

THE ADRENALINE LIFESTYLE

DO YOU FULLY UNDERSTAND WHAT AN ADRENALINE LIFESTYLE IS?

ADRENALINE IS

- A source of energy.
Humans will go to any length to get the quickest, easiest source of energy. Adrenaline produces energy; not the most healthful, but is continually available.
- A racket.
Humans succumb to this drug instead of letting their hearts decide.
- A medicant.
Adrenaline rushes to help to a person to "blast thorough" difficult times. Problem is, the adrenaline junkie creates crises just for the rush. When a person is "on" adrenaline, they have a respite from pain and feelings are covered up.
- A nasty habit which creates a lifestyle.
To get the rush, humans do soul-damaging things: careers, greed, getting ahead, winning, keeping self in survival in order to have something to win at etc.
- A toxin, which keeps healthy people away.
Those who are "over" adrenaline or are not adrenaline-based usually won't develop close relationships with adrenaline addicts; it is too upsetting and painful. So the addict is surrounded by those with broken wings, co-dependents or other addicts.

ADRENALINE ADDICTION IS A RECOVERABLE CONDITION

- ADAs can recover from adrenaline addiction, usually by simply changing select behaviors.
- ADAs identify their personal 20 Triggers which start the rush and eliminate the triggers.
- ADAs recover faster with the help of a therapist or adrenaline-recovered coach.
- ADAs will go through a withdrawal period (see The Recovery Process below) of between 6-12 months.

WHAT OTHERS WILL SAY OR THINK ABOUT THE ADA

- Boy, is he on all the time. How can his spouse take it?
- I know he listened to what I said, but I don't think he heard me.
- You can count on Karen to be late; that's just her.
- Jerry is always so busy. What is he always doing?
- Susan works too hard. What's with her?
- Why does Michael put himself through all that stress? I think he likes it or something.
- He always said he works best under pressure, but he's including us, too.

THE RECOVERY PROCESS

- Stop the triggering behavior.
- Be willing to be very bored, until your new energy source kicks in (3-6 months).
- Speak truthfully and completely to everyone and yourself in order to let go of the residue and heal.
- Hire a coach, therapist or experienced consultant.
- Install a Strong Personal Foundation to keep you well and adrenaline-free.

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ADRENALINE TRIGGER

- Overpromising results, even a little bit.....
- Arriving exactly on time or late
- Involved in non-essential projects/activities.....
- Shoulds and have to's; someone else's agenda.....
- Being optimistic during a rough time
- Doing one thing in order to get another thing.....
- Having current unresolved matters in your life
- Holding back from another; being nice, being mad, not owing up to something you did.....
- Not asking for what you need
- Tolerations; things you're putting up with
- Letting people walk all over you.....
- Trying to prove something by your results
- Driving faster than the speed limit

SOLUTION

- Deliberately underpromise, regardless of the person's reaction or consequence
- Leave 15 minutes early for every appointment
- Cut out 50% of all personal and professional projects and goals
- Get rid of all shoulds, regardless
- Surrender to the tough time; don't try to see it better than it is
- Just do the latter and see if it works
- We have at least 100; get them done
- Have a heart-to-heart conversation and become intimate
- Be specific and ask before you need it
- Put up with nothing; re-educate people
- Expand your boundaries
- Shift from results to people and pleasure
- Slow way down; you do have the time

ADRENALINE ADDICT SELF-TEST

Y N

- I drink caffeinated coffee or drinks to get or keep going.
- I eat sugar to calm myself down.
- I tend to overpromise and then rush to get it done at the last minute.
- I find some way to sabotage myself or a project, yet usually pull it off.
- I tend to take on more than I really want because I feel I can.
- I react strongly to the unexpected.
- I find myself getting very upset or irritated (whether I show it or not) when people let me down, miss deadlines or do less-than-optimal work. Sometimes I take it personally.
- I arrive at work rushed or already "on."
- I get grabbed by surprises and disturbances and then I can't calm down for a day or more.
- I feel an inner rush or lack of stillness or peace much of the time.
- I am clearly winning at work, yet working very hard.
- I'm the kind of person who tends to find the toughest way to get something done.
- I drive more than 5 minutes over the speed limit, tailgate or criticize other drivers.
- I tend to run or arrive late, even if it's not my fault.
- I find that I attract more problems and disturbances than I feel I deserve.
- Money is currently tight and I have been working on getting ahead, but haven't.
- It is difficult to focus on any one thing for more than 10 minutes at a time.
- I don't give myself plenty of time during the day for the things that are likely to come up.
- I talk a lot even after people have stopped listening.
- I please people to the point of feeling compulsive, regardless of appropriateness or cost.

