

A Script for
Aspiring Women
Leaders
5 Keys To Success



WORKBOOK



Workbook

A Script For Aspiring Women Leaders

5 Keys For Success

A SCRIPT FOR ASPIRING WOMEN LEADERS

5 KEYS TO SUCCESS – CHAPTER 1

DEFINE WHAT YOU WILL LIVE BY





Values Exercise Survey

Review and answer the following questions to help define the values that you will live by. Think about what is important to you and why. Think of where you desire to be in 3 to 5 years and what values will not change in that timeframe. Finally, what would you want to be known to others for?

1. Please rank the following values on a scale of 1 through 17

- A) Trust ____
- B) Integrity ____
- C) Honesty ____
- D) Ethics ____
- E) Respect ____
- F) Initiative ____
- G) Fun ____
- H) Celebration ____
- I) Achievement ____
- J) Accountability ____
- K) Knowledge ____
- L) Recognition ____
- M) Transparency ____
- N) Excellence ____
- O) Impact ____
- P) Joy ____
- Q) Courage ____

2. What of any of these values do you not exhibit daily, or very little, that you would like to adopt, learn, and live daily? Why?

3. Is there any value not listed that you admire and wish to add? Why?

4. How would you say others perceive you and why?

5. Is their perception accurate or why is it not accurate?

6. What, if anything, would you like changed about how you are perceived?

7. Are you the same person, when nobody is looking? Explain:

8. What is your strongest character trait? Why?

9. What value do you rely on when in times of pressure or turmoil? Explain:

10. List out 5 to 7 values you define and commit to that you will live daily.



Principle Statement Worksheet

Follow the exercise, answer the questions, and challenge yourself when needed. This exercise is to help you develop your individual Principle Statements that define your foundation for every decision and commitment to live by.

1. List out 5 to 7 values you defined within your values exercise survey.

2. List how your principle statements make you feel with adjectives, verbs, and nouns that describe the feeling. Examples: Motivate, Challenge, Inspire, Accountability, and Prosperity

3. How many values did you settle on?

4. Based on the number of values, is there a word listed in #2 that the number of letters in the word match how many values defined? If yes, please list?

5. If the answer is no, can you think of a word that excites you, where the amount of letters in the word matches the amount of values you listed? Use internet and a mentor to assist.

6. The word you chosen will work as your memorial word, also known as a monument word. This will assist you in memorizing your principle statements that will be created by using each letter of the word to start a principle statement with. A principle statement will take a value and utilize that value within the sentence structure that also defines what we be a core belief you embrace. This is an exercise to work with a mentor or peer to assist. List your word vertical by placing each letter of your memorial word on each corresponding line.

Note: 8 lines are provided, which may be more than your number of values. Not all lines need to be utilized. Only those that equal the amount of your final values.

7. Now in #6, utilize each letter in each line as the start of a word that starts your principle statement utilizing one of your values in action. Note, your values do not have to be in order. However, only use each value once so that when complete each value has its separate Principle Statement.
8. Read each principle statement out loud. Share with a peer or mentor you may be working with.

Two questions:

- A) Can you memorize your principle statements by remembering your memorial word?
 - B) Do your principle statements define you, excite you, and validate who you are?
- If no, then rework the exercise or fine tune the principle statements until the answer is yes.



Mission Creation Worksheet

Much like for an organization, a mission statement is your personal reason for existence, your purpose. When defined and embraced, the mission statement should act as a guide to decisions and direction for your life. By understanding and believing in your individual mission statement, this should guide you on employment choices, as well as other choices in your life and career.

Answer the following with consideration to the past, present, and future.

1. As an individual, in life, what is important to you and what would you like to accomplish with it?

2. How's your life's past experiences demonstrated what is important to you?

3. What disappointments and setbacks have happened in the past, or recently, that has influenced your belief in yourself, and what is important?

