ten items for the deeper levels. But attempting to do so, will expand your insights and maximize the benefits of this exercise.

The 10 x 10 x 10 Ideation grid exercise is ideal for exploring long-term goals, beliefs, or core feelings. However, for short-term or smaller-scale ideas, you can effectively use a 3 x 3, 5 x 5 or 8 x 8 grid exercise. This exercise can be best implemented in a mind mapping tool where you have no limitations to the depth of levels you wish to explore. Regularly employing this method when addressing obstacles, challenges, or concepts you wish to understand better, can lead to remarkable transformations in decision-making and effective visualization of your beliefs.

Example: *this exercise will help strengthen your ability to reflect and make better decisions.*

- List Ten things you like, then ten reasons 'why' for each, then ten motivations or insights on your reasons why.
- List Ten things you dislike, then ten reasons 'why' for each, then ten motivations or insights on your reasons why.
- List Three reasons why you should do: _____, three benefits for each reason and then three possible outcomes from each benefit
- List Three reasons why you should not do: _____, three disadvantages for each reason and then three possible outcomes from each disadvantage

Week Nineteen Exercise: Time and Goal Management

This exercise is intended to rethink and organize your previous work to prepare you for developing your strategic and action planning in future exercises.

Vision Alignment with Personal Growth and Time Allocation

"A clear vision, backed by definite plans, gives you a tremendous feeling of confidence and personal power." - Brian Tracy

Duration: 75-105 minutes (can be broken down into smaller sessions)

Materials needed: A notebook or journal, a pen or pencil

Part 1: Define your vision statement (15 minutes)

1. Reflect on your long-term aspirations and what you want to achieve in life.
2. Write a concise vision statement that captures the essence of your goals and the person you want to become.

Part 2: Identify your purpose (15 minutes)

1. Contemplate your passions, strengths, and what gives your life meaning.
2. Write down your purpose, describing how it aligns with your vision statement and contributes to the world or the people around you.

Part 3: Determine core values (15 minutes)

1. Reflect on the values and principles that are most important to you.
2. List 5-7 core values that align with your vision and purpose, and describe how they guide your actions and decision-making.

Part 4: Establish a moral and ethical foundation (15 minutes)

1. Consider the moral and ethical guidelines that govern your behavior.
2. Write a brief description of your moral and ethical foundation, explaining how it aligns with your vision, purpose, and core values.

Part 5: Set SMART goals (15 minutes)

1. Based on your vision statement, purpose, core values, and moral foundation, identify specific, measurable, attainable, relevant, and time-bound (SMART) goals.

2. Write down 3-5 short-term and long-term SMART goals that will help you realize your vision and stay true to your purpose and values.

Part 6: Develop good habits (15 minutes)

1. Reflect on habits that would support your goals and personal growth.
2. List 3-5 habits that will help you achieve your goals, align with your values, and maintain your moral and ethical foundation.

Part 7: Time management (15 minutes)

1. Assess your current time management practices and identify areas for improvement.
2. Set specific strategies for better time management, such as creating a daily schedule, prioritizing tasks, setting deadlines, and eliminating distractions.
3. Write down your time management strategies and explain how they will help you achieve your goals and stay aligned with your vision, purpose, values, and habits.

After completing this exercise, review your vision statement, purpose, core values, moral foundation, goals, habits, and time management strategies regularly. Monitor your progress and adjust as needed to ensure alignment with your goals for personal growth and effective time management.

Week Twenty Exercise: Action Plan

Creating Your Action Plan

"Your life does not get better by chance; it gets better by change." - Jim Rohn

In the previous sections, we discussed the importance of taking action and making a difference in the world and the strategies you can use to achieve your goals. This section will guide you through an exercise to help you create your action plan. By the end of this exercise, you'll have a clear roadmap for taking action and making a difference in the world.

Step 1: Identify Your Goals

The first step in creating your action plan is to identify your goals. What do you want to achieve? What change do you want to make in the world? Think about your passions, values, and the issues that matter to you. Your goals should be specific, measurable, achievable, relevant, and time-bound. For example, instead of setting a vague goal like "make a difference," you could set a specific goal like "reduce plastic waste in my community by 50% by the end of the year."

Step 2: Develop Your Plan of Action

Once you have identified your goals, developing your action plan is next. Your plan should include specific steps you will take to achieve your goals. Start by breaking down your goal into smaller, more manageable tasks. Then, prioritize those tasks based on their importance and feasibility. You can use tools like project management software, a planner, or a calendar to help you stay organized and on track.

Step 3: Determine How to Measure Your Progress

To stay motivated and on track, measuring your progress is important. Determine how you will track your progress and evaluate your success. For example, suppose your goal is to reduce plastic waste in your community by 50%. In that case, you can measure your progress by tracking the amount of plastic waste in your community before and after implementing your plan. You can also set goalposts to calibrate your progress and then celebrate your achievement in order to keep you motivated.

Step 4: Determine Your Resources

To achieve your goals, you need to determine what resources you have available and what additional resources you may need. Consider the skills, knowledge, and expertise you already possess and the people and organizations that can support you. Consider

financial resources, such as grants or fundraising opportunities, to keep your efforts moving forward and on schedule.

Step 5: Take Action

The final step is to take action. To keep your momentum thrusting upwards, you must start taking action immediately and work towards making progress toward your goals every day, no matter how slight. Every day should contain one activity toward furtherance of that goal. Remember, taking action can be challenging, and you may face obstacles. However, if you stay committed and take small steps toward your goals every single day, you will eventually achieve them!

Creating an action plan is one of the most critical steps in positively impacting your life and the world. By identifying your goals, developing a plan of action, determining how to measure your progress, and taking action, you can achieve your goals and make a difference. Taking action requires commitment, dedication, and hard work, but the rewards are so very worth it!

Guide for Money Management and Household Budgeting

1. Understand Your Income:

The first step in managing your money is to have a clear understanding of your income. This includes all sources such as salaries, bonuses, rental income, dividends, etc. Make sure to use your net income (after taxes) for budgeting.

2. Track Your Expenses:

Keep a record of all your expenses for at least a month. This includes everything from rent and utility bills to groceries, transportation, and discretionary spending like dining out or entertainment. Don't forget the coffee run if that is something you enjoy. Categorize your expenses to see where your money is going.

