




don't
await it | **CREATE IT**®

A framework for leading boldly and creating a life you love.

Lead Boldly • Ignite Change • Accelerate Success

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Dedication

I believe that great work is not a solo act. Rather it is created through our relationships with the world and those around us. And just a little magic where the right ideas are given to us at just the moment we are looking for them. I am grateful to all those I learn with and from on a daily basis. There are a few I want to acknowledge here: I honor my dad, Mel Nathanson, who always believed in me, even when he didn't quite get it. My chosen sister, Jamie Kendall, who believed and walked the talk from her empowering wheelchair. Stan Lankowitz, my coach and friend who helped me develop the framework-- and even my mom, Betty, whose social conscience shaped the first half of my career, and whose disbelief propelled me forward to prove something. Many things.

Welcome to the Don't Await It, Create It Planner

I am delighted to welcome you to Don't Await It, Create It® - The Planner. In one way, this tool was born when I created the framework 10 years ago. But the real truth is that it is an extension of work I have always wanted to do. It began in 1986, half a life ago. I had the chance to attend a conference where Jack Canfield spoke, long before he created the *Chicken Soup for the Soul* books, and Daniel Goleman was first thinking about emotional intelligence. I knew they were on to something. And I wanted to be a part of it.

But I am also a social scientist with a deeply practical side. This work is both practical and purposeful. Results driven and revitalizing. It's all about getting clear about what you REALLY want and how to get it. (And it works!) The Don't Await, Create It® framework blends deep insight and concrete action, big dreams, and small steps. This planning takes the framework and other tools I've created to support you in building an actionable plan for the life you want, but also supports you in executing that plan.

At the front of the planner, you'll find the Don't Await It, Create It framework and worksheets. Then there are monthly sections. Each section includes a lesson and planning pages with prompts and notes to help you be happier on the journey and stay focused on your goals. While the planning is all at the beginning and lessons have been assigned to months, I encourage you to leaf through the whole planner. It is also filled with art and inspiration and pages to just think and dream. I encourage you to do the lessons and exercises that resonate for you in whatever order works for you. But use the planner pages sequentially so you can follow your progress.

I am delighted to bring all I've learned to support you in creating the life you dream of - high impact and high joy.

Here's to your dreams becoming true,

Julie

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Don't Await It, Create It
Framework

Step 1

What Is Your Vision For Your Life?

It is so easy to get caught up in to-do lists and the rush of daily activities. Big goals get put off. We get busy and start waiting for the “right” moment. We wait for when there is enough time, enough money, enough space, or enough confidence. But the truth is, there is no right moment. You just have to decide you want it enough and begin. And then hold yourself accountable. Achieving goals is much more likely if there is a clear vision, commitment, and a plan. Please consider the following questions. Take some time to answer those that move you.

1. Who or what in the last year has inspired me? How?
2. In 100 years, how will my descendants describe me?
3. When I was five, I dreamed I would grow up to...
4. If you could get a message across to a large group of people, what would your message be?
5. What causes move you? What would you want to be different?
6. What are you most proud of this year? Over your life?
7. If you had unlimited time and resources, what would you change about your life?
8. At the end of this year, I will consider myself successful if _____?
9. Where or when do you feel powerful?
10. What gives you joy?

Discovery and Intention

As we go through this book, you'll have the chance to reflect and record what you've learned on pages like this. Take a minute to note —

I discovered (or re-discovered):

As a result, I intend to:

What do I want to be, do or have?

The page contains two vertical columns of horizontal lines, one on the left and one on the right, intended for writing. Each column has 25 lines. The lines are evenly spaced and extend across the width of each column. The background of the writing area is a light gray color.

Now that you have your very big list, look through it and identify your top 3-5 that will be your focus for this year.

Sometimes the most important items are obvious. Other times there are too many that seem critical top priorities.

Here are a few questions to ask when you are narrowing down your goals down to the most important 3-5.

Does the desire move you toward the legacy you defined in Exercise 1 on pages 13 and 14?

Does it align with your values? In our business, we strive to make a difference, do work we love, and generate revenue. I have been known to score possibilities by the degree to which they do good, are fun, or make money.

Is it a quick win that will enable you to succeed at a bigger goal?

Has it been on your list for a while? Carried over from one list or year to another?

Step 3
Get Clear

Now that you have identified your most important goals, you want to get really clear about what they look like and what will change when you achieve them. Start with your most important goal from Step 2 for the rest of the Don't Await It, Create It® framework. Then come back here and complete Step 3-6 for the others.

What will Success Be Like?

Take a moment and close your eyes. Imagine your goal has been achieved. Then identify how each sense will experience the success. Record your success below.

When I achieve _____, I will:

1. Hear? (Is someone cheering? Is there music? Wind in the trees? What do you hear?)
 2. See? (Where will you be? What does the space look like - color, texture, view. Who is with you? What do you see?)
 3. Smell? (Is the air crisp and clear? Humid? Do you smell coffee or a favorite food or flowers? What do you smell?)
 4. Taste? (Is there a taste of excitement? The bitter taste of adrenaline? A favorite celebratory food? What do you taste?)
 5. Touch? (How do your clothes feel against your skin? Your feet on the floor? What else do you feel?)
- And an extra
6. Feel? (How do you feel? Excited? Content? Relieved? Calm? How do you feel?)

Write in as much detail as possible.

In this exercise, you'll start where you just left off, the moment of success. Now think about what has led to this moment. What happened just before success? What happened just before that? Brainstorm a list of at least 12 things, working backward with the question of what happened before that.

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Before that, this happened

Step 4

The Road Ahead

Now that you are clear about where you are going, you want to consider where you are starting and what you might find on the journey from where you are to where you want to be.

Understand where the beginning is.

What do I have to help me get there? What assets do you have (skills, things, tools, talents) do you already have that will help you? What supports do you have - who is in your corner supporting you? What funds, activities, time, friends, family are available to assist you and support you?

Make as big a list as possible.

You'll also want to identify any challenges you may face. Almost everyone will list a lack of time and money here. But just for a moment, assume neither is a problem. What other challenges might be facing you?

Now look at your two lists. See if you can identify ways to put the assets and supports to work for you to address the challenges, including those related to time and money.

A large, empty gray rectangular area intended for the user to write their notes or observations based on the instructions above.

Is there anything else you still need? List it here.

A large, empty gray rectangular area intended for the user to list any additional needs they have identified.

Step 5
Create the Map

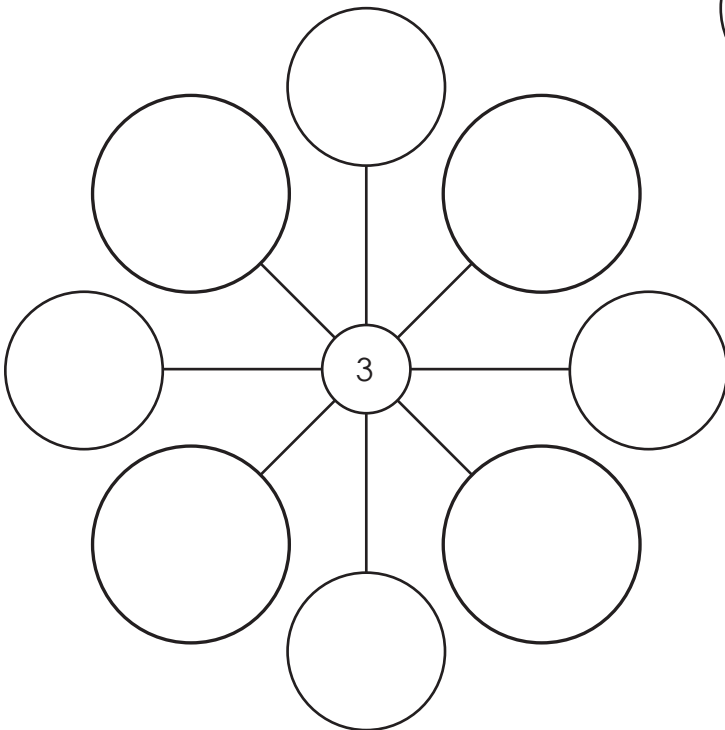
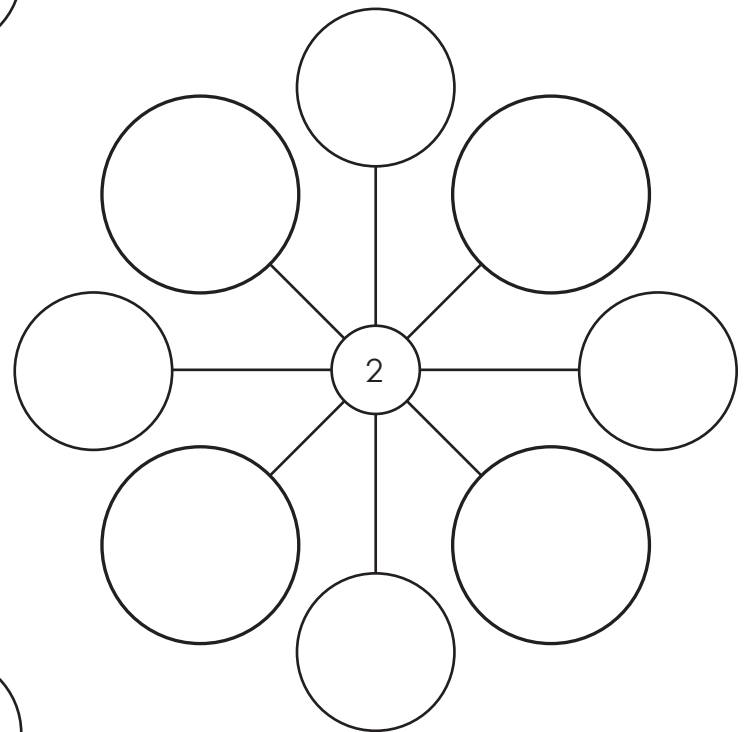
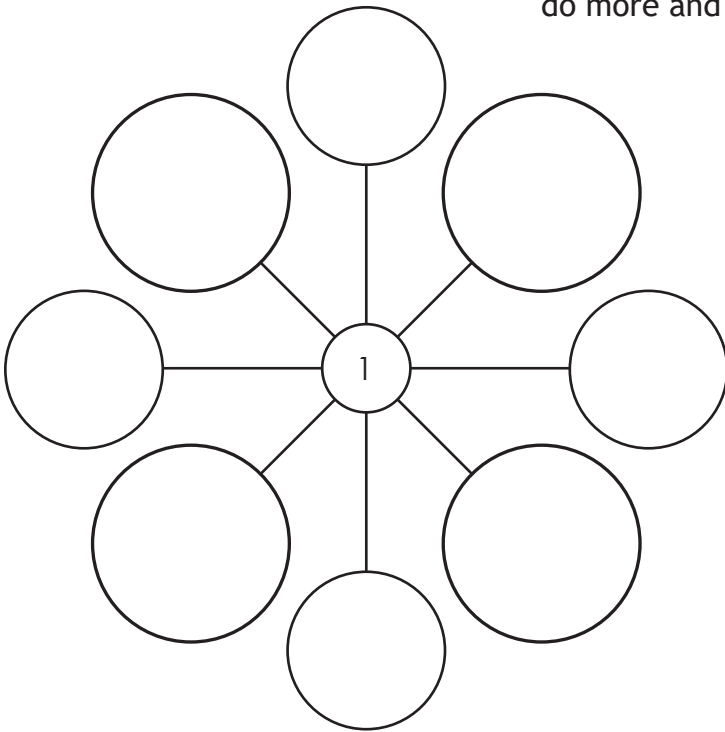
The next step is to identify strategies that might help you move toward your goal. Notice the word “might.” The goal is to not just look at things that will for sure move you forward, but also big audacious strategies and tiny small shifts that might make a big difference. Make a list and be sure to include at least one thing that seems outlandish.

