

*The dance and the dancer,
ultimately become one.*

-- Linda L. Lawless

LifeDancing

Master Class
The Authentic Dancer Workbook



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INTRODUCTION

Mastering the Dance of Life, like any new skill, requires frequent practice. Your Master Class companion contains assessments and exercises that enhance and deepen your LifeDance experience. These exercises and assessments guide you to a higher level of mastery of your Dance of Life.

Master Class is designed to move your authentic dancer to action. In the book, you learn how to identify and develop your authentic dancer, know your center, and find the courage to honor your dreams. Master Class supports you in this challenge.

Every LifeDancer must create her own lifestyle practice. As your LifeDance unfolds, ideally, you become more open to joy, love and compassion, within and without. Hopefully, your joy will call to you daily, inspiring you to express your unique gifts.

Remember, practice makes perfect!!

Warmly,

Linda L. Lawless

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1.2a

THE HEARTBEAT OF THE DANCE: YOUR VALUES

This exercise allows you to go deeper in assessing your values. Score each statement on a scale from 1 to 5, with 1= Not at all like me and 5= Absolutely like me.

WISDOM AND KNOWLEDGE

CREATIVITY, ORIGINALITY AND INGENUITY

| | When someone tells me how to do something, I automatically think of other ways to get the same thing done.

CURIOSITY, ENGAGEMENT, OPENNESS TO EXPERIENCE

| | I'm never bored. There is always something to explore.

OPEN-MINDEDNESS, JUDGMENT, CRITICAL THINKING

| | I make decisions only when I have all the facts.

LOVE OF LEARNING

| | I go out of my way to attend educational events.

PERSPECTIVE OR WISDOM

| | People describe me as "wise beyond my years."

COURAGE

BRAVERY, VALOR

| | I have taken frequent stands in the face of strong opposition.

PERSISTENCE, PERSEVERANCE, INDUSTRIOUSNESS

| | I finish projects despite any obstacles that are in the way.

INTEGRITY, AUTHENTICITY, HONESTY

| | I always keep my promises.

VITALITY, ENTHUSIASM

| | I want to fully participate in life, not just view it from the sidelines.

HUMANITY

LOVE

| | There are people in my life who care as much about my feelings and well-being as they do about their own.

KINDNESS, GENEROSITY, NURTURANCE, COMPASSION

| | I am never too busy to help a friend.

SOCIAL INTELLIGENCE, EMOTIONAL INTELLIGENCE, PERSONAL INTELLIGENCE

| | I always know what makes someone tick.

JUSTICE

CITIZENSHIP, LOYALTY, TEAMWORK

| | I never miss group meetings or team practices.

FAIRNESS

| | I am strongly committed to principles of justice and equality.

LEADERSHIP

| | In a group, I try to make sure everyone feels included.

TEMPERANCE

FORGIVENESS, MERCY

| | I always allow others to leave their mistakes in the past and make a fresh start.

HUMILITY, MODESTY

| | I'm proud that I'm an ordinary person.

PRUDENCE

| | "Better safe than sorry" is one of my favorite mottos.

SELF-REGULATION

| | I'm a highly disciplined person.

TRANSCENDENCE

APPRECIATION OF BEAUTY AND EXCELLENCE

| | I have often been left speechless by the beauty depicted in a movie or music.

GRATITUDE

| | I always express my thanks to people who care about me.

HOPE, OPTIMISM, FUTURE ORIENTATION

| | I always look on the bright side.

HUMOR, PLAYFULNESS

| | Whenever my friends are in a gloomy mood, I try to tease them out of it.

SPIRITUALITY

| | In the past day I have spent 30 minutes in meditation or prayer.

Now look at the statements where you have placed a 5 and list them below. If you have more than five, use your personal **LIFEDANCING JOURNAL** in the Open Moment to list them and the Step-By-Step process to whittle them down to five.

1 _____

2 _____

3 _____

4 _____

5 _____

For a more in-depth assessment, go to www.viacharacter.org and take the VIA, Values In Action Assessment. Use the top five assessed as your highest strengths.

