

# Seven Steps to Building Success

Tools and techniques  
for those who strive to be their best

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Revision Date 2/20/16

## **Getting from where you are now to where you want to be.**

I have heard it said many people spend more time planning their vacations than they spend planning their retirement. Similarly, I have observed most people spend much more time planning their wedding than they spend planning their marriage. It is our tendency to grab for the here and now – most of us are not good at waiting for what we want. One of the most important aspects of effective living is to “Start with the end in mind.” This program points to where you want to be and equips you to make the journey.

It will also help you create a written plan of what you stand for and where you are headed with your life. It will help you follow that plan once it's been written. Once you've written your plan, you'll have the peace of mind of knowing where you are headed and how you're going to get there. And once you start working your plan, you will have even greater peace of mind that comes from seeing your progress and knowing each day is making a difference toward your goals.

You can position yourself for a lifetime of success by spending the time and energy to master and use what you learn here. Most people will spend between 10 and 20 hours completing this process – a very small investment to maximize the return on the years and decades ahead of you. Imagine your future now, then use these tools and techniques to make your dreams come true.

Enjoy the journey.

### **Quotes by those who have gone before us:**

"People with clear, written goals accomplish far more in a shorter period of time than people without them could ever imagine." -- Brian Tracy

"If what you are doing is not moving you towards your goals, then it's moving you away from your goals." -- Brian Tracy

"Leaders are made, they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile." -- Vince Lombardi

"It's easy to have faith in yourself and have discipline when you're a winner, when you're number one. What you've got to have is faith and discipline when you're not yet a winner." -- Vince Lombardi

"Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover." -- Mark Twain

"It is not the critic who counts; nor the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena; whose face is marred by dust and sweat and blood; who strives valiantly; who errs and comes short again and again because there is no effort without error and shortcomings; who knows the great enthusiasms, the great devotions; who spends himself in a worthy cause; who at best knows in the end, the triumph of high achievement; and who at worst, if he fails, at least fails while daring greatly; so that his place shall never be with those cold and timid souls who know neither victory nor defeat." -- Theodore Roosevelt

"The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach. It isn't a calamity to die with dreams unfulfilled, but it is a calamity not to dream. It isn't a disgrace not to reach the stars, but it is a disgrace to have no stars to reach for. Not failure, but low aim, is a sin." -- Benjamin Mays

"The world makes way for the man who knows where he is going."  
-- Ralph Waldo Emerson

"If you want to live a happy life, tie it to a goal, not to people or things." -- Albert Einstein

"You are never too old to set another goal or to dream a new dream." -- C.S. Lewis

"Everything I've ever done was out of fear of being mediocre." -- Chet Atkins

"Most people struggle with life balance simply because they haven't paid the price to decide what is really important to them." -- Stephen Covey

"Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? For if he lays the foundation and is not able to finish it, everyone who sees it will ridicule him, saying, 'This fellow began to build and was not able to finish.' Or suppose a king is about to go to war against another king. Will he not first sit down and consider whether he is able with ten thousand men to oppose the one coming against him with twenty thousand?" -- Luke the Apostle

"A wise man thinks ahead; a fool doesn't and even brags about it!"  
"Plans go wrong with too few counselors; many counselors bring success."  
"The plans of the diligent lead to profit as surely as haste leads to poverty."  
-- King Solomon

## The Seven Steps summarized

1. BELIEF SYSTEM Write a few sentences (or paragraphs) that accurately describe the key elements of your personal Belief System.
2. CODE OF CONDUCT Write your own Code of Conduct that describes how you promise yourself you will act in specific situations. Be certain that your Code of Conduct is in agreement with your Belief System.
3. YOUR ROLES Select and describe from 4 to 7 Roles that you will be involved in in the year ahead (and include what you would like to pursue in future years). Your Role descriptions will include one year and long term goals. Be sure that your Roles agree with your Belief System and Code of Conduct.
4. ONE YEAR GOALS In this step you summarize all of the one year goals you identified for the Roles you describe in Step Three.
5. LONG TERM GOALS In this step you summarize all of the long term goals you identified for the Roles you describe in Step Three.
6. PERSONAL TUNE-UP To perform at your best you need to be physically, mentally, and spiritually healthy. The Personal Tune-up gives you a way to establish and practice the habits that can keep you healthy.
7. PLANKS OF YOUR PERSONAL PLATFORM Here you will write statements on where you stand on issues that are important to you. These positions are a more extensive development of what you wrote in your Belief System.

