

20/20 Mind Sight

*Refocus, Reignite & Reinvent
Your Life From the Inside Out*

Sight Line Worksheets



Very few people give a moment's thought to what they believe, how they're perceived, and what they want to achieve. Yet success and fulfillment in today's world require a strong focus on personal reflection and self-knowledge. 20/20 Mind Sight responds to that need and delivers a powerful kick-in-the-ass, a solid rationale, and a practical framework for developing and living a personal game plan that leads to where you want to go.

20/20 Mind Sight is much more than a book. It is designed as the starting point in a lifelong journey. The book features more than 25 exercises to help readers explore their core values and aspirations and develop a meaningful personal brand, including:

- **The Johari Window:** a snapshot of how you view yourself vs. how others view you.
- **Jungian Typology:** a detailed summary of your communication and behavioral styles.
- **Implicit Association Test:** an eye-opening look at the biases you hold deep inside.
- **The Grit Survey:** a measure of your resilience.
- **Locus of Control:** a determination of whether you believe you control your destiny vs. some outside influence(s).

Contents

1	"What the Hell Is Water?" - <i>The Johari Window</i>	12	"The Lifetime Occupation" - <i>20 Years From Now</i>
2	"The Years Are Short" - <i>The Jung Typology Test</i>	13	"Nothing Intelligent" - <i>Entertain Yourself</i>
3	"If God Lived on Earth" - <i>Attitude of Differences</i>	14	"When Nobody Likes You" - <i>See The Good In The Really Bad</i>
4	"Mountaintops and Valleys" - <i>Identify Your "Yes-Buts"</i>	15	"Easy to Make a Buck" - <i>Questions to Ask Yourself</i>
5	"Singing in Lifeboats" - <i>The Grit Scale</i>	16	"Someone Who Can't Repay You" - <i>The Collaborative Way</i>
6	"Nobody Speaks the Truth" - <i>Integrity and Work Ethics Test</i>	17	"The Secret of Everything" - <i>Are You Satisfied?</i>
7	- <i>Emotional Intelligence</i>	18	"The Fear of Being Simple" - <i>The Six-Word You</i>
8	"Kind of Salvation" - <i>Monkey Wrench</i>	19	"What Would Steve Do?" - <i>Hear The Voices</i>
9	"A Suspension of Logic" - <i>Unleash Your Intuition</i>	20	"Nobody Wants to Die" - <i>What Will They Say?</i>
10	"Monologues in the Presence of a Witness" - <i>See For Yourself</i>	B1	Bonus - <i>Exercise 1</i>
11	"There is No Cure for Curiosity" - <i>Give Yourself Five</i>	B2	Bonus - <i>Exercise 2</i>

About the Authors

Phil Fragasso Novelist & nonfiction author



After 25 years as a marketing executive, Phil left the corporate world to pursue endeavors that were more fulfilling personally and more contributory to society. His focus today is on writing and teaching. Phil writes regularly for the Huffington Post and has authored a wide variety of books including:

Going Both Ways, Wild Rose Press, 2016
Still Counting, Wild Rose Press, 2016
Walden 3.0, Erewhon Press, 2011
Your Nest Egg Game Plan, Career Press, 2009
Marketing for Rainmakers, Wiley, 2008
Good News/Bad News, Addison-Wesley, 1980

Phil is an adjunct professor at Boston College where he teaches at both the graduate and undergraduate level. Many of the foundational concepts for 20/20 Mind Sight derived from Phil's teaching experience and his realization that most people know very little about their core values, beliefs, and aspirations.

Jillian Vorce CEO of The Jillian Group, Inc.



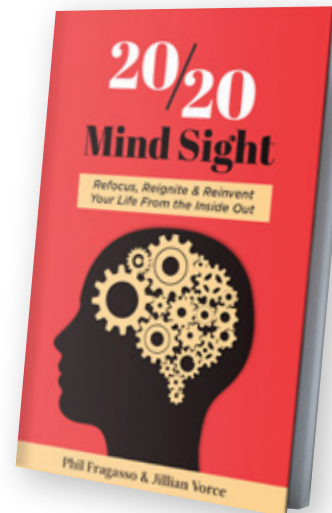
For over a decade, Jillian has been helping professionals make connections and attain their business goals. An expert at networking and relationship development, she has the ability to open doors and create opportunities. Jillian's trustworthiness and highly positive energy has inspired senior-level executives and business owners across the nation.

In 2003, she founded The Jillian Group, Inc. where she and her team provide idea generation, digital marketing & strategic relationship development services for a number of charities and corporations.

Chapter 1: “What the Hell is Water?” Put the “I” In You

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 1** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: The Johari Window

On a daily basis we deal with three conflicting realities about ourselves:

- The You as you see yourself
- The You as you're seen by others
- The You as you want to be seen by others

The **Johari Window** is a psychological tool developed in 1955 and named for its inventors, Joseph Luft and Harry Ingham. It provides a useful model to explore the interplay among our various interpersonal realities and gain insight into how we see ourselves versus how others see us.

The Johari Window distinguishes between what you know and don't know about yourself, and what others know or don't know about you. It then plots the overlaps, inconsistencies, and gaps into a four-paned "window" as depicted in the accompanying graphic. Each of the four window "panes" provides insight into a specific aspect of our communications and relationship-building behaviors.

THE JOHARI WINDOW

	Known To Self	Unknown To Self
Known To Others	OPEN My Public Self	BLIND My Blind Spots
Unknown To Others	HIDDEN My Hidden Self	UNKNOWN My Unconscious Self

20/20 Sight Line: The Johari Window

Open - This quadrant reflects your “public self” and includes “open” topics that are presented and observed with honesty and little defensiveness.

Blind - Think of this as the “spinach in the tooth” quadrant. Interpersonal communication in this pane tends to be hesitant and circumspect because others aren’t quite sure what you know or don’t know. Your goal is to make this pane the smallest of the quadrants.

Hidden - If you have a skeleton in your closet, it lives here. To some extent, you control the flow of communication regarding information in this quadrant and share personal details only as circumstances and comfort levels dictate.

Unknown - This is the province of Freud and Jung where the unconscious reigns supreme. We don’t know what we don’t know and neither do the people we associate with. In terms of creating a 20/20 mindset, this quadrant has limited application.

We doubt that Lily Tomlin was referring to the Johari Window when she said, “I always wanted to be somebody, but I should have been more specific;” but her remark speaks to the primary benefit of this self-assessment tool. The Johari Window provides an opportunity to better align the realities, perceptions, and aspirations of your inner self -- and better experience yourself as others do.

As a self-actualization tool, the Johari Window is quite easy to use. We strongly recommend that you create your Johari baseline profile and then invite at least a dozen friends, colleagues, and family members to provide their own input. The feedback will move you one step closer to recognizing and understanding the actual “I” that resides in “You.”

Access the Johari Window exercise via this link: 20-20MindSight.com/chapter1

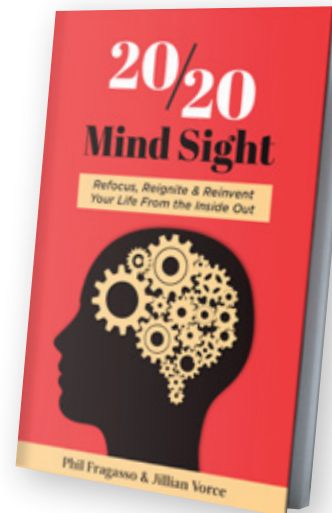
EXTRA CREDIT

The only criticism we’ve ever heard about the Johari Window exercise is that it only includes positive traits. If you’re willing to run the risk of a walk on the wild side, you can also check out Nohari’s evil twin: the Nohari Window. 20-20MindSight.com/chapter1

Chapter 2: “The Years Are Short” Find Your Passion

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 2** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



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20/20 Sight Line: The Jung Typology Test

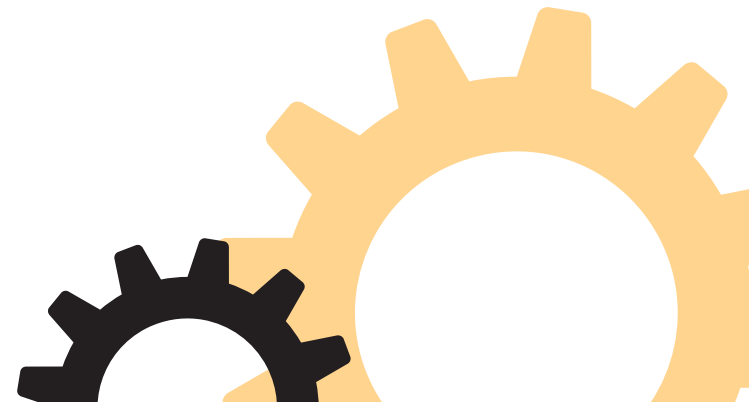
Discovering your passion is an intensely personal activity. Nonetheless, there are some tools that use self-reflection to assess where your passions lie and perhaps help nudge you in the right direction. The Myers-Briggs Type Indicator (MBTI) is the most widely used measure of personality types. The MBTI methodology is based on the work of Carl Jung, and MBTI questionnaires are typically administered by specially trained consultants. That makes MBTI testing cost-prohibitive for individuals. As a starting point, however, Humanmetrics Inc. offers a free online testing program – “The Jung Typology Test.” Phil has used this program with MBA students and can confirm that the results are highly correlated to MBTI results.