4. In reviewing successes, what helped drive your success and results?

5. In regards to disappointments and failures, what would you define as the drivers?

6. What challenges and obstacles have you encountered that you learned to conquer and overcome? Explain:

7. If you could wave a magic wand and eliminate all barriers, what would you like to accomplish and be known for?

8. What would you like to be able to contribute to others and society consistently and over time?

9. Think Big Picture: If you had the ability to accomplish your biggest dream, what would that be?

10. If there was one common theme said about you at the end of your life, what would you want that to be?

11. Ultimately, what do you want to achieve personally, and professionally?

12. What do you see as your legacy?

13. Write out a Mission Statement. This is your reason for existence, which you welcome being held accountable to.

14. Reread: Is succinct, clearly defined, and does it flow well. If not, reword or recraft the final version.



Leadership Traits Evaluation

Please evaluate the leader listed based upon the following criteria:

1. Needs Improvement 2. Meets Standards 3. Exceeds Standards

Also, please evaluate with high expectations of leadership. Please leave an explanation for any score of 1 Needs Improvement, for the individual being evaluated to gain insight for development.

Exceeds Standards should be rare and must have a comment with an example of why you scored in that manner.

Trait	1. Needs Improvement	2. Meets Standards	3. Exceeds Standards
1 <i>Vision</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	The leader shares the vision constantly, clearly, and points to small victories and progress.		
Comment:			
2 <i>Communication</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	The leader must communicate constantly and effectively. Addressing important issues quickly.		
Comment:			
3 <i>Decisiveness</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	A leader must be decisive, yet with wisdom based upon sound facts. Decisions are made timely and with confidence.		
Comment:			
4 <i>Integrity & Honesty</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	The leader demonstrates and has earned trust through integrity and shows transparency.		
Comment:			
5 <i>Inspiration</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	A leader must inspire and gain followers through belief in their leadership of others.		
Comment:			

- 6 *Optimism*
 Leaders must have the ability to instill optimism to those that follow, as well as to peers and superiors.
 Comment:
- 7 *Facilitation*
 The leader has a strong ability to lead and facilitate their team and others to focus on goal achievement.
 Comment:
- 8 *Commitment*
 The leader demonstrates genuine commitment and passion that followers, peers, and superiors believe in.
 Comment:
- 9 *Accountability*
 The leader accepts accountability and holds others accountable for high standards and achievement.
 Comment:
- 10 *Empowerment*
 The leader defines parameters that empower and develops others to take action and make decisions.
 Comment:
- 11 *Creativity*
 The leader has shown creativity and innovation for new ideas and embraces the same from their team.
 Comment:
- 12 *Empathy*
 The leader demonstrates a strong understanding of each individual. This is a strong grasp of emotional intelligence.
 Comment

Additional Comments & Feedback:



Leadership Traits Evaluation 360

Please evaluate the leader listed based upon the following criteria:

1. Needs Improvement 2. Meets Standards 3. Exceeds Standards

Also, please evaluate with high expectations of leadership. Please leave an explanation for any score of 1 Needs Improvement, for the individual being evaluated to gain insight for development.

Exceeds Standards should be rare and must have a comment with an example of why you scored in that manner.

Trait	1. Needs Improvement	2. Meets Standards	3. Exceeds Standards
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	The leader shares the vision constantly, clearly, and points to small victories and progress.		
Comment:			
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	A leader must be decisive, yet with wisdom based upon sound facts. Decisions are made timely and with confidence.		
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	The leader demonstrates and has earned trust through integrity and shows transparency.		
Comment:			
5 <i>Inspiration</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	A leader must inspire and gain followers through belief in their leadership of others.		
Comment:			

6 *Optimism*
Leaders must have the ability to instill optimism to those that follow, as well as to peers and superiors.
Comment:

7 *Facilitation*
The leader has a strong ability to lead and facilitate their team and others to focus on goal achievement.
Comment:

8 *Commitment*
The leader demonstrates genuine commitment and passion that followers, peers, and superiors believe in.
Comment:

9 *Accountability*
The leader accepts accountability and holds others accountable for high standards and achievement.
Comment:

10 *Empowerment*
The leader defines parameters that empower and develops others to take action and make decisions.
Comment:

11 *Creativity*
The leader has shown creativity and innovation for new ideas and embraces the same from their team.
Comment:

12 *Empathy*
The leader demonstrates a strong understanding of each individual. This is a strong grasp of emotional intelligence.
Comment

Additional Comments & Feedback:



Leadership 360 Final Notes

As mentor or peer, document final notes that will help you prepare for a Development Plan. If you are working the process individually your challenge will be to document discrepancies ranking and scoring of traits. However, the better the assessments discrepancies and opinions are documented, the larger the growth through development.