Identify Strategies:

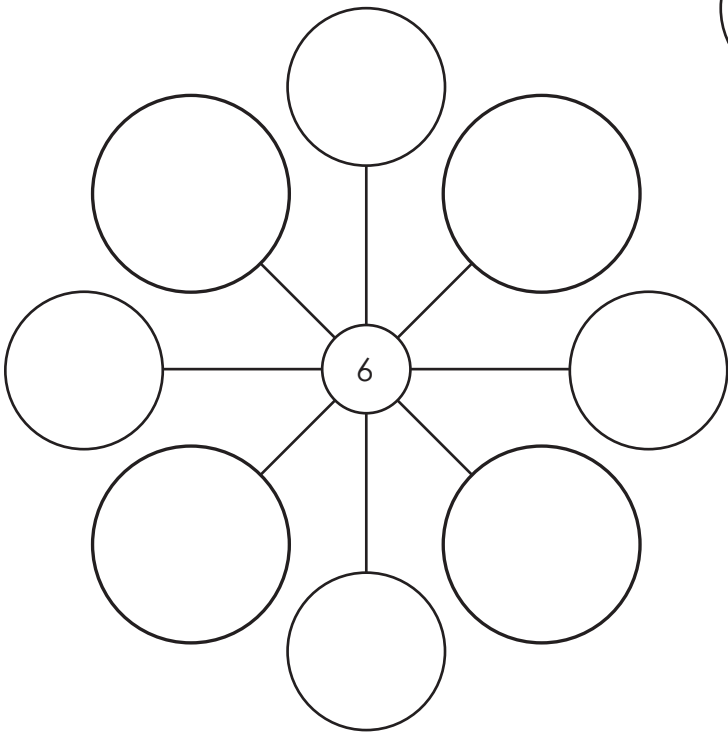
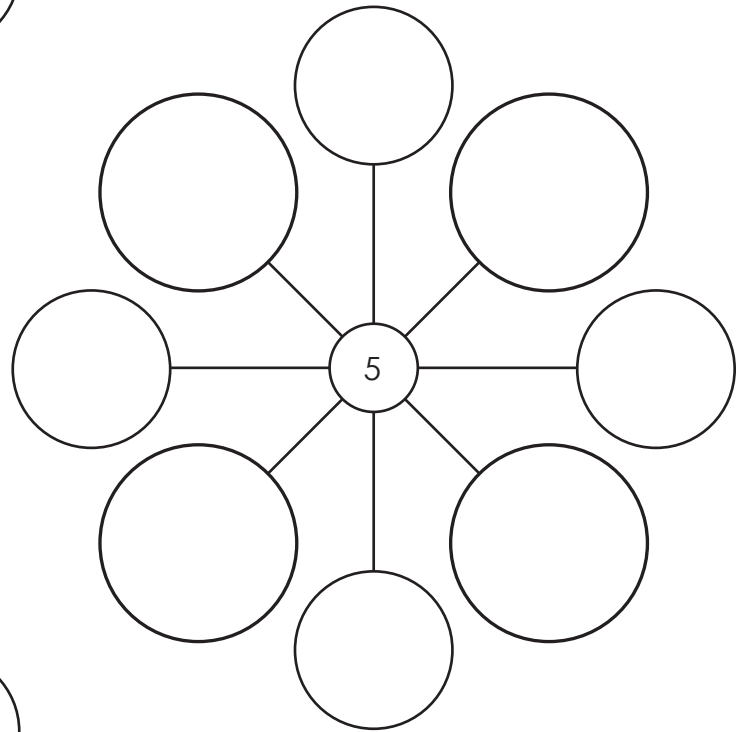
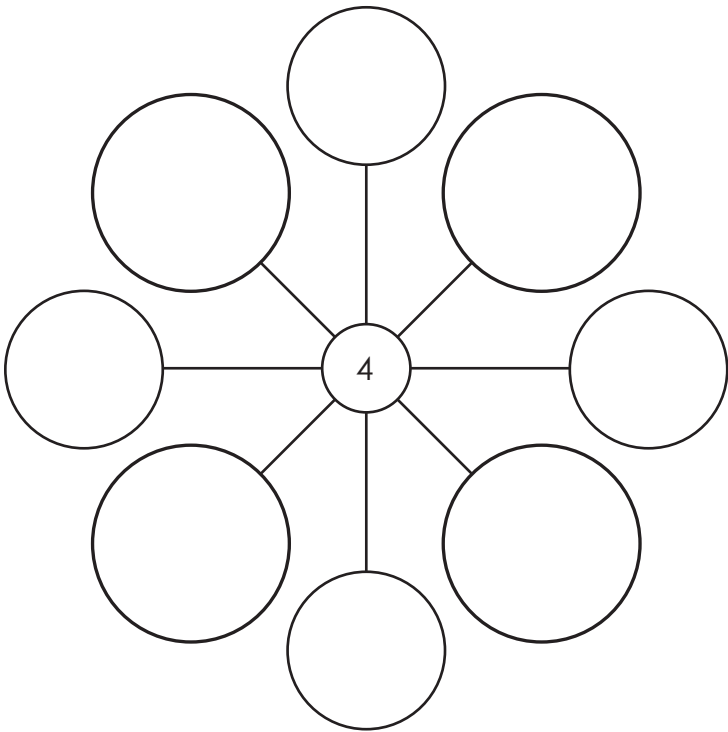
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Create the Map

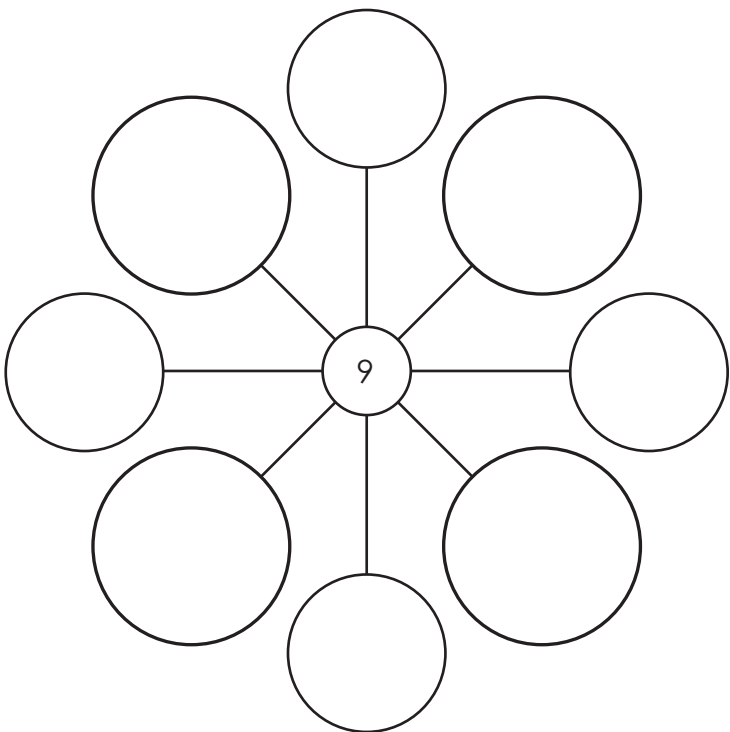
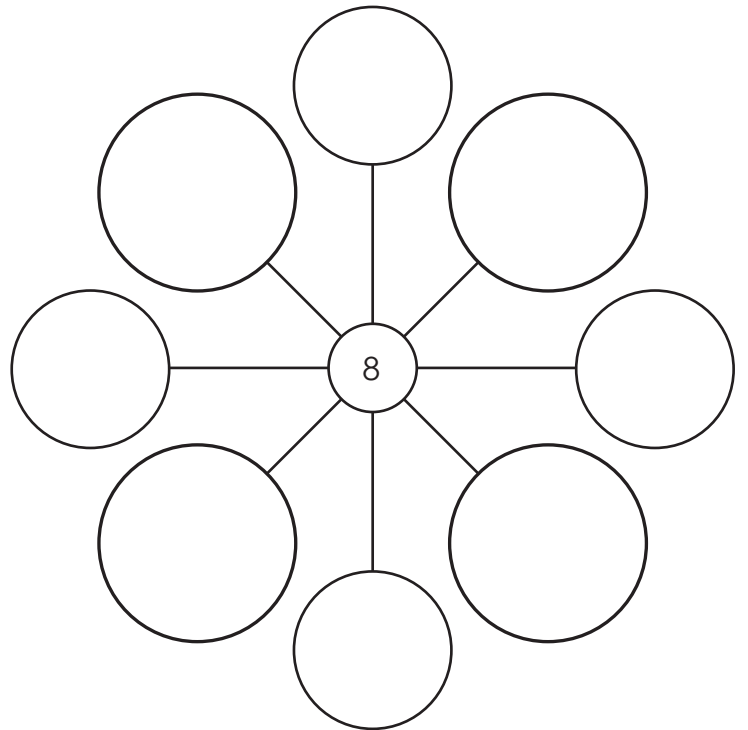
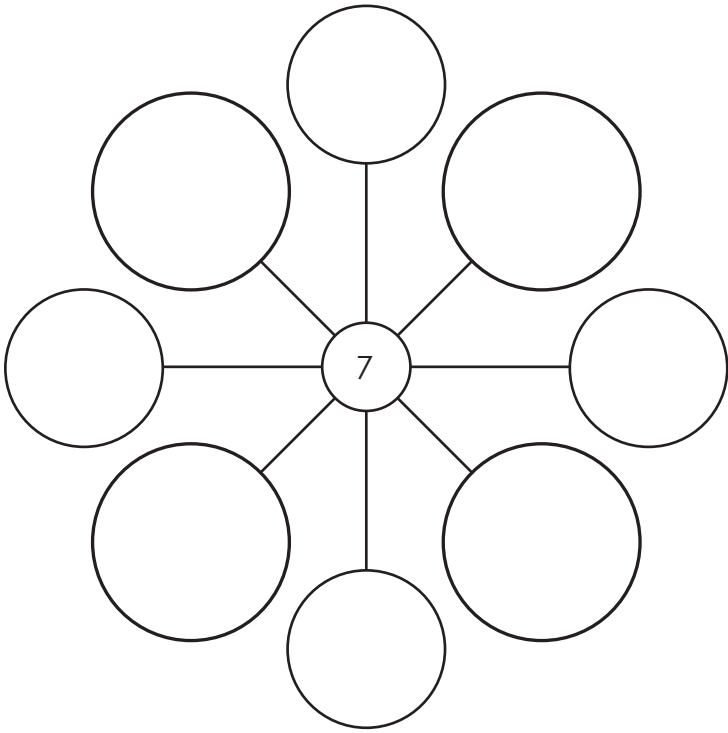
Now create a map of tactics and action steps for each of these strategies. The strategy is the center bubble. Brainstorm the actions related to the strategy in the bubbles around it. You may want to copy this page before you start so you can do more and go deeper.



Create the Map



Create the Map



Step 6

Move Forward and Celebrate Progress

Use the Annual Summary Page on next page to map out quarterly goals for your year.

Try starting with the end of the fourth quarter as your goal. For that to be true, what has to be done by the end of the 3rd quarter? And so on, back to the first quarter.

Then look at your plan and decide how you will move forward for the next 30 days. Answer the questions below - in writing, by drawing, whatever moves you to commit to action.

Celebration is a critical part of success. It's part of what keeps us going. So take a moment now to identify how you will celebrate your success in the first 30 days. A massage, a movie, a visit with a long time friend, a party, a prayer, a night of quiet, a hike?

What will I do first?

Where will I be in 30 days?

How will I celebrate?

Annual Summary Page

What is your Vision?

What is your Goal(s)?

What are your top four milestones?

How will you celebrate them?

