



SmartTribes[®]
INSTITUTE 

CULTURE & TALENT PLAYBOOK

What Do You Stand For: Defining Personal

Table of Contents

Values Exercise	2
Description of Values	2
Values Exercise – Handout	7
Silence Practice Techniques	9
Intimacy Process	11
Life Level Set Worksheet	13

Values Exercise

Handout 1 – Values List

Description of Values

- 1) Values will remind you of who you are and what in your life is worth living for.
- 2) Identifying your values is a process of discovery—a journey inward to who you really are.
- 3) It is important that you understand that your Values Compass is only as accurate and effective as the accuracy of the values you identify.
- 4) By aligning your goals with your values and referring to them when faced with difficult decisions, the sense of struggle, the overwhelm, and frustration in your life can virtually be eliminated. This *does* take time, however living with a conscious awareness can unlock your true potential, in business and your personal life.

DISTINCTION BETWEEN MORALS AND VALUES

1) Morals

- a) Decisions and judgments we make about what is right or wrong in our lives.
- b) Focused on our behavior, the ethics, standards and principles we live by.
- c) Morals involve a conscious judgment or decision making process.

2) Values

- a) A Value is intrinsic to who you really are.
- b) Define what is desirable for you to have in your life because it is who you are.
- c) Something you need, you want and have to have in order to make you smile, feel fulfilled and feel like life is worth living.

Values usually “underlie” our morals.

Step One

- 1) Think about a time in your life when things were very good. This would be a time when you were totally “at choice”, the best time of your life.
- 2) It can be a day, a period of time, a time when you were young, high school, college, or the present.
- 3) Identify that time, write about it briefly, and write about the feelings associated with it for you.

[illegible]

Step Two

- 1) Look at the values list and identify what words on the list were totally present for you during that time in your life.
- 2) What values on the list were being totally honored during that time in your life that you just described?
- 3) Keep track by putting a check mark to the left of each word you identify.

Step Three

- 1) Think about one of the worst times in your life. This would be a time when you felt trapped, like you had no choices, a time when you were sort of at “rock bottom.”
- 2) Identify that time, write about it briefly, and write down the feelings associated with it for you.

Step Four

- 1) Identify the words from the list which were NOT being honored for you during the time you described.
- 2) Which of these words were clearly not present for you during that time in your life?
- 3) Put an x to the **right** of the words you identify this time.

Step Five

I am going to give you some fill in the blank statements and some questions.

- 1) First, for these statements, fill in the blank with words on the values list.
- 2) You can choose up to three words from the list for each statement. Write the 3 words on the blanks provided.
- 3) If _____ was missing from my life, I would be totally miserable.

- 4) When I have _____ I feel peace and harmony with myself and the world around me.

Step Six

- 1) Notice the values that kept showing up and make a new list of what words showed up more than twice.
- 2) Write down the new list of words. Usually there are not more than 15, at the most.
- 3) Decide on your top 5 values.

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-
-
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Step Seven

- 1) Start with the list we came up with today and narrow it down to your top 5. These are the top 5 values that you absolutely could not live without.
- 2) Write down your top 5 values in the blanks below

My request of you is:

- 1) Define in a short sentence what each of these Top 5 words on your list means to you.
- 2) At least once a month, go to your Top 5 values and rate yourself on a scale from 1-10 on how well you are living those values right now, ten being very well and 1 being not at all.

Values Exercise – Handout

Handout #1 - Values Session

Values List

Accomplishment/Achievement	Intimacy
Adventure	Joy
Clarity	Leadership
Commitment	Loyalty
Community	Nurturing
Connecting/Bonding	Openness
Compassion	One with Nature/Outdoors
Creativity	Orderliness/Organization
Emotional Health	Partnership
Environment	Personal growth & Learning
Excitement	Privacy/solitude
Freedom	Recognition
Fun	Romance/Magic
Harmony	Security
Health	Self Expression
Honesty	Sensuality
Humor	Service/Contribution
Integrity	Spirituality
Internal Power	Trust

Handout #2 - Values Session

Use the following spaces to narrow your list of values. Feel free to add words that are not on the list. Then pick your “TOP FIVE VALUES”.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOP FIVE VALUES

Silence Practice Techniques

When we stop our thoughts, we stop the world. According to the research of Dr. Fred Luskin of Stanford University, a human being has approximately 60,000 thoughts *per day*—and 90% of these are repetitive!

