APPLYING THE PLAYBOOK

CHAPTER 14: PERSONAL AND PROFESSIONAL DEVELOPMENT JOURNALING

Kicking off, as a refresher on your daily journaling, there are three questions to answer each morning.

1. **GRATEFUL:** What am I grateful for?
2. **GET TO:** What do I *get* to do today (versus *have* to do today)?
3. **EXCITED:** What am I excited about today?

DOUBLE DOWN: If you really want to take it up a notch, close your day with a reflective look back at these three questions:

1. How did I serve others/make somebody better today?
2. How did I add value to my organization today?
3. What am I most proud of today?

Choose the questions that you feel most committed to holding yourself accountable to (the more, the merrier), then journal on them each evening. Among all the great leaders I've studied, daily journaling is the most common habit and ritual they practice (with reading being a close second). Once you form your daily journaling routine, let's level up and add weekly journaling to your repertoire.

While many stop at daily journaling, I recommend a form of weekly reflection as well. However, this will be structured around your values, with an endgame of giving you confidence and assurance that you are authentically living your values.

Morning and evening journaling should take no longer than a few minutes. End-of-week values journaling should take ten to fifteen minutes max. That is the time investment in yourself per week.

Time to play offense and make it happen.

STEP ONE

Pick a natural point in the week where you typically reset and flip the page. For some, it's Friday afternoon. For others, it's Saturday morning or Sunday evening. Whichever you choose, this should be the point where you want to close the books on the week that was and start to envision and plan the week ahead.

STEP TWO

Fill out the following sheet with the date and your core values along the left column. The form can be downloaded at **WWW.POWEROFPLAYINGOFFENSE.COM**.

DATE TODAY	This past week, I lived my value of _____ when I _____.	For the week ahead, I will live my value of _____ by _____.
VALUE 1		
VALUE 2		
VALUE 3		

STEP THREE

For each value, fill out the second column by answering: This past week, I lived my value of _____ when I _____.

In other words, if you were sitting at the dinner table and somebody with knowledge that one of your core values was "impact" asked, "How did you make an impact this past week?" how would you answer?

You can reframe this question for any value. For me, it would be "How did I show up with growth/belief/courage/authenticity/impact?"

For both the question below and the question above, try to focus your answers on actions, behaviors, and decisions. The more specific and action-oriented, the better.

STEP FOUR

For each value, fill out the third column by answering: For the week ahead, I will live my value of _____ by _____.

To help you answer, you can peek ahead at your calendar for the following week so that you have full vision and clarity of where you'll be and who you'll be with, which will allow you to be more specific when answering.

As an example: "For the week ahead, I will live my value of *belief* by pulling each person on my team aside and letting them know that I'm proud of them. This project has been a bear, and they need to know that I'm their partner all the way to the finish line."

Repeat this cycle once a week. The reflection combined with planning will ensure you stay true to your values, so you can show up as your most bold, authentic, and confident self.

This is the value of values—the anchor to living and leading with purpose.