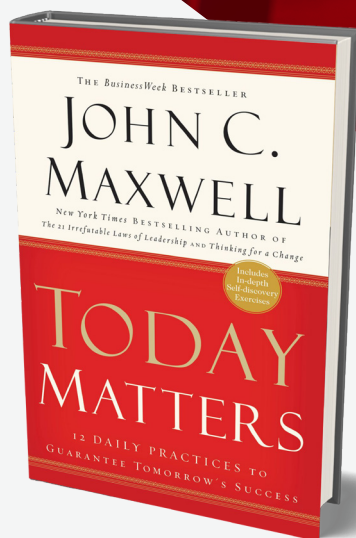


TODAY MATTERS

MASTERMIND



*based on the book
by John C. Maxwell*

PARTICIPANT GUIDE

- ▶ Make every day a masterpiece
- ▶ Use today's priorities to gain more focus
- ▶ Learn how today impacts tomorrow's success

The
JOHN MAXWELL
Team

Welcome to the Today Matters Mastermind.

This study is designed to help you learn practical ways to be highly intentional about your day.

Each week, we will focus on values and decisions to help you implement daily practices – small steps – that will help you experience greater fulfillment in every area of your life.

As you prepare for each session, you will notice that each lesson includes *Application and Exercises* at the end of the chapter. This section is designed to help you decide today to commit to each of the disciplines every day so you can make up for yesterday's past decisions and look forward to tomorrow's compounding benefits of adopting each of these daily practices.

Are you ready?

TODAY MATTERS

12 Daily Practices To Guarantee Tomorrow's Success

Topic & Chapters	Pages
Introduction	5
Chapter 1 – Today Often Falls to Pieces – What is the Missing Piece?	6
Chapter 2 – Today Can Become a Masterpiece	16
Chapter 3 – Today's Attitude Gives Me Possibilities	26
Chapter 4 – Today's Priorities Give Me Focus	36
Chapter 5 – Today's Health Gives Me Strength	48
Chapter 6 – Today's Family Gives Me Stability	59
Chapter 7 – Today's Thinking Gives Me an Advantage	68
Chapter 8 – Today's Commitment Gives Me Tenacity	77
Chapter 9 – Today's Finances Give Me Options	84
Chapter 10 – Today's Faith Gives Me Peace	94
Chapter 11 – Today's Relationships Give Me Fulfillment	101
Chapter 12 – Today's Generosity Gives Me Significance	110
Chapter 13 – Today's Values Give Me Direction	119
Chapter 14 – Today's Growth Gives Me Potential	128
Conclusion	137

MASTERMIND EXPECTATIONS & PARTICIPANT VALUES:

- **BE Committed to the Group**
- **BE Ready to Add Value to Each Member**
- **BE On Time**
- **BE Free of Your Cell Phone**
- **BE Encouraging**
- **BE Willing to Learn from Other Members**

MY MASTERMIND MEMBERS:

Name	Phone Number	Email

Introduction

JUST FOR TODAY...

Just for today...I will choose and display the right attitudes.

Just for today...I will determine and act on important priorities.

Just for today...I will know and follow healthy guidelines.

Just for today...I will communicate with and care for my family.

Just for today...I will practice and develop good thinking.

Just for today...I will make and keep proper commitments.

Just for today...I will earn and properly manage finances.

Just for today...I will deepen and live out my faith.

Just for today...I will initiate and invest in solid relationships.

Just for today...I will plan for and model generosity.

Just for today...I will embrace and practice good values.

Just for today...I will seek and experience improvements.

Just for today...I will act on these decisions and practice these disciplines, and

Then one day...I will see the compounding results of a day lived well.

Chapter 1 – Today Often Falls to Pieces— What Is the Missing Piece?

“Everyone wants to have a good day, but not many people know what a good day looks like—much less how to create one. And even fewer people understand how the way you live today impacts your tomorrow.”

– John Maxwell

What is the Missing Piece?

How would you define success for today? Check all the items that you would use to define a successful day:

I feel successful

I completed items on my “To Do List”

I spent meaningful time with loved ones

Other _____

How Does Today Impact Tomorrow's Success?

- How would you rate your day so far on a scale of 1 (worst) to 10 (best)? Why?

- How do you typically approach your day?

- What or who determines how you spend your time?

Common Misconceptions About Success

1. We believe success is _____, so
we _____ it.
2. We believe success is _____, so
we _____ for it.
3. We believe success comes from _____, so
we _____ for it.
4. We believe success is _____, so
we _____ for it.
5. We believe success comes from an _____, so
we _____ for it.
6. We believe success comes from _____, so
we _____ for it.
7. We believe success comes from _____, so
we _____ for it.
8. We believe success comes from _____, so
we _____ for it.
9. We believe success comes as an _____, so
we _____ it.

Think About These Misconceptions...

- Which three misconceptions do you tend to believe the most?
Why?

- Describe an occasion when these misconceptions affected
your success.

- What can you do to rid yourself of success limiting
misconceptions?

TODAY MATTERS

“People create success in their lives by focusing on today. It may sound trite, but today is the only time you have. It’s too late for yesterday. And you can’t depend on tomorrow. That’s why today matters. Most of the time we miss that. Why? Because...”

–John Maxwell

We Over-exaggerate Yesterday

- How do you tend to view past successes? How does this influence your success?

- How do you tend to view past failures? How does this influence your success?

We Overestimate Tomorrow

- Summarize your responses to the seven questions on expectations.