3. Create a Budget:

Based on your income and expenses, create a budget. Allocate funds for each category of expenses. A common rule of thumb is the 50/30/20 rule, where 50% of your income goes to needs (like housing and food), 30% to wants (like entertainment), and 20% to savings and debt repayment.

4. Prioritize Savings:

Make savings a fixed category in your budget. This includes saving for emergencies, retirement, and specific goals like a vacation or a new car. Consider setting up automatic transfers to your savings account to ensure you stick to your savings goal.

5. Manage Debt:

If you have debt, make a plan to pay it off. Prioritize high-interest debt first, as it costs you the most. Always pay at least the minimum on all your debts and more if you can.

6. Adjust Your Budget as Needed:

Your budget isn't set in stone. If you find that you've allocated too much or too little to a certain category, adjust your budget. The goal is to create a budget that works for you and your lifestyle.

7. Use Tools and Apps:

Consider using budgeting tools or apps to help you track your income and expenses. Many of these tools can link to your bank account and automatically categorize expenses for you.

8. Regularly Review Your Budget:

Make a habit of reviewing your budget regularly. This can help you spot trends, identify areas where you can cut back, and ensure you're on track to meet your financial goals.

9. Plan for Large Expenses:

If you know you have a large expense coming up, like a home repair or tuition payment, plan for it in advance. Save a little each month so you're prepared when the expense comes.

10. Educate Yourself:

The more you know about personal finance, the better equipped you'll be to manage your money. Read books, take courses, or consult with a financial advisor to increase your financial literacy.

Remember, the goal of money management and budgeting isn't to restrict your spending, but to give you control over your money and ensure you're using it in a way that helps you achieve your financial goals.

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Chapter 8

Week Twenty-One Exercise: Obstacle Plan

Developing an Obstacle Plan

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it." - Steve Jobs

I recently read a book that included a quote from one of the author's military experiences where he was told to "Embrace the Suck." Obstacles are an inevitable part of any journey, and you should prepare for them in advance whenever possible. The following exercise was designed to help you develop an obstacle plan. This plan will help you identify potential obstacles, create a plan to overcome them and identify resources and support systems to help you overcome and avoid them.

Step 1: Identify potential obstacles

The first step in developing an obstacle plan is identifying potential obstacles on your journey. These obstacles can be external or internal, varying in size and complexity. Some common obstacles include financial constraints, time constraints, lack of skills or knowledge, self-doubt, and fear of failure. As we also know, some of us even have a fear of attaining success.

To identify potential obstacles:

1. Take time to reflect on your goals and the path you'll take to achieve them.
2. Consider the challenges you may encounter and the factors that may impact your journey.
3. Consider your prior experiences and the obstacles you've faced in the past.

Write down a list of potential obstacles, no matter how big or small they may seem. It's essential to be honest with yourself and acknowledge your challenges. Once you have your list, move on to the next step.

Step 2: Create a plan to overcome obstacles

The next step in developing an obstacle plan is to create a plan to overcome the potential obstacles you've identified. It should be actionable with clear steps.

Start by choosing one of the obstacles you've identified and brainstorming as many possible solutions as you can. Consider the resources and support systems you might

use to overcome this obstacle. Break down the problem into smaller steps and remember to add the specific actions to overcome the obstacle.

Write down your action plan in as much detail as possible, including the steps you'll take and the resources and support systems you'll use. Repeat this process for each potential obstacle you've identified, creating a plan of action for each one.

Step 3: Identify resources and support systems

The final step in developing an obstacle plan is to identify the resources and support systems you can use to help you overcome the obstacles you've identified. These resources and support systems, including people, tools, and strategies, can be internal or external.

Start by thinking about the people who can support you on your journey. This list may include family members, friends, mentors, or colleagues. You may also include professors, therapists and any clergy you find who would be willing to assist. Consider how each person can keep you on track and what specific role they can play in helping you overcome the obstacles you've identified.

Next, consider the tools and strategies you can use to overcome obstacles. This list may include online resources, books, courses, or workshops. Consider how each tool or technique can help you overcome your identified obstacles.

Write down your list of resources and support systems, including the people, tools, and strategies you'll use to overcome each obstacle. Keep this list handy and refer to it often as you encounter obstacles as it will become a tool to keep you accountable during this process.

You will feel more confident and prepared once you have developed your personal roadmap for overcoming or avoiding obstacles. Remember, obstacles are often an opportunity for growth and learning, and with the right mindset and strategies, you can overcome them and achieve even greater success in the future.

Week Twenty-Two Exercise: Forward Thinking

Here is a step-by-step guide for improving your forward-thinking skills and verification of factual information:

Determine the purpose: First, determine the purpose of your research. Is it for personal interest, professional use, or academic purposes? With this clarity, you can better assess the level of detail and depth you need.

Identify reliable sources: Look for sources that are reputable and reliable. These include academic journals, news outlets, government reports, and scientific research. Avoid relying solely on blogs, social media, and personal opinions.

Evaluate sources: Evaluate the sources you have found for accuracy, objectivity, and credibility. Check to see if the references have been peer-reviewed or if other experts have cited them, and if they have a history of providing accurate information.

Check for biases: Be aware of potential biases in your sources. Check for conflicts of interest or hidden agendas affecting the information provided. Ask yourself: who would stand to gain from this point of view?

Verify facts: Double-check any facts or data presented in your sources. Cross-reference with other sources to ensure accuracy.

Analyze information: Analyze your gathered information to determine its relevance and significance. Look for patterns and connections between different sources.

Conclude: Based on your analysis, conclude the information you have gathered. Consider the limitations of the information and any potential implications. Also consider any new discoveries or information that may come about and incorporate flexibility into amending an opinion where relevant.

Communicate findings: Finally, communicate your results clearly and accurately. Use proper citations and references to support your claims, and be transparent about your sources and analysis methods. This will protect you ethically and legally.

Chapter 9

Week Twenty-Three Exercise: Compass List Revisions

This is where you should gather all of your notes and what you have gained through the exercises. Review, reflect and revise **Your Compass List**. Continue this as you learn more, grow your skills and the world around you evolves and continues to change.