## Step Number One - BELIEF SYSTEM

The objective of Step Number One is to condense your bedrock Beliefs into several short sentences or paragraphs that capture its meaning.

For a few moments we will step aside and address the question, "What is Truth?" There are many who believe truth is relative to the person, the situation, or the community. There are those who will say (and believe), "That may be true for you, but it is not true for me." These people may even hold the majority opinion in our society today.

Let's start our investigation on Truth from the perspective of right and wrong. I believe all of us can agree on the fact that some things are wrong. Some examples would be:

- |           |         |         |               |
|-----------|---------|---------|---------------|
| - murder  | - rape  | - theft | - child abuse |
| - forgery | - arson | - fraud | - kidnapping  |

If we as individuals and as a society can agree on the statement, "Murder is wrong, no matter what the situation," then we have established that the statement is True, regardless of context. We could also go on to agree that all of the items listed above are wrong and therefore we could make the True statements, "Rape is wrong," and, "Theft is wrong," and so on. In such an agreement, we are disproving the claim that Truth is relative. Please do not be swayed by an erroneous opinion that there are contingencies to Truth. Move forward in this Step Number One by taking a stand for what is right and True in every situation.

There are, of course, many ways to approach this task, but to simplify the process consider trying one of the following:

1. If you believe in the tenets of a traditional religion or philosophy, then write the beliefs of that particular faith. For example you may be: Christian, Jewish, Buddhist, Hindu, Muslim
2. If you are a free thinker, and are not committed to any particular organized faith, you will be designing your own system of beliefs and values.
3. You may want to blend elements of numbers one and two above into a statement that is tailored to your current philosophical / religious position.

The vital question is: out of all the existing options, what do you believe? What is your credo? In a nutshell, what are the bedrock beliefs of your philosophy or religion? What words most clearly express your deepest beliefs and values?

Most religions have some form of written text that delineates their Belief System. Christians use the Bible, Muslims use the Koran, etc. In addition to these and other documents of faith, here is a list of words that might be useful in triggering your thought process while writing your Belief System:

unselfish	God	optimism
goodness	peace	justice
compassion	helpful	persistent
courage	honest	productive
curiosity	hopeful	respect
energetic	humor	responsible
enthusiasm	kindnesses	self discipline
experience	logical	sincere
friendly	meditation	work
love	joy	peace
patience	kindness	goodness
gentleness	faithfulness	self-control

What we're going to do in the future is (or should be) established by our Belief System. So it is vital to start this process by writing a few sentences (or paragraphs) that accurately describe the key elements of your personal Belief System.

Consider these samples when preparing to write your own personal Belief System.

### **Belief System Sample A: Christian**

I am a Christian. I strive to live my life according to the word of God and the teachings of Jesus Christ. These are found in the Holy Bible. I also study the writing of great thinkers who have gone before me. I weave their best thoughts into the fabric of my Belief System when they are compatible with my faith.

### **Belief System Sample B: Free Thinker**

I am a Free Thinker. I view Jesus, Muhammad, Buddha, and other religious leaders as great teachers. I do not rule out the possibility that a master creator exists.

My Belief System is composed of principles that enable me to find harmony and happiness in my relationships with people and with my environment.

**Assignment #1 – My Belief System:** Write a description of those beliefs that form the foundation of your personal Belief System.

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It is important to keep these statements of belief in a place where you will see them frequently. This serves as a helpful reminder of what you stand for as you make decisions in the days and years ahead.

**Step Number Two - CODE OF CONDUCT**

Once you've written your Belief System, you're ready to create your Code of Conduct. Your Code of Conduct will consist of statements that explain how you will act in specific situations.

Let me share with you a brief story about how I learned a very significant lesson in a totally unexpected setting. Let me preface my story by bringing up a scene we frequently see – a person holding a cardboard sign at a city intersection. It is relatively easy to drive right by and not have to deal with the situation. There are those times, however, we find ourselves waiting right where the “panhandler” is standing. What should we do at that point? Avoid eye contact? Give them food? Give them money? Decide if they will use money for drugs or alcohol? Now that you have the setting in mind, here is the story:

At a busy intersection, I saw a man driving an old work van. As he began his left hand turn, he slowed down a bit, reached to his visor for some money, and handed it out to a man with a cardboard sign. The workman had given an ethical matter some thought, and decided ahead of time what his response would be.