Upon completion of the Humanmetrics questionnaire, you will:

- Obtain your 4-letter type formula according to the typology developed by Carl Jung and Isabel Briggs Myers, along with the strengths of preferences and the description of your personality type
- Discover careers and occupations most suitable for your personality type
- See which famous personalities share your type
- Access free career development resources

Without replicating all of the information readily available about the Jungian and Myers-Briggs analyses, here's the nutshell version. Human consciousness is characterized by four personality dimensions:

- Extraversion vs. Introversion
- Sensing vs. Intuition
- Thinking vs. Feeling
- Judging vs. Perceiving.



20/20 Sight Line: The Jung Typology Test

Within each of these dichotomies, people typically have a preference of one trait/approach over the other (e.g., a greater tendency to think rather than feel when making decisions). This preference can range from mild to extensive.

The possible permutations of the four dichotomies yield the 16 different combinations (different personality types) shown here:

ISTJ	ISFJ	INFJ	INTJ
ISTP	ISFP	INFP	INTP
ESTP	ESFP	ENFP	ENTP
ESTJ	ESFJ	ENFJ	ENTJ

Access the Jung Typology Test via this link:
2020minds.com/JungTypo

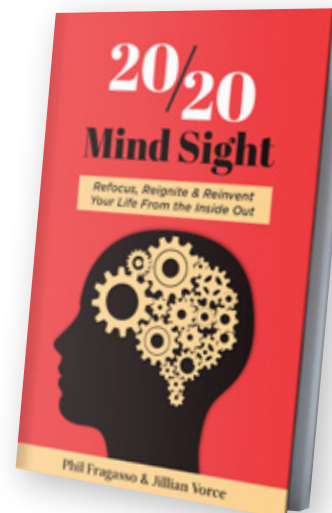
If you prefer a more comprehensive career development analysis, Humanmetrics offers a paid service at: 2020minds.com/PersonE

NOTE: Some of this information is used with the permission of Humanmetrics Inc. The Humanmetrics Jung Typology Test™ instrument uses methodology, questionnaire, scoring and software that are proprietary to Humanmetrics Inc., and should not be confused with the MBTI®, Myers-Briggs®, and/or Myers-Briggs Type Indicator® instrument.”

Chapter 3: “If God Lived on Earth” Take Off the Blinders

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 3** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Attitude of Differences

The point of this exercise is to think about how many opportunities for relationships we might have missed because of fear, distrust, contempt, or disapproval. To consider how our lives might have been improved and enriched by spending time to learn about different cultures, worldviews, and personal beliefs.

Instructions: List your three closest friends and add the checks to the boxes that describe each in relationship to you. Count your checkboxes.

Name	Different race	Different religion	Different sexual orientation

EXTRA CREDIT

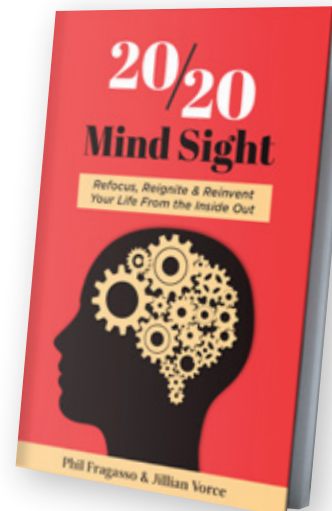
Harvard Implicit Association: Explore Your Innate Biases

As stated on the Harvard University website, "Project Implicit is a non-profit organization and international collaboration between researchers who are interested in implicit social cognition - thoughts and feelings outside of conscious awareness and control. The goal of the organization is to educate the public about hidden biases and to provide a virtual laboratory for collecting data on the Internet." We have found the Implicit Association Test to be an eye-opening tool that will change the way you think about your attitudes and beliefs towards those who are different. Use this link to explore a part of your core character that you never knew existed: 20-20MindSight.com/chapter3

Chapter 4: “Mountaintops and Valleys” Embrace Your Weakness

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 4** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Identify Your “Yes-Buts”

All of us have individual quirks and idiosyncrasies. There are some things we're good at and other things we're not so good at. The latter are the facets of our being that populate the “yes, but” statements that colleagues, friends, and family make (or silently think) about us. For example:

- “Yes, John is extremely talented, but he's late with every project.”
- “Yes, Susan has great rapport with clients, but she treats her internal support team like indentured servants.”
- “Yes, Eric is really great with numbers, but he refuses to help out with anything unless there's something in it for him.”

Now identify three yes-butts of your own character

Yes, I, _____, but I _____.

Yes, I, _____, but I _____.

Yes, I, _____, but I _____.

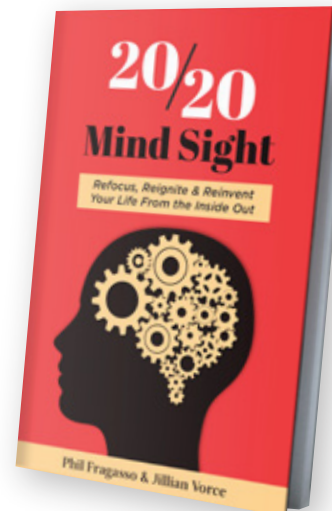
Rather than accepting your yes-butts as necessary evils, tackle them with commitment and urgency. Take each of these “but” statements and, in twenty-five words or less, write a game plan to address and correct them.

Turning a weakness into a strength is infinitely more satisfying than bulking up an existing strength. Turning a yes-but into a yes-and is nirvana.

Chapter 5: “*Singing in the Lifeboats*” Grit Your Teeth

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 5** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: The Grit Scale

In a November 2013 interview on NPR's "TED Radio Hour," Angela Duckworth defined grit as "the disposition to pursue very long-term goals with passion and perseverance." Duckworth is a Harvard- and Oxford-educated professor at the University of Pennsylvania who received a MacArthur Genius Grant for her work on the psychological origins and implications of grit. Professor Duckworth has studied West Point cadets, first-year teachers in tough inner city neighborhoods, and corporate salespeople to determine which individuals were most likely to stick it out through the hard times and achieve success in their given field. Through her research, Duckworth has identified grit as significantly more important in predicting success than traditional measures like IQ, emotional intelligence, and interpersonal skills.

One of Duckworth's findings is that grit (aka irrepressibility) can be learned and developed via practice and self-awareness. Professor Duckworth and UPenn offer several free online assessments of your grittiness.

As you work on ascending to the peak levels of irrepressibility, keep in mind Winston Churchill's definition of true success and personal fulfillment:

“the ability to go from failure to failure without losing your enthusiasm.”

20/20 Sight Line: The Grit Scale

12- Item Grit Scale

Directions for taking the Grit Scale: Please respond to the following 12 items. Be honest – there are no right or wrong answers!