Here is my recommended outline for “Your Compass List.” Drawing from all of the lists and statements you made going through the exercises, add these to blank sheets of paper or perhaps a brand new notebook.

Section One:

- Vision Statement, Value Statement, Purpose Statement and Foundation Statement

Section Two:

- Outline of your 1 year, 2 year and 5 year plan
- List your SMART Goals by Month and Quarter

Section Three:

- Top Ten Affirmations relevant to your short term goals
- Top Ten Affirmations relevant to your long term goals
- Top Ten Truisms that you find the most interesting and fun

Section Four:

- The High level “You Project Plan”
- Outline your schedule related to your goals by priority related to your daily, weekly and monthly timeline.
 - Note: This should be at a general high level, because you will need to change more specific plans on a regular basis perhaps in a day planner, Google calendar or other productivity tools.
- Leave space to make notes for tracking your progress.
- Remember to allocate and schedule appropriate time for self- reflection and centering.
- Make sure your schedule outline has a balance between personal and professional activities and never miss out on some time to have fun and enjoy the moment.

Note: One of my favorite sayings shared with me by my mother was “Always take time to stop and smell the roses.” I leave this as advice to you as well.

Section Five:

This page is where you’ll want to capture the things you discover and add into your mental catalog of cool things, great ideas and dreams you can explore in your imagination.

The whole point of having “your Compass List” is that you never stop making it. It is *not* one list but the consolidation of many. It is a lifestyle approach to continued learning and assessment, a living document if you will. It will be the art of creating new lists and then incorporating them into your time and priority planning, goal setting, dream building, spiritual reflections and more.

The next section includes several suggested learning paths related to potential careers and anticipated future work opportunities. Once you have your next compass list well organized, aligned and fully embraced, take all that you have learned here and elsewhere to continue your research and charge forward on a learning path which you discern will best suit you. At the end, there is a final reflection exercise to realign your thoughts for long-term planning as it relates to the learning path you choose.

Week Twenty-Four Exercise: Planning Ahead

Long-term planning and goal setting is a significant strategy to include in Your Compass List. This is the last exercise and yes, you have done this process in other exercises earlier in the book. However, after reviewing this last chapter, I felt it was something important to revisit and reflect upon.

Here's a step-by-step guide for defining your goals in 1 year, 2 years, 5 years, and 10 years:

1. **Start with writing out your vision statement, purpose statement, values statement and foundation statement:** These should serve as guideposts for all your future goals and actions, ensuring that they align with your vision, purpose, and values.
2. **Identify your priorities:** What are the things that matter most to you? Consider your career, family, personal growth, health, finances, and any other areas that are important to you.
3. **Brainstorm your goals:** Think about what you want to accomplish in each priority area in the next year, 2 years, 5 years, and 10 years. Write down all your ideas, no matter how big or small, dreamy or impossible sounding.
4. **Make your goals SMART:** Once you've brainstormed them, make them SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). This approach should break them down into specific, actionable steps and establish a set deadline.
5. **Prioritize your goals:** Review your list and prioritize them based on what's most important to you and what's realistic, given your current circumstances.
6. **Create an action plan:** For each goal, create an action plan outlining the steps you'll take to achieve it, along with a timeline for completing each step.
7. **Monitor your progress:** Regularly check your progress toward your goals and adjust as needed. Celebrate your successes along the way, and don't be discouraged by setbacks.
8. **Review and revise:** Review your goals and progress every 6-12 months and modify them as needed. As you accomplish some of your goals, your priorities or circumstances may change and so adjusting it accordingly and staying flexible is essential to continued success.

By following these steps, you'll have a clear roadmap for achieving your short-term and long-term goals, helping you create a fulfilling and purpose-driven life.

Guide for Career Path Research

Here's a guide to help you design effective prompts and questions for researching career paths in a world transformed by AI and automation using AI search tools:

1. Understand the Basics of AI and Automation:

Before you start researching career paths, it's important to have a basic understanding of AI and automation. This will help you understand how these technologies might impact different jobs and industries.

Prompts:

- What is AI and how does it work?
- What is automation and how does it work?
- How are AI and automation currently being used in different industries?

2. Identify the Impact of AI and Automation on Different Jobs and Industries:

These prompts supplied below will help you identify which career paths might be most affected.

Prompts:

- Which jobs and industries are most likely to be affected by AI and automation?
- Which jobs and industries are least likely to be affected?
- How might AI and automation change the nature of work in different jobs and industries?

3. Research Specific Career Paths:

Once you have a general understanding of how AI and automation are impacting the world of work, you can start researching specific career paths.

Prompts:

- What skills and qualifications are required for this career path?
- How might AI and automation impact this career path in the future?
- What opportunities might AI and automation create in this career path?

4. Evaluate the Sustainability of Different Career Paths:

Finally, you'll want to evaluate the sustainability of different career paths in a world transformed by AI and automation. This will help you make informed decisions about your career.

Prompts:

- How likely is it that this career path will be significantly affected by AI and automation in the future?
- What steps can I take to ensure my skills and qualifications remain relevant in a world transformed by AI and automation?
- How can I leverage AI and automation to enhance my career prospects, rather than seeing them as a threat?

Remember, the goal of these prompts and questions is not to predict the future with certainty, but to help you think critically about the potential impact of AI and automation on your career path and to prepare you for a future that is likely to be very different from the present. Change may be our only constant as we venture into this new labor market enhanced by AI.

Monthly Reflection Lists:

What you have learned this month about yourself:

What you have learned about other people:

What you have learned about the world and universe:

New skills you have learned:

Discovery highlights from reflections on what will make you mentally stronger:

Healthy habits and routines you have learned/implemented:

The most important ideas that you want to add to your compass list:

Top five topics for affirmations you want to use moving forward:

Define a challenge for yourself to accomplish in the next 30 days

Steps you will take to accomplish:

Potential challenges to overcome:

Conclusion - Review Assessment

Milestone Accomplishment Lists:

What you have learned about yourself:

What you have learned about other people:

What you have learned about the world and universe:

What are the new skills you have learned:

Discovery highlights from reflections that have made you mentally stronger:

What healthy habits and routines have you have learned/implemented:

Important ideas that you want to add to your compass list:

What are the key steps you are going to take to make learning a lifestyle?

