Creating Your Blueprint

Participate
Perform
Produce

Leader Guide

This guide is designed as a resource for small group leaders. It accompanies Group Module 11 of the eLearning Series, *Your Extraordinary Workplace.*

LIFEWORK
SYSTEMS

Section 1: Pre-Group Session Prep

Time: _____ minutes

ACTIONS

In each section within this leader guide, you are provided pre-video time (e.g., **1m, 30s**) so you can add this to your overall time for each section. This session (both the individual module and workbook and the group session) have many pages. Overall times listed are simply *suggested* times and can be modified by the facilitator.

☐ **COMPLETE** watching *your own* individual training module and filling out your workbook answers.

☐ **NAVIGATE** entire group module at least once. Ensure required technology works.

☐ **STOP** when you reach a slide with a green continue button. This will correlate with a section to cover.

☐ **DESIGNATE** a time at the top of each section in this leader guide. **NOTE**: We recommend group sessions be 90m – 2 hours. If you plan to reduce to 1 hour, determine which sections you will review and which you will leave out. The module has a table of contents marking each section in this leader guide so you can navigate through your module as needed or wanted.

☐ **PREPARE** by using *notes* section for putting in examples or clarifications and so you can model/start sharing answers.

☐ **FOLLOW** instructions in each section in order given.

☐ **ANSWER** all questions yourself to use as an example.

☐ **OPEN** document "*Alternative ways to communicate about purpose and values.*" In *notes* section create what you will do regarding *PURPOSE and VALUES* in your next session.

☐ **SEND** a confirmation email a week prior to the group session if you wish.

♦ **TIPS** for you to remember as group facilitator:

1. Demonstrate full commitment. Your intention and modeling matter!
2. Start on time. Ask for timeliness from team.
3. Maintain pacing you've allotted for sections. Ask for help if needed.

EMAIL SAMPLE (Optional)

Hi everyone!

I'm looking forward to seeing you all on (Day, Date, Time) for the next LifeWork Systems session. Please be on time and ready because we have a lot of ground to cover and we will start and end on time. Don't forget to:

- Bring your completed workbook as **we will be reading our answers from them**.
- Let me know if you need anything from me beforehand.

I look forward to seeing you soon!

(Your name)

NOTES

Section 2: We Always Begin With…Purpose

Time: **10** minutes

Total Time is 10m (0m pre- vid) **Cumulative Time: 10m**

☐ **POST** or visually have open your organization's blueprint on a browser tab.

☐ **READ Goal:** "My first goal is to *set the stage* for this session by beginning with our purpose and values."

☐ **READ bullet points below** (Pull up your organization's blueprint)

- Our *purpose* is always THE highest priority; it shifts us from being **reactive** to **proactive**
- you are in charge of YOUR thoughts, feelings, and actions *no matter what*.
- *Purpose* is what we *cause* for ourselves and for others; purpose connects us to our internal motivation, our WHY.

☐ **READ** your organization's **PURPOSE** on the blueprint. Next, share your unique way to highlight it. (use "*Alternative ways to communicate purpose and values*" from your landing page) This could be a quote, story, question, etc.

☐ **READ** these *rhetorical* questions about **PURPOSE** (tell them **no out-loud answer is required**):

1. Will YOU intentionally focus on our purpose and commit to representing it?

2. Will YOU remain committed even if OTHERS drop their commitment to our purpose?

☐ **READ About CORE VALUES** (direct them to the core values in your blueprint) **Say:** "Our *core values* are behaviors we engage in to achieve our *purpose*." These are **NOT** the 8 values that build trust.

☐ **DELIVER** your specific plan for how you will reinforce your chosen one or more CORE VALUE(S) now. ("*Alternative ways to communicate purpose and values*" is a document linked in the module landing page) Maybe a quote, question, etc.

☐ **REVIEW** this trust value **Recognition (#6 on the blueprint under 8 values that build trust)**. Say, "*Recognition is acknowledging with appreciation everyone's gifts, talents and the value and opportunities in our differences too.*" Ask EVERYONE, "*When is it hard to exercise* **recognition**?"

☐ **READ** the following 5 helpful tips with your group when you as you end this section:

1. Speak in first person (use **"I"**). It will feel and be more *responsible*. I'll say "me?" if you forget and say "you" or "we."
2. "Stay in your yard," share your experiences, opinions, feelings.
3. Take initiative in participating in this group session. This supports your facilitator. Don't wait to be called on.
4. Keep your answers brief.
5. Write down all aha's and questions you think of during this entire session.

☐ **FINAL WORD** "*The main point of section is that **intention** is the most important thing to do in every moment.*"

NOTES

Total Time: 20m (4.5m pre-vid+ 15.5m) Cumulative Time: 25m

ACTIONS

☐ **SHOW** up to this slide with a green continue button →

☐ **READ** section **GOAL**: *My goal for this section is to help you to consider the importance of a blueprint for each person and organization and that blueprints are as important or more, than having a blueprint for a building."*

☐ **READ about bullet points** (sharing bullet points below is optional but recommended when time allows)
- Just as any blueprint, blueprints communicate ideas, reasons why and how you create your life and what you desire.
- A blueprint helps you determine what you want to *cause,* how you will *cause it,* results you want, and the goals, procedures, and roles to engage in so the right work gets done and it gets done right.
- Blueprints help you maintain a responsibility-based culture where everyone records all parts of a progress plan.
- Blueprints wake you up, so you are proactive, considerate of choices, and internally, intentionally motivated.
- Blueprints help you be specific in consciously creating expressions of your purpose personally and professionally.

