the 8 keys of excellence

**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. “Ownt” 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.
What is the habit?

What do I get from it?

What triggers it?
Affinity means close relationship. This is an exercise that begins to build or enhance affinity. It is also a wonderful way to discover positive things about ourselves and others, helping us to grow in self-esteem and self-confidence.

**The Affinity Activity**

Ask each question once. Responses to the person answering the question should be acknowledged with “thank you.” Each person has the opportunity to ask the series of questions three times. From this experience, further discussion of personal interests and admiration can take place.

**Step 1:**
Tell me something I don’t know about you.

**Step 2:**
Tell me something you like about me.

**Step 3:**
Tell me something we may have in common.
This communication tool called OTFD is a four-step process to build better relationships.

**Observation**
State just the facts—things you observe.
Example: “I saw that you threw your chair across the room.”
(Not “I saw you got angry.”)

**Thought**
Express a thought or opinion about what you observed.
Example: “I thought you didn’t care.”

**Feeling**
Share a feeling you had about what you observed.
Example: “I felt sad (hurt, angry).”

**Desire**
Be specific about what you want—your desire.
Example: “I’d like for us to be friends.”
When an apology is necessary, the 4-Part Apology can effectively clean up the situation. By being complete with our apology, we show that we value the person and wish to maintain our relationship.

**Acknowledge**
Take responsibility for your actions and behaviors.
Use “I” statements.
Examples: “I acknowledge that I hurt your feelings when I said those things about you” or “I acknowledge that I borrowed your iPod without asking you.”

**Apologize**
Apologize and acknowledge the cost to others.
If unaware of cost, ask.
Examples: “I apologize for hurting you and realize that I may have ruined our relationship” or “I apologize and realize that you thought someone had stolen your iPod.”

**Make It Right**
Deal with the consequences of your behavior.
Ask the person what you can do to make it right.
Example: “What can I do to make it right?”

**Recommit**
Make a commitment to appropriate behavior.
Commit to not having the same behavior again.
Examples: “I agree to Speak with Good Purpose” or “I agree to ask before I borrow anything from you.”
FIMAGE: the fear of our image that holds us back from being the person we want to be and doing things that will move our lives forward.
Where Are You Living?

“Choosing to live your life by your own choice is the greatest freedom you will ever have. It is only when you exercise your right to choose that you can also exercise your right to change. The end result of your life here on earth will always be the sum total of the choices you made while you were here.”

—Shad Helmstetter
John Goddard's goals

Explore:

✓ 1. Nile River
✓ 2. Amazon River
✓ 3. Congo River
✓ 4. Colorado River
✓ 5. Yangtze River, China
✓ 6. Niger River
✓ 7. Orinoco River, Venezuela
✓ 8. Rio Coco, Nicaragua

Study Cultures in:

✓ 9. The Congo
✓ 10. New Guinea
✓ 11. Brazil
✓ 12. Borneo
✓ 13. The Sudan
✓ 14. Australia
✓ 15. Kenya
✓ 16. The Philippines
✓ 17. Tanganyika (Tanzania)
✓ 18. Ethiopia
✓ 19. Nigeria
✓ 20. Alaska

Climb:

21. Mt. Everest
22. Mt. Aconcagua, Argentina
23. Mt. McKinley
24. Mt. Huascaran, Peru
25. Mt. Kilimanjaro
26. Mt. Ararat, Turkey
27. Mt. Kenya
28. Mt. Cook, New Zealand
29. Mt. Popocatepetl, Mexico
30. The Matterhorn
31. Mt. Ranier
32. Mt. Fuji
33. Mt. Vesuvius
34. Mt. Bromo, Java
35. Grand Tetons
36. Mt. Baldy

Accomplish:

✓ 37. Carry out careers in medicine and exploration
✓ 38. Visit every country in the world (30 to go)
✓ 39. Study Navaho and Hopi Indians
✓ 40. Become an Eagle Scout
✓ 41. Dive in a submarine
✓ 42. Land on and take off from an aircraft carrier
✓ 43. Fly in a blimp, hot air balloon, and glider
✓ 44. Ride an elephant, camel, ostrich and bronco
✓ 45. Skin dive to 40 feet and hold breath 2½ minutes
✓ 46. Catch a 10-pound lobster and a 10-inch abalone
✓ 47. Play flute and violin
✓ 48. Type 50 words per minute
✓ 49. Take a parachute jump
✓ 50. Learn water and snow skiing
✓ 51. Go on a church mission
✓ 52. Follow the John Muir trail
✓ 53. Study Native medicines
✓ 54. Bag photos of elephant, lion, rhino, cheetah
✓ 55. Learn to fence
✓ 56. Learn jujitsu
✓ 57. Teach a college course
✓ 58. Ride horse in Rose Parade
✓ 59. Watch a cremation ceremony in Bali
✓ 60. Explore the depths of the sea
✓ 61. Appear in a Tarzan movie
✓ 62. Own a horse, chimp, cheetah, ocelot and coyote
✓ 63. Become a ham radio operator
✓ 64. Build own telescope
✓ 65. Write a book
✓ 66. Get published in National Geographic
✓ 67. High jump 5 feet