1. I have overcome setbacks to conquer an important challenge.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

2. New ideas and projects sometimes distract me from previous ones.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

3. My interests change from year to year.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

4. Setbacks don't discourage me.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

5. I have been obsessed with a certain idea or project for a short time but later lost interest.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

6. I am a hard worker.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

20/20 Sight Line: The Grit Scale

7. I often set a goal but later choose to pursue a different one.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

10. I have achieved a goal that took years of work.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

8. I have difficulty maintaining my focus on projects that take more than a few months to complete.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

11. I become interested in new pursuits every few months.*

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

9. I finish whatever I begin.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

12. I am diligent.

- Very much like me
- Mostly like me
- Somewhat like me
- Not much like me
- Not like me at all

1 For questions 1, 4, 6, 9, 10 and 12 assign the following points:

- 5 = Very much like me
- 4 = Mostly like me
- 3 = Somewhat like me
- 2 = Not much like me
- 1 = Not like me at all

2 For questions 2, 3, 5, 7, 8 and 11 assign the following points:

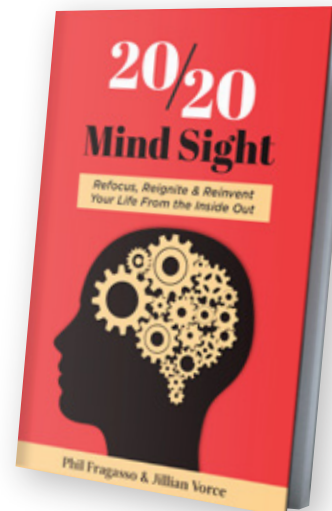
- 1 = Very much like me
- 2 = Mostly like me
- 3 = Somewhat like me
- 4 = Not much like me
- 5 = Not like me at all

Add up all the points and divide by 12. The maximum score on this scale is 5 (extremely gritty), and the lowest score on this scale is 1 (not at all gritty).

Chapter 6: “Nobody Speaks the Truth” Never Disappoint

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 6** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: “Integrity and Work Ethics Test”

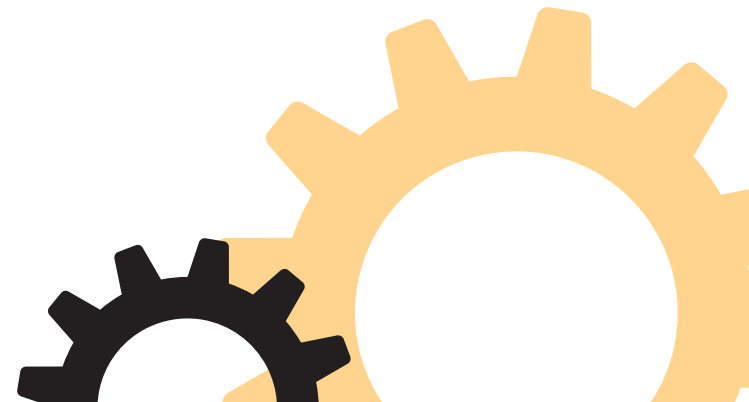
Our favorite definition of integrity comes from the Irish author C.S. Lewis:

“**Doing the right thing, even when no one is watching.**”

And therein lies the conundrum. If no one is watching, then how can integrity truly be measured and monitored? The honest answer is “with great difficulty.” Nonetheless, because we believe integrity represents the foundation of a life well lived, we searched for a tool that would provide some insight into one’s personal approach to integrity, honesty, and ethics. You can access that online survey at:

2020minds.com/EthicsTest

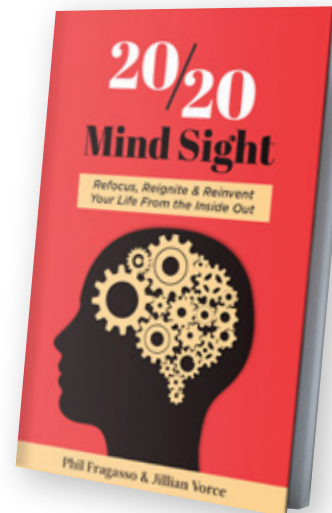
Please note that this survey provides a free “Snapshot Report” while offering the option to purchase a more complete report.



Chapter 7: “After You Know It All” Put Intelligence In Its Place

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 7** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Emotional Intelligence

We mentioned Daniel Goleman's concept of emotional intelligence only in passing earlier in this chapter because several best-selling books and dozens of articles have been written about it. We view emotional intelligence as the intersection of emotions and thoughts and, as such, consider it critically important to building a 20/20 mindset.

Similar to measuring honesty, however, it's difficult to gauge one's EQ solely on the basis of a questionnaire. There are some consultants and personal coaches who will conduct in-depth EQ analyses, but they are very expensive and beyond the means of most individuals. We have, however, discovered an online survey that you can access here: 2020minds.com/EmoIQTest

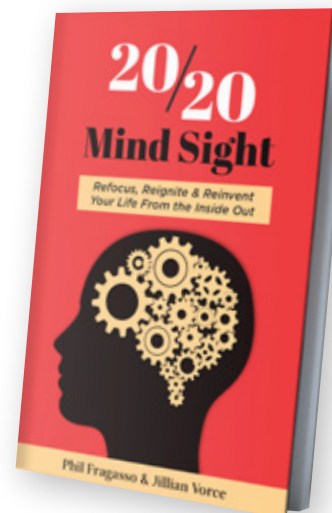
Please note that this survey provides a free "Snapshot Report" while offering the option to purchase a more complete report.



Chapter 8: “A Kind of Salvation” Face Down Your Fears

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 8** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Monkey Wrench

We've long been advocates of playing the role of the devil's advocate in business, but the approach works equally well in our personal lives. The vast majority of our beliefs could be strengthened – or decimated – simply by tossing a monkey wrench into the mix. Unfortunately, it's a technique that requires a level of confidence and spiritual courage that is rarely found in a society that celebrates consensus and frowns upon intellectual curiosity. Nonetheless, monkey-wrench questioning would be an invaluable exercise for the vast majority of us, and it's simple. Just use this template:

1

I believe	_____
Because	_____
But how	_____
Why	_____
What if	_____

Your questions will need to be worded differently for each of your indoctrinated beliefs, but make sure you can ask and answer at least three probing questions for each belief. And, above all else, make sure your responses do not depend on other indoctrinated judgments and convictions.

2

I believe	_____
Because	_____
But how	_____
Why	_____
What if	_____

20/20 Sight Line: Who's In Control

EXTRA CREDIT: WHO'S IN CONTROL

Since being introduced by Dr. Rotter, the Locus of Control Scale has been studied, tested and tweaked by dozens of psychologists. Many of these versions are available on the web for self-scoring. We would recommend trying two or three of the versions and see if your scores are consistent. Start with the URL links below.

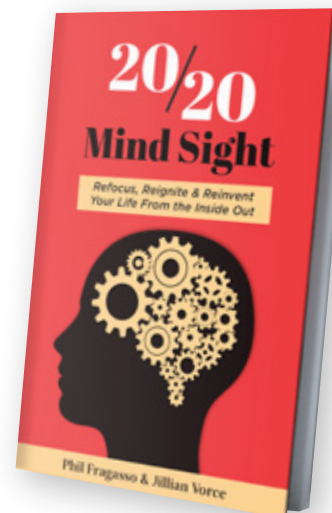
Mind Tools: Locus of Control: [2020minds.com/LocusOfC](https://www.2020minds.com/LocusOfC)

UNC-Charlotte: Locus of Control: [2020minds.com/LocusTest](https://www.2020minds.com/LocusTest)

Chapter 9: “A Suspension of Logic” Trust Your Gut

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 9** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Unleash Your Intuition

Intuition is highly correlated to decision-making, so one of the easiest ways to exercise and strengthen your intuition is to force yourself to make the commonplace decisions of daily life faster and without second-guessing.

- How long does it take you to decide what to order for lunch in a restaurant?
- How many times do you change your mind between first getting the menu and placing your order?
- And how many times do you end up ordering the same thing you always have?

It may sound silly, but we would like to challenge you to limit your decision-making process to 10 seconds when ordering from a menu, when deciding what color shirt to wear to work, when buying a new toothbrush, or when making any of the hundreds of other time-sucking decisions that have very little, if any, relevance to our happiness or fulfillment.

Humor us and try this 10-second routine for a full week. If it doesn't work you can go back to agonizing over where to meet your friends on a Friday night or that everyday supermarket conundrum "paper or plastic?" If it does work you can pay it forward and recommend the exercise to friends and family.

Other writers and speakers recommend a variety of exercises to stoke your intuitive juices. Here are three of our go-to favorites:

Have a handwritten debate with yourself, using one hand to argue Perspective A and the other hand to argue Perspective B. In theory, your non-dominant hand will write more subconsciously intuitive assertions. In practice, the very act of trying to write with your non-dominant hand forces you to use parts of your brain that are rarely called upon.