Quarter 1 | *Milestones by month*

Month 1

Month 2

Month 3

Quarter 2 | *Milestones by month*

Month 4

Month 5

Month 6

Quarter 3 | *Milestones by month*

Month 7

Month 8

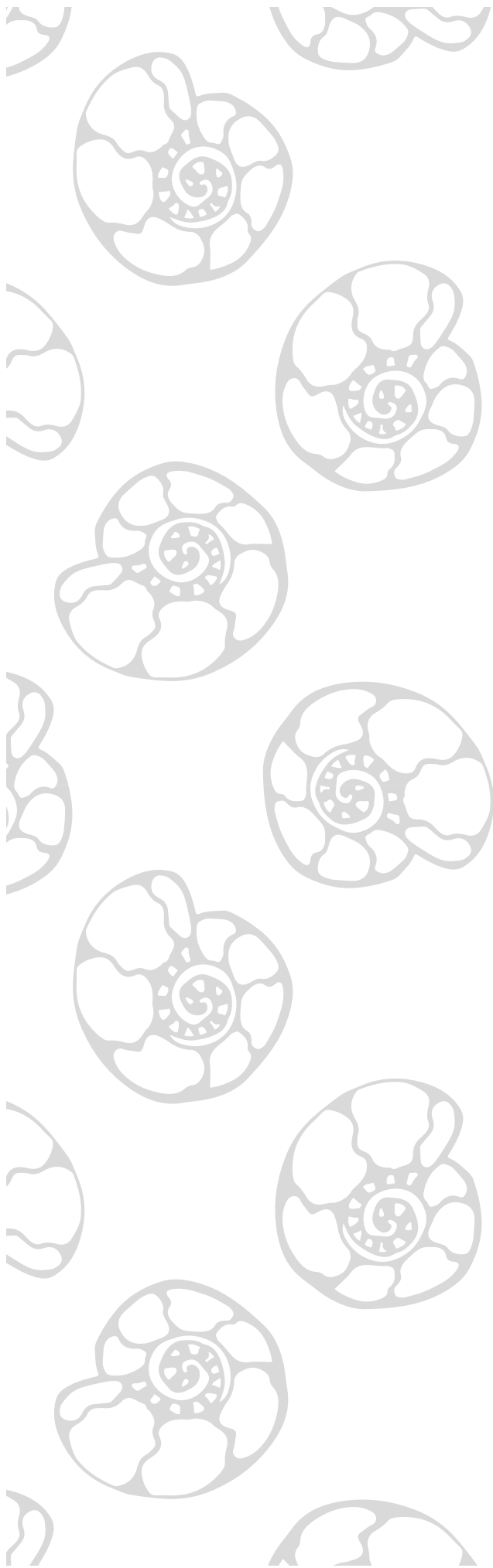
Month 9

Quarter 4 | *Milestones by month*

Month 10

Month 11

Month 12





***First Quarter
Lessons and Plans***

Quarterly Summary Page

Annual Goal	Quarterly Goal	Wins to Date
<hr/>	<hr/>	

Month 1

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?

Month 2

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - how will you celebrate success?

Month 3

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?



Lesson 1

A Life You Love

***“You are guaranteed only one life.
What do you want to do with it?”***

Julie Jakopic

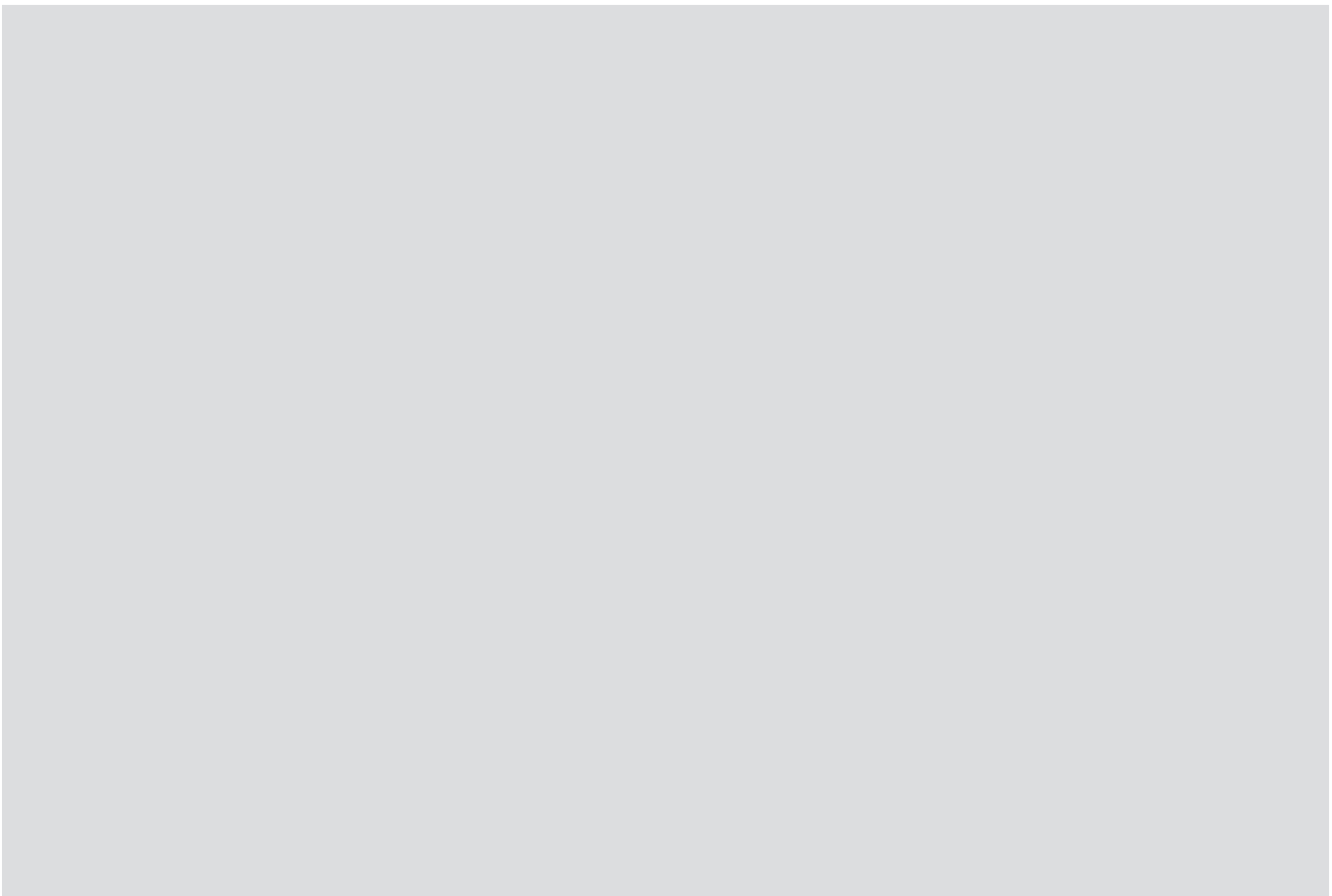


Lesson 1

While we started with a plan for achieving a big goal, the ultimate goal is a life you love. A life that includes many and maybe all of these areas:

Career	Education	Health	Relationships
Community	Family	Home	Spirituality
Creativity	Finances	Leisure	Travel

What do you want your life to feel like in these areas? What is included in making that so? Create a description for your life in each of these areas.



Where is that description already true? What needs attention? What commitments to action do you want to make to bring this description to life? You might find some clues in the Legacy and Desire exercises you did at the beginning of this workbook on pages 13-16.

Monthly Page

Major goals and milestones

Major events

Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

Surprises and shifts - What did I learn? What do I want to change?

Weekly Page

Major goals and milestones

Major events

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Wins - What went right?

Gratitude - What are you grateful for?

Weekly Page

Major goals and milestones

Major events

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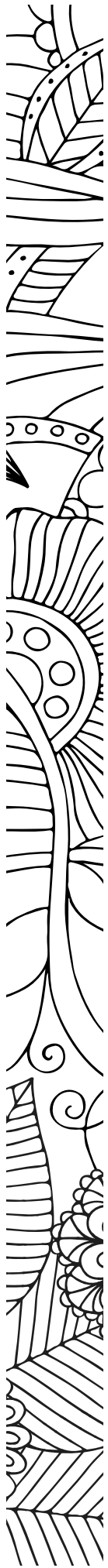
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Lesson 2

Stress is Good For You

***“White knuckling through doesn’t work.
Look fear in the eye and show
it who is in charge.”***

Julie Jakopic



Lesson 2

What if stress was actually good for you? It turns out the good or bad of stress is in large measure how you perceive it. Yes, it's time consuming and driving and scary at times. It's also motivating, focuses attention, activates energy, and creates learning and growth. So what is a person to do? Harness the good of stress and manage the bad.

Consider the good side of stress. What are some positive things you experience in times of stress?

Think about a stressful situation you experienced. It doesn't need to be a big, life threatening experience, just a stressful one. Maybe it's having to tell someone you wrecked their car, or a parent about a bad grade, or a colleague that you let them down. You have probably told the story a ton of times but for a moment, consider it from a different vantage point.

What did you learn from it?

What went right in this situation?

How would you have responded if you had been another character in the story?

How would you handle things now if it were to happen again?

How would you tell your story now?

It may have changed a lot or a little or not at all, but the act of considering different perspectives can help you expand how you consider present day stressors.

Monthly Page

Major goals and milestones

Major events

Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

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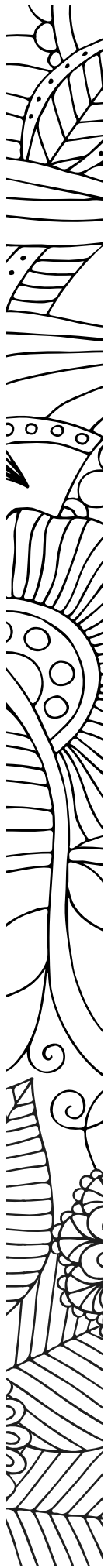
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Lesson 3

Resilience

***“You can’t pour from an empty cup.
Fill up often.”***

Julie Jakopic



Lesson 3

Resilience. The capacity to bounce back from adversity. It is a critical skill for coping with a world that is increasingly volatile, uncertain, complex and ambiguous.

It's a skill you already have. It's how you've gotten over disappointments and trauma you've already faced. But it can be built and strengthened, and shared with others. It doesn't take long silent retreats and years of training. Small consistent actions can make a life-transforming difference. Here are five things to try.

1. Being grateful. Take just a minute to look around and identify something or some things you are grateful for. It could be the way the sun hits the window. It could be someone you love. It could be indoor plumbing. Just take a minute daily to find something and note it down.

2. Breathe. Meditate. Of course you are breathing. If you can breathe and you can count to four, you can meditate. Here's what I mean about breathing. Take a deep breath through your nose that fills your abdomen. If you aren't sure you are doing it correctly, place your hand on your lower abdomen. It should move away from your spine when you breathe in. Hold it for a count of four. Exhale for a count of four. Hold it for a count of four. And do it again. Do it four times. The idea here is to be fully present in the present. The counting helps occupy your mind. The deep breathing slows you down and lowers your blood pressure.

3. Move. Get up from your desk and go for a walk. Park a little further away and walk. Or maybe, a full on workout. As often as possible, ideally daily, for 30 minutes total. Yes, 3 ten-minute efforts count. No, you don't have to drive to the gym, change your clothes, work out, shower, do your hair, get dressed and then move on to your next activity two hours later.

4. Take a minute to notice your wins. Notice what went right. Our brains are designed to protect us, so they are good at noting the bad stuff. But it takes about three times more focus to record the good. So instead of focusing on all that is still on your to-do list at the end of the day, take a moment and note your wins.

5. Express kindness. Take a minute to write a two-sentence email thanking a colleague. Tell a loved one what you love about them. Pay it forward in line for coffee.

None of these need to take more than ten minutes. But doing one or more regularly can add years to your life, make you happier, and help you get through the rough spots.