That observation helped me realize the importance of making important decisions ahead of time. In Step Two, we decide ahead of time what we will and will not do with our lives. When faced with important decisions we already know how we are going to respond. This is especially helpful when faced with an ethical decision like being asked to falsify records, finding a wallet full of cash, or how we will respond to someone who mistreats us. When we find ourselves at a point when we must make an immediate ethical choice, it's nice to know the decision has already been made.

Since your Belief System is already in place, your Code of Conduct will flow naturally from the principles of your Belief System. Your Code of Conduct (the way you promise yourself that you will act) must be in harmony with your personal Belief System.

The following is a list of questions you may wish to address in your Code of Conduct. Try to describe exactly how you will behave when confronted with the situations presented in these questions. You may want to refer to the list on page five when working through this section.

- How will I treat other people?
- How will I conduct myself in relation to my religious beliefs?
- Will I be completely honest, or partially honest?
- Will I use profanity?
- Will I use drugs?
- How diligently will I meet my commitments to others?
- How diligently will I strive to reach my full potential?

Review the samples below in preparing to write your own personal Code of Conduct.

### **Code of Conduct Sample A: Christian**

I believe in, and will earnestly strive to abide by, the Ten Commandments:

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|---|---|
| - I will worship only one God.          | - I will not commit murder.                 |
| - I will not worship idols of any kind. | - I will not commit adultery.               |
| - I will not profane my God's name.     | - I will not steal.                         |
| - I will keep the Sabbath day holy.     | - I will not lie.                           |
| - I will honor my father and mother.    | - I will not covet any person's possessions |

Other principles that I will conscientiously follow are:

- I will not swear or use profanity of any kind.
- I will not use illegal drugs nor will I abuse alcohol.
- I will take good care of my health.
- I will use positive terms to express my feelings and opinions.
- I will honor all of my commitments according to agreed upon terms.





Once again, it is important to keep your Code of Conduct where you will see it frequently and be reminded of the decisions you have made. .

You have probably been aware of businesses that have established a mission statement for their company, and you may have heard of people who write a personal mission statement or family mission statement. Now that you have written your Belief System and Code of Conduct, you have a mission statement also!

This would be a good time for me to tell you that the Seven Steps are part of a process. We start with small steps and over time we make significant progress. Along the way we adjust and fine tune our direction.

**Step Number Three – SELECTING AND DESCRIBING YOUR ROLES**  
**along with**  
**Step Number Four - ONE YEAR GOALS**  
**Step Number Five - LONG TERM GOALS**

A way to decide what your personal goals are going to be is to determine what you would like to accomplish in the Roles you are involved in now, and the Roles you want to be involved in the future. I came across this technique in Stephen Covey's book, The Seven Habits of Highly Successful People. His treatment of life planning is excellent, and I highly recommend that you read his book to broaden your knowledge on this subject.

All of us are currently involved in fulfilling certain Roles, so this technique begins right where you are today. You may be a father and a contractor and you're attending law school in the evenings. You may be a full time mom, work the weekend shift as a nurse, and you're also involved in your son's scout troop.

If you were able to do your very best in the Roles that you have right now, you would be accomplishing something that has great importance to you. So, in a tangible way, you would be achieving a goal. By examining the Roles that you are involved in today you can:

- understand your current Roles more clearly
- determine if these are the Roles you want to continue to be involved in
- decide what your short and long term goals are for each Role that you select to pursue.

The following guidelines are designed to help you select and describe the Roles that you will be involved in in the year ahead.

1. List all of the Roles you are involved in right now, and also the Roles you'd like to be involved in the future. Be sure to include in your list:

- The Role of Family Member or Relative
- The Role of Friend
- Your career Role
- The Role of practicing your faith
- A Role that is for fun, (quilting, woodworking, sculpture, model airplanes, scrap booking, etc.)
- Any new Roles, or self-development Roles you want to do some day.

Another way to look at this is to think in terms of the "Bucket List," the things you want to accomplish before you die.

Here are some examples to get you started:

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|--------|---------------------|--------------------|-----------------------|
| hiker  | little league coach | woodworker         | Christian.            |
| deacon | teacher             | electrician        | committee chair       |
| hunter | salesman            | nurse              | Sunday school teacher |
| artist | musician            | photographer       | bookkeeper            |
| father | mother              | political activist | husband               |
| wife   | gardener            | choir leader       | troop leader          |
| mentor | youth worker        | volunteer          | outdoorsman           |
| singer | scrapbooker         | soccer coach       | dance teacher         |

Use the space below to write the Roles you are going to consider:

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**Assignment #3 – My Roles:** From all the Roles you've listed above, choose from four to seven Roles you will be involved in during the year ahead. Fewer than four will not stretch you. More than seven will stretch you too much. The remaining Roles need to wait for another year.