Go simple. Part of the reason we tend to be so rational, rigid and rules-based is that we're inundated with information that is uniformly rational, rigid and rules-based. The trick is to distance yourself from the onslaught of data by doing something simple and absorbing – playing fetch with a dog, fishing, doing a jigsaw puzzle. Think about it this way, there is nothing in life simpler than taking a shower, yet that's the place where most people are at their creative best.

20/20 Sight Line: Unleash Your Intuition

Meditation is the most commonly prescribed technique to boost intuition, but we've found that even the idea of meditation is off-putting to many people. It sounds too New Age or crunchy. So forget about forcing yourself to "officially" meditate. Instead, find yourself a comfy chair. Turn off all lights, televisions, cell phones and any other noise-emitting gadgetry. Then sit in the dark and let the quiet wash over you. It's like a shower without the water.

The bottom line is that you have an intuitive genius hiding somewhere inside you. It's eager to burst forth upon the scene but it's been kicked down so many times that it's understandably a little apprehensive. Treat it like a rescue puppy – give it love, respect, and a little space and it will return the favor many times over.

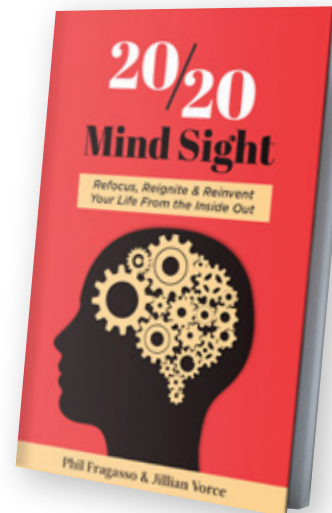
“ you can't hit and think at the same time ”

- Yogi Berra

Chapter 10: “Monologues in the Presence of a Witness” Stay in the Moment

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 10** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: See For Yourself

Many people spend a majority of their time skimming over the surface of life. It's become so habitual that it's difficult to perceive in ourselves – but it's surprisingly easy to see in others. Get yourself to a coffee shop or some other local venue where people congregate, sit together and talk. Your 20/20 assignment is simply to observe. We're not trying to turn you into a creepy eavesdropper. In fact, the exercise is more effective when you can't hear what is being said. We just want you to observe.

- Look closely at the facial expressions and body language as people converse.
- Pay particular attention to their eyes, head movements and hands.
- What can you glean about the nature of the conversation?
- Is it all business, casual, or flirtatious?
- Is it cheerful or downbeat? Are both people equally engaged?
- Is one doing the majority of the talking? Are they making eye contact with each other, scanning the room, or checking their phones?
- Are they talking to or at each other?
- Do you think they'll remember this conversation the next day or will they forget it as soon as they get up to leave?
- Are they present for each other or just going through the motions?

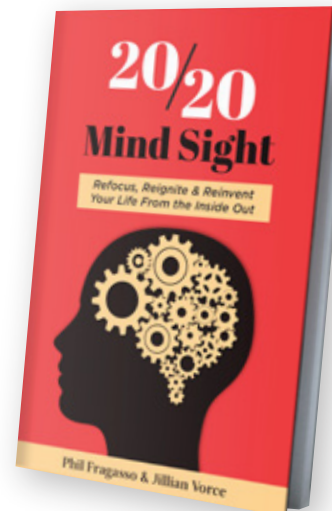
As you observe these strangers try to apply the insights to your own personal interactions. How often do you “go through the motions” in order to seem polite – but without realizing that your lack of true presence is readily discernable and is among the rudest things you can do? As Reverend Jackson observed,

“ your presence is the most powerful gift you can bestow on others and on yourself. ”

Chapter 11: “There Is No Cure For Curiosity” Look Outside

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 11** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Give Yourself Five

So if the “cure” for curiosity is to look outside yourself, let’s see how well you’re doing. Please write – and it’s important to write these not just think about them – your response to the following.

- Name 5 things you did for the first time over the last year.

1. _____
2. _____
3. _____
4. _____
5. _____

- Name 5 people, who you now consider friends, that you met for the first time over the last year.

1. _____
2. _____
3. _____
4. _____
5. _____

Were you able to identify any activities or friendships that were initiated over the last year? Many people score a big goose egg on this exercise so don’t fret if you’re in that category. You’ve got another year ahead of you to make amends and expand your horizons, but it won’t happen without a written plan and specific goals.

- Name 5 things you *will* do for the first time over the next year.

1. _____
2. _____
3. _____
4. _____
5. _____

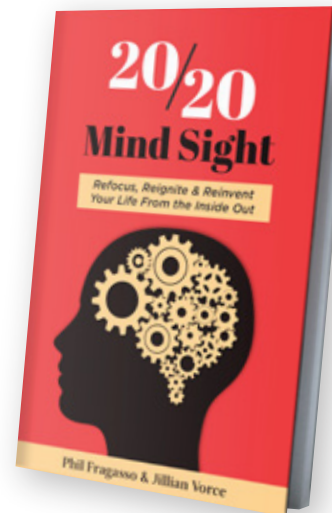
- Name 5 opportunities to meet new people that you’ll take advantage of over the next year.

1. _____
2. _____
3. _____
4. _____
5. _____

Chapter 12: “A Lifetime Occupation” Want More (of the Right Stuff)

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 12** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: “20 Years From Now”

As a starting point towards formulating your lifetime mission statement, please use the following template to map out your goals along with the tactics you'll employ to achieve those goals. We've used a 20-year horizon, but you can use any time frame that works best for you. Or create multiple game plans – a 5-year plan, a 20-year plan, and a 40-year plan.

My 20 Year Game Plan

Today in 2036, I can look back on my life and see that I had a clear picture of what I wanted to achieve. I recognized my personal strengths and weaknesses. And I realize that, unless I began to know my self and focus my efforts, I would never achieve all that I was capable of.

From the very outset, my personal and professional life was fashioned after the template of my personal vision and a deep understanding of my character. And each and every day I attempted to model my self after that template. At the end of each day, I would ask myself how well I had done, and discovered the disparity between where I was and where I had committed myself to be. At the start of the following day, I set out to make up for the difference. And it all started way back when I completed this simple exercise:

Twenty years from now, I will have achieved all that I am capable of for three special and specific reasons.

The first reason is that, starting today, I will _____

20/20 Sight Line: “20 Years From Now”

The second reason is that I recognize that _____ is my greatest and most valuable personal strength and I will utilize, continually enhance, and leverage that strength by _____

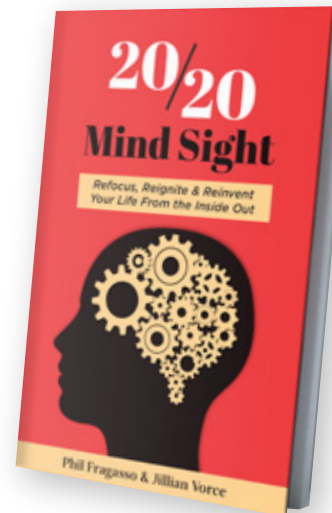
The third reason I will have been so successful is that I recognize that my area of weakness - and the greatest threat to my success - is _____ and I will do the following to mitigate, eliminate or compensate for that weakness _____

Signed and Attested on ____/____/____ : _____

Chapter 13: *“Nothing Intelligent”* Act Up

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 13** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Entertain Yourself

This entire book is focused on personal reflection and self-knowledge and that same approach works well in regard to “Acting Up” in your own life. Think about your day-to-day activities and articulate how you do – or how you can – incorporate some silliness into the routine. Silliness that serves two purposes: delivering moments of joy and reaffirming your personal brand and perspective on life. To get you started, Jillian and Phil are publicly sharing three ways they get a daily dose of the sillies.

Jillian:

- I’m big on exchanging high-fives with people “just because.” As high-fives are typically celebratory, offering a high-five for no particular reason is a fun way to say hello; and it elicits a smile and sense of micro-community 99.9% of the time.
- I love to make up absurd lyrics to the tune of well-known songs. And as a corollary, I will often insert song lyrics or movie lines to see if the person I’m speaking with catches on.
- I have been known to break out dance moves in public settings like the pharmacy, grocery store, or Home Depot when a good tune comes on – and I love when someone catches me doing it and joins in.