- Did you respond based on realistic expectation (based on your investment in today) or based on hope?

We Underestimate Today

- How does your life consistently reflect your value of today?

- What daily habit can you adopt to show greater value for today?

The Missing Piece Has Been Discovered

“The secret of your success is determined by your daily agenda.”

–John Maxwell

- Consider the list of benefits for valuing today as listed on page fourteen of the book.
- Which three would you most like to experience? Why?

Make the Decision Once...Then Manage It Daily

- What is your decision-making process?

- How often do you manage your decisions? (*Daily, weekly, etc.*)

Regret in the End

- How has a failure to make and manage right decisions impacted your life?

- What lessons did you learn?

- What one practical thing can you do to keep yesterday and tomorrow in the right perspective?

- What is one practical way that you can consistently show value for today?

- What tools or methods can you use to better manage decisions?

Prepare for Our Next Session

1. Come ready to share how this new perspective on “today” impacted your attitude toward your daily practices and habits.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 2 – Today Can Become a Masterpiece

“You will never change your life until you change something you do daily.”

–John Maxwell

The Advantage of Today

You Are Preparing For Something

John describes his practice of filing away quotes and thoughts as one of the ways that he “pays” for a better tomorrow.

- Describe an occasion when you experienced a *“You can pay now and play later, or you can play now and pay later...”* scenario.

Preparation Today Gives Confidence Tomorrow

- Describe at least one thing that you can consistently do today to gain confidence for tomorrow.

Preparation Today Gives Success Tomorrow

“If you’re proactive, you focus on preparing. If you’re reactive, you end up focusing on repairing.”

–John Maxwell

Preparing (Proactive)	Repairing (Reactive)
Lets you focus on today	Makes you focus on yesterday
Increases efficiency	Consumes time
Increases confidence	Breeds discouragement
Saves money	Increases costs
Pays now for tomorrow	Pays now for yesterday
Takes you to a higher level	Becomes an obstacle to growth

- Proactive people prepare for the future. List at least one way you will be more proactive in preparing for each of the following areas of your life.

Priority	I Will Be Proactively Prepare By:
Work & Career	
Health & Wellness	
Faith	
Family	
Rest & Leisure	
Finances	

The Makings of a Masterpiece

Good Decisions + Daily Discipline = A Masterpiece of Potential

*“I believe there are two ingredients necessary to make every day a masterpiece: **decision** and **discipline**.”*

–John Maxwell

Good Decisions Today Will Give You a Better Tomorrow**THE DAILY DOZEN**

1. **Attitude:** Choose and display the right attitudes daily.
2. **Priorities:** Determine and act on important priorities daily.
3. **Health:** Know and follow healthy guidelines daily.
4. **Family:** Communicate with and care for my family daily.
5. **Thinking:** Practice and develop good thinking daily.
6. **Commitment:** Make and keep proper commitments daily.
7. **Finances:** Make and properly manage dollars daily.
8. **Faith:** Deepen and live out my faith daily.
9. **Relationships:** Initiate and invest in solid relationships daily.
10. **Generosity:** Plan for and model generosity daily.
11. **Values:** Embrace and practice good values daily.
12. **Growth:** Seek and experience improvements daily.

When you make the right decisions in these 12 areas and manage those decisions daily, you can be successful.

- Why is it important to make critical decisions before we “have to”?

- How does making and managing critical decisions make managing your life easier?

The Disciplines You Practice Today Will Give You a Better Tomorrow

“Decisions help us start. Discipline helps us finish.”

–John Maxwell

- Describe an occasion when your lack of self-discipline resulted in pain.

- How can you train yourself to be self-disciplined?

The First Step Toward Success

Start With Yourself

- What small step can you take right away to become a model of change?

Start Early

- What are some benefits of starting early?

Start Small

- Why is it a good idea to start small?

Start Now

- What one small step can you take to overcome one excuse for not starting now?

How to Make These Decisions a Reality in Your Life

Review the Decisions and Ask Yourself – Which Good Decisions Have I Already Made?

- What good decisions from the Daily Dozen have you already made?

Identify the Decisions You Still Must Make

- What decisions do you need to make? Which of the Daily Dozen are you currently lacking discipline in?

Who you are today is the result of previous years of discipline.

APPLICATION AND EXERCISES

Prior to our next session, spend some time asking yourself the following questions based on your perspective today. Be brutally honest with yourself – there is no wrong answer.

1. Is your attitude a plus or a minus today? _____
2. Are your priorities keeping you focused today? _____
3. Is your health enabling you to succeed today? _____
4. Does your family situation provide support today? _____
5. Is your thinking mature and productive today? _____
6. Have your commitments been kept today? _____
7. Have your financial decisions been solid today? _____
8. Has your faith been active today? _____
9. Are your relationships being strengthened today? _____
10. Has your generosity added value to others today? _____
11. Are your values giving you direction today? _____
12. Is your growth making you better today? _____

Choose One Decision and Determine to Make It This Week

- Which **one** decision will you focus on **this** week?

Prepare for Our Next Session

1. Come ready to share how your decisions changed your attitude toward today.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 3 – Today's Attitude Gives Me Possibilities

"The winner's edge is not in a gifted birth, a high IQ, or in talent. The winner's edge is all in the attitude, not aptitude. Attitude is the criterion for success. But you can't buy an attitude for a million dollars. Attitudes are not for sale."