Scoring: If you answered yes to 5 or more of these, welcome to the club. When you're ready, willing and able, invest in outside counsel to get through this addiction.

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TOTAL SCORE

--

(maximum 100)

PROGRESS CHART

#	Env	Well	SSS	Rel
25				
24				
23				
22				
21				
20				
19				
18				
17				
16				
15				
14				
13				
12				
11				
10				
9				
8				
7				
6				
5				
4				
3				
2				
1				

Clean Sweep™ Program

VERSION 1.2 3/93

You have more natural energy when you are complete with your environment, well-being, money and relationships.

The Clean Sweep™ Program consists of 100 items which, when completed, give you the vitality and strength you want.

The program can be completed in less than one year.

Instructions are on the back.

Congratulations for starting this one!

Developed by

THOMAS J. LEONARD
COACH

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PHYSICAL ENVIRONMENT

True Statement

- My personal files, papers and receipts are neatly filed away.
- My car is in excellent condition. (Doesn't need mechanical work, repairs, cleaning or replacing)
- My home is neat and clean. (Vacuumed, closets clean, desks and tables clear, furniture in good repair; windows clean)
- My appliances, machinery and equipment work well. (Refrigerator, toaster, snow-blower, water heater, toys)
- My clothes are all pressed, clean and make me look great. (No wrinkles, baskets of laundry, torn, out-of-date or ill-fitting clothes)
- My plants and animals are healthy. (Fed, watered, getting light and love)
- My bed/bedroom lets me have the best sleep possible. (Firm bed, light, air)
- I live in a home/apartment that I love.
- I surround myself with beautiful things.
- I live in the geographic area of my choice.
- There is ample and healthy lighting around me.
- I consistently have adequate time, space and freedom in my life.
- I am not damaged by my environment.
- I am not tolerating anything about my home or work environment.
- My work environment is productive and inspiring. (Synergistic, ample tools and resources; no undue pressure)
- I recycle.
- I use non ozone-depleting products.
- My hair is the way I want it.
- I surround myself with music which makes my life more enjoyable.
- My bed is made daily.
- I don't injure myself, fall or bump into things.
- People feel comfortable in my home.
- I drink purified water.
- I have nothing around the house or in storage that I do not need.
- I am consistently early or easily on time.

____ Number of True (25 max)

WELL-BEING

True Statement

- I rarely use caffeine. (Chocolate, coffee, colas, tea) less than 3 times per week, total.
- I rarely eat sugar. (Less than 3 times per week.)
- I rarely watch television. (Less than 5 hours per week)
- I rarely drink alcohol. (Less than 2 drinks per week)
- My teeth and gums are healthy. (Have seen dentist in last 6 months)
- My cholesterol count is healthful.
- My blood pressure is healthful.
- I have had a complete physical exam in the past 3 years.
- I do not smoke tobacco or other substances.
- I do not use illegal drugs or misuse prescribed medications.
- I have had a complete eye exam within the past two years. (Glaucoma check, vision test)
- My weight is within my ideal range.
- My nails are healthy and look good.
- I don't rush or use adrenaline to get the job done.
- I have a rewarding life beyond my work or profession.
- I have something to look forward to virtually every day.
- I have no habits which I find to be unacceptable.
- I am aware of the physical or emotional problems or conditions I have, and I am now fully taking care of all of them.
- I consistently take evenings, weekends and holidays off and take at least two weeks of vacation each year.
- I have been tested for the AIDS antibody.
- I use well-made sunglasses.
- I do not suffer.
- I floss daily.
- I walk or exercise at least three times per week.
- I hear well.