Ask yourself some questions like, "Should I take some time off from any of these Roles?" and, "Am I continuing in this Role simply out of habit?" and, "What Roles need to wait until next year?" or, "Am I pursuing this Role because of someone else's expectations of me?"

Write out your short list of Roles you want to work on in the year ahead.

1.	2.
3.	4.
5.	6.
7.	

Once you have selected your Roles for this year, it's time to get involved in writing out your thoughts about each Role. We do this in four ways:

**1. My interpretation of this Role.** Here you describe what it means to fulfill the Role you've chosen.

**2. How I'd like to be described in this Role.** Think about what you would want your friends to say about you at your funeral. Envisioning your reputation, your legacy, and putting it into words helps you to have something to aim for.

**3. My one year goals in this Role.** Write out the things you want to accomplish in the year ahead. It is very, very important to make your goals specific and concrete. Some examples would be:

- Learn how to dance the waltz.
- Plant a vegetable garden.
- Paint the south side of the house.
- Plan and take a family vacation.
- Save five percent of my income.

Avoid the vague goals like, "Be a better person," and, "Save money." With specific goals, we have something definite to aim for and we will know when we have accomplished the goal.

**4. My long term goals in this Role.** Once again, pick specific things you want to accomplish in a specific amount of time.

One of my past mentors suggested it can be good to set a goal a little bit higher than you think you might be able to achieve. Setting the bar high can motivate you to achieve more than if you set the bar low. Setting the bar too high can be discouraging, so don't set yourself up for failure by taking on more than you can possibly accomplish.

Another note about setting goals – you will achieve them a little bit at a time. Say one of your goals is to take a family vacation. Take small bites at a time by breaking down the goal like this:

- Determine how much we can spend.
- Look at our schedules and determine dates that will work out for everyone.
- Decide where we will go.
- Discuss what we want to do on the way and while we are at our destination.
- Make reservations.
- Get new tires on the car.
- Hit the road and have a great time!

## **Role Analysis Sheet - Example A**

**Name of Role:** Husband

**My interpretation of this Role:** To be loving, caring, unselfish, and reliable to my wife.

**How I'd like to be described in this Role:**

“Andy is an honorable partner, one with whom I am very happy and contented to spend my life with.”

**My one year goals in this Role are to:**

- seek the best possible communication with my spouse
  - listen for the meaning behind the words
  - do not jump to conclusions
  - repeat my spouse's statements to make sure I understand
- attend one marriage retreat
- plan an anniversary trip
- say “I love you” daily
- have one date per week
- make a minimum of one tangible expression of affection each week

**My long term goals in this Role:** To be faithful to my yearly objectives to the end of my earthly life.

## **Role Analysis Sheet - Example B**

**Name of Role:** Outdoorsman

**My interpretation of this Role:** To respect and enjoy God's creation, and introduce it to others.

**How I'd like to be described in this Role:** Andy taught me to appreciate the out-of-doors

**My one year objectives in this Role are to:**

Take at least ten people camping that would otherwise not be able to go.

Visit Glacier National Park.

Go on a one week long backpacking trip.

**My ultimate objectives in this Role:**

To enjoy & promote the out-of-doors experience into my eighties.

**Assignment #4 – My Roles & Goals:** Do your own Role Analysis on the following sheets.

Role Analysis Sheet

Name of Role:

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My interpretation of this Role:

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How I'd like to be described in this Role:

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My one year goals in this Role:

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My long term goals in this Role:

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ROLE ANALYSIS SHEET

Name of Role:

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My interpretation of this Role:

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How I'd like to be described in this Role:

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My one year goals in this Role:

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My long term goals in this Role:

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## Step Number Six – YOUR PERSONAL TUNE-UP

When you simultaneously possess a healthy body, an active mind, and a tranquil spirit, your chances of being happy are excellent. The idea of the personal tune-up is to serve as a reminder to keep these three areas of your life in good running order.

On your Personal Tune-up Sheet you will list activities you enjoy doing that will strengthen you in each of the three categories: Physical, Mental, and Spiritual.

IT IS VERY IMPORTANT TO PICK THINGS YOU LIKE TO DO AND ARE CONVENIENT FOR YOU TO DO.

List simple activities you can do conveniently. Ideally, you'll spend a little time in each of these areas on a five-times-a-week basis. You can start with as little as five minutes of each activity at a time (five minutes a day is equal to thirty hours per year – and that is a really good start). After you are underway, then add more time in each activity as you are able to.

