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.
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.”
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.
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.
“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
<table>
<thead>
<tr>
<th>Explore:</th>
<th>Study Cultures in:</th>
<th>Climb:</th>
<th>Accomplish:</th>
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<tbody>
<tr>
<td>17. Tanganyika (Tanzania)</td>
<td>18. Ethiopia</td>
<td>29. Mt. Popocatepetl, Mexico</td>
<td>45. Skin dive to 40 feet and hold breath 2½ minutes</td>
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<td>32. Mt. Vesuvius</td>
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<td>33. Mt. Bromo, Java</td>
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<td>34. Grand Teton</td>
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<td>35. Mt. Baldy</td>
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<tr>
<th>Study Cultures in:</th>
<th>Accomplish:</th>
<th>Explore Underwater:</th>
<th>Swim In:</th>
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<tbody>
<tr>
<td>11. Brazil</td>
<td>49. Take a parachute jump</td>
<td>105. Red Sea</td>
<td>125. Lake Tanganyika</td>
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<td>12. Borneo</td>
<td>50. Learn water and snow skiing</td>
<td>106. Fiji Islands</td>
<td>126. Lake Titicaca, South America</td>
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<td>16. The Philippines</td>
<td>54. Learn jujitsu</td>
<td>110. Great Wall of China</td>
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<td>17. Tanganyika (Tanzania)</td>
<td>55. Learn to fence</td>
<td>111. Panama and Suez Canals</td>
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<td>18. Ethiopia</td>
<td>56. Learn judo</td>
<td>112. Easter Island</td>
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<td>19. Nigeria</td>
<td>57. Teach a college course</td>
<td>113. Galapagos Island</td>
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<td>20. Alaska</td>
<td>58. Ride horse in Rose Parade</td>
<td>114. Vatican City</td>
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<td>59. Watch a cremation ceremony in Bali</td>
<td>115. Taj Mahal</td>
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<td>60. Explore the depths of the sea</td>
<td>116. Eiffel Tower</td>
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<td>61. Appear in a Tarzan movie</td>
<td>117. Blue Grotto</td>
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<td></td>
<td>62. Own a horse, chimp, coyle, ocelot and coyote</td>
<td>118. Tower of London</td>
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<td>63. Become a ham radio operator</td>
<td>119. Leaning Tower of Pisa</td>
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<td></td>
<td>64. Build own telescope</td>
<td>120. Sacred Well of Chichen-Itza</td>
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<td></td>
<td>65. Write a book</td>
<td>121. Climb Ayers Rock</td>
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<td>66. Get published in <em>National Geographic</em></td>
<td>122. Follow River Jordan – Sea of Galilee to Dead Sea</td>
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<td>67. High jump 5 feet</td>
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- 65. Write a book
- 64. Build your 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 5 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
- 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 the violin
- 84. Build your own telescope
- 85. Own a horse, chimp, cheetah, ocelot and coyote
- 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
- 97. Iguaçu Falls, Brazil
- 98. Drakensberg, South Africa
- 99. Sutherland Falls, New Zealand
- 100. Yosemite Falls
- 101. Niagara Falls
- 102. Retrace route of Marco Polo and Alexander the Great
- 103. Coral reefs of Florida
- 104. Great Barrier Reef
- 105. Red Sea
- 106. Fiji Islands
- 107. The Bahamas
- 108. Okefenokee Swamp and the Everglades
- 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
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- 122. Follow River Jordan – Sea of Galilee to Dead Sea

I am ____________________________.
Goals can be:
- short-term
- long-term
- very long-term

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.
I live the 8 Keys of Excellence

1. 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.

2. 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.

3. 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.

4. 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.

5. Match behavior with values
   - I have stated beliefs and values.
   - I know and understand them.
   - My behavior reflects them.
   - I do the right thing.

6. Make the most of every moment
   - 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.

7. 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.

8. 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.

Failure Leads to Success

Balance

Integrity

Growth Gauge

This Is It!

www.CommunitiesOfExcellence.org

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