– Denis Waitley

5 Reasons Why Your Attitude Matters Today

1. Your Attitude at the _____ of a Task Affects Its _____ More than Anything Else
2. Your Attitude Toward _____ Often Determines _____ Attitude Toward You
3. Your Attitude Can Give You a _____
4. Your Attitude – Not Your _____ – Gives You _____
5. Your Attitude Is _____

Making the Decision to Choose and Display the Right Attitudes Daily

Take Responsibility For Your Attitude

- How can you take responsibility for your attitude?

Decide To Change Your Bad Attitude Areas

- What attitudes do you need to change the most? Why?

Think, Act, Talk and Conduct Yourself Like the Person You Want to Become

- How can you consistently align your attitude with the person you want to become?

Place a High Value on People

- How do you usually show high value for people today?

Develop a High Appreciation for Life

- How do you show an appreciation for life?

Managing the Disciplines of Attitude

Recognize That Your Attitude Needs Daily Adjustment

- What red flags give you signals that your attitude might be in trouble?

Find Something Positive in Everything

- How can you find something positive in everything?

Find Someone Positive in Every Situation

- What positive person can you align yourself with to help you maintain a positive attitude?

Say Something Positive in Every Conversation

- How can you be intentional about saying something positive in every conversation?

Remove Negative Words form Your Vocabulary

- Which negative words do you need to eliminate from your vocabulary?

Express Gratitude to Others Daily

- How do you usually express gratitude to others daily?

Reflecting on Attitude

- Reflect on your attitude decisions during each season of life.
- How did your decisions impact each season of your life?

- What key lessons did you learn from each season?

ATTITUDE: APPLICATION AND EXERCISES

Choosing and Displaying the Right Attitude Daily

Your Attitude Decision Today

- What decision did you make on choosing and displaying the right attitude daily?

Your Attitude Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your decision?

- How can you hold yourself accountable to practice this discipline?

Making up for Yesterday

- *Keeping a positive attitude takes work.* Write down issues or situations that would typically cause you to have a negative attitude. Then next to each of these, write down what you would normally think about the issue. In the third column, write down a positive thought or response to the situation.

Issue	Negative Response	Positive Response

- *Practice makes perfect.* Every day, choose to practice the positive attitudes from your list above. Make it a point to shift your negative attitude into a positive one whenever you catch yourself going back to your old negative thoughts or reaction.
- *Need more help to develop your new habit of maintaining a positive attitude?* Do the exercises in points 4-7 in the book's Applications and Exercises section at the end of this chapter.

Looking Forward to Tomorrow

- How will your decisions about attitude, and the everyday attitude disciplines, positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your attitude.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 4 – Today's Priorities Give Me Focus

“People who reach their potential and fulfill their dreams determine and act on their priorities daily.”

–John Maxwell

- Keep a daily record of how you spend your time for one week. What does your daily record say about your priorities?

Why Priorities Matter Today

Time is Our Most Precious Commodity

- How do you usually spend your “spare moments”?

- What process would you use to pare the list down to only the right things?

We Choose Our Life By How We Spend Time

- In what areas of your life do you spend most of your time? Why?

Priorities Help Us To Choose Wisely

- What are your top 3-5 priorities?

Making the Decision to Determine and Act on Important Priorities Daily

- Where do you focus the majority of your time, energy, and resources?

- Does this focus align with your top 3-5 priorities?

Take Back Today

- How can you take responsibility for how you spend your time?

Ask Yourself Three Questions

1. What is required of me?
2. What gives me the greatest return?
3. What gives me the greatest reward?

- Use these questions to analyze the list of priorities you identified above.
- Based on your answers to these questions, list your priorities in order from highest (#1) to lowest (#3 or #5).

Stay in Your Strength Zone

- What are your strengths?

- What small steps can you take to ensure that you stay in your strength zone?

Managing the Disciplines of Priorities

1. Evaluate Priorities Daily

- What system do you use to continually evaluate your priorities?

2. Plan Your Time Carefully

- What system do you use to plan your time?

- How well does it work?

- How can you improve your system?

3. Follow Your Plan

"If you prioritize your life and plan your day but don't follow through, your results will be the same as those of someone who didn't prioritize at all."

—John Maxwell

- How will you plan your day so that your most important responsibilities are handled first?

4. Delegate Whenever Possible

- Take a close look at your daily tasks.
- What tasks can you delegate to someone else?

5. Invest in the Right People Daily:

- Who are the right people for you to invest in daily?

Reflecting on Priorities

- Reflect on your priority decisions during each season of life.
- How did your decisions impact each season of your life?

- What key lessons did you learn from each season?

PRIORITIES: APPLICATION AND EXERCISES

Determining and Acting on Important Priorities Daily

Your Priorities Decision Today

- What decision did you make on important priorities today?
Why?

Your Priorities Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your priorities decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Write down one major goal that you currently have.

- Use the following priority approach to go after this goal:
 - **Prioritize:** Know what is important.
 - **Organize:** Decide how it will be done.
 - **Plan:** Decide when you will do it.
 - **Communicate:** Share your priorities with your team (or accountability partner).
 - **Execute:** Follow through on your plan.
 - **Evaluate:** Examine yourself and your results in light of your priorities.

Looking Forward to Tomorrow

- How will your decision about priorities and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily priorities disciplines changed how you spend time.

2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 5 – Today's Health Gives Me Strength

“People are funny. When they are young, they will spend their health to get wealth. Later, they will gladly pay all they have trying to get their health back.”