Phil:

- Despite having the worst singing voice in the history of humankind, I love to break out into opera-mode and infuse the most mundane verbal interactions – “Pass the butter please” – with joyous passion.
- All the females in my life share the same middle name – Marie. It began with my wife and daughter and continues with our Labrador retrievers: Ruby Marie, Riley Marie, and Maisy Marie.
- As the owner of a Jeep Wrangler, I’m always on the lookout for other Wrangler drivers in order to share the Jeep Wave. The other owner might be diametrically opposed to everything I believe in, but for that moment in time we’re simpatico brothers (or brother and sister). It’s a fun and silly tradition that I embrace and cherish.

20/20 Sight Line: Entertain Yourself

Now let's see yours.

A)

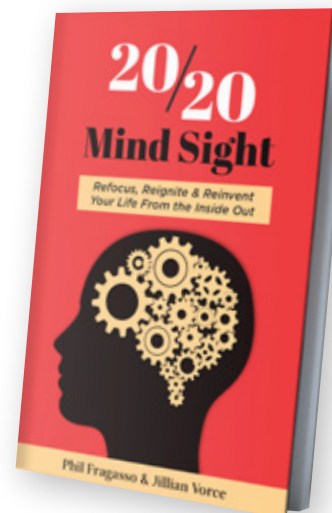
B)

C)

Chapter 14: “When Nobody Likes You” Lead By Example

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 14** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: See The Good In The Really Bad

In *The Power of Nice*, co-authors Linda Kaplan Thaler and Robin Koval describe an unusual exercise used by couples therapist Dr. Ona Robinson. Couples frequently fall into contrarian mode when interacting with their spouse. To counter that tendency Dr. Robinson asks the couple to work together and provide at least three reasons why cannibalism is good. As Thaler and Koval write, “She gets a lot of hilarious responses – ‘excellent source of protein,’ ‘not too much fat,’ ‘reduces world population,’ ‘all-natural ingredients.’” In the end, the couples begin to realize that you can think and speak positively about anything; and Dr. Robinson hopes that realization will help break negative communication habits and nurture a more enriching relationship.

Your assignment is to use a similar approach and list at least three positive aspects of these decidedly stupid product ideas (which we know some of you will undoubtedly steal and make millions):

- Pizza in a Cup

- Battery-Powered Espresso Machine

- Shoes With Built-In Metal Detector

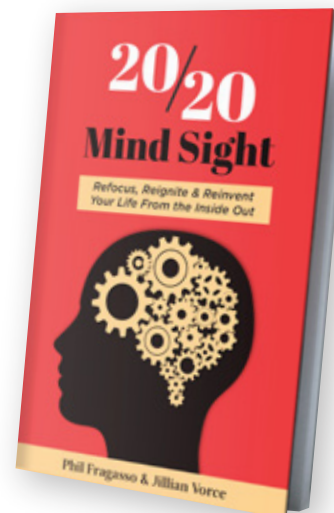
- Soft Drink That Gives You a 24-Hour Jersey Tan

- Powdered Water

Chapter 15: “Easy To Make a Buck” Leave Your Mark

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 15** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Questions to Ask Yourself

There is no single way to ensure that you make a difference. Much of it depends on our unique circumstances. Nonetheless we can offer a list of questions which, if answered truthfully, can help guide you to a purposeful life with long-lasting impact and influences.

For each question, give yourself a 3 for every "Yes" answer, a 2 for "Sometimes" and a 1 for "Never."

Yes - 3

Sometimes - 2

Never - 1

- When I lay my head on the pillow at night can I identify at least one person that benefited by interacting with me? _____
- Do I ask questions that elicit thoughtful responses? _____
- Do I do or say things that would horrify me if reported on the front page of *The New York Times*? _____
- Am I more focused on *being* good rather than *doing* good? _____
- Do I recognize my personal strengths and weaknesses (and have a game plan to leverage the former and improve the latter)? _____
- Do I regularly recognize and praise others' core character traits and values? _____
- Do my conversations revolve around me and my needs versus the interests and concerns of others? _____
- Do I learn something every day? _____
- Do I teach something every day? _____
- Do I meet someone new every day? _____

Total Score: _____

20/20 Sight Line: Questions to Ask Yourself

What Does Your Score Suggest?

10-16: Yikes - we are glad you have chosen to read **20-20 Mind Sight**, this is a great chance for you to make a difference by sharing this Sight Line (or book) with someone you know who might benefit.

17-24: Kudos to you - you are right on the cusp and we encourage you to continue to identify areas you can improve...

25-30: Congratulations - You seem to be embracing the 20-20 mindset focused on making a difference.

What is your greatest opportunity for improvement? _____

The great Jackie Robinson who broke the color barrier in major league baseball and positively affected millions of people around the world said,

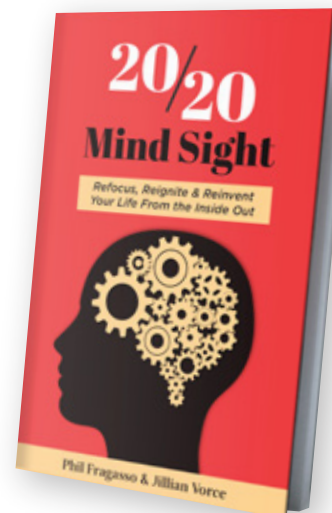
“A life is not important except in the impact it has on other lives.”

Ask yourself at the end of every day whether you just made a buck or did you truly make a difference?

Chapter 16: “Someone Who Can’t Repay You” Leave Your Mark

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 16** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: The Collaborative Way

Most people believe – or assume – they are good collaborators. There is no quantitative way to measure collaborative effectiveness; but Lloyd Fickett & Associates, a consulting firm focused on helping organizations improve employee leadership and collaboration, offers a self-assessment survey that is the best tool we've come across. We urge you to complete the survey. After completing the survey, focus on the three items where you score the lowest and where improvement would provide the greatest benefit to you and your company.

The Collaborative Way® Survey

Date of self-assessment ___/___/_____

Please rate your own practice level on each dimension below from 1 (Worst Level) to 10 (Best Level) based on your view of your conversations, actions, and contributions over the past 2–3 months. Please be honest with yourself, rating yourself as if you were observing yourself, without being overly critical and without sugar-coating. There is no neutral value, with 5 being slightly below your expectations and six being slightly above your expectations.

20/20 Sight Line: The Collaborative Way

Being For Each Other 1= Worst Level 1 2 3 4 5 6 7 8 9 10 10= Best			
Supporting Each Other's Success:	Only interested in own achievements. Doesn't value what others do or want to help them. Knowingly condones and accepts substandard performance.		Committed to success of others and the company's success. Honors others' choices, efforts and achievements. Demands their best performance
Intervening in Gossip:	Enters discussions with others who talk behind other people's backs and spreads rumors. Doesn't seek out facts to clear up the situation.		Lets people know when they're gossiping. Supports person getting grounded in facts and initiating clean-up with the other person.
Doing Timely Clean-ups:	Will only clean-up misunderstanding and conflict issues when forced to do so. Does not take responsibility for participation in the misunderstanding. Does not apologize when appropriate.		Quickly initiates action to clean-up misunderstandings and personal frictions. Takes responsibility for participation in the situation. This may include an apology.
Looks for Positive Intent:	Quick to blame and distrusts other people's intentions when something goes wrong or conflict arises.		When something goes wrong or conflicts arise, assumes others intended to contribute. Instead of blaming, works to reveal the facts of the situation and moves things forward.
Giving Encouragement:	Rarely encourages anyone. Doesn't acknowledge others' achievements or puts others down.		Can be counted on to encourage others. Motivates further achievements by giving positive feedback, plus constructive advice when others are stuck.
Average for Being For Each Other:			

20/20 Sight Line: The Collaborative Way

Honoring Commitments 1= Worst Level 1 2 3 4 5 6 7 8 9 10 10= Best			
Receiver Responsibility:	Accepts commitments despite personal doubt that they will be kept. Does not followup nor offer support to others to help them keep their commitments.		Does not accept commitments when skeptical about outcome. Checks in with people prior to commitment dates to see if things have changed, or if they need help meeting commitments.
Managing Effectively:	Doesn't keep track of commitments made or received. Never lets others know if there is a danger that a commitment will not be kept.		Keeps track of commitments. Always lets others know if there is a danger a commitment may not be kept. Helps others meet commitments by providing reminders and assistance.
Navigating Obstacles:	When faced with uncomfortable issues and challenges, does not keep promises. Makes excuses or blames others.		When faced with obstacles, creatively works through difficulties and challenges to find a way to keep promises.
Resolving Broken Agreements:	Does not confront person who broke the agreement with them. Does not acknowledge a broken commitment made with others. Will offer excuses and justification for the broken promise.		As an advocate, confronts person who breaks an agreement. Acknowledges a broken commitment made with others. In both cases, ensures learning and corrective action are undertaken.
Forwarding Accomplishment:	Makes commitments without consideration or voicing concerns/doubts about impact. Often accepts commitments without exploring if they are attainable or realistic.		Before making a commitment, examines whether it forwards overall objective. Never makes nor accepts unrealistic, unattainable commitments.
Average for Honoring Commitments:			

