

Personal Foundation Program

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For More Information

1. For more information:
 - a. Write: Coach U, P. O. Box 881595, Steamboat Springs, CO 80488-1595
 - b. Call: 1-800-48COACH (1-800-482-6224)
 - c. Fax: 1-800-FAX5655 (1-800-329-5655)
 - d. Request e-mail catalog of products/services: cwcatalog@coachu.com
 - e. E-mail to register/pay for shareware, licensing, questions, support: help@coachu.com
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Welcome to the Personal Foundation Program

NOTE: Throughout this program you will notice references to coaches and working with a coach. That's because this program was developed by and for coaches to use with their clients. If you do not have a coach and would like to work with one, ask the person who gave you this program for a referral to a coach, or call the free Coach Referral Service at 1- 800-48COACH.

INTRODUCTION

What is a Personal Foundation? Virtually every person who engages a coach wants more, sometimes much more, and knows that they must make certain changes in their personal and professional lives in order to get more of what they really want. These changes take time, coaching and effort. The coach focuses on the process of strengthening the client's Personal Foundation as a way to accelerate and attract more easily the client's goals. The Personal Foundation process involves deliberately investing in one's Self, usually far more than the client has done before or thinks they need, deserve or should. The coach asks the client to become very, very selfish (not egotistical, ego-centered, consuming or needy; rather to put the client first).

How? By engaging in conversations and putting into place the following components of a person's Strong Personal Foundation: Get Clear of the Past using the Clean Sweep program, eliminate Tolerations, get Core Needs met, once-and-for-all, identify and reorient around the client's TruValues, establish extensive Boundaries, but not walls, substantially raise the client's Personal Standards, learn how to Instruct Others and educate one's environment, setting up what we call S.A.S.S. (Selfish Automatic Sprinkler Systems), resolve any blocks or conflicts with the client's immediate and extended Family and develop a supportive, Lifetime Community. Not a small order!

The Coach learns what these elements of the Personal Foundation are and how to weave these in with the goals, concerns and reasons that the client came to the coach in the first place. (Remember, the client rarely comes to the Coach strongly requesting a strong Personal Foundation, nor will the client put their goals on hold in order to exclusively work on this. So, the Coach must master the process of including these Personal Foundation conversations and activities along with the client's primary goals.)

ACCOMPLISH MORE, MORE EASILY

You will accomplish more, more easily if you take the time to first strengthen your personal foundation.

Who doesn't want to accomplish more in life? Don't most of us want more time? More money? More love? More satisfaction? Yet, isn't our tendency to go for it rather than simply having it all come to us? A strong personal foundation includes 10 distinct stepping stones which, when linked together, provide a solid yet personalized base on which to build one's life. And, in a world which sometimes appears to be built on quicksand, we all need a personal foundation on which to depend.

These 10 stepping stones are:

1. A past which you are fully clear of.
2. A life which is based fully on integrity.
3. Needs that have been identified and fully met.
4. Boundaries which are ample and automatic.
5. Standards which bring out your best.
6. An absence of tolerations.
7. Choosing to come from a positive place.
8. A family which nurtures you.
9. A community which develops you.
10. A life fully oriented around your true values

Anyone who is living a meaningful life must have a strong personal foundation so they can afford to look up at the stars instead of down at their feet. Having a strong personal foundation allows a person to fully use their skills and resources. Instead of constantly worrying about the fundamentals of their life, they are free to focus on the task at hand. The process of building a personal foundation also teaches a person how to eliminate and prevent many common problems that are usually thought of as an expected part of life.

Where can you go for help in this area? A master coach is uniquely trained to help clients strengthen their own foundation, and is a model of how well the process works.

A skyscraper doesn't start at street level. In fact, the taller the building, the deeper the foundation. This holds true for people, too.

SEVEN TIPS TO A STRONGER FOUNDATION

1. **COME TO GET THAT A PF IS AN INVESTMENT IN ONE'S INFRASTRUCTURE**
 - To grow big, we must be anchored on bedrock, not quicksand. We have to go deeper “inside.”
 - It takes 1-3 years and is a once-in-a lifetime investment (like a degree) that pays off forever.
 - Realize that you are remodeling, using new materials and the architect's plan may be fuzzy.
2. **THERE WILL BE MAJOR CHANGES IN YOUR LIFE DURING THIS PROCESS**
 - You'll start telling the Truth more and putting yourself first; this takes lots of practice.
 - You will re-prioritize how you spend your time and energy: Warn people around you.
 - You will hit soft and hard spots (resistance) as you strengthen the structure; do not stop.
3. **IT'S OKAY TO COMPLAIN, AS LONG AS YOU'RE WORKING**
 - Vent the frustrations or emotional reactions you have along the way; the coach understands.
 - Keep learning those annoying lessons fully, especially if they keep coming at you!
 - Get that you are doing your very best, even if you have to catch your breath along the way.
4. **GO ALL THE WAY WITH YOUR REBUILDING, NOT “JUST FAR ENOUGH”**
 - If you're making changes, don't do them incrementally, yet don't be stupid either. But go far!
 - Do the maximum in work: Make sure whatever you're building will not crumble in less than 5 years.
 - Do it totally “your way” even if that means making mistakes. Don't follow someone else's plan.
5. **WORK THE PERSONAL FOUNDATION 10-STEP PROGRAM**
 - You needn't reinvent the wheel; the program works. Adapt it to your needs, but don't change it.
 - Get at least 1-3 points each week in the 100-point program. Set aside PF time each week.
 - Use the companion programs for help: Clean Sweep, NeedLess, Tru Values.

6. STOP TOLERATING ANYTHING

- You'll know you're strengthening your PF, when you stop putting up with things you used to.
- Don't let people get near you who drain, disturb or diminish you. (They can't get away with it.)
- Don't put up with your own silly behavior. You'll find yourself GROWING! Make changes!

7. GRADUATE AND MOVE ON TO THE NEXT LEVEL OF PROGRAMS

- When you reach 80 on PF, start working on Buff It Up, Personal Path and Path of Development.
- Make sure your physical universe now reflects your adult status: People, Home, Money, Life.
- Celebrate your arrival. Congratulations.

HOW TO USE THE PERSONAL FOUNDATION PROGRAM

You are starting a deliberate process to strengthen every part of your personal and professional life. You should be excited and ready to do this! (If not, find out why not and fix that.) Hundreds of people just like you have used this program and have helped us to make it user-friendly, effective and fun. Just think, you get to be very, very selfish for the next 6 or 12 months and focus on you for a while, while building yourself and your life from the inside out so that it becomes sustainable, easier and more rewarding. The Personal Foundation Program is a comprehensive, coordinated approach to significantly enhancing the quality of your life. You will not be the same after completing this program.

Lessons.

This program is organized into 25 distinct lessons. Each lesson:

- Focuses you on an area of your Personal Foundation.
- Educates you on this area.
- Helps you to identify the actions, changes and shifts to make.
- Creates a game out of completing each lesson (the Personal Foundation Chart).
- Points you to the next lesson.

Each lesson has 3 parts: A, B and C. As you complete each part, color in that area of the circle for the lesson it applies to, on your Personal Foundation Chart. Post this chart somewhere where you will see it daily and feel inclined to work on it. A summary of all 24 lessons and the subparts A, B and C is also included in this program and you may wish to place this behind your chart or have it printed on the reverse side of the chart for easy reference.

You do not need to do each lesson completely before working on another, nor must you work the lessons in order. You should start working wherever it feels best to you, although you will need to complete all 24 lessons in order to graduate from the Program and enjoy the benefits.

Support Structure.

This program is not easy; in fact, it is challenging. It is so challenging that you would be wise to arrange for a support structure to help you complete the program more quickly and to have a much more enjoyable time as you work the program.

Effective support structures include:

- A. Using A Coach. Your professional coach has been here and can help you through this.
- B. Community. Invite others to do this Program with you; there is encouragement in a group.

C. Teaching. Teach this program to others; this ensures that you'll get it, too!

What to Expect.

During the coming months, here are some of things that you can expect to happen. All of these things might not happen to you, but many will. They are that predictable.

- Your priorities will change. What you thought was important will be less or even more so.
- Your friends/community will upgrade. You may lose several friends/colleagues.
- You will take better care of yourself, even if you are taking good care of yourself now.
- You will have more energy, though at first you might be dragging.
- You will be discouraged. Remember, you are making fundamental changes.
- You will expect more of others, and of yourself. You may even get demanding.
- Your life will get simpler, easier and less stressful. You might even call it boring....

Well, there you have it -- some of the things to expect during and after this program. The best way to enjoy these changes is to get that you are putting yourself first in this program and that this will both ripple and ricochet. Have patience with others and have compassion for yourself. And keep going, even when you're not sure why or how. You will.

USER COMMENTS

We asked several folks who have successfully completed this program what they would like to say to you:

This course allowed me to have the most intimate conversation with myself I had ever had. I now know my heading and have a strong beacon to guide me.

Pam Straus, Carrollton, Texas, Pam@StrausUSA.com

Personal Foundation is the bedrock on which success is built. It gives language to all those things we sense are there (but aren't quite sure what they are) that hold us back, and a method for identifying and handling them that frees us up to share the gift we are with the world.

Joan Cook, Orlando, Florida, joan@joancook.com

The Personal Foundation Program was THE single most important thing I have ever done for my personal growth (and I've done a lot!). My life was simply not the same life at the end of the course. I went from being a person who, in TJL's words, was "tolerating practically everything in [my] life" to a person who knows what my life purpose is and looks forward to doing the things on my to-do list. The people in my community are supportive and fun, and I am able to set clear and effective boundaries to keep the things that I don't want in my life out of my life. An extremely important and powerful program in the quest toward living a life that you love. Don't miss it.

Madelyn Griffith-Haynie, mghcoach@aol.com

The personal foundation classes that I took helped me to become more aware of how I don't take care of myself and increased my awareness of the need to do this, not only for my clients, but for my own health and growth. They, the PF classes, have become an indistinguishable part of my spiritual practice. While at first I thought them to be another something "to do" I now feel that the awareness of the importance of them is just part of me and not something I do, but who I am.

Bert Botta, St. Louis, MO, bertbotta@aol.com

The Personal Foundation Program is an ongoing revelation for me and my clients. It provides all the essential components of a sound basis for developing strength and building rewarding, fulfilling lives.
Ed Greville, greville@aol.com

Coach U's Personal Foundation program has provided the tools and motivation to design 'the best year ever'...a 'leap' from full time employment to retirement at age 50. In the process we have discovered financial independence and the opportunity to be who we really are.
Allen R. Thyssen, Houston, Texas, thehaven@aol.com

I consider the Personal Foundation Course to be the finest program produced by Coach U. In the space of a few months, I drastically altered many areas of my life to put me on a winning track; one that has given me all the tools I need to live a happier, much better rounded, and more meaningful life. Best of all, these changes are permanent, with only a minimum of maintenance.
Christopher Bryce, Valrico, FL, KitCoach@aol.com

Personal Foundation: 1. It is more than a course, it is a way of life. It raised my level of consciousness and I now have new standards for my integrity and the integrity I need to see in those people around me, in order for them to be around me. 2. I have set much higher standards for myself, my practice and my clients, which in turn has brought me greater satisfaction. 3. It has provided me with the steps to Personal and Professional Mastery, which when I follow, my life works. Mastery is a higher value for me and one of the reasons I'm on this earth. 4. I have set greater boundaries for myself which protect me and contain me. 5. I have the language and technology I need to help others do the same in their lives. It is truly about growth and development and having the foundation not only to build on but to reach out from.

Susan Corbett, Palm Beach Gardens, FL, susan@coachcorbett.com

The Personal Foundation program is a solid tool that all of my clients enjoy. It allows individuals to see the areas where improvements are necessary AND identifies abundant areas that are sometimes overlooked from day to day. This is a program that you will visit time and time again.
Jennifer Corbin, Chicago, IL, jennifer@compasscoaching.com

PERSONAL FOUNDATION PROGRAM CHART

A	B	C	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 1. Let's get started!
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 2. Zap the Tolerations.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 3. Simplify your life, dramatically.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 4. Get yourself Clear of the Past.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 5. Create and use 10 Daily Habits.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 6. Restore your Integrity.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 7. Get your Needs met.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 8. Handle the Money, honey.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 9. Your Body, the temple.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 10. Extend your Boundaries.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 11. Raise your Standards.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 12. Create a Reserve.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 13. Perfect the Present.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 14. Strengthen your Family.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 15. Deepen your Community.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 16. Start Attracting vs....
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 17. Be well-protected.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 18. Choose your Work, to be you.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 19. Reorient around your Values.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 20. Become a Problem-Free Zone.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 21. Improve your Attitude.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 22. Your Choice!
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 23. Invest in your Life.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lesson 24. Graduate!

Instructions: Please fill in the circles above as explained in each of the lessons.

Lesson 1. Let's get started!

LESSON 1: LET S GET STARTED!

Read Legal Rights

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Your Theme

My Way
My 1st, you 2nd

Ground Zero
Starting Over
It's MY Life
Here. Now. Always

Support

You

People

Your Coach

The PF Chart

KEY POINTS:

1. This process takes about a year.
2. Start wherever you would like.
3. Don't push it; just progress as you go, naturally.
4. Prepare to see/get used to fundamental changes.
5. Let others know that you're doing this.
6. Work with a Professional Coach for guidance.
7. Use the Personal Foundation Program workbook.



THE PERSONAL FOUNDATION PROGRAM

1-800-48COACH
www.coachu.com
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Introduction

The Personal Foundation Program works better when you take an hour to properly prepare for it as covered in the 3 areas which follow .

Area A. Read Legal Rights

Credit: When you have read the legal rights, please fill in Section A of Lesson 1 on the Personal Foundation Chart.

Area B. Theme

Making a game out of the Personal Foundation Program makes it more fun and more personal. And part of making it a game is to create a theme that makes the program come alive and be yours. Take 15 minutes and come up with a theme that fits for you. Once you know what it is, write it on the Personal Foundation Chart. You can always update it later.

Personal Foundation Idea Bank

My way, all the way.

Me first, you second.

It's **my** life and I'm going to prove it!

Integrity first, needs second, wants third.

The next six months are for me!

Day by day, it's heaven in '97.

Life is great in '98!

You get the picture. Create a theme that inspires, motivates and orients you for this program.

Credit: When you have your theme and have written it on the Personal Foundation Chart, please fill in Section B of Lesson 1 on the Personal Foundation Chart.

Area C. Support

It matters who and what will you use to support yourself throughout this program. It's easier to get through this program and enjoy yourself with several support structures. Pick from the list below, or create your own support structure.

Personal Support

Coach

Spouse

Family

Best Friend

Girl/Boyfriend

Boss

Staff

Special Focus/Support

Group

Church Group

Department

Selected customer

External Support

Personal Foundation chart on the wall

Weekly meetings

Setting up a reward for each lesson

Creating a consequence (without being masochistic)

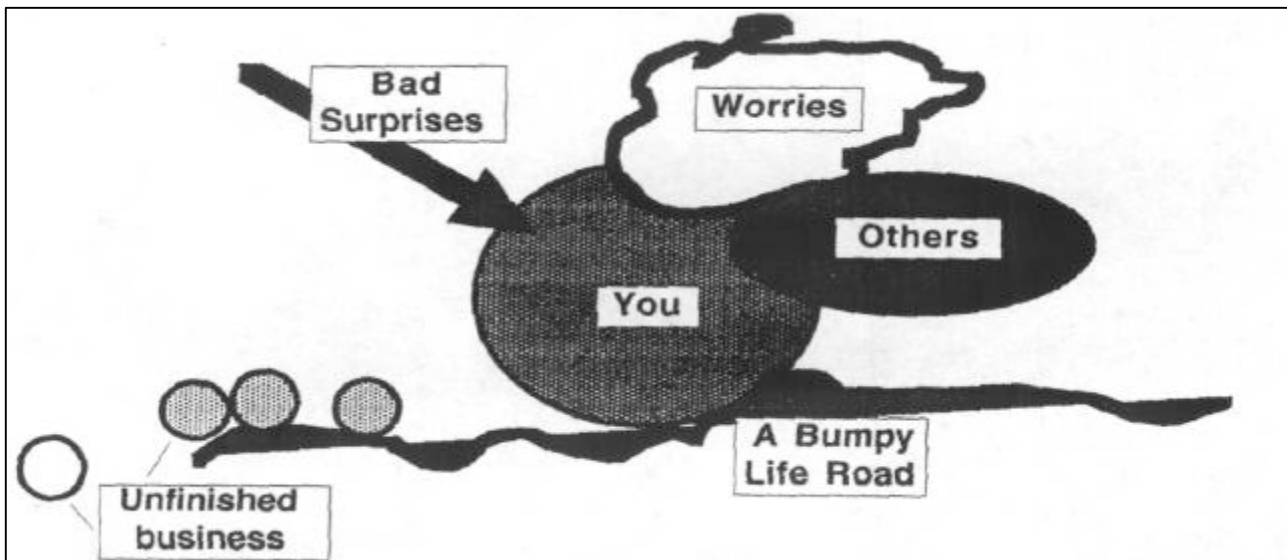
Setting a goal that requires a strong Foundation

Credit: When you've arranged for at least 3 support structures, fill in Section C of Lesson 1 on the Personal Foundation Chart

.
Congratulations! Now you have started!

Lesson 2. Zap the Tolerations

LESSON 2: ZAP THE TOLERATIONS



KEY POINTS:

1. Having Tolerations keep you from growing.
2. Every toleration is fixable. Get help from your Coach.
3. As you fix each one, you lighten up.
4. Maintaining tolerations is creating an Accountability Deferment Tactic.
5. Being a Toleration-Free Zone is just a skill.
6. You ve aot better thinas to do than tolerate



THE PERSONAL
FOUNDATION PROGRAM

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Reserved.

Introduction

We humans put up with a lot of stuff, most of which isn't necessary. Putting up with tolerations holds us back, causes us grief and wastes our time and energy.

Stop Tolerating!

Often, we're taught not to complain, that life is difficult, not to rock the boat, to go along with others, to be grateful for what we have and to be understanding. Although not necessarily bad advice, we can still stop tolerating what is bugging us!

Tolerating Gives Us Energy

We enjoy tolerations, in a certain way.... A few of sub-points:

1. When we put up with something, it causes friction. That friction heats up our life. It gives us energy.

You may not agree with this, but think about it. Aren't we just electrical fields anyway? That means we'll get energy from any available source, even if it causes us pain. Think about the U.S. and oil/nuclear power. Our national ability to produce goods and some services is dependent upon foreign oil and the extreme risks of domestic nuclear power. Dangerous, yes? But somehow, our systems (internal combustion engines, politics, foreign aid/military presence (to placate/threaten foreign countries providing oil) work amazingly well. The problem is that we are damaging the environment, wasting valuable assets, breathing foul air, etc. But it works!

Tolerations may not be good for us, but they do give us a guaranteed source of energy. (If you feel the need to go across town and only 87 octane gas is available, yet your car needs 93, you're probably willing to put up with the engine knocking and possible damage to your engine since you're focused on getting across town. We humans are the same: we're focused on getting through the day and whether it takes caffeine, unmet needs, tolerations or disturbances, by gosh, we're going to make sure we have what it takes to make it until bedtime.

(A bit exaggerated, but you get the point.)

2. As we raise our standards and improve our quality of life, we tolerate less.

We become unwilling to breathe the fumes of a passing bus. We find we'd rather walk, use the phone or find a newer and better technology (beaming?) to get across town. But until we stop tolerating, no significant changes can happen.

3. To stop tolerating takes faith. And does involve risk.

If the U.S. cut off imports of foreign oil, business would suffer in the short and medium term. But that "pain" would prompt the scientists and engineers to perfect solar power or other technology real fast. We're moving in that direction, but there's really no big reason to change, given the system works very well. (The system works well, but the system isn't good for us.)

As you coach your clients to stop tolerating, prepare them for possible downside and make sure the client has enough "insurance" or resources to handle the risk. You can always coach them to stop putting up with little things first, until they get a handle on just how far they can take it. Stop the tolerating thing. (They'll discover they can take it a whole lot further than they realize now.)

4. A new, cleaner and perhaps boring energy source will be used to get through the day.

Life may simplify for the client who stops tolerating. No more rushes, disturbances or reasons to vent. Darn, life's just a little too boring to be real.... Hmm, maybe I'll start putting up with something so I can feel more "alive" (just kidding)!

Ask Yourself...

1. Why do I have tolerations in my life? How do they really work for me?
2. Am I ready to find another source of energy? How do I know I am?
3. What would it mean to have no tolerations, to be a Toleration-Free Zone?

Coaching Tips

1. It helps to write out all of your tolerations (keep adding to this list), even if you don't know how to resolve the matter. Just putting every toleration on paper is worthwhile. The solution will come.
2. Look for a **pivotal toleration** which refers to something that you are putting up with that when handled, will resolve about 5 other tolerations, automatically. An example of this would be making more money which can be used to fund the replacement of the unreliable car, a housekeeper for the messy house, etc.
3. Don't just handle the toleration, make sure you get to and handle the source of it or you'll just have to handle this toleration (or its cousin) soon again. You can handle the source of a toleration by eliminating the source, setting up an automatic system, resolving the problem, telling the truth, etc. For example, if you are tolerating living in the city in which you are residing, don't just change cities and hope for the best. Take a trip around the country and really choose the city or area in which you will be most happy and toleration-free.

Benefits of being Toleration-Free.

1. You will stop wasting your life, trying to manage situations that shouldn't be there in the first place.
2. You will have more energy to devote to your quality of life and to work on the other Personal Foundation lessons
3. You will grow more quickly because you are not distracted or weighed down with tolerations.
4. You will upgrade your community and spend time only with easy, fulfilling people.
5. You will be a model for your family and friends as to what's also possible for them in this area.

When A Person Has Stopped Tolerating

- They are happier, more fun to be around.
- They have extra energy to express their values vs their egos.
- They have the Edge: they “step-over” nothing.

What Happens When One Tolerates

- They and their work becomes mediocre; people are tired.
- Natural creativity is squashed.

☒ The 10 Steps To A Toleration-Free Life

- ☐ “Get” that putting up with things is good for no-one.
- ☐ Make a list of 10 things you are tolerating at home.
- ☐ Make the requests/take the actions to eliminate these items.
- ☐ Make a list of 10 things you are tolerating at work.
- ☐ Make the requests/take the actions to eliminate these items.
- ☐ “Get” that you're getting juiced (Accountability Deferment Tactic) by tolerating things!
- ☐ Be willing and committed to being toleration-free.
- ☐ Stop complaining: instead, make a strong request.
- ☐ Invest \$1000 to handle the tasks/chores which pain you.
- ☐ Do steps 1-9 above, again, after you've done them once!

Key Areas for Credit

Area A. Your Home

Make a list of the 5 things you are tolerating about your home, whether or not you see a solution to each item. Identify the 5 items that you are **most** tolerating, whether they are big or small items (keep it to only five):

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Foundation Idea Bank

Geographic location

Size, style, design of house

Messes

Closets unorganized

Carpet needs shampooing

Drafts

Walls need paint

Appliances need fixing

Mortgage is too high

Kitchen, bedroom, etc., is too small

Furniture is worn

Credit: When you have handled all 5 tolerations, give yourself credit by filling in Section A of Lesson 2 on the Personal Foundation Chart.

Area B. Your Family/Community

Make a list of the 5 things you are tolerating about your family or community, whether or not you see a solution to each item. Identify the 5 items that you are most tolerating, whether they are big or small items (keep it to only five):

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Foundation Idea Bank

I don't get along with spouse

Kids are too....

A friend bores, uses me, etc., but I stick around
anyway

I have one-way friendships

Spark is missing with spouse, friends

Neighbors bug me

Credit: When you have handled all 5 tolerations, give yourself credit by filling in Section B of Lesson 2 on the Personal Foundation Chart.

Area C. Your Work Life

Make a list of the 5 things you are tolerating about your work or professional life, whether or not you see a solution to each item. Identify the 5 items that you are most tolerating, whether they are big or small items (keep it to only five):

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Foundation Idea Bank

Working for a tough boss

In the wrong line of work

Stressed out

Inadequate pay

Unpredictable future

Wrong industry/field

Inadequate training

Need more education

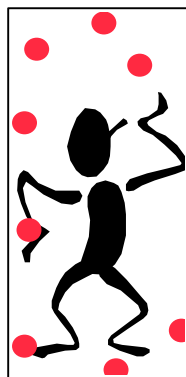
Credit: When you have handled all 5 tolerations, give yourself credit by filling in Section C of Lesson 2 on the Personal Foundation Chart.