Monthly Page

Major goals and milestones

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Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

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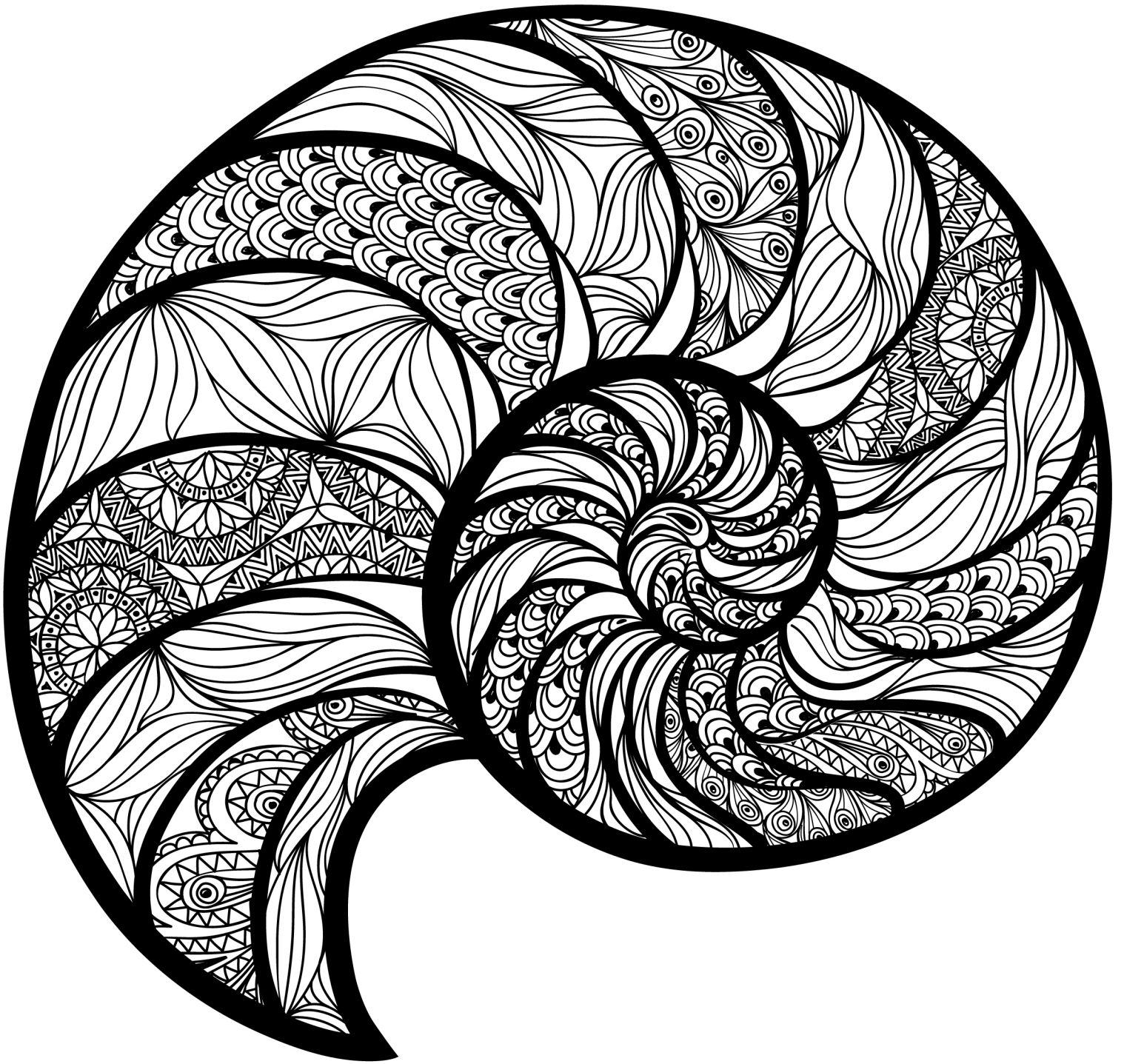
Gratitude - What are you grateful for?

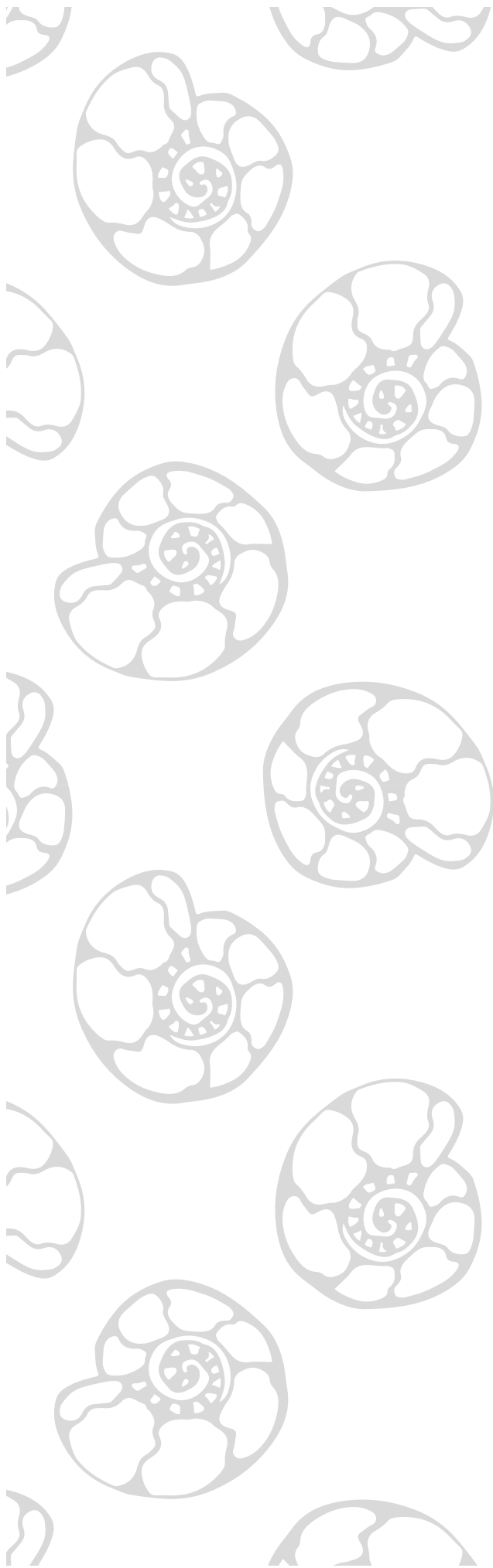
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Second Quarter
Lessons and Plans

Quarterly Summary Page

Annual Goal	Quarterly Goal	Wins to Date
<hr/>	<hr/>	

Month 1

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?

Month 2

● Major Milestones and tasks for the month

● Wins - Successes for the month

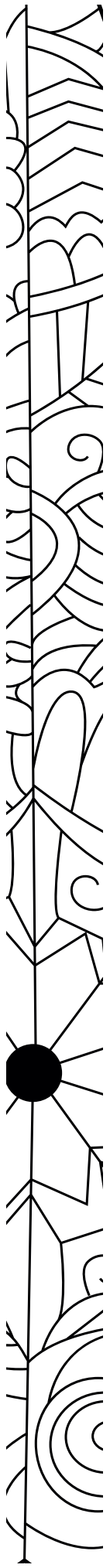
● Rewards - how will you celebrate success?

Month 3

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?



Lesson 4

Accountability

*"Big results come from
small steps."*

Julie Jakopic



Lesson 4

Accountability. Some of us love being held accountable. Others of us, not so much. But doing what we promise is an amazing way to build trust in ourselves and with others. It doesn't need to be complicated; Just a consistent tracking of progress. No big penalties for failure, just knowing.

Most recently, I'd noticed that I wasn't meditating as often as I mean to. So I made a commitment to meditate every day for 10 minutes a day for 30 days. I also have a commitment to write or exercise daily and to track my wins and gratitude daily (see Lesson 3).

I use a spreadsheet. Here is a segment of what it looks like.

October					
Day	1	2	3	4	5
<i>Exercise or Write?</i>	Write	Write	Exercise	Exercise	Exercise
<i>Meditation</i>	Yes	Yes	Yes	Yes	Yes
Wins and Gratuities					
<i>Wins</i>	Proposal Submitted	Good Meetings	New Client	Better at Yoga	
<i>Gratuities</i>	Sun is Out	Jayce	Paid	Friends	Home

What do you want to be held accountable for? By whom? How will you track it?

Monthly Page

Major goals and milestones

Major events

Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

Surprises and shifts - What did I learn? What do I want to change?

Weekly Page

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Wins - What went right?

Gratitude - What are you grateful for?

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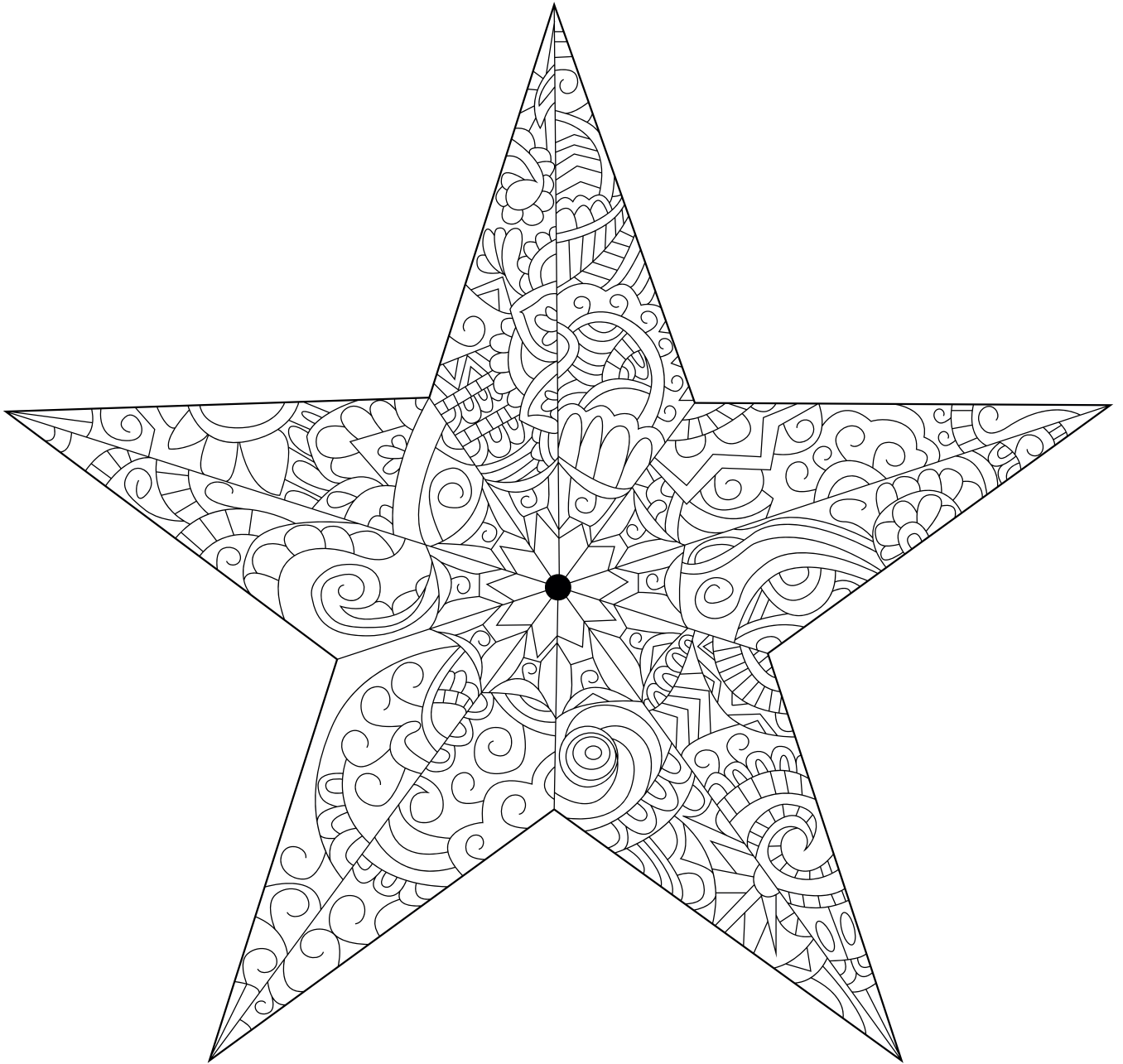
Gratitude - What are you grateful for?

NOTES



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Lesson 5

The Success Inventory

***“Legacy is not a short-term decision.
Be in it for the long haul.”***

Julie Jakopic



Lesson 5

Remember in Lesson 5, how our brains are Velcro for what can go wrong to protect us, but a bit Teflon for what goes right? This exercise is to help you get in touch with your successes.

Look back over your life and consider blocks of time, perhaps by decade or by major milestone (preschool, elementary school and so on). Then list the 3-5 most important successes you achieved in each time block.

From	To	Success

What patterns did you see? What strengths did you find that you had forgotten?

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Lesson 6

The Persuasion Matrix™

**“The world is run by those
who show up.”**

Julie Jakopic



Lesson 6

As leaders, we are called upon to inspire others in bringing a shared vision to reality. Sometimes that's at work, helping a team reach a goal successfully. Sometimes that's at home, about getting the table set or the laundry done. Sometimes it's about helping a legislator understand and invest in your program. But it always involves asking for what you want and need clearly, sharing information, and doing it in the way the other person can best hear us.

The Persuasion Matrix is a tool for thinking about how to engage others in your goals.

It is based on five steps:

Step 1) Understand Your Audience

Who are you reaching out to? What do you know about them? The idea is to always start where your audience is and to connect with them. So take a few minutes (or more for bigger stakes efforts) to learn about them. Here are some questions to help you: What do they care about? How does your vision help or impact them? What do they already know? What do you have in common with them? What can you do for them? What can they do for you? How are they connected to you or your organization? What is in it for them to support you or your ideas?