☐ **ASK** group the following 6 questions. Explain to them, "These are not in your workbook." **(10m)**
1. **Which *benefits* are most meaningful and inspire you?**
2. **What priorities in your life get overlooked?**
3. **Do you believe you are often on auto pilot?**
4. **How does a blueprint help others align with you?**
5. **Do you think there's truth to the quote, "*Our deepest fear is not that we are inadequate; it's that we're powerful beyond measure*"? If so, what can you do to embrace being powerful?**
6. **What benefits does a blueprint provide you personally?**

☐ **FINAL WORD** *"The main point of this section is that you understand the crucial value and need for developing your own individual blueprint and using it to align your life and work with your highest purpose and values, so you live consciously, intentionally, and powerfully."*

NOTES

Section 4: The 7 Step Process and Purpose

Time: **30** minutes

Total Time: 30m (6.5m pre-vid + 23.5m) **Cumulative Time: 55m**

ACTIONS

☐ **SHOW** up to this slide with a green continue button →

☐ **READ** section **GOAL**: *My goal for this section is to re-introduce you to the 7 steps in a responsibility-based, values-based culture, so you can see how this process is connected to you creating your own individual blueprint, starting with purpose first."*

☐ **READ about bullet points** (sharing bullet points below is optional but recommended when time allows)
- Purpose is your north star; the trajectory upon which to point yourself whether in your own blueprint or that of the organization
- The most important step in your blueprint is your purpose; everything else is built from it
- Your blueprint is a tool so you can be supported in getting the support YOU need within your personal progress plan
- Every person in every role is synchronizing intention and actions in your transformation process and is co-creating a purpose and values-based culture together
- Creating and maintaining your blueprint effectively is essential to self-directedness and long-term positive change

☐ **BREAKOUT** the group into pairs. Explain these instructions. "Share with your partner your answers to the 4 questions on workbook page 7. You have _____ minutes." **(8m suggested)**

☐ **ASK** each person in the group to share with the group their purpose statements on workbook page 8, question 4, **(4m)**

☐ **ASK** the group to share several answers they wrote on workbook page 16. **(10m)**

☐ **FINAL WORD** "*The main point in this section is that creating a responsibility-based culture requires a high degree of accountability by titled leaders and all members of staff. What better way to capture and oversee commitments based in purpose and values (making them intrinsically motivating and concrete) especially when blueprints are written, expanded, and reviewed during mentoring at least a few times each year?"*

NOTES

Section 5: Core Values

Total Time: 15m (1m pre-vid + 14m) **Cumulative Time: 1 hour, 10m**

ACTIONS

☐ **SHOW** up to this slide with a green continue button →

☐ **READ** section **GOAL**: *"My goal for this section is to help you understand that core values are always servants to achieving your purpose. They are not random or separate from it."*

☐ **READ** **about bullet points** (sharing bullet points below is optional but recommended when time allows)

- Many randomly select values as behaviors that sound good but are not always intended to *cause one's purpose*.
- Core values are servants TO purpose.
- In your blueprint, values are unique activities, behaviors, and ways of being that ensure you cause your purpose.
- Values as activities could be getting out in nature or listening to music or exercising.
- Values as behaviors might be smiling in a mirror or saying a mantra or eating well.
- Values as ways of being could be *being* friendship, choosing to treat everyone as you would a best friend.

☐ **ASK** the following questions of everyone in this group. Explain to them, "These are not in your workbook." **(5m)**

1. **What does it mean that values are always *servants* to your purpose?**
2. **How does having, considering, adding, refining, and referencing core values often help you?**
3. **What example might best demonstrate when you have lived your purpose and felt its joy?**

☐ **ASK** the group turn to workbook page 9 on *How Do I Clarify My Values?* Have each one share at least 1 core value from what they know helps them live their purpose and one they created to overcome a barrier. **(8m) Note**: if group is large, split them into partners.

