

# Personal Foundation Program

---

Personal Foundation is a self-paced personal development program for the individual who wants more—much more—in life and understands the value of investing in oneself by strengthening what we call one's personal foundation.

A personal foundation has 10 parts—each distinct, yet interrelated—forming a solid base on which to develop a most wonderful, satisfying, and fulfilling life. Also, this program requires work on several other programs, notably Clean Sweep, Tru Values, and NeedLess.

**The 10 areas that you will be working on are:**

- Clearing unresolved matters
- Restoring your integrity
- Getting all of your needs met
- Extending your boundaries
- Raising your personal standards
- Eliminating what you are tolerating
- Coming from positives
- Resolving key family relationships
- Developing a supportive community
- Reorienting around your Tru Values

This is a fairly rigorous program. Take it one piece at a time. Your first score may be less than 10 or 20. Do not worry. You'll get to 70, 80, or 90+ sooner than you may think. Once started, the personal foundation process carries on its own momentum.

## Instructions

---

There are four steps to completing the **Personal Foundation** program.

**Step 1: Answer each question.**

If the statement is true, fill in the circle. If not, leave it blank until you've done what it takes. Be rigorous; be a hard grader. If the item does not apply or will never be true for you, give yourself credit. (You may do this with up to five items.) Feel free to rewrite or reword up to five of the items in this program to better suit you, your needs, and your life.

## Step 2: Summarize each section.

Add up the number of checked circles for each of the 10 sections and write those amounts where indicated. Then add up all 10 sections and write the current total in the progress chart provided.

## Step 3: Color in the checklist.

If you have five circles filled in the Clearing Unresolved Matters section, color in the bottom five boxes of column A, and so on. Always work from the bottom up. The goal is to have the entire chart filled in. This will indicate how strong your personal foundation is. In the meantime, you have a current picture of how you are doing in each of the 10 areas.

## Step 4: Keep playing until all the boxes are filled in.

This process takes between six months and five years, but you can do it! Use your coach to assist you. Check back quarterly for maintenance.

## Progress Chart

---

Date	Points (+/-)	Score

## Personal Foundation Program 100-Point Checklist

---

Sections										
#	A	B	C	D	E	F	G	H	I	J
10										
9										
8										
7										
6										
5										
4										
3										
2										
1										

Give yourself credit as you get points on the 100-point program. Fill in columns from the bottom up.

### A. Clearing Unresolved Matters

---

Past experiences—what we did, didn't do, should have done, did poorly or wrongly—are always with us in some way. In this section, you get clear of the past, doing what you can and letting go of the rest. You are not your past, yet you may still be living as if you are.

**When clearing unresolved matters with the past, a person:**

- Feels free of what he or she has done, yet responsible for it all
- Can be with themselves, as they are today, with no compensating
- Is able to set goals and reach them more easily

**What happens when one isn't clear:**

- One continues to repeat the past in some new way.
- One is reacting to life's unresolved matters instead of flowing with it.

## The 10 Steps to Clearing Unresolved Matters

Number of circles checked (10 max) \_\_\_\_\_

- ☐ Develop strong compassion for yourself: understand that we always do our best, even when we know we aren't.
- ☐ Come to see how staying unresolved with someone or something in your past gives you unhealthy energy.
- ☐ Come to recognize the six signs of being unresolved: regret, remorse, shame, anger, denial, continuing sadness.
- ☐ Make a list of at least 50 things you have left unresolved and start working that list down until it is at zero!
- ☐ Take the Clean Sweep program and work it until your score is above 95.
- ☐ Make a list of the 10 actions you took against others or lies you told; then communicate them fully.
- ☐ In your "clearing" conversations, expect nothing of the other person; it's about you clearing, not their response.
- ☐ Start doing the maximum in work, in your tasks, conversations, and actions, so that nothing comes back to bite you for five years.
- ☐ With someone you really trust, share the five things about you that you feel worst about and/or that are your biggest secrets.
- ☐ Make five changes to prevent unresolved matters from occurring.

## B. Restore Integrity

---

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 a person is "in integrity":

- He or she experiences fewer problems.
- Consistent feelings of peace, health, and emotional balance are present.
- He or she 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

Number of circles checked (10 max) \_\_\_\_\_

- ☐ 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.
- ☐ Dedicate yourself to start living in integrity, as you see it.

- Let go of at least 10 shoulds, coulds, woulds, oughts, and wills.
- Involve a coach or other strong, able person to help you.
- Start getting 50 percent more reserve than you feel you need.
- Get your score up to 95+ on the Reserves Index 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.

