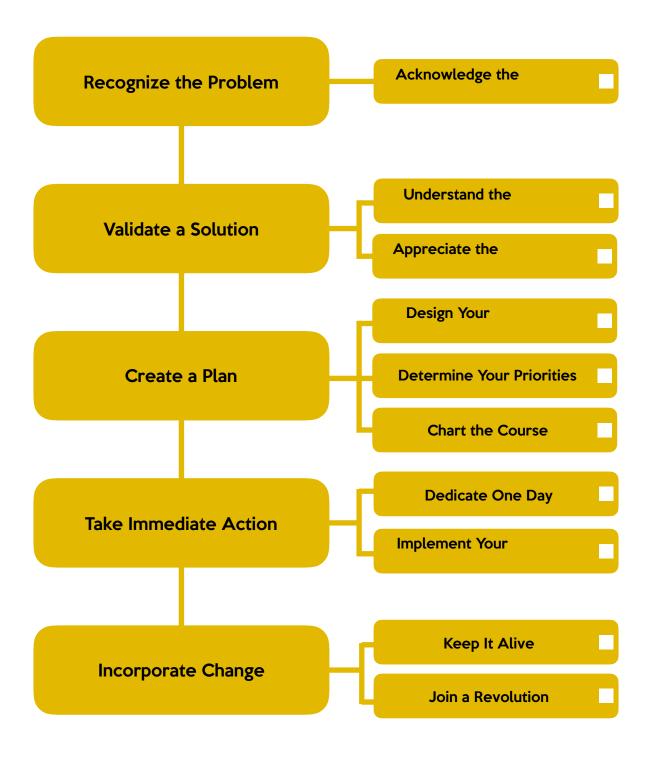
### LIVING FORWARD PERSONAL STUDY

#### LEARNING MAP

The Learning Map will guide you through the learning experience and help you develop better problem-solving skills. As you complete each chapter, place a check mark in the box to the right. At the end of the study, you'll be able to review the entire book using the diagram below.



## CHAPTER ONE ACKNOWLEDGE THE DRIFT

#### LEARNING OBJECTIVES

- 1. To identify the reasons you drift.
- 2. To recognize the consequences of drifting.
- 3. To create a plan to avoid drifting.

2. Think about a time	and chapter one in <i>Living Forward</i> .  Then you drifted off course. What were some of the warning signs you	ои
Which of these caus	ons drifting usually happens (beginning at the bottom of page 26). s poses the greatest threat to you and how can you prepare to defer	 ıd
4. The authors identified	A KING IT PERSONAL  The authors identified five consequences of drifting (page 28). On a scale of 1 to 10 (with 1 being none and 10 being severe), look back over the past five years and evaluate your life	
<del>-</del>	ach of these consequences. For instance, how <i>confused</i> have you be	
Work through all five	consequences. Mark your responses on the lines.	
a. confusion	1——————————————————————————————————————	
b. expense	110	
c. lost opportunity	1—————————————————10	
d. pain	110	
e. regrets	1——————————————————————————————————————	
	now about the effects of drifting in your life, how would you respond give him or her advice for how to avoid drifting?	-

6.	Consider some different aspects of your life such as spiritual, physical, relational, career, emotional, etc. Explain how drifting might show up in one or two areas in which you are most vulnerable to drifting.
LI	VING FORWARD
7.	On page 30, the authors write, "Life Planning is the exact opposite of the drift. The drift is about passivity. Life Planning is about proactivity. The drift is about blaming our circumstances or other people. Life Planning is about taking responsibility. The drift is about living without a plan. Life Planning is about having a plan and working it." What changes in your life do you expect when you develop and execute a plan?
3.	Review the three goals stated on page 31. What has been your approach to goal-setting before now? What percentage of your goals have you achieved?
).	"You can't change the past, but all of us have the power to change the future" (page 31). In twenty-five words or less, describe the future you want.
10.	There is a difference between having a plan and working a plan. How will you create the margin needed to make Life Planning a priority?