Congratulations! You've just begun to strengthen your skill of not tolerating! This skill gets stronger and easier to use the more you recognize how much you are putting up and then grow into how little you are willing to put up with it. The key here is to continue to put up with less and less and be able to afford the consequences of this toleration-free lifestyle.

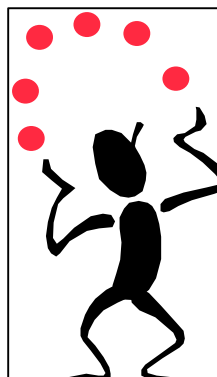
You will find that several other lessons will further your use of this skill, such as Boundaries, Needs, Standards, Clearing and Values. As you work on these lessons, you will naturally prevent tolerations from occurring around you and be able to immediately handle them when you do.

Lesson 3. Simplify your life, dramatically.

LESSON 3: SIMPLIFY YOUR LIFE, DRAMATICALLY



Old Me



New Me

KEY POINTS:

1. We're all too busy. It's contagious.
2. When your life is full, you miss out on life.
3. Toss out 50% of what you think is important.
4. Boredom is the gatekeeper to peace.
5. Growth occurs faster when there is space.
6. Maintain a reserve of space.



THE PERSONAL
FOUNDATION PROGRAM

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Introduction

People's lives are too jam-packed with projects, goals, ideas, could's, should's, have to's, commitment, concerns and obligations. Who can truly live with all we have to do?

Enter the Simplification process. In this lesson, you will be simplifying 10 aspects of your life, like it or not. You probably already know which items you're going to cut out, streamline or simplify, but first look at the list below for some ideas.

Key Points

1. We are naturally drawn to keep ourselves and our lives complicated and busy. This occurs for several reasons:
 - We were raised with the mentality that working hard is the solution to success.

- The mind (our ego) needs something to do so it directs us to do stuff or create situations that keep it in business.
 - If you watch television, drink caffeine, smoke or have an adrenaline addiction, your body cannot let itself rest and keeps you moving, whether you want to or not.
2. Much of the media or our own sub-culture has affected us more than we know. What we want, how we live and what's most important is in our memes (ideas, head) which function and replicate/mutate just like our genes do. We end up not being the person running/creating our lives, yet we don't realize this until we simplify.
 3. The simplification process threatens us in many ways. You may experience physical and emotional symptoms of withdrawal (like any other addict) as you slow down and simplify your life. Just remember, boredom is usually the gateway to peace.

Ask Yourself...

1. Why is my life so busy? Why have I chosen to do so much?
2. What am I building with my current lifestyle? Is there a future to it? Is that future costing me my present?
3. What am I missing out on about myself because of my current lifestyle?

Coaching Tips

1. It's helpful to understand that your life is perfect right now, even if it is too busy or not even your life. Really. It may not be what you want, but it is perfect and every aspect of your life is well coordinated to serve you.
2. When you start to simplify your life, expect a reaction from your "systems." Things will start to break, you will get confused, opportunities and people will disappear, your somewhat predictable life will start zig zagging, you may get headaches and perhaps get a cold (this is your body/cells reacting to the change of style and pace), your priorities will change, you'll wonder who you are and what you're doing. Then it gets better.
3. You can select the pace at which you want to simplify your life. You can do this overnight by tossing out 50% of your projects, or you can phase out commitments, shoulds, goals and tasks over a six-month period. We recommend that you take dramatic simplification steps just to tell yourself and others that this is the track that you are now on. If you do this process gradually, you may never create momentum.
4. We do what we do because we have nothing better to do. When you find something better to do, you will naturally stop wasting your time. So, you may want to work on Values, Buff, or some of the higher-end lessons which will give you better things to do, thus "forcing" a simplification of your life more quickly.

Benefits of Simplifying Your Life

1. You will get back in touch with you and your values, feelings and soul that simply were not available when you were so busy.
2. You will start to make different types of choices than those you made "on the run."
3. You will begin to practice extreme self-care because you see and feel the costs of not doing so.
4. You will not tolerate others who's lives are not their own.

Area A. The Big Ones

Your job now is to permanently cut out 3 projects, tasks, responsibilities, shoulds, coulds, wants, goals, habits or routines that are not necessary. By not necessary, things that are being done “in order to” get something else (like volunteering in order to get business), things you used to enjoy (but have outgrown) and things that you don't think your life should be without although you've made it this far just fine (spouse, Mercedes, published author, size 8/32 inch waist).

I suggest that you pick the goals and projects that you say you are most committed to/can't live without. These are often the energy suckers that hold you back in your life. The focus here is simplification so that goals and wants can come to you via attraction and occurrence vs you thinking you should be creating them. You cannot access attraction/occurrence until your life is simplified. Don't even try.

On the lines below, list the 3 big projects that you are now going to permanently eliminate:

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Foundation Idea Bank

- Leadership positions in service organizations. These always suck up time, space, energy.
- Volunteer positions which do not directly benefit you. Redesign your participation.
- Home projects such as fixing things, building a table, etc. Hire these out.
- Professional organizations which don't directly benefit you.
- Social events which no longer fit.
- Financial goals that have yet to come true.
- Romantic goals which you think you need. You don't, especially with a strong Personal Foundation.
- Roles that you take too seriously, like parenting 30-year old children or “living for” a spouse.
- Pipe dreams.
- Ego-centric goals such as “being somebody,” saving the world, being a contribution. Please.

Credit: When you have permanently eliminated your 3 Big Ones, give yourself credit by filling in Section C of Lesson 3 on the Personal Foundation Chart.

Area B. Tasks

This part of the lesson focuses on the time-consuming tasks, activities and habits that you don't think much about, but that waste your life away. We invite you to go deep.

You will need to arrange to eliminate, delegate or systematize 12 tasks to complete this area.

Please list the task and the solution on the lines below:

1. _____

2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Personal Foundation Idea Bank

- Errands. Get your food delivered, cleaning delivered or hire a weekly service.
- Filing/Admin. Hire someone to come in 4 hours a week.
- Food Preparation. Have healthy food prepared/delivered to you.
- House Cleaning. Hire a housekeeper.
- Bill Paying. Use quicken or hire a bill-paying service.
- Taxes. Have a CPA.
- Hire a therapist instead of trying to resolve emotional problems, willpower, etc. (a big time waster).
- Hire a coach instead of trying to make yourself do something.
- Hire a coach instead of thinking, deciding, figuring out, planning-but-not-doing.
- Drinking. Go to AA to stop drinking.
- Eating problems. Go to OA.
- Other Addictions. Seek help.
- Self-study. Hire a mentor, trainer, tutor.
- Shopping. Do it quarterly or hire it out.

Credit: When you have eliminated, delegated or systematized 12 tasks, give yourself credit by filling in Section B of Lesson 3 on the Personal Foundation Chart.

Area C. The To-Do List

We're all familiar with the to-do list. This is a list that keeps on growing, even though you try to reduce the number of items. This is a great area of this lesson since your task is to eliminate your personal to-do list! Yes! That means not maintaining one! Really! (It's okay to have one for work.)

Is it possible to stop using a personal to-do list in today's world of the Day-Timer? Yes, yes and yes. However, it takes a little effort. Here are some tips.

1. Set up a reminder system for birthdays, dinners, social events and the like. You can use a wall calendar, birthday book, a PIM (like the Newton or Envoy) or an automated reminder system that emails or calls you before important dates.
2. When you think of something that you have “to-do,” stop and ask yourself why you have to do it. You probably don't. It usually involves picking something up, making a call or doing a task, all of which is delegateable. Instead, buy your birthday cards and presents in big batches, have someone whose job it is to do errands, make calls, etc. for you. (You can afford this. And if you can't then you're under-earning. Use some of the time you will save in the Personal Foundation Program to better your skills, job, pay and life.)
3. Tossing out your to-do list is often the best solution. Start living without it. You can. Much of what you have on your list is great stuff, but it runs you and you love it. Stop it. It's better to live your days in the present, by responding to what is next rather than running your life according to a to-do list. There is a way to keep the important stuff in an existence system, but forget the to-do list!

Credit: When you have systematized your to-do's and tossed out your to-do list, give yourself credit by filling in Section A of Lesson 3 on the Personal Foundation Chart.

Congratulations! Do you feel lighter now? Good! That's the idea. Just make sure that you get used to not having a never-ending to do list. You may feel a sense of loss; do your best to get used to this feeling, it's not a bad one once you feel what's there.

Lesson 4. Get yourself Clear of the Past.

LESSON 4: GET YOURSELF CLEAR OF THE PAST

Unresolved Matters



KEY POINTS:

1. Handle unresolved matters. Finish outstanding projects.
2. It's normal to have unresolved matters.
3. You can get clear of everything.
4. Getting clear relies 100% on you.
5. Getting clear is a skill.
6. With no unresolved matters, we have a better future.



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Introduction

Key Point A. UNDERSTAND THE NOTION OF UNRESOLVED MATTERS

Understanding unresolved matters is the first step to being clear. What follows is a description of this dynamic.

What does getting clear mean?

You must get clear of a person or experience when something is still “on your mind.” That remark that Aunt Sue made to you about looking a little heavy (the one you laughed off rather than saying what was really on your mind). The love of your life who left you suddenly and couldn't hear your love or sadness. The dent in your car that you've been meaning to get fixed as soon as.... The degree you stopped short of getting.

These are examples of things you may not be clear of...unresolved matters. You needn't be, but many people would be. Look inside to see if you have unresolved matters; perhaps you think you should be clear of unresolved matters, but really are not. You are the only judge - not society, family, morals or laws.

Besides the “unresolved matter being on your mind,” you may experience other sensations, particularly when reminded of the unresolved matter (such as hearing “your song” or seeing that dent start to rust a little). These sensations include:

- Pang of _____ (fill in the blank - guilt, remorse, regret).
- Shame. Strong feelings of embarrassment, can't look at yourself or someone else straight in the eye, avoiding others.
- Anger. Strong feelings of disturbance, rage, revenge.
- Denial. Attempts to avoid conversation about a situation or person, but has “good reason” not to.
- Sadness. Sorrow, tears, crying jags, holding out hope.

In summary, not being clear of means that one is unresolved. The person may be finished (like with the relationship), yet not clear.

Are unresolved matters important?

Yes, yes and yes! I compare unresolved matters to holes in our water glass of life. Until these holes are filled, one can never have enough water to keep the glass full. From time to time, the glass will get full, particularly during an “up” time, but eventually the water (life force) will drain out.

Another analogy to illustrate unresolved matters is the draining background hum of an air conditioner. When the machine kicks in you hear it (equal to the start or reminder of an unresolved matter), but after a few moments you no longer “hear it,” yet that noise effects you. (Noise tires people. It is said you arrive more refreshed if you do not play the radio in the car on a long drive. The radio may entertain or “keep you going,” but it’s a drain which requires more sleep or relaxation time to recover. If you have this time, the radio is a great thing. If you don't, it'll cost you.)

Having a lot of unresolved matters is like having 10 air conditioners going on with 6 radios on full blast on 6 different stations. (This brings up an advanced point about unresolved matters - sometimes we create new ones just to drown out the old ones.)

In summary, unresolved matters are energy drainers. The fastest way to double your sustainable energy level is to resolve or finish something.

Why do we allow ourselves to have unresolved matters?

Several good reasons follow. First, I want you to know that you can get to a place in life where you are clear and where you stop “racking up the unresolved matters.” True, we all tend to have unresolved matters from time to time, but it is the mark of a true self that:

- Unresolved matters rarely occur
- Unresolved matters are fully handled when they do occur. Here's why unresolved matters occur:
 - Needs are not being met
 - Other unresolved matters need to be covered up
 - The person doesn't understand the distinction/dynamic of unresolved matters

- The person is addicted or attached to a substance or behavior (which may require the assistance of a therapist)

That's it! (I told you this made coaching simple.)

What is one not clear of?

One can have unresolved matters about a number of things but most fall into the following categories:

- **A Dishonest Action** - An action that violates your own sense of integrity. An action that you took that ran against what you knew or felt was right at the time, even if you have fully justified it and if no one caught you. Stealing money or misrepresenting are examples.
- **A Censorship** - Failing to speak your truth in the moment on how you really feel or what you really think. Not telling the person against whom you did what you did and then making it right.
- **A Step-over** - Letting someone or a situation step over (intrude upon) your acceptable boundaries to the point of causing you pain or hurt. (A spouse who repeatedly gets disturbed, a co-worker who controls, a friend in need who is draining you are examples.)
- **An Inaction** - Not taking an action when you felt you should have or could have, thus missing out on an opportunity or getting into a difficult situation that required some maneuvering out of.

Where do unresolved matters show up?

The **Clean Sweep™** Program lists 25 specific unresolved matters in each of the following four areas:

- Our health and emotional balance.
- Our relationships.
- Our physical surroundings.
- Our financial affairs.

Literally thousands of people have participated in the Clean Sweep™ since 1989, so we know that getting clear is both possible and practical.

The Clean Sweep™ Program is included with this Personal Foundation Program.

Key Point A. Getting Clear of the Unresolved Matters

First, you need to know that almost everything unresolved is completely resolvable, although it may take time. What follows is the step-by-step procedure I use with clients. Adapt it to fit your personality and needs.

Step 1. Understand the distinction/dynamic of unresolved matters. Read this article three times, fill out the Clean Sweep™ questionnaire, complete 5 challenging items in that program. Now, you know enough.

Step 2. Get your Critical Needs met. Working with a coach and the Needs & Values Program, discover, articulate and satisfy those 5 Critical Needs. When you do, you will find yourself allowing fewer unresolved matters.

Step 3. Focus on a value-oriented project, goal or vision. With your coach, choose one which just won't allow for unresolved matters to come up. Being on a routine using the 10 Daily Habits also helps. Remember, unresolved matters are always there, waiting to grab you when you're a little down. It is incumbent upon you to stay in excellent mental, physical and spiritual shape so as not to let these occur in your space.

Yes, but how do I get clear of.....

Getting clear is NOT something you can do in your head or mind trip yourself about. That is temporary at best and never fully clear. Rather, getting clear takes 2 things:

CONVERSATION and ACTION

1. Conversation

Talking about an unresolved matter is the first step. Usually it is best to speak directly with the person with whom you have an unresolved matter, but you may wish to first practice on a willing friend. Guidelines for the direct approach:

- **INFORM**
 - i. Did you know that what you said hurt me?
 - ii. I want to schedule some time to talk about something which has come between us.
 - iii. I was left with a funny feeling last time we spoke. May I share it with you?
 - iv. I said something to you that wasn't true and I want to straighten it out.
- **DESCRIBE**
 - i. I heard you to say X. Is that right?
 - ii. When you said X, I immediately thought or felt Y.
 - iii. I told you that I finished task X. That is not entirely true. I am only 50% done.
- **CLARIFY**
 - i. What happened from your point of view?
 - ii. Why did you do that?
 - iii. What did you mean to say?
- **RESOLVE**
 - i. I ask that you not say things like this to me again.
 - ii. The next time we get into this, would you please handle it this way?
 - iii. When you're disturbed with me, I expect the direct approach. I want you to know that I will finish task X by Tuesday at 7pm. Is that okay?

2. Action

Words are great, but words AFTER an action are even more powerful. Examples of actions to take in order to resolve something:

- **RETURN IT**
 - i. If you borrowed or took something, simply return it with a conversation - NOT just a note. You want to be able to run into that person at the airport and enjoy seeing them.
- **GIVE A GIFT**
 - i. If you did something bad, give flowers, a book, or a token of your caring of the PERSON (not just the event), THEN talk about it. The person is likely to take you more seriously and deepen the relationship.
- **RESTORE IT**
 - i. If the person was damaged by your actions, restore the relationship by DOING SOMETHING great for them or restoring a broken item. Have it be in better shape than when you started the unresolved matter.

Key Point C. GO FOR THE DISAPPEARANCE

When you have fully resolved something it no longer occurs to you as a thought, a reminder or a feeling. It disappears.

It has been said that one's life is usually based on what one is unresolved about. Want to help others recover from bad childhoods? Want to help entrepreneur's be more successful? Want to be known for something? These types of interests usually come from having unresolved matters about something in your life. Still not clear of your childhood - you'll be drawn to helping others, even if you think you're over yours. And so on. Is it bad to base your life on doing good? No, it is how most of us live. (There is a more advanced way to love and help, but you'll have to wait until Lesson 15 or so.) We are endeavoring to have you design your life based on choice, not reactions. And reactions are rife when one has many unresolved matters.

Key Point D. GET TO THE SOURCE OF THE UNRESOLVED MATTERS IN YOUR LIFE

First you need to understand the 3 types of unresolved matters - old ones, new ones and recurring ones.

OLD UNRESOLVED MATTERS

- Trauma from childhood
- Bad things you did in the past
- Bad things that happened to you in the past

NEW UNRESOLVED MATTERS

- Recent things you left less-than-finished
- Recent bad stuff that happened to you
- Recent bad stuff that you did to someone else

RECURRING UNRESOLVED MATTERS

- Pattern of similar bad stuff happening to you or by you.

Four Sources of Recurring Unresolved Matters

Basically, you can face and address the old and new unresolved matters using the steps in Lesson 2. But if you are experiencing recurring unresolved matters, you'll want to look further at the following sources of these:

1. UNMET PERSONAL NEEDS

You'll learn much more about needs during Lesson 5. In the meantime, however, you should understand that when you are getting your basic Personal Needs met, it is completely normal for you to “cause” problems and unresolved matters in your life. In fact, these are a natural way of telling yourself and the world that your basic needs are not being met.

2. ATTACHMENTS

Attachments are behaviors to which you are “attached” to doing – similar to a compulsion or reaction. People can be attached to being angry, controlling, being a victim, etc. Another term for it is “Accountability Deferment Tactic” - it is what a person does to get their way or to express themselves. Usually though it is not the best expression of who a person really is. When one has attachments, they tend to cause problems and unresolved matters for themselves because they need

to get motivated by overcoming these problems and unresolved matters. (We all get juice from some place, unfortunately, this juice is more like an adrenaline rush for the attached person.)

3. **ADDICTIONS**

Addictions are generally substances a person has no control over, such as alcohol, drugs, eating, smoking, etc. There is a physical reaction/draw (distinct from an attachment where there is a rush, but not a reaction to a chemical or substance) which is difficult to break. Some people are more prone to be addictive than others. And to stop the intake or activity is the first step - an addict needs also to recover and then restore. Spirituality is usually a must to make complete recovery possible. An addict usually has A LOT of unresolved matters. These problems give the addict additional justification to drink, etc., because “life is so tough and so much bad stuff is happening to me....”

4. **DAMAGE**

Some of the past traumas may have caused you to become damaged - that is, you have been scarred or disabled in handling people, certain life events or are co-dependent or an adult child. In this case, it is virtually impossible to get clear and stay clear until this damage has been restored. Getting clear requires certain life skills and abilities that damaged people do not have and can't get until they have healed.

Ask Yourself...

- What situations cause you to have unresolved matters?
- Why do you let yourself have unresolved matters? Where do you stop? Why do you stop there?
- What would it be like to be fully clear of unresolved matters? What would motivate your actions and life?
- How much of your life is based on what you are not clear of?
- What is the primary source of your unresolved matters?
- What needs to happen to handle the source?
- How far do you currently go to do the maximum in work? Where do you stop? Why?

Coaching Tips

Do these steps:

1. **Clean Sweep™ Program**

The first step is always to START on the Clean Sweep™ Program - go for at least 10-15 points. With the extra burst of energy that one gets through finishing stuff, look at the source of your unresolved matters - which one(s) of these four is “causing” your recurring unresolved matters? Then, get coaching (or counseling) to handle them fully. Then, you can go back to finishing up the Clean Sweep™ Program. It is permissible to complete it before fully addressing the source of your recurring unresolved matters, but usually the person keeps adding new things to get clear of and never gets the sense of freedom which is possible with the Program.

2. **Do the maximum in work**

The term “doing the maximum in work” means that everything you say, touch or do is so well and thorough that nothing about it or the situation will come back to bite you for at least 5 years. Few of us do the maximum in work, really, but it is the mark of an advanced person. Contributing factors to doing the maximum in work are:

- **Thoroughness**
When you clean the car, do you wash everything - the carpet, the underside, the inside of the glove box? Do you change the oil every 3000 miles?
- **Excellence**
When you clean the car, do you use the best cleaner available? Do you keep working at it until it shines? Do you use high-grade oil and gas?
- **Permanence**
When you wash the outside of the car, do you put a protective coating that will last 6 months or a year? Is your undercarriage undercoated to protect from long term problems like rust? Are you doing everything you can to eliminate all possible problems with your car? Do you put in Slick 50 to make the engine last longer?

Benefits of Getting and Staying Clear

Few people have a strong enough desire to eliminate all possible future problems; they seem to feel that they can handle it when it comes up - and they do, but it is not necessary. In fact, the person who does the maximum in work has several benefits:

- **More Confidence**
Hey, when you put Slick 50 in your engine, you're a better, more confident driver. You know you've gone the extra mile (forgive the pun) and this translates to more confidence in every area of your life because you know you've done the best possible thing for your car.
- **More Time**
While the maximum in work does take more initial time, one saves time over the long term.
- **Fewer Problems**
Obvious, yes? And you'll get off track less trying to fix them.
- **More Opportunities**
When you take extraordinary care of what you already have, the universe is more inclined to send you more opportunities. This is a spiritual law.

Area A. Clean Sweep Program

Take the 100-question Clean Sweep™ Program checklist, included in the Personal Foundation Program.

Credit: When you have taken the Clean Sweep™ Program checklist and answered each of the 100 statements honestly, give yourself credit by filling in Section A of Lesson 4 on the Personal Foundation Chart.

Area B. Increase your Clean Sweep score by 20 points

Credit: When you have increased your score on the Clean Sweep™ Program by 20 points, give yourself credit by filling in Section B of Lesson 3 on the Personal Foundation Chart.

Area C. Reach 95 on the Clean Sweep Program

Credit: When you have reached a score of 95 on the Clean Sweep™ Program, give yourself credit by filling in Section A of Lesson 3 on the Personal Foundation Chart.

Lesson 5. Create and use 10 Daily Habits

LESSON 5: CREATE AND USE 10 DAILY HABITS

MY 10 DAILY HABITS

1.	Floss	✓	✓	✓	✓	✓	✓	✓	✓
2.	No TV	✓		✓	✓	✓	✓	✓	✓
3.	Read	✓	✓	✓	✓		✓	✓	✓
4.	Add Value	✓	✓	✓	✓	✓	✓	✓	✓
5.	Bike Ride	✓	✓	✓	✓	✓	✓	✓	✓
6.	Rest	✓	✓	✓		✓	✓	✓	✓
7.	Veggies	✓	✓	✓	✓	✓	✓	✓	✓
8.	Love		✓	✓	✓	✓	✓		✓
9.	Nails	✓	✓	✓	✓	✓		✓	✓
10.	Simplify	✓		✓	✓	✓	✓	✓	✓

KEY POINTS:

1. Only choose habits that you **WANT** to do.
2. Choose habits that **GIVE** you energy.
3. Have fun with your habits.
4. Modify your habits as you wish.
5. Never select things that you should do.
6. Keep your habits simple.



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Introduction

There is a daily routine which will keep you focused, clear, motivated and moving forward. We call that routine the 10 Daily Habits. These are the things you do each business day which make your life better.

Key Point A. Choose Habits that you WANT to do.

There is no place for shoulds or coulds in your 10 daily habits. Instead, select or design daily habits which you look forward to and give you pleasure, but that you normally would forget to do much of the time without this type of focus.

Key Point B. Choose Habits that GIVE you energy.

Most of the 10 Daily Habits that actually work for people are the ones that add to the person's well-being or energy flow. It might mean that you do something like have 6 vegetables a day, or that you stop something such as watching television or eating after 7pm. We find that a 2:1 ratio of doing instead of stopping works pretty well.

Key Point C. Modify your 10 Daily Habits, as needed.