Supplemental Resources

Full descriptions for learning paths of top fields with anticipated job expansion

The following industries stand to gain the most, but the potential applications of AI and Quantum Computing are nearly limitless and will touch almost every industry over time.

1. **Healthcare:** Advanced AI can greatly enhance disease detection, diagnosis, treatment planning, and patient care. Quantum computing could accelerate drug discovery and genomic analysis.

Working in healthcare in a world integrated with AI and Quantum Computing technologies will require a blend of traditional healthcare knowledge and skills with a strong understanding of these new technologies. Here's a learning path and the skills needed to be successful:

- **Medical/Healthcare Knowledge:** Begin with a strong foundation in healthcare, which could involve training as a nurse, doctor, pharmacist, or other healthcare professional. You should also stay current with general medical knowledge and advancements in healthcare technologies.
- **Basic Computer Science:** Understanding the basics of coding and computer science is essential for understanding more advanced topics like AI and quantum computing.
- **Data Science and Statistics:** Skills in data analysis are crucial, as AI heavily involves interpreting data. Learn about data cleaning, data analysis, and statistical methods.
- **Machine Learning:** Learn about machine learning models and algorithms, which are a key part of AI. Deep learning, a subset of machine learning that's particularly useful for image and speech recognition tasks, is also important.
- **Artificial Intelligence:** Further your AI study with more advanced topics such as Natural Language Processing (NLP), reinforcement learning, and AI model deployment.
- **Bioinformatics:** This is an important field which intersects biology and computer science. It's particularly relevant to genomics and personalized medicine, and it will become even more important with the advent of AI and quantum computing.
- **Quantum Computing Basics:** Learn the fundamentals of quantum computing, including quantum mechanics, quantum computation models and quantum algorithms.

- **Quantum Machine Learning:** This new field applies quantum computing to machine learning. Having a foundational understanding of this field will be critical.
 - **Ethics and Regulations:** Understand the ethical considerations and regulations surrounding AI, especially in a sensitive field like healthcare.
2. **Finance:** From fraud detection to risk management, portfolio optimization, and high-frequency trading, both AI and Quantum Computing can significantly transform the financial industry.

Therefore, an ideal learning path and required skills for succeeding in this domain could be:

- **Financial Knowledge:** A strong grounding in financial principles is key. This includes understanding topics like corporate finance, risk management, financial markets, financial instruments, and financial reporting.
- **Economics:** A solid understanding of economic principles, including macroeconomics and microeconomics, is also essential as it influences the financial markets.
- **Mathematics and Statistics:** High-level mathematical and statistical skills are essential in finance, particularly for roles like quant analyst. Expertise includes calculus, linear algebra, probability, and statistical modeling.
- **Computer Science:** A basic understanding of computer science principles and good programming skills are essential. Languages like Python, R, C++, and Java are often used in finance.
- **Data Science and Analytics:** Understanding how to analyze and interpret complex data sets is crucial in modern finance. This includes knowledge of data cleaning, data analysis, and data visualization.
- **Machine Learning:** Learning about machine learning models and algorithms is critical, as these form the basis for AI applications in finance. This includes understanding supervised learning, unsupervised learning, reinforcement learning and deep learning.
- **Artificial Intelligence:** AI is becoming a cornerstone of modern finance, so knowledge in this area will need to include understanding the theory behind AI, as well as practical skills like how to train and deploy AI models.
- **Quantum Computing:** A basic understanding of quantum computing principles, including quantum mechanics, quantum bits (qubits), and quantum gate is useful. As this field develops, more specialized skills may be needed.

- **Blockchain and Cryptography:** Given the increasing importance of cryptocurrencies and blockchain technologies in finance, understanding these topics is beneficial.
 - **Ethics and Regulations:** Understanding the ethical considerations and regulations surrounding AI, especially in a sensitive field like finance, is also going to be paramount in this industry.
3. **Supply Chain and Logistics:** AI can optimize routes, manage inventories, and predict delays. Quantum computing could solve complex optimization problems involved in, They have the potential to significantly enhance efficiency and profitability. Here's a suggested learning path and the skills that you might need to succeed in this evolving field:
- **Supply Chain & Logistics Fundamentals:** Start with a comprehensive understanding of Supply Chain Management (SCM) and logistics, including procurement, operations, distribution and inventory management.
 - **Business and Economics:** A grasp of fundamental business and economic principles can help understand market demands, pricing strategies, and financial metrics related to supply chain management.
 - **Data Analytics:** You'll need strong skills in data analysis, interpretation, and visualization to turn data into actionable insights.
 - **Mathematics and Statistics:** You will need to understand probability, statistics, and optimization to solve complex problems in supply chain management.
 - **Computer Science:** Learn basic coding skills in languages such as Python, which is widely used for data analytics and machine learning.
 - **Machine Learning and AI:** Learn about machine learning models, algorithms, and AI application in solving supply chain and logistics problems. Topics may include: demand forecasting, route optimization, and inventory management.
 - **Quantum Computing:** Basics of quantum computing including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms. Quantum computing holds promise for solving complex optimization problems in logistics.
 - **Simulation:** Understanding simulation tools will be useful, as they're often used in supply chain modeling and predicting system behavior under different scenarios.
 - **Project Management:** Proficiency in project management will be beneficial for overseeing and executing supply chain initiatives.
 - **Ethics and Regulations:** Understanding the ethical considerations and regulatory environment is important, particularly in areas like data privacy.

4. **Climate Science:** AI can help in modeling climate patterns, which is an interdisciplinary field, by predicting changes. Quantum computers can handle the vast amount of data involved in climate simulations.