## C. Get Your Needs Met

---

We know we all need air, water, shelter, and 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 get enough.

### **When a person is getting their needs fully met:**

- He or she has room and love for other people; there is no competing.
- He or she has a dramatic sense of self-confidence without arrogance.
- Wants naturally decrease: There are no compulsions or 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**

**Number of circles checked (10 max) \_\_\_\_\_**

- Identify your top four personal needs using the NeedLess program.
- Ask four special people to each meet one need fully.
- Train, manage, and coach them to do so until it is done right.
- Understand that personal needs are fully satisfiable.
- Set up a SASS (see NeedLess) for each of your four needs.
- Understand that people who love you will meet your needs.
- See the difference between neediness and needs satisfaction.
- When it is true, assert that your personal needs are met.
- Extend a boundary that will help you satisfy two needs.
- Ask three friends to tell you what they see your needs to be.

## D. Extend Boundaries

---

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 that you extend your boundaries at least two or three times beyond where they are currently.

### **When a person has healthy boundaries:**

- Fear diminishes significantly; trust is rarely an issue.
- Willing, healthy family members and true friends respect the person.
- The person starts growing more emotionally and developmentally.

### **What happens when a person's boundaries are weak:**

- The person attracts needy, disrespectful people into his or her life.
- The person wastes energy keeping life going.

## **The 10 Steps to Having Extensive Boundaries**

**Number of circles checked (10 max) \_\_\_\_\_**

- ☐ Understand that you need to dramatically extend your boundaries.
- ☐ Be willing to educate others 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; get an agreement to honor you.
- ☐ Require 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 who or what or the situation!
- ☐ Have and use a four-step plan of action whenever someone violates your boundaries: Inform them what they are doing, implore that they stop immediately, require that 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 and congratulate those who are respecting boundaries.

## E. Raise Standards

---

Personal standards refer to the behavior and actions you are willing to hold yourself to. You'll find as you work on the first four areas of the personal foundation program that you'll much more easily expect (and enjoy) more of yourself and of your behavior.

**When people have and honor 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 or situations that cause problems.

**What happens when one's standards are too low:**

- One continues to operate "below the line" emotionally.
- Self-esteem drops; self-worth is questioned.

**The 10 Steps to Raising Personal Standards**

**Number of circles checked (10 max) \_\_\_\_\_**

- ☐ Make a list of 10 people you admire. Identify their admirable qualities, natural behavior, and how they handle tough situations and people. What standards could you raise that would make you more like them, yet still be you, today?
- ☐ Start being unconditionally constructive every single time you open your mouth, yet still say all you need to say.
- ☐ Stop spreading gossip, good or bad, about anyone.
- ☐ Let go of the standards you believe you should have; make a list of the 10 standards you most want and are ready for today.
- ☐ Understand 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, and wants third.
- ☐ Understand that others are right, and so are you.
- ☐ Always maintain a reserve of time, money, love, and wellness.

## **F. Stop Tolerating**

---

Humans tolerate a lot. Often, we're taught not to complain, to accept that life is difficult, not to rock the boat, to go along with others, to be grateful for what we have, to be understanding. Not bad advice, but we can still stop tolerating what is bugging us!

**When people have stopped tolerating:**

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

**What happens when they tolerate?**

- They and their work become mediocre; they are tired.
- Natural creativity is squashed.

## The 10 Steps to a Toleration-Free Life

Number of circles checked (10 max) \_\_\_\_\_

- ☐ Understand that putting up with things is good for no one.
- ☐ Make a list of 10 things you are tolerating at home.
- ☐ Make the requests or take the actions to eliminate these items.
- ☐ Make a list of 10 things you are tolerating at work.
- ☐ Take the actions to eliminate these items.
- ☐ Understand that you're getting juiced (negatively energized) by tolerating things.
- ☐ Be focused on being toleration free.
- ☐ Stop complaining; instead, make a strong request.
- ☐ Invest \$1,000 to handle the tasks or chores that pain you.
- ☐ Do steps 1-9 again after you've done them once!

## G. Come from Positives

---

There is a wonderful feeling that comes from making the shift from focusing on the problems in life to realizing that life is pretty good. This shift may take time, development, and a high score on the Personal Foundation program, but you'll get there! We promise!

### When people come from a positive place in life:

- They still live in reality but choose to live a better way.
- They create more positive things happening.

### What happens until one makes this shift:

- Nothing is good enough, especially oneself.
- Problems are attracted, like bees to honey.