## CHAPTER TWO UNDERSTAND THE MISSION

#### LEARNING OBJECTIVES

- 1. To define the meaning of a Life Plan.
- 2. To identity the questions that produce an effective Life Plan.
- 3. To establish a way to determine if you are on track with your Life Plan.

1. 2.	Read chapter two in <i>Living Forward</i> .  Talk about something you do that requires planning. <i>What process do you use to plan important events or activities?</i>
3.	Read the definition of a Life Plan (page 34). What words or phrases are most significant to you? What is your overall feeling about creating a Life Plan?
М.	AKING IT PERSONAL
4.	A Life Plan "describes how you want to be remembered." What are some words you want people to use when reflecting on your life? How would people describe you right now?
	What growth areas do you see?
5.	Reflect on the past few days. Based on how you used your time, what were your priorities? How do those priorities compare to the priorities you want to be evident in your life?
6.	Think about one thing you want to accomplish in the near future and break the process into three very specific steps. What are three steps you will take to accomplish this goal?

	b
	C
LI	VING FORWARD
7.	As we work toward creating a Life Plan, we are going to ask you to carefully consider three important questions. Take all the time you need to respond to each question because your responses will provide the foundation on which your Life Plan will be created. Let's dig a little deeper into the question, "How do you want to be remembered?" Specifically, what are the adjectives you want people to use when they talk about you after you are gone?
	Describe the life must you live for those adjectives to be true about you?
8.	The way you live each day is evidence of your priorities. What are your guiding priorities in life?
	Many people state priorities that never materialize in their lives. How would people who know you well describe your priorities? How does their list compare to your list of priorities?
9.	Think about the last time you planned a trip. What questions guided the planning of that trip?
	Now think about your life as a journey from where you are today to where you want to be.  What questions do you need to consider as you plan your future?
10.	Take a look at the discussion about the benefits of a GPS (pages 38-40). Reread each statement substituting "Life Plan" for GPS. What do you think will be the immediate, short-term (1 year), and long-term (5 years) benefits of having a well-developed Life Plan?

## CHAPTER THREE APPRECIATE THE BENEFITS

#### LEARNING OBJECTIVES

- 1. To identify the benefits of a Life Plan.
- 2. To improve your motivation to develop a Life Plan.
- 3. To realize what happens when you lose your why.

1. 2.	Read chapter three in <i>Living Forward</i> .  Think about some popular advertisements. <i>How do advertisers present the benefits of their products or services?</i>
3.	We are obviously drawn to new ideas based on their perceived benefits. Think about your most recent purchases. What need in your life did the advertised benefits of the product or service address? What was your motivation for making the purchase?
<b>M</b> 4.	
	Let's begin by taking a look at the benefits of a Life Plan that deal with where you are today. We've already talked about your priorities, but we want you to revisit them and establish a guiding priority in the key areas of your life. For example, what is the financial priority that guides your decisions about money? Consider multiple areas of your life and write down your priorities.
	Let's begin by taking a look at the benefits of a Life Plan that deal with where you are today. We've already talked about your priorities, but we want you to revisit them and establish a guiding priority in the key areas of your life. For example, what is the financial priority that guides your decisions about money? Consider multiple areas of your life and write down
	Let's begin by taking a look at the benefits of a Life Plan that deal with where you are today. We've already talked about your priorities, but we want you to revisit them and establish a guiding priority in the key areas of your life. For example, what is the financial priority that guides your decisions about money? Consider multiple areas of your life and write down your priorities.