Just how much value can a repetitive thought add? Why do we have repetitive thoughts? Great questions. I believe we have repetitive thoughts because most of us haven't trained our minds to be still. Our minds and thoughts can be trained, you'll see results fairly quickly, and in stillness (or silence) you will find all of the answers you seek.

Here are some practices I've shared with countless people over the past few decades. To date, at least one of them has resonated with every person I've met. If you are the exception, let me know, and I'll be sure and submit some more practices!

Pre-Practice Prep: turn off all phones/noise makers. Ensure your family/colleagues/etc. cannot disturb you. Sit up straight, whether in a chair or cross-legged. You may want to set a timer for 5 minutes. If you simply do silence practice daily for only 5 minutes you will see and feel a difference in 30 days or less.

Practice: Heart Opening

Say "me" and touch your chest. If you do this a few times you'll notice you always touch the same area. This is the position of your spiritual heart, or your heart center (or *chakra*).

Close your eyes. Place your inner focus on your heart center. See a rose bud there, choose whatever color you like. Now see the petals slowly unfolding in your heart center. This rose bud has an infinite amount of petals. See them unfolding as the rose gets bigger and bigger, filling up your chest. Keep focusing on the rose unfolding.

When thoughts arise, let them pass, do not cling to them or reject them. Simply focus on the rose unfolding.

Practice: News Feed

Imagine a news feed across the bottom of a TV screen. There's a bit of news, then some white space, then more news, and so on. Your thoughts are like the news. There's always more! Now consider the white space between the thoughts. In Japanese, the word *ma* is loosely translated to mean pause--the pause between notes, the pause between breaths, the pause between sentences, the pause between thoughts.

Close your eyes. Place your inner focus on the constant stream of thoughts scrolling across the TV of your mind. See the scrolling thoughts floating in space or actually across a screen, whatever image works for you.

Don't pay attention to the thoughts in detail. All them them scroll by; Do not cling to them or reject them. Focus on the space between the thoughts, the *ma*, the pause. As you focus on the white space between the thoughts you'll find it getting wider, longer, bigger. In time you'll see mostly emptiness, with few, if any, thoughts.

Focusing on *ma*, pause, emptiness is a nice practice during the day too. Stop and notice open space as conversations pause, as music pauses. We are surrounded by pauses. That's where some of the best stuff is. We often fill our minds and schedules out of fear of emptiness. Yet emptiness is where true peace and connectedness and love can always be found.

Practice: Light Shower

Close your eyes. See yourself with your inner vision. You're sitting exactly where you are, dressed as you are. You are watching yourself. Move your focus to the top of your head. See a shower of white light pouring down over your head, covering your body gradually. Keep watching it pour over you as it covers you entirely, covers your outfit, your fingers, your face, your shoes or toes. It covers your front and back sides.

You can no longer distinguish your features, you simply see an image of you made of white light. This is the light of God, the Universe, or whatever resonates with you. This light is always available to you, all you need to do is remember to tune in to the light shower.

When thoughts arise, let them pass, do not cling to them or reject them. Simply focus on the light shower covering you completely.

This is a terrific technique to do midday if you feel tired or upset.

Practice: Brain Dump

Back in the days of mainframe computing, a “core dump” was when the memory and all buffers were “dumped” or emptied. The result was pages and pages of gibberish as the buffers were flushed.

Doing a “core dump” of your mind can be helpful when you have a constant swirl of thoughts. Here’s how to do it:

- 1) Get in a quiet place where you will not be disturbed. Turn off phones/etc. Have a piece of paper and pen ready.
- 2) Light a candle and ask for the highest good for yourself and all beings.
- 3) Set a timer for 20 minutes.
- 4) Now start writing about any issue you are obsessing about, want to clear from your mind, want to understand or be free from, have a question about. Just write, unedited and unpunctuated. When the sheet is full, turn it over, then on upside down, on its side, etc. You will not be reading this later, so there’s no point in using more than 1 sheet of paper. The only purpose is to keep writing until the timer sounds.
- 5) When time is up, either burn the paper or tear it up and flush it down the toilet. Wash your hands and change your physiology (jump up and down for a moment, roll shoulders, etc).