### Examples:

#### Tune-up actions that will strengthen my Spirit:

- living my Belief System
- scripture reading
- prayer / meditation
- regular church attendance
- regular giving of my time to others
- attend a twelve step recovery group
- go on short term mission trips
- volunteering to help the less fortunate
- contribute to charitable organizations
- help a neighbor during a difficult time

#### Tune-up actions to strengthen my Mind:

- reading and writing in my career field
- daily crossword puzzle
- build or create something
- learn a new skill or discipline
- mentor a young person
- music or art lessons
- build or create something
- join a chess club
- reading the news
- learn a foreign language
- teach a class
- seek a mentor
- new projects at work
- creative writing

Tune-up actions that will strengthen my Body:

- dance lessons
- yearly physical
- aerobics
- walking the dog
- hiking
- wii games
- five daily servings of fruit or vegetables
- reduce sweets
- gardening
- adequate rest
- brisk walking
- mowing the lawn
- physical play
- tennis
- stretching
- daily vitamins
- swimming
- martial arts
- stay hydrated

**Assignment #5 – My Personal Tune-up:** Make your own list of Tune-up actions.

There are small actions I can take on a regular basis, that will "tune me up," and enable me to perform at a higher level. On this page, I will list the small actions that I've selected to strengthen my body, mind, and spirit.

Tune-up actions that will strengthen my BODY:

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Tune-up actions that will strengthen my MIND:

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Tune-up actions that will strengthen my SPIRIT:

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You may want to develop your own system of tracking your tune-ups, but a simple checklist you can use is on the following page.

Each day you do one of the activities you've listed as a tune-up activity, give yourself a mark in that category. For instance, if swimming is one of your physical tune-up activities, and you went swimming today, give yourself a mark in the Body section today.

When you find that you're not giving yourself many marks in a certain area, it's an obvious indication that you need to increase activity there to restore balance to your life.

Five marks per week in each area is a good target. Take two days off per week to allow yourself some flexibility.

Month

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Date	Body	Mind	Spirit	Date	Body	Mind	Spirit
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							

Month

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Date	Body	Mind	Spirit	Date	Body	Mind	Spirit
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							

## Step Number Seven - YOUR PERSONAL PLATFORM

This segment of the program is designed to provide you with a place where you can make statements about issues that are important to you.

Just as a political party hammers out the planks of its platform, you can draft position statements on the issues of concern to you. Thoughtfully composing your thoughts on a specific issue has the positive effect of giving you the peace of mind which comes from clearly understanding your position, as well as being able to express your position to others. It is also a first step toward establishing a course of action on some of society's challenging problems.

In your Code of Conduct, you take a definite position on how you will relate to people, and the description of your Roles is an extension of your Code of Conduct as it applies to specific areas of your life.

Now, we build on the foundation we have in place and write statements that identify our feelings on issues that are important to us.

We should "always be prepared to give an answer to everyone who asks you to give reason for the hope that you have." Knowing what we believe (our Belief System) is a start. We should also know why we believe it, and be prepared to defend it. It is part of our identity and part of our responsibility to the God that gave us life.

What items should you write position statements on? Just about any item that is of interest to you, and that you want to clarify your thinking about can be the subject of a position statement. On page 23 you will find a list of subjects you might want to include as planks of your personal platform.

You can have as many planks in your platform as you want. This format is open-ended. You may feel you've written all the planks you need, and a month later you'll feel the need to add two more planks. Also, you will want to review and revise your planks occasionally.

Here are some examples of planks:

### Goals

About one out of ten people write down their goals. These are the people who make things happen. Once a year, it is a good idea to write down your short term and long term goals. There are two advantages to this. First, you will be much more likely to hit a target once you have decided what the target is, and second, you will experience the sense of satisfaction and peace of mind that come with true relaxation knowing that you deserve a break because, by golly, you're getting a lot done when you're not relaxing!

## Decisions

When faced with an important decision, make a written list of the potential good things and the potential bad things that could come from that decision. Put the list together over the course of a couple days. Ask for God to make things clear for you. Be brutally honest with yourself, for it is easy to see only the exciting possibilities. You have to be realistic and see the disadvantages, realize there will be costs, setbacks and unforeseeable discouragements. With a list of pros & cons in front of you, it is sometimes easier to make a decision.