Here's a suggested learning path and the skills you might need to succeed in this evolving field:

- **Climate Science Fundamentals:** A strong grounding in climate science is essential, including an understanding of meteorology, atmospheric physics, oceanography, and related areas.
 - **Mathematics and Statistics:** High-level mathematical and statistical skills are critical for modeling climate systems, understanding uncertainty, and interpreting data.
 - **Computer Science:** Fundamental knowledge in computer science and good programming skills are essential, particularly in languages like Python and R which are widely used in scientific computing.
 - **Data Science and Analytics:** Climate science generates vast amounts of data. Skills in data cleaning, data analysis, and data visualization are crucial.
 - **Machine Learning and AI:** Knowledge of machine learning models and AI is important, given their potential for analyzing large datasets and making predictions. This includes understanding supervised learning, unsupervised learning, reinforcement learning, and deep learning.
 - **Climate Modeling:** A strong understanding of the principles of climate modeling is essential. This involves simulating the interactions of the different components of the Earth's climate system.
 - **Quantum Computing:** Gain a basic understanding of quantum computing principles, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms.
 - **Quantum Machine Learning:** This field applies quantum computing to machine learning. It's a new and rapidly developing area, but it has potential to dramatically increase computational power.
 - **Environmental Policy:** Understand the legal and regulatory landscape related to climate science, as well as the implications of your work for policy.
 - **Ethics:** Consider the ethical aspects of your work, particularly when it comes to the handling and interpretation of data.
5. **Energy:** AI can optimize energy use and predict demand. Quantum Computing can improve renewable energy storage and help in the design of new materials for energy. Nuclear Fusion is also on the horizon for transforming the world energy stage. Here's a

suggested learning path and key skills that could be beneficial for success in this domain:

- **Energy Systems Knowledge:** Understanding the fundamentals of different types of energy systems (like solar, wind, hydro, and nuclear) and energy storage technologies (like batteries and pumped storage) is crucial.
- **Physics and Engineering:** Basics of physics and relevant engineering disciplines (like electrical or energy engineering) are necessary to understand how energy systems work.
- **Mathematics and Statistics:** Strong quantitative skills are crucial for analyzing data, modeling energy systems, and optimizing energy use.
- **Computer Science:** Proficiency in programming (especially Python, used in many scientific and AI applications), algorithms, and data structures is essential. Understanding of systems design and architecture may also be useful.
- **Data Science and Analytics:** Skills in data preprocessing, analysis, visualization, and interpretation are critical, given the large datasets often encountered in the energy field.
- **Machine Learning and AI:** Knowledge of machine learning techniques and AI applications is vital. This includes understanding supervised learning, unsupervised learning, reinforcement learning, and deep learning, and how they can be applied to tasks such as energy demand prediction and system optimization.
- **Quantum Computing:** Familiarity with quantum computing principles, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms, is important.
- **Materials Science:** For Quantum Computing's potential in designing new energy materials, a grounding in materials science could be beneficial.
- **Environmental and Energy Policy:** Understanding the policy landscape surrounding energy systems, both domestically and internationally, is important for implementing technological solutions in the real world.
- **Ethics and Regulations:** Understand the ethical implications of your work, especially as it pertains to data privacy and security, as well as relevant industry regulations.

6. **Telecommunications:** AI can optimize network operations, while Quantum Computing can enhance data security through quantum encryption.

The telecommunications industry is poised to undergo significant transformation with the integration of AI and Quantum Computing. Here's a suggested learning path and necessary skills for success in this rapidly evolving field:

- **Telecommunications Fundamentals:** An understanding of the basic principles of telecommunications, including network design, protocols, transmission technologies, and telecommunications standards is essential.
- **Computer Science:** Solid programming skills (Python, Java, C++, etc.), understanding of data structures, algorithms, and computer networks are crucial.
- **Data Science and Analytics:** The ability to interpret, analyze, and visualize large data sets will be very important, especially for network optimization.
- **Machine Learning and AI:** Knowledge of machine learning and AI algorithms and their applications in telecommunications, such as predictive maintenance, network optimization, customer service automation, etc.
- **Cybersecurity:** As telecommunications networks are prone to cyber threats, knowledge of cybersecurity principles and practices is crucial.
- **Quantum Computing:** Gain a basic understanding of quantum computing principles, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms.
- **Quantum Cryptography:** With the promise of Quantum Computing in enhancing data security, understanding quantum encryption and quantum key distribution is important.
- **Network Engineering:** Understanding of the practical aspects of designing, implementing, and managing telecommunications networks.
- **Regulatory and Ethical Knowledge:** Awareness of the regulatory environment for telecommunications and understanding of ethical issues related to data privacy and security.
- **Business Acumen:** Understanding of business strategies and economic factors influencing the telecommunications industry.

7. **Transportation:** AI can optimize traffic flow, and it is crucial for autonomous vehicles. Quantum computing could further improve route optimization problems.

Here's a suggested learning path and necessary skills:

- **Transportation Basics:** Understanding fundamental concepts of transportation engineering, including traffic flow theory and transportation planning, is crucial.
- **Computer Science:** You'll need good programming skills and a strong foundation in algorithms and data structures. Languages like Python and C++ are particularly relevant.
- **Data Science and Analytics:** Skills in data cleaning, analysis, visualization, and interpretation are crucial, given the large and complex datasets often encountered in transportation.

- **Machine Learning and AI:** Gain expertise in machine learning techniques, including supervised and unsupervised learning, reinforcement learning, and deep learning, which are key for autonomous vehicles and traffic prediction.
- **Robotics:** For autonomous vehicles, an understanding of robotics, sensors, and perception systems is beneficial. This includes knowledge of control systems and robot operating systems.
- **Quantum Computing:** Familiarity with quantum computing principles, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms.
- **Geospatial Technology:** Proficiency in Geographic Information Systems (GIS) and Global Positioning System (GPS) technology could be useful for tasks such as route planning and optimization.
- **Cybersecurity:** Since transportation systems are becoming increasingly digital, understanding cybersecurity principles and practices is important.
- **Transportation Policy and Regulations:** Knowledge of the legal and regulatory landscape for transportation, particularly as it relates to autonomous vehicles, is useful.
- **Ethics:** An understanding of the ethical considerations of AI and autonomous vehicles, especially around issues like safety and data privacy.

8. **Manufacturing:** AI can help in predictive maintenance, quality assurance, demand forecasting, and production planning. Quantum computing can optimize complex manufacturing processes.

The integration of AI and Quantum Computing in the manufacturing industry is expected to lead to substantial advancements in productivity, efficiency, and quality control. Here is a suggested learning path and required skills:

- **Manufacturing Engineering Fundamentals:** Understanding basic principles of manufacturing processes, quality control, supply chain management, and industrial automation is essential.
- **Computer Science:** Good programming skills and a strong grasp of algorithms and data structures are needed. Python, C++, and Java are among the languages frequently used in this field.
- **Data Science and Analytics:** Ability to work with large datasets, interpret and visualize data, and derive actionable insights is crucial. This includes proficiency with tools like SQL, R, Python, Tableau, etc.
- **Machine Learning and AI:** Gain expertise in machine learning techniques including supervised learning, unsupervised learning, reinforcement learning, and deep learning. Knowledge of predictive modeling and real-time analytics is

particularly relevant in the manufacturing sector for predictive maintenance and quality assurance.