It takes some fine-tuning to have the 10 habits that work best for you. If you find yourself not doing one or two of your habits, change or replace them with ones which come naturally.

Ask Yourself...

- What would be the habits that would enrich my experience of life, every day?

Coaching Tips

- Pick the ones you really want, not the ones that you should do.
- Set up a visual display to track your 10 habits each day (if this type of thing works for you).

Benefits of your 10 Daily Habits

- You have a healthy routine.
- You have a focus.
- You have more energy.
- You are more likely to maintain balance.
- You'll feel good.

Area A. Create your 10 Daily Habits

Make a list of the 20 daily habits that you could do. Then scale it down to 10 and create a visual display or tracking system to support you in doing these each day.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

16. _____
17. _____
18. _____
19. _____
20. _____

Personal Foundation Idea Bank

Thank one person a day	Go the extra mile for a client or	Go with my intuition at least
Grape Nuts for breakfast	customer	once each day
No television	Drink tea instead of coffee	Meditate for 20 minutes
Read stuff I really want to read	Be in bed by 10pm	Write in my journal
Spend an hour with my children	Walk 3 miles each morning	Take a bath with special
Offer to help someone	Say No most of the day	minerals
	Make my bed	Take my vitamins
		Handle one unresolved matter

Credit: When you have selected your 10 Daily Habits and have done them ALL for one day, give yourself credit by filling out Area A of Lesson 5 on the Personal Foundation Chart.

Area B. A full week of 10 Daily Habits You can do it!

Credit: When you have successfully completed your 10 Daily Habits for 5 days in a row, give yourself credit by filling out Area B of Lesson 5 on the Personal Foundation Chart.

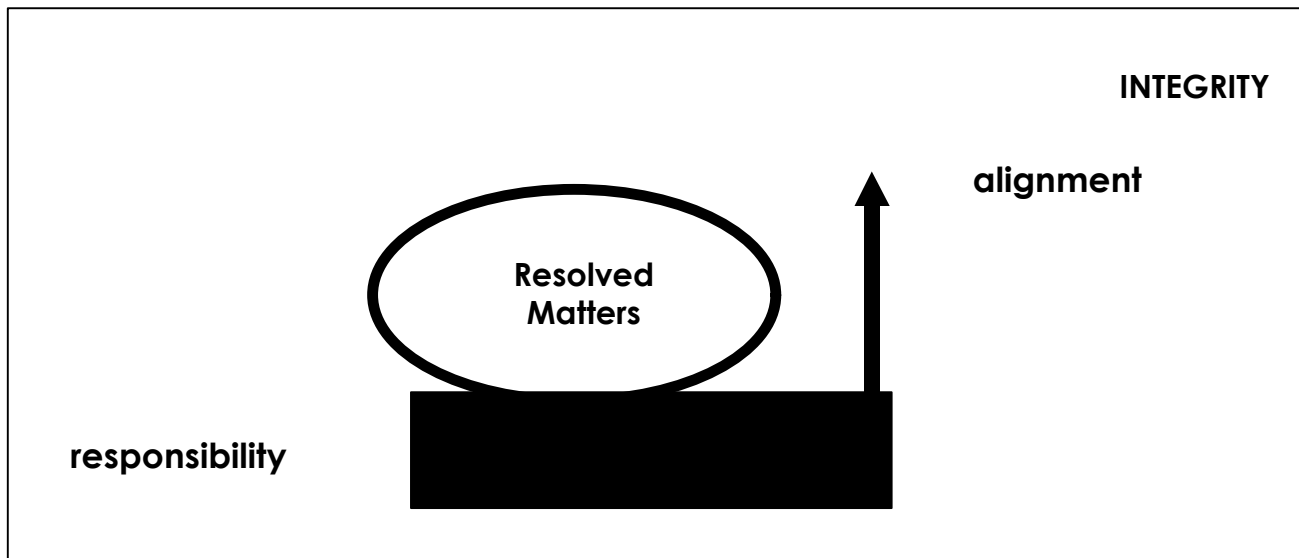
Area C. A full month of 10 Daily Habits. Wow. This is tough. Go for it!

Credit: When you have successfully completed your 10 Daily Habits for an entire month (5 days a week), give yourself credit by filling out Area C of Lesson 5 on the Personal Foundation Chart.

Congratulations! This shows you are committed to having each day be yours and be all that it can be.

Lesson 6. Restore your Integrity.

LESSON 6: RESTORE YOUR INTEGRITY



KEY POINTS:

1. You are either in integrity or you are not.
2. If you are out of integrity, you pay a price.
3. Each of us needs our own degree/level of integrity.
4. Integrity refers to what is right/healthy for YOU.
5. Having the integrity you need is always a choice.
6. Eventually you can create a reserve of integrity.



THE PERSONAL
FOUNDATION PROGRAM

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Introduction

In the building trades, integrity refers to the integration of the bricks, mortar, foundation, plumbing, interlocking pieces and strength of materials. When it is built and assembled properly, the building has integrity and does not require propping up for much attention, other than maintenance. It can weather almost any storm since it was built properly and well-sited.

Integrity in humans refers to how our personal life system is set up and if it works effortlessly. Without enough integrity, we spend much of our time propping ourselves up, which is costly and distracting.

To be our best, we must be whole: that is, be responsible for our actions and inactions, respond fully to the lessons being offered to us, honor our bodies and our selves and respect the realities of the physical universe.

When One Is “In Integrity”

- Fewer problems are experienced.
- Consistent feelings of peace and well-being are present.
- One reacts to others very little.

What Happens When One Is “Out Of Integrity”

- Disturbances occur regularly.
- Others are blamed, criticized; one reacts a lot to others.

☑ The 10 Steps To Restoring Integrity/Wholeness: A Toleration-Free Life

- ☐ Make a list of the 10 ways you are currently not in integrity.
- ☐ Get to the source of each and every item; resolve all fully.
- ☐ Make a commitment to start living in integrity, as you see it.
- ☐ Let go of at least 10 shoulds, coulds, woulds, oughts, wills.
- ☐ Involve a coach or other strong, able person to help you.
- ☐ Start getting 50% more reserve than you feel you need.
- ☐ Get to 95+ on Addictions & Conditions program
- ☐ Stop hanging out with people who are not the best models.
- ☐ Eliminate adrenaline and other unhealthy “rushes” in your life.
- ☐ Let go of everything that you know is not good for you.

Key Point A. Understand Integrity

Become aware of what integrity is, how much you actually need and how to get enough.

Integrity is the word we use to describe a state of wholeness.

For example, when a skyscraper is built on a strong foundation with plenty of steel beams and high-grade materials to withstand virtually any calamity, we say it is an integrous structure. When a person does every single thing perfectly, that is in harmony with who they really are, we say the person is a person of integrity. Moral shorthand for the word integrity is the commonly misapplied term “right vs wrong.” But it works for now.

There is, then, no universal right vs wrong, only what is right vs wrong for each individual, assuming they are who they really are. One could say that a murderer or sociopath isn't who they really are - that behavior comes from a couple of loose wires or damage as a child. And if a child steals a candy bar, they usually do so as a part of learning about what they can and cannot get a way with.

You've probably figured out that we come from a place in life that everyone is perfect when they are being who they really are. Because when this is the case, you are whole. There is nothing driving, disturbing or motivating you except your higher Self. The Ego (which is sometimes called the lower self) is no longer the source of a human being's life. This transition (which we believe EVERYONE is in the process of making, albeit many won't get there until their next lifetime) is integral to the development of a whole person. This transition does require integrity.

So the progression is:

RIGHT VS WRONG >>>>> PERSONAL INTEGRITY >>>>> WHOLENESS

One usually starts with right vs wrong, then installs a higher degree of personal integrity into their life which leads a person to a state of wholeness.

Key Point B. Get Adequate Integrity For You

Everyone has a unique degree of integrity required to be themselves.

Read this again, please. What I am suggesting is that each of us needs more or less integrity than the person next to us. If we were to measure this on a scale of 1 (needing virtually no integrity to have a great life) to 100 (just takes 1 out-of-integrity act and - proof! - your world disintegrates), then John may need a 65 level and Mary a 45; Kevin a 24 and Susie a 99. In other words, it is personal and unique.

Is this possible? Is this true? I really don't know, but it feels right as a place to come from. I used to get away with a lot of stuff and didn't notice the cost. But now I am so sensitized as a human being that if I don't return that phone call the same day, something bad seems to happen to me. If I speed 2 miles over the limit, I hit a pothole or the highway patrol singles me out.

If this is possible, how could it be true? All I can think of is that, given we're all at different points along the Path of Development, there are distinct integrity requirements at each point which permit us to grow to the next one. And until we put that high degree of integrity in place, we don't get to move on. (Life gets easier as we move forward along The Path, so it is desirable to do so.)

Key Point C. Integrity Is A Result

Integrity is the result of having the following 3 conditions in one's life:

- Having no unresolved matters
- Alignment
- Responsibility

We go into each of these over the next several months, but want you to be aware of them now and looking for them when each is discussed. Briefly, one has integrity when:

1. **One is clear of the past and the present.** That is, they have corrected any wrongs, fully communicated any censorships or holding back or disturbances with another, made personal changes to make sure their life works well and fully handle every task and job one does.
2. **One's life is aligned and balanced.** That is, one's goals are aligned with one's Tru Values, one's actions are based on what is true, not a fantasy or delusion and one's commitments are aligned with one's vision or purpose. (In other words, one's life is aligned with something bigger than just oneself or one's ego.)
3. **One is responsible for all that occurs in one's life.** Not responsible like to be "blamed for" or having caused the problems. Rather responsible like handling whatever occurs in one's space and then make necessary adjustments so this type of problem does not occur again. When one is responsible, one doesn't blame or complain; they handle it.

Ask Yourself...

- Once you have integrity, do you need the idea of right vs wrong? Why, why not?
- How much integrity do you need?
- How do you know?
- Has it changed over that last 5 years?
- What happens if you don't get enough?
- What happens when you do?

Coaching Tips

It helps to make the conversation around integrity be about choosing to have enough integrity rather than it being a moralistic conversation. Either you want integrity in your life or you don't. Integrity is optional. Lots of folks have great lives, yet have no integrity. Sure, we can look at their life and see where they are missing out, but then can't someone with more integrity than ourselves say the same thing about us?

Integrity is a personal choice and either you want it for your life or you don't. We assume that if you're taking this program, but do take the time to make sure that you want it in your life now.

Benefits of Restoring Integrity

1. More energy and an effortlessness about achieving the results that you want.
2. You will attract nicer and more fulfilling people in your life who are reliable, empowering, loving and inspiring, consistently.
3. Restoring Integrity is a process which adds richness to your life. Enjoy it.

Area A. Choosing Integrity

Please respond to the following set of questions and statements.

Where is my life “in integrity” now?

1. _____
2. _____
3. _____
4. _____
5. _____

Where is my life “not in integrity” now and how do I know this?

1. _____
2. _____
3. _____
4. _____
5. _____

What are the 5 big (or small changes) that I would need to make that are pivotal enough to restore the integrity in all 5 areas? Be big and creative.

1. _____
2. _____
3. _____
4. _____
5. _____

What would I lose by restoring my integrity, specifically. By lose, we mean what loss would you feel if you made the switch? (Hint: Often the areas or things we are out of integrity about feed us energy, make us right, give us something to do. In other words, it sometimes works for us be out of integrity, at least for now.)

1. _____
2. _____
3. _____
4. _____
5. _____

If you have chosen integrity, why have you? And how do you know?

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have answered these questions thoroughly and honestly, give yourself credit by filling in Area A of Lesson 6 on the Personal Foundation Chart.

Area B. Restoring Integrity.

There are about 10 things that you are out of integrity in -- things that are hurting you, holding you back, people or places you are hiding behind, systems that are missing, things that you are doing that just don't work, etc.

In the space below, identify the 10 specific items, actions, habits or activities that you know keep you out of integrity. You may pull from the information in Area A or create a new list. Next to each item, write down the specific solution in one or two words. Keep it simple and make it an action -- something you can DO versus something you need to wait to occur (conditional actions).

ITEM OUT OF INTEGRITY	ACTION/SOLUTION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Personal Foundation Idea Bank for Items Out of Integrity

- Working at the wrong job.
- Hanging out with a community that does not bring out your best.
- Extramarital affairs (unless that is your mutually accepted lifestyle).
- Putting yourself at undue physical risk.
- Living in an environmentally toxic area.
- Living in fear.
- Living in debt.
- Misrepresenting yourself.
- Overpromising results.
- Addictive substances or compulsive behavior.

Credit: When you have systematized your to-do's and tossed out your to-do list, give yourself credit by filling in Area B of Lesson 6 on the Personal Foundation Chart.

Area C. The Big One

Area B has been completed, but now we need to again select/articulate/create one big integrity area or item that, when restored, will so change your life that you'll be ecstatic! For many people, there is often something underlying that is being taken for granted as "normal." You should now be able to see what this is given the work you did in Area B. Okay, what is it? Please write this down in the area below and identify the 3-point solution. If you cannot think of anything, wait; it will come to you in the next month or so as you work on other lessons in this program. Ask your coach for help on developing solutions.

THE BIG ONE

THE SOLUTION

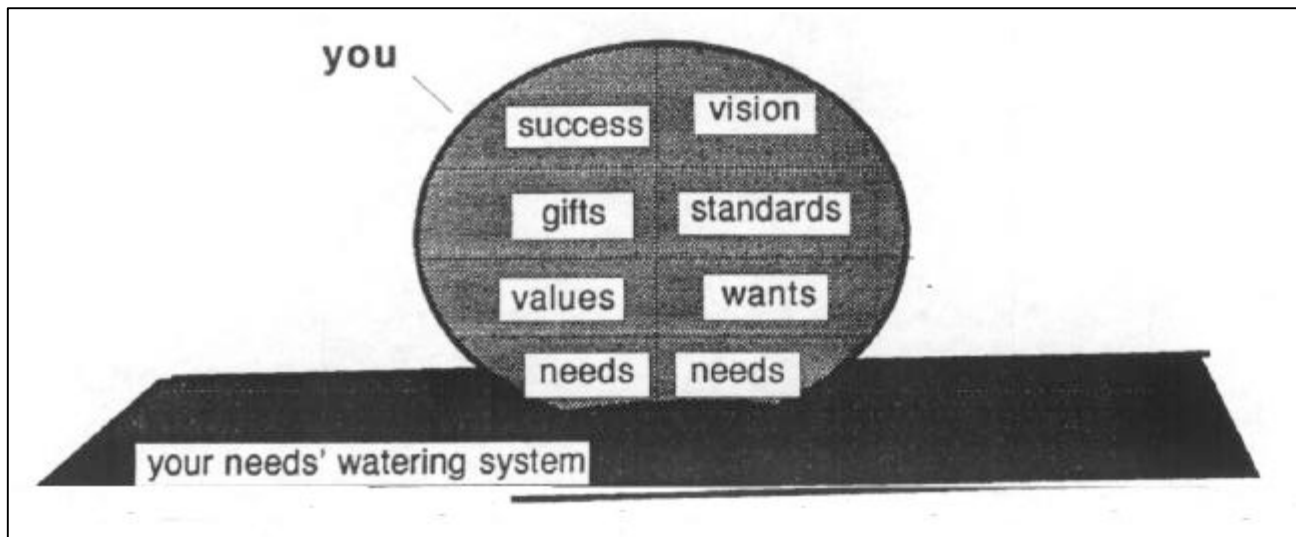
- A. _____
- B. _____
- C. _____

Credit: When you have identified and permanently resolved The Big One, give yourself credit by filling in Area C of Lesson 6 on the Personal Foundation Chart.

Congratulations! Tough one, yes? Good for you. It helps to go this deep, which makes the other lessons more fun and gives them a solid place to reside.

Lesson 7. Get Your Needs Met.

LESSON 7: GET YOUR NEEDS MET



KEY POINTS:

1. Personal Needs dominate one's life if not met.
2. A need must be met; it's not optional.
3. When needs are satisfied, we can be ourselves.
4. Needs are completely satisfiable.
5. If it's not satisfiable, it's an addiction or compulsion.
6. Integrity first, needs second, wants third.



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Introduction

Personal Needs are what every person has. If personal needs don't get met, a person's development slows down and the quality of life diminishes. We all find ways to substitute what we really need with what will keep us going (food, work, rose-colored glasses, etc.). Now it's possible to identify personal needs so clearly that you can do something about it directly vs be covert, ignorant or inefficient about getting your needs met. The purpose of this lesson is for you to identify your specific needs and get them met, once and for all. Eventually, your general needs are so well met that you grow forward quickly and "how much" you need decreases since you are better integrated and less "needy." You will see that identifying and getting your needs met is simply a skill to be mastered, not some big time-consuming year-round production.

We know we all need air, water, shelter, love, food -- These are our physical needs. But what about our Personal Needs? These are things we must have to be ourselves, but somehow have not been able to get "enough" of. Now, it is possible to do.

When A Person Is Getting Their Needs Fully Met

- They have room and love for other people; no competing.
- Dramatic sense of self-confidence without arrogance.
- Wants naturally decrease: No compulsions, musts.

What Happens When One's Needs Are Not Met

- Much time is wasted trying to get needs partially met.
- One attracts needy people.

☒ The 10 Steps To Getting Your Needs Met

- ☐ Identify your top 4 Personal Needs using NeedLess Program.
- ☐ Ask 4 special people to fully meet one need.
- ☐ Train, manage and coach them to do so until done right.
- ☐ “Get” that Personal Needs are fully satisfiable.
- ☐ Set up a S.A.S.S. (see NeedLess) for each of your four needs.
- ☐ “Get” that people who love you will meet your needs.
- ☐ See the difference between neediness and needs satisfaction.
- ☐ When true, assert that your Personal Needs are met.
- ☐ Extend a boundary which will help you satisfy two needs.
- ☐ Ask 3 friends to tell you what they see your needs to be.

Key Point A. Needs Run You

Your needs run you until you get them satisfied, permanently.

What is a need?

Let us begin with a discussion of what a need is and what a need is not:

What A Need Is/What a Need Isn't

Required to be satisfied for a great life/An option not to be satisfied

Control one's life until handled/An attachment

Permanently satisfiable/An addiction

What's left from childhood to get over/Personal

A symptom/Unconfrontable

When you understand the dynamic of needs, you can get them satisfied. And getting them fully satisfied is one of the things that I want for you out of this course.

Needs are what run you.

Humans need some form of energy to be fueled by, healthy or not. What are some of these energy sources?

Healthy Energy Sources/Not So Healthy Energy Sources

Love/Addictions

Healthy people/Unmet needs

God, Higher Power/Suffering

Momentum/Disturbances, drama

What I want you to see is that unmet needs provide a useful service - they provide us with energy, just as a grain of sand/piece of shell provides the irritant that the oyster needs to produce a pearl. The consequence is pain, uncomfortableness and suffering, but the pearl appears to justify all of that since it is so pretty and the oyster is still alive. One might even conclude that with pain and suffering, beautiful things would not be made.

We suggest a different approach. Wouldn't you rather make something or yourself beautiful without having to use the energy (as in friction) generated by unmet needs as the source? Is this possible? Yes!

Part of being on a spiritual and healthy path is to harness the healthy energy sources vs the not-so-healthy energy sources with which most of us are familiar. This transition (similar to switching from polluting, smelly and inefficient fossil fuel to clean, natural and no-consequence solar power) takes time and practice.

In the meantime, a person is run by unmet needs. It is what gets most people up in the morning, it is why people get married, how we get motivated, what brings us together to commiserate and to develop friendships and relationships out of disturbances, problems and/or unmet needs.

What would your life be like if you were not motivated by needs? What would get you out of bed in the morning?

As you see, you'll need to find some other source of energy and motivation than needs. We suggest you consider love, values and relationships as healthy means.

Key Point B. Needs Are Completely Satisfiable

But you must first identify them accurately.

Needs Are Completely Satisfiable Once They Have Been Identified.

Needs are a temporary phenomenon which most of us turn into a lifetime activity. Needs are not like the fire in the fireplace that requires the continuous feeding of wood to keep it going, or constant aspirin to reduce the pain of a headache. Rather, needs can be satisfied once-and-for-all. The process takes up to 3 years, but it is worth it. We'll discuss how to do just that later in the needs-satisfaction section.

Is anyone suspicious that their needs could be permanently satisfied and disappear? Feel free to keep those suspicions until you feel comfortable about letting them go.

Key Point C. Needs Are Not Personal Although They Feel That Way

Needs Are Not Personal.

Most of us are somewhat embarrassed, if not shameful, when it comes to admitting and discussing our needs. When you realize that needs are not personal, you see that it is no reflection on who you are or how valuable you are as a human being to have needs. And who knows why your key needs are X, Y & Z, while for Mary, they are A, B & C. They are unique, but not personal.

So, if a need is not personal, what is it then? The current theory is that a need is simply a piece of your development that wasn't handled properly in your upbringing. Yet, it was unlikely your parent's fault. If it wasn't a need for them, perhaps they couldn't even recognize what it was for you and how critical to your proper development.

The point here is that you can do something about these Personal Needs. They are no reflection on your self-worth because these needs are not YOU! They are what we call your Ego. This is compared to what we call your Self. All those unhealthy energy sources come from your Ego; the healthy stuff comes from your Self. Part of being on the Path is to move towards Self by completing your Ego. Your Ego isn't so bad - it is the shell or mechanisms you had to develop just to get through the upbringing process. As a healthy adult, it's no longer useful and will keep you from what's called *being* and having a effortless life. You can shake it off by having your needs met and handling unresolved matters. It is as simple as that.

Ask Yourself...

Are you suspicious that your needs could be permanently satisfied and disappear. If so, think about it.

Coaching Tips

1. It takes a little while to get comfortable with the notion that one can get their needs met permanently. It's true. However, MUCH of our lives is set up as if we had to get needs met continuously and forever, which is expensive and diverts energy from what we most want in life.
2. It almost doesn't matter which needs you identify as your Personal Needs. Needs change over time. The key here is to master the skill of immediate needs satisfaction so that this skill can work for you behind the scenes as you live your life.
3. It takes time to get your needs satisfied and to set up ways to consistently "water" your needs. Be patient. You'll get better and faster with this over time, and working on the other lessons concurrently will help in this area, too.
4. Make sure that you understand the difference between a need and an addiction or compulsion. A need IS satisfiable; an addiction or compulsion is NOT. A need is part of who you are -- a feature; an addiction or compulsion is a PROBLEM and this process will not work. Therapy usually does.

Benefits of Getting Your Needs Met

1. You free up a lot of time.
2. You can move on and orient your life around your values.
3. You've mastered a skill that will work well for you forever.

Area A. Pick a Need

From the list of needs below, pick a need that you now see could be satisfied. Don't pick the toughest, or easiest need.