Step 2) Have a Specific Request and Ask for it

Sometimes this is the hardest part. Many of us struggle to ask for help or support. Often we are unclear about what we want.

If asking for things is difficult for you, there is a fun way to make it easier. Make a game of it to ask for something from someone every day. Start with small things that would be fun to get but not a problem if they don't happen. Ask for a different salad dressing or no pickles. Ask for a different size or color. Ask for an upgrade. Over time raise the stakes.

Even if asking is easy for you, part of getting what you actually want, is to be clear about what you want and asking for it clearly. So, what do you want?

Step 3 and Step 4 are about planning how you'll ask.

Step 3) Personal Appeal

Here is where what you know about your audience becomes important. That will help you appeal to what they care about. From there, you can bring the other things you hope for to the table.

Often the most impactful appeal involves sharing a relevant personal story or connection. While we do use rational data in decisions, they often start with the limbic, or emotional part of the brain.

Step 4) Trustworthy Information and Data

After you build the emotional connection in the personal appeal, you want to back it up with accurate and reliable data to support your ask. You want to build trust in you as a resource. Include numbers, percentages, and trends that support your cause. If there are weak spots in the data, acknowledge them, and address them up front, and explain how the data still supports your ask.

Step 5) Timely Requests

The last step is about timing. You want to time your ask to when it is most likely to be heard thoroughly and positively. You want to plan for enough time to share your story, data, and your request. You also want to ask when action is possible. If you are asking for a raise or a budget item, you ideally want to ask before those decisions are already made. If you are asking for time off from work, you want to avoid scheduling it for a time with big deadlines and to be sure to ask with enough time for others to plan for your absence.

Use the worksheet on the next page to plan your discussion.

Persuasion Matrix Worksheet TM	
Understand your Audience	
Have an Specific Request and Ask For It	
Personal Appeal	
Trustworthy Information and Data	
Timely Requests	

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Wins - What went right?

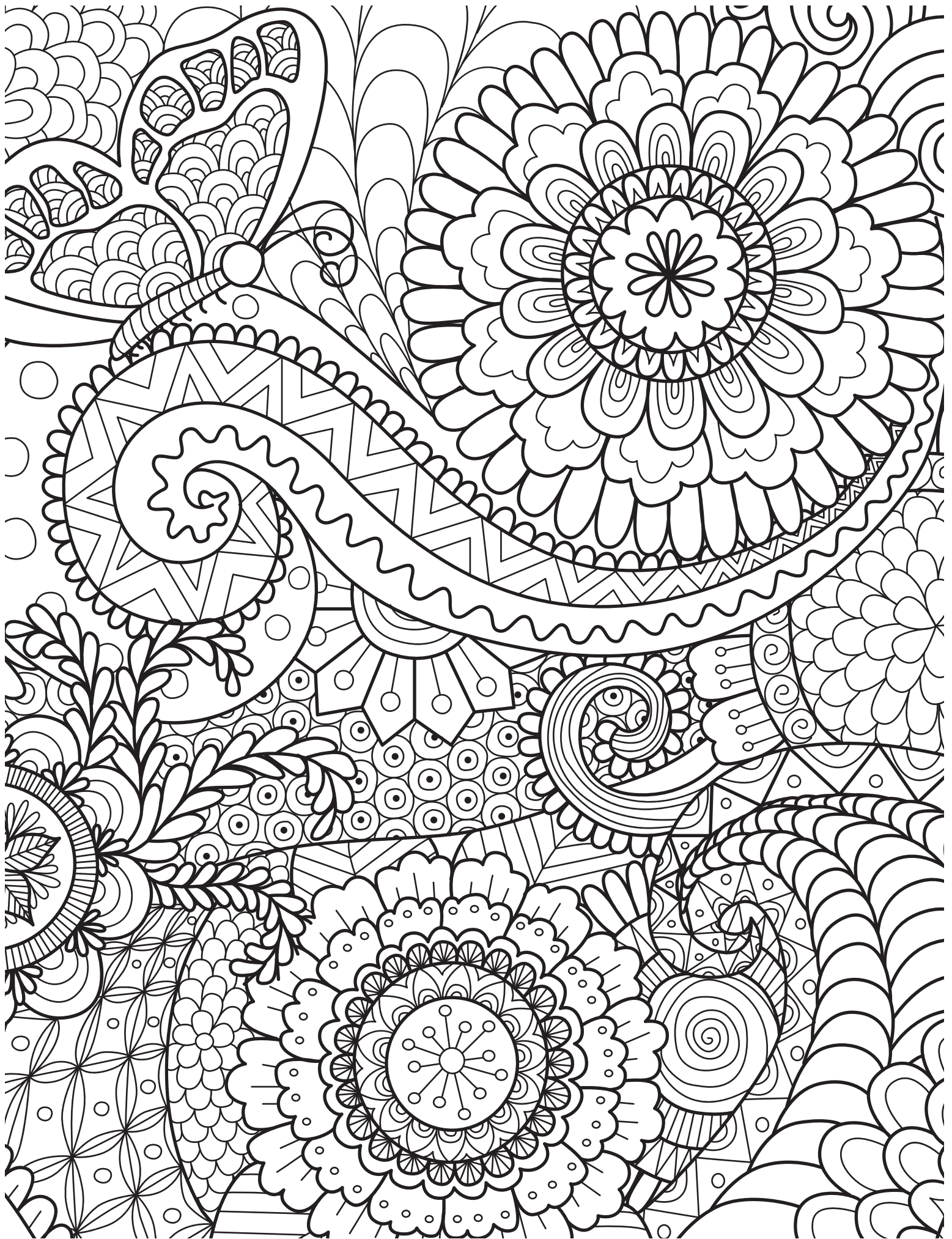
Gratitude - What are you grateful for?

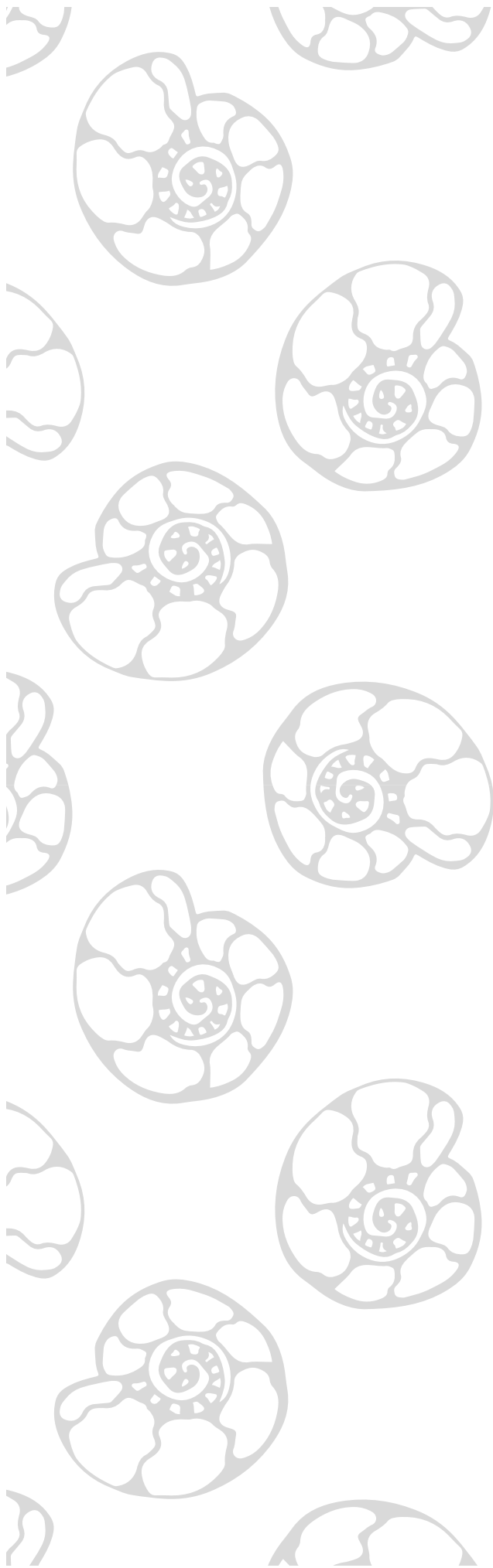
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Third Quarter
Lessons and Plans

Quarterly Summary Page

Annual Goal	Quarterly Goal	Wins to Date
<hr/>	<hr/>	

Month 1

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?

Month 2

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - how will you celebrate success?

Month 3

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?



Lesson 7

Managing Time Tame Your To-Do List

*“Laugh more, worry less.
Worry changes nothing.”*

Julie Jakopic



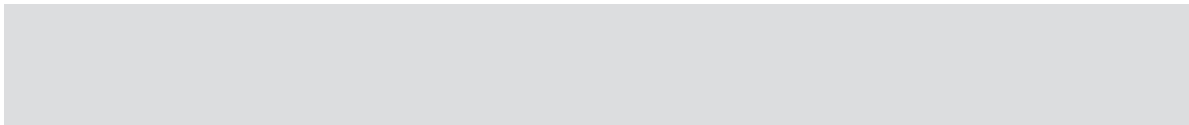
Lesson 7

You have a to-do list. But it doesn't have to have you. I have a secret about that list -- actually, a few secrets. It's just a list. Not a bible. Not a law. It's not in charge of you even though sometimes it feels like it. It's just a tool to help you.

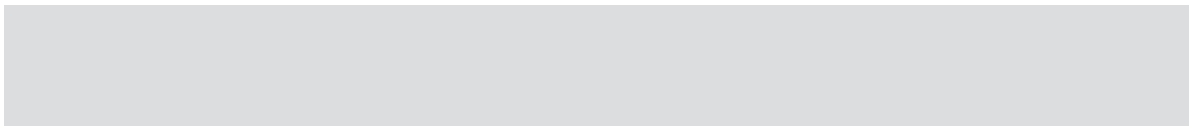
Yes, I know. You have to do it all. Another secret - no, you don't. So let's figure out how to shrink the list to one that's manageable.

Read it over. Don't hyper-ventilate, but ask a few questions about each item.

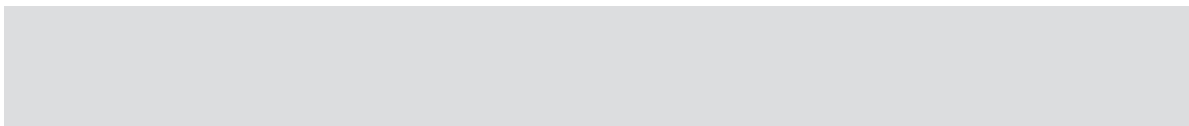
1) Does it actually have to be done at all, or is it something you think you are supposed to do? Will anyone die, go to jail, or lose their job if it isn't done? Or can you just say "no" and DELETE it?



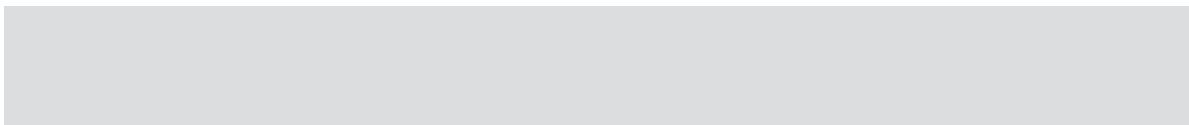
2) If it must be done, then must it actually be done by you? Really? Are you the best person? Even if you are, what happens if it's done a little differently or not as perfectly? Can you DELEGATE it?



3) Ok, so it has to be done and has to be done by you. A few more questions: Does it have to be done right now? If it's been there for weeks, you know the answer. What can you DELAY until it's not quite so crazy?



4) Ok, still now. Can you just DO IT now? Right now and off the list it goes. If not, when can you schedule to do it? Then at least you can stop thinking about it until then.



In summary, go over that list and delete, delegate, delay, or just do what you can, schedule the rest and move on.