1.2b

YOUR PERSONALITY PREFERENCES

Circle the number of the statement/s in each section that are most like you. Each section has two categories. Look at your choices and choose the category in the section that is most like you. If you have an equal number of choices in each category of a section, put an X below in your Preference Profile. All this means is that you need to fine tune your awareness in terms of your preferences, or, you are ambidextrous in that category.

CATEGORY I - INTROVERSION & EXTROVERSION

INTROVERSION

I think first, then I act.

I need time to myself to recharge my batteries.

I prefer one-on-one communication and relationships.

EXTROVERSION

I act first and think later.

I feel deprived when I can't talk to others or interact with the world.

I enjoy going to social gatherings and often stay late.

Choose which fits best and circle the letter **X**, **E** or **I**:

Extraversion = E

Introversion = I

Equal = X

CATEGORY 2 - SENSING & INTUITIVE

SENSING

I live in the present moment.

I have good common sense.

I prefer clear, concrete information.

INTUITIVE

I often am thinking about the future and the big picture.

I often create new possibilities for current situations.

I'm comfortable with ambiguous or fuzzy data.

Choose which one fits best and circle the letter **X**, **S** or **N**

Sensing = **S**

Intuition = **N**

Equal = **X**

CATEGORY 3 - THINKING & FEELING**THINKING**

It is important to me that life is fair.

I instinctively look for facts and the logic behind an issue.

It is easy for me to provide objectivity to a situation.

FEELING

It is important that people are happy.

I pay attention to how people are feeling.

When someone is unhappy I try to help them feel better.

Choose which fits best and circle the letter **X**, **T** or **F**:

Thinking = **T**

Feeling = **F**

Equal = **X**

CATEGORY 4 - JUDGING & PERCEIVING**JUDGING**

I like to plan before acting.

Deadlines and target dates are part of my life.

I usually focus on task-related action.

PERCEIVING

I act without needing a concrete plan.

I work best when I multitask.

I avoid commitments that interfere with flexibility and freedom.

Choose which fits best and circle the letter X, J or P:

Judging = J

Perceiving = P

Equal = X

FINAL TALLY

Look at your choices above and list your preferences with four type letters, for example:

E F T P or EXFJ

This is your preferences profile.

1.2c

MOTIVATED SKILLS

Use the space below to brainstorm your motivated skills. Write down everything you can think of. Turn off your inner editor.

Record the activities and skills you truly enjoy. Start with functional skills, then complete the other two categories. If you're not sure where a skill goes, put it in work skills.

Here is a sample chart to get you started:

FUNCTIONAL

Using my hands
Being physically active
Easy communications
Observing people
Using numbers
Problem solving
Motivating others
Being creative
Being empathetic
Taking risks

SELF-MANAGEMENT

Organizing my environment
Getting to places on time
Maintaining a positive inner dialogue
Knowing other's needs
Scheduling
Figuring out what gets in my way
Motivating myself
Finding alternatives to obstacles
Listening well
Stepping outside of my comfort zone

WORK

Putting things together
Giving dynamic presentations
Leading meetings
Managing teams
Tracking inventory
Showing foresight
Speaking motivationally
Creating visual graphics
Managing others
Leading others in new directions

Once you've listed as many as you can think of, use the Skills Matrix sheet that follows.

SKILLS MATRIX SHEET

Now that you've listed your skills, take a second look and score them in terms of your skills and preferences. You may find that there are skills you are Highly Proficient in and don't like using.

HIGHLY PROFICIENT

COMPETENT

LITTLE OR NO SKILL

LIKE USING?

I-2

 $3^{-4^{-5}}$

6-7

 Y/N [illegible]

PROFICIENCY SKILLS

Now make a list of the skills you like using, in the order of your proficiencies and preferences. This list will show you what you enjoy, and what you're good at. It will also tell you what you enjoy and need to increase your skill level in. One of the best ways to motivate yourself is to use a foundational skill that you enjoy in new ways. This list shows you just what those are.