Read the list of 200 needs and circle approximately 10 which resonate as a need for you. You are looking for a NEED -- not a want, a should, a fantasy or a wish. A need is a MUST for you to BE YOUR BEST. Part of the first step is to TELL THE TRUTH about what you ACTUALLY NEED. This may be the first time you have ever admitted this to yourself. Some of these you will know innately. Others require some straight looking. PLEASE be willing to “try on” words you might normally skip over. These may be hidden needs. If so, you may have one or more of the following reactions:

- No, no, no; I don't want THAT to be a need
- You can't get to the next word quickly enough
- If that is true, I'd have to change my life a lot!
- Flush, blush or shake when reading the word

Got the idea? Good. Now circle the 10 words which you believe to be Personal Needs. Ask yourself: “If I had this, would I be able to reach my goals and vision without efforting?” (work yes, struggle no)

BE ACCEPTED

Approved
Be included
Respected
Permitted
Be popular
Sanctioned
Cool
Allowed
Tolerated

TO ACCOMPLISH

Achieve
Fulfill
Realize
Reach
Profit
Attain
Yield
Consummate
Victory

BE ACKNOWLEDGED

Be worthy
Be praised
Honored
Flattered
Complimented
Be prized
Appreciated
Valued
Thanked

BE LOVED

Liked
Cherished
Esteemed
Held fondly
Be desired
Be preferred
Be relished
Be adored
Be touched

BE RIGHT

Correct
Not mistaken
Honest
Morally right
Be deferred to
Be confirmed
Be advocated
Be encouraged
Understood

BE CARED FOR

Get attention
Be helped
Cared about
Be saved
Be attended to
Be treasured
Tenderness
Get gifts
Embraced

CERTAINTY

Clarity
Accuracy
Assurance
Obviousness
Guarantees
Promises
Commitments
Exactness
Precision

BE COMFORTABLE

Luxury
Opulence
Excess
Prosperity
Indulgence
Abundance
Not work
Taken care of
Served

TO COMMUNICATE

Be heard
Gossip
Tell stories
Make a point
Share
Talk
Be listened to
Comment
Informed

TO CONTROL

To Rule
Command
Restrain
Manage
Correct others
Be obeyed
Not ignored
Keep status quo
Restrict

BE FREE

Unrestricted
Privileged
Immune
Independent
Autonomous
Sovereign
Not obligated
Self-reliant
Liberated

PEACE

Quietness
Calmness
Unity
Reconciliation
Stillness
Balance
Agreements
Respite
Steadiness

SAFETY

Security
Protected
Stable
Fully informed
Deliberate
Vigilant
Cautious
Alert
Guarded

BE NEEDED

Improve others
Be a critical link
Be useful
Be craved
Please others
Affect others
Need to give
Be important
Be material

HONESTY

Forthrightness
Uprightness
No lying
Sincerity
Loyalty
Frankness
No holding back
No action taking you out of Integrity
Tell all

POWER

Authority
Capacity
Results
Omnipotence
Strength
Might
Stamina
Prerogative
Influence

WORK

Career
Performance
Vocation
Press, push
Make it happen
A task
Responsibility
Industriousness
Be busy

DUTY

Obligated
Do the right thing
Follow Obey
Have a task
Satisfy others
Prove self
Be devoted
Have a cause

ORDER

Perfection
Symmetry
Consistent
Sequential
Checklists
Unvarying
Rightness
Literalness
Regulated

RECOGNITION

Be noticed
Be remembered
Be known for
Regarded well
Get credit
Acclaim
Heeded
Seen
Celebrated

Good. Now pick the one you want to work on to get 100% satisfied about over the next 90 days and enter it here:

My Chosen Need _____

Credit: When you have selected the need you are going to work with, give yourself credit by filling in Area A of Lesson 7 on the Personal Foundation Chart.

Area B. Satisfy the Need

Already? Sure! There are several ways to get needs satisfied. They are:

1. Reduce the need for the need. Having a strong Personal Foundation in the 24 other areas will naturally upgrade your life and systems so that you need less of everything. For example, when your Boundaries are more extensive, there are fewer threats, so your need for safety is reduced. When your Integrity is restored, the holes are plugged (which often include need holes). And when you get a Reserve, you've moved beyond the need phase. So, keep working the other lessons in this program and you will find that you have fewer needs.
2. Set up an automatic system to get the need met. If you have a need for physical touch, then it's up to you to set it up so that you get touched even more than you need to be touched by your spouse, friend or whatever. Don't get 1,000 hugs a day if what you need is to be held. Even if you are single, you may know someone with whom you can hold and be held that is not sexual or romantic -- it's just a source of pleasure and giving that almost meets your need. Really. And, the key to an AUTOMATIC satisfaction system is that it occurs without you having to create it every time or manage it or rely on yourself. You just want it to be available and to work! What you'll find as you shamelessly ask for all that you need is that when you ask about or create the solution, the need itself actually diminishes. Why? Because you're bringing it out in the open and including others as your partners. This alone supports fixing the need simply by it being exposed rather than being hidden deep within. It's very difficult to get secret needs met.
3. Including others in getting your needs met. Most of us use our family or friends to get our needs met, yet few of us have had a direct conversation with them about which needs and how they are getting met. This conversation is important to have because you may be doing A LOT for the other person in order to get some needs met, perhaps even a 3:1 or 5:1 ratio, which is expensive for you. Once you "admit" your specific needs you can share them with others and see better how these needs can be met directly and simply. Most people are very willing to meet your needs if you are direct and responsible about it. It's the covert or unconscious behavior that turns people off. And, make sure that you show the person EXACTLY how to do what you need them to do. In the discussion, both of you can create this together versus trying to figure it all out. Partnership is magic! And, they're JUST needs, and usually very easily met, once you see what they are.

Your exercise is to get your need 100% satisfied in 30 days. Please fill in the following to get started:

1. My Chosen Need _____
2. What percent of my time/energy is spent directly or indirectly trying to get this need met? ____%
3. Why do I have this need? What "causes" it?

- a. _____
- b. _____
- c. _____

4. How big is this need? How much do I need of this need in order for it to be permanently satisfied? What's the measure, amount? How much is too much?

- a. _____
- b. _____
- c. _____

5. What are the costs to me of not having this need met? (Financial, emotional, creative, etc.)

- a. _____
- b. _____
- c. _____

6. What are the benefits to me of not having this need met? (Energy, ego, etc.)

- a. _____
- b. _____
- c. _____

Am I ready to get this need met? ____ YES ____ NO

7. What's the BEST AND EASIEST way to reduce the need for this need?

- a. _____
- b. _____
- c. _____

8. What are the elements of an automatic satisfaction system that would work?

- a. _____
- b. _____
- c. _____

9. Who can help me to meet this need? What do I need for them to do? NAME/ASSIGNMENT

- a. _____
- b. _____
- c. _____

Credit: When you have filled in all of these lines and taken action on items 7, 8 and 9 to the extent that your need is satisfied, give yourself credit by filling in Area B of Lesson 7 on the Personal Foundation Chart.

Area C. Post-Need Zone

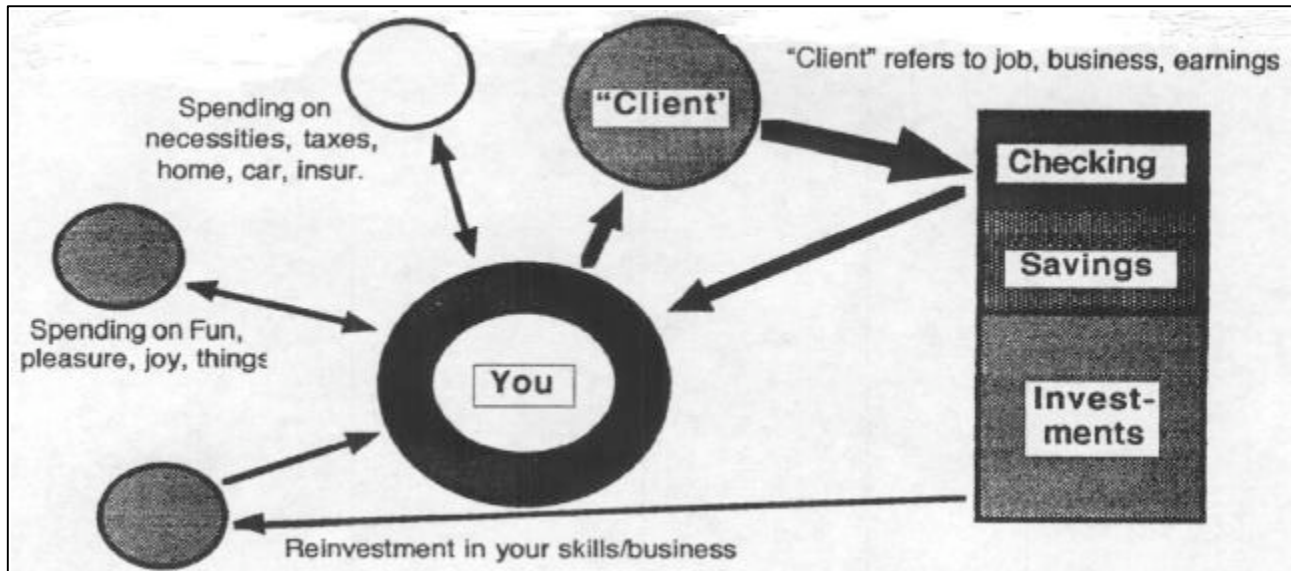
A post-need zone is when your life is set up that you have very, very few needs. Actually, you have needs but they are being met transparently because you set up the right people and satisfaction systems and you have reduced what you “need” dramatically, given your work in other areas of this program. You will know when you are here.

Credit: When you are *NeedLess*, give yourself credit by filling in Area C of Lesson 7 on the Personal Foundation Chart.

Congratulations! This is usually the most challenging lesson. It's also the one that you will feel very proud to have accomplished.

Lesson 8. Handle the Money, honey.

LESSON 8: HANDLE THE MONEY, HONEY



KEY POINTS:

1. Without positive cash flow, you're not yourself.
2. Reinvesting in yourself is now a requirement.
3. Money problems are completely solvable.
4. If you can't save, put yourself on an allowance.
5. Use a CPA, bill paying service, bookkeeper, CFP.
6. Only by adding value, do you have a financial future.

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Introduction

The money lesson is the simplest of all 25 Personal Foundation lessons. All you need to do to complete the lesson is to be consistently saving between 10% and 25% of your income. It's simple, but not necessarily easy.

The notion of financial independence is sometimes overwhelming. Thinking about financial independence often brings up:

- The idea of aging and not being physically able to work.
- The reality of mortality. None of us will make it!
- The fact that we're most likely under-earning right now.
- The nagging truth that we're probably overspending in our budgets.

These thoughts will promptly end most ideas or commitments towards financial independence. But there's hope. Here are several new ways to look at the subject. You may not like any of them, but use these to prompt your own solutions.

1. **You're just \$100 a day away from Financial Independence.**

If you're under 50, and you could find a way to earn and save an extra \$100 per business day, you'd have an extra \$200,000 in today's dollars within 10 years. That may not mean financial independence to you, but \$200K is \$200K. If you cut your lifestyle to bare bones at age 65, you could squeak by. And if you work after you retire, your lifestyle instantly goes up. Isn't it worth working with a coach to develop a sideline business or other source of an extra \$100 per day? Presto! Instantly, you're on the financial independence track. (It's not quite this easy, of course, but it is quite simple.)

2. **Drastically simplify your life today and live as if you had nothing.**

A lot of people are simplifying their lifestyles, moving to smaller towns, spending less, and so on. So can you. It might take a while to get used to a bare bones budget, but think of it as a cleansing exercise. There is very little you **MUST** spend money on, other than taxes.

Give your budget to a coach or friend and ask them to cut it by 50%, just for fun. Look, if you *had* to cut your expenses by 50%, you would, right? Well, maybe you have to. Remember, nothing is sacred in this game. Often what you spend your money on distracts, diverts or medicates your ability to be active, healthy and productive.

3. **Double your current salary or income.**

It is likely that you are under-earning. There's no excuse for this.

- Find a better job, one that rewards you for your results and talents.
- Get retrained to enter a profession that simply pays more.
- Develop some latent personality traits if you need to.

But double your income within two years. And use a coach to help. (Investing in your ability to earn more money is always the very best investment to make.)

Perhaps the best path to take is to do all three. Find a extra income source for \$100 per day, cut your expenses by 50% and double your current salary within two years. Why, you'd be on your way to Financial Independence in five years! And you'd probably have a blast getting there, too.

Key Point A. Money has two roles/phase.

There are two values to money.

1. **Money as a Weapon**

The first is as a protective weapon: with enough money, you are virtually at no physical or emotional risk. And given our mind is always concerned about death and being homeless, money is a charged conversation --it's not about money at all, it's about your physical and emotional **SURVIVAL**.

Which can make anyone crazy. So, in this phase, money is not money; it's **YOU**. And money becomes a weapon that you use against you. It becomes the measure of who you are and are not.

2. **Money as a Tool**

The second phase of money is when it becomes a tool that helps you get what you most want in life,

without any of the baggage. Healthy people use money to leverage the present and create a future; this simple tool is wonderful.

Which role is money for you?

Key Point B. Without positive cash flow, you're not yourself.

If you're not putting money away, if you've got lots of debt, if you have psychological stuff going on about money, if you're squeaking by, if you're trapped financially, you are not being yourself. You may be coping quite well and using the stress to be very creative, but who you are being is not you. Your values have little chance of showing themselves and you have even less of a chance of reorienting around your values if money is even a conversation in your life. The reason that a positive cash flow (as in, saving each month) is so important as an indication that money is a tool, is that your body and mind KNOWS that you will not want to work or be able to work (earn) at some point in your life. By saving money each month, you are being responsible for today because you have tomorrow handled. And, it's not really about saving; it's that you don't consume every dime that you make. That's the key.

Key Point C. Reinvestment in yourself is now a requirement.

As Point B implied, it's not just about saving money, it's about using the money you have to help get what you want today and tomorrow -- and to be responsible for tomorrow today by reinvesting a certain percentage of what you earn into your future ability to earn money. The buggy whip fabricators who didn't start training in auto body manufacturing were soon out of a job. The therapist who doesn't get advanced training will soon be out of well-paying clients, given the managed health care trends and more discerning/value-oriented patient base. The coach who relies on old technology will be at a competitive disadvantage. It used to be that reinvestment for professionals or staff was a plus -- it helped you move forward faster, but now that everyone is doing it. If you DON'T do it, you'll soon be left in the dust. It's just that simple.

If you're not investing 3-10% of your earnings into advanced training or equipment, you are falling behind. It's that simple. And, either you're committed to being ahead of the curve or you've given up. Make up your mind; the train is not waiting even though you may wish it would.

Ask Yourself...

- Who is better at what they do than I am? What exactly do I need to be as good as them and even better than them?
- How willing am I to really get ahead of this money thing? Versus just doing better?
- Am I using money as a weapon against myself or as a tool? How do I know?
- AM I on a track for financial independence? Why? Why not?

Benefits

- Peace of mind.
- Healthier, stress-free life.
- No dread.
- More fun, better community.

Area A. The Radical Shift

The only goal here is to do whatever it takes to start saving 10% of your earnings within 60 days, regardless of where you are today. Here are the steps:

1. Do a quickie budget:

\$ _____	A The amount you earn/profit that goes in your checking account each month
- \$ _____	B How much you spend on everything each month
- \$ _____	C The monthly portion of your annual expenses like taxes/insurance/vacation
- \$ _____	D How much you save each month
= \$ 0	

The goal is to make line D equal 10% of line A.

To do this, here are some actions and ideas that work.

- Cut personal expenses by 25%.
- Move.
- Change your lifestyle.
- Cut business expenses dramatically.
- Go on a cash basis. Stop carrying your credit card/checkbook around.
- Moonlight (this also gives you less time to spend).
- Get a raise.
- Start a side business/service.
- Set a great goal that is worth making these changes.
- Double your revenue in your business.
- Get a coach.

Most of these actions call for significant change on your part and your family's part. And sometimes, dramatic change is easier and more attainable than incremental changes. Whatever you do, you need to maintain a steady source of income during these changes. I've helped clients drop their monthly expenses from \$15,000 to \$4,000 and they were happier once they got used to it.

How completely you make these changes is a measure of your commitment to learning this money lesson. There is no way to fake it or hope that things will change.

Credit: When you have saved at least 10% for two months, give yourself credit by filling in Area A of Lesson 8 on the Personal Foundation Chart.

Area B. Invest in Your Future Earnings.

This one is easy. Your job is to invest at least \$2000 in something that will make you an additional \$10,000 in earnings within 2 years. Examples include:

1. Specialized training for your current line of work. Go back to school, take an executive course, anything that you can peg to earning at least \$10,000 more within 2 years.
2. Training for a new or related line of work. Enter a program that teaches you the skills or service to offer others which will bring in at least \$10,000 within 2 years.
3. Start a small business. Invest in supplies, equipment or whatever has a good chance of turning a profit for you immediately, whether you're going to be an artist, graphic designer, lawn service or whatever. Peg the \$2000 to production goals, though.

4. Hire an expert to guide you to invest well.
5. Buy new clothes and a new attitude at work and set your sights significantly higher than you have.
Include a coach in this process for maximum return.

Credit: When you have invested \$2000 and have made back at least \$2000 from it, give yourself credit by filling in Area B of Lesson 8 on the Personal Foundation Chart.

Area C. Your Choice

Pick a financial goal or area that will significantly strengthen your Personal Foundation and write it out in the space below.

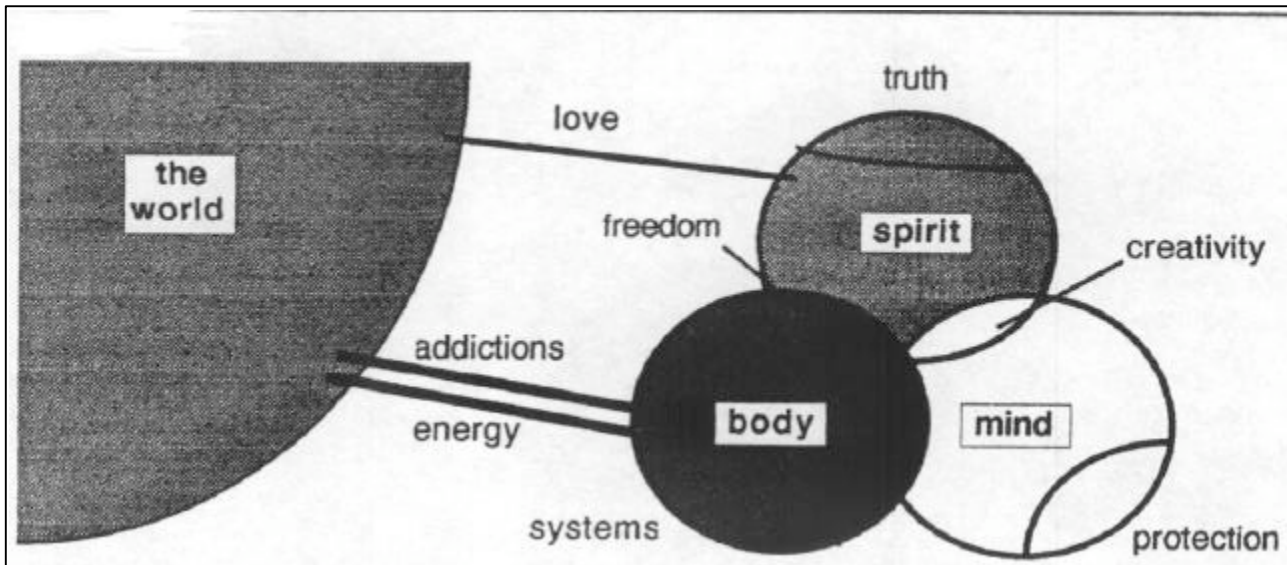
The measurable goal: _____

Credit: When you have reached your measurable goal, give yourself credit by filling in Area C of Lesson 8 on the Personal Foundation Chart.

Congratulations! Big steps here. Good for you.

Lesson 9. Your body, the temple.

LESSON 9: YOUR BODY, THE TEMPLE



KEY POINTS:

1. Your body is a part of your entire system of being.
2. Energy and addictions get collapsed/confused.
3. One's body is a tool, not the reason we're here.
4. Our body needs our attention not our shoulds.
5. Love your body for exactly how it is or isn't.
6. Bad eating habits are expensive emotionally, too.



THE PERSONAL
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Introduction

What's a strong Personal Foundation without a body to match? In this lesson, you will make 3 simple changes.

Key Point A. Your body, mind, heart and soul are connected.

When you mind, heart and soul are well taken care of (via the Personal Foundation Program and other methods), your body can just be your body, needing very little attention and energy. Yet, one of the best ways to access your mind, heart and soul are through your body, eating habits, etc. In fact, many of us use our bodies as a way to not access our mind, heart and soul -- or at least numb ourselves so that we don't hear these areas. There is nothing wrong with numbing, but at some point along the way, one needs less of it and wants full access.

Ask Yourself...

- Do I relate with my body as if it is all of me or just a part of me. (It's just a part of you...)

- Am I numbing myself using my body and what I eat?
- What is the purpose of food? (To sustain.) What do I use food for?

Benefits of treating your body like a temple

1. You have access to the rest of you: mind, heart and soul.
2. You will live longer.
3. You will live better.
4. You will feel good and feel good about yourself.

Area A. The Addictions.

No lecture here. Here, your only tasks are to stop ingesting:

1. Nicotine. In other words, stop smoking, completely.
2. Sugar. In other words, stop using candy, cakes, sugar as a way to calm yourself down or give yourself a boost (sugar works both ways). Just cut it out; don't cut down.
3. Caffeine. Stop drinking caffeinated coffee, chocolate, colas, etc. Cut it ALL out, not even a cup of coffee in the morning. (It REALLY matters.) Start with herbal tea.

Credit: When you have cut out nicotine, sugar and caffeine for 30 days, give yourself credit by filling in Area A of Lesson 9 on the Personal Foundation Chart.

Area B. Your Physical Systems

In order for your body to function well, it needs 3 things:

1. Massage. This for the touch need, to accelerate the flushing of toxins and to keep the circulation moving well.
2. The absence of Adrenaline. Your body is damaged by adrenaline prompted by stress, deadlines, worry, money concerns, performance anxiety, etc. Rather than manage your adrenaline production, simply cut out EVERYTHING that gets it pumping and save your adrenal glands for when they are REALLY needed.
3. Movement. Your body needs to move in order for you heart, mind and spirit to be enlivened. Incorporate walking, jogging or other exercise into your life.

Credit: When you have had massages, have been adrenaline-free and have been on a movement routine for at least 30 days, give yourself credit by filling in Area C of Lesson 9 on the Personal Foundation Chart.

Area C. Your Physical Presentation

This is not an Oprah Winfrey Show beauty makeover, although that sounds like fun. Instead, this is about doing 10 things to make sure that your body works for you in your life and when dealing with others. These things are:

1. Hair. Either you love your hair (style, color) or you don't. Do what it takes to love it. (Gifted stylist)
2. Nails. Either you take excellent care of your nails or you don't. Do. (Manicure)
3. Eyes. Either you can see very well (assuming that it's possible for you) or you can't. (Ophthalmologist/optometrist, gifted optician)
4. Skin. Either your skin is healthy or it's not. (Dermatologists.)
5. Clothes. Either your clothes compliment you or they don't. Find out which. (Color, clothing specialists)

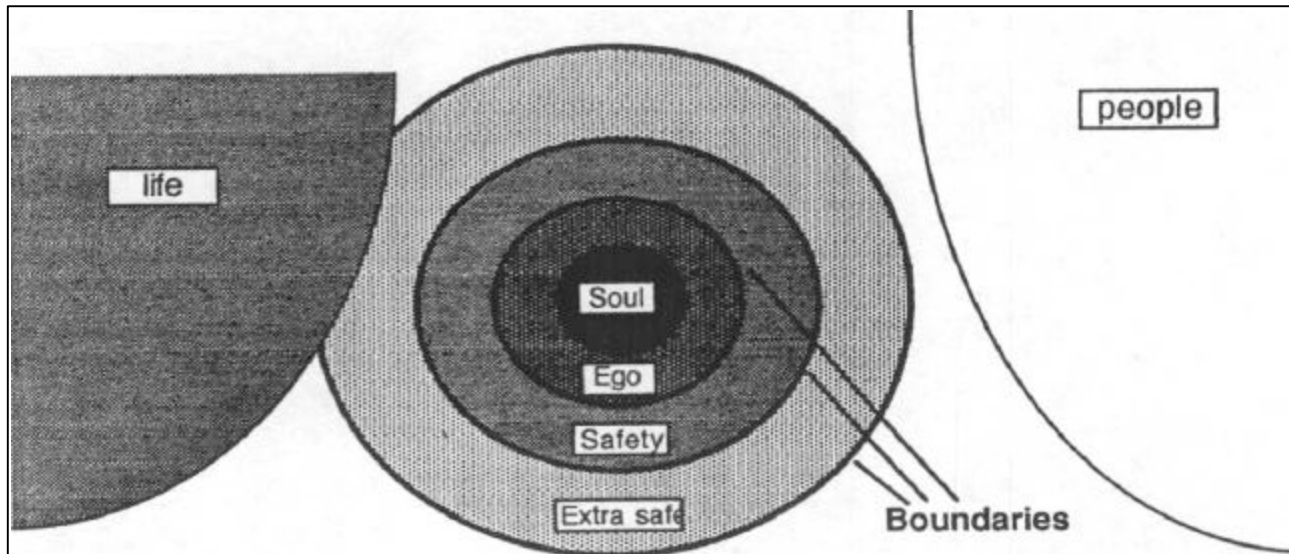
6. Posture. Either you stand up straight or you stoop. Find out which and resolve this. (Body worker, modeling school)
7. Features. Either you like your nose, ears, chin, thighs, or you don't. Do what's necessary. (Guess.)
8. Hygiene. Either you are clean or you are not. Get really clean. (Ask your spouse.)
9. Connected. Either you are connected with your body (gait, walking, standing, being with another) or you are not. Get connected (Rolfing, emotional work)
10. _____. What's left for YOU to handle your personal presentation?