Monthly Page

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Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

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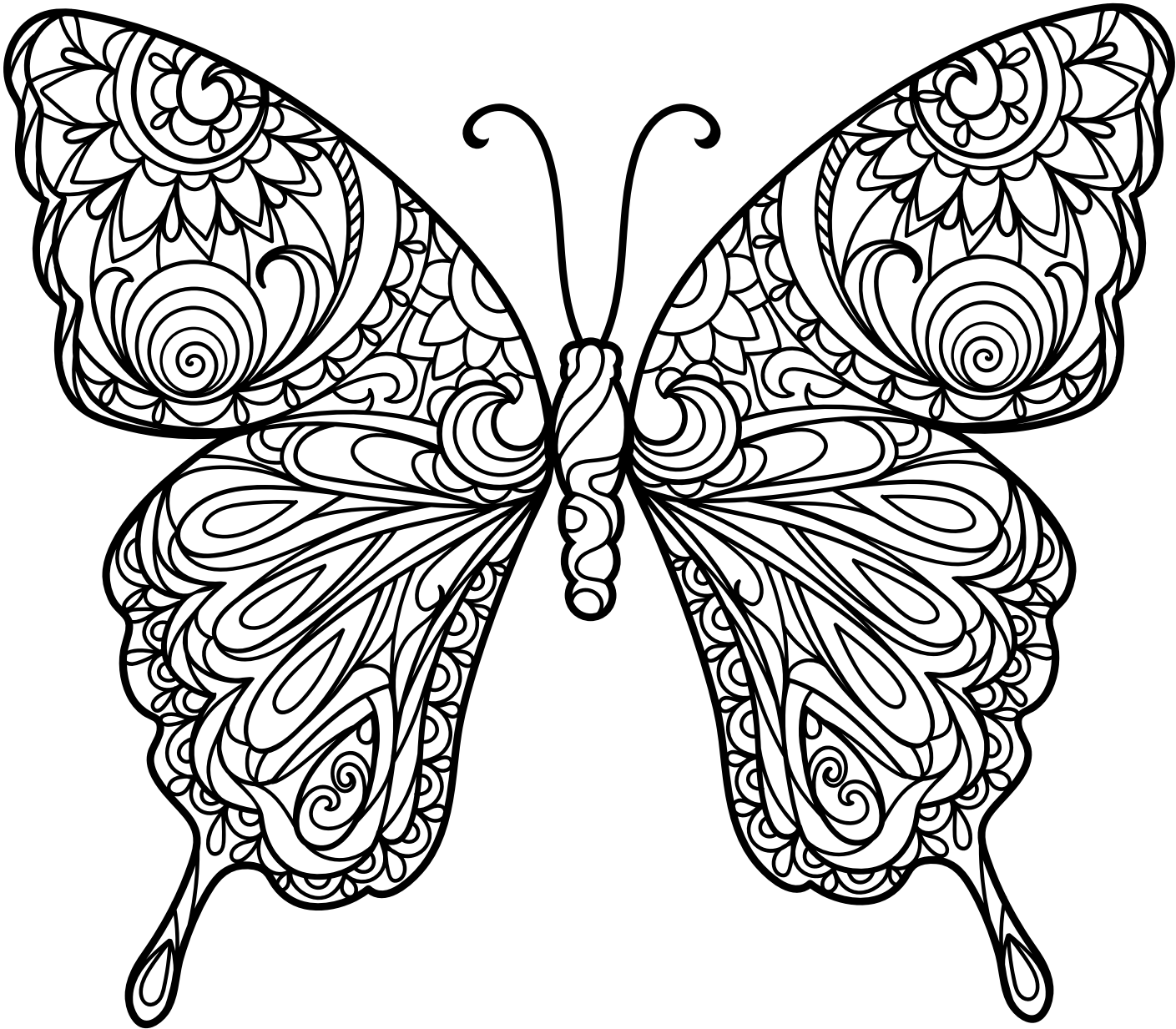
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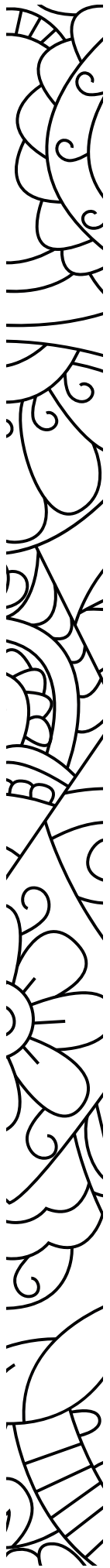
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Lesson 8

Be Curious

***“What if we are coloring inside
imaginary lines and limits?”***

Julie Jakopic



Lesson 8

They say curiosity may have killed a cat, but I doubt it. I do know curiosity has saved more leaders than I can count. Curiosity is all about the inquiry that drives creativity. It's what sparks innovation. So what should leaders be curious about?

Here are five suggestions:

1) How else can we do that? Is there a faster way? Is there a more profitable way? Is there a way that delivers more value? Questions like this can help a business stay ahead of technology and market changes.

2) What else do our customers/clients/colleagues need? Do they need more or less of something we already deliver? Do they need what we deliver in a different way? Are there customers for what we do that we haven't considered?

3) How else can I look at this? Leaders need to be able to view problems from different perspectives - theirs, their team's, their stockholders, their customers, and their future customers. They also need to be able to analyze and resolve conflict, so they need to be able to see things from the perspectives around the conflict.

4) What went right? We spend so much time considering what goes wrong -- and there are lessons there. But, there is so much we can learn when things go right, too. What were the circumstances? What did we do? What did we not do?

5) What if the thing you think is impossible were possible? What if the limits we perceive were to change? What if we could do things more simply? What if we could go deeper? What if we can repeat an earlier success? What can we change to avoid a particular problem? How can we do better? How can we treat our customers better? How can we treat our team or others better?

So the next time you feel stuck, are facing a leadership challenge, or dealing with a crisis, ask some questions.

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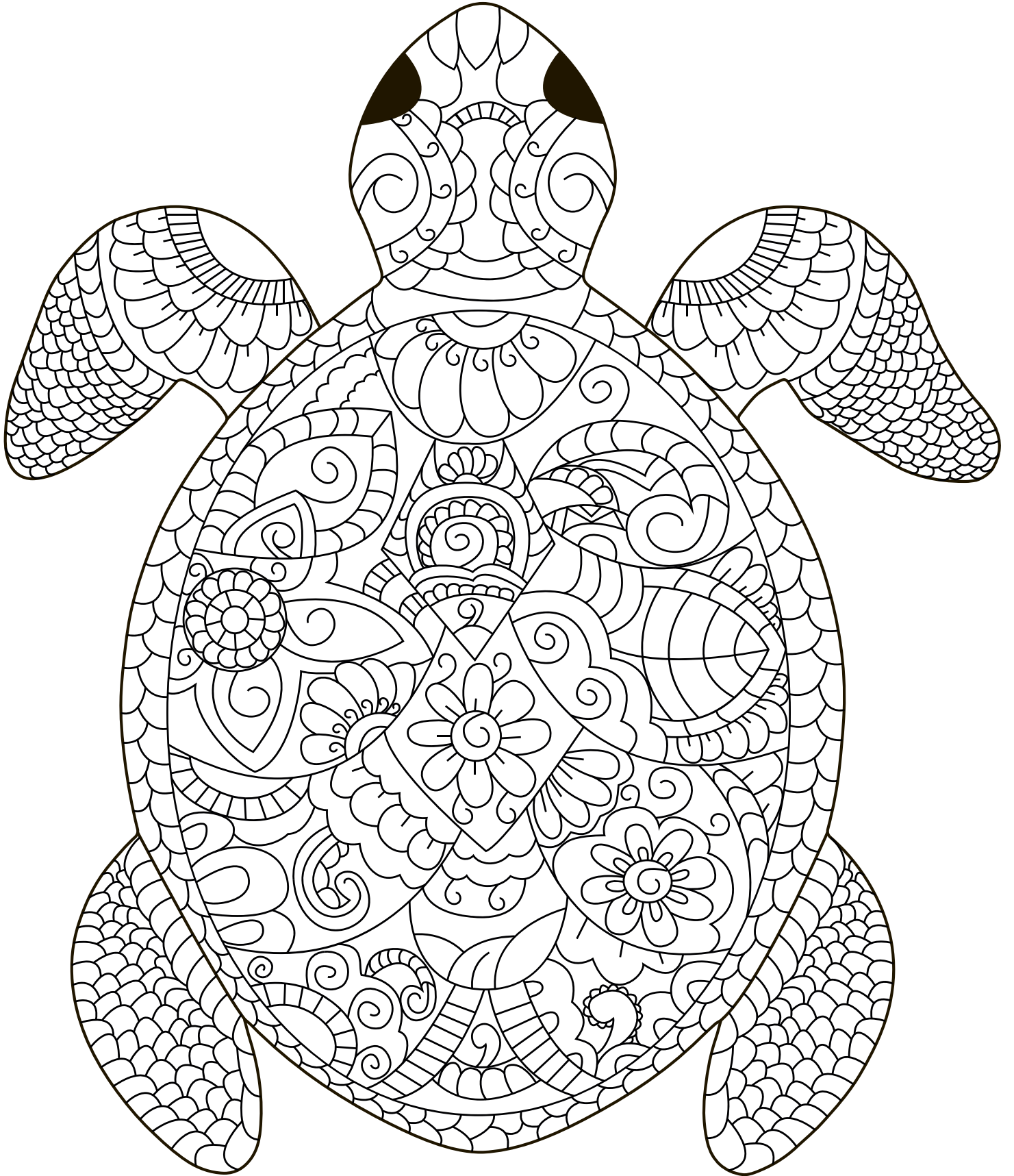
Gratitude - What are you grateful for?

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Lesson 9

Motivation

Staying the Course

***“Confidence comes from the belief
that things can change and the
belief you can make it so.”***

Julie Jakopic



Lesson 9

Motivation is often associated with pleasure and money. And they are certainly motivators, but it turns out they are just superficial. Lasting motivation is deeper. Daniel Pink, author of Drive and other books about the intersection of people and the modern workplace, suggests it's about three things:

Autonomy - How much do you get to decide what you do and how you do it? How much do you determine which things get done in which order? How much do the others in your life, at home, at work or in your community decide for themselves? Anything you can do to expand or increase it for yourself or for them? Here's space to note how much autonomy you have and provide.

1)

2)

3)

Mastery - How much opportunity do you have to learn or to improve your skills? How do you stretch or challenge yourself? How do you celebrate your growth? How about for those around you? How do you actively support their growth? Recognize their success? Below, please note how you create opportunities to learn for yourself or others. How do you acknowledge achievement?

1)

2)

3)

Purpose - How much does what you do connect to your values? Provide meaning? How much does your work make a difference or impact in the world? Please note below how you make meaning for what you and others do. Please note the impact you have or want to have.