20/20 Sight Line: The Collaborative Way

Acknowledgement/Appreciation 1= Worst Level 1 2 3 4 5 6 7 8 9 10 10= Best			
Giving in All Directions:	Rarely acknowledges people. Limits acknowledgements to direct subordinates or favorites.		Recognizes contributions by others across all levels of the company and expresses authentic appreciation.
Noticing and Seizing the Opportunity:	Rarely takes time to notice contribution of others. Infrequently acknowledges others.		Takes time to notice opportunities for acknowledgement and does something about it. Makes frequent acknowledgments part of normal routine.
Giving with Depth:	Only gives superficial acknowledgement, i.e. "good job". Never mentions what the person went through or had to overcome to produce the result.		When acknowledging people, goes into specifics including challenges overcome or sacrifices made. When appropriate, shares impact personally felt by the contribution.
Receiving Openly:	Brushes off or deflects acknowledgements. Doesn't accept compliments graciously. Suspicious of appreciation expressed by others.		Accepts compliments graciously and doesn't minimize them. Sincerely thanks others for the acknowledgement.
Requesting When Missing:	Doesn't speak up or often complains about lack of acknowledgement.		Makes requests to appropriate parties that missing acknowledgements be expressed.
Average for Acknowledgement/Appreciation:			

20/20 Sight Line: The Collaborative Way

Leadership 1= Worst Level 1 2 3 4 5 6 7 8 9 10 10= Best			
Inclusion:	Rarely includes others in the decision making process. When including others, often chooses the wrong people or too many people.		Regularly includes others in decision making (before, during and after). Effectively chooses who should be included and how to include them.
Ethic of Responsibility :	If not team leader, rarely takes on responsibility for success of the team.		As a team member, embraces responsibility for success of team and team leader
Context of Learning:	Rarely supports and coaches others in their practice of The Collaborative Way. Often blames or declares others wrong for their levels of practice.		Regularly supports and coaches others in their practice of The Collaborative Way. Helps others learn from mistakes and correct them.
Context of Learning:	Is not open to support and coaching from others in their practice of The Collaborative Way. Tends to get defensive. Unwilling to acknowledge, correct and learn from mistakes.		Open to support and coaching from others in personal practice of The Collaborative Way. Willing to acknowledge, correct and learn from mistakes.
Up To:	Rarely ensures that the purpose and objectives of meetings are clear. Often moves conversations away from accomplishing the intended results.		Consistently ensures that the purpose and objectives of meetings are clear. Keeps conversations focused on producing the intended results.
Average for Leadership:			

20/20 Sight Line: The Collaborative Way

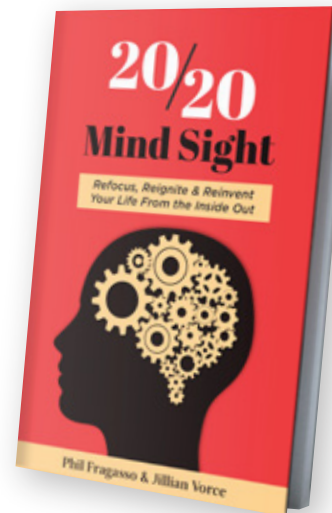
Overall Average:	
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Chapter 17: “*The Secret of Everything*” Keep It Together

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 17** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Are You Satisfied?

The Satisfaction With Life Scale was developed and introduced to the world by Ed Diener, Robert A. Emmons, Randy J. Larsen, and Sharon Griffin in 1985. The scale uses a 5-item survey to assess general satisfaction with the respondent's life as a whole. It is not designed to measure satisfaction with specific areas of one's life such as health or finances.

The Satisfaction with Life Scale

DIRECTIONS: Below are five statements with which you may agree or disagree. Using the 1-7 scale below, indicate your agreement with each item by placing the appropriate number in the line preceding that item. Please be open and honest in your responding.

1 = Strongly Disagree

2 = Disagree

3 = Slightly Disagree

4 = Neither Agree or Disagree

5 = Slightly Agree

6 = Agree

7 = Strongly Agree

___ 1. In most ways my life is close to ideal.

___ 2. The conditions of my life are excellent.

___ 3. I am satisfied with life.

___ 4. So far I have gotten the important things I want in life.

___ 5. If I could live my life over, I would change almost nothing.

20/20 Sight Line: Are You Satisfied?

Understanding Scores on the Satisfaction with Life Scale

Note: If we divide by the number of questions, rather than use the summed aggregate score, then the cutoffs below instead should be:

6-7
5-6
4-5
3-4
2-3
1-2

30 – 35 Very high score; highly satisfied

Respondents who score in this range love their lives and feel that things are going very well. Their lives are not perfect, but they feel that things are about as good as lives get. Furthermore, just because the person is satisfied does not mean she or he is complacent. In fact, growth and challenge might be part of the reason the respondent is satisfied. For most people in this high-scoring range, life is enjoyable, and the major domains of life are going well – work or school, family, friends, leisure, and personal development.

25- 29 High score

Individuals who score in this range like their lives and feel that things are going well. Of course their lives are not perfect, but they feel that things are mostly good. Furthermore, just because the person is satisfied does not mean she or he is complacent. In fact, growth and challenge might be part of the reason the respondent is satisfied. For most people in this high-scoring range, life is enjoyable, and the major domains of life are going well – work or school, family, friends, leisure, and personal development. The person may draw motivation from the areas of dissatisfaction.

20/20 Sight Line: Are You Satisfied?

20 - 24 Average score

The average of life satisfaction in economically developed nations is in this range – the majority of people are generally satisfied, but have some areas where they very much would like some improvement. Some individuals score in this range because they are mostly satisfied with most areas of their lives but see the need for some improvement in each area. Other respondents score in this range because they are satisfied with most domains of their lives, but have one or two areas where they would like to see large improvements. A person scoring in this range is normal in that they have areas of their lives that need improvement. However, an individual in this range would usually like to move to a higher level by making some life changes.

15 - 19 Slightly below average in life satisfaction

People who score in this range usually have small but significant problems in several areas of their lives, or have many areas that are doing fine but one area that represents a substantial problem for them. If a person has moved temporarily into this level of life satisfaction from a higher level because of some recent event, things will usually improve over time and satisfaction will generally move back up. On the other hand, if a person is chronically slightly dissatisfied with many areas of life, some changes might be in order. Sometimes the person is simply expecting too much, and sometimes life changes are needed. Thus, although temporary dissatisfaction is common and normal, a chronic level of dissatisfaction across a number of areas of life calls for reflection. Some people can gain motivation from a small level of dissatisfaction, but often dissatisfaction across a number of life domains is a distraction, and unpleasant as well.

20/20 Sight Line: Are You Satisfied?

10 - 14 Dissatisfied

People who score in this range are substantially dissatisfied with their lives. People in this range may have a number of domains that are not going well, or one or two domains that are going very badly. If life dissatisfaction is a response to a recent event such as bereavement, divorce, or a significant problem at work, the person will probably return over time to his or her former level of higher satisfaction. However, if low levels of life satisfaction have been chronic for the person, some changes are in order – both in attitudes and patterns of thinking, and probably in life activities as well. Low levels of life satisfaction in this range, if they persist, can indicate that things are going badly and life alterations are needed. Furthermore, a person with low life satisfaction in this range is sometimes not functioning well because their unhappiness serves as a distraction. Talking to a friend, member of the clergy, counselor, or other specialist can often help the person get moving in the right direction, although positive change will be up the person.

5 - 9 Extremely Dissatisfied

Individuals who score in this range are usually extremely unhappy with their current life. In some cases this is in reaction to some recent bad event such as widowhood or unemployment. In other cases, it is a response to a chronic problem such as alcoholism or addiction. In yet other cases the extreme dissatisfaction is a reaction due to something bad in life such as recently having lost a loved one. However, dissatisfaction at this level is often due to dissatisfaction in multiple areas of life. Whatever the reason for the low level of life satisfaction, it may be that the help of others are needed – a friend or family member, counseling with a member of the clergy, or help from a psychologist or other counselor. If the dissatisfaction is chronic, the person needs to change, and often others can help.