Credit: When you have fully taken care of all 10 items, give yourself credit by filling in Area A of Lesson 3 on the Personal Foundation Chart.

Congratulations! Another biggie. And, by now you know that it's far more than just your body; it ends up being a big part of being you.

Lesson 10. Extend your Boundaries.

LESSON 10: EXTEND YOUR BOUNDARIES



KEY POINTS:

1. Boundaries help you define who you are and are not.
2. You need boundaries in order to be, and to be you.
3. You set boundaries by stopping others behavior.
4. You extend boundaries by having courage.
5. You get the courage from being selfish.
6. You become selfish by caring about yourself.



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Introduction

Boundaries are an imaginary line of protection that you draw around you. This is done to protect you, your soul and what's important to you. Your boundaries are more important to you than they might be to others, or what others might want what you have.

You cannot grow without boundaries. However, you can learn how to design, implement and manage boundaries so that the process is effortless for you and for others.

Boundaries are about what others CANNOT do to you or around you. Boundaries are about other's actions. If it has to do with YOU, it's called a Standard, which is another lesson in the Personal Foundation Program. If it has to do with something that another MUST do to or for you, this is called a Requirement (and has to do with the lesson on Getting Needs Met). It is helpful to understand the difference between these three. Just remember, that boundaries are what you establish to STOP people from doing certain things to or around you.

Boundaries are imaginary lines we establish around ourselves to protect our souls, hearts and minds from the unhealthy or damaging behavior of others. It is recommended to extend your boundaries at least two or three times beyond where they are.

When A Person Has Healthy Boundaries

- Fear diminishes significantly; trust is rarely an issue.
- Willing, healthy family members and true friends respect you more.
- They start growing more emotionally and developmentally.

What Happens When One's Boundaries Are Weak

- They attract needy, disrespectful people into their lives.
- They waste much energy to keeping life going.

☒ The 10 Steps To Having Extensive Boundaries

- ☐ “Get” that you need to dramatically extend your boundaries.
- ☐ Be willing to educate others on how to respect your new boundaries.
- ☐ Be relentless, yet not punitive, as you extend boundaries.
- ☐ Make a list of the 10 things that people may no longer do around you, do to you or say to you.
- ☐ Sit down with each person involved and share with them your process here; get their commitment to honoring you.
- ☐ Demand that every single person in your life is always unconditionally constructive in every single comment to you: No more digs, make-funs, deprecating remarks, criticisms... No matter what or who or the situation!
- ☐ Have and use a 4-step plan of action whenever someone violates your boundaries:
 - ☐ Inform them what they are doing
 - ☐ Request they stop immediately
 - ☐ Demand they stop
 - ☐ Walk away without any snappy or get-even comments
- ☐ Make a list of 10 ways you are violating others' boundaries.
- ☐ Stop violating the boundaries on that list.
- ☐ Reward, congratulate those who are respecting your boundaries.

Key Point A. Boundaries Help To Define Who You Are

Healthy people have set boundaries, both to protect from and to attract certain people.

Boundaries Help Define Who You Are And Who You Are Not.

Boundaries are essential to becoming a healthy adult. Your boundaries act as a filter and permit those people who are at your level in life to come in and be a part of your life. And it stops others “at the door” who just are not ready yet for you. Boundaries also protect one from certain behavior of folks who otherwise “qualify.”

Understand boundaries

There has been a lot of talk about boundaries. Proper boundaries make the needs satisfaction process much, much easier. Strong boundaries keep abusive or needy people at a reasonable distance from you so that you are not drained and can spend your time with people who you can benefit.

Think of a boundary as a moat around your castle. The moat was designed to keep the robbers out and the people inside the walls safe to pursue their interests. During times of conflict villagers could come inside the castle for protection. A drawbridge spanning the moat was provided access and egress when the coast was clear.

So it is with our lives. It is important to establish a safe distance from other people's needs (note, we say other people's needs, NOT other people.) Some people are needy and take advantage of others, particularly those who don't know how to raise the drawbridge (as in saying NO or leaving a situation before it starts costing them).

Key Point B. Make 'Em Big Establish Bigger Boundaries Than You Actually Need.

Learning how many and how big to set your boundaries is a personal experiment. Usually people don't set big enough boundaries. I suggest that you set much bigger ones than you need. Be greedy, be a pain in the neck, be strong. The people who really care will understand.

The process of setting boundaries involves the following steps:

1. Decide what is acceptable and unacceptable behavior in other people.

Only YOU can say what is okay and what is not. What are the behaviors which are unacceptable to you? Now let's go a little further. What behaviors are marginally acceptable to you? The point here is to establish more boundaries than you need. For example, two levels of the same boundary would be:

Basic Boundary/Tighter Boundary

No one may hit me/No one may raise their voice to me
No one may take advantage of me/People MUST appreciate what I do for them
People I care about must show it too/My close friends must do nice things for me

See how this works - what you are doing is establishing boundaries to protect you from certain people and behaviors. You are setting standards that people in your life must honor in order to be in your life. For now, we'll call them both boundaries because it has to do with what one deems acceptable FROM another. We'll discuss Personal Standards shortly.

Now that you have "drawn the line," you need to have a plan of action for those that cross the line. This is Step 2 of the process.

2. Know what you will do if someone exhibits unacceptable behavior to you.

The castle dwellers pulled up the drawbridge when the bad guys could be seen galloping along the road towards the castle. This assumes they had a lookout who could shout a warning in time to draw the bridge. We, too, must be able to "sense" when our boundaries are in danger of being violated, not as they are being crossed. This sensing is a skill which takes time to develop, but you can start now.

What are the five early warnings signs or cues that someone is about to cross over one of your boundaries? Let's make a list of your options.

Examples:

- Inform** "Do you know that you are speaking loudly?" (Hurting me, etc.)
Request "I ask that you thank me for what I've done for you."
Instruct "I need for you to not touch me when you are angry."
Warn "You may never speak to me using those words."
Attack "Stop, stop. I demand that you stop, right now."
Leave "What you are saying (doing) is unacceptable to me. I am open to working this out with you when you are able to do so reasonably. I am now leaving to protect myself. I'm sorry."

3. **Do it, regardless of the consequence**

Only you can protect your boundaries. Usually it requires that you say something, do something or leave. Treating yourself well by respecting your boundaries (and making others do so also) is more important than a temporary consequence that probably will happen when you live this way. What are some examples of consequences which may occur as your pull up the drawbridge?

Key Point C. Boundaries Become Automatic

At some point, your boundaries will be automatic, requiring no attention on your part and rarely be tested by others. Why? Because you'll be exuding an temperament that most people will "get" and not want to screw around with.

Ask Yourself...

- How do boundaries work for you?
- Can you go too far in setting boundaries?
- How would you have to come across in order for people to get these boundaries without you having to read them the riot act or be hard or defensive?
- What is the powerful, yet graceful, way to interact or conduct yourself?

Coaching Tips

1. Set boundaries because you KNOW you've got better things to do than put up with or tolerate what's coming at you from this person or situation.
2. You can be very, very graceful when setting boundaries; you needn't wield a machete or become a wall.
3. Setting boundaries is a skill that you can master. At first, you may be clumsy or go too far, but eventually, it will be a natural experience.
4. Give the people or situations that you extend your boundaries around a chance to grow with you and learn from you during this process instead of just announcing your boundaries in a take-it-or-leave-it announcement. Share what you are learning about boundaries with them and get them up to speed.
5. Setting boundaries is NOT a way to vent your anger. Often, people who have "taken it" from others for a long time discover the process of setting boundaries and use their new boundaries as a way to get even with others. Set your boundaries as a way to love yourself, not vent on others.
6. It's also helpful to see that having weak or undefined boundaries can be a source of great friction and energy for you. In fact, you may have learned to do quite well with this type of energy (albeit

expensive and toxic). So, by setting or extending boundaries, you may find that the process reduces the amount of energy you are receiving! In other words, just get that if you are resisting setting extensive boundaries, you probably are thriving on NOT having boundaries although you complain about or are hurt by people or situations invading your space. It may take some time to get used to the quieter, subtler, higher quality energy that is available once your boundaries are extended. Ease into and change yourself enough to be able to live well with this new type of energy.

7. One of the challenges that I faced as a coach is that often my clients didn't even know they were missing boundaries or that they were being violated. With discussion and increased awareness, one starts to SEE and FEEL all that is occurring. This being sensitized is essential to the boundary-setting process. You want to feel driven to set boundaries not just to set boundaries because it's a good idea. When you SEE and FEEL the costs, you WILL set them.

Benefits of Having Extensive Boundaries

1. You will attract people who have a similar respect for themselves.
2. You will have more room in which to grow because you are not being drained or violated.
3. Your standards have room to rise.
4. You will eliminate fear.

Area A. Your Time.

This is a biggie. The simple solution, of course, is to say “No” about 1000 times. On the lines below, identify where your boundaries are weak or where you are permitting folks to cross them. Then, next to each one, write in a 2-word solution to the problem. Be specific.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Personal Foundation Idea Bank

- You are given a new project by your boss which causes you stress.
- You are appointed head of the committee because no one else volunteered (or you volunteered because no one else did).
- Your children use you as a delivery service vs them creating their own solutions .
- You're the one who gets things done, so everyone gives you their stuff to do.
- You're the one people turn to for support, advice, coaching, yet you're not getting paid for this.
- You say “Yes” when you mean to say “No”.

- You say “Yes” when you'd rather say “No,” but you want something out of it.

Credit: When you have identified the 10 time-boundary problems in your life and have taken strong action on each one for 30 days, give yourself credit by filling in Area A of Lesson 3 on the Personal Foundation Chart.

Area B. Your Heart.

Humans are sensitive creatures, but we're also pretty hardy, too. Fortunately, boundaries can be designed to allow us to be sensitive, no matter what. It's this sensitivity that is the source of our loving, caring, support, connection and magic with others. It is worth protecting and it CAN be well protected with boundaries. I don't think that most people intend to be hurtful in things they say or do, but regardless of their intent, we do get hurt; that hurt ranges from shutting us down to simply being annoying. But, it's all damaging to our heart.

Here's the type of language that you can use to extend your boundary. Feel free to adapt it to your culture and needs, but do be direct and directive.

- “That's hurtful. Please stop.”
- “Ouch! Please apologize!”
- “You're not being nice to me. I am nice to you. You need to be nice to me.”
- “What you just said is inappropriate.”
- “I am a very sensitive person and I ask that you respect this about me and be careful what you say. I will do the same for you.”
- “I've been doing some work on boundaries which will affect our relationship and I want to share with you what is okay and not okay to happen between us.”
- “You know how you joke around about.....? Well, I recently realized that it hurts me and I ask you to respect this and to stop doing it. What you CAN do is....”

Make sense? Good. Now, on the lines below, write down the 5 people or situations which are hurting you, even a little bit and then write in what you're going to say to them in the next 3 days, NOT waiting for a reoccurrence.

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Credit: When you have identified 5 heart-violations and spoken with the person about them, AND they have not reoccurred for 30 days, give yourself credit by filling in Area B of Lesson 10 on the Personal Foundation Chart.

Area C. Your Spirit.

This area is fun. You now get to decide what is said around you and what is not. And your “source” for this is your spirit, your soul, the highest part of you.

The types of Spirit Boundaries include:

- Not accepting gossip from others.
- Not letting unaware people take up your space.
- Not engaging in debates or trying to prove your point with others who don't have a clue.
- Not being in environments which damage or diminish your soul.

On the lines below, identify the 5 Spirit Boundaries that you feel good about drawing or extending:

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have drawn or extended these boundaries for 30 days, give yourself credit by filling in Area A of Lesson 3 on the Personal Foundation Chart.

Congratulations! You now have room to be you and to grow even more quickly. Big steps.

Lesson 11. Raise your Standards

LESSON 11: RAISE YOUR STANDARDS

who you really are _____

who you will be _____

who you are now _____

who you were _____

what you re not _____

KEY POINTS:

1. Your standards are how you have chosen to behave.
2. The higher your standards, the better your life.
3. Doubling your standards creates a great game.
4. Match your standards to your Personal Needs.
5. Only set standards that fit right today.



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Introduction

*Personal Standards refer to the behavior and actions
to which you are willing to hold yourself.
You'll find as you work on areas 1-4 of the Personal Foundation Program
that you'll much more easily expect (and enjoy)
more of yourself and of your behavior.*

When A Person Has And Honors High Standards

- They feel very, very good about themselves, and others, too.
- They become irresistibly attractive to high quality people.
- They don't get near people/situations which cause problems.

What Happens When One's Standards Are Too Low

- Continues to operate “below the line” emotionally.
- Self-esteem drops; self-worth is questioned.

☑ The 10 Steps To Raising Personal Standards

- ☐ Make a list of 10 people you admire: identify the qualities, natural behavior and how they handle tough situations and people. What standards could you raise that would have you be more like them, yet still fit you, today?
- ☐ Start being unconditionally constructive every single time you open your mouth, yet still say all you need to say.
- ☐ Stop gossiping, good or bad, about anyone.
- ☐ Let go of the standards you “should” have; make a list of the 10 standards you most want and are ready for today.
- ☐ “Get” that standards are a choice, not a requirement.
- ☐ Fully respond to everything that occurs in your “space;” assume you had something to do with it, but don't take the “blame.” Just handle it and raise your standards so it doesn't happen again.
- ☐ Always: Put people and relationships ahead of results.
- ☐ Always: Put your integrity first, needs second, wants third.
- ☐ “Get” that others are right, and so are you.
- ☐ Always: Maintain a reserve of time, money, love, well-being.

Key Point A. Set Your Standards Very High

The higher the standard that you can honor, the faster your needs disappear.

Set high personal standards if you want to move beyond the domain of reacting to your needs. After you've handled boundaries and SASS, you'll have grown enough to start raising your personal standards. When properly set and honored, these standards are big enough to help you transcend beyond needs.

What are High Personal Standards?

Standards are the behavior and actions which you hold yourself to honoring, just because that's the kind of person you are. Now that you have set boundaries and surrounded yourself with willing partners, it is time to look inward and choose who you are by the standards you honor.

First, let us understand what a standard is not. A High Personal Standard is **NOT**:

- A should
- An ego trip
- A chance to be righteous
- Something you do because you are told to
- Something to copy or mimic because it works for another

An HPS then **MUST BE A CHOICE**. You can't decide to establish an HPS because it will get you something. Rather, choose an HPS because it is and always has been you, although you may not have fully acknowledged it until now.

Examples

1. (Super) High Personal Standards

- Being unconditionally constructive with everything you say or do with another
- Be fully responsible for everything (good or bad) that happens to you or around you
- Make others right because they are
- Maintain a reserve level that gives you peace

The higher the standard you are able to honor, the sooner all of your needs will disappear. Start with the standard that you are ready for and comfortable with right now.

2. **High Personal Standards**

- Telling the truth, even if there is a consequence
- Putting your needs first, then help others
- Putting people ahead of just results

3. **Basic Personal Standards**

- Being honest
- Being nice to the dog
- Paying your bills on time

Key Point B. Match Your (HPS) Standards To Your Needs

There is a supportive relationship between standards and needs.

In the process of strengthening your Personal Foundation, you will be faced with juggling and prioritizing between unresolved matters (Clean Sweep), needs (NeedLess) and the notion of High Personal Standards (HPS). Which comes first? Are they complementary? Are they redundant? Are they conflicting? The answers? NA, Yes, No.

Which comes first?

1. Get 5 - 15 points on Clean Sweep. You'll get a burst of energy from these. Then, immediately:
2. Identify a Need and get it met. Then, immediately,
3. Double a Standard and enjoy who you are because of it.

An analogy might help. Think of an ocean liner. Think of the barnacles on the hull as unresolved matters which slow the boat down and make the engines work harder and put stress on the hull. Think of small cracks (or big cracks) in the hull as unmet needs. You can't even see these if there are lots of barnacles. As you handle the Clean Sweep items, you can get in there and fix the cracks that are now so obvious. And, once these are fixed, you can paint the hull so that it shines, protects the steel and makes it go through the water faster (they do have marine paints which help the hull slice through water).

What if you didn't do these steps in order? What happens if you raise your standards before the Clean Sweep or the NeedLess Programs? You'd simply be covering up the barnacles and cracks, which would look better, but not make the ship any more stable.

Finally, before we beat this analogy to death, you don't have to scrape the entire hull (like every aspect of your life) at once; you can work in sections: scraping, fixing and painting.

Whew, let's put that one to bed! Do you now see the relationship between unresolved matters, needs and standards? Good.

Key Point C. Enjoy Your Newly Raised (HPS) Standards

Standards are to be enjoyed for the higher quality of life they provide.

Just a couple of points here:

1. **Standards are not weapons to use against others.** They are your personal choice. You may wish others in your family and community to raise their standards, but don't use it against them or as a way to make yourself feel better than they are. (You may now be better than they are, but feel it, don't think you have to prove it.)
2. **Standards are a measure of who you are now.** Congratulations!
3. **Hang out and develop relationships with people whose standards you admire.** They'll enjoy your newly found level of attractiveness, too.

Ask Yourself...

- How high should one's standards go?
- What is the risk to setting high standards?
- What's the relationship between standards and needs?

Coaching Tips

1. Standards are healthy when you move easily into them, which means that you are ready for them and they are ready for you. If you raise your standards too soon, they quickly turn into shoulds. If you push yourself into standards, you've missed the point. You, in a sense, want to attract them to you. You attract by working on other areas of the Personal Foundation Program such as Needs, Reserve, Buff, etc.
2. Declare your new standard when it is OBVIOUS that it is now you, and you it. Don't declare your new standard until you're there or at least on the threshold of being there. A gap is fine, but make sure when you're setting standards for yourself that at least one foot has bridged the gap.
3. Standards are what YOU do for yourself or behavior that you hold yourself willingly, distinct from boundaries (what others cannot do to or around you) and Requirements (what others MUST do for or around you).
4. Standards are NOT affirmations. Affirmations are about creating a future that one is trying to grow into or figure if they say it often enough then it will become, or is, true. Standards are what is ALREADY true and you're just now seeing and saying it. There is very little creation with standards, it's more of an articulation of what already is true.

Benefits of Setting and Raising Standards

1. You become you.
2. "Stuff" that you don't want stops coming into your life.
3. You tolerate less, naturally.

Area A. Who You Are.

The game here is to articulate a single standard that fully captures who you are, as a human being. Examples include:

- I am someone who lives simply.
- I am someone who tolerates nothing.
- I am someone who takes extremely good care of myself.

- I am someone who has no unresolved matters.
- I am someone who is.

Please fill in the following with the truth of who you are as a human being:

I AM SOMEONE WHO _____.

Credit: When you have articulated the “Who” Standard and feel strongly that what you've articulated is you (and there is ample evidence to support this), give yourself credit by filling in Area A of Lesson 11 on the Personal Foundation Chart.

Area B. How You Relate.

The second part of standards is to identify the type of person you are (or are becoming) in terms of how you relate with others and/or your environment. Examples include:

- I am someone who is generous with others.
- I am someone who responds fully to his/her environment and others.
- I am someone who touches every person who I come in contact with.
- I am someone who is responsible for all that occurs around me.

Please fill in the following with the truth of how you now relate:

I AM SOMEONE WHO _____.

Credit: When you have articulated the “Relating” Standard and feel strongly that what you've articulated is you (and there is ample evidence to support this), give yourself credit by filling in Area B of Lesson 11 on the Personal Foundation Chart.

Area C. What You Do/How You Conduct Your Life.

The third area of standards is the who you are in what you do. In other words, how you live your life, what you do for a living, how you decide what to do, etc. Examples include:

- I am someone who serves others as my calling.
- I am someone whose life is values-based.
- I am someone who is living his/her life purpose.

Please fill in the following with the truth of what you do or how you conduct your life:

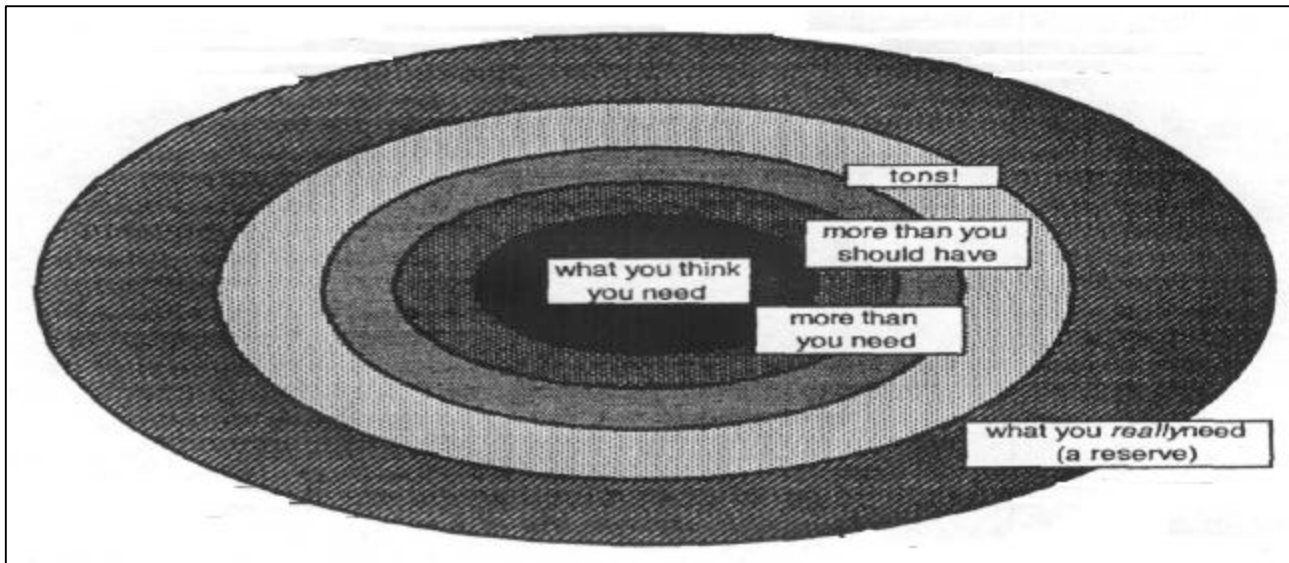
I AM SOMEONE WHO _____.

Credit: When you have articulated the “Living” Standard and feel strongly that what you've articulated is you (and there is ample evidence to support this), give yourself credit by filling in Area C of Lesson 11 on the Personal Foundation Chart.

Congratulations! Nice to know who you are, yes? Good for you. This knowledge (and growth) will serve you well.

Lesson 12. Create a Reserve.

LESSON 12: CREATE A RESERVE



KEY POINTS:

1. You need more than you think you need.
2. You need more than you deserve.
3. A reserve is far, far more than you need.
4. With a reserve, you are at choice.
5. You can get a reserve in at least 10 areas.
6. The process of creating a reserve strengthens you.



THE PERSONAL
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Introduction

To have a reserve means that you have more than you need, often so much more than you need that you essentially have no needs. It's a wonderful place. Having reserve is the bridge between a strong Personal Foundation and being Irresistibly Attractive, an advanced course at Coach U.

Key Point A. With A Reserve, You Are At Choice

Because we have needs, our life choices are limited -- one part of us is compelled to focus on what we need and keeps us satiated, the other part of us can go off and explore. The more our needs are handled (via reserve and other lessons), the more time we can play and the less time/space we spend being concerned about our survival.

With a strong reserve, we are truly at choice. This means that we can have what we want, spend our time doing what fulfills us and truly be ourselves. We can try to be ourselves without a reserve, but it is rarely sustainable or consistent.