Intimacy Process

When we feel disconnected with ourselves or our life partners, we suffer. This process is an excellent way to reconnect with our feelings and say what we need to say to our life partner.

The following practice has brought countless couples through rough patches, helped rekindle love and connection during excessively busy times, and is a wonderful process for a monthly relationship check-in. Thanks to Don Oscar Miro-Quesada for this process.

- 1) Have a timer ready and be in a place where you will not be interrupted or distracted. All things that are said in this process are from pure self-expression—no judgment or blame. Likewise the listener will listen without judgment either.

- 2) Sit across from one another, holding hands, preferably with knees or legs touching.
- 3) Spend 2 minutes gazing into one another's eyes silently, feeling total love, appreciation and acceptance for each another.
- 4) One partner will speak and the other will listen for 10 minutes each.
- 5) Set the timer for 10 minutes. The first partner now speaks, saying "what I want you to know about me is..."
- 6) The partner keeps saying this phrase and filling it in. (For example they might say "what I want you to know about me is I'm feeling overwhelmed and discouraged lately. I feel that I cannot please you and I want so badly to do so." Or "what I want you to know about me is I am so in love with you and I'm not sure lately how to show it." You get the idea... keep starting each feeling sentence by saying "what I want you to know about me is..."). Share whatever you need to say: fears, concerns, etc.
- 7) The other partner just listens. They must have their eyes open and be focusing totally on the speaking partner. The speaking partner may choose to close their eyes... that's fine.
- 8) The 10 minute timer rings, the speaker ends their last sentence, and says "thank you for listening." The listener says "thank you for sharing."
- 9) Now swap—the former listener now is the speaker.
- 10) Repeat steps 5-8 with the new speaker/listener combo.
- 11) You're done! Congratulations! Now you may choose to simply talk about what you heard, without judgment or blame.

Life Level Set Worksheet

For every category below:

Rank the level of satisfaction you have within it from 1-5 where 1 = Uh oh... and 5 = Right On! I Rock at This! If you're at level 5 already, consider what level 6 would be like.

- 1) Describe what living at a level 5 would look like.
- 2) List 3 things that would need to happen to get you to a 5.
- 3) List 3 actions you can take to get you closer.

Category & Rank (1-5)	What a "5" would look like	3 things you need to get you there	3 actions you can take to get you closer
Financial/Wealth Rank: ____		1.	1.
		2.	2.
		3.	3.

Category & Rank (1-5)	What a “5” would look like	3 things you need to get you there	3 actions you can take to get you closer
Career/Business Rank: ____		1.	1.
		2.	2.
		3.	3.
Free Time/Fun Rank: ____		1.	1.
		2.	2.
		3.	3.
Health/Appearance Rank: ____		1.	1.
		2.	2.
		3.	3.

Category & Rank (1-5)	What a “5” would look like	3 things you need to get you there	3 actions you can take to get you closer
Relationships Rank: ____		1.	1.
		2.	2.
		3.	3.
Personal Development/Learning Rank: ____		1.	1.
		2.	2.
		3.	3.
Community/Charity Rank: ____		1.	1.
		2.	2.
		3.	3.

Accountability Department:

I will complete the following on the dates below:

Task	Due Date
Define and complete all 3 actions to get to a "5" for Financial/Wealth.	
Define and complete all 3 actions to get to a "5" for Career/Business.	
Define and complete all 3 actions to get to a "5" for Free Time/Fun.	
Define and complete all 3 actions to get to a "5" for Health/Appearance.	
Define and complete all 3 actions to get to a "5" for Relationships.	
Define and complete all 3 actions to get to a "5" for Personal Development/Learning.	
Define and complete all 3 actions to get to a "5" for Community/Charity.	