## The 10 Shifts to Make to Come from This Place

Number of circles checked (10 max) \_\_\_\_\_

- ☐ From feeling that one doesn't have enough to being enormously grateful, always
- ☐ From having problems to being a problem-free zone
- ☐ From just getting by to having a healthy reserve of time, love, money, and space
- ☐ From fighting, resisting, and denying the circumstances, problems, and disturbances in life to realizing that you had a lot to do with whatever is happening
- ☐ From doubting yourself to trusting your inklings and intuition
- ☐ From being complacent to making the choice to be fully alive



- From being passive and waiting to always initiating, being at cause, and creating your life
- From putting others first to becoming healthfully selfish
- From talking or being “about” life to being actively “for” life
- From thinking you’re alone to developing a relationship with God, self, spirit, soul (or whatever term you wish)

## H. Strengthen Family

---

Family, whether biological or chosen, is an important part of our personal foundation. Why? Because we need to know we belong, that we are loved, that we can afford to take risks in life because we know there are key people behind and with us.

### **When a person has a strong family:**

- More needs are met, automatically.
- Values are expressed more often.

### **What happens if one doesn’t have a strong family:**

- One doubts oneself more often.

## **The 10 Steps to Strengthening Your Family**

**Number of circles checked (10 max) \_\_\_\_\_**

- I understand that families are people, not perfect, probably learning how to be better, not there to give me everything I deserve or need; they need love and support from me.
- I’ve done everything possible to restore any family relationships that 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 versus obligation or duty when doing things for my family.
- I have nothing negative or unresolved with any of my children.
- I have nothing negative or unresolved with my spouse or mate.
- I have nothing negative or unresolved with an ex.
- I have nothing negative or unresolved with a parent.
- I have nothing negative or unresolved with a relative.
- I have nothing negative or unresolved with a sibling.

## I. Strong Community

---

Nothing worth doing is worth doing alone. Given that, it helps to have a strong personal and professional community: people you can share your love, life, dreams, and concerns with at a level of intimacy once reserved for family.

**When people have a strong community:**

- They are well-rounded and well-connected; they have a reserve in case of trouble.
- It expands their personal and professional horizons.
- They move in new, more rewarding directions.

**What happens if one doesn't have a community:**

- One relies excessively on family members to meet needs.
- One misses out on opportunities for personal or professional growth.

## The 10 Steps to Developing a Community

**Number of circles checked (10 max) \_\_\_\_\_**

- ☐ I have a best friend.
- ☐ I have a soul mate.
- ☐ I have at least 10 social friends who I enjoy.
- ☐ I have a successful professional network of at least 25 folks.
- ☐ I contribute daily (in some way) to people in my community.
- ☐ I am loved by people in my community.
- ☐ My friends are happy and healthy; they don't "need" me.
- ☐ I feel good enough about myself to be part of a community.
- ☐ I actively seek out people whose company I enjoy.
- ☐ I can and do say no to people who want to be a part of my community but with whom I do not feel comfortable.

## J. Reorient on Values

---

As you strengthen your personal foundation, you'll find yourself having a lot more time, energy, and space in your life. What should you do with this? Start fully expressing yourself by setting goals based on your Tru Values.

**When people orient around their values:**

- Goal setting is easier and goals are reached more quickly.
- Their life purpose or vision comes to them clearly.
- Fewer distractions occur; life is simple but rich.

**What happens until one does this:**

- They are frustrated in the area of goals and lack a strong reference point in life.
- Their goals, wants, and ideas keep changing.

## **The 10 Steps to Fully Expressing Your Values**

**Number of circles checked (10 max) \_\_\_\_\_**

- ☐ Read through and complete the Tru Values program worksheet.
- ☐ Understand that you are your Tru Values and that expressing these values is what will make you feel fulfilled in life.
- ☐ Understand that goals are more fun when linked to your values.
- ☐ Identify 10 key Tru Values: set one goal to match each value.
- ☐ Let go of goals that can't be linked to one of the 10 Tru Values (unless they strengthen your personal foundation).
- ☐ Begin working on each of these 10 goals immediately.
- ☐ Reach each of these 10 goals.
- ☐ Identify your number one value: your key value.
- ☐ Raise a personal standard through the roof in order to help you more fully orient around your key value.
- ☐ Discover your life purpose as expressed by your number one value.

## **Intellectual Property Notice**

---

This material and these concepts are the intellectual property of Coach U, Inc. You may not repack- age or resell this program without express written authorization and royalty payment. The excep- tion is that you may deliver this program to single individuals without authorization or fee. If you lead a workshop or develop or deliver a program to a group or company based on or including this material or these concepts, authorization and fees are required. You may make as many copies of this program as you wish, as long as you make no changes or deletions of any kind.