✓ 68. Broad jump 15 feet
✓ 69. Run a mile in five minutes
✓ 70. Weigh 175
✓ 71. Perform 200 sit-ups and 20 pull-ups
✓ 72. Learn French, Spanish, and Arabic
✓ 73. Study lizards on Komodo Island
✓ 74. Visit birthplace of Grandfather Sorenson in Denmark
✓ 75. Visit birthplace of Grandfather Goddard in England
✓ 76. Ship aboard a freighter as a seaman
✓ 77. Read the entire Encyclopedia Britannica
✓ 78. Read the Bible
✓ 79. Read the works of Shakespeare, Plato, Aristotle, Dickens, Thoreau, Poe, Rousseau, Bacon, Hemingway, Twain, Burroughs, Conrad, Talmage, Tolstoy, Longfellow, Keats, Whittier, and Emerson
✓ 80. Become familiar with compositions of Bach, Beethoven, Debussy, Ibert, Mendelssohn, Lalo, Rimski-Korsakov, Respighi, Liszt, Rachmaninoff, Stravinsky, Toch, Tchaikovsky, and Verdi
✓ 81. Become proficient in the use of a plane, motorcycle, tractor, surfboard, rifle, pistol, canoe, microscope, football, basketball, bow and arrow, lariat, and boomerang.
✓ 82. Compose music
✓ 83. Play Clair de Lune on the piano
✓ 84. Watch fire-walking
✓ 85. Milk a poisonous snake
✓ 86. Light a match with a 22 rifle
✓ 87. Visit a movie studio
✓ 88. Climb Cheops’ pyramid
✓ 89. Become a member of the Explorers’ Club and the Adventurers’ Club
✓ 90. Learn to play polo
✓ 91. Travel through the Grand Canyon on foot and by boat
✓ 92. Circumnavigate the globe
✓ 93. Visit the moon
✓ 94. Marry and have children
✓ 95. Live to see the 21st century
✓ 96. Learn to fly a plane

Photograph:

✓ 97. Iguacu Falls, Brazil
✓ 98. Victoria Falls, Rhodesia
✓ 99. Sutherland Falls, New Zealand
✓ 100. Yosemite Falls
✓ 101. Niagara Falls
✓ 102. Retrace route of Marco Polo and Alexander the Great

Explore Underwater:

✓ 103. Coral reefs of Florida
✓ 104. Great Barrier Reef
✓ 105. Red Sea
✓ 106. Fiji Islands
✓ 107. The Bahamas
✓ 108. Okefenokee Swamp and the Everglades

Visit:

✓ 109. North and South Poles
✓ 110. Great Wall of China
✓ 111. Panama and Suez Canals
✓ 112. Easter Island
✓ 113. Galapagos Island
✓ 114. Vatican City
✓ 115. Taj Mahal
✓ 116. Eiffel Tower
✓ 117. Blue Grotto
✓ 118. Tower of London
✓ 119. Leaning Tower of Pisa
✓ 120. Sacred Well of Chichen-Ixla
✓ 121. Climb Ayers Rock
✓ 122. Follow River Jordan – Sea of Galilee to Dead Sea

Swim In:

✓ 123. Lake Victoria
✓ 124. Lake Superior
✓ 125. Lake Tanganyika
✓ 126. Lake Titicaca, South America
✓ 127. Lake Nicaragua

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I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
I am ____________________________.
Bad goal example: I will try to raise my grades.

Good goal example: I will raise my grade in math by five points this semester by doing my homework on time.

Goals can be:
short-term
long-term
very long-term
‘do it’ goals

D____

O____

I____

T____

My goal:

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Keep a healthy mind, body and spirit
– I stay aware of what's important.
– I use my time according to my highest priorities.
– I balance my activities to nourish my mind, body, spirit and emotions.

I make positive choices.
– I have a clear vision and solidly follow it.
– I do whatever it takes to get the job done.
– I keep my word.
– I follow through on my promises to myself and others.

Take responsibility for actions
– I am accountable for my actions.
– I take responsibility naturally.
– I see what needs to be done and do it.
– I own what I feel, say and do.

Be willing to do things differently
– I keep my goals in view and change strategies easily when necessary to reach them.
– When something isn't working, I try another way (no ego here).
– I ask for help when I need it (versus, "I'll do it myself no matter what.").
– I change if needed to reach my goal.

Match behavior with values
– I have stated beliefs and values.
– I know and understand them.
– My behavior reflects them.

I do the right thing.
– I am focused on my goals and objectives.
– I make the most of every moment.
– I acknowledge and accept where I am, both in good times and in challenging ones.
– I focus on what's happening now.

Speak honestly and kindly
– I speak positively with good intent (no swearing, put-downs, gossip).
– I feel safe to be honest and direct.
– I "walk my talk."
– I think before I speak and choose my words carefully.

Learn from mistakes
– I am not fearful of making mistakes.
– I take time when mistakes are made to learn from them and improve my system.
– I believe that failures are opportunities for growth.
– I grow by learning from my failures.

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Consider the:

**NOW FACTOR**
Which can I start working on **immediately**?

**WOW FACTOR**
Which will make the biggest **impact** on my life?

What is the habit? (Routine)

What do I get from it? (Reward)

What triggers it? (Cue)
The new habit I choose is ...

OLD

NEW

HOW
What are my action steps?

VOW
I now commit to...

1) I will begin by ...

2) Next I will ...

3) I will follow up by ...

KA-POW!