Integrity
*Match behavior with values*
Demonstrate your positive personal values in all you do and say. Be sincere and real.

Failure Leads to Success
*Learn from mistakes*
View failures as feedback that provides you with the information you need to learn, grow, and succeed.

Speak with Good Purpose
*Speak honestly and kindly*
Think before you speak. Make sure your intention is positive and your words are sincere.

This Is It!
*Make the most of every moment*
Focus your attention on the present moment. Keep a positive attitude.

Commitment
*Make your dreams happen*
Take positive action. Follow your vision without wavering.

Ownership
*Take responsibility for actions*
Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.

Flexibility
*Be willing to do things differently*
Recognize what’s not working and be willing to change what you’re doing to achieve your goal.

Balance
*Live your best life*
Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.
8 Keys of Excellence

**Life Skills**

*Growth Gauge*

- **Takeresponsibilityforactions**
  - Iamaccountableformyactions.
  - Itakeresponsibilitynaturally.
  - Isethatneedstobedoneanddoit.
- **Bewillingtodothingsdifferently**
  - Ikeepmygoalsinviewandchangestreateseasilywhennecessarytoreachthem.
  - Whensomethingisn'tworking,Itryanotherway.(noegohere).
  - Iaskforhelpwhenneneedit(versus,"I'lldoitmyselfnomatterwhat.")
- **Matchbehaviorwithvalues**
  - Ihavestatedbeliefsandvalues.
  - Inowandunderstandthem.
  - Mybehaviorreflectsthem.
- **Keepaheadofthelearning**
  - Iamfocusedonmygoalsandobjectives.
  - Imakethemostofeverymoment.
  - IacknowledgeandacceptwhereIam,bothgoodtimesandinchallengingones.
- **Speakhonestlyandkindly**
  - Ispeakpositivelywithgoodintent(no swearing,put-downs,gossip).
  - Ifeelingsafetobehonestanddirect.
  - Ispeakwithgoodpurpose("I'mhappyandI'mhappy").
- **Learnfrommistakes**
  - Iamnotfearfulofmakingmistakes.
  - Itaketimewhenmistakesaremadetolearnfromthemandimprovetoomysystem.
  - Ibelievethatfailuresareopportunitiesforgrowth.
- **Growbylearningfrommyfailures.**

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**Balance**

- **Integrity**
- **Failure Leads to Success**
- **Flexibility**
- **Ownership**
- **Speak with Good Purpose**
- **Commitment**

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**Note:**

Always
Almost Never
Mostly
Sometimes
Almost
Never

Always
Mostly
Sometimes
Almost
Never

**www.CommunitiesOfExcellence.org**

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PLANTS:
Plants help to remove pollutants and help to ______________ the air. According to the Federal Clean Air Council, studies have shown that plants raise oxygen levels and increase ______________ by 10%. Scientists at NASA have discovered that the use of plants creates a better scientific learning and thinking environment for astronauts.

LIGHTING:
Current research suggests that the best lighting for reading/studying is low to moderate levels of ______________ lighting. The second best choice is full-spectrum fluorescent or incandescent lighting. Indirect lighting is best, since it keeps eye fatigue lowest.

SMELLS:
Years of research have been done on the impact of aromas on thinking and learning. Aromatherapists have identified certain scents that are influential in mental alertness and in relaxation.

<table>
<thead>
<tr>
<th>Mental Alertness</th>
<th>Relaxation</th>
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<tbody>
<tr>
<td>______________________</td>
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Tips: cut up fresh lemon and leave it near you; buy lemon or peppermint oils and put them by a fan, heater or candle; use room fresheners.
MUSIC:
As a background, low levels of ______________ music (andante or allegro, slower tempos, in major key) have been found to alter physiological states enough to induce relaxed alertness. (Examples: Vivaldi’s Four Seasons, Bach’s Brandenburg Concertos, or Handel’s Water Music). This music can also provide a source of white noise to mask out other sounds that might be ________________.

TEMPERATURE:
U.S. Defense Department studies report that high temperatures were responsible for decreases in performance requiring accuracy, speed, dexterity, and physical acuity. Keep your learning environment cool (not cold) for best attention, focus, and comprehension. For most learners, this means in the range of _____ ° to _____ ° fahrenheit.

SETTING:
Choose a chair that does not promote drowsiness. Furniture must be comfy, yet not too comfy. A little muscular tension helps to keep you ____________. Avoid couches, beds, and soft chairs—studying is hard enough without the temptation of falling ____________. Eye fatigue will be reduced if the book is 14 to 18 inches away from your eyes.

A posture most conducive to learning will …
• keep your knees higher than your hips
• support your arms and shoulders
• include a chair or a pillow to provide lumbar (lower back) support
… and don’t forget to change your position and get up and stretch now and then!
It’s design time! Include all the elements of an effective Quantum Learning study environment in your drawing below.