Key Point B. Creating A Reserve Will Upgrade Your Systems

Having a solid reserve is the goal and affords the benefits, but the process of building this reserve is as worthwhile as the result; given the growing, rewiring and upgrading that one does (and must do) as they acquire a reserve. Reserve is a great goal/focus and you might as well enjoy the upgrading of the systems as you go, so that when you do reach your goal, you have the systems in place to protect and replenish your reserve. It's like the Lottery winner who gets \$1,000,000 jackpot but spends/wastes/mis-invests it so that it all disappears in 5 years. This happens a LOT. Why? Because the winner hasn't developed the internal systems and degree of awareness and understanding to handle well what they've been given.

Key Point C. You Need A Reserve In 10 Areas

There are 10 areas in which to build a reserve, and you will need a reserve in all 10 areas in order for there to be no drains in your system. The 10 areas are:

1. Time. Having at least an hour or two of time each day, beyond resting, just for you.
2. Space. Having room to think and be, without pressure, obligation or adrenaline.
3. Money. Having cash in the bank or solid investments to fund your present and future.
4. Energy. Having enough oomph to get through the day consistently and rest well at night.
5. Opportunity. Having enough good stuff coming at you, so that you can trust the future.
6. Love. Having enough/right kind of caring, support, love from those who matter to you.
7. Information. Having access to all that you need to know to grow, succeed, perform, work.
8. Wisdom. Having access to someone/someplace where you grow yourself quickly.
9. Self. Having more than enough of a relationship with yourself.
10. Integrity. Living your life with higher than necessary standards, high quality lifestyle, etc.

Ask Yourself...

- How much more is creating a reserve compared to a getting a need met?
- Can I have “too much?” When does a reserve become an obsession?
- How does a reserve keep itself maintained? What do I have to do?
- What's the level beyond a reserve for me?

Coaching Tips

- Building a reserve happens more easily when you have plugged the holes in your life, as described in the Integrity, Needs, Boundaries and other lessons.
- You are not acquiring a Reserve as a thing separate from yourself. You are building yourself up as you acquire a reserve. A reserve is not just an external object -- it also feeds you.
- You need a reserve more than you know you need a reserve. Just start the process and watch how easy your life gets and how free and able you feel. It works.

Benefits of Building and Maintaining a Reserve

- No fear.
- Effortlessness.
- You come out.
- You become attractive to the best.

Area A. Reserve Focus #A_____

1. **Drawing from the 10 Reserve Areas in Key Point C**, please select one area that would serve you well right now. Make sure it's the right TIME for the one you select. Do not select one that you *should* select. Select the one that you are ready to work on and succeed with. Enter it on the line immediately above and on the line indicated several lines below here.
2. **Identify what the “full” level would be for what you wrote down and make it measurable.** For example, if you selected a reserve of space, the full reserve level might be something like any of the following:
 - No problems
 - No pressure
 - Plenty of time to kick back and relax and *be*
 - All the space I need to be very creative

Enter this several lines below on the line indicated.

3. **Identify what's needed in order to get your reserve.** This may include action, changes, plugging holes, being selfish, acquiring assets, working harder, telling the truth, moving, changing jobs, mastering other lessons of the Personal Foundation Program, etc.

Reserve Focus #A_____

The Measure of Full_____

The Steps or Milestones to Full/Reserve:

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have taken the actions and reached your full reserve level in this area, give yourself credit by filling in Area A of Lesson 12 on the Personal Foundation Chart.

Area B. Reserve Focus #B_____

Please refer to the Steps described in Area A, immediately preceding.

Reserve Focus #B_____

The Measure of Full_____

The Steps or Milestones to Full/Reserve:

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have taken the actions and reached your full reserve level in this area, give yourself credit by filling in Area B of Lesson 12 on the Personal Foundation Chart.

Area C. Reserve Focus #C_____

Please refer to the Steps described in Area A, which precedes Area B.

Reserve Focus #C_____

The Measure of Full_____

The Steps or Milestones to Full/Reserve:

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have taken the actions and reached your full reserve level in this area, give yourself credit by filling in Area C of Lesson 12 on the Personal Foundation Chart.

Congratulations! You will never be the same. Congratulations!

Lesson 13. Perfect the Present.

LESSON 13: PERFECT THE PRESENT

The Present IS Perfect.

And, you can still perfect it.

KEY POINTS:

1. When you get the present is perfect, so are you.
2. You may not like the present, but it's still perfect.
3. You can always improve the present, but it's perfect.
4. When the present is perfect for YOU, celebrate.



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Introduction

MANY OF US ARE DRIVEN to either create a fabulous future for ourselves or spend a lifetime in our quest to resolve the issues that affect and limit us. There is nothing wrong with either of these approaches, but there is a weakness in them.

The weakness is that neither is about the present moment -- both are about a different time zone. Now, I do think that it's worthwhile to go into the past and to visualize the future, but only when done so with both feet firmly in a healthy present.

What is the present? The present is simply TODAY. The reality of your life today. What's so now, not what could be so and should be so or shouldn't be so, but actually what IS so, whether you like it or not. There is a richness in the present, that when gotten, puts the past and the future in the proper light.

I've seen a lot of coaches and clients be experts at handling things and have high scores on the Clean Sweep Program (a 100-point checklist to get your life cleaned up, available from Coach U). And, I've

seen very, very, skilled visualizers who manifest a future and even a present. But the problem is, these folks **MUST** do this in order to be with themselves. In other words, their “present” is conditional on working on the past or the future. For some reason, there is not enough of a present for them to have their present be a gift. They are **DRIVEN** to have a future or to overcome the past; there is **NO** freedom in exactly how things are.

One of the most challenging things I had to do was to get that God (or your definition of God) was right. If things weren't going my way, perhaps I needed to look at why instead of getting my dander up. Sure, it is kind of fun from time to time to get energy from reaction and saber rattling, but people lose in the process and it isn't sustainable.

So, while I am not a nice little mouse looking for crumbs in the present, I am willing to go with the flow and far more than I even thought was healthy.

Take a look at your life and see what percentage of your time is spent either compensating for/resolving the past and/or creating a future. If it's more than 10% on either side, you're missing out on the richness of the present.

A final thought. You've heard the quote, “You have all of the answers and resources you need, and as your coach my job is just to help you find them”? Not so; a coach's job is **FAR** more effective and influencing than that old technology. I'd rewrite the beginning of that phrase to, “The present has all of the answers and resources that you need.”

After all, the present would naturally include the person, and assume that the person was present, which would be necessary for the person to see the solutions and opportunities that are **ALWAYS** there.

Here's an excerpt from ***The 25 Secrets of Having What You REALLY Want***
“Your Life Is Perfect Today, Even If You think It's Not”

It's been said that each of us attracts what we need to learn or what we're ready for. Does this mean, then, that all of the people, opportunities, interests and even challenges or limitations in our lives are perfect? Well, yes. (This can be a difficult notion to agree with. But do try it on.)

Does this mean, then, that those people or conditions in our lives which are hurting us or are not good should be in our lives? Well, no. The lesson here is that what life has given you, life has given you. No one says what you have today is what you will have tomorrow. And no one says you should keep what you've been given “because it's there for a reason and maybe it'll be good for you later,” even if later is eight lifetimes from this one.

No way, sorry. Who really knows why life has given you what it has? The key point is that you got what you did, and what you have probably won't leave or stay (whichever is better for you) until you accept that the Universe was right for giving it to you in the first place. In the moment you do accept this, you free whatever it is you've been given to either stick around or leave (whichever is better for you). It's that simple.

So why do we resist or even deny what we've been given? I really don't know. However, just knowing that you are resistant to accepting what you've been given is a first step. Is there something in your life

that you don't view as perfect? Is it your job? Your love life? Your financial picture? Your health? If there is, you've probably been trying to do something about it, right? You might have even said to yourself, "It's not right that I didn't get that raise" or "I have to lose those 25 pounds!"

What if you just accepted your present situation and declared the universe right for giving you what it has given you? Does this mean you should just give up and eat sugar cookies for breakfast?

Not at all. You should still go to the gym, but go with an accepting and perhaps even grateful attitude towards your body, rather than bitterness and resentment towards those thighs you inherited from Aunt Edna. Your workout plans would serve you and life would more likely bring you what you really want.

Again, the point here is to stop resisting what the Universe has given you. You don't have to *like* what you've been given in order to *accept* what you've been given. When you accept what you've been given, what you've been given will no longer control you.

Key Point A. The Present IS Perfect.

The ways things are today are that way for a good reason (even if you can't see or understand the reason). Perhaps it's a lesson just to get that the present is perfect. This would mean giving up how things were, could be, should be or need to be. Big job.

Key Point B. When you perfect what you already have, you'll attract more...

It's one of those universal laws of attraction. When you live well with all that you've been given, you see that you have it all. And when you are in this space, you will be sending more of what you want. You can't fake being in this space nor can you strive to create this space. Basically, you have to give up the future, focus on today, perfect today and enjoy it. The next opportunity will occur.

Key Point C. You can still want for and go for more.

By getting that the present is perfect doesn't mean that you can't have more of a good thing! It just means that you can start creating the upgrade or next goal from a healthier place.

Coaching Tip

Rather than set goals about the future (more money, success, clients, etc.), it usually works best to set goals for the present -- like how am I doing TODAY, what do I have around me that is just waiting for some attention, which opportunities are patiently waiting for me to hear them, etc. When we say to perfect the present, it means to make today perfect -- not like an affirmation or powerful interpretation. Instead, go out and DO make the present perfect... and enjoy it. It's only from this place that the future will know where to find you and what to send you.

Benefits of Perfecting the Present

1. You can ignore the future.
2. You get pleasure immediately vs waiting for a goal to be reached.
3. You are getting more in touch with yourself; greater awareness.
4. You are aligning yourself with what is so vs what should, was or could be. This can set you free.

Area A. Perfect Yesterday

The assignment is to make yesterday perfect. I know we're supposed to be working on the present as in today, but today is very much today because of how yesterday was or in what shape we left yesterday.

On the lines below, go back in your mind and write down the 10 things about yesterday that you did not leave perfectly. Then, go ahead now and take an hour, or less, to perfect yesterday.

TO PERFECT YESTERDAY:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Credit: When you have written down and perfected the 10 items from yesterday, give yourself credit by filling in Area A of Lesson 13 on the Personal Foundation Chart.

Area B. Get that Today IS Perfect.

This assignment differs from the previous one in that you won't be DOING anything about today, only getting that it is perfect.

On the lines below, write down the 5 things that are clearly NOT perfect about today or your life. Then, study each one and write down how it IS perfect, even if it's 180 degrees from how you want it. Take your time. SEE the perfection vs "trying to make it perfect in your mind." Today IS perfect. Stick with it until you get it, like when viewing those 3D posters that require you to relax your eyes so that the third-dimension pops out at you clearly. It was always there, you just couldn't see it.

THE ITEM THAT ISN'T PERFECT

HOW IT IS PERFECT

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Credit: When you have written down the 5 “not perfects” of today and have come to see how they truly are perfect, give yourself credit by filling in Area B of Lesson 13 on the Personal Foundation Chart.

Area C. Make Tomorrow Perfect

This assignment is more like the first one of this lesson. Now, we want you to look ahead to tomorrow and make tomorrow perfect, even before it happens. What is going on tomorrow that you can do something about and perfect TODAY, so that when it happens tomorrow, it is truly perfect? Go for it! List 5 things about tomorrow and what you can do today on the lines below.

THE ITEMS OCCURRING TOMORROW

1. _____
2. _____
3. _____
4. _____
5. _____

HOW TO PERFECT THEM TODAY

Credit: When you have perfected tomorrow, today, give yourself credit by filling in Area C of Lesson 13 on the Personal Foundation Chart.

Congratulations! Interesting exercise, yes?

Lesson 14. Strengthen Your Family.

LESSON 14: **STRENGTHEN YOUR FAMILY**

(Create this model with your family)

KEY POINTS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(Create the key points with your family)



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Introduction

By family, we mean your biological or chosen family. The lesson here is that harmony/love and relating on an interdevelopmental basis are hallmarks of the model family of the new millenium.

The following is an excerpt from ***The 25 Secrets to Having What You REALLY Want*** that Thomas Leonard wrote in 1994 (and is available as shareware) regarding family versus community:

“IN THE OLD DAYS, groups of people got together for or because of economic and social reasons as they (we) still do today. And they banded together for one very important reason: To build a common defense against the (very real) enemies. Survival was at stake and, often, one's choice of a community was based primarily on who could protect one the best.

Because defense is now more easily handled by governments and hired hands (law enforcement), safety is now less of a factor in the choice of who one selects to be part of one's family or community.

This new level of safety, or at least delegatable task of providing security, frees up valuable energy and results in more choices for the average person. Today, one can choose who they want, when they want them and how they want it. The family's historical role of protection or love-source-as-a-last-resort is fading and people are now choosing who their families are and asking that nurturing be the focus for adult children. The notion of parents protecting children over 30 is less a part of parenting today. Kids are expected to take care of themselves and a parents role elevates, and simplifies, to that of friend, champion and, when asked, advice giver.

With the pressure off of the family as the sole-source of a person's life, the option to build a community of like-minded individuals is now available. It's not because the family failed, it's because people want more than a family can provide: Additional intellectual stimulation, similar activities and interests, common commitments, professional development and other group endeavors and projects.”

Key Point A. A Family is for Safety.

One of the traditional roles of the family has been its function as a source and structure of safety, defense, protection, security and identity for all members of the family, young and old. This unit also contributes to the continuation of the species, given it gives the little ones much of what they need to become big ones and continue the cycle.

If the family is only a place for rearing and does not offer a reserve of safety for all members, something is obviously off and a family therapist should be brought in. It's usually too costly (time and emotionally) to make your family a safe space for everyone on your own.

Key Point B. Families Can Relate Interdevelopmentally Today

Thanks to better parenting, more education, better role models, the internet/computers, kids growing up today are being raised better than we were, on balance. More is expected of them, they can get more of their needs met from more places in more ways, they are more included in society vs being expected to be seen but not heard, etc. Sure, they're still kids, but because they are better connected to everyone and everything (much beyond the immediate family), they grow up faster, can do more, have more things to do and see themselves quite differently than we did.

The point here is that many progressive families can afford to be more of a partnership than dictatorship, to grow each other (interdevelopmental) vs just top down development. The role of parents continues in that of protection, guidance and development, but now, kids can do more of that for their parents, too, vs the parents just being “right.”

Take a clue from your kids. They can do a whole lot more to develop you (vs just entertain, impress, charm, excel, etc.) than you may realize. They often have answers to problems that you do not have answers to. They often have the language to express wisdom. They are more than little adults. They are humans and they are here to teach YOU. Let them.

Key Point C. There Is Usually a “Past” to Resolve.

Your family is far more than you, your spouse and your children. Your family is your family because of the influence that has been passed down for GENERATIONS, whether you see or feel this or not. Much of the bad stuff that happened 3 generations ago affects your family today. The wins and successes of your parents impacts you and your children greatly. And, of course, the beliefs, assumptions, experiences, morals, values and lifestyles are passed down quite ineptly from one generation to the next. You can change this, but it make take several generations to fully restore and free oneself from what came before. (Much of what has been passed down IS worth keeping. I just bring up this point about there being a Past to resolve because this affects most families, also.)

Here are some thoughts to consider:

1. You didn't choose your parents and they didn't choose you.

It was the luck of the draw. Your parents are not “personal”, they created a relationship to the best of their ability with you. Sometimes parents are ahead of the child's Wisdom-Grace-Love curve, sometimes they're hopelessly behind it. Your parents have done so much for you, but that was their choice. It's your choice how much you wish to do for them. Don't we have a duty to our parents? Yes, if we choose to and most of us do choose to.

2. How do I resolve the parent who treated me poorly or didn't raise me well?

You find it in your heart to forgive them. As civilization advances and we ALL learn more about how to love each other and develop each other, fewer mistakes are made and fewer opportunities are lost. Parenting is no exception. It may help to place full responsibility on the parent(s) who hurt you or who didn't do a good job. Yes, they blew it. You have a right to feel shortchanged. They should have done much, much better. And they would have if they had a chance to do it over again, probably. Tell the parent exactly what they did and didn't do that harmed you and caused damage. They need to know. Whether they accept the responsibility or not is up to them. Your point isn't to blame them or make them wrong or have them agree with you. Your only point is to say what needs to be said about what the Truth is for you; their reaction, acceptance or denial is moot. If you need them to admit, agree or validate your communication or asserts, then you're either trying to get even or don't have enough self-confidence to believe what you believe. You may need to grow into this confidence, but it starts when you place responsibility where it belongs, untangle the shoulds, duty, good son/daughter thing and make the relationship with your parents a real choice.

3. But I have such a hard time with my parents.

Use what you've learned in the Personal Foundation Program and establish extensive boundaries (see parents once a year, or 3 hours at a time, or have agreements with them about what they can and can't say or do re: you). If you continually put yourself around parents who make you crazy, maybe you benefit somewhat from this negative energy. Also, you may need to work this all out with a therapist to heal wounds. Scars need therapy so they don't get in the way of your living a loving life.

☒ The 10 Steps To Strengthening Your Family

- ☐ “Get” that families are people, are not perfect and are probably learning how to be better. “Get” that families are not there to give you everything you deserve or need; they need love and support from you.
- ☐ I've done everything possible to restore any family relationships which hurt me. It is okay with me not to spend time with family members who pain me.
- ☐ I have owned up to my role in problems between me and other family members.
- ☐ I operate from choice vs obligation/duty when doing things for my family.

- ☐ I have nothing negative/unresolved with any of my children.
- ☐ I have nothing negative/unresolved with my spouse/mate.
- ☐ I have nothing negative/unresolved with an ex.
- ☐ I have nothing negative/unresolved with a parent.
- ☐ I have nothing negative/unresolved with a relative.
- ☐ I have nothing negative/unresolved with a sibling.

Credit: Please separate this lesson into 3 parts/areas for action and give yourself credit on the Personal Foundation Chart when complete. Please design the 3 mini-projects which will strengthen your personal foundation in the family area.

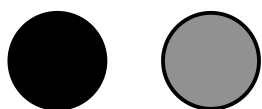
Area A.

Area B.

Area C

Lesson 15. Deepen Your Community.

LESSON 15: DEEPEN YOUR COMMUNITY



you



community



synthesis

KEY POINTS:

1. You spend most of your time with your community.
2. They shape you more than you shape you.
3. Your community includes colleagues, friends, associates, coworkers, church, special interest groups.
4. You attract who you are ready for, so upgrade you!
5. Eventually, your life is a response to your community.



THE PERSONAL
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Introduction

The notion of having and developing one's own personal community (vs geographic, socioeconomic, political one) is becoming more common. Basically, people with similar interests and relating/communicating styles get together and stay together and eventually bond together, almost as close -- and some times even closer -- than a traditional family. In fact, with the introduction and accessibility of the internet and world wide web, people with very, very specific interests meet and form friendships that can last a lifetime.

It is more socially acceptable today that one has more than just family, friends, coworkers and acquaintances. There's actually "something" called a community and Generation Xers and other sub groups are forming them and are proud of being a part of these created communities.

Key Point A. Communities work best when they are chosen.

The whole point of this type of community is that folks come together because they WANT to, not because they have to (for survival, continuation of the species, etc.). This means that you get to choose

exactly who you want to hang out with for a month or your lifetime and you can base this choice on any number of factors -- ones that mean something to YOU.

In order to truly choose a community, you're better off having your needs met elsewhere or be essentially needless as described in another lesson. Only then does the group become a community of choice. If you go into a community to get needs (vs wants) met, the purpose of the community is diverted.

Key Point B. Communities bring out your best.

The real purpose or benefit of a chosen community is that you become someone even more special because you are a part of the community. The best of them brings out the best of you, and vice versa. Communities are also great for creation and creativity -- the input and energy from the group, especially from such an aligned group, synthesizes ideas readily into products beneficial to all. Nothing worth doing is worth doing alone, and the community you select will cause results in your life that you simply could not do on your own.

At some point, many folks will elect to become part of a community because of who they will be and become, not just what they'll "get out of it."

Key Point C. Tribes > Family > Community

There is a progression here towards high, high quality of relating, based on choice and pleasure. Here's a little rundown on how far we've come as a civilization:

Tribes Were Survival/Protection-based:

- For sustenance (food gathering)
- Defense (from other tribes)
- Pleasure (each other)
- Purpose (everyone had their role and was defined by this role)

Families Are Rearing/Societal-based:

- For continuing the species (kids)
- For protection of parents (care during old-age)
- For approval (societal pressure)
- For love (a chance for parents/kids to experience true love)

Communities are HQL/Choice-based (HQL: Highest Quality of Life)

- For enjoyment (like minds)
- For higher-end development (intellectual, spiritual)
- For love/oneness (universal experience vs restricted)

We need all three. Focusing on community building puts the other two structures in perspective. (Note: you may experience community with your family. We've drawn the distinction here for those people who don't and/or never will. They need to develop a community that is stronger and more rewarding than what was/is based on their given family.)

Ask Yourself...

- Who is in my community of choice who I just hadn't seen them as such until now?
- Am I currently attractive to the type of community I wish to be in?
- Do I even want to be a part of a special, chosen community?

Coaching Tips

- It may take a while to discover, attract or create your community of choice. As you get to know yourself better and become engaged in your life work or interests, you will draw closer to this community. Have faith and focus on enjoying and mastering what you already have.
- You will upgrade your community of choice several times, so the community you initially choose may end up just being a way station on your path. This is fine. But eventually, as you complete your personal and professional development, you will be with the community which will likely last a lifetime. You will be home. And it will have been worth it.

Benefits of Having a Chosen Community.

- Makes you more well-rounded and well-connected; can be a reserve in case of trouble.
- Expands your personal and professional horizons.
- Moves you in new, more rewarding directions.

Area A. Upgrade Who You Know Now

This first step in attracting a community of choice is to upgrade who you currently associate with. Please complete the following checklist.

DONE ITEM

- ☐ I have a best friend who I adore and who adores me.
- ☐ I have the perfect amount and type of friends.
- ☐ I have a strong professional network/co-workers who I respect.
- ☐ I am respected by the people I know professionally and personally.
- ☐ I feel good enough about myself to be part of a community of choice.
- ☐ I am valued for who I am, not just for a role that I play for others.
- ☐ I actively seek out people whose company I enjoy.
- ☐ I have let go of the 3 people in my life that drain me or that I am associated with out of obligation.
- ☐ I say no to potential friendships or colleagueships which just aren't perfect for me.
- ☐ I am willing to be evoked, shaped and touched by a community.

Credit: When you have completed all 10 items, please give yourself credit by filling in Area A of Lesson 15 on the Personal Foundation Chart.

Area B. Designing Your Community.

What is the focus or focal point of the community of which you wish to be a part? Why is it there? What's the REAL purpose of it? Please write down your thoughts below.

1. _____
2. _____

3. _____
4. _____
5. _____

Who gets to play in your community? Write down the type of people and the qualities they have that would make them a natural part of YOU (via the community). And, if you know them and they truly fit as a part of your community of choice, include their names.

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have completed these two lists and can easily and simply say who is in, or deserves to be in, your community, give yourself credit by filling in Area B of Lesson 15 on the Personal Foundation Chart.

Area C. Who Will You Become Because of Your Community?

Think ahead (and deep inside) and write down the 5 qualities, skills, accomplishments, ways of being, etc., that are natural for you out of being a part of your chosen community. Be specific and keep it personal (who-based vs just what-based).

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have become part of the community you have been describing and when you become or accomplish what you wrote down above, give yourself credit by filling in Area C of Lesson 15 on the Personal Foundation Chart.

Lesson 16. Start Attracting vs...

LESSON 16: START ATTRACTING VS

The diagram illustrates the difference between 'trying hard' and 'attraction'. On the left, a circle labeled 'trying hard' has eight arrows pointing outwards in various directions. On the right, a circle labeled 'attraction' has eight arrows pointing inwards towards it. A large, thick arrow points from the 'trying hard' circle to the 'attraction' circle, indicating a transition or comparison between the two states.

KEY POINTS:

1. Attraction is the opposite of promotion/seduction.
2. To be attractive means that good stuff comes to you.
3. Adding value, relating well and serving are attractive.
4. When you have a reserve, you naturally attract.
5. A makeover is usually needed to be fully attractive.