Answer the following:

1. What was any key areas of discrepancy in scoring of an individual trait, which was demonstrated by a pattern of more than one response?

2. How would you like to see this gap or gaps change? Define:

3. What is this individuals key strength that if maximized can help with other areas for needed growth? How can this be utilized?

4. List key areas for improvement, and list any additional notes in regards to those traits?

5. Note opinions given, positive and constructive critique. Note recommendations based upon those opinions.

6. Provide additional feedback on individual's reaction to the assessment.

A SCRIPT FOR ASPIRING WOMEN LEADERS

5 KEYS TO SUCCESS – CHAPTER 2

DEFINE WHAT YOU WILL LIVE FOR





Foundational Core Goals

Define goals and objectives for each category with a 3 to 5 year outlook. Be specific with each goal. Think of how the goal(s) will be measured and describe. Describe if they are a challenge, yet attainable. Give thought if the goal is relevant to your life and your outlook on achievements. Ensure that all goals are time bound. If you need to list notes to flush out with a mentor, please list.

1. Family:

2. Financial:

3. Physical:

4. Mental:

5. Spiritual:

6. Career:



Personal Development Goals

Break down your Personal Development Goals. Think of your goals and separate in three categories.

Short-term Goals: To be achieved in 1 to 2 years maximum. This can be a stepping stone or a building block to larger goals and achievements. This can be development of skills, knowledge gain or an achievement that is a foundation for greater success.

Long-Term Goals: These goals take longer with a 5 to 20 year outlook. Think about lifestyle, family, and long-term professional aspirations. This can also be goals that make an impact of others.

Legacy Goals: What legacy do you want to leave behind (Society, family)? What do you want to be known as or remembered for?



Personal Development Goals – Part 2

Break down your long-term goals, both personal and professional to determine what short-term development goals in skills and knowledge that is needed for their achievement. Keep a mindset that these goals are a 1 to 2 year outlook for completion. It is highly recommended to work with a mentor who has achieved success personally and professionally.

List Personal Short-Term Development Goals (up to 10):

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

10 _____

List Professional Short-Term Development Goals (Approximately 4)

1. _____

2. _____

3. _____

4. _____



Locating Support Networks

Everyone needs a support network, as a support network helps hold you accountable. A support network encourages you, guides and mentors you, teaches you from past experiences, advances your learning, and pushes you when adversity arises. In this exercise you are to locate possible support networks outside of family and friends. These should be new acquaintances with individuals that have accomplished some of the goals, skills, and knowledge you set forth in your goal setting. They should be professional environments that can include fun experiences for teambuilding, spiritual, and mental strength. You are asked to list who they are, length of existence, what they do as an organization, who they serve, area of focus, and their Mission Statement. Locate up to six.

1. Who: _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

2. Who: _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

3. Who: _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

4. Who: _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

5. **Who:** _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

6. **Who:** _____

Length of existence: _____

What they do:

Who do they serve: _____

Area of focus: _____

Mission Statement:

A SCRIPT FOR ASPIRING WOMEN LEADERS

5 KEYS TO SUCCESS – CHAPTER 3

PREPARE FOR BATTLE





Support Network Evaluation Form

Fill this form out for each organization, group, or individual that you are considering to include in your support network. Answer questions as thoroughly as possible giving thought to what aligns with your expected next steps, stage of growth, and your mission and values.