1	<hr/>
2	<hr/>
3	<hr/>
4	<hr/>
5	<hr/>
6	<hr/>
7	<hr/>
8	<hr/>
9	<hr/>
10	<hr/>
11	<hr/>
12	<hr/>

Whenever you find yourself signing up or raising your hand to do anything, ask yourself if you will be using a skill (or in the case of the dancer, a movement) at which you excel or enjoy doing. Or maybe you are developing that skill and becoming good at it simply because you enjoy it.

*1.3a**YOUR VISUAL STORY*

Create a visual story of your life. This may take some time as you gather pictures from your past and current life. Arrange them on a timeline from youth to the age you are now. As you look at them, write or tell a story about yourself as if you are seeing these pictures for the first time. You can tell your story over and over again until you find one you like. Many online applications allow you to link pictures to a narrative. Remember, our stories or narratives about our lives can always be upgraded to a better story. Write your best story below. Once that is done, write it again, making it even better. Enjoy!

1.3b

THE INNER INTERVIEW

In this exercise, you will interview yourself about your history. This can be used to enhance the story you wrote.

PART ONE: WHAT BRINGS YOU JOY

For each age segment, list at least three activities or achievements that brought you joy or things you did well? What did you enjoy doing? What were you proud of?

CHILDHOOD

1	<hr/>
2	<hr/>
3	<hr/>

ADOLESCENCE: Ages 13 - 17

1	<hr/>
2	<hr/>
3	<hr/>

YOUNG ADULTHOOD: Ages 18 - 25

1	<hr/>
2	<hr/>
3	<hr/>

ADULTHOOD: Ages 26 - 35

1	<hr/>
---	-------

2 _____

3 _____

EARLY MIDDLE AGE: Ages 35 - 45

1 _____

2 _____

3 _____

MIDDLE AGE: Ages 46 - 55

1 _____

2 _____

3 _____

SENIORADULTHOOD: Ages 50 and Beyond

1 _____

2 _____

3 _____

What themes do you see in these activities or events?

1.3c

DEEPENING YOUR STORY: FINDING MEANING

From your stories, select the four most significant events, ones that stand out in your memories. Include at least one from childhood and one from ages 13 to 17. Describe them below as a story in three or four sentences. In your story include how you went about that activity. Who influenced you. What you learned. What you enjoyed most about it. I've provided simple examples to get you started.

CHILDHOOD

EXAMPLE: I remember being a very curious child. I used to play with the neighborhood children in my backyard, creating forts from big boxes and sheets. We imagined many things in those small worlds. I enjoyed the companionship of my friends and the freedom to create our own worlds.

ADOLESCENCE: Ages 13 - 17

EXAMPLE: The memory that stands out for me most is when I realized at age 16 that I was pregnant. I decided to pretend it wasn't true, but my expanding tummy proved me wrong. This was a life-changing situation, and I knew I had to tackle it on my own. No one else could make decisions for me.

YOUNG ADULTHOOD: Ages 18 - 25

EXAMPLE: Age 22 - I was living with a friend who also had a small child. We lived in a beautiful house in the hills above the ocean. The front of the house was all glass and offered a sheltered and beautiful view of the sea. One day my friend got in an argument with her estranged husband and he threw a brick through the glass. In a matter of seconds, the whole glass wall tumbled to the ground. At first I was afraid, then when I realized I was OK, I suddenly realized how fragile life is, and knew it was time to move to a safer place.

SENIORADULTHOOD: Ages 55 and Beyond

EXAMPLE: Age 58: Living in Massachusetts, I knew I had to move back to California to be near my ailing mother and pregnant daughter, yet I didn't know how I would do that because my husband didn't want to leave our beautiful home. I came up with a plan and started working my plan. Eventually, three years later, we were relocated to California. What I learned from this experience was once again that the buck always stops with me. I am the master of my own fate.

What themes do you see in these four stories?

LIFE PHASE OF YOUR CHOICE

LIFE PHASE OF YOUR CHOICE

Example: The theme I find is the need for personal responsibility. No one is better at knowing what I need to do with my life than I am.

What lessons have you learned about yourself from these stories?

Example: Sometimes I need a powerful reminder that my life is my responsibility.