	[DESIGN NOTE: PLACE 6-8 SETS OF BOXES]	
5.	Think about a time when your life was out of balance. How did you know your life was out of balance?	
6.	Benefit four is <b>Facing Reality</b> . How can a Life Plan help you see reality more clearly?	
	The authors state, "You can't improve what you won't face and own" (page 48). Describe a time when you didn't want to face reality.	
<b>L I</b> 7.	VING FORWARD  Some of the benefits of a Life Plan are focused on the future. Review benefit number three:  Filtering Opportunities. Why is it important that you learn to filter your opportunities?	
	What are the criteria by which you filter your opportunities now? How do you know when to say yes or no?	
8.	Read benefit number 5 at the bottom of page 48. Near the end of that section, the author writes, "What's important is that the future be enticing enough to stay focused." <i>How enticing is the vision you have for your future? What would make it more enticing and motivating?</i>	
9.	The final benefit is <b>Avoiding Regrets</b> . Think about some areas in life where you are vulnerable to making decisions you might later regret. What are some boundaries you can establish in your life to protect you from making decisions you might regret?	

"People lose their way when they lose their why." What is your purpose and how does it	
affect your approach to life each day?	

### CHAPTER FOUR DESIGN YOUR LEGACY

#### LEARNING OBJECTIVES

- 1. To help you begin thinking about your life by considering the legacy you want to leave.
- 2. To remind you that everyone leaves a legacy that is the result of their lifetime decisions.
- 3. To enable you to write your eulogy and allow it to motivate your Life Plan.

#### **GETTING STARTED**

1. 2.	Read chapter four in <i>Living Forward</i> .  Think back on someone who made an impression on your life. What would you say if you were asked to present the eulogy for that person? What do your memories about that person reveal about his or her Life Plan?
3.	Identity a few people on whom you make an impression. In what ways are you making an impression on those who know you best? Is the impression good or bad?
M.	AKING IT PERSONAL
4.	Imagine you could attend your own funeral. What stories would be shared? What about you would bring laughter in the midst of the mourning? How many people would talk about the difference you made in their lives?
5.	"Our legacy comprises the spiritual, intellectual, relational, vocational, and social capital we pass on" (page 59). <i>Identify something in each category above that you will pass on to the next generation.</i> Spiritual:
	Intellectual:
	Relational:

Vocational:

	Social:
	Write your own eulogy. Take as long as you need and then give it to someone who knows you well and ask him or her to read it.
	Is the way you approach life today going to make the eulogy you wrote realistic? Why or why not?
1	VING FORWARD
	Review the steps in the Writing Your Eulogy section that begins on page 60. Which of the questions was easiest for you to answer? Which was the most difficult? Explain your responses.
	questions was easiest for you to answer? Which was the most difficult? Explain your

	How do those statements make you feel? What is compelling about your Legacy Statements?
10.	It's easy to look back at the time you've already lived and lose sight of the time you have remaining. What will you do in the days ahead to create meaningful moments in your life and in the lives of those you influence?

## CHAPTER FIVE DETERMINE YOUR PRIORITIES

#### LEARNING OBJECTIVES

- 1. To give you the encouragement to determine what's best for you.
- 2. To identify, evaluate, and prioritize your life accounts.
- 3. To encourage you to seek balance in your life accounts by not neglecting any of them.

1. 2.	Read chapter five in <i>Living Forward</i> .  Consider a time when you had to make a decision based on your priorities. <i>How well-defined were your priorities? How quickly were you able to make the decision?</i>
3.	Describe a time when clearly defined priorities would have helped you make a better decision.
	As you work through this chapter of the book, pay particular attention to the role of Life Accounts.
М	AKING IT PERSONAL
4.	Read the description of the Circle of Being (page 70). Think about the importance you place on your spiritual, intellectual, and physical areas of life. Is there one area that gets more attention than the others? Why?
5.	As you consider the Circle of Relating (page 70), what are some of the challenges you see?  How do you balance the demands associated with this ring?
	It is important to understand the key elements in this circle because each person has different relationships.
6.	Now focus your attention on the Circle of Doing (page 71). Which of these three—job, hobbies, or finances—provides the most rewarding activity?  Which creates the most stress?