1. Name of organization, group, or individual: _____
2. List their Mission Statement / Personal Mission:

3. Define your thoughts on what their mission means to you, and what is their focus?

4. Explain how their mission can be a benefit to you?

5. List out the Values or Principle Statements:

6. Describe your assessment of their values or principles. Do they make sense and are they a good foundation?

7. Do you believe their values or principles are in alignment with yours, or is there any conflict?

8. List out what you define are the pros with this potential support opportunity. Describe:

9. List out what you define are the cons with this potential support opportunity. Describe:

10. Does this support opportunity align with your goals & objectives, and stage that you are at?



Support Network Selection Form

Answer and fill out the sections below in regards to what types of support that will assist you in your growth and learning. This is different than what skills and knowledge you desire to learn, as that will be part of a development plan.

The definition of a support group is 'a group of individuals who meet regularly to assist and support each other for morale, encouragement, share experiences, discuss challenges, and provide empathy, and accountability as a safety net for each member.'

At your current stage of development and experience with a support network and mentors, select no more than six items from the list below what you define as your current needs:

Empathy

Encouragement

Insight

Experience

Knowledge

Skill Level

Accountability

Mentorship

Need mentors

To be challenged

Vulnerability

Morale

Acceptance

Evaluation

Sympathy

Strategy

Burden Sharing

Camaraderie

Consistency

Stability

Intellectual Stimulation

What, if anything, in addition to the list that you circled, do you believe you need and why?

List out below each item that you circled and define why you chose that option, and how you believe it will assist you in your development.

1. _____: _____

2. _____: _____

3. _____: _____

4. _____: _____

5. _____: _____

*Utilize this form with a mentor to help select your support network groups or organization.



Accountability Partner Worksheet

The purpose and importance of an accountability partner is to hold each other accountable for proposed monthly execution. As peers, you should challenge each other on goals and objectives that stretch the capabilities for learning and development. Finally, the accountability partners should provide mentoring to each other, celebrate success, and evaluate failure to ensure better planning for overcoming the challenge.

Accountability Partner #1 _____

Accountability Partner #2 _____

Month _____ Year _____

I, _____, commit to the following goals and objectives for this monthly accountability plan.

Goal #1 – Professional Development: I will accomplish the following for professional development. I understand that this can be a learning or advancing of a skill, trait or knowledge, and this goal can be a piece of that development. This can include but not limited to taking a course, reading a book, or learning from a professional peer or expert. I will also note how this goal and objective will help me professionally.

Goal #2 – Personal Development: I will accomplish the following for personal development. I understand that this can be a learning or advancing of a skill, trait or knowledge, and this goal can be a piece of that development. This can include but not limited to taking a course, reading a book, or learning from a peer or expert. I will also note how this goal and objective will help me personally.

Goal #3 – Task oriented goal with measurement: This can be personal or professional, but below I will list a goal on something that needs to be accomplished within this 30-days with a measurement that signifies achievement. This measurement needs to be a challenge that truly demonstrates achievement and success that will launch future success as it may be a piece of a larger goal and objective. I will explain in clarity what this goal will help me achieve in the long-term. I ask my mentor to push back if necessary and hold me accountable.

Milestones: Below are milestones broken down from my long-term goals and objectives that I have formulated with my accountability partner for us to track and discuss monthly as these milestones, when achieved, demonstrate progress toward the final outcome. This is for monthly discussion, where my accountability partner may ask for clarity, push me for better progress, and advise me on additional avenues and outlooks. Finally, my accountability partner and I need to be encouragers for each other.

1.

2.

3.

4.

5.

A SCRIPT FOR ASPIRING WOMEN LEADERS

5 KEYS TO SUCCESS – CHAPTER 4

OVERCOMING OBSTACLES: SUPPORT NETWORK IMPLEMENTATION





Support Network Visit Checklist

As a leader, and as a habit, you need to be proactive and prepared. When planning to visit each individual Support Network organization. Always review your checklist to ensure you have each item available, and complete. If you have a list of questions, review and define if any additional need to be added. Add new items to the list as you discover the need.

1. Research – be prepared with notes and printed materials that you have researched on the specific organization you will be visiting. Mission, Vision, and Values are key items, in addition research on community involvement and other investments and initiatives. If there are topics, courses and programs you have interest in be prepared and have that research available.
2. Questions – Have prepared questions from any of the research or other items of clarity that you desire. Also, have questions that ask for more insight on examples on how they have helped and benefited others.
3. Defined needs – Have a list of the needs you defined from the exercise in Chapter 3. Review the needs prior to your visit to align your thoughts to the specific organization.
4. Goals and objective – Have this list ready to show and explain. Review list prior to visit as to match with any potential programs or courses that you wish to discuss to ensure an informed discussion.
5. Strengths and weakness – Have your strength and weakness list prepared, with any assessment taken. Review prior to ensure your understanding and agreement. Have notes to any programs or courses that can assist in further development.
6. Mission, Vision, and Values - Have your Mission, Vision, and Values document available, with any supporting documents like principle statements, and initiatives.
7. Assessments – Have any additional assessments that you may have taken, within this program or outside this program.



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3. _____ : _____

4. _____ : _____

5. _____ : _____

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A SCRIPT FOR ASPIRING WOMEN LEADERS

5 KEYS TO SUCCESS – CHAPTER 5

RIDE THE MOMENTUM





Leadership Traits Evaluation 360

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Comment:			
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	The leader demonstrates and has earned trust through integrity and shows transparency.		
Comment:			
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 Comment:
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- 11 *Creativity*
 The leader has shown creativity and innovation for new ideas and embraces the same from their team.
 Comment:
- 12 *Empathy*
 The leader demonstrates a strong understanding of each individual. This is a strong grasp of emotional intelligence.
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Additional Comments & Feedback:



Leadership 360 Final Notes

As mentor or peer, document final notes that will help you prepare a Development Plans. If you are working the process individually your challenge will be to document discrepancies ranking and scoring of traits. However, the better the assessments discrepancies and opinions are documented, the larger the growth through development.

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1. What was any key areas of discrepancy in scoring of an individual trait, which was demonstrated by a pattern of more than one response?

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4. List key areas for improvement, and list any additional notes in regards to those traits?

5. Note opinions given, positive and constructive critique. Note recommendations based upon those opinions.

6. Provide additional feedback on individual's reaction to assessment.



Leadership Traits Evaluation Questionnaire

1. When evaluating your assessments, what trait did you make the most growth in from your last Leadership Traits Evaluation? Define the growth.

2. What trait, if any, did you score #1 Needs Improvement from your last Leadership Traits Evaluation and what growth did you score #1 based on the recent assessments?

3. Define the changes, if any, in your role, growth, responsibilities, and accountability from your last Leadership Traits Evaluation as compared to your recent one?

4. How does your answer in Question #3 affect your outlook for your most recent Leadership Traits Evaluation?

5. What trait, if any, was there any discrepancy from peers or others from your own assessment on your current Leadership Traits Evaluation? Define if they matched, or any discrepancies and your thought process on why the discrepancy?

6. Which trait development offers you the most rewards? Define:

7. What trait development causes you any concern or roadblock? Define:

8. Which trait from your Leadership Traits Evaluation assessment and mindset are you most critical about yourself? Define:

9. Which trait, do you define, as one that can make a significant impact? Why?

10. What recommendations and feedback from your Leadership Traits Evaluation 360 add value and insight? Define:

11. If you could have accomplished more in any one trait between evaluations, which trait is it and what hindered progress, or could have accelerated progress?

12. What accomplishment are you most pleased with? Define:

13. What area or trait, are you discouraged with, if at all? Define:

14. What surprised you about the Leadership Traits Evaluation 360 process and how would you improve it?

15. Describe your experience through the process and what additional information you learned.



Foundational Core Goals

Define goals and objectives for each category with a 3 to 5 year outlook. Be specific with each goal. Think of how the goal(s) will be measured and describe. Describe if they are a challenge, yet attainable. Give thought if the goal is relevant to your life and your outlook on achievements. Ensure that all goals are time bound. If you need to list notes to flush out with a mentor, please list.