1.3d

THE HERE AND NOW

This exercise helps you build from the present moment by examining the themes and lessons in your present-day activities. The essential concept is that you are very likely doing something every day or week that you can build a happy life on.

Answer the questions below based on what you are doing, not what you believe you “should” be doing. The more honest you can be the more quickly you will be able to move to new arenas of success. Explore your strengths and accomplishments.

1. In my current life, what is giving me:

A. My greatest sense of accomplishment?

B. My least sense of accomplishment?

2. What are my personal strengths?

3. What areas of my life need development or support?

4. What is my “real” aim in life?

5. Who am I right now? What qualities would I use to describe myself to a stranger?

6. If, at some time in the future, a statue is built in my honor, what would I want the organizers of the dedication to carve on the plaque as the major accomplishments of my life?

1.3e

ARCHETYPES: YOUR CHOREOGRAPHERS

In Chapter Three of **LifeDancing**, we discussed the role that archetypes play in guiding your life choreography.

Which archetypes best describe your life?

Victim

Adventurer

Beauty Queen

Healer

Sage

Jester

Hero

Mentor

Lover

Explorer

Other _____

Looking over your life and using the list of archetypes above, list the stories or archetypes that have most influenced or played out in your life.

1	_____
2	_____
3	_____
4	_____
5	_____

What interests you about these stories?

1.4a

THE BODY SCAN

Allow 20 minutes for this exercise.

This visualization technique emphasizes total body relaxation awareness to bring you into a practice of body mindfulness.

A body scan helps you be more in tune with your body. When you do a body scan, you bring your awareness to the condition and feelings in your body. As you work through the exercise below, notice what thoughts and feelings come up when you reach parts of your body that are sensitive. These places have a story to tell you. Can you listen?

You may use this exercise as a guided visualization for a body scan that you can incorporate into a developing practice of mindfulness. Read it aloud into your audio recorder so you can listen to it as you meditate. Create a space where you can have at least 15 minutes of uninterrupted time to yourself. Once you have the script internalized, you will no longer need the audio guidance.

Begin

Sit in a comfortable position in a chair with your feet placed on the floor. It's important to not cross your legs. If you are not able to sit in a chair, recline on a couch or lie on the floor.

Close your eyes, and take a series of long, deep breaths into your belly or abdomen.

Place your awareness on your breath and breathe deeply into your abdomen. Breathe naturally, not forced, for one minute ... Now place your awareness on your left toe. Simply notice how it feels with no judgment like it's too tight, cold or whatever. Simply notice it, and remember to breathe. Now move your awareness to the other toes... your instep... the top of your foot... then your ankle...

Now move your awareness from your ankle to your calf ... the front of your leg... your knee. Move on up your leg to your thigh, front... back...

Now take your awareness to your right small toe, the other toes... your instep... the top of your foot... then your ankle... Now move your awareness from your ankle up to your calf, the front of your leg and your knee. Move on up your leg to your thigh, front... back... Check in on your breathing.

Now become aware of your buttocks. You may feel the pressure where your bottom touches the floor or chair, your hips, left and right. Move your awareness up to your genitals and lower abdomen... Move to your mid-abdomen and lower back. Move up your back to your middle then upper back... your diaphragm ... and your chest. Bring awareness to your upper chest ... upper back ... and then your shoulders ... left ... right. Travel your awareness down your left arm... to your elbow... lower arm... wrist... hand and fingers. Move over to your right shoulder... upper arm... to your elbow... lower arm...

wrist... hand and fingers.

Bring your awareness to your neck... back... and front. Check out your jaw... mouth... tongue ... nose ... and nostrils. Notice the air entering and exiting your nose. Feel your ears... eyes ... and forehead. Check out the back of your head up to the crown of your head.

Finally, imagine a fountain of light emanating from the crown of your head like a fountain encircling and protecting your body. Relax for a moment and check in to see if any part of your body was missed, and when you're ready, thank your body for all it does for you and open your eyes.

Give yourself a few minutes to come back from your body scan, write in your **LIFEDANCING JOURNAL** in the Body section if you had any insights or messages from your body you want to remember.