20/20 Sight Line: Are You Satisfied?

Part that is common to each category

To understand life satisfaction scores, it is helpful to understand some of the components that go into most people's experience of satisfaction. One of the most important influences on happiness is social relationships. People who score high on life satisfaction tend to have close and supportive family and friends, whereas those who do not have close friends and family are more likely to be dissatisfied. Of course the loss of a close friend or family member can cause dissatisfaction with life, and it may take quite a time for the person to bounce back from the loss.

Another factor that influences the life satisfaction of most people is work or school, or performance in an important role such as homemaker or grandparent. When the person enjoys his or her work, whether it is paid or unpaid work, and feels that it is meaningful and important, this contributes to life satisfaction. When work is going poorly because of bad circumstances or a poor fit with the person's strengths, this can lower life satisfaction. When a person has important goals, and is failing to make adequate progress toward them, this too can lead to life dissatisfaction.

A third factor that influences the life satisfaction of most people is personal – satisfaction with the self, religious or spiritual life, learning and growth, and leisure. For many people these are sources of satisfaction. However, when these sources of personal worth are frustrated, they can be powerful sources of dissatisfaction. Of course there are additional sources of satisfaction and dissatisfaction – some that are common to most people such as health, and others that are unique to each individual. Most people know the factors that lead to their satisfaction or dissatisfaction, although a person's temperament – a general tendency to be happy or unhappy – can color their responses.

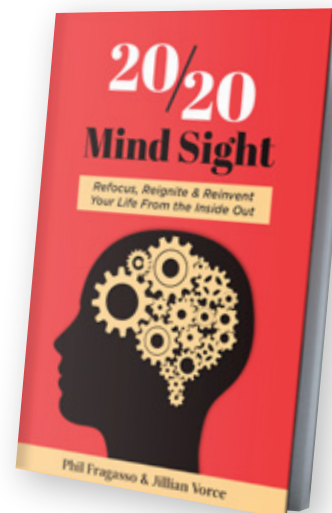
There is no one key to life satisfaction, but rather a recipe that includes a number of ingredients. With time and persistent work, people's life satisfaction usually goes up when they are dissatisfied. People who have had a loss recover over time. People who have a dissatisfying relationship or work often make changes over time that will increase their dissatisfaction. One key ingredient to happiness, as mentioned above, is social relationships, and another key ingredient is to have important goals that derive from one's values, and to make progress toward those goals. For many people it is important to feel a connection to something larger than oneself. When a person tends to be chronically dissatisfied, they should look within themselves and ask whether they need to develop more positive attitudes to life and the world.

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Chapter 18: “The Fear of Being Simple” Cut It To the Core

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 18** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



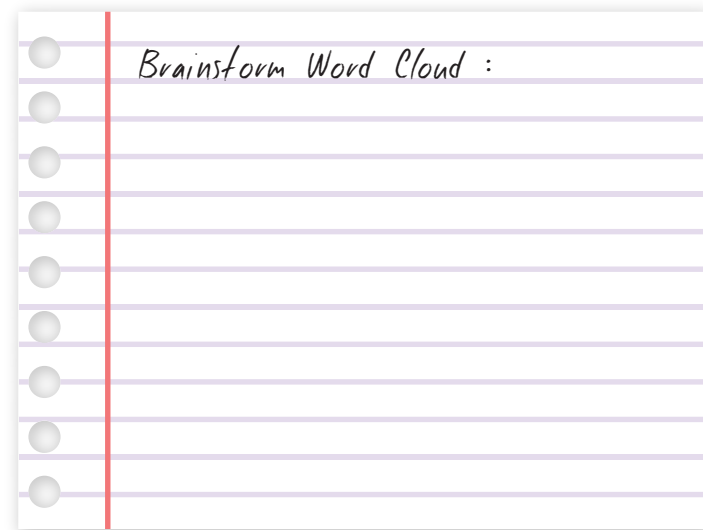
20/20 Sight Line: The Six-Word You

The next step is to create a six-word story about yourself. These are the rules:

- You must use exactly six words.
- You must tell a story or make a definitive statement.
- You must reveal an important aspect of your character.

Here is some inspiration to get you started. These are examples created by some of Phil's students at Boston College:

*Clear eyes, full heart, won't lose.
I get the job done, period.
Believing in myself makes me unstoppable.
Living to make an impact locally.
I am a catalyst for change.
Combining traditional values with modern intelligence.
Warming your heart, winning your favor.
I am a human Rubik's Cube.
My deep complexity coincides with simplicity
Pint-sized person. Jam-packed personality.
Born with silver spoon. Want plastic.*



This process can be quite intimidating for some, so you may want to start by writing a six-word story about someone else – a celebrity, a close friend, a colleague or family member. And once you're ready to write your own story, don't stop at one. We're all many-sided creatures, so explore all the crooks and crannies of your being, your character and your brand.

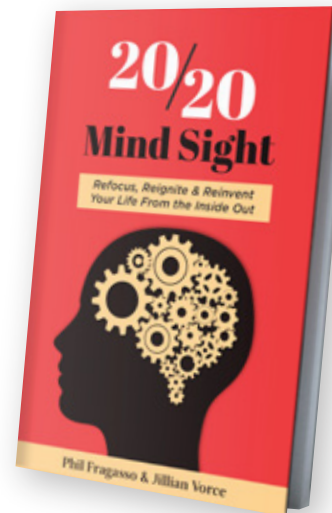
And here's a final bit of six-word inspiration:

Stop procrastinating your personal brand articulating.

Chapter 19: “What Would Steve Do?” Stay True To Yourself

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 19** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: Hear The Voices

More homework. Think about those little voices in the back of your consciousness.

- What questions are the voices in your head asking that make you cringe?

- Do you have answers that you're afraid to state aloud?

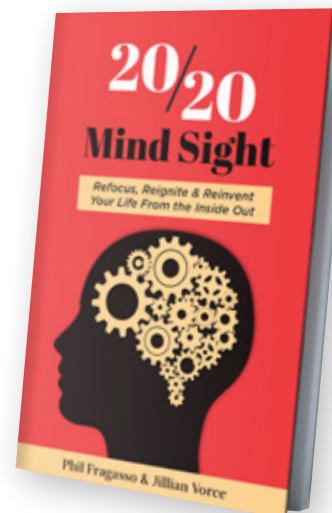
We've found that writing down your answers is a good alternative for many people. It forces you to choose the correct words, allows you to edit as you write to achieve maximum precision, and encourages you to keep working at it until the question is fully answered.

Start with the question that has been challenging you longest or the one that seems most important to your current situation. Write away. You don't need to share it with anyone else. It's for your eyes only - and it will help you visualize your innermost self.

Chapter 20: “Nobody Wants to Die” Live Your Eulogy

Sight Line Worksheet

This worksheet is provided as a supplement to **Chapter 20** of *20/20 Mind Sight*. For maximum benefit, please read the chapter prior to completing the exercise.



AVAILABLE AT:



20/20 Sight Line: What Will They Say?

As your final 20/20 assignment, we challenge you to write the eulogy you hope would be spoken at your funeral.

It's inevitable that you're going to die. It's totally out of your control. What is in your control is how people will remember you and honor your personal legacy. This exercise will help focus your remaining time on building out a legacy of love, service, and respect and living a life of empowerment and fulfillment. That, after all, is truly what life and this book are all about.

Here are some ideas to think about to help get you started:

- Who are the people you influenced – and how?

- How are the world, your community, your friends, colleagues, and family better off because of you?

- How did you make a difference that will outlive your mortal life?

- What would people say they most loved and admired about you?

- What will people most miss about you?

20/20 Sight Line: What Will They Say?

In addition to these prompts, we're including the text of Senator Ted Kennedy's eulogy for his slain brother Robert F. Kennedy.

“ On behalf of Mrs. Robert Kennedy, her children and the parents and sisters of Robert Kennedy, I want to express what we feel to those who mourn with us today in this cathedral and around the world. We loved him as a brother and father and son. From his parents, and from his older brothers and sisters – Joe, Kathleen and Jack – he received inspiration which he passed on to all of us. He gave us strength in time of trouble, wisdom in time of uncertainty, and sharing in time of happiness. He was always by our side. Love is not an easy feeling to put into words. Nor is loyalty, or trust or joy. But he was all of these. He loved life completely and lived it intensely.