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Introduction

As humans develop, they prefer to become attractive to opportunities, themselves, others, potential customers and the future, rather than being better at promoting, marketing, seducing, controlling or manipulating. Irresistible Attraction is what we call it when you are being very, very attractive.

The purpose of this lesson is to have you focus on this idea and to come up with 3 ways to have yourself (you, your business, your life, etc.) become much more attractive. There is a separate Coach U course called Irresistible Attraction, so you needn't try to get it all out of this single lesson, but we've included it here in the Personal Foundation Program because you also want to think about attracting your personal foundation, in addition to developing it.

The Irresistible Attraction Checklist

Here's what will make people, opportunities, money and love come to you.

1. SHOW THAT YOU CARE

- Be able to “touch” someone emotionally, yet professionally. We all need a special connection.
 - Want a lot for others, perhaps even more than they want for themselves. Then share it.
 - Tell people who they are not just what they do; remind them if necessary. People forget.
2. BE SOMEBODY
 - Master your craft to the point where you're innovating. And keep doing so.
 - Be an adult. Resolve the problems and concerns you have. And stop having problems.
 - Be on a strong personal path so that you have a well balanced life today and a great future.
 3. BE ABLE TO “DANCE”
 - “Hear it all,” even what the client hasn't said. The more you hear, the more you can help.
 - Ask the right questions. Especially the ones which reorient and develop the client.
 - Speak in messages. Package what you say so that others are motivated to respond well.
 4. FURTHER THE ACTION
 - Be unconditionally constructive in every communication. Say nothing but the very best.
 - Make big requests. If you ask, clients will grow and respond. They are waiting for you.
 - Speak “charge neutral.” You can say anything to anyone when there's no charge in your voice.
 5. DELIVER IT ALL
 - Underpromise; even underpromise what you know you can deliver. Deliver 20% more.
 - Be anticipatory. Start fulfilling the needs the client hasn't even thought of yet. Stay ahead.
 - Open up conversations for service in areas the client hasn't yet asked for. Create demand.
 6. HAVE A COMMUNITY
 - Have a strong professional network spanning 50 fields of expertise. Have resources.
 - Be close to your family or family of choice. They give you the strength you need.
 - Have strong and supportive friendships to round out your life. Enjoy people.
 7. BE A MODEL
 - Set and live up to very high Personal Standards, the ones you know you truly want.
 - Have extensive boundaries so you are insulated from other people's problems.
 - Be “present perfect.” Have everything and everyone around you be in great shape.

Please select or adapt 3 area or points to work on from the above list or from what you know will make you much more attractive in your life.

Area A. _____

What are the 3 things to do differently or additionally in this area to become measurably more attractive?

1. _____
2. _____
3. _____

Credit: When you have implemented these 3 items, give yourself credit by filling in Area A of Lesson 16 on the Personal Foundation Chart.

Area B. _____

What are the 3 things to do differently or additionally in this area to become measurably more attractive?

1. _____
2. _____
3. _____

Credit: When you have implemented these 3 items, give yourself credit by filling in Area B of Lesson 16 on the Personal Foundation Chart.

Area C. _____

What are the 3 things to do differently or additionally in this area to become measurably more attractive?

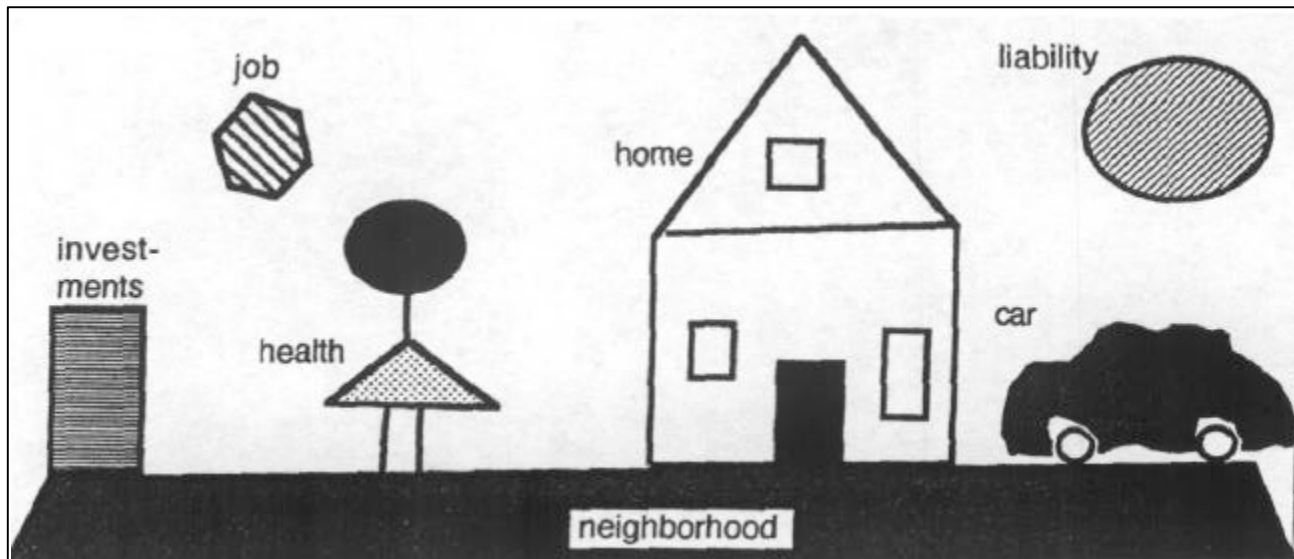
1. _____
2. _____
3. _____

Credit: When you have implemented these 3 items, give yourself credit by filling in Area C of Lesson 16 on the Personal Foundation Chart.

Congratulations!

Lesson 17. Be well-protected

LESSON 17: BE WELL-PROTECTED



KEY POINTS:

1. You are fragile compared to life; you have lots to lose.
2. You can buy most of the protection you need.
3. Protection includes physical, asset and quality of life.
4. Protection is a demonstration of responsibility.
5. Protection is rarely personal; just do it.



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Introduction

This is a design-it-yourself lesson. Some of the areas of safety to strengthen:

1. Insurance

One buys insurance as a method to protect themselves against losing more money or assets than they can afford to. With insurance you reduce and transfer the financial risk by paying premiums to the insurance company. Types of insurance include:

- Health/Medical
- Life
- Dental
- Disability
- Auto
- Home
- Liability/Umbrella Policy
- Business

- Legal

Also, another form of “insurance” is having two things:

- a reserve of savings
- consistent profitability or ability to save

Without a reserve of cash, it's not possible to have a strong personal foundation, no matter how hard you try.

2. Systems

Systems refer to procedures, routines, support and structures you set up to protect you from yourself, others, your environment and life itself. Types of systems include:

- Home and car alarms
- Automated bill paying (CheckFree/Quicken) or a bill paying service
- A CPA to do your taxes
- Family for support
- A referral/sales engine for your business
- Going to the gym/exercise for your heart and body
- Establishing your boundaries to protect your heart/spirit
- Living in a safe neighborhood
- Having a therapist available when needed
- Having a coach to help keep you focused
- Having your car, home, equipment inspected regularly
- Flossing is a safety routine for your teeth

3. LifeStyle

Lifestyle refers to the notion of selecting the type of life you want that will protect you from what you do not wish to experience/deal with in life. Designing such a lifestyle is not a form of denial or avoidance; it simply makes sense! Items include:

- Your home size/style and geographic location
- The clubs to join
- The community to enjoy
- The career/life work you select
- What you read
- Watching TV, or not
- Reading the newspaper, or not
- Where you travel to
- How you spend your free time
- With whom you spend your free time
- Who your colleagues are

Key Point

It's difficult to have a strong foundation and to graduate to Irresistible Attraction if you have one eye on the future and one eye looking around protectively. The point here is that when fear is reduced and even eliminated, you will naturally progress and be in the flow. The purpose of the preceding items is to offer you safety. Take advantage of this.

Area A. Insurance.

1. I have plenty of insurance.
2. I have a minimum of \$10,000 in savings that I do not need in the next 12 months.
3. I save consistently and wouldn't think of not saving.

Credit: When all 3 are true, give yourself credit by filling in Area A of Lesson 18 on the Personal Foundation Chart.

Area B. Systems.

I have 10 systems that keep me safe.

<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"/>	_____

Credit: When you have 10 systems, give yourself credit by filling in Area B of Lesson 18 on the Personal Foundation Chart.

Area C. Lifestyle.

Please identify and create the 10 key aspects of your lifestyle as you want them.

<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"/>	_____

Credit: When you have implement/upgraded the 10 key aspects of your lifestyle, give yourself credit by filling in Area C of Lesson 18 on the Personal Foundation Chart.

Congratulations! This was a big one.

Lesson 18. Choose your work, to be you

LESSON 19: **CHOOSE YOUR WORK, TO BE YOU**

Any work that you do can be a full expression of who you are today.

Finding your life's work makes you more of you forever.

KEY POINTS:

- 1. Work can meet many needs: Personal & Lifestyle.**
- 2. Your life's work can bring out all of your gifts.**
- 3. Life's work is usually a synthesis of your key values.**
- 4. Work becomes something else when it causes pain.**
- 5. It takes time to discover and be your life's work.**



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Introduction

This is a design-it-yourself lesson. The major areas to look at in this lesson are:

- How satisfying is my job?
- Does my job/career path have a real future, or is it fading?
- Does my work express my personal values?
- Is my work a form of play for me?
- Is there a standard career for me or do I need to invent a niche or profession?
- Am I an entrepreneur, technician or sales-type of personality?
- How much does money/salary/earnings play in my choice of work?
- What skills would it be wise to get/upgrade now in order to attract a better job?
- What's standing in the way of my success at work, today?

Credit: Please separate this lesson into 3 parts/areas for action and give yourself credit on the Personal Foundation Chart when complete. Please design the 3 mini-projects which will strengthen your personal foundation in the career area.

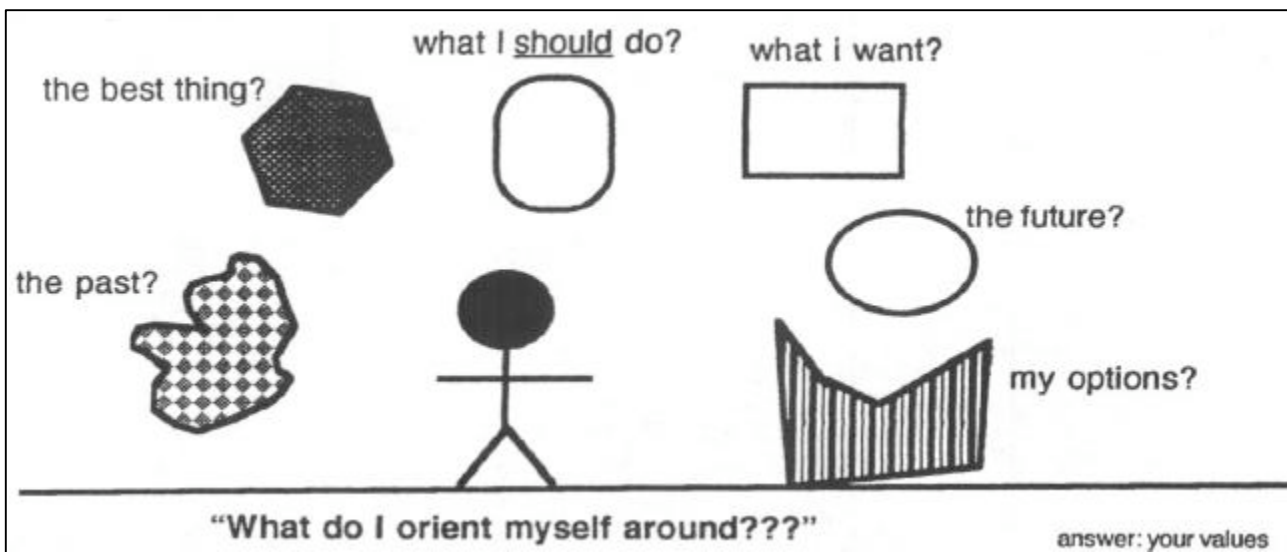
Area A.

Area B.

Area C.

Lesson 19. Reorient around your Values.

LESSON 19: REORIENT ON YOUR VALUES



KEY POINTS:

1. Your values are worth discovering.
2. Values are the only sustainable basis for goal-setting.
3. Personal Foundation *affords* a values-reorientation.
4. You *are* your values.
5. Values bring fulfillment; wants bring gratification.



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Introduction

What if you tossed out all of your goals, even the ones that you definitely want or have been working diligently on? And what if you spent an hour with a coach getting in touch with your true values? And then, what would happen if you set a goal for each of your true values and got to work on them? Would that be a big change in your life? Probably. Would this process help to simplify and focus your energies? Would it help you choose better? Would you start getting more of what you really want, faster? Yes, and here is the process to get yourself started.

NOTE: Our use of the word *values* is different than how the word is often used in the media, where it is often used to describe a single type of family, morality or traditional American lifestyle and culture. Our use of the word values can include these but goes both broader and deeper to tap into an INDIVIDUAL's values, customized by him/her which may or may not include traditional societal morals or values.

Key Point A. You ARE your values.

Values are that part of us that IS us. Values are what you are naturally inclined, drawn or eager to do, without efforting or even goal setting. For example, some people are natural explorers -- they were at age 6 and at age 40 they are taking adventure trips. Pretty obvious that exploring is a value for them. The person with the value doesn't have to make themselves go explore -- they just do. Values may be genetically or meme-based (culturally--based) or a combination. In either case, they are very much THERE and very much make up who we are, what we want and how we live.

Key Point B. Values are easily squashed by needs, shoulds and problems.

While values run deep within us, they resemble turtles since they hide themselves whenever danger is sensed. Danger in this case is anything that gets in the way of values, such as:

Needs	Adrenaline	Pipe dreams
Shoulds	Addictions	Roles
Tolerations	Irresponsibility	Money
Unresolved matters	Stress	Obligation/Duty etc.

Given that the above listed items controls the lives of most humans, it's no wonder that values don't get much of a chance to express themselves! Through coaching and the Personal Foundation Program, however, this list is whittled down and part of what happens is that one can see, feel, taste, be and start to let their Key Values come through and become well-known. Eventually, one's life can be oriented around these values. Until the above list is handled, however, the values-orientation is difficult to do, primarily because most people have values and needs confused -- their needs are so great that they overshadow their values and it gets confusing. And, the values-based life and goals are not sustainable.

Key Point C. Values-based goals bring Fulfillment

If getting what you want makes one happy, and if getting your needs met bring satisfaction, then living a values-based life brings fulfillment. Fulfillment is that inner feeling beyond happiness or satisfaction -- it's that lasting glow and the feeling of being totally you.

Ask Yourself...

- Is it possible to reorient one's entire life around Tru Values?
- Isn't that selfish?

Coaching Tips

Discover your Life Purpose as expressed by your #1 Value.

Benefits of Being Values-based

- Goal setting is easier and goals can be reached more quickly.
- Your life purpose/vision comes to you more clearly.
- Fewer distractions occur; life is simple, but rich.

Area A. Identify 5 Key Values.

Key values are those interests and qualities which have always intrigued you or to which you've always been attracted.

Step 1.

Select 20 values that naturally appeal to you (NOT needs, shoulds, role-based, etc.)

Adventure

Risk

The Unknown

Thrill

Danger

Speculation

Dare

Gamble

Endeavor

Quest

Experiment

Exhilaration

Venture

Beauty

Grace

Refinement

Elegance

Attractiveness

Loveliness

Radiance

Magnificence

Gloriousness

Taste

To Catalyze

Impact

Move forward

Touch

Turn on

Unstick others

Coach

Spark

Encourage

Influence

Stimulate

Energize

Alter

To Contribute

Serve

Improve

Augment

Assist

Endow

Strengthen

Facilitate

Minister to

Grant

Provide

Foster

Assist

To Create

Design

Invent

Synthesize

Imagination

Ingenuity

Originality

Conceive

Plan

Build

Perfect

Assemble

Inspire

To Discover

Learn
Detect
Perceive
Locate
Realize

Uncover
Discern
Distinguish
Observe

To Feel

Emote To experience
Sense
To glow
To feel good

Be with
Energy flow
In touch with Sensations

To Lead

Guide
Inspire
Influence
Cause
Arouse
Interest

Reign
Govern
Rule
Persuade
Encourage
Model

Mastery

Expert
Dominate field
Adept
Superiority
Primacy
Preeminence

Greatest
Best
Outdo
Set standards
Excellence

Pleasure

Have fun
Be hedonistic
Sex
Sensual
Bliss

Be amused
Be entertained
Play games
Sports

To Relate

Be connected
Part of community
Family
To unite
To nurture

Be linked
Be bonded
Be integrated
Be with

Be Sensitive

Tenderness
Touch
Perceive
Be present
Empathize

Support
Show compassion
Respond
See

Be Spiritual

Be aware
Be accepting
Be awake
Relate with God
Devoting

Holy
Honoring
Be passionate
Religious

To Teach

Educate
Instruct
Enlighten
Inform
Prepare

Edify
Prime
Uplift
Explain

To Win

Prevail
Accomplish
Attain
Score
Acquire

Win over
Triumph
Predominate
Attract

Step 2.

Now, toss out the needs and shoulds from your list.

- If you need it to be happy, it's a need, not a value.
- If you're doing it in order to get something else, it is not a value.
- If you want it, but it doesn't come easily, it's probably a should.
- If you did it when you were eight years old, it's probably a value.
- If it's really exciting and you're afraid of it, it may be a value.
- Please add more, or prune, to bring your true value list to a total of 5.

Credit: When you have completed steps 1 and 2, give yourself credit by filling in Area A of Lesson 20 on the Personal Foundation Chart.

Area B. Fully reorient around one of your Key Values.

1. Pick One Value And Take 10 Steps To Honor It.

From your circled list, select one to work on. Then make a list of the 10 big or little life changes to make in order for that one value to be honored. These 10 items should be attainable within 90 days; perhaps the value won't be fully expressed or honored, but you'll have a sense of what it's like to have your life

revolve around your values. These 10 steps are changes to make in your life to ALLOW the value to be expressed. Often these steps would be things like the following for the value:

CREATIVITY

- Let go of projects/commitments that don't allow you to be creative
- Surround yourself with 3 friends who are very creative and learn from them
- Take an art class
- Ask people what they see you being naturally creative at
- Stop tolerating the circumstances which diminish your creativity
- Pick a goal that you can reach by the end of the year.
- Pick a goal that shows you you're serious about your values.
- Pick a goal that is something you'd enjoy doing, not should do.
- Ask your friends and your coach what goals they see for you.
- Pick a fresh goal; no recycling allowed.

2. Select Or Design An Exciting Project To Fully Express One Value. Continuing the CREATIVITY value, design a project or goal that will reinforce to you that you are VERY creative. For example:

- Teach a class in being creative
- Sculpt for the first time
- Make words up
- Redecorate
- Design a \$1,000,000 financial independence plan for yourself

Make the project big enough to command your attention for between six months and one year. Remember, you are learning the skill of being your values. It takes time and support to move through the space to make that natural.

Credit: When your life is clearly and fully oriented around this one Key Value, give yourself credit by filling in Area B of Lesson 20 on the Personal Foundation Chart.

Area C. Reorient around all 5 Key Values.

Reorganize Your Entire Life Around Your Other 4 Key Values.

Now for the big stuff. You need to do the following types of things in order to accomplish the reorder:

- Adjust your priorities
- Change jobs/occupations
- Moonlight, making money from what you VALUE
- Stop tolerating
- Build a community of creative people around you
- Move to the geographic location of your choice

This step 3 takes time, time and time, so don't rush it just to get to your values. When you are ready, your values will PULL you, rather than you PUSHING them. Give yourself that time and space.

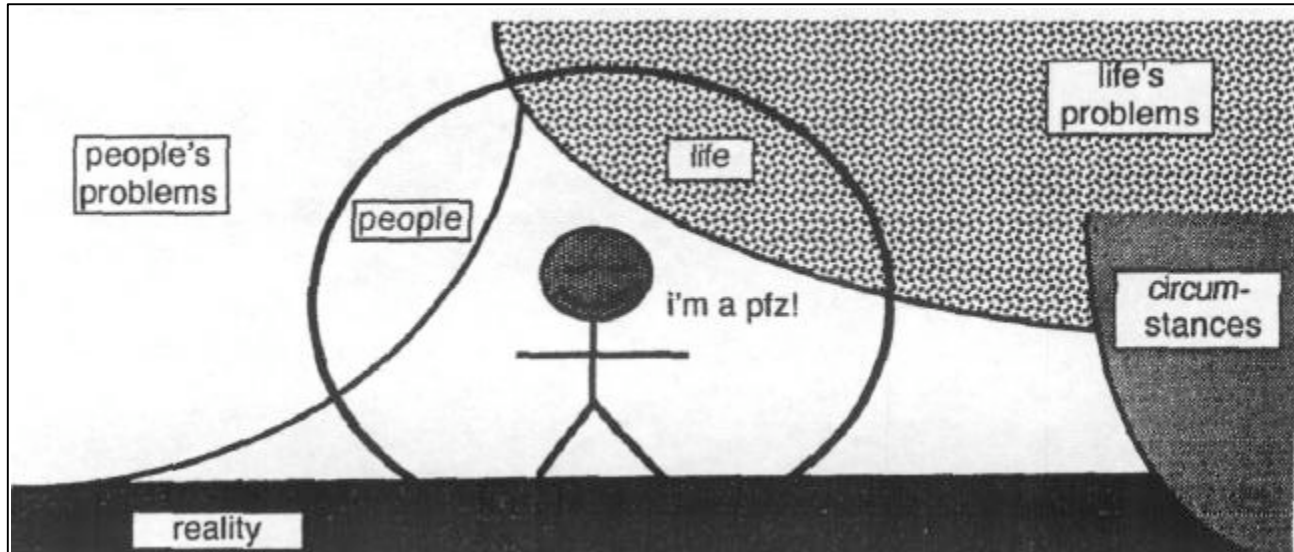
NOTE: The objective here is to only have value-based goals this year. If you have a goal that does not “fit” with one of your top 10 values, either adapt the goal to fit the value or GET RID OF IT and come

up with another. Don't adapt the value to the goal. And only have 1 goal per value. **You are using your values as the reference point in your life - not your goals.** And that is what makes this process so exciting!

Credit: When your life is clearly and fully oriented around all 5 of your Key Values, give yourself credit by filling in Area C of Lesson 20 on the Personal Foundation Chart.

Lesson 20. Become a Problem-Free Zone.

LESSON 20: BECOME A PROBLEM-FREE ZONE



KEY POINTS:

1. It's normal, yet unnecessary, to have problems.
2. Problems give us something to do and win.
3. A strong Personal Foundation prevents problems.
4. Eventually, who you associate with doesn't have problems.
5. With your extra time, you'll have a great life.
6. When problems occur, they get resolved immediately.



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Introduction

It's pretty safe to say that most of us have problems. And that we probably have or have had something to do with causing these problems. And that it's probably up to us to handle, solve, eliminate the problems.

I invite you to look at problems a little differently. Sure, they are yours to handle, but it helps to understand where problems come from, what fixes them permanently and what prevents problems so that you can enjoy the comfort and lifestyle of being a Problem-Free Zone.

Key Point A. Understanding the nature of problems helps a lot.

I firmly believe several things that has led me to conclude that most problems are not our fault, even if we caused them.

1. I believe that every human being does their absolute best at all times, even when they know they're not.
2. I believe that problems, like needs, are not personal -- not even about us. Yet since they come into our space, we get to handle them (or not).
3. I believe that problems occur because we have missed the earlier messages or lessons.

You hear a lot today about the notion of personal responsibility, that we cause our own realities and circumstances, that problem-solving is a good skill to have, that without problems we don't learn, that humans are built to have problems, that life is not perfect, etc. Basically, I say hogwash to most of that. I think that personal responsibility is a given for most anyone reading this book, which, to me, means that if you've still got problems, some other force is at work in your life and it's probably not you trying to create a difficult life for yourself.

I think it's a good idea to identify what IS going on that isn't to your liking. However, stop taking the blame for it - or the credit for solving it. That's making you out to be something more than you are. You're just a human being. Enjoy it. And become a Problem-Free Zone, while you're at it.