- **Internet of Things (IoT):** Familiarity with IoT devices, sensors, and connectivity for data collection and process automation in a manufacturing context is very beneficial.
- **Quantum Computing:** Understanding the principles of quantum computing, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms, as this technology could optimize complex manufacturing processes.
- **Industrial Automation and Robotics:** Skills in design and operation of automated systems and robots, which are a big part of modern manufacturing setups.
- **Cybersecurity:** With increasing digitalization, understanding cybersecurity principles and practices to protect sensitive information is important.
- **Project Management:** Skills in project management are useful for overseeing the implementation of new technologies and systems.
- **Business Acumen:** Understanding the business strategies, economic factors, and market dynamics influencing the manufacturing industry is useful.

9. **Cybersecurity:** AI can detect anomalies and potential threat detection, while Quantum Computing promises advancements in encryption and secure communications.

Here's a suggested learning path and necessary skills:

- **Cybersecurity Fundamentals:** Start with a deep understanding of cybersecurity principles, network security, application security, information security, and incident response.
- **Computer Science:** A strong grasp of computer science fundamentals, including programming, algorithms, data structures, and operating systems is needed. Languages like Python, C++, and Java are often used in cybersecurity.
- **Data Science and Analytics:** Ability to work with large datasets and identify patterns is important. This includes proficiency with tools like SQL, R, Python, etc.
- **Machine Learning and AI:** Gain a deep understanding of machine learning techniques, especially those relevant for anomaly detection and predictive modeling, such as supervised learning, unsupervised learning, reinforcement learning, and deep learning.
- **Quantum Computing:** Familiarity with the principles of quantum computing, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms. Quantum key distribution (QKD) and post-quantum cryptography should be a particular focus, given their potential for secure communications.

- **Network and System Administration:** Knowledge of configuring, managing, and troubleshooting networks, servers, and client systems.
- **Ethical Hacking:** Understanding of hacking techniques and tools can help cybersecurity professionals think like an attacker, allowing them to better defend against potential threats.
- **Regulations and Compliance:** Knowledge of laws, regulations, and standards in the cybersecurity field, such as GDPR, PCI-DSS, HIPAA, etc.
- **Risk Management:** Ability to identify, assess, and mitigate potential risks.
- **Communication and Teamwork Skills:** Effective communication of technical issues to non-technical stakeholders, and working collaboratively with other professionals is crucial.

10. **Space Exploration:** AI can process large amounts of data from space, while Quantum Computing could help solve complex simulations involved in space research.

In the realm of space exploration, AI and Quantum Computing can greatly enhance the way we process data, run simulations, and navigate through space. Here's a suggested learning path and necessary skills:

- **Astronomy and Astrophysics:** Foundational knowledge of the universe, celestial bodies, and physical laws governing space is necessary.
- **Computer Science:** Strong foundational skills in programming, algorithms, and data structures are required. Languages like Python, C++, and Java are often used in space science research.
- **Data Science and Analytics:** Space exploration generates massive amounts of data. Proficiency in handling large datasets, statistical analysis, data visualization, and interpretation is necessary.
- **Machine Learning and AI:** Knowledge of machine learning techniques and AI systems, particularly for data analysis, prediction, and decision-making in uncertain environments is crucial. This can involve supervised learning, unsupervised learning, reinforcement learning, and deep learning.
- **Quantum Computing:** Understanding the principles of quantum computing, including quantum mechanics, quantum bits (qubits), quantum gates, and quantum algorithms, can be useful, especially in the context of complex simulations and optimization problems.
- **Robotics:** As most space exploration is done through robots, knowledge of robotics principles, control systems, and autonomy is beneficial.
- **Simulation and Modeling:** Skills in developing and working with simulations of physical systems and understanding complex mathematical models.

- **Space Systems Engineering:** Knowledge of spacecraft design, navigation systems, communication systems, and space mission planning.
- **Remote Sensing and Image Processing:** Skills in processing and interpreting remote sensing data and images gathered from space.
- **Communication Skills:** Ability to communicate complex scientific and technical information effectively.

11. **Augmented Reality (AR), Virtual Reality (VR), Mixed Reality (MR), and Extended Reality (XR) technologies:** AI can process large amounts of data for generating 3D and multiverse environments. Quantum Computing can help solve complex simulation requirements and challenges with build costs for software and hardware.

Augmented Reality (AR), Virtual Reality (VR), Mixed Reality (MR), and Extended Reality (XR) technologies are transforming the way we interact with digital content. These tools will be applied to most industries as well as education and entertainment. Here's a suggested learning path and necessary skills to be successful in these fields, particularly post integration of AI and Quantum Computing technologies:

- **Computer Science:** You will need a strong foundation in computer science, including data structures, algorithms, and object-oriented programming. Languages like C#, JavaScript, and Python are often used in AR/VR development.
- **Creative Arts and Storytelling:** While AI will have the ability to generate interesting storylines and creative outputs having strong and intuitive creative skills will allow you to be more effective in generating content
- **3D Graphics:** Knowledge of 3D modeling, texturing, lighting, and animation are crucial. You may need to learn how to use software like Blender, Maya, or 3ds Max.
- **Game Engines:** Familiarity with game engines is a must. Unity and Unreal Engine are widely used in AR/VR/MR/XR development.
- **AR/VR Platforms:** Understand the specifics of different AR/VR platforms like Oculus, HTC Vive, Microsoft HoloLens, and mobile AR platforms like ARKit and ARCore.
- **Machine Learning and AI:** As AI gets integrated into AR/VR, understanding machine learning, especially in areas such as computer vision and natural language processing, will be important.
- **Quantum Computing:** While Quantum Computing's direct application in AR/VR/MR/XR is still under exploration, a basic understanding of its principles could prepare you for potential future developments.
- **User Experience (UX) Design:** Designing for AR/VR/MR/XR requires an understanding of spatial computing, user interface (UI) design, and user

experience. Special attention should be paid to designing intuitive interfaces and comfortable user experiences.