	How would your life change if you had balance in this circle?
. 1	VING FORWARD
	Create your chart of Life Accounts. You can begin with the nine listed in the book. Feel free to add or delete accounts as needed.  [DESIGN NOTE: Create a chart that can be carried to the end of the book. Leave blank spaces for additions.]
	CHART CATEGORIES You Faith Health Spouse Kids Finances Friends Work Hobbies
	Once you have your chart of accounts established, <i>place a plus or minus sign beside each account representing its overall status in your life</i> . A plus represents the positivity that come from that account. The minus indicates areas that produce stress or negative feelings in your life.
-	Review the accounts you identified as being negative. Beside each account list one action you can take to make that account more positive. How difficult was it to list action steps to improve negative areas? What would it be like if these areas were positives?
•	Go to <u>LivingForwardBook.com</u> and complete the Life Assessment Profile. Review the three page report. How accurate is your report? What new information did it reveal? What did it confirm?
	A positive balance in each account is the result of your passion and progress. Passion is your enthusiasm; progress refers to the results you are getting. Review your life accounts and consider your passion and progress in each. Are you making progress in areas where you don't have much passion? Explain your response.

0. I	Review your Life Accounts and prioritize your list from most to least important. Don't let the
t	term "least important" throw you off. We realize that all Life Accounts are important; we just
Ţ	want you to identify which is the most important. Rewrite your Life Account list in order of
Ţ	oriority. Where did you put Life Accounts related to yourself on your priority list?
•	
-	

Review the information on pages 82-83 regarding prioritizing your Life Accounts.

# CHART THE COURSE

#### LEARNING OBJECTIVES

- 1. To guide you through establishing a purpose statement for each Life Account.
- 2. To help you gain clarity about your future.
- 3. To enable you to create an action plan for each Life Account.

G E	ETTING STARTED
1. 2.	Read chapter six in <i>Living Forward</i> .  Think about something you did that required considerable planning. What would have happened if there had been no planning? How did planning affect the end result?
3.	Imagine living to be 100-years-old or more. What do you want to accomplish before you reach 100-years-old? How does that vision affect the decisions you make each day?
<b>M</b> 4	A KING IT PERSONAL  Review the information about the five sections of each Life Account (page 87 and following). On a separate sheet of paper, list your Life Accounts and create a purpose statement for each one. Each purpose statement should include your primary responsibility and role.
	[DESIGN NOTE: Insert Life Accounts from previous lesson and add block for Purpose Statement]
5.	In step two, you will envision your future in each Life Account. Use the process described on page 88 to evaluate where you are and design a future worth pursuing. Review your future statements. How does each statement make you feel?
	[DESIGN NOTE: Leave plenty of room for this activity]

6.	Step three involves an inspiring quote. Spend some time looking for a quote for each Life Account. Then move to step four and evaluate each Life Account by comparing where you are right now to the future statement you defined in the previous step. <i>How does this process affect your resolve to grow stronger in each Life Account?</i>	
LI	VING FORWARD	
7.	In step five, you'll identify specific steps to take to move from where you are to your envisioned future. Work through each Life Account and create a series of bulleted statements that will move you toward the future you desire. [DESIGN NOTE: ADD ROOM FOR THIS SECTION IN LIFE ACCOUNTS WORKSHEET] Evaluate each series of steps using the SMART acronym (page 93). Which Life Account presents the greatest challenge? What is challenging about that account?	
8.	Complete your Action Plan and compare it to the examples provided (page 95). Make any adjustments needed so your Action Plan summarizes your next steps. What are some incremental changes you need to make in each area? When will you begin implementing those changes?	
9.	Review your Action Plan in each Life Account. How effectively will your Action Plan be in moving you toward a more rewarding and energizing future? Why do you think some people don't create Action Plans for their lives?	
10.	"Action Plans help you intentionally leverage the power of incremental change" (page 99).  Review that statement and evaluate the strength of your intentionality. How determined are you to carry out your Action Plan? What obstacles might you face and how will you deal with them?	