Another thing to do is to "knock on doors." It is OK to "push them open a bit" and look inside, but we should never force ourselves into something. If you work hard enough, you can make anything happen. If you rationalize long enough, you can convince yourself to proceed with something that may not be good for you. Investigate, consider, listen, and wait on God. Where God guides, God provides.

## Work

Every job has its unpleasant aspects. Make sure you realize any workplace you land at, there will be challenges to overcome and some things you will just have to put up with. You may not want to hear this because you want to be successful in your work and you want to do it quickly, yet almost everyone has to "pay their dues" for a period of years to get where they want to be in their careers.

## Borrowing

The following words are very, very dangerous. "It's okay, I've got a credit card. I'll worry about paying for it later." The only two things that should ever be bought on credit are your home and your car (and you should save so eventually you can pay cash for your cars, and payoff your house within fifteen years). As for the rest of the stuff – the temporary pleasure of having or experiencing things is not worth the stress that comes from paying for things after you've realized you shouldn't have bought them anyway.

## Anger (and how to prevent it)

- Ask ourselves some questions like,
  - Do I have my expectations too high?
  - Am I taking offense when I should not?
  - Why am I angry?
    - Because I am inconvenienced, overlooked, or interrupted? This would be selfish anger.
    - Because I see injustice, disrespect, vice? This would be righteous anger
- Remember that sometimes, silence is better than anything we can say (shut your mouth). Take the time to cool off - a few minutes, a few hours, or sleep on it. Things usually look better when we are not agitated.
- Remember that no one is perfect, and we make some pretty big mistakes ourselves.
- Should we not model the forgiveness and grace that others have granted us?
- Ask, "Am I angry because of my own arrogance or pride?"

### Blind Spots

We all have them. We can avoid being blindsided by (some of) the pitfalls of life by being thoroughly transparent with a group of close friends that will hold us accountable (and make sure your friends are accountable too). Be willing to rely on the judgment of others. Stop being the strong, silent, independent type. Ask our spouse or our closest friends, "What do I need to work on to be a better husband / wife / friend / co-worker?"

### How much should I work? / How much should I relax?

If God needed a day of rest after six days of work, then so do we. Be sure that family needs are met, then other items can be added as needed.

### Emotions

Live in the moment. Appreciate what we have right now. Don't be troubled over what is past or what is yet to be.

Here is a list of some of the topics that you may want to write a position statement on:

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|----------------------|------------------|----------------------|
| - athletics          | - healthy habits | - retirement         |
| - church involvement | - humor          | - savings            |
| - free enterprise    | - income         | - taxes              |
| - elections          | - insurance      | - service to country |
| - borrowing          | - career         | - television viewing |
| - eating habits      | - medical care   | - time usage         |
| - education          | - music          | - laws               |
| - exercise           | - abortion       | - war                |
| - recreation         | - immigration    | - marriage           |

Only write position statements on items that are of immediate importance to you. Also, be sure what you write in this section is in agreement with the principles laid out in your Belief System and Code of Conduct.

**Assignment #6 – The Planks of my Personal Platform:** Write some position statements on things that are important to you.

Topic

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My Position

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Topic

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My Position

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All the foundation work you've done in this program begins to pay dividends when you can look back and see the progress you are making:

- You have defined what you believe.
- You have decided ahead of time how you are going to conduct yourself.
- You are doing the things that you really want to do in your life.
- You know what your short and long term goals are.
- You are keeping yourself sharp in body, mind, and spirit.
- You know what you believe, why you believe it, and are able to defend it.

It is likely you will want to update these documents occasionally. I do them once a year, typically on New Year's Day. I have summarized the entire package to one page front and back and I keep a copy of them in a place I see often so I am reminded of my plans and goals.

Now - if you want to keep improving your life, then you must expand your horizons by reading. Expose yourself to the uplifting thoughts and principle based concepts that have stood the test of time. Start reading the works of the following authors:

- |                      |                  |                      |
|----------------------|------------------|----------------------|
| - Og Mandino         | - Ben Franklin   | - Helen Steiner Rice |
| - Richard Paul Evans | - Helen Keller   | - Rick Warren        |
| - Stephen Covey      | - Chuck Swindoll | - Edgar Guest        |

## In Summary

Once you've done the soul searching and deep thinking that is necessary to work through this program you will experience the sense of satisfaction that comes from a job well done. You will have in your hands a document that will enable you to control your own destiny. And, you'll join the ranks of that select group of people who have peace of mind and wear the smile of success, because they have written and achieved realistic and purposeful goals that are in harmony with their deepest beliefs.

May you enjoy your climb and savor the view when you get there!

Andy Lee