____ Number of True (25 max)

MONEY

True Statement

- I currently save at least 10% of my income.
- I pay my bills on time, virtually always.
- My income source/revenue base is stable and predictable.
- I know how much I must have to be minimally financially independent and I have a plan to get there.
- I have returned or made-good-on any money I borrowed.
- I have written agreements and am current with payments to individuals or companies to whom I owe money.
- I have 6 months' living expenses in a money market-type account.
- I live on a weekly budget which allows me to save and not suffer.
- All my tax returns have been filed and all my taxes have been paid.
- I currently live well, within my means.
- I have excellent medical insurance.
- My assets (car, home, possessions, treasures) are well-insured.
- I have a financial plan for the next year.
- I have no legal clouds hanging over me.
- My will is up-to-date and accurate.
- Any parking tickets, alimony or child support are paid and current.
- My investments do not keep me awake at night.
- I know how much I am worth.
- I am on a career/professional/business track which is or will soon be financially and personally rewarding.
- My earnings are commensurate with the effort I put into my job.
- I have no "loose ends" at work.
- I am in relationship with people who can assist in my career/professional development.
- I rarely miss work due to illness.
- I am putting aside enough money each month to reach financial independence.
- My earnings outpace inflation, consistently.

Number of True (25 max)

RELATIONSHIPS

True Statement

- I have told my parents, in the last 3 months, that I love them.
- I get along well with my sibling(s).
- I get along well with my co-workers/clients.
- I get along well with my manager/staff.
- There is no one who I would dread or feel uncomfortable "running across". (In the street, at an airport or party)
- I put people first and results second.
- I have let go of the relationships which drag me down or damage me. ("Let go" means to end, walk away from, declare complete, no longer be attached to)
- I have communicated or attempted to communicate with everyone who I have damaged, injured or seriously upset, even if it wasn't fully my fault.
- I do not gossip or talk about others.
- I have a circle of friends/family who love and appreciate me for who I am, more than just what I do for them.
- I tell people how they can satisfy me.
- I am fully caught up with letters and calls.
- I always tell the truth, no matter what.
- I receive enough love from people around me to feel good.
- I have fully forgiven those people who have hurt/damaged me, intentional or not.
- I am a person of his/her word; people can count on me.
- I quickly correct miscommunications and misunderstandings when they do occur.
- I live life on my terms, not by the rules or preferences of others.
- I am complete with past loves or spouses.
- I am in tune with my wants and needs and get them taken care of.
- I do not judge or criticize others.
- I do not "take personally" the things that people say to me.
- I have a best friend or soul-mate.
- I make requests rather than complain.
- I spend time with people who don't try to change me.

Number of True (25 max)

PROGRESS CHART

Date	Points (+/-)	Score

THE NEEDLESS PROGRAM 100-POINT CHECKLIST

#	A	B	C	D	STEPS
25					Party
24					Assist Another
23					Clean Up Residue
22					Upgrade
21					Upgrade List
20					Standard 3
19					Standard 2
18					Standard 1
17					Select 3 Standards
16					Arrange SASS 3
15					Arrange SASS 2
14					Arrange SASS 1
13					Select 3 SASS
12					Install 3 Boundaries
11					Select 3 Boundaries
10					Change 3
9					Change 2
8					Change 1
7					Select 3 Changes
6					List Disservice
5					List Needs Met
4					Who Am I, Not
3					Who Am I, When
2					Why Important
1					Select Needs

GIVE YOURSELF CREDIT AS YOU GET POINTS FROM THE 100-POINT PROGRAM. FILL IN COLUMNS FROM THE BOTTOM UP.

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NeedLess Program™

VERSION 3, 4/99

It **is possible** to have all of your needs permanently met. Now, that might make your life just a bit too effortless, but we hear that people find some rewarding way to fill up the time that is freed up when not chasing needs.

This 3-step program is designed to be used in conjunction with a Professional Coach or in the NEEDLESS Program. But you can start the process by completing the steps outlined here.

It takes most people about a year to reach the 25-point level for all 4 needs. Have it be a great time in your life. You needn't suffer as you get your needs fully satisfied.

Developed by the staff, trainers and participants of

COACH U, INC.

PURPOSE OF THE PROGRAM

The purpose of the NeedLess process is to help you:

1. Identify what **your** Personal Needs are
2. Understand how to get your Personal Needs met
3. Design an effective system to have them **vanish**.

WHAT ARE PERSONAL NEEDS?

Personal needs (vs body needs such as water, food, shelter and love) are those things we must have in order to be our best. One can get through life fairly well **not** having these needs met, but for an effortless, rewarding and successful life, Personal Needs must be identified, addressed and handled.

Many of us spend our lives trying (consciously or not) to get these needs met. At best, we treat the symptoms or get temporary relief from them. This is for two reasons: Most of us assume these needs will "always be with us" and that's "just the way we are." This is not true.

It does take a special technology to handle Personal Needs once-and-for-all. We call that the NeedLess process. Your Professional Coach can assist you to more fully understand the dynamic of needs and the steps to have them vanish.

INSTRUCTIONS

Please read these instructions twice. We have condensed what was a 5-page instruction sheet into a single page, so read carefully and let the subtleties show themselves.

STEP 1 - SELECT 10 NEEDS

Read the list of 200 needs and circle approximately 10 which resonate as a need for you. You are looking for a **NEED** -- not a want, a should, a fantasy or a wish. A need is a **MUST** for you to **BE YOUR BEST**. Part of the first step is to **TELL THE TRUTH** about what you **ACTUALLY NEED**. This may be the first time you have ever admitted this to yourself. Some of these you will know innately. Others require some straight looking. **PLEASE** be willing to "try on" words you might normally skip over. These may be hidden needs. If so, you may have one or more of the following reactions:

- *No, no, no; I don't want THAT to be a need*
 - *You can't get to the next word quickly enough*
 - *If that is true, I'd have to change my life a lot!*
 - *Flush, blush or shake when reading the word*
- Got the idea? Good. Now circle the 10 words which you believe to be Personal Needs. Ask yourself: "If I had this, would I be able to reach my goals and vision without efforting?" (work yes, struggle no)

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STEP 2 - NARROW YOUR NEEDS TO 4

We all need a little of everything listed on this page. But we want you to pick the 4 Personal Needs from the ones you circled. You may wish to compare each of your 10 with each other and ask yourself "Now, do I need X or Y? Which ones could I live well without? Which ones, when met, make the other ones not too important?" Choose your 4 Personal Needs and write them on the front panel.

BE ACCEPTED

Approved	Be included	Respected
Permitted	Be popular	Sanctioned
Cool	Allowed	Tolerated

TO ACCOMPLISH

Achieve	Fulfill	Realize
Reach	Profit	Attain
Yield	Consummate	Victory

BE ACKNOWLEDGED

Be worthy	Be praised	Honored
Flattered	Complimented	Be prized
Appreciated	Valued	Thanked

BE LOVED

Liked	Cherished	Esteemed
Held fondly	Be desired	Be preferred
Be relished	Be adored	Be touched

BE RIGHT

Correct	Not mistaken	Honest
Morally right	Be deferred to	Be confirmed
Be advocated	Be encouraged	Understood

BE CARED FOR

Get attention	Be helped	Cared about
Be saved	Be attended to	Be treasured
Tenderness	Get gifts	Embraced

CERTAINTY

Clarity	Accuracy	Assurance
Obviousness	Guarantees	Promises
Commitments	Exactness	Precision

BE COMFORTABLE

Luxury	Opulence	Excess
Prosperity	Indulgence	Abundance
Not work	Taken care of	Served

TO COMMUNICATE

Be heard	Gossip	Tell stories
Make a point	Share	Talk
Be listened to	Comment	Informed

	TO CONTROL	
Dictate to	Command	Restrain
Manage	Correct others	Be obeyed
Not ignored	Keep status quo	Restrict
	BE NEEDED	
Improve others	Be a critical link	Be useful
Be craved	Please others	Affect others
Need to give	Be important	Be material
	DUTY	
Obligated	Do the right thing	Follow
Obey	Have a task	Satisfy others
Prove self	Be devoted	Have a cause
	BE FREE	
Unrestricted	Privileged	Immune
Independent	Autonomous	Sovereign
Not obligated	Self-reliant	Liberated
	HONESTY	
Forthrightness	Uprightness	No lying
Sincerity	Loyalty	Frankness
No censoring	No secrets	Tell all
	ORDER	
Perfection	Symmetry	Consistent
Sequential	Checklists	Unvarying
Proper	Literal-ness	Regulated
	PEACE	
Quietness	Calmness	Unity
Reconciliation	Stillness	Balance
Agreements	Respite	Steadiness
	POWER	
Authority	Capacity	Results
Omnipotence	Strength	Might
Stamina	Prerogative	Influence
	RECOGNITION	
Be noticed	Be remembered	Be known for
Regarded well	Get credit	Acclaim
Heeded	Seen	Celebrated
	SAFETY	
Security	Protected	Stable
Fully informed	Deliberate	Vigilant
Cautious	Alert	Guarded
	WORK	
Career	Performance	Vocation
Press, push	Make it happen	At task
Responsibility	Industriousness	Be busy

STEP 3 - CREATE A SYSTEM TO GET YOUR NEEDS MET

Now that you have your Personal Needs identified, you will want to design a way to have them all met, permanently. This satisfaction system has 3 parts, as described below:

ESTABLISHING BOUNDARIES

A boundary is a line you draw all around you that permits only the behaviors of others which are acceptable and nourishing to you. You may set a boundary of not allowing anyone to hit you, yell at you, be critical of you, take advantage of you, not show affection, call you only when they need something, interrupt you when you are working etc. You may be permitting these behaviors now for some pretty good reasons. But there are no excuses or reasons to let anyone do anything to you that hurts you, distracts you, uses you or commands your attention. You will want to establish a boundary which is **MUCH MORE THAN YOU ACTUALLY NEED**. Be rigorous with yourself on this one. You cannot get your needs met if you are unwilling to set significant boundaries, so no excuses, okay? **BE SELFISH ON THIS ONE!**

When you set a boundary, you are protecting your heart, soul and what we call Self. So, you cannot be your Self without the protection provided by strong, healthy boundaries. The people who really care about you will honor these boundaries, and will care for you more. But give everyone time to get used to them.

GETTING A SELFISH AUTOMATIC SPRINKLER SYSTEM

Once boundaries are identified and installed, the next step is to design what we call a Selfish Automatic Sprinkler System, or SASS. A SASS is just what the term implies. You want your need to be satisfied (watered) whether you're thinking about it or not (automatic). This takes a little creative work to put together - Your Professional Coach has experience with this one and is a good person with whom to brainstorm.

SASS examples include: Getting friends to satisfy your need by saying or doing specific things YOU have designed for them to do, like calling you, including you, doing things for you (that YOU asked for), telling you how they appreciate you, etc. You will want to be shameless in this process of designing and implementing a SASS. It is good to tell the people around you how they can satisfy your needs. And remember, it is only temporary, because when done properly, these needs vanish.

RAISING YOUR PERSONAL STANDARDS

After you have started on boundaries and your SASS, begin to substantially raise your Personal Standards. PS's are the behaviors you hold your Self to - to become a bigger person. Examples of PS's range from the obvious to the advanced: • Don't steal • Always tell the truth • Speak straight • Be unconditionally constructive • Be responsible for how you are heard, not what you say • Not smoke or abuse your body • Be early, always; avoid all adrenaline rushes

Set PS's which are a stretch, but not ones which will cause you to fail. You will have plenty of time to upgrade them with the extra energy you receive as your needs become met.

NEEDLESS PROGRAM CHECKLIST

Use this checklist to guide yourself through the program. Fill in the circle when you have started on the step. Fill in the square when you have completed the step. Fill in the appropriate box on the Progress Chart on the front page when you have completed the step. Work these 25 steps in order.

Do this process for EACH of the 4 needs you've chosen as Personal Needs.

1. Select the Personal Needs, using the procedure described in Phase 1. Write in the needs at the top of the chart on the first page of this program.

2. Ask yourself "Why is this need important enough to me to be a Personal Need?" Write down 5 specific reasons on a sheet of paper.

3. Ask "Who am I when I get this need met? How do I act? What do I think about? What motivates me? Write down 5 specific examples on a piece of paper.

4. Ask "Who am I not when I don't get this need met? How do I behave? How do I feel about myself? About others? About life? Write down 5 specific responses on a piece of paper.

5. Ask "How well am I getting this need met? What am I doing in my life that permits this need to be satisfied to the point of it vanishing?" Write down 5 specific ways that you are currently satisfying this need.

6. Ask "Where am I not getting this need met? What I am doing that restricts, dishonors or does not give this need the room and nourishment it requires and deserves?" Write down 5 specific things you are doing which don't serve your needs.

7. Ask "What 3 changes would I make in my life in order to fully meet and satisfy this need?" Write down the 3 specific (and probably large) changes to make in the next 90 days. Examples of changes:

- change jobs • face & handle something tough • stop smoking • start fully communicating • let go of duties • get special training • let go of the future • let go of draining people

8. Make change #1 - permanently.

9. Make change #2 - permanently.

10. Make change #3 - permanently.

11. Ask "What are the 3 boundaries I can install to protect myself so that this need has a chance of getting

met? What do I no longer permit others (or situations) to do to or with me?" List these on paper.

12. Install each of these 3 boundaries to a degree greater than you need.

13. Ask "What are the 3 things that people must do FOR me to satisfy this need?" (SASS) Write these down on a piece of paper.

14. Arrange for SASS 1.

15. Arrange for SASS 2.

16. Arrange for SASS 3.

17. Ask "What are the 3 High Personal Standards which I must honor in order for this need to vanish?" List these on paper.

18. Honor High Personal Standard #1.

19. Honor High Personal Standard #2.

20. Honor High Personal Standard #3.

21. Ask "What must I now upgrade in my life to have this need fully satisfied forever? Come up with 3 substantial changes.

22. Make these changes.

23. Eliminate any residue or clean up anything left from this process.

24. Share this process with a friend and help them get started with it.

25. Throw a party to celebrate your new life.

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PROGRESS CHART

VERSION 3, 4/99

Date	Points (+/-)	Score

YOUR VALUES are the behavior and activities to which you are naturally drawn. Values are who you really are. This includes things like:

- Creating
- Contributing
- Adventure
- Beauty
- Teaching
- Spirituality

TRU VALUES PROGRAM 100-POINT CHECKLIST

The complete list of over 150 values follows.

The **Tru Values™** Program helps you to understand values, discern your top 4 values and puts you on a path to honoring them.

This 3-phase, 25-step process can take up to 2 years to complete - not because it is difficult - rather, because you have to handle other aspects of life in order to be able to distinguish the subtlety of values and then re-orient your life around them. This takes time. To honor your values is to give yourself the ultimate gift.

It is recommended that you work through the **Clean Sweep** and **NeedLess** Programs prior to or concurrently with the **Tru Values** Program. Your values are not as clear when clouded by **Unresolved Matters** and unmet needs. It is also recommend that you work with a Professional Coach trained in Values work. You can do this on your own, but you will complete this program more quickly and more fully with a trained coach who has completed the process him/herself.

Developed by the staff, trainers and participants of

COACH U, INC.

#	A	B	C	D	
25					Party
24					Assist Another
23					Align Goal/Value
22					Make Changes
21					How Upgrade
20					Celebrate Big
19					Phase 7
18					Phase 6
17					Phase 5
16					Phase 4
15					Phase 3
14					Phase 2
13					Phase 1
12					Detail Project
11					Create Project
10					Change 3
9					Change 2
8					Change 1
7					Select 3 Changes
6					List Dishonor
5					List Honoring
4					Who Am I, Not
3					Who Am I,
2					Why Important
1					Select Values

GIVE YOURSELF CREDIT AS YOU GET POINTS FROM THE 100-POINT PROGRAM. FILL IN COLUMNS FROM THE BOTTOM UP.

Tru Values Program™

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PURPOSE OF PROGRAM

The purpose of the Tru Values Program is to help you to:

1. Identify what **your** true values really are
2. Create and complete a Values Expression Project
3. Reorient your life around expressing these values.

WHAT ARE TRU VALUES?

Values are things you do or that you find very attractive. When engaged in these activities, you feel most like yourself: Well, connected, excited, glowing and effortless. We like these things, but most of us lead lives which do not grant us the chance to **JUST** do these things. We may be too busy with "responsibilities", Unresolved Matters, chasing unmet needs, just getting by, etc. In order to honor your Tru Values, you will have to substantially alter and enhance your life to get the room you need to engage in this ideal life.

Many of us spend our lives trying (consciously or not) to honor these Tru Values. We find ourselves getting disturbed or frustrated, bored or complacent, wishing and hoping to have a better life – this better life is, among other things, based on your Tru Values.

Will you give yourself the best gift ever? Embark on this program and don't stop until you reach 100 points. Your Professional Coach can assist you to more fully understand the dynamic of values and the steps to have them expressed and honored.

INSTRUCTIONS

Please read these instructions **twice**. We have condensed what was a 5-page instruction sheet into a single page, so read carefully and let the subtleties show themselves.

PHASE 1 - SELECT 10 VALUES

Read the list of 150+ values and circle approximately 10 which resonate as a value for you. You are looking for a **VALUE**, not a want, a should, a fantasy or a wish. A value is a **MUST** for you to **BE YOURSELF**. Part of the first step is to **TELL THE TRUTH** about what you **ACTUALLY VALUE** or **LOVE** to do with your time. This may be the first time you have ever admitted this to yourself. Some of these you will know innately. Others require some straight looking. **PLEASE** be willing to "try on" words you might normally skip over. These may be hidden values; If so, you may have one or more of the following reactions:

- *No, no, no; that would be too much fun!*
- *That's a silly value; I should have a better*

one.

- *If that is true, I'd have to change my life a lot!*
- *Flush, blush or shake when reading the word*

Got the idea? Good. Now circle the 10 words which you believe to be Tru Values. Ask yourself: "If I had this, would I be naturally turned on, without efforting?" (work yes, struggle no)

PHASE 2 - NARROW YOUR VALUES TO 4

We all value a little of everything listed on this page. But we want you to pick the 4 Tru Values from the ones you circled. You may wish to compare each of your 10 with each other and ask yourself "Now, do I really prefer X or Y? Which ones aren't that intriguing to me anymore? Which ones, when honored, make the other ones not as exciting?"

Please choose your 4 Tru Values and write them on the front panel where indicated.

ADVENTURE

Risk	The Unknown	Thrill
Danger	Speculation	Dare
Gamble	Endeavor	Quest
Experiment	Exhilaration	Venture

BEAUTY

Grace	Refinement	Elegance
Attractiveness	Loveliness	Radiance
Magnificence	Gloriousness	Taste

TO CATALYZE

Impact	Move forward	Touch
Turn on	Free others	Coach
Spark	Encourage	Influence
Stimulate	Energize	Alter

TO CONTRIBUTE

Serve	Improve	Augment
Assist	Endow	Strengthen
Facilitate	Minister to	Grant
Provide	Foster	Assist

TO CREATE

Design	invent	Synthesize
Imagination	Ingenuity	Originality
Conceive	Plan	Build
Perfect	Assemble	Inspire

TO DISCOVER

Learn	Detect	Perceive
Locate	Realize	Uncover
Discern	Distinguish	Observe

	TO FEEL	
Emote	To experience	Sense
To glow	To feel good	Be with
Energy flow	In touch with	Sensations
	TO LEAD	
Guide	Inspire	Influence
Cause	Arouse	Enlist
Reign	Govern	Rule
Persuade	Encourage	Model
	MASTERY	
Expert	Rule field	Adept
Dominate field	Superiority	Primacy
Preeminence	Greatest	Best
Outdo	Set standards	Excellence
	PLEASURE	
Have fun	Be hedonistic	Sex
Sensual	Bliss	Be amused
Be entertained	Play games	Sports
	TO RELATE	
Be connected	Part of community	Family
To unite	To nurture	Be linked
Be bonded	Be integrated	Be with
	BE SENSITIVE	
Tenderness	Touch	Perceive
Be present	Empathize	Support
Show compassion	Respond	See
	BE SPIRITUAL	
Be aware	Be accepting	Be awake
Relate w/God	Devoting	Holy
Honoring	Be passionate	Religious
	TO TEACH	
Educate	Instruct	Enlighten
Inform	Prepare	Edify
Prime	Uplift	Explain
	TO WIN	
Prevail	Accomplish	Attain
Score	Acquire	Win over
Triumph	Predominate	Attract

PHASE 3 - CREATE A LIFE WHICH HONORS & EXPRESSES YOUR VALUES

Now that you have your Tru Values identified, you will want to create a way to have them all expressed, forever. This process has 3 parts as described below.

HONOR YOUR VALUES

When you honor your values, you honor your

Self or Higher Self. Values are those activities you naturally engage in when your life is in great shape. Until this time, you may be expressing (like doing) your values, but they are not being honored. To honor your values means to create and live your life in such a way that there is nothing in the way of you living your values. This means a life of integrity, free of addictions or attachments, all needs met, clearing unresolved past experiences, a full and supportive community - like an ideal life.

Some people engage in this values process as a way to get a great life: "I want to honor and express my values, so I am changing x, y and z!" they exclaim. Hey, whatever reason you use to put your values FIRST is great. Look for examples of the kind of changes I am talking about on the last page of this program handout under Step 7. Choose 3 of these changes to begin fully honoring your values.

EXPRESS YOUR TRU VALUES THROUGH A PROJECT

Now that you've cleared the decks and upgraded your life so your values can play, it is time to come up with a fun project which gives your values a showcase - a way to get stimulated and used; a way to show yourself that living your values is both possible and fulfilling. (Fulfillment is the experience of life one has when values are honored and expressed.)

This project shouldn't have any shoulds about it. Don't pick one that will drive you crazy, one that you are not ready for (but "should be"), one that you think you should want, but really don't. Rather, design a project that lets you play big or play well, effortlessly. Examples are in Step 11 on the last page of this handout. Design a project that brings out your best, naturally. Don't do a project in order to "get something" out of it. Do it because you enjoy it.

ALIGN YOUR GOALS WITH YOUR VALUES

After finishing your values expression project, you are ready for the final phase - aligning your life goals with your values. In other words, being at the place in life where you can afford to set only those goals which honor or express your values. This assumes you're close to 100 on Clean Sweep and NeedLess programs. But wow, what a place to be at in life! The alignment steps are:

1. Make a list of your 10 goals for this year.
2. Make a list of your top 10 values.
3. Match the goals with the values.

NOTE: The objective here is to only have value-based goals this year. If you have a goal that does not "fit" with one of your top 10 values, either adapt the goal to fit the value or GET RID OF IT and

come up with another. Don't adapt the value to the goal. And only have one goal per value. **You are using your values as the reference point in your life - not your goals.** And that is what makes this process so exciting!

TRU VALUES PROGRAM CHECKLIST

Use this checklist to guide yourself through the program. Fill in the circle when you have started on the step. Fill in the square when you have completed the step. Fill in the appropriate box on the Progress Chart on the first page when you have completed the step. Work these 25 steps in order.

Do this process for **each** of the 4 values you've chosen as Tru Values.

- 1. Select the Tru Value, using the procedure described in Phase 1. Write in the value at the top of the chart on the first page of this program.
- 2. Ask yourself "Why is this value important enough to me to be a Tru Value?" Write down 5 specific reasons on a sheet of paper.
- 3. Ask "Who am I when I am this value? How do I act? What do I think about? What motivates me?" Write down 5 specific examples on a piece of paper.
- 4. Ask "Who am I not when I am this value? How do I behave? How do I feel about myself? About others? About life?" Write down 5 specific responses on a piece of paper.
- 5. Ask "How well am I honoring or expressing this value? What am I doing in my life that permits this value to be free enough to express itself?" Write down 5 specific ways that you are currently honoring your values.
- 6. Ask "Where am I not honoring or expressing this value? What I am doing that restricts, dishonors or does not give my values the room and nourishment they need and deserve?" Write down 5 specific things you are doing which don't serve your values.
- 7. Ask "What 3 changes would I make in my life in order to fully honor and express this value?" Write down the 3 specific (and probably large) changes to make in the next 90 days. Examples of changes: • change jobs • face & handle something tough • stop smoking • start fully communicating • let go of duties • get special training • let go of the future • let go of draining people
- 8. Make change #1 - permanently.
- 9. Make change #2 - permanently.
- 10. Make change #3 - permanently.
- 11. Ask "What is the project/goal that I could design which would be a full expression of this value?" Come up with the project. Examples of projects: • Run the NY marathon • Make \$1,000,000 this year • Write a book • Go parasailing in the Alps • Throw a huge party • Make yourself stunning • Help 1,000 people out • Invent a product/process • Master a subject/field • Climb Mt. Rainier • Develop a community • Be hedonistic • Get on a spiritual path • Win the lottery
- 12. Outline and milestone the project into 7 Phases. Give each phase an assessable result or milestone with a deadline.

- 13. Begin the project; complete Phase 1.
- 14. Complete Phase 2.
- 15. Complete Phase 3.
- 16. Complete Phase 4.
- 17. Complete Phase 5.
- 18. Complete Phase 6.
- 19. Complete Phase 7. Tie up loose ends.
- 20. Celebrate significantly for completing your Tru Values Expression Project. You'll know what to do.
- 21. Ask "How must I now upgrade in my life to have this value fully honored and expressed throughout it?" Come up with 5 substantial changes.
- 22. Make these changes.
- 23. Align your top 10 goals for this year with your top 10 values per procedures discussed in Phase 3.
- 24. Share this process with a friend and help them get started with it.
- 25. Throw a party to celebrate your new life.

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