## CHAPTER SEVEN DEDICATE ONE DAY

#### LEARNING OBJECTIVES

- 1. To encourage you to take immediate action toward implementing your Life Plan.
- 2. To provide you the tools needed to evaluate your schedule and identify time for a Life Planning Day.
- 3. To empower you to maximize the effectiveness of a Life Planning Day.

#### **GETTING STARTED**

1. 2.	Read chapter seven in <i>Living Forward</i> .  Think about something you've been planning to do for a long time. <i>How long has this been on your to do list? What has prevented you from getting it done?</i>
3.	Read the story about the \$3 million (page 101). What would you do in that situation?
	Your Life Plan is probably worth more than you imagine. By not taking action, you are leaving the treasure at the bottom of the ocean.
<b>M</b> 4.	The Law of Diminishing Intent says that the longer you delay doing something, the less probability you have of actually doing it. How have you found this to be true in your own life?
5.	Look at your calendar and identify one day within the next two weeks you can set aside to developing your Life Plan. What are some things you'll need to reschedule in order to completely clear that day? How will you avoid being distracted while you work on your Life Plan?
6.	Life Planning is "about breaking free of your limiting beliefs, tapping into your deepest

desires, and standing in the realm of possibility" (page 104). Why is your Life Planning Day

	the biggest day of the year?
	Will you commit one uninterrupted day to your Life Plan?
LI	VING FORWARD
7.	In the section entitled "Get Off Your But," (page 105) the authors identify five common excuses people make for not making progress. Rank the excuses according to their presence in your life. excuse 1 excuse 2 excuse 3 excuse 4 excuse 5
	What effect are excuses having on your achieving your goals in life?
8.	"Any time you try to make an improvement or tackle a significant project, you can expect to encounter obstacles" (page 106). What obstacles have you encountered in the past and how did they affect your progress? What, if anything, could have been done to avoid some of those obstacles?
9. 10.	Preparing for time away involves blocking your calendar, choosing a destination, identifying supplies, committing to technology blackout, and gathering the support of family and friends. Work through each of these five steps and create an Action Plan that will lead to a day for Life Planning. How do you feel knowing you have this event on your calendar? You can go through the motions of setting aside a day but not make any progress on your Life Plan. How would you describe your mindset regarding your Life Plan? Are you excited? apprehensive? What emotions are you experiencing?
	Evaluate your emotions and identify the positive and negative effects of each. Prepare yourself for something amazing and ask your family and friends to encourage you along the way.

## CHAPTER EIGHT IMPLEMENT YOUR PLAN

#### LEARNING OBJECTIVES

- 1. To help you identify margin in your life.
- 2. To provide processes necessary for more efficient management of your time.
- 3. To help you learn to say no to things that might interfere with your Life Plan.

Read chapter eight in <i>Living Forward</i> .
Reflect on the previous few days. What percentage of your time was spent doing things that weren't planned or anticipated?
Is it possible to do all you've been doing plus build in additional time to achieve the Action
Plan you created in your Life Plan? Explain your response.
AKING IT PERSONAL
Review your calendar using the strategy outlined on page 120. How much available time did
you identify? How do you feel knowing you have that much time available?
Think about your ideal week (page 121). What are some of your daily themes?
Which part of the day should be devoted to your most challenging tasks?
Now work on your annual time block—the three year plan that includes birthdays,
anniversaries, holidays, events, vacations, etc. (pages 125-126). What events over the next

	Many people struggle with saying no. How easy is it for you to say no to someone?
	Review the three points at the top of page 127. Which of those perspectives best reflects you response the last time you were asked to do something you didn't want to do?
	Review the Yes-No-Yes formula described at the bottom of page 127. Write out a Yes-No-Yes response for a tough situation you have faced. <i>How do you feel having expressed yourself with such clarity?</i>
•	"You are saying no to one thing so you can say yes to something else" (page 129). What are some things you need to say no to? What criteria will you use to determine which things to say yes and no to?
0.	You only have twenty-four hours each day and you use every second of it. You can't save time for later or go back an recover time you wasted. That's why it is so important that you are intentional about scheduling your time. What are some things in which you invest time that could be set aside for the purpose of improving your life? What keeps you from setting those things aside?