1.4b

INCUBATING A DREAM

Dreams can reveal solutions to our problems. This is what people are describing when they say, “I’ll sleep on it.”

You may have a problem your mind is working on and you’d like guidance with it. You can use this dream incubation technique to work out solutions.

Begin

1. During the day you may look forward to your problem-solving dream that evening. Make a Mind Map of all the pieces of the puzzle you’re trying to put together. [Read the chapter on MindMapping in **LifeDancing**.]
2. Before you go to sleep, repeat to yourself, “Tonight, I remember my dreams.”
3. Before you go to sleep, look over your Mind Map and identify the areas you think are moving slowly or where you feel completely stuck. Keep your **LIFEDANCING JOURNAL** on your nightstand.

When you wake up in the morning, remain in your waking physical position and as you recall any thoughts or images that come to mind, no matter how silly they may seem, record them in your Dream Diary. In addition to the “plot”, include notations about emotions or feeling, tone, colors and voices. You may want to incubate the same dream more than once to see what comes to you each time to look for patterns or solutions.

1.4c

INTUITION ASSESSMENT

Intuition builds on the practice of mindfulness because mindfulness is a window into our inner knowing. Everyone has intuitive abilities. It's just a matter of cultivating them to bring your inner knowing into awareness. Here's an assessment you can use to identify the abilities you already have. Choose a or b for each question and follow the scoring instructions at the end of the assessment.

1. When faced with uncertainty, you usually
 - a. become anxious
 - b. remain comfortable
2. In challenging situations, you are highly motivated
 - a. most the time
 - b. infrequently
3. When your intuition differs from the facts, you usually
 - a. trust your feelings
 - b. go with the facts
4. Generally speaking, you
 - a. prefer the safe way
 - b. enjoy taking risks
5. You prefer to be told
 - a. exactly how to do things
 - b. only what needs to be done
6. When things get very complicated, you become
 - a. exhilarated
 - b. insecure
7. Your reading consists of
 - a. a variety of subjects, including fiction
 - b. factual material mainly related to your work
8. When faced with a number of tasks, you
 - a. tackle them simultaneously
 - b. finish one before starting another

2.5a

REFRAMING

ReFraming is a technique that allows you to rewrite your inner narrative so you can take back your power by creating a new story or narrative of your past, present or future. Reframing helps you change old beliefs to new beliefs that support your LifeDancing vision. When you reframe an experience, you take the power out of the old belief and reclaim your right to create the life you choose.

Practice by reframing some of the beliefs that have held you back in the past. These beliefs often begin with the statement, “I can’t [blank] because ...”

BELIEF	REFRAME
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Now, let’s take it deeper by expanding it into a dialogue. Make a list of people who have disapproved of your aspirations, people who have dampened your spirits, either deliberately or inadvertently.

PERSON	WHAT THE PERSON SAID
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Now create a response to, or reframe of what was said.

WHAT WAS SAID _____

REFRAME _____

WHAT WAS SAID _____

REFRAME _____

WHAT WAS SAID _____

REFRAME _____

WHAT WAS SAID _____

REFRAME _____

WHAT WAS SAID _____

REFRAME _____

WHAT WAS SAID _____

REFRAME _____

You can expand on this exercise and write down messages, inner and outer, that need to be reframed in the Reframing section of your **LIFEDANCING JOURNAL**.

2.5b

RE-VISIONING: GOING BACK IN TIME

Allow 30 minutes for this exercise.

In Chapter Six, we discussed the importance of going back in time to capture a vision. This visualization is a retrieval of those dreams. By going back to a time when you dreamed more freely, you will open up to new possibilities, possibilities you may have blocked previously. This backward dance through your life will help you retrace the steps of how your beliefs were formed.

You can read the following text into an audio recorder. Allow 30 minutes of uninterrupted time for this exercise.

Begin

Sitting in a comfortable position, close your eyes. Focus your attention on your breathing...chest rising...falling...rising...falling...

Visualize a white screen in front of you. Project onto that screen a number close to your present age.

Now see that number minus one year...

Now one year less...

One year less...

One year less...

One year less...

