



THE PROCESS CHECKLIST

End of Chapter Questions for Reflection and Direction

Priority 1: You

1. Describe yourself. What do you like and dislike? (No judgments—be honest!)

What would you like to start changing about your life right now?

2. What can you do to make *you* a priority?

3. Name three people who can help support you in this endeavor.

4. Over the next five days, write down three things you did to make yourself a top priority.

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Priority 2: Your Why

1. What makes you feel happy and energized? List the first three things that come to mind.

2. Of those three things, which one feels most important?

Write your “one thing” here.

3. Taking your “one thing” statement, define your Why.

4. Take a moment to think about whether you are currently living your Why. If yes, how so? If no, what is holding you back?

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Priority 3: Your One Thing

1. What is that one thing that you think about every day?

2. What is it about that one thing that keeps you coming back for more?

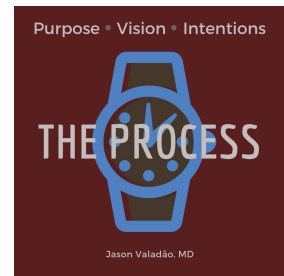
3. Can you name three people you could look to and lean on for help in bringing your *one thing* to life?

4. What traits make these three people best able to help you accomplish your goals and vision?

5. Talk to each of these people listed; ask each for help uncovering your *one thing*. What did they say? Write what they tell you here and reflect on it daily.

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Priority 4: Your Daily Table

1. Fill in the names of people who sit at your Table.

2. What can you do right now to improve your Table?

3. What is usually discussed at your Table?

4. Are you happy with discussions at your Table? If not, what would you rather be talking about?

5. How are you enlivening and strengthening your Table today?

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Priority 5: Your Work and Passion



1. Is your work fulfilling? If so, how? If not, why not?

2. List three things about your current work that could help you live your passion.

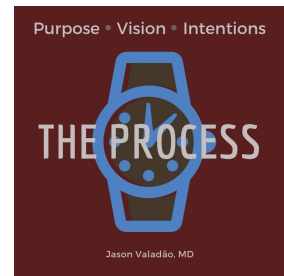
3. What's one thing you could do to fuse work and passion?

4. How are you saving and preparing for your future?

5. What can you do to keep your passion burning tomorrow?

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Priority 6: Your Family and Friends

1. You've read the chapter; now, take inventory of your Table. Is it bigger? Smaller? Make any updates to your Table in the graphic below.

2. List all your digital devices in the space provided.

3. Now, turn off all digital devices for at least two days. Keep a list of your emotions, activities, and accomplishments during this period; record them here.

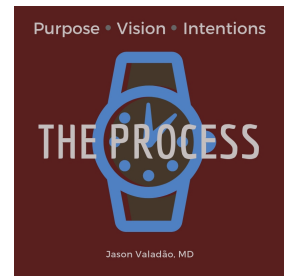
4. List any friends or family members whose misery brings you down.

5. Now, create a break-away plan. Outline how you'll escape those downer friends and family and include ways to handle possible consequences in the space provided.

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Priority 7: Your Mind and Body



1. How do you feel when you wake up each morning?

2. What do you know about the benefits of exercise?

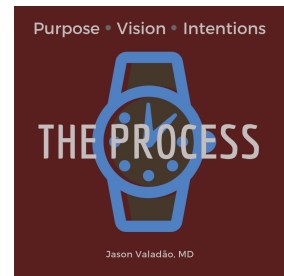
3. List three small dietary changes you can make this week.

4. What do you believe are the consequences of living an inactive life?

5. For the next five days, keep a workout and food diary. Share what you learned (you may be surprised at how much more mindful you are of food and exercise habits when you track them in this way).

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Priority 8: Spirituality and the Soul

1. Do you believe in something beyond yourself? If so, describe it. If not, why not?

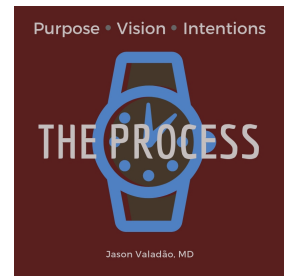
2. Do you think your Process could benefit from digging deeper into this realm?

3. Think about people in your life who have a spiritual life. What qualities, and/or characteristics do they share?

4. What do you think would happen if you made spirituality a priority in your life? If it already is, what could improve your spiritual life?

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Priority 9: Rest, Play, and Sleep

1. What do you currently do to rest?

2. What would you rather be doing?

3. How is your sleep; do you wake up refreshed? What changes would you like to see in this area of your life?

4. Do you find time to play? How much more active relaxation could you realistically fit into your weekly schedule?

5. Make a list of new activities you'd like to try weekly over the next one to three months.

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Priority 10: Something Bigger Than You

1. List three societal issues that you think need help.

2. Now, which of these problems can you help with today? What are you willing to give up in life to develop your significance?

3. Pick one issue and reach out; contact someone or an organization currently working on making a difference to see how you can assist.

4. After reviewing your priorities, build a calendar—where do you have gaps in your time? What are one or two things you can do to use that time to help others?

5. Now, get started; commit yourself to as little as one hour per week. List the day(s) and time in the space provided.

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- Priority 1—You**
- Priority 2—Your Why**
- Priority 3—Your One Thing**
- Priority 4—Your Daily Table**
- Priority 5—Your Work and Passion**
- Priority 6—Your Family and Friends**
- Priority 7—Your Mind and Body**
- Priority 8—Spirituality and the Soul**
- Priority 9—Rest, Play, and Sleep**
- Priority 10—Something Bigger Than You**

1. Using the Process Checklist, write your priority list. Be sure to keep the fundamentals in mind as you go.

2. Now that you've listed your priorities, organize them by creating a Process Map. Your Process Map is a visual way of looking at your life and priorities. (This is an initial outline, so don't worry about making it perfect; you'll be refining it in the next chapter. Please see process map provided as a separate document.)

3. The Process is only good if it is used. How do you plan to get started? You'll likely need more space than I've provided here, so feel free to write your Process plan in a journal.