## C H A P T E R N I N E KEEP IT ALIVE

#### LEARNING OBJECTIVES

- 1. To encourage you to keep your Life Plan active in your daily life.
- 2. To provide a strategy that will help you achieve the goals you established.
- 3. To help you see how reviewing and tweaking your Life Plan will be beneficial now and later.

Read chapter nine in <i>Living Forward</i> .
Review your collection of books or magazines. What percentage of those resources were started but never finished?
Describe a time when you took on a major project without a plan. How did that situation turn out? How would a plan have affected the process and the outcomes?
AKING IT PERSONAL
One of the first steps in keeping your Life Plan alive is to read it daily. Where will you keep your Life Plan? When each day will you read it
The process of reviewing your plan daily will keep you focused on the goals you established As you read your Life Plan, you will discover some things that need to be reevaluated or adjusted. You'll do this during your weekly review. When will you have your weekly review?
What do you expect from this experience?
Scheduling a time to conduct your quarterly and annual reviews is important. The questions

#### LIVING FORWARD

What progress have you made already?
What do you expect to happen in the next 30 days?
A Life Plan will help you maintain balance throughout life. Reflect on your life to this point How would you describe the plan you've used to this point? What will happen if your plan doesn't change?
One of the best encouragements to others is their seeing a life well-lived. Who are some people you want to encourage to develop a Life Plan? What are some things you can do to motivate them?
Think about the things that motivated you to pursue development of your Life Plan. What need did the Life Plan address?
What needs do others have that a Life Plan will address in their lives?
Take a few moments and review your Life Plan. How does the life it defines compare to you current life? In which Life Accounts do you expect to see the greatest change?

## CHAPTER TEN JOIN A REVOLUTION

#### LEARNING OBJECTIVES

- 1. To help you overcome the tendency to compartmentalize your life.
- 2. To remind you of the business benefits of Life Planning.
- 3. To introduce a corporate implementation strategy to help you encourage those you influence to engage in Life Planning.

#### **GETTING STARTED**

1. 2.	Read chapter ten in <i>Living Forward</i> .  Reflect on your career. What are the best and worst experiences you lived through? What made them good or bad?
3.	"Here's the reality: Your personal life is a myth. There is no such thing as a compartmentalized life. Every area, space, category, and set of relationships is interrelated. You are a seamless whole" (page 143). What parts of that statement are the easiest to believe and what words or phrases present the most challenge for you?
<b>M</b> 4.	A KING IT PERSONAL  As an individual, you are connected to many different people in many unique contexts.  Think about your most meaningful relationships. Who are the people to whom you are the most closely connected? How do their Life Plans intersect with your Life Plan?
5.	"Self-leadership always precedes team-leadership" (page 144). What is your plan to lead yourself?
6.	Everyone leads someone and those people we lead look to us as examples for how to

Life Plan better equip you to offer them the guidance they need?

7.	You might or might not be leading a business. The business benefits of Life Planning are relevant to you no matter where you are in life. The list begins on page 145. Put yourself in the position of someone over whom you have influence. Which of the benefits of Life Planning would be the most beneficial to those you lead?
8.	What are some signs that people are engaged in their jobs?
9.	Read through the Corporate Implementation Process (page 148). What are some steps in that process that can be applied to your life?
10.	The tenth step in the implementation process is to provide additional life resources. What are three to five additional resources that would benefit you?
	Who are some coaches, podcasters, authors, or seminar leaders from whom you can learn?