–John Maxwell

Why Health Matters Today

Your Health Impacts You Emotionally, Intellectually, And Spiritually

➤ How has your health impacted you in the following areas?

○ Emotionally: _____

○ Intellectually: _____

○ Spiritually: _____

Health Often Determines Quantity As Well As Quality of Life

➤ Consider the following three areas required for healthy living. Rate the current quality for each area in your life today, using a scale of 1 to 5 (5 is the highest).

- Sleeping – Current rating _____
- Exercising – Current rating _____
- Eating – Current rating _____

➤ How can you improve your rating in each of these areas?

It's Easier To Maintain Good Health Than To Regain It

➤ What are you spending your health to gain?

Making the Decision to Know and Follow Healthy Guidelines

Daily

Have A Purpose Worth Living For

- What do you believe is your purpose? What keeps you going every day? Why?

Do Work You Enjoy

- Are you enjoying your work? Consider the following to help you answer this question.
 - What are your values? Does your work align with your values?

- Are you working in an area of strength? **Yes** **No**

- Does your work energize or drain you? Why?

- Do mistakes threaten or challenge you? Why?

Find Your Pace

- How do you strike a balance between a healthy pace and accomplishing goals?

Accept Your Personal Worth

- Is your self-image hurting or helping your health?

- How can you improve your sense of personal worth?

Laugh

- How can you incorporate more laughter into your day?

Managing the Disciplines of Health

Eat Right

- Evaluate your eating habits. Keep a daily eating record for one week. Does your eating support or detract from your health?

- What small changes can you make to improve your eating?

Exercise

- Review the rating for your exercise habits at the beginning of this chapter. What small steps can you take daily to improve your exercise habits and increase your rating?

Handle Stress Effectively

- How did you do on the eight stress related questions?

- How do you prevent issues from becoming stressful to you?

- Make a list of the key areas in your life (similar to John's list).
Write strategies for reducing or eliminating stress next to each of them.

Reflecting on Health

➤ Reflect on your health decisions during each season of life.

➤ How did your decisions impact each season of your life?

➤ What key lessons did you learn from each season?

HEALTH: APPLICATION AND EXERCISES

Knowing And Following Healthy Guidelines Daily

Your Health Decision Today

- What health decision did you make? Why?

Your Health Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Make a list of all the things (and people) you have to live for. Then write the benefits that will come from having a long and healthy life.

Looking Forward to Tomorrow

- How will your health decision and your daily discipline positively impact your future?

➤ What will be the compounding benefits?

➤ What are some ways you can keep yourself on track with your health goals?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your health.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 6 – Today's Family Gives Me Stability

"If you want to make a positive impact, no matter how far-reaching, start at home. Treat your family members like treasures."

–John Maxwell

Why Family Matters Today

Your family members can be:

1. A _____ In A Storm
2. A _____ Of Memories
3. A _____ of Character
4. A _____ Revealing Truth
5. A _____ of Most Important Relationships

Making the Decision to Communicate and Care for Your Family Daily

Determine Your Priorities

- Using a scale of 1 to 5 (5 is the highest), rate yourself in the area of prioritizing your family.

1 2 3 4 5

- What small steps can you take to improve your score?

Decide On Your Philosophy

- Does your family have a personal philosophy? If not, take some time this week to develop one with them.

Develop Your Problem-Solving Strategy

- Does your family have a problem-solving strategy that promotes better understanding, positive change and growing relationships? If not, take some time this week to develop one with them.

Managing the Disciplines of Family

Put Your Family On Your Calendar First

- What boundaries do you have to ensure that your family does not get “leftovers”?

- What activities and events do you need to regularly schedule to keep your family first?

Create And Maintain Family Traditions

- Describe one family tradition you enjoyed while growing up.

- What traditions do you currently enjoy with your family?

- How can you create more family traditions?

Find Ways To Spend Time Together

- What are some ways that you can spend significant time with each member of your family?

Keep Your Marriage Healthy First

- If you are married, what disciplines do you use to keep your marriage relationship healthy?

- If you are not married, how do you maintain healthy relationships with those close to you?

Express Appreciation For Each Other

- How do you express appreciation for those close to you?

Resolve Conflict As Quickly As Possible

- What method do you use to quickly resolve conflicts?

Reflecting on Family

- Reflect on your family decisions during each season of life.
How did your decisions impact each season of your life?

FAMILY: APPLICATION AND EXERCISES

Communicating With And Caring For Family Daily

Your Family Decision Today

- What decision did you make? Why?

Your Family Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your family decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Make a list of your immediate family members. Next to their names, write at least one thing that you admire about them.

Looking Forward to Tomorrow

- How will your family decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

- What can you do to remind yourself to make time for family so you can stay on track with this discipline?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your family.

2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 7 – Today's Thinking Gives Me an Advantage

“Thought is the original source of all wealth, all success, all material gain, all great discoveries and inventions, and all achievement.”

–Claude Bristol

Why Thinking Matters Today

1. Good Thinking _____ Good Results
2. Good Thinking _____ Your Value
3. Poor Thinkers Are _____ To Their Surroundings

Making the Decision to Practice and Develop Good Thinking Daily

Understand That Great Thinking Comes From Good Thinking

- To become a great thinker, you must first be willing to accept that not all of your ideas will be great ideas. However, the only way to develop your thinking is to be willing to produce mediocre or downright bad ideas.