- **Spatial Audio:** In immersive experiences, audio plays a crucial role. Knowledge about sound design and spatial audio is beneficial.
- **Networking:** If you're creating shared or multiplayer experiences, you need to understand networking and possibly cloud-based solutions.
- **Hardware Understanding:** Familiarity with the functioning of AR/VR/MR/XR hardware, including headsets, motion trackers, controllers, etc.
- **Soft Skills:** Good communication, problem-solving skills, and adaptability are necessary in a fast-paced, evolving field like AR/VR/MR/XR.

The 65 Jobs With the Lowest Risk of Automation by AI and Robots

<https://www.uscareerinstitute.edu/blog/65-jobs-with-the-lowest-risk-of-automation-by-ai-and-robots>

	Occupation	2021 Median Annual Wage (U.S.)	Projected Growth by 2031
1	Nurse Practitioners	\$120,680	45.70%
2	Choreographers	\$42,700	29.70%
3	Physician Assistants	\$121,530	27.60%
4	Mental Health Counselors	\$48,520	22.10%
5	Nursing Instructors and Teachers, Post-Secondary	\$77,440	21.50%
6	Coaches and Scouts	\$38,970	20.00%
7	Athletic Trainers	\$48,420	17.50%
8	Physical Therapists	\$95,620	16.90%
9	Orthotists and Prosthetists	\$75,440	16.80%
10	Occupational Therapists	\$85,570	13.90%
11	Marriage and Family Therapists	\$49,880	13.90%
12	Art Therapists	\$59,500	11.20%
13	Music Therapists	\$59,500	11.20%
14	Health-Care Social Workers	\$60,840	11.10%
15	Mental Health and Substance Abuse Social Workers	\$49,130	11.10%
16	Bioengineers and Biomedical Engineers	\$97,410	9.80%
17	Psychology Teachers, Post-Secondary	\$77,860	9.60%
18	Fitness and Wellness Coordinators	\$60,360	9.50%
19	Soil and Plant Scientists	\$66,750	9.10%

20	Social Work Teachers, Post-Secondary	\$71,010	8.90%
21	Art, Drama, and Music Teachers, Post-Secondary	\$75,940	8.80%
22	Psychiatrists	\$249,760	8.70%
23	Anthropology and Archaeology Teachers, Post-Secondary	\$97,340	8.30%
24	Physicists	\$152,430	8.20%
25	Architecture Teachers, Post-Secondary	\$95,160	7.80%
26	Nurse Midwives	\$112,830	7.50%
27	Emergency Medical Technicians	\$35,470	7.00%
28	Security Managers	\$97,930	6.90%
29	Civil Engineers	\$88,050	6.90%
30	Transportation Engineers	\$88,050	6.90%
31	Adapted Physical Education Specialists	\$61,720	6.80%
32	Paramedics	\$46,770	6.60%
33	Clinical Nurse Specialists	\$77,600	6.20%
34	Critical Care Nurses	\$77,600	6.20%
35	Advanced-Practice Psychiatric Nurses	\$77,600	6.20%
36	Dentists, General	\$160,370	6.10%
37	Set and Exhibit Designers	\$54,860	5.20%
38	Prosthodontists	\$100,950	5.10%
39	Education Administrators, Kindergarten through Secondary	\$98,420	4.90%
40	Oral and Maxillofacial Surgeons	\$311,460	4.60%
41	Firefighters	\$50,700	4.30%

42	First-Line Supervisors of Firefighting and Prevention Workers	\$78,230	4.10%
43	Urban and Regional Planners	\$78,500	3.80%
44	Recreational Therapists	\$47,940	3.60%
45	Directors, Religious Activities and Education	\$46,980	3.60%
46	Dermatologists	\$302,740	3.10%
47	Neurologists	\$267,660	3.00%
48	First-Line Supervisors of Police and Detectives	\$99,330	2.80%
49	Neuropsychologists	\$102,900	2.80%
50	Clinical Neuropsychologists	\$102,900	2.80%
51	Orthopedic Surgeons, Except Pediatric	\$306,220	2.70%
52	Architects, Except Landscape and Naval	\$80,180	2.70%
53	Surgeons, All Other	\$297,800	2.60%
54	Emergency Management Directors	\$76,730	2.50%
55	Preventive Medicine Physicians	\$183,655	2.40%
56	Physical Medicine and Rehabilitation Physicians	\$231,500	2.40%
57	Hospitalists	\$247,741	2.40%
58	Sports Medicine Physicians	\$249,738	2.40%
59	Pediatric Surgeons	\$290,310	2.20%
60	Obstetricians and Gynecologists	\$296,210	1.70%
61	Interior Designers	\$60,340	0.90%
62	Landscape Architects	\$67,950	-0.10%
63	Fish and Game Wardens	\$60,730	-3.50%

64	Chief Executives	\$179,520	-7.30%
65	Manufactured Building and Mobile Home Installers	\$36,360	-20.30%

Worksheets for Planning & Tracking:

Below are several pictures from various planners you can use as a guide to create your own worksheets for planning, delegating and organizing tasks and various roles of responsibility. Most of them came from books with specific methodologies for planning and goal setting that I morphed into a system specific to achieve my maximum efficiency.

I suggest reviewing several day planners and programs like Brendon Burchard's "High Performance Habits" and Steven Covey's "Seven Habits of Highly Effective People" for specific insights on effective time and resource management.