... and so on until you are 8

Feel yourself in your 8-year-old body. Notice how it feels.

MORNING

It's a school day. You are freshly awake, lying in your bed. What do you see in your room? Notice the smells and sounds. Are you sleeping alone in this room, or do you share it?

Swing your feet to the floor to get out of bed. What does the floor or rug feel like? What kind of night clothing, or lack of, are you wearing?

Do you put on slippers or walk across the floor barefoot?

Time to get dressed. Head toward the bathroom. Where is it in respect to your room? What do the fixtures look like?

Where is your toothbrush?

Have you greeted anyone yet -- a brother or sister, your father or mother?

BREAKFAST

On to breakfast. Is it downstairs? Down the hallway?

Is breakfast already made, or do you pour yourself a bowl of cold cereal? What do you eat? How does it taste?

Do you eat alone or with others?

What do you talk about as you eat?

OUT THE DOOR

How do you get to school? Do you walk or take the bus? Does a parent drive you? Do you ride a bike?

On the way to school, do you go with a sibling or friends?

What's the weather like? Sunny, rainy, cloudy, windy, cold, warm. What month is it?

Are you early, late, on time? If you're early, what do you do while you're waiting?

How do you greet your friends and teachers?

THE CLASSROOM

Imagine your typical day at school at age 8.

Visualize going to your classroom. Remember your teacher's face and name. Remember your desk. Remember the kind of pencil you held in your hand.

Who are your best friends at school? What do you do at recess? Is there any person whom you fear?

LUNCHTIME

At lunch, do you eat in the cafeteria, or do you go home? Do you bring your lunch? What's your favorite lunch?

Who do you eat lunch with? Where do you sit?

What are you eating? How does it taste and smell? What are the other children eating? Do you ever trade lunch?

Is lunchtime leisurely or rushed?

BACK HOME

After school, do you go straight home? Or do you go to practices, classes or after care? Are you alone or with other people?

How does this part of the day feel?

At home, what's the first thing you do?

Who makes dinner? What's your favorite dinner? What did you not like having for dinner?

How does the house smell as dinner is being cooked?

Who sits at the dinner table? Who serves dinner? How does it taste? Who's talking? What do you say?

AFTER DINNER

What do you do after supper and before bedtime? Remember to do your homework! Do you have chores? Do you watch television?

Do you listen to music? Play games? How does the family spend time together?

Was this a happy time for you?

BEDTIME

Go through your typical bedtime routine. How do you feel about going to bed?

Feel yourself lying in bed. Remember the way the sheets feel. Are the pillows plump and firm, or soft and floppy like goose-down pillows?

Is it completely dark, or do you keep a night light on? Is there anyone else in the room with you?

Do you take any toy or stuffed animal to bed with you? What was its name?

Look around your bedroom. What do you notice? What do you touch?

Listen. What do you hear?

What thoughts do you think as you lie there?

ASSESSMENT

Once you activate your memories they may come flooding back. Use this guided visualization for other periods of your life. They will help you recall peak experiences, things you did well, things you did poorly, things you enjoyed, things you wanted to do, things that were difficult to do, surprises, obstacles.

As you collect events through your guided visualizations, remember what you did and how, with whom or alone, in what environment. Record smells, feelings, sights, tastes, physical feelings, decisions. Make notes about what you learned in your

LIFEDANCING JOURNAL in Guided Imagery. If there are any memories that you would like to change, use the ReFraming exercise for them.

2.5c

LIFE VISION

Write your vision statement here.

Refine your vision statement to a simple paragraph or better yet, one or two sentences. This step is critical because all future work will be based on this vision!

My life vision is to “Mainstream integral wellness.” Of course the implementation of this vision is complex and this will be seen in future chapters, yet this Vision/Mission, is the foundation for all the work that follows.

2.6

RAVE REVIEWS: EXPLORING THE MOMENT

As you go along through LifeDancing and you adopt it as a way of living, you'll want to keep collecting and curating images for your Design Guide.

Make a point of setting aside time six months after completing this workbook to examine your collage. You undoubtedly will look at it with fresh appreciation. You'll be surprised with how far ahead you could see.

Your Life Design Guide is a harbinger of the future. It allows you to be the designer and choreographer of your LifeDance. You no longer randomly skip from one step to another; you have a complete sense of the stage of life you have chosen, and the movement it allows.

Use these questions as a way to assess your Design Guide. These will guide the next movement. Make a copy for each stage of life.

Date: _____

Stage: _____

What do you see?

What do you hear?

What do you smell?

How does your body feel or respond?

What are you thinking?

What are you feeling?

How does this arena inspire you?

2.7 PROJECT WORKSHEET

Name of Project _____ Date _____

DRIVING VALUES

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

VISION/MISSION

Benefits for:

Myself _____

Others _____

Goals:

Due Date	Goal
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

REMEMBER

Goals must be decided by YOU and be congruent with your personal values.

Goals must be worthy.

Goals must be stated in the present tense.

Goals must be realistic and attainable.

Goals must have target dates.

Goals must be written.

2.8a

Completion Date:_____

MIND MAP

Write the name of your project in a circle in the middle of the page. Now, brainstorm ideas about what you'll need to do.

2.8b

CRITICAL PATH FLOW CHART

The Critical Path Flow Chart is your first draft of a timeline for your project. Put a start time and end time for the project.

Start time _____

End time _____

You may also do your first draft of a timeline by working backward.

End time _____

[illegible]

Start time _____

2.8c

TIME PORTRAIT

Before you can plan ahead or change habits, you must stop and observe your own energy and focus. When you find out what times are most productive for you, doing important tasks at those times will be easier. You'll learn a lot of things about yourself as you complete this exercise. Take a few minutes and follow the directions.

1. Using the Time Log worksheet, picture yourself yesterday or during a typical weekday. Imagine yourself at work and at home, experience the sights, sounds and details of the day. In the space for each hour write what you did.
2. Circle the time period when you think you functioned best and were the most focused.
3. Draw a square around the time period in which you were least energetic, most leisurely.

You are looking for your natural daily rhythms. I've learned my most productive thinking time is mid-morning, so I save mindless activities like filing or cleaning up the house for later in the day.

FUNCTIONED BEST

MOST LEISURELY

PATTERNS

LifeDancing TIME LOG

TIME ASSESSMENT

Keep track of each 30-minute increment of your day to see how you really spend your time.

[illegible]

2.8d

FORMS

Forms are an excellent way of keeping track of your strategies, visions and activities and keep your LifeDancing vision on track. Inside this section, you'll find the following forms:

Action Form
Cover Page
Expenses-Weekly
Foundations
Journal Log
Lifestyle Change
Mind Map Worksheet
Project Worksheet
Rave Reviews
Schedule-Daily
Schedule-Daily Detailed
Schedule-Monthly
Schedule-Weekly
Strategic Plan
Time Log
Wholistic Integrative Problem Solving

LifeDancing ACTION

[illegible]

LifeDancing COVER PAGE

MASTERING LIFE'S MOVEMENT

NAME			
	CONTACT INFORMATION		
MAILING ADDRESS			
TELEPHONE(S)			
FAX			
EMAIL			
WEBSITE(S)			
<i>Reward if found \$_____</i>			
	VITAL INFORMATION		
MEDICAL			
LEGAL			
OTHER			

LifeDancing EXPENSES - WEEKLY

EVENT								YEAR _____
	WEEKLY EXPENSES FOR _____ THROUGH _____							
	(date)							(date)
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
Breakfast								
Lunch								
Dinner								
Groceries								
Supplies								
Education								
Entertainment								
Gifts								
Travel								
Parking/tolls								
Gas & oil								
Mileage end								
Mileage start								
Mileage total								
Mileage at fill-up								
Gallons								
TOTALS								

LifeDancing FOUNDATIONS

arena

DATE	
NEEDS	
VALUES	
SKILLS	
PREFERENCES	
MISSION(S)	

LifeDancing JOURNAL LOG

A circular diagram representing a cross-section of a cell. The bottom half is shaded with a stippled pattern, representing the cytoplasm. