



# Get a Grip!

Finding Your Balance Without Stumbling

Presented by:

**Karel Murray**

ABR, CRB, CRS, DREI, e-PRO, GRI

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## Karel Speaks From Experience!

Karel doesn't just say she delivers meaningful content in a highly entertaining program, her evaluations *prove* it. As an accomplished humorist, speaker, writer, and instructor, she is consistently ranked "outstanding" by organizations *just like yours*.

### ***What Does Karel Bring to Your Organization and Event?***

Karel's experiences as a regional human resources manager in the commercial insurance field and as the broker manager of a successful franchise real estate branch office allow her to bring the perspective of a human resources executive and skilled manager: she understands coaching, marketing, work flow, problem solving, designing service structures, crafting effective personal development programs for employees, and managing multimillion dollar budgets.

**The credibility and prestige of a published author.** Karel is the author of *Straight Talk: Getting Off the Curb* (a book co-authored with KC Lundberg), *Think Forward!*<sup>®</sup> (a monthly e-newsletter with over 4,200+ subscribers), *The Profitability Blueprint Series: Career Building Concepts for the Real Estate Licensee* and numerous articles in local, regional, and national publications.

**The insights and strategies of a recognized leader.** Karel has received numerous community involvement honors, including the Blue Springs Missouri Chamber of Commerce Ambassador's Award. She serves on the Real Estate Educators Association's (REEA) national Board of Directors and has served as the Chairperson for the 2006 REEA Convention.

**Up-to-date information from an educated, knowledgeable presenter.** After receiving her B.A. in Human resources from Ottawa University, Karel pursued and received the Graduate REALTOR<sup>®</sup> Institute (GRI), Certified Residential Specialist, Accredited Buyer Representative(CRS), and Certified Residential Broker(CRB) designations in addition to becoming e-PRO certified. In 2004, Karel was awarded the prestigious Distinguished Real Estate Instructor (DREI) designation by the Real Estate Educators Association.

**An authentic appreciation for how day-to-day business—and the world—actually work.** Karel owns and operates two businesses: Our Branch, Inc., a national and international professional speaking and training company; and The Training Squad!<sup>®</sup>, an Iowa-based school for continuing education.

*"Being an 'ex' executive with the Ritz Carlton Hotel Co., I was exposed to awesome speakers from Horst Sheltz, President and CEO of Ritz Carlton to Stephen Covey . . . She is right up there!"*  
**Julie Naberhues**

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## **Webster Describes Change**

- To make different in some particular.
- To give a different position, course, or direction to.
- To replace with another.
- To undergo a modification.
- Change implies making either an essential difference in some particular aspect without suggesting loss of identity.
- The act, process or result of changing.

## **Thoughts On Change**

- “The future never just happened. It was created.” Will Durant
- “The future comes one day at a time” Dean Acheson
- “If we are to perceive all the implications of the new, we must risk, at least temporarily, ambiguity and disorder.” J.J. Gordon

## **Laws of Organizational Change**

- Things are the way they are because they got that way.
- Unless things change, they are likely to remain the same.
- Change would be easy, if it weren't for all the people.
- People don't resist change, they resist being changed.

## **“Expectancy” Theory Of Motivation (Pygmalion Effect)**

People will be motivated if they believe they can do what is asked; If they believe that doing what is asked will result in rewards or the likelihood of reward; If they value those rewards (they are meaningful).

## **Creativity**

- The process of breaking old connections and making novel and useful new connections.
- Seeing relationships between things that you don't ordinarily see relationships between.

## **Why Aren't We Creative?**

### **Limited Thinking**

- Habits
- Self-criticism
- Emotions
- Patterns of thinking

### **Limited Participation**

- Norms and rules
- Criticism of others
- Intimidation
- Combining idea generation with idea evaluation

### **Creativity Killer Phrases**

- “We have never done it that way before.”
- “We must follow the rules.”
- “That is not our area.”
- “We’ll never get help.”
- “That’s too much hassle.”
- “Too obvious.”
- “Costs too much.”

Trust, Support, Appreciation, Accountability are required in our environment in order to break out of our comfort zone.

### **A Victim**

- Is someone who often feels: “They did it to me.”
- The more energy you expend in blaming, in making excuses, in hoping it will get better...
- The less likely you will be able to produce the results you want!

### **Accountable Person**

- Is someone who feels that they are responsible for what happens and for their results.
- They acknowledge their role.
- Take responsibility for problems and find solutions.
- They produce the results they want.

### **Payoffs For Being a Victim**

Sympathy	Helplessness	Easy	Less Work	Attention
Safe	Not my fault	Less results		

### **Payoffs For Being Accountable**

More results	Recognition	Personal Power	Accomplishments
Self Satisfaction	Learn More	Personal Growth	Create Solutions

### **Levels of Accountability**

Make it happen  
Finding solutions  
Aware of problem and responsibility  
Acknowledge situation and your role  
Wait and hope that it gets better  
Excuses – Reasons why you can’t  
Blaming others  
Unaware-unconscious

# Creative Thinking Exercise

## What Goes Down...

A man living on the twenty-second floor of an apartment building always takes the lift all the way down to the ground floor, but when he returns he gets out at the twentieth floor and walks up two flights of stairs to his apartment. Give as many reasons as you can think of to explain the man's behavior.

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## What defines a "difficult" person?

- Someone who makes it a challenge to accomplish your goals.
- Someone who makes it hard to just keep moving with enjoyment.

## Accommodator/ Agreeable

- Likes to resolve interpersonal conflicts by solving the other person's problem.
- People pleaser who over promises and possibly under delivers.
- Be personal and non-threatening with them.

## Competitor

- Likes to Win.
- Use threats and ultimatums.
- May use the Finger Squeeze & Bone Crusher handshake.
- They hurt your hand by the extreme tightness of the grip.
- They use their hands as weapons to dominate and overpower people.

## Talkers

- Need personal support as they decide what to do.
- Fear social disapproval in making decisions.

## Problem Solver

- Has insight on way for both parties to win.
- Usually gives an assertive response.

# Creative Thinking Exercise

## Trapped!

A man is trapped in a room which is completely bare except for a fire alarm which could have been used to draw attention to his plight if it were not for the fact that the fire alarm's cable had been cut leaving two lengths of cable dangling from the ceiling. If he can bring the ends of the cables together, he could repair the connection and raise the alarm. Unfortunately, the cables are situated so that he cannot reach one cable while still holding the other. He only has the resources you would normally expect to find in a pocket. How does he solve the problem?

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## Negative Attitude

- Throws cold water on every idea
- Has no trust in anyone or anything.
- Express your optimism assertively.
- Don't argue, encourage alternatives and give examples of past successes.

## Controllers

- Want facts and documentation.
- Takes charge and is impatient.
- Have high expectations.
- Don't waste their time and allow them to do things their own way.
- Uses the Pull In Handshake. Person delivering it will hold onto your hand to pull you closer or direct you through a door or toward a chair.

## Fence Sitter

- They are afraid of hurting others.
- They have a tough time making decisions.
- They are overwhelmed and doubtful about their choices.
- Listen carefully - See if your actions have caused them to procrastinate.
- Help them prioritize their decisions

## Promoter

- Adventurous and has ideas.
- Energetic.
- Hates indecisiveness and large amounts of boring data.
- Get excited with them.
- Uses the Two-Handed Shake.

### **Tank**

- Obnoxious, self righteous and they push.
- Not willing to listen.
- You know them as soon as you meet them.
- Keep and maintain eye contact with them.

### **Exploder**

- Cool and even keeled most of the time until they fly off the handle.
- Use expletives and may become violent.
- Understand what makes them explode so you can prevent it.
- Take unpredictable actions to get their attention.

### **Complainer**

- They whine endlessly about real complaints to avoid responsibility.
- Avoid agreeing with their complaints. Ask them: What results are you trying to achieve?
- Focus on the problem and enlist their aid.

### **Clam**

- Unresponsive and silent when you need a response.
- Do what you can to make them feel comfortable.
- Ask open ended questions and wait for the answer.
- Tends to drain your energy by its lack of response.
- They are usually better with computers, machines and information other than people.

### **Know it All**

- Value facts, logic and seek respect through acknowledged competence. They may believe others have no information or expertise at all.
- Do your homework and be prepared or you will not have their respect.
- Question with confidence. Listen actively.
- Stand up to them and express your opinion.

### **Sneaks**

- Like to snipe, tease you, and get their digs in.
- Smiling on the surface, they are exceedingly uncomplimentary underneath.
- Others let them do it!
- You must smoke them out and expose them with a statement - "Do you mean you are dissatisfied?"
- Get their objections on the table where you can deal with it.

### **Super Agreeable**

- They are never able to say anything negative.
- They promise, but often do not deliver.
- Show them that you are friendly.
- Take a genuine interest in their pastimes.
- Let them know disagreements will not end the friendship.

### **Moody Trudys**

- They can be elated and despairing in the same breath.
- Figure out the mood swings.
- Just speak with them when you see they are in a good mood.
- When irritable keep your distance.

As we move from the bottom of the chart to the top in our behavior, we accept more and more accountability for creating results.

### **Characteristics Of A Doer**

- Have a mission to which they are passionately committed.
- Set short and long range goals.
- Are risk takers. They calculate the worst that could happen to them if they did not reach their goals.
- Are oriented to problem solving.
- Mentally rehearse. They visualize themselves reaching their goals.
- Are masters of delegation and effective at time management.
- Seek feedback from peers.
- Seek balance in their lives. They are not workaholics.
- Consistently produce.
- Persistent.
- Have a sense of urgency.
- Ability to focus on priorities.

### **Challenges Facing Doers**

- Monitor and adapt to change.
- Know what to do and who will do it.
- Avoid the trap of over activity.
- Prevent burnout.
- Manage their personal time.
- Deal with conflict.
- Create a positive work ethic.
- Deal with non-doers.

### **Sources Of Stress**

- Insecurity in the workplace.
- Lack of job definition and description.
- Your talents not being fully utilized.
- Lack of control over a situation.

## **Losing The Fire**

Beverly Potter, People Magazine 3/6/90

Burnout is caused by feelings of helplessness and loss of control.

Symptoms can include feelings of:

Anger	Overwhelmed	Frustration	Depression	Anxiety
Despair	Substance Abuse			

The professions most susceptible to burnout are:

Social Workers      Teachers      Doctors

Positions where there is a lot of pressure to make people feel better, to give them an answer and often a huge workload.

## **Handling Stress**

- Turn adversity into an advantage.
- Keep a positive focus.
- Make opportunities from challenges.
- Develop goals to meet time frames.
- Expect the best for you and others.
- Select the best solution.
- Keep your sense of humor.
- Vigorous Regular Exercise.
- Nutrition.
- Letting-go techniques (relax!)
- Self awareness.
- Personal Planning.
- Identify our "Triggers".
- Control our attention span.
- Take short breaks during the day.
- Learn to recognize the signs of tension.
- Pace yourself.
- Reward yourself.
- Tense your muscles...let loose a bit at a time.

## **Are You Subject To Stress?**

Do You Have:

- Unrealistic, idealistic expectations of yourself?
- Have unrealistic, idealistic expectations of what a job was supposed to be?
- You ask a lot of pay-off from a job, achievement or recognition?
- A lost perspective?
- Care too much about isolated tasks?
- Single focus values?

## **Symptoms Of Stress**

It is important to learn to recognize your own signs of stress. If you are experiencing some or any of the symptoms below, you should heed the warning that your body may be giving you. Of course, stress is only one of the possible causes of these symptoms.

- \_\_\_\_\_ Nervous Tic
- \_\_\_\_\_ Muscular aches (neck, shoulders, back, or legs)
- \_\_\_\_\_ Increased appetite or loss of appetite
- \_\_\_\_\_ Increased smoking or chain-smoking
- \_\_\_\_\_ Inability to sleep or nightmares
- \_\_\_\_\_ Increased sweating
- \_\_\_\_\_ Stuttering
- \_\_\_\_\_ Nausea or stomach pain
- \_\_\_\_\_ Grinding teeth
- \_\_\_\_\_ Headache, dizziness
- \_\_\_\_\_ Low-grade infections
- \_\_\_\_\_ Rash or acne (especially on face or back)
- \_\_\_\_\_ Desire to cry to crying
- \_\_\_\_\_ Constipation or diarrhea
- \_\_\_\_\_ Frigidity or impotence
- \_\_\_\_\_ Loss of sex drive
- \_\_\_\_\_ High blood pressure
- \_\_\_\_\_ Dry mouth or throat
- \_\_\_\_\_ Irritability or bad temper
- \_\_\_\_\_ Lethargy or inability to work
- \_\_\_\_\_ Cold, clammy, or clenched hands
- \_\_\_\_\_ Sudden bursts of energy
- \_\_\_\_\_ Finger-tapping, foot-tapping, pencil tapping
- \_\_\_\_\_ Depression
- \_\_\_\_\_ Fear, panic or anxiety
- \_\_\_\_\_ Hives
- \_\_\_\_\_ Coughing
- \_\_\_\_\_ Excessive snacking
- \_\_\_\_\_ Nagging
- \_\_\_\_\_ Fatigue
- \_\_\_\_\_ Pacing
- \_\_\_\_\_ Frowning, wrinkling forehead
- \_\_\_\_\_ Restlessness
- \_\_\_\_\_ Unnecessary hand-waving, making wild gestures

## **Find Your Own Comfortable Stress Level**

To a degree, it is to everyone's advantage to seek stress. The key to successful usage of it is to seek the right types of stress and then learn how to concentrate on only one thing at a time so that the stress does not become overwhelming. All of us have an option level of stress under which we reach our own most productive peak. This level varies from individual to individual, so it is important to determine where that level is for you. Once you decide what your optimum stress level is, you have the key to learning how to function at the height of your productivity.

## **Are You a Stress Seeker?**

Take this test to determine the role you let stress play in your life. Rate yourself as to how you typically react in each of the situations listed:

4 – Always      3 – Frequently      2 – Sometimes      1 - Never

- \_\_\_\_\_ Do you have a tendency to put things off until the last minute and then frantically rush to get them done?
- \_\_\_\_\_ Do you thrive on situations in which there is pressure, competition, tension or risk?
- \_\_\_\_\_ Do you find stress or tension has that been a driving force behind many of your major accomplishments?
- \_\_\_\_\_ Do you feel exhilarated or energized after accomplishing a difficult task or closing an important business deal?
- \_\_\_\_\_ Do you enjoy novelty and challenge in your work?
- \_\_\_\_\_ Do you have a tendency to see obstacles as challenges rather than headaches?
- \_\_\_\_\_ Are you constantly seeking ways to improve yourself or your performance in your field?
- \_\_\_\_\_ In general, would you classify yourself as a risk taker – rather than a risk avoider?
- \_\_\_\_\_ Are you willing to give up job security for job challenge?
- \_\_\_\_\_ Are you able to “come down” physically and emotionally a few hours after a tension producing event?
- \_\_\_\_\_ Do you see action-oriented vacations?
- \_\_\_\_\_ In your leisure time, do you pursue activities in which there is a certain amount of danger or risk (skydiving, rock climbing)?

## **ANSWER KEY**

If your score is between 36 and 48, you are a true stress seeker who enjoys excitement and exhilaration. If your score is between 24 and 35, you probably like to balance challenge with risks so that you stay on an even keel. A score between 12 and 23 indicates you are likely to avoid stress and seek security instead.

## **Are You Burning Out?**

Look back over the past six months. Have you been noticing changes in yourself or in the world around you? Think of the office, the family and social situations. Allow about 30 seconds for each question. Then assign it a number from 1 (not applicable) to 5 (definitely applicable) to designate the degree of change you perceive.

- \_\_\_\_\_ Do you tire more easily? Feel fatigued rather than energetic?
- \_\_\_\_\_ Are people annoying you by telling you "You don't look so good lately?"
- \_\_\_\_\_ Are you working harder and harder and accomplishing less and less?
- \_\_\_\_\_ Are you increasingly cynical and disenchanted?
- \_\_\_\_\_ Are you often invaded by a sadness you can't explain?
- \_\_\_\_\_ Are you forgetting? (Appointments, dead-lines, personal possessions)
- \_\_\_\_\_ Are you increasingly irritable? More short-tempered? More disappointed in the people around you?
- \_\_\_\_\_ Are you seeing close friends and family members less frequently?
- \_\_\_\_\_ Are you too busy to do even routine things like make phone calls or read reports or send out your Christmas cards?
- \_\_\_\_\_ Are you suffering from physical complaints (aches, pains, headaches, lingering cold)?
- \_\_\_\_\_ Do you feel disoriented when the activity of the day comes to a halt?
- \_\_\_\_\_ Is joy elusive?
- \_\_\_\_\_ Are you unable to laugh at a joke about yourself?
- \_\_\_\_\_ Does sex seem like more trouble than it's worth?
- \_\_\_\_\_ Do you have very little to say to people?

Very roughly, now, place yourself on a Burn-Out scale. Keep in mind that this is merely an approximation of where you are, useful as a guide on your way to a more satisfying life. Don't let a high total alarm you, but pay attention to it. Burn-Out is reversible, no matter how far along it is. The higher number signifies that the sooner you start being kinder to yourself, the better.

### **BURN-OUT SCALE**

- 0 - 25      You're doing fine.
- 26 - 35     There are things you should be watching.
- 36 - 50     You're a candidate.
- 51 - 65     You are Burning-Out.
- Over 65     You're in a dangerous place, threatening to your physical and mental well-being.

## **Time Wasters**

Peter Drucker

Anything that prevents an individual from achieving a goal, task, or an assignment in the most efficient manner.

- Attempting too many tasks at once – mixing and dovetailing tasks.
- Time estimates.
- Procrastinating what we don't like.
- Lack of planning and organization.
- Lack of communication or miscommunication.
- Do it all yourself or too much.
- Can't say "NO" to unrealistic demands.
- Refuse to delegate or accept help.
- Involving too many people in the process.
- Snap decisions, too much spontaneous planning.
- Blaming others or finding someone to blame.
- Bypassing the chain of command can backfire and cause delays.
- The telephone
- Crisis management
- Meetings
- Paperwork
- Visitors
- Mail
- Procrastination
- Undelegated routine work
- Mistakes
- Government regulations
- The rumor mill
- Lack of objectives, priorities & deadlines

## **Self Quiz On Time Management**

If you want to get an idea of how effectively you are managing your own time, give yourself the following quiz: Answer Yes or No.

- \_\_\_\_\_ Do I have - in writing - a clearly defined set of lifetime goals?
- \_\_\_\_\_ Do I have a similar set of goals for the next six months.
- \_\_\_\_\_ Have I done something today to move me closer to my long-term goals?
- \_\_\_\_\_ Do I have a clear mind of what to accomplish at work during the coming week?
- \_\_\_\_\_ Do I try to do the most important tasks when I am most alert?
- \_\_\_\_\_ Do I concentrate on objectives rather than procedures, judging myself by accomplishment instead of by amount of activity?
- \_\_\_\_\_ Do I set priorities according to importance, not urgency? Do I make constructive use of commuting time?
- \_\_\_\_\_ Do I delegate as much work as possible?
- \_\_\_\_\_ Do I delegate challenging jobs as well as routine jobs? Do I delegate authority as well as responsibility?
- \_\_\_\_\_ Do I prevent subordinates from delegating upward those decisions and tasks that they find difficult or worrisome?
- \_\_\_\_\_ Do I effectively use the aid of subordinates to get better control of my time?
- \_\_\_\_\_ Have I taken steps to prevent unneeded information and publications from reaching my desk and intruding on my time?
- \_\_\_\_\_ When debating whether to file something, do I follow the principle, "If in doubt, throw it out?"
- \_\_\_\_\_ In meetings, do I try to crystallize the issues and summarize the decisions made and responsibilities assigned?
- \_\_\_\_\_ Do I try to handle matters by phone or in person whenever I have a choice, using written communication only when it is clearly indicated?
- \_\_\_\_\_ Do I try to put work out of my mind when away from the office, except in clear emergencies?
- \_\_\_\_\_ Do I make minor decisions quickly?
- \_\_\_\_\_ Am I on guard against recurring crisis, ensuring it won't occur again?
- \_\_\_\_\_ Do I always set deadlines for myself and for others? Do I take time to plan?
- \_\_\_\_\_ Have I discounted any unprofitable routines or activities recently?
- \_\_\_\_\_ Do I keep things in my pocket or briefcase that I can work on whenever I get spare moments - in lines, waiting rooms, trains, planes?
- \_\_\_\_\_ Do I try to live in the present, thinking in terms of what needs to be done now instead of rehashing past errors or successes and worrying about the future?
- \_\_\_\_\_ Do I make periodic use of a time log to determine whether I am slipping back into unproductive routines?
- \_\_\_\_\_ Am I continually striving to establish habits that will make me more effective?
- \_\_\_\_\_ Do I keep in mind the dollar value of my time?
- \_\_\_\_\_ Am I really in control of my time? Are my actions determined primarily by me or by other people?

Bliss, E.C., Getting Things Done: The ABC's of Time Management, New York: Bantam Books, 1978.

## **Time Thieves**

- Cluttered desk and personal disorganization
- Attempting too much at once
- Inadequate, inaccurate and delayed information.
- Lack of self discipline
- Indecision and Procrastination
- Lack of flexibility
- Not consolidating similar tasks
- Lack of concentration
- Activity vs. results
- Habit
- Desire to be available - Ego; feelings of importance
- No plans for unavailability
- Inability to terminate conversations or visits
- Having meetings that have no purpose or lack of agenda
- Over reaction – treating everything as a crisis
- Switching priorities due to fire fighting
- Fear of loss of control
- Lack of a system to handle work.
- Leaving tasks unfinished
- Paper mountains
- Failure to anticipate probable delays
- Thinking you work best under pressure
- Habit of doing what we like first, postponing the unpleasant
- Daydreaming

## **How To Manage Your Time**

- Break very large tasks into smaller tasks. It is easier to manage.
- 80% of your accomplishments come from 20% of your efforts. Try to center your efforts where they will accomplish the most.
- Get your tasks done, but don't over do them by being too perfectionist.
- If a task needs to be revised, do it early. Decide what can be delegated.
- Prepare a daily list in order of priority what you must do, should do, and need to do.
- Begin working on #1 and do not go to #2 items until you have finished #1.
- Block out time for creative work and difficult projects. Don't allow any interruptions.
- Bunch tasks. Make all phone calls at one time. Handle each piece of paper only once.
- Stick to time limits for meetings and have an agenda, tell people what to bring with them.
- Require completion times/dates and get a commitment from participants.
- Avoid getting wrapped up in things that other people are doing.
- Never end a workday without a plan of what will be done the first thing the next day.
- Ask "What is the best use of my time right now?"
- Send a substitute to meetings.
- Give up those tasks that you do because you enjoy them.
- Give up those tasks that you believe no one can do as well as you.
- Receive a memo? Write your answer directly on it and forward it.
- Always ask someone "Are you free to talk?"
- Make your office hostile towards interruptions: Don't have chairs or table for visitors.
- Don't sit down when you meet with someone.
- Ask "What can I do for you?" instead of "How are you?"
- If you are meeting with someone, let the phone ring. Deal with the matter at hand.
- When you delegate, be sure you actually do that.
- Protect your time: Schedule quiet hours for yourself.
- Schedule activities for yourself like lunch and exercise.
- Take your lunch at an odd time. The office is quiet and you can get more accomplished.
- Push decisions down. Let others that can, make them.
- Don't write. Dictate the memo and dictate it now.
- Better yet, phone. Don't write. Phone. Don't travel.

## **Life's Payoffs**

The most important person I know in the world is \_\_\_\_\_  
My personal definition of success is \_\_\_\_\_

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Understanding your values is important for goal setting. Decide for each value whether its importance to you is high, medium , or low. You should assign about a third of the values to each category.

- \_\_\_\_\_ Achievement, accomplishment, mastery
- \_\_\_\_\_ Advancement
- \_\_\_\_\_ Adventure, new and challenging experiences
- \_\_\_\_\_ Affection, close relationships with others
- \_\_\_\_\_ Authority, power, influence over others
- \_\_\_\_\_ Cooperation, close working relations
- \_\_\_\_\_ Creativity, self-expression
- \_\_\_\_\_ Economic security
- \_\_\_\_\_ Family happiness
- \_\_\_\_\_ Freedom, independence
- \_\_\_\_\_ Growth, personal development
- \_\_\_\_\_ Immortality through children, fame, influence
- \_\_\_\_\_ Inner harmony,- being at peace with yourself
- \_\_\_\_\_ Involvement, belonging, "roots"
- \_\_\_\_\_ Making money, getting rich
- \_\_\_\_\_ Order, stability, tranquility
- \_\_\_\_\_ Physical comfort, health, safety
- \_\_\_\_\_ Pleasure, fun, laughs
- \_\_\_\_\_ Responsibility, accountable for results
- \_\_\_\_\_ Self-respect, pride, sense of identity
- \_\_\_\_\_ Social service, improving society
- \_\_\_\_\_ Status, esteem, recognition, respect of others
- \_\_\_\_\_ Winning in competition with others

## **How Well Are you Playing The Game of Life?**

### **TEST YOURSELF**

- \_\_\_\_\_ Do you find you can usually focus on your good points rather than on your faults?
- \_\_\_\_\_ Do people usually live up to your expectations of them?
- \_\_\_\_\_ Are you able to forgive yourself most of the time?
- \_\_\_\_\_ Are you relatively quick to forgive others?
- \_\_\_\_\_ Do you usually feel positive about yourself?
- \_\_\_\_\_ When things go wrong, are you usually able to find the humor in the situation?
- \_\_\_\_\_ Do you enjoy spending a certain amount of time alone?
- \_\_\_\_\_ Are your expectations of yourself realistic?
- \_\_\_\_\_ Are you able to control your thoughts the way you would like?
- \_\_\_\_\_ Do you rarely worry about your health?
- \_\_\_\_\_ When something important is going to happen, do you usually expect the best?
- \_\_\_\_\_ When you think about the future, are you usually positive?
- \_\_\_\_\_ Are you positive in your thinking most of the time?
- \_\_\_\_\_ Do you make decisions easily?
- \_\_\_\_\_ Are you able to overcome feelings of restlessness quickly?
- \_\_\_\_\_ Would you like to have more rewarding relationships with others?
- \_\_\_\_\_ Do you long for a sense of peace and harmony in your life?
- \_\_\_\_\_ Do you have faith in yourself and your abilities?
- \_\_\_\_\_ Do you avoid getting caught up in what others think of you?
- \_\_\_\_\_ Do you have confidence in yourself?
- \_\_\_\_\_ Are you able to dismiss any feelings of guilt or concern about things you have said or done in the past?
- \_\_\_\_\_ Are you able to set realistic goals in your life?
- \_\_\_\_\_ Do you find it relatively easy not to worry about your family?
- \_\_\_\_\_ Do you avoid becoming overly involved in your friends' lives?
- \_\_\_\_\_ Are you always able to accept that everything that happens to you is for the best?
- \_\_\_\_\_ When you remember something that went wrong, are you able to dismiss it and focus?
- \_\_\_\_\_ Do you find it easy and natural to accept praise ?
- \_\_\_\_\_ Are you able to see and acknowledge your good traits?
- \_\_\_\_\_ Do you rarely demand perfection from yourself and others?
- \_\_\_\_\_ Are you able to make a decision and stick to it?

## **SCORING YOURSELF**

If you answered "Yes" to all of the above, you have an extremely high awareness of who you are and where you are going in life.

If you answered "No" to five or less, you are "tuned in" to life and are trying to live by universal principles. You are open to exploring ideas and concepts that will make life more meaningful and harmonious for yourself and those around you.

If you answered "No" to more than five, you are ready to take a bold stance and take command of your life in a positive way. You are on the threshold of some of the most exciting discoveries of your life - discoveries that can lead to a dynamic, new approach to living.

## **Things To Think About**

What are my life goals?

How do I feel when I am living my goals?

I would like my life to be like...

What were the last five choices I made that gave me a sense of autonomy in my life?

Which of these choices contributed to my life goals?

What additional five choices do I need to make to continue with my empowering?

To me, a peak period of happiness is when.....

What I return to work on Monday, what 5 things will I have to do and why?

What will I need to accomplish by the end of the year? By accomplishing these things, how will that be beneficial for the following year? For 2 years?

If I were to leave my job on Monday, how would others remember me?

What actions/decisions have I taken/made in my life where I knew there would be an adverse outcome, but I did it anyway?

What actions or decisions have I made where there was some adverse outcome that I did not anticipate?

After such an adverse outcome, did it become "obvious" that such an outcome could have been predictable?

When I die, what do I want to be remembered for and why?

What would I like the world to be in 100 years? Why?

## **Sources**

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