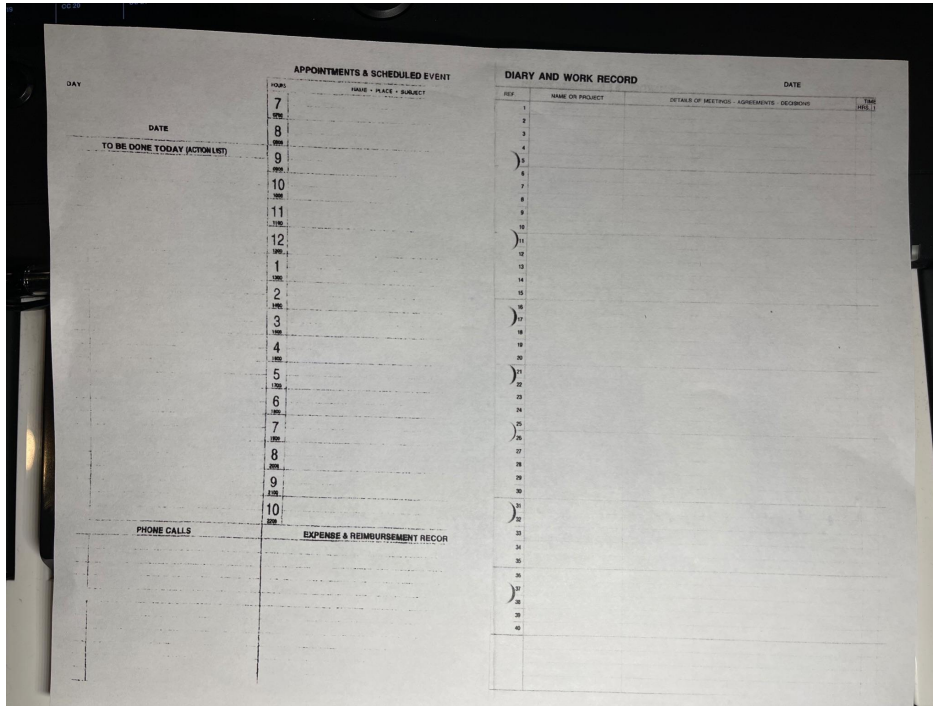
I pulled these from various systems over the years and they may no longer be available. The important point is that each of these types of worksheets fill a useful role in maximizing your time and efficiency. The weekly planner in particular is simple but extremely effective for planning around personal and professional goals, roles and appointments. The advice I liked most was "sharpening the saw," meaning to make sure you always learn new skills and remember to practice the skills you already have. You could create your own version of this in excel or "oldschool" with a ruler and a pen ;-)

Weekly Planning

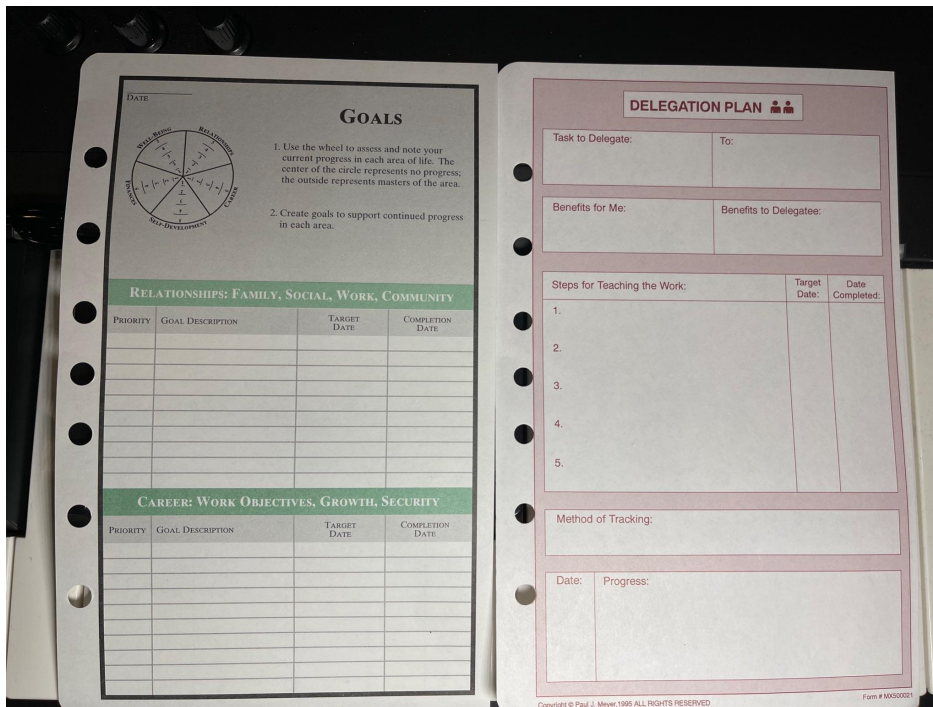
The WEEKLY WORKSHEET™		Week of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Roles	Goals	Weekly Priorities	Today's Priorities		Today's Priorities				
→ <input type="text"/> → <input type="text"/> → <input type="text"/> → <input type="text"/> → <input type="text"/> → <input type="text"/> → <input type="text"/> → <input type="text"/>									
			Appointments/Commitments		Appointments/Commitments				
			8	8	8	8	8	8	8
			9	9	9	9	9	9	9
			10	10	10	10	10	10	10
			11	11	11	11	11	11	11
			12	12	12	12	12	12	12
			1	1	1	1	1	1	1
			2	2	2	2	2	2	2
			3	3	3	3	3	3	3
			4	4	4	4	4	4	4
			5	5	5	5	5	5	5
			6	6	6	6	6	6	6
			7	7	7	7	7	7	7
			8	8	8	8	8	8	8
			Evening	Evening	Evening	Evening	Evening	Evening	Evening
SHARPEN THE SAW									
Physical									
Mental									
Spiritual									
Social/Emotional									

Daily Planning and Work Diary:

Your Daily planner should also have a place for reflection questions and Affirmations.



Goals and Delegation Planning



Habit Tracking:

These spreadsheets have built in calculators for tracking progress.

<https://girlwhoexcel.com/products/ultimate-personal-development-bundle>

JANUARY 2023																																
	WEEK 1							WEEK 2							WEEK 3							WEEK 4							EXTRA DAYS			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
DAILY HABITS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Morning Habits	<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"/>	<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"/>	
Day Habits	<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"/>	<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"/>	
Evening Habits	<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"/>	<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"/>	
COMPLETED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INCOMPLETE	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
% COMPLETED	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

WEEKLY HABITS	WEEK 1	WEEK 2	WEEK 3	WEEK 4
	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC WEEKLY	SPECIFIC WEEKLY	SPECIFIC WEEKLY	SPECIFIC WEEKLY	SPECIFIC WEEKLY
	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONTHLY HABITS	MONTHLY GOALS	SPECIFIC MONTHLY		
	<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"/>		