1. Family:

2. Financial:

3. Physical:

4. Mental:

5. Spiritual:

6. Career:



Personal Development Goals – Part 2

Break down your long-term goals, both personal and professional to determine what short-term development goals in skills and knowledge that is needed for their achievement. Keep a mindset that these goals are a 1 to 2 year outlook for completion. It is highly recommended to work with a mentor who has achieved success personally and professionally.

List Personal Short-Term Development Goals (up to 10):

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

10 _____

List Professional Short-Term Development Goals (Approximately 4)

1. _____

2. _____

3. _____

4. _____



Survey Assessment – Values & Principles

Please answer the questions on this survey. Use all the space necessary as your feedback is greatly appreciated. Please be professional, yet forthright. Your comments and answers will be confidential.

1. What are your current listed values?

2. Through example, what additional values and/or principles do you exhibit consistently? Give examples:

3. Are there values listed that you discovered and believe you lack demonstrating consistently? Be specific and give examples when possible.

4. What are some of your personal values and/or principles that you would like to share or find ways to expand on through focus, and why are they important? Define if listed as a current value or new.

5. From your viewpoint, do you see that you consistently exhibit the values you listed that you would live by? Why or why not?

6. Why are values and principles important to you in regards to your internal customers, friends, peers, and associates?

7. Why are values and principles important to you in regards to your external customers, those who view you from a distance?

8. What are some of the best examples that other individuals display and exhibit their values and principles?

9. Who do you admire that demonstrates their values consistently and openly, and what quality of theirs would you like to adopt and develop?

10. Please rank the following values on a scale of 1 through 17

- A) Trust ____
- B) Integrity ____
- C) Honesty ____
- D) Ethics ____
- E) Respect ____
- F) Initiative ____
- G) Fun ____
- H) Celebration ____
- I) Achievement ____
- J) Accountability ____
- K) Knowledge ____
- L) Recognition ____
- M) Transparency ____
- N) Excellence ____
- O) Impact ____
- P) Joy ____
- Q) Courage ____

11. Please provide your perception on the contribution and impact that you make to the community according to your vision and goals driven by your values?

12. Are you satisfied or would you like to improve? Explain:

13. If your values remain as stated, are there areas you would like to focus on more to demonstrate these values more prominently? Explain:

14. Is there a value(s) you would like to add to the current list, or alter a current one to expand on? Explain:

15. Is there a current value you would like to eliminate from the list? Explain:

16. With any new value(s) listed please list a Principle Statement that you would like to adopt.

17. With any adjustments to your Values and Principles, are you committed to these as the foundation for you as an individual? Which, if any, may be a challenge? Explain:

Mission

18. Re-read your Mission Statement, does it still define your purpose and reason for existence? Explain why or why not?

19. Does your mission still give purpose to your direction or does a new one need to be adopted to adjust to your development and growth and new stages personally and professionally? Explain why or why not?

20. What are some of your new areas of focus that would drive your reason for existence and purpose for your achievements?

21. Define if your mission needs altering, or a new mission creation that drives your direction based upon your growth, development, personal, and professional environment. List a few words that describe the changes.

22. Write a new Mission Statement draft.

23. Review with mentors, peers, and trusted advisors. Write out a new Mission Statement to adopt.

Vision

24. Re-read your Vision Statement? Does it still guide your direction of achievement with a BHAG? Explain why or why not?

25. If a new BHAG needs to be developed, what achievements would be considered? List up to 3.

26. Write a new Vision Statement draft.

27. Review with mentors, peers, and trusted advisors. Write out a new Vision Statement to adopt.

* Review with your mentors and with those you mentor. Gain feedback, seek honesty, and value their comments and opinions. The exercise is not a mandate to change your values and principles, or Mission and Vision Statements, as they may still be effective for you. But it is an opportunity to embrace areas that need improvement, as well as additional areas to add if defined.