Key Point B. Integrity + Boundaries + Standards = Problem-Free Zone

HAVE YOU EVER noticed how some people simply do not have problems? And that others attract enough to continuously keep their plate full? Why is that?

When you're in the kind of state where problems just seem to pass you by, you are considered a "Problem-Free Zone." There are a number of ways to keep yourself a Problem-Free Zone, but the magic formula seems to be:

2 parts integrity plus
1 part boundaries plus
1 part standards

You can read about integrity, boundaries and standards in other lessons of this Program, but here's an extra word about boundaries as they relate to being a Problem-Free Zone.

Boundaries are what every human has a right to establish to protect themselves from the humanity (i.e., problems, needs, concerns) of others. We all have boundaries of some kind, but most of us have established just enough of a protective circle around us to keep us from getting killed or damaged by others. What we actually need are boundaries to give us the extra margin of safety we all need to "get a good night's sleep" and to have the space to freely create, without having to maintain a watch for any intruders.

Does this sound like gunfighters and the Old West? I don't mean to be so dramatic, but there are several points here that you need to understand if you hope to become a problem-free zone. They are:

1. People are intruding on your space more than you know.
2. Boundaries are limits you set, not walls or weapons.
3. You get to decide how wide to cast your boundaries.
4. You probably need to triple the width of your boundaries.
5. To grow quickly, extend boundaries more than is needed.

6. The more sensitive you are, the more you need boundaries.

Examples? Let's take a look at anger. Most of us have a boundary we've set called "no hitting." Regardless of the provocation or the "weakness" of the other person, hitting us is just not okay. No matter what. (And, as you know, some people have not yet established this boundary.) The next "upgrade" of this boundary is "no screaming or yelling at me, regardless." Do you have this one yet? If so, congratulations. If not, you should, for your integrity's sake.

Next is the "no digs or cracks" boundary. This means that the other person cannot belittle, criticize, make fun of or make cracks or jokes about you or what you're doing. Period. That's period. (Cracks and digs are not humor; they are always a form of "acceptable" anger. No more!)

Next is the "no disturbance" rule. This gets a little tougher because you're now letting the other person know that they can't be disturbed with you. Wow. "Isn't that controlling?" you might ask. It could be, but not in this context. What you're doing here is letting people know that you are not the kind of person who will knowingly or deliberately harm another. And given this, it's simply not okay for the other person to assume that you did something hurtful, thus allowing them to feel justified in being disturbed with you. (Now, if you did do something hurtful and it was deliberate, this does not apply.)

Finally, welcome to the "unconditionally constructive" boundary. This means that you expect those in your life to always be honest, yet supportive and to cast what they say in a positive light. That is, to use language that always forwards you instead of tripping you. This level takes practice, so work with your family and friends until you are both satisfied.

The process of you setting boundaries and working with your family and friends to understand and respect them is an investment that heads off many, if not most, of life's problems.

Key Point C. You need everyone around you to also be Problem-Free Zones.

You may be the first one on your block to adopt a Problem-Free Lifestyle, so it will be up to you to teach others in your family and community about this notion. You will find that about half the folks will want to become PFZ and half actually enjoy their problems -- even NEED their problems. The latter will have a very, very difficult time outgrowing their problems. You will need to decide what to do about this.

Area A. Solve the Problems you have.

Listen, they are only problems! They are not YOU, at all! And, there is ALWAYS a solution, if you are willing to use it.

Please write down the 10 problems you have now. Then solve them all within 30 days. Really! Use your coach or a friend for help -- another set of eyes can help you see the solution.

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

Credit: When you have identified your top 10 problems and solved them, give yourself credit by filling in Area A of Lesson 21 on the Personal Foundation Chart.

Area B. Stop having problems in the future.

Being a Problem-Free Zone means that you don't currently have problems nor do you have problems that are coming at you. What do you need to do that will head off problems in the future? Please write down 5 things you can do now.

1. _____
2. _____
3. _____
4. _____
5. _____

Here's a list of what works to prevent problems in the future:

1. Complete the Personal Foundation Program.
2. Have a coach.
3. Get your energy from a source other than problems. (Graduate.)
4. Stop hanging around people who give you problems or who like problems.
5. Have a Reserve of cash, time, energy and space so that problems will generally stay away.
6. Have better stuff to do during your day and lifetime than solving problems.
7. Be focused on a project or on your life in such a way that there is no opening for problems.
8. Stop tolerating anything and everything.
9. Delegate the problems you come across to a proven problem-solver.
10. Stop causing problems for yourself.

Credit: When you've identified and put into practice 5 ways to prevent future problems, give yourself credit by filling in Area B of Lesson 21 on the Personal Foundation Chart.

Area C. Become a PFZ.

You're already pretty close, given your work on Area A and Area B. But there is still probably 5 more things to do that only you know about, in order to make yourself a PFZ. Please identify and write these down on the lines below. Then handle them. Ask friends, family and coach for help.

1. _____
2. _____
3. _____
4. _____
5. _____

Credit: When you have done these 5 things and have been problem-free for 60 days, give yourself credit by filling in Area C of Lesson 21 on the Personal Foundation Chart.

Congratulations! You've graduated. And when problems do come up, you'll handle them way before they cause disruption, and often with the snap of your fingers, given the skill you've just mastered called PFZ.

Lesson 21. Improve your Attitude.

LESSON 21: IMPROVE YOUR ATTITUDE



(attitude adjustment)

KEY POINTS:

1. Where you come from in life creates your attitude.
2. It helps to know where you naturally come from.
3. It helps to know why you come from where you do.
4. Shift yourself to come from a better place.
5. Eventually, where you come from doesn't matter.



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Introduction

What IS attitude and how does one improve theirs? Answering these two questions is the focus of this lesson.

Here's what the dictionary says about Attitude:

1. A position of the body or manner of carrying oneself.
2. A state of mind or a feeling; disposition.
3. The orientation of an aircraft's axes relative to a reference line or plane, such as the horizon.
4. The orientation of a spacecraft relative to its direction of motion

So, in our way of saying it, attitude is:

1. Where you're coming from in general.
2. How you're looking at or interacting with something, someone, life or yourself.
3. How well you are lined up with Truth, your path, reality, goals, etc.

These are covered in the 3 Key Points which follow. We all “come from” a place in life. That is, we look at life through a certain set of glasses and/or from a definite perspective. If you are looking at the Statue of Liberty from the boat in New York harbor, it looks impressive. If you are in a 747 taking off from LaGuardia, it looks small. If you're hiking up the 300 steps to the top, it looks like a maze of metal pipes, steep stairs and tourists. If you were an immigrant earlier this century it looked like heaven. Are any of these come-froms right? Or inaccurate? No. But it is important to experience all of these perspectives even if you are currently coming from a single one. Imagine this: As you climb up the last 50 steps, behind a sweaty body, you can still be awed by what the statue symbolizes to those who would die to get to our country, be grateful for Lee Iococca for his efforts to get funding for the restoration, appreciate what it took to build it in France, thankful that you get to go inside, etc. And you can still wish the person ahead of you used Dial.

So, you want to be able to come from all places as you experience life. A come-from may also be defined as an assumption, paradigm, perspective, cultural view, expectation or evidenced reality. We all come from a certain place in life. It is important to know “where we come from” so that we can make changes to the come-from as well as the obvious.

Key Point A. Know Where You Naturally Come-From.

Do you know where you naturally come from when you think about or related with life? (Naturally means how you feel before having a beer, a cup of coffee, a win, etc.) It probably falls between these two statements:

- Life sucks.
- Life is heaven.

Big range, yes? And we have ourselves staked out somewhere on the long road between these two points. Here are some places I've seen:

- Life is pretty good, when I do well.
- Life's not bad at all, given what I'm facing.
- Listen, I just do my best; that's all that one can do.
- I am doing quite well, thank you.
- Life's tough and I'm having a hard time.

What's the point here? It's simple. Life IS perfect and life IS great. It may just be YOU who's not or who isn't seeing life for what it is.

I think we get Life and Ourselves confused/collapsed. They are distinct. There's Life and then there's You. Very, very different, even though it's like one (you) is one side of your hand (palm) and the other (life) is the other side (top) -- you can't have one without the other, yet each are very, very different in terms of appearance, function, care.

The goal here is that you start seeing YOU as great and see LIFE as great. Not like you have to make it up, use affirmations or be a happy camper even when it's raining and you're all wet. The Truth IS that LIFE is great and so are you. So, what's the resistance????? (The resistance is your ego, culture, problems, etc., but these are being handled in other lessons in the Program. The lesson here is to start getting how perfect life is and start coming from that place so that you can more readily bring YOUR life in line with Life.

Key Point B. Know Why You Come From Where You Come From

If you are coming from any place other than that Life is Great and So Are You, take a look and see why. Some of the common barriers to seeing it this way are:

Experience So Far. If you've had a challenging life, you're probably pretty used to it and to surviving. So, to see that life is Great may hold no appeal, given your systems are designed to get through obstacles vs rise above them.

Cultural Background. Many cultures, subcultures and religions equate problems with life and that if you don't have problems, then something's wrong and maybe you're blind or something. If you are the product of a culture that embedded this notion in you, see if you are willing to let this assumption go and realign yourself to what's possible vs what you've been taught.

Parents and Family. I am continually shocked at how many families, while loving and supportive, have placed bulletproof plexiglass ceilings above the heads of their children with messages like, “Well that's nice, Joan, but shouldn't you have a real job for your security?,” and “I'm glad you are successful, but don't get too excited now,” and variations of. Many parents, in their desire to protect their children (even as adults), focus on saving the kids from mistakes vs encouraging them to be themselves and recover from the errors. You may well have been taught that life is X, when life really may be A-Z. Love your families, but move beyond the protective/limiting thinking that they often foster.

Do you know why you come from where you come from?

Key Point C. Shift Yourself to Come-From a Better Place

A shift is a type of change, specifically:

- A change in direction.
- A change in attitude, judgment, or emphasis.
- A change in position

Shifts are different than just changing behavior -- they are changes in who you are, how you think, how you approach life and the direction you take. Shifts are usually more dramatic, permanent and developmental than changes are. Behavior usually changes for the better, and is likely to continue effortlessly, when inside shifts are made first.

In fact, a coach often says something like: “Stop Trying to Change Your Behavior. Instead, Start Shifting on the Inside.”

Examples? Sure. Let's talk weight loss, something many folks have some experience with. The change/linear approach is fairly obvious. One says things like:

- I will stop eating sugar.
- No eating after 7pm.
- I will only eat foods that I know are good for me.
- I am going running, starting on Monday.

The shift/leap/three-dimensional approach is a little different and the results may take longer to show up:

- Who I am is someone who takes care of my body.
- I am someone who only hangs out with healthy people.
- My day orients around my well-being and exercise.
- I've got better things to do than eat toxic food.
- I need my energy to accomplish my goals.

See the difference? In the first group, the focus is on what one wants/needs to change. The second group focuses on who the person is and what they want in their lives, not just the change they want to make. The shift process is more than just making statements like the ones above. It calls for action to manifest one's commitment. When one shifts who they are, things naturally look different, and the results are obvious.

A leap, which is even bigger than a shift, is a combination of changes and shifts. Together, a person tends to leap forward in their development and often leaps over the linear steps to accomplish their goal. Shifts and leaps occur only when you are ready. You can get ready by:

- Strengthening your personal foundation.
- Over-satisfying your needs.
- Resolving emotional issues or blockages (in therapy if necessary).
- Finding and addressing the source of what's stopping your growth.
- Clarifying your vision so that it pulls you forward.
- Letting go of the shoulds in your life.

A Master Coach can both help prepare you for shifts and then help you select the shifts you're ready to make. Several examples of shifts are:

Shifts To Make

Externally Prompted TO Inner Directed
At the Effect Of Life TO Self-Responsible
What-based TO Who-based
Consumptive TO A Value-Adder
Resistant TO Willing
Needs Driven TO Values-Driven

Shifts take awareness and practice, so don't stop changing. You can begin by weaving in the who as you change the what.

And, in this lesson, you will want to look at how you can upgrade where you come from by shifting yourself vs just parroting the "I'm Great and So Are You" language. You have to feel it. If you don't, get a coach and focus on this.

Area A. Your choice: _____

Credit: When you have completed this area, give yourself credit by filling in Area A of Lesson 22 on the Personal Foundation Chart.

Area B. Your choice: _____

Credit: When you have completed this area, give yourself credit by filling in Area B of Lesson 22 on the Personal Foundation Chart.

Area C. Your choice: _____

Credit: When you have completed this area, give yourself credit by filling in Area C of Lesson 22 on the Personal Foundation Chart.

Lesson 22. Your Choice _____

LESSON 22: **YOUR CHOICE** _____

KEY POINTS:

- 1.
- 2.
- 3.
- 4.
- 5.

(Create these points)

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Introduction

We have saved Lesson 23 for you to design, work on and complete. Choose an area of your life that needs strengthening? Please write it in the space below and then fill in the blanks as in the section.

The Areas That Need Strengthening Are:

Key Point A. _____

Please make your key point here for this lesson.

Key Point B. _____

Please make your key point here for this lesson.

Key Point C. _____

Please make your key point here for this lesson.

Ask Yourself...

What are the questions to ask yourself about this lesson?

1. _____
2. _____
3. _____

Coaching Tips

How would you coach yourself, or what would your coach say?

1. _____
2. _____
3. _____

Benefits of _____

Why is this lesson worth learning?

1. _____
2. _____
3. _____

Now, write down what you are going to do to implement/learn this lesson:

Area A. _____

Credit: When you have completed this, give yourself credit by filling in Area A of Lesson 23 on the Personal Foundation Chart.

Area B. _____

Credit: When you have completed this, give yourself credit by filling in Area B of Lesson 23 on the Personal Foundation Chart.

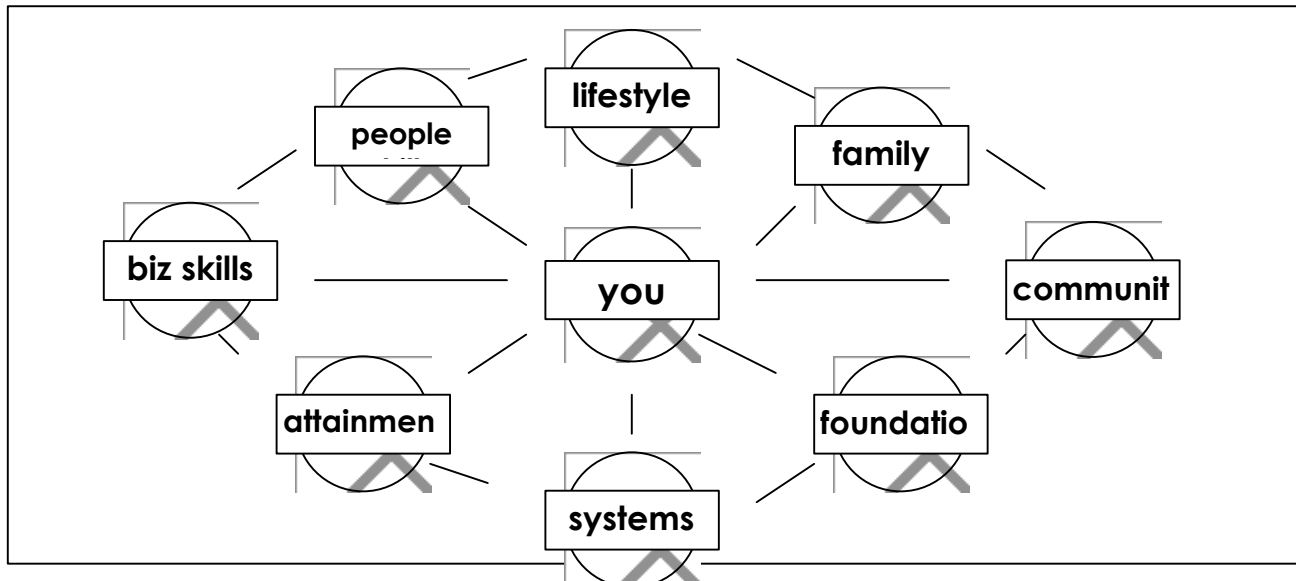
Area C. _____

Credit: When you have completed this, give yourself credit by filling in Area C of Lesson 23 on the Personal Foundation Chart.

Congratulations!

Lesson 23. Invest in your Life

LESSON 23: INVEST IN YOUR LIFE



KEY POINTS:

1. You *can* invest well in yourself, forever.
2. Use a coach to identify where to invest now.
3. Enjoy your investment.
4. Expect a lifetime of investment return.
5. Invest in others.

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Introduction

You've probably heard this before, but we're going to give you 3 specific areas to invest in and a checklist of how to do this. True, we are a great investment assuming we're ready to benefit from what we choose to invest in.

Basically, you are wise to invest in the following three areas:

1. Your ability to earn or make money.
2. Your advanced personal development.
3. Your quality of life, today.

Key Point A. Increase your ability to make money.

To make more money today, here are 3 areas where you need to invest some seed money:

1. **Your marketable skills.**

People pay you money because you have something they want, whether it's a skill, product, service, time or solutions. And, people are generally thrifty and value-oriented so expect to give more than you think you should for whatever amount you are being paid. Marketable skills include the obvious like typing, management and technical skills, but they also include the following transportable skills:

- Problem-solving
- Good judgment
- Ability to hear what's really asked for/said
- Wisdom
- Ability to take charge and make something happen
- Ability to coach others to accomplish more
- Timing
- Awareness of trends and patterns
- Ability to forecast the future, based on what is occurring today.
- Ability to language all that you think and feel.

2. **Your ability to attract the right people and opportunities.**

To make REAL money, often you need only attract and keep the right people around you who find your structure, energy and vision to be evocative, nourishing and compelling. Here are some of the skills, attainments and qualities to invest in the development of:

- Your personality
- The way you relate with others.
- The effect you have on others.
- Articulating a big and compelling enough vision to attract others.
- Your Personal Foundation so that you attract only the best because you ARE the best.

3. **Your ability to manage and reinvest what you earn.**

This one is usually best delegated to a gifted group of people, for example:

- CPA
- Money Manager
- Executive Team
- Managers
- Board of Directors

Key Point B. Selectively invest in your Advanced Personal Development

You can invest hundreds of thousands of dollars in your personal development if you had the time and the funds to do so. The key is select exactly the parts of you that you want developed. Here is a partial list. Ask your coach or other advisor for additional ideas.

- | | |
|---------------|----------------|
| • Listening | • Flow |
| • Relating | • Spirituality |
| • Attraction | • Energy |
| • Attainments | |

Key Point C. Invest in Your High Quality of Life (HQL), Today

By high quality of life, we don't mean Tiffany's vs K-Mart or success vs failure. Instead HQL refers to how YOU are doing, feeling, being and accomplishing each day, without having to use a measure.

Only you know what this means to you. But we've found when one focuses directly on how good TODAY is, and fixes/enhances today, then their future is forever better.

Area A. Your Skills

Please identify the 5 skills that you would benefit greatly from investing time and money into and list who is qualified to teach you each of the skills:

Specific Skill Time (months) Budget (\$) Who?

Specific Skill	Time (Months)	Budget (\$)	Who?
1. _____	_____	\$ _____	_____
2. _____	_____	\$ _____	_____
3. _____	_____	\$ _____	_____
4. _____	_____	\$ _____	_____
5. _____	_____	\$ _____	_____

Credit: When you have arranged for this skills investment/training, give yourself credit by filling in Area A of Lesson 24 on the Personal Foundation Chart.

Area B. Your Advanced Personal Development (APD).

Please identify the 1 area of APD that you would benefit greatly from investing time and money into and list who is qualified to guide you in this process:

Specific APD Area _____

Time _____ months, starting _____.

Budget \$ _____

Who? _____

Evidence (How will I know I've reached this place?)

1. _____
2. _____
3. _____

Credit: When you have begun and been engaged in this focus for 90 days, give yourself credit by filling in Area B of Lesson 24 on the Personal Foundation Chart.

Area C. High Quality of Life (HQL)

Please identify and implement the single change needed in order for you to firmly be on the track to have HQL.

The Big Change:

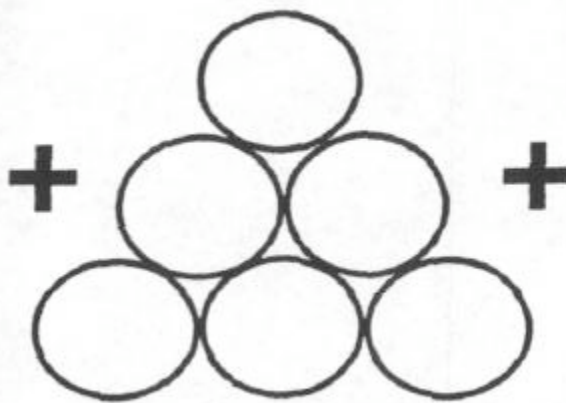
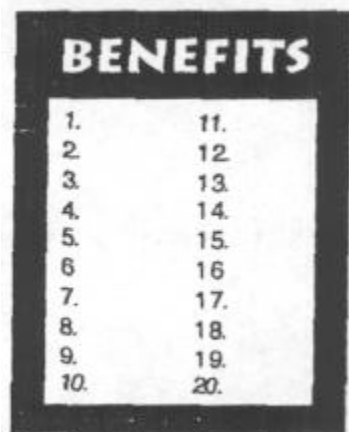
The HQL benefit I expect from the Change:

Credit: When you have made the change, give yourself credit by filling in Area C of Lesson 24 on the Personal Foundation Chart.

Congratulations!

Lesson 24. Graduate!

LESSON 25: GRADUATE



1. list benefits received

2. double check all 25 lessons

3. select next program

KEY POINTS:

1. Feel ready to complete this program.
2. Review each lesson and complete the details.
3. List the changes made and how you benefited.
4. Pass around this program to at least 3 people (opt).
5. Decide if you wish to start on an advanced program.
6. If desired start on Buff Attraction or



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Introduction

You'll know when you've completed this program. Please take an hour to do the following:

Area A. Review Each Lesson.

Please skim through your notes for each lesson in this workbook and write down the 3 most significant and beneficial ones for each lesson, in your view.

Lesson 1

- a. _____
- b. _____
- c. _____

Lesson 2.

- a. _____
- b. _____
- c. _____

Lesson 3.

- a. _____
- b. _____
- c. _____

Lesson 4.

- a. _____
- b. _____
- c. _____

Lesson 5.

- a. _____
- b. _____
- c. _____

Lesson 6.

- a. _____
- b. _____
- c. _____

Lesson 7.

- a. _____
- b. _____
- c. _____

Lesson 8.

- a. _____
- b. _____
- c. _____

Lesson 9.

- a. _____
- b. _____
- c. _____

Lesson 10.

- a. _____
- b. _____
- c. _____

Lesson 11.

- a. _____
- b. _____
- c. _____

Lesson 12.

- a. _____
- b. _____
- c. _____

Lesson 13.

- a. _____
- b. _____
- c. _____

Lesson 14.

- a. _____
- b. _____
- c. _____

Lesson 15.

- a. _____
- b. _____
- c. _____

Lesson 16.

- a. _____
- b. _____
- c. _____

Lesson 17.

- a. _____
- b. _____
- c. _____

Lesson 18.

- a. _____
- b. _____
- c. _____

Lesson 19.

- a. _____
- b. _____
- c. _____

Lesson 20.

- a. _____
- b. _____
- c. _____

Lesson 21.

- a. _____
- b. _____
- c. _____

Lesson 22.

- a. _____
- b. _____
- c. _____

Lesson 23.

- a. _____
- b. _____
- c. _____

Lesson 24.

- a. _____
- b. _____
- c. _____

Credit: When you have completed this, give yourself credit by filling in Area A of Lesson 24 on the Personal Foundation Chart.

Area B. Benefits

Please list the 10 specific benefits you have received by taking this program.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Credit: When you have completed this, give yourself credit by filling in Area B of Lesson 25 on the Personal Foundation Chart.

Area C. Service

Part of maintaining a strong Personal Foundation is strengthening the people around you. Please list how you have -- or how you will -- strengthen others out of you having completed this Program.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Credit: When you have completed this, give yourself credit by filling in Area C of Lesson 25 on the Personal Foundation Chart.

Congratulations! And thank you.

Thomas Leonard, Coach U Founder
Sandy Vilas, Coach U President