Recognize There Are Many Kinds of Thinking

1. Big Picture Thinking
2. Focused Thinking
3. Creative Thinking
4. Realistic Thinking
5. Strategic Thinking
6. Possibility Thinking
7. Reflective Thinking
8. Questioning Popular Thinking
9. Shared Thinking
10. Unselfish Thinking
11. Bottom-Line Thinking

➤ Which three types of thinking do you do best? Describe an example.

Maximize Your Strengths And Staff Your Weaknesses

- Make a list of people who you consider great thinkers who you believe would be supportive of you and your goals. Keep this list handy, we will come back to it in the *Application and Exercises* at the end of this chapter.

Managing the Discipline of Thinking

One decision that you can make concerning your thinking is to make time every day to think on the right things, rather than allow your thinking to be controlled by other people's thoughts. Here is a plan of action to support your decision to develop your thinking:

1. Find A _____ To Think
2. Set Aside Think _____ Every Day
3. Find A _____ That Works For You
4. _____ Your Thoughts
5. Put Your Thoughts Into _____ Quickly
6. Try To _____ Your Thinking Every Day

Reflecting on Thinking

- Reflect on your thinking during each season of life. How did your thinking impact each season of your life?

THINKING: APPLICATION AND EXERCISES

Practicing and Developing Good Thinking Daily

Your Thinking Decision Today

- What decision did you make? Why?

Your Thinking Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your thinking decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Assess yourself in each of the 11 thinking skills discussed in this chapter. On a scale of 1 to 10 (*with 10 being complete mastery*), rate your thinking ability using the questions below.

_____ **Acquire the wisdom of big-picture thinking:** Am I thinking beyond myself and my world so that I process ideas with a holistic perspective?

_____ **Unleash the potential of focused thinking:** Am I dedicated to removing distractions and mental clutter so that I can concentrate with clarity on the real issue?

_____ **Discover the joy of creative thinking:** Am I working to break out of my “box” of limitations so that I explore ideas and options that will enable me to experience creative breakthroughs?

_____ **Recognize the importance of realistic thinking:** Am I building a solid mental foundation on facts so that I can think with certainty?

_____ **Release the power of strategic thinking:** Am I implementing strategic plans that give me direction for today and increase my potential for tomorrow?

_____ **Feel the energy of possibility thinking:** Am I unleashing the enthusiasm of possibility thinking to find solutions even for situations that seem impossible?

_____ **Embrace the lessons of reflective thinking:** Am I regularly revisiting the past to gain a true perspective and think with understanding?

_____ **Question the acceptance of popular thinking:** Am I consciously rejecting the limitations of common thinking in order to accomplish uncommon results?

_____ **Encourage the participation of shared thinking:** Am I consistently including the heads of others to think “over my head” and attain compounding results?

_____ **Experience the satisfaction of unselfish thinking:** Am I continually considering others and their journey in collaborating with them in my thinking?

_____ **Enjoy the return of bottom-line thinking:** Am I staying focused on results in order to gain the maximum return and reap the full potential of my thinking?

- The 2 or 3 skills that you rated the highest are your thinking strengths. List them here:

- List the skills you rated the lowest.

These are the thinking skills for which you need to enlist help. Go back to the “*Maximize Your Strengths And Staff Your Weaknesses*” section (p. 70) and enlist these people as thinking partners when needed.

Looking Forward to Tomorrow

- How will your thinking decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your thinking.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 8 – Today's Commitment Gives Me Tenacity

“To become the person you have the potential to be, you will need great tenacity. That quality comes from commitment.”

–John Maxwell

Why Commitment Matters Today

1. Commitment Can _____ Your Life
2. Commitment Helps You _____ Many of Life's Obstacles
3. Your Commitment Will Be _____ Every Day

➤ Describe an example of how one of your significant commitments has been tested by one of the following:

- Experiencing Failure
- Having to Stand Alone
- Facing Deep Disappointment

Making the Decision to Make and Keep Proper Commitments Daily

- What is one goal in your personal life and one goal in your professional life that are worth doing?

Reaching this goal will require you to:

1. Count The _____
2. Determine To Pay The _____
3. Always Strive For _____

Managing the Discipline of Commitment

Expect Commitment To Be A Struggle

- What strategy do you use to overcome struggles in keeping your commitments?

Don't Rely On Talent Alone

- What skills do you need to put to use in order to keep your commitment?

- How would you rate your work ethic on a scale of 1 to 5 (5 is the best)?

Focus On Choices, Not Conditions

- What system do you use to hold yourself accountable for allowing choices to control your commitments?

Be Single-Minded

- What system can you use to help you remain focused on keeping your commitments?

Do What's Right Even When You Don't Feel Like It

- How can you hold yourself accountable for doing the right things as related to your commitments?

Reflecting on Commitment

- Reflect on your commitments during each season of life. How did your commitments impact each season of your life?

COMMITMENT: APPLICATION AND EXERCISES

Making And Keeping Proper Commitments Daily

Your Commitment Decision Today

- What decision did you make? Why?

Your Commitment Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your commitments decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Write down 2-3 of your life's goals. Next to each one, write down what it will take to reach that goal... Time? Money? People? Other Resources? Now determine if the goal is worth the price to you. For anything that is worth the price, make the commitment today to follow through and do what is required in order to achieve it.

Looking Forward to Tomorrow

- How will your decision about commitments and your daily discipline positively impact your future?

- What will be the compounding benefits?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your perspective on commitments.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 9 – Today's Finances Give Me Options

“The bottom line is that money is nothing but a tool. It is good for helping one achieve goals, but the goal of getting money for its own sake is ultimately hollow.”

–John Maxwell

Why Finances Matter Today

1. Money Won't Make You Happy
2. Debt Will Make You Unhappy
3. Having A Financial Margin Gives You Options

➤ Which of the three truths listed above, resonates with you the most?

Making the Decision to Earn and Properly Manage Finances

Daily

Put The Value Of Things Into Perspective

Consider these five questions on perspective:

1. Am I preoccupied with things?
2. Am I envious of others?
3. Do I find my personal value in possessions?
4. Do I believe that money will make me happy?
5. Do I continually want more?

- With these questions in mind, do you value money with the proper perspective?

Recognize Your Season Of Life

- Learn
- Earn
- Return

- What is your current season of life?

Reduce Your Debt

- How are you doing in the area of financial debt?

Put Your Financial Formula Into Place

- What is your financial management plan?

- Does it work well for this season of life? Is it helping you move in the right direction financially?

- How can you improve your financial plan?

Managing the Disciplines of Finances

Become A Good Earner

- Are you currently earning up to your maximum potential in this current season of life?

- How can you increase your earnings with minimal costs to other aspects of your life?

Be Grateful Every Day

- How do you show gratitude every day?

Don't Compare Yourself To Others

- How can you guard against comparing yourself to other people?

Give As Much As You Can

- How do you prioritize financial giving?

Reflecting on Finances

- Reflect on your finances during each season of life. How did your finance decisions impact each season of your life?

FINANCIAL: APPLICATION AND EXERCISES

Earning And Properly Managing Finances Daily

Your Financial Decision Today

- What decision did you make? Why?

Your Financial Discipline Every Day

- What is the one discipline you must practice today and every day in order to be successful with your financial decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- What is your philosophy concerning money? What do you expect money to do for you? What won't it do? Where does earning come into play? How will you maximize your earning potential and still maintain the right attitude toward money? Commit these thoughts and decisions to paper.

- Do you currently have debt? What will you do to eliminate debt and increase your financial margin?

- Do you have a savings and investment plan? If not, when will you establish one and start saving and investing for tomorrow?

Looking Forward to Tomorrow

- How will your decision about finances and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your finances.

2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 10 – Today's Faith Gives Me Peace

“There are longings of the soul that can be satisfied only with spiritual experiences, though people try and fail to meet them in material ways.”

–John Maxwell

Skeptical of Faith

John says that when he mentions faith, he has found that people respond by either:

1. Ignoring it.
2. Misunderstanding it.
3. Discounting it.
4. Fighting it.
5. Delaying it.
6. Exploring it.

➤ Which of the six responses to faith do you usually have? Why?

Why Faith Matters Today

1. Faith Gives Me A Divine _____ Today
2. Faith Gives Me _____ Today
3. Faith Gives Me _____ For Today
4. Faith Gives Me _____ Today

Managing the Decision to Deepen and Live Out My Faith Daily

“True leadership starts with the heart – with character.”

–John Maxwell

- How has your faith influenced your leadership?

Key things to remember:

1. We Already Have Faith....The Important Choice Is Where We _____ It
2. Understand That Faith Is Often Birthed Out Of _____
3. A Faith That Hasn't Been _____ Can't Be _____

Managing the Disciplines of Faith

- Consider John's four suggestions for managing your discipline of faith:
 1. Embrace the Value of Faith
 2. Put God in the Picture
 3. Associate With People of Faith
 4. Explore And Deepen Your Faith

- What practical step can you take in each area to deepen your faith?

Reflecting on Faith

- Reflect on your faith during each season of life. How did your faith decisions impact each season of your life?

FAITH: APPLICATION AND EXERCISES

Deepening And Living Out Your Faith Daily

Your Faith Decision Today

- What decision did you make? Why?

Your Faith Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your faith decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- Think about your life. Can you think of times where God or a higher power may have been trying to get your attention? Has there been a time in your life that you had your faith tested and it required you to trust in someone greater than yourself?

Looking Forward to Tomorrow

- How will your faith decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines deepened your faith.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 11 – Today's Relationships Give Me Fulfillment

“Most of life’s great moments – the ones that resonate in our hearts and minds – involve other people.”

–John Maxwell

Why Relationships Matter Today

Life's Greatest Experiences Involve Other People

- Describe a life experience that made you deeply appreciate the support of those closest to you.

You'll Enjoy Life More If You Like People

- What do you enjoy the most about being in good relationships with people?

You'll Get Farther In Life If People Like You

- Describe the role that a pivotal relationship played in one of your successes.

People Are Any Organization's Most Appreciable Asset

- How do you show appreciation for people every day?

Making the Decision to Initiate and Invest in Solid Relationships Daily

Place A High Value On People

- What are some ways that you place a high value on people?

Learn To Understand People

- Which of the seven suggested bridging actions listed below can you take to build a good relationship with someone today?
 - People are insecure...give them confidence.
 - People want to feel special...sincerely compliment them.
 - People desire a better tomorrow...show them hope.
 - People need to be understood...listen to them.
 - People are selfish...speak to their needs first.
 - People get emotionally low...encourage them.
 - People want to be associated with success...help them win.

Give Respect Freely But Expect To Earn It From Others

- How do you intentionally treat people with respect?

Commit Yourself To Adding Value To Others

- Consider the following tips for adding value to people:
- Looking for ability in others
 - Helping others discover their ability
 - Helping others develop their ability
- Which of these suggestions can you use today to help add value to someone?

Managing the Disciplines of Relationship Building

Simple Steps for Building Relationships:

1. Put _____ First
2. Don't Carry Emotional _____
3. Give _____ To Your Most Valuable Relationships
4. Serve Others _____
5. Express Love and Appreciation _____

Reflecting on Relationships

- Reflect on your relationships during each season of life. How did your relationship decisions impact each season of your life?

RELATIONSHIPS: APPLICATION AND EXERCISES

Initiating And Investing In Solid Relationships Daily

Your Relationships Decision Today

- What decision did you make? Why?

Your Relationships Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your relationships decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- When your tasks or goals affect others, people feel valued when you include them in the decision-making process from the beginning. Think about your goals or important project. In the space below, write out one personal goal and one work goal/project that will affect others. Then make a list of the people it will affect. Invite them to a brainstorming or planning session to share their ideas and offer input. Your ultimate goal is to strengthen your relationships for long term success.

Personal Goal: _____

This Goal will affect the following people:

_____	_____
_____	_____
_____	_____
_____	_____

Work Goal/Project: _____

This Goal/Project will affect the following people:

_____	_____
_____	_____
_____	_____
_____	_____

Looking Forward to Tomorrow

- How will your relationships decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily disciplines change your relationships.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 12 – Today's Generosity Gives Me Significance

“True generosity isn't a function of income – it begins with the heart. It's about serving others and looking for ways to add value to them. That's the way to achieve significance in your life.”

–John Maxwell

Why Generosity Matters Today

Consider these three reasons for giving:

1. Giving Turns Your Focus Outward
2. Giving Adds Value To Others
3. Giving Helps The Giver

➤ What is your reason for giving? What motivates you to give?
Why?

Making the Decision to Plan for and Model Generosity Daily

Give Money to Others

- What criteria do you use when donating money to charity or giving to people?

Give Others Yourself

- How can you be intentional about giving your time to others?
Who should get your attention?

Managing the Discipline of Generosity

Value People: This means treating everyone with respect.

Know What People Value: This means listening and seeking to understand others.

Make Myself More Valuable: This means growing up in order to give, because I cannot give what I do not possess.

Do Things That God Values: Since he unconditionally loves people, so must I.

- Which of the actions listed above do you need to improve upon? How can you improve?

Don't Wait For Prosperity To Become Generous

- What small steps can you take to become a more generous giver?

Find A Reason To Give Every Day

- How can you make giving a daily priority?

Find People To Receive Every Day

- How can you be more intentional about finding people to receive every day?

Reflecting on Generosity

- Reflect on your generosity during each season of life. How did your generosity decisions impact each season of your life?

GENEROSITY: APPLICATIONS AND EXERCISES

Planning For And Modeling Generosity Daily

Your Generosity Decision Today

- What decision did you make? Why?

Your Generosity Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your generosity decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- **Practice Generosity:** Giving does not only involve money. In fact, you can add tremendous value to people simply by giving them your time and attention. This week (*before our next mastermind session*), practice your decision to be generous by volunteering your time. It can be at your child's school, a homeless shelter, soup kitchen, library, or even right at home by volunteering to take on a task that is normally someone else's responsibility. Pick at least one place, contact the location, schedule a time for you to volunteer, then show up and be present.
- **Take the Pass It On Challenge:** This week, go to the grocery store and purchase gift cards – the amount doesn't matter, do what feels right to you. As you are shopping, give one of the gift cards to someone in the store. Some people are not used to strangers giving them money... simply tell them, "I am practicing generosity, and I want you to have this." They will feel great because you helped them save money, and you will feel great because you gave from the heart!

Looking Forward to Tomorrow

- How will your generosity decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?

Prepare for Our Next Session:

1. Come ready to share how your daily disciplines changed your generosity.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 13 – Today's Values Give Me Direction

“By choosing to embrace and practice good values every day, you may not always get what you desire, but you will always be the person you desire to be.”

–John Maxwell

Why Values Matter Today

An Anchor

- What values hold you steady in troubled times?

A Faithful Friend

- What one core value have you held throughout your life? How did it originate?

Your North Star

- What are the core values that guide the way you conduct your life?

Making the Decision to Embrace and Practice Good Values Daily

John shared how the book *Spiritual Leadership* challenged him to lead according to his values and make three life-long commitments.

- How do your values influence your commitments?

Create A List of Good Values

- What are two of the values on your list? Why did you select them?

Embrace Those Good Values

- How can you embrace your values daily?

Make A Decision To Live Those Values Daily

- How does living by your values help you focus on the important things in life?

Managing the Discipline of Values

Articulate And Embrace Your Values Daily

- How can you help your values “soak in”, so that they become a part of you?

Compare Your Values To Your Practices Daily

- Do your daily actions match up with your core values?

Live Out Your Values Regardless of Your Feelings

- What steps can you take to stay true to your values?

Evaluate Each Day in Light of Your Values

- What method can you use to evaluate the daily practice of your core values?

Reflecting on Values

- Reflect on your values during each season of life. How did your values decisions impact each season of your life?

VALUES: APPLICATION AND EXERCISES

Embracing And Practicing Good Values Daily

Your Values Decision Today

- What decision did you make? Why?

Your Values Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your values decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

➤ **Examine Your Values.** You can tell a lot about what you value by looking at where you spend your time, money and talent. To give yourself a snapshot of your values up to now, answer the following questions.

- During a typical week, when I'm not working, I usually spend my time as follows:

- Looking at my banking transactions for the last 4 weeks, other than my mortgage or rent, I can tell I spent the most money in the following 3 areas:

- I consider the following people role models in my life (*list their name and why you consider them role models*).

- When I'm alone or have some down time, I mostly think about:

Looking Forward to Tomorrow

- How will your values decision and your daily discipline positively impact your future?

What will be the compounding benefits?

➤ How can you keep what you've written as a constant reminder?



Prepare for Our Next Session:

1. Come ready to share how your daily values discipline impacted your life.
2. Read the next chapter and complete the questions/exercises in the mastermind guide.

Chapter 14 – Today's Growth Gives Me Potential

“The greatest of all miracles is that we need not be tomorrow what we are today. The greatest of all insights is that we cannot be tomorrow what we do not do today. That is why today matters.”

–John Maxwell

Misconceptions about Growth

- Which of the three misconceptions about growth have you held?
 - Growth Is Automatic
 - Growth Comes From Information
 - Growth Comes With Experience

Why Growth Matters Today

➤ Which of the following four reasons describing why growth matters resonates the most with you? Circle your response.

1. Gifting Without Growth Leads To Ineffectiveness
2. Growth Prevents Personal And Professional Stagnation
3. Your Personal Growth Impacts Your Organization's Growth
4. Only Through Continuous Improvement Can You Reach Your Potential

Making the Decision to Seek and Experience Growth Daily

Answer The Question: What Is My Potential?

➤ What is the gap between your present reality and your vision?

Make A Commitment To Change

- What commitment do you want to make to change your life and grow to your full potential?

Set Growth Goals

- What are your three high-priority areas for growth? Why?

Learn To Enjoy The Journey

- What system can you put in place to help you enjoy your growth journey?

Put Yourself In A Growth Environment

- Are you currently in a growth environment? If not, how can you get into one or how can you grow where you are currently planted?

Managing the Discipline of Growth

Make It Your Goal To Grow In Some Way Every Day

- How can you grow daily in one of your three priority areas?

Have A Time And Plan To Grow

- What is your strategy for growth? How can you ensure that it is focused on your needs and strengths?

File What You Learn

- What method do you use to learn and retain what you learn?

Apply What You Learn

- How do you hold yourself accountable for applying what you've learned?

Reflecting on Growth

- Reflect on your growth during each season of life. How did your decisions to grow impact each season of your life?

GROWTH: APPLICATION AND EXERCISES

Seeking And Experiencing Improvements Daily

Your Growth Decision Today

- What decision did you make? Why?

Your Growth Discipline Every Day

- What is the one discipline you must practice today, and every day, in order to be successful with your growth decision?

- How can you hold yourself accountable to practice this discipline?

Making Up for Yesterday

- ***Commit to Personal and Professional Growth.*** If you are going to grow, you must be intentional and you must make it a priority. Decide on a growth plan for yourself. Write down at least one thing you will do that will keep you growing forward on a daily basis.

Looking Forward to Tomorrow

- How will your growth decision and your daily discipline positively impact your future?

- What will be the compounding benefits?

- How can you keep what you've written as a constant reminder?

CONCLUSION: Making Today Matter

Now it is time to decide whether you will apply what you have learned in this study. If you want to commit to making the most of every day, follow the steps below to begin to implement the Daily Dozen into your life.

Rate Yourself on the Daily Dozen: Look at the following list of the Daily Dozen and rank how well you do them. Put a "1" beside the one you do the best, a "2" beside the one you're next best at and so on until you've ranked your skill in them from 1 to 12.

- ___ **Attitude:** Choose and display the right attitudes daily.
- ___ **Priorities:** Determine and act on important priorities daily.
- ___ **Health:** Know and follow healthy guidelines daily.
- ___ **Family:** Communicate with and care for my family daily.
- ___ **Thinking:** Practice and develop good thinking daily.
- ___ **Commitment:** Make and keep proper commitments daily.
- ___ **Finances:** Earn and properly manage finances daily.
- ___ **Faith:** Deepen and live out my faith daily.
- ___ **Relationships:** Initiate and invest in solid relationships daily.

- ___ **Generosity:** Plan for and model generosity daily.
- ___ **Values:** Embrace and practice good values daily.
- ___ **Growth:** Desire and experience improvements daily.

Verify Your Self-evaluation: Talk to a friend who knows you well and ask him or her to confirm how you evaluated yourself. If your friend ranks your strengths and weaknesses differently than you do, discuss your differences of opinion and make adjustments to the rankings as needed.

Pick Two Strengths: Pick two strengths from your top six to work on. Make sure that you have made the necessary decision for each area. Then begin practicing the daily disciplines in that area to make it a part of your life. Use the exercises at the end of the chapter to help you if desired.

Pick One Weakness: Choose a weakness from your bottom six to work on. Again, make sure you have made the decision for that area and begin practicing the daily disciplines that go with it.

Reevaluate: After sixty days have passed, reevaluate yourself in the three areas in which you've been working to improve. If you have made significant progress in an area, move on to something new. If an area still needs more work, remain focused on it for another sixty days. But don't work on more than three areas at a time, and never work on more than one weakness at a time.

Repeat: Keep working on areas until you have the entire Daily Dozen under your belt.

Once you have made all the key decisions and each of the disciplines has become a habit in your life, then the Daily Dozen will be second nature to you. When these disciplines are woven into the fabric of your life, you will be able to make today your masterpiece. And when you do that, tomorrow will take care of itself.