A few years back, Robert Kennedy wrote some words about his own father and they expressed the way we in his family feel about him. He said of what his father meant to him: “What it really all adds up to is love – not love as it is described with such facility in popular magazines, but the kind of love that is affection and respect, order, encouragement, and support. Our awareness of this was an incalculable source of strength, and because real love is something unselfish and involves sacrifice and giving, we could not help but profit from it.

“Beneath it all, he has tried to engender a social conscience. There were wrongs which needed attention. There were people who were poor and who needed help. And we have a responsibility to them and to this country. Through no virtues and accomplishments of our own, we have been fortunate enough to be born in the United States under the most comfortable conditions. We, therefore, have a responsibility to others who are less well off.”

This is what Robert Kennedy was given. What he leaves us is what he said, what he did and what he stood for. Our future may lie beyond our vision, but it is not completely beyond our control. It is the shaping impulse of America that neither fate nor nature nor the irresistible tides of history, but the work of our own hands, matched to reason and principle, that will determine our destiny. There is pride in that, even arrogance, but there is also experience and truth. In any event, it is the only way we can live.

This is the way he lived. My brother need not be idealized, or enlarged in death beyond what he was in life, to be remembered simply as a good and decent man, who saw wrong and tried to right it, saw suffering and tried to heal it, saw war and tried to stop it.

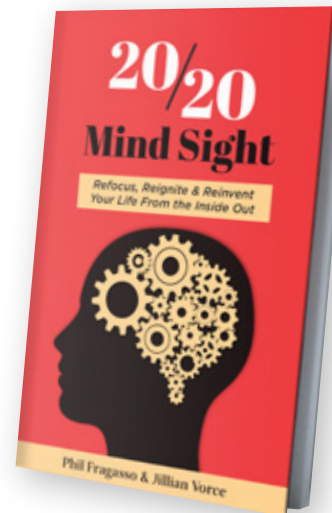
Those of us who loved him and who take him to his rest today, pray that what he was to us and what he wished for others will some day come to pass for all the world.

As he said many times, in many parts of this nation, to those he touched and who sought to touch him: “Some men see things as they are and say why. I dream things that never were and say why not.”

Bonus Exercise 1

Sight Line Worksheet

This worksheet is provided as a supplement to **20/20 Mind Sight**. For maximum benefit, we encourage you to read the book prior to completing this exercise.



AVAILABLE AT:



20/20 Sight Line: Bonus Exercise 1

A key component of MBA programs and strategic planning initiatives, SWOT analyses provide an understandable framework to identify and assess your Strengths, Weaknesses, Opportunities and Threats (both internal and external), as you develop a 20/20 mindset. When used effectively, a SWOT analysis can provide a new and insightful perspective -- one that can help separate you from the crowd.

Strengths

Weaknesses

Opportunities

Threats

20/20 Sight Line: Bonus Exercise 1

As you complete your personal SWOT analysis, use the following questions to probe deeper and elicit the larger truths that often escape our scrutiny:

Strengths -

What personal and professional attributes are you most proud of? _____

What about you do your competitors most fear? _____

What resources and connections (people, experience, skills, etc.) can you employ? _____

What is the most profitable area of your business? _____

What type of business or client is a "slam dunk" for you to win? _____

Weaknesses -

What's the one thing you'd like to improve about yourself? _____

Is there one particular negative about you that competitors point to when trying to gain an advantage? _____

Are there issues or topics you try to avoid discussing with clients? _____

Are there subject areas that you don't feel confident about? _____

Are there resources you lack? _____

Is there an aspect of your business that consistently loses money? _____

20/20 Sight Line: Bonus Exercise 1

Opportunities -

What marketplace trends can you leverage? _____

How about demographics? Are there ways to better utilize technology? _____

What competitor do you most admire and what can you learn from that firm or individual? _____

Can your core competency be used to enter complementary market segments? Is there a niche market that competitors are ignoring? _____

Threats -

What keeps you up at night? _____

What trends could weaken your position? _____

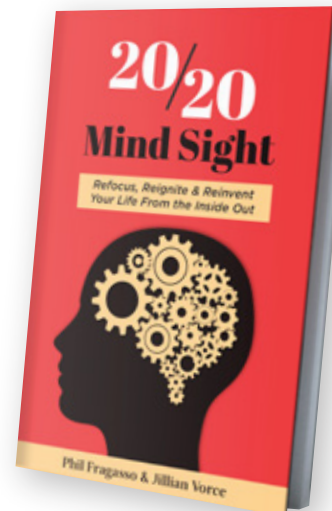
What are colleagues or competitors doing that could diminish appeal for your services? _____

Can your strengths be easily duplicated or leapfrogged? _____

Bonus Exercise 2

Sight Line Worksheet

This worksheet is provided as a supplement to **20/20 Mind Sight**. For maximum benefit, we encourage you to read the book prior to completing this exercise.



AVAILABLE AT:



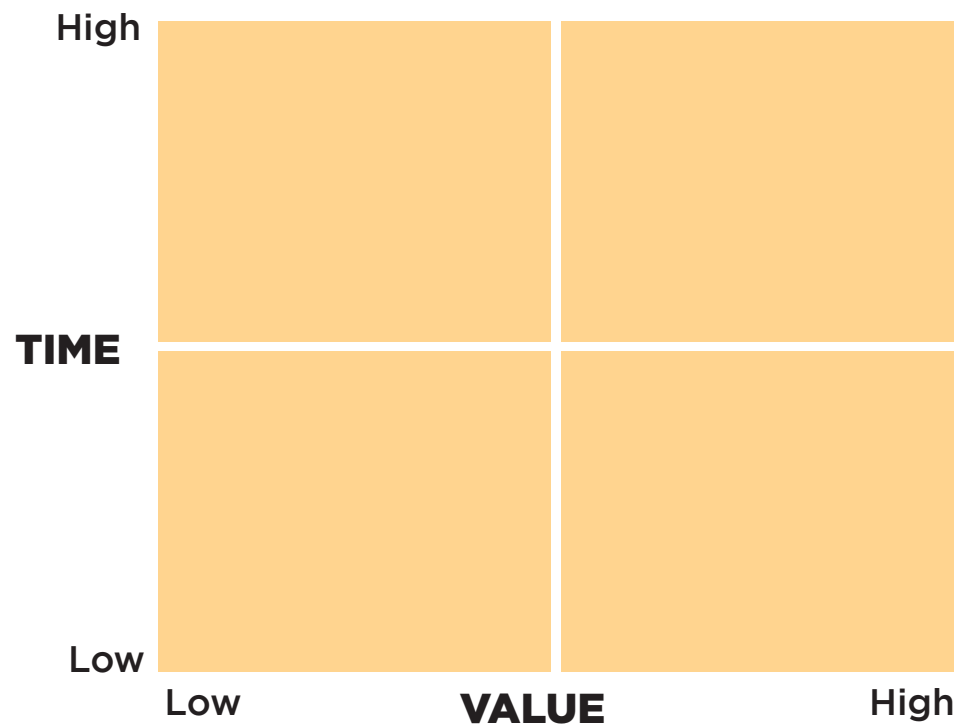
20/20 Sight Line: Bonus Exercise 2

ACTIVITY ASSESSMENT - PART 1

This exercise will help you identify and rank the activities you do as part of your job. It will provide a framework to assess which of those activities are most valuable, which could be decreased or eliminated without hurting the company or your performance, and which should be enhanced. Ideally, it will serve as a catalyst to identify new activities that could benefit you and your company.

Instructions: List 8-20 specific activities you do regularly in your job. On the grid below, plot each of these activities in terms of how much time you dedicate to them and the value they provide to your effectiveness and your company's success.

*For maximum value, consider completing one assessment for your professional life and a separate one for your personal life.



20/20 Sight Line: Bonus Exercise 2

ACTIVITY ASSESSMENT - PART 2

Now that you've identified the activities you regularly engage in and have ranked them in terms of time and value, you can look toward the future. W.Chan Kim and Renee Mauborgne introduced "the eliminate-reduce-raise-create grid" in their insightful book, Blue Ocean Strategy, to do just that. Use the quadrants in the following grid to identify activities that could or should be eliminated, or that you should spend more or less time on. Use this opportunity to also consider adding activities not currently employed that could enhance your effectiveness and contribute to your company's success.

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