☐ **FINAL WORD** *"The main point of this section is to recognize that core values should be considered in relationship to your purpose and again, when you proceed forward creating visions which are expressions of your purpose."*

NOTES

Section 6: Visions

Total Time: 20m (1m pre-vid + 19m) **Cumulative Time: 1 hour, 30m**

ACTIONS

☐ **SHOW** up to this slide with a green continue button →

☐ **READ** section **GOAL**: *My goal for this section is to help you understand the role of vision in relation to purpose and values that proceed them and goals, procedures and roles that follow them."*

> **Blueprint Step 3: Clarify Visions**
>
> In a blueprint, a vision has 4 parts. They are:
>
> 1. The <u>vision statement</u> (provocative proposition)
> 2. Why vision statement <u>aligns with your purpose</u>
> 3. Results - these do not explain *how* or *who*, just what <u>outcomes desired at their best</u>
> 4. <u>Feelings</u> (emotions not ideas)
>
> LIFEW⭕RK   [Continue]

☐ **READ about bullet points** (sharing bullet points below is optional but recommended when time allows)
- You learned a lot about the importance of visions in your appreciative inquiry training in *discovery* and *dream* phases
- *Vision* in our model is multiple *visions*. You may have visions for the organization, projects, relationships, or your goals
- Most people resist defining visions because they think THEY alone must fulfill them or know the specifics of how
- When you write a vision and share it, hold it lightly. You have taken a crucial step just defining and describing it
- Let defining each vision be its own transaction and be proud of it before you ever move into next steps
- When you write your visions that align with your purpose and values, is a highly responsible thing to do

☐ **ASK** the following questions of this group. Explain to them, "These are not in your workbook." **(5m)**

1. **How does aligning your visions with your purpose and values support them in manifesting?**
2. **What is accomplished by leaving out *how?***
3. **What is accomplished by writing down what you would be feeling when your vision has manifested?**

☐ **BREAKOUT** the group (or discuss as a group if 5 members or less) the example each has written under #3 on <u>workbook page 10</u>. **(10m)**

☐ **DISCUSS** briefly how you feel and what you learned about vision from your partner discussion. **(4m)**

☐ **FINAL WORD** "*Once you have created and captured your purpose, your values and at least one vision, you have done tremendous work and have a very powerful foundation for continuing your progress plan to keep and share with your mentor periodically. It is a great communication and accountability tool."*

NOTES

Section 7: Goals, Procedures and Roles

Time: 20 minutes

Total Time: 20m (1.5m pre-vid + 18.5m) **Cumulative Time: 1 hour, 50m**

ACTIONS

☐ **SHOW** up to this slide with a green continue button →

READ section **GOAL**: "*My goal for this section is to emphasize to you that goals, procedures, and roles do not come first. They are only done in alignment with the overall purpose, values, and visions.*"

Clarifying Goals, Procedures, Roles

1. Review your **purpose** and **values**.
2. Consider one **vision** statement you expanded.
3. Define one SMART **goal**. Make it quantifiable and time-bound. Describe the overall *strategy*.
4. Identify and describe two or more **procedures** that are also quantifiable, measurable and time-bound.
5. Identify and describe who will play various **roles** in fulfilling the procedures. (look outside of yourself whenever possible)

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☐ **READ about bullet points** (sharing bullet points below is optional but recommended when time allows)

- Goals, then procedures and roles all line up with your purpose, values, visions. It is the **alignment** that manifests change.
- Most people set goals, without purpose, values, vision, and then often assign ALL goals and procedures to themselves.
- These three aspects should be born out of visions and not contradict purpose or values.
- Sharing your blueprint when it's fleshed out is what helps a person hold him or herself accountable.
- Writing down everything inspires all 4 intrinsic motivators.
- Selecting goals, procedures and roles exercises your sense of choice and competency so you are most likely to succeed.

☐ **ASK** the following questions of this group. Explain to them, "These are not in your workbook." **(7m)**

1. **How does aligning your goals with your purpose, values, and visions help you fulfill initiatives?**
2. **How is identifying your procedures important to managing your time?**
3. **What's one area you could delegate roles to another person or persons in any vision within your life or work?**
4. **Name at least one good reason to share at least one vision and all the related goals, procedures and roles that follow with at least one or more persons.**

☐ **BREAKOUT** the group (or discuss as a group if 5 members or less) the example each has written under #3 on workbook page 11: **(10m)**

☐ **FINAL WORD** "*There is continuity of intention in aligning every activity within a blueprint back to purpose and values. The ends only justify the means when the means are aligned with purpose as the highest priority focus.*"

NOTES

Section 8: It Just Got Real

Time: **10** minutes

Total Time: 10m (0m pre-vid) **Cumulative Time: 2 hours**

ACTIONS

☐ **SHOW** up to this slide →

☐ **READ** section **GOAL**: *"My goal is to help you to leave this session grounding the information you've been learning. By reflecting on it, clarifying it, practicing it, and sharing it multiple times, you're likely to remember, own, and apply what you've learned."*

☐ **READ about bullet points** (sharing bullet points below is optional but recommended when time allows)

- People don't sustain real or lasting change without discussing what is newly learned
- Committing to sharing at least some of your *ah-ha's, barriers* and *next steps* is crucial to long-term retentions.

☐ **ASK** the following questions. Have each person share very briefly*:

1. **Share one new idea or ah-ha you gained from your individual module or this session?**
2. **What is one next step you can take to apply something you learned?** (This need not be related to their aha's)

☐ **FINAL WORD** *"Thanks for your dedication in this entire meeting. You are valuable to this group and all you serve."*

NOTES

*If you run out of time by this section, assign the 2 questions to them to do sometime throughout the day and **email their answers to you**. This helps them retain what they learn.*