1)

2)

3)

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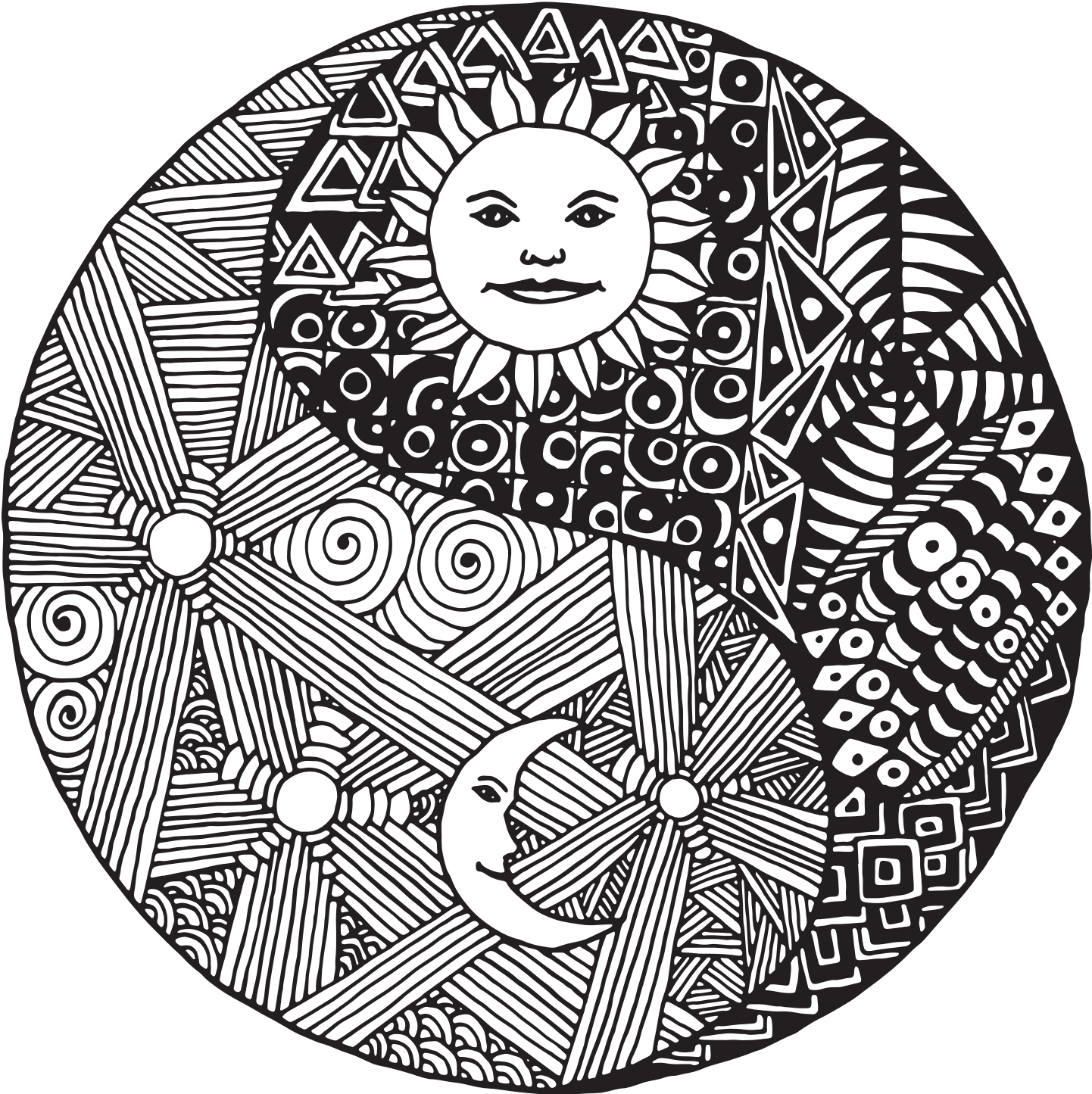
Gratitude - What are you grateful for?

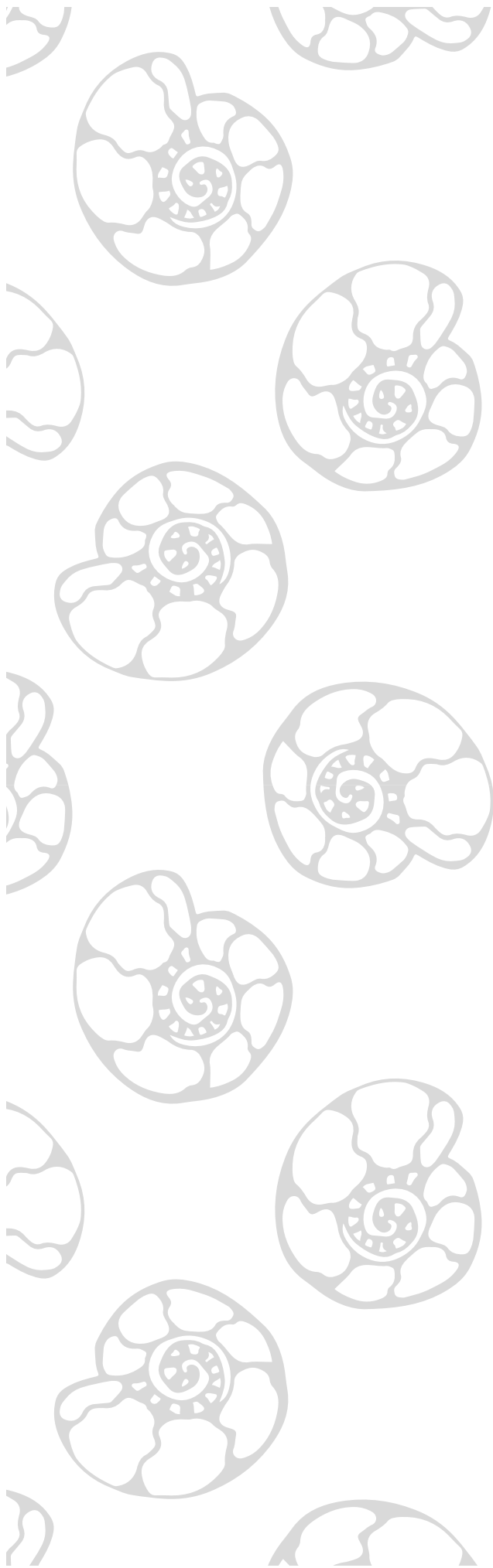
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Fourth Quarter
Lessons and Plans

Quarterly Summary Page

Annual Goal	Quarterly Goal	Wins to Date
<hr/>	<hr/>	

Month 1

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?

Month 2

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - how will you celebrate success?

Month 3

● Major Milestones and tasks for the month

● Wins - Successes for the month

● Rewards - How did you celebrate success?



Lesson 10

Get Unstuck

***“No one starts the day
hoping for mediocre.”***

Julie Jakopic

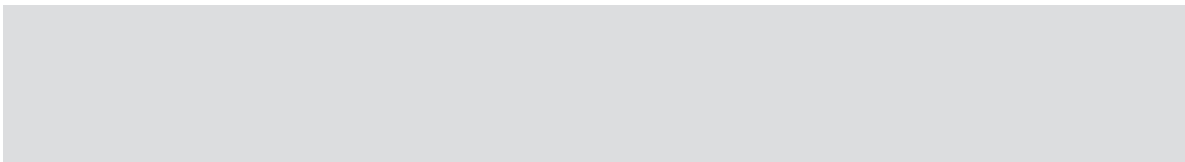


Lesson 10

Sometimes we get stuck. It's just a fact. We can't always drive forward fast. Sometimes we need to step back and catch our breath. But then inertia makes it difficult to start again.

Here are a few strategies for moving forward.

1) Change your perspective - Imagine how a historical or fictional character would describe or solve your next challenge? Describe it below.



2) Find the 2nd, 3rd and 4th Right answers. Usually we stop at the first answer we think will work. Instead, brainstorm a list of right answers and choose the most creative or efficient or innovative.

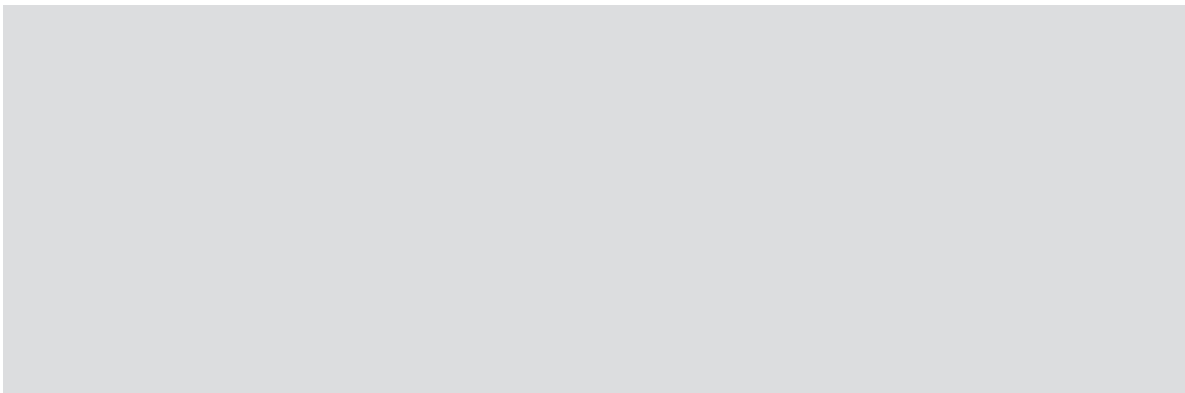
A)

B)

C)

D)

3) Tell a story. What is the story of your success? Tell the story. Include all the detail, the colors and shapes, the sounds and smells. Write it below. Then mine it for surprises. Often what we describe includes things we might not have thought of with our planning mind.



Monthly Page

Major goals and milestones

Major events

Major Tasks and To-Dos by week

● Week 1

● Week 2

● Week 3

● Week 4

● Week 5

Surprises and shifts - What did I learn? What do I want to change?

Weekly Page

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Wins - What went right?

Gratitude - What are you grateful for?

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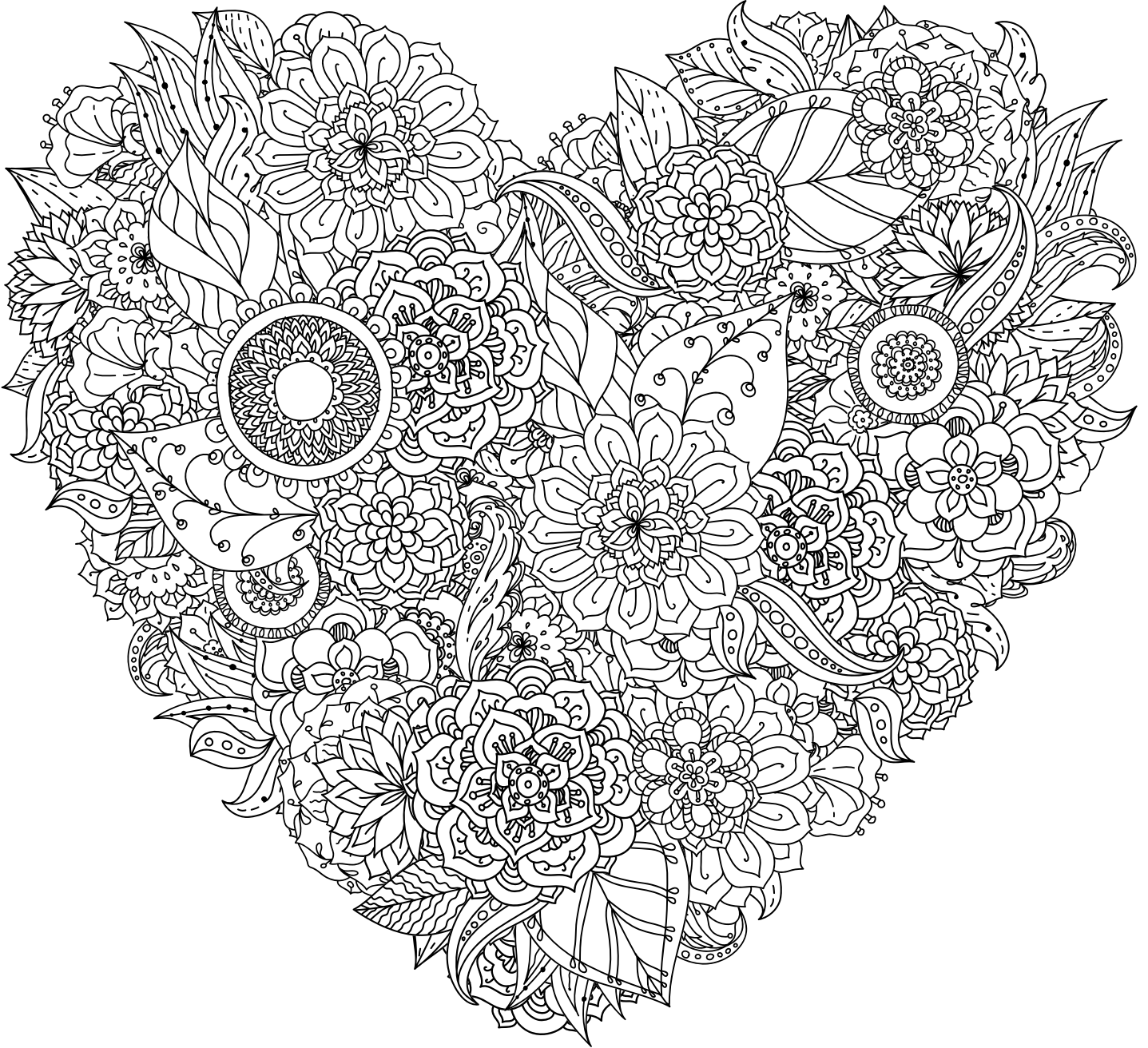
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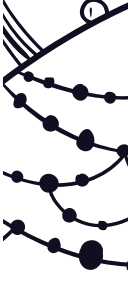
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Lesson 11

Be Seen and Heard

*“Brave is not just for fairytales.
It’s for happiness.”*

Julie Jakopic



Lesson 11

Have you ever sat in a problem-solving meeting and shared what you thought was a great idea, only to have it ignored? Then five minutes later, someone else shares the same thought and is met with acknowledgment? It's a frustrating and dismissive experience. It can also impact your perceived performance, results, and even income. It doesn't have to be this way. Some of the reasons for this experience are out of your control, but there are a few small tweaks you can create to make it more likely you are seen and heard. It's not about speaking louder, interrupting, or elbowing your way to the front of the room. It's not about becoming more extroverted, wearing a navy or black suit, or being taller. It is about how you present the idea. It's about both your content and your presence.

When sharing ideas, it would be great if you could just say what comes into your head as you think of it and have others get it. That is what happens with our close friends and family. But in other situations, the people we are talking with don't know us as well and are more likely to think differently than we do. Making sure your ideas are understood and valued is less about what's in your head and more about what's in the other person's. You want to communicate your idea in a way that the people in the meeting are most likely to connect to. How does your idea impact how their work is measured? Are your ideas data driven or story driven? Can you provide both? What's in it for your colleagues to adopt your idea? (For more on this, look back to Lesson 6 on page 99).

Equally important is how you are perceived through your presence. What do I mean by presence? Presence is your ability to project a sense of ease, self-assurance, and confidence. Even when we are sure of ourselves, our body language is often somewhere else, as we are focused on the thoughts in our heads. But feel what happens when you consciously sit or stand straight, take a deep breath that fills your diaphragm, drop your shoulder blades down your back, feel your feet on the floor, your seat in the chair if you are sitting, and feel into the back of your body. Your whole energy shifts, you are more grounded, and others can see that, too. Try it yourself in front of a mirror and see what you think.

Last, think about how you speak. Your voice. How big is your range - from high to low, from your head and deep within? How much do you vary your pace? The range helps you hold attention and share importance.

Play with your voice. Read this page out loud with different voices. What feels right to you?

Monthly Page

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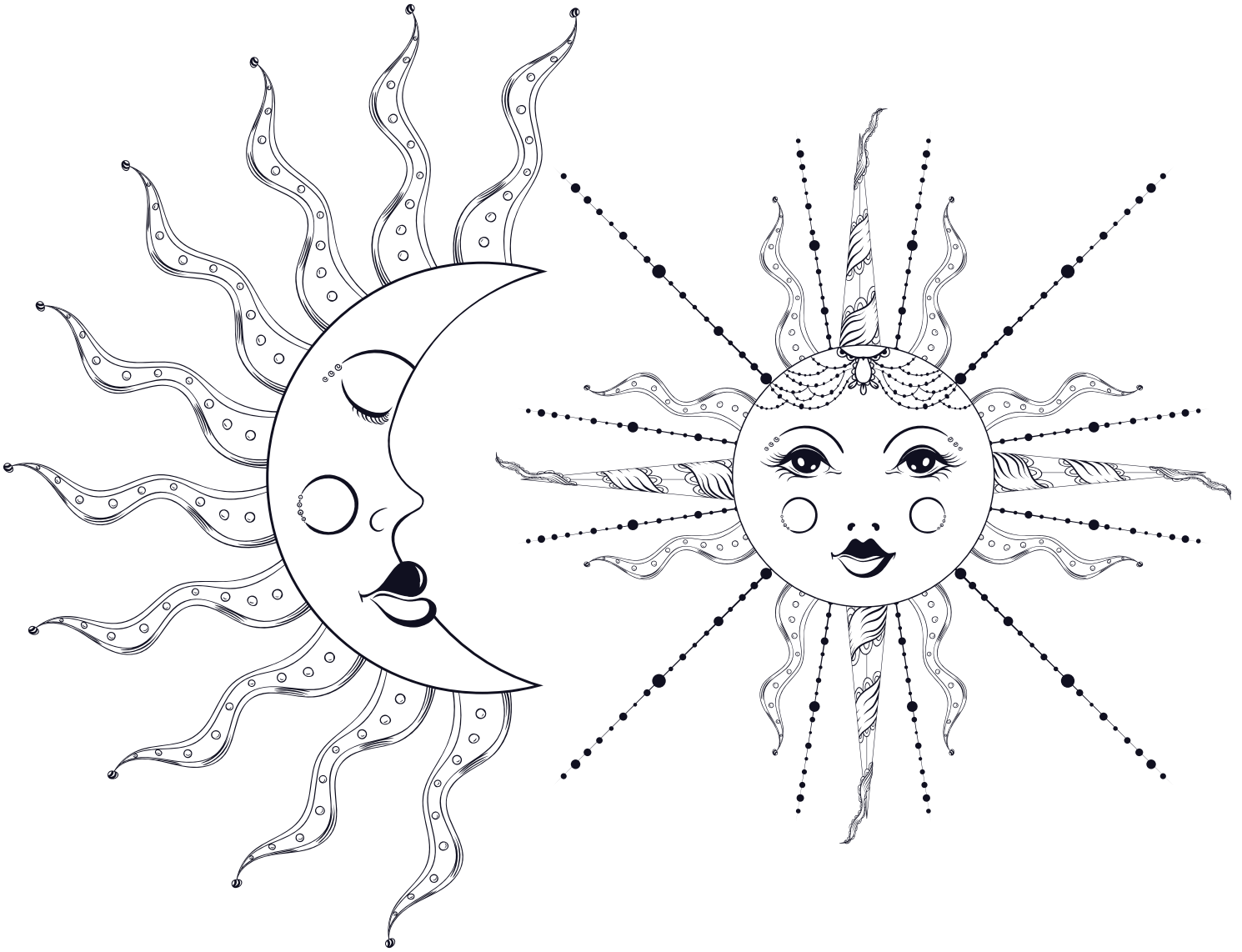
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Lesson 12

What's Left

***“When you are clear about your
vision and take the leap,
the ground rises up to meet you.”***

Julie Jakopic



Lesson 12

As you head into the 12th month of this effort, what's left? Looking back, what have you completed and how will you celebrate? What's changed? What was high on the priority list that no longer resonates? What's left to do?

Make a list of the top three things (if there are three), you want to complete before the year is out.

- 1)
- 2)
- 3)

Of these, which is most pressing? Which is the most fun or the biggest pain? Which will help you most heading into next year?

How will you celebrate your completion?

Plan out the last stage and your celebration.

**Congratulations on an amazing year.
Rest on your laurels for just a minute.
Then dig in and start on next year.**

Have questions? Want support? Please reach out to us at
support@iLeadStrategies.com

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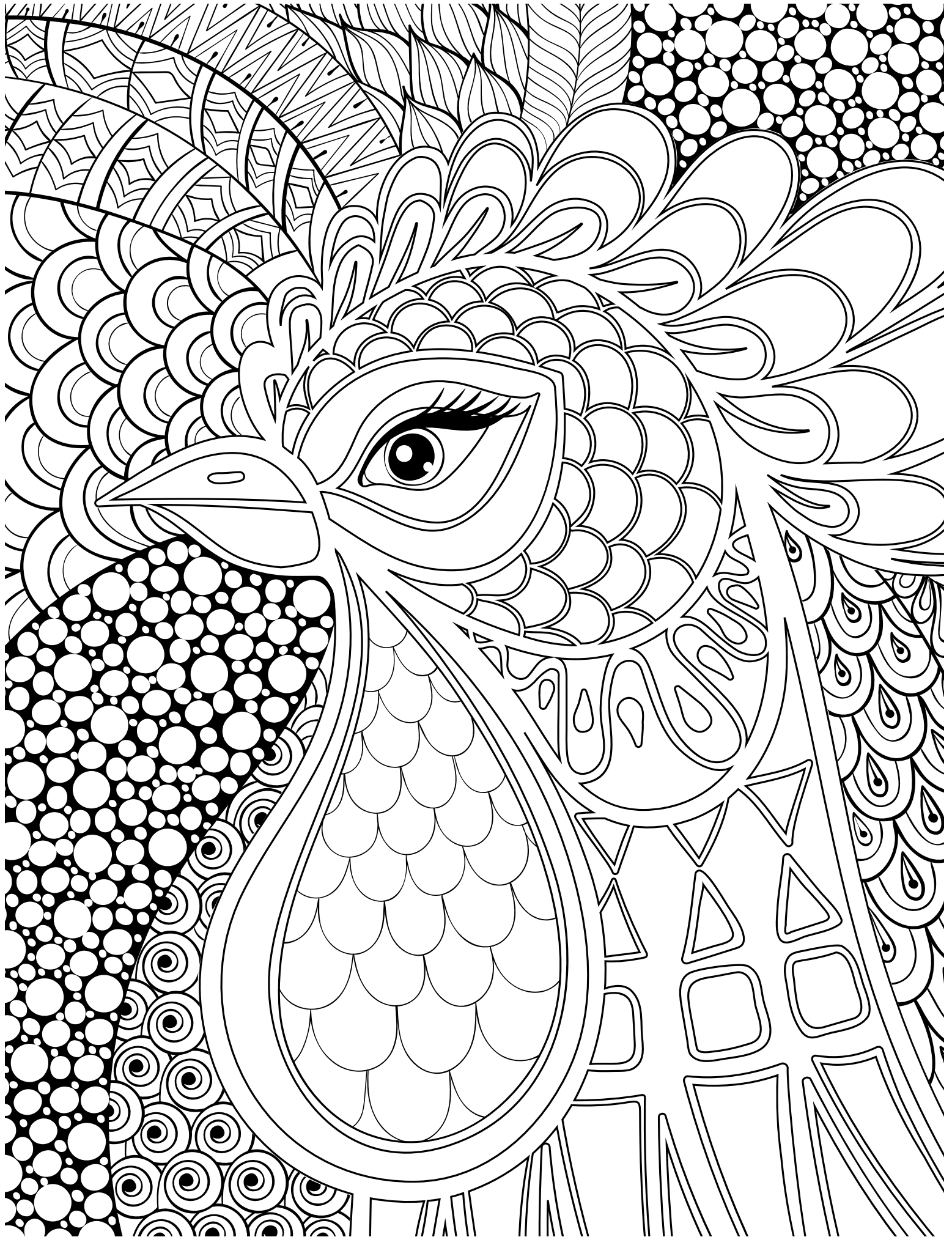
Gratitude - What are you grateful for?

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70 Percent of Change Efforts Fail
NOT YOURS

Building a new line of business. Launching a new System. Merging organizations. Adapting to market shifts. Beginning a new position. Change is not a sometimes thing, it is a constant. Success demands being clear about goals, creating successful strategies and implementing them even when you meet resistance.

The environment we work in is more volatile, uncertain, complex and ambiguous than ever before. The stakes for change are higher than ever before.

Let ***iLead Strategies*** help you lead boldly, accelerate success, move through change and produce outstanding results for yourself, your organization, even for your community.

www.ileadstrategies.com

ilead strategies.

My Story



Julie Jakopic

In high school I was an actor, president of the world affairs club, and a nationally ranked synchronized swimmer. I've never fit neatly in anyone's box. Not because I didn't fit in one, but because I couldn't or wouldn't pick just one box. As a kid, that often meant I didn't feel like I belonged anywhere. As an adult, that desire to explore more than one box has been a gift. I've lead organizations in the non-profit, public, and corporate sectors, dealing in everything from cosmetics to energy efficiency to human services. I get to bring the best of one sector to bear in another, and I understand the crazy things that are pervasive across them all.

Over my career, I've been led by, and even been, the overwhelmed frantic executive; the controlling, people-pleasing, diva-martyr. It may get stuff done, but it is soul-killing for the team and the leader. For me, it created the need and the opportunity to look back at my leadership journey that started at a swimming pool, often under water where no one can speak or hear you. Ultimately, I've learned that leadership is less about what you say and more about what you do.

If you lead from a place of deep mission-driven commitment, a place of joy and service, not only will your life be happier, but you will be more productive. This is the understanding that drives me to help leaders lead better - in their careers, and in the whole rest of their lives, too. I created iLead Strategies to share that knowledge broadly, to help leaders create workplaces that work for their workers, deliver outstanding results for their customers, and make a real and positive impact in the world.

Looking for a more traditional bio? Look here:
<https://www.linkedin.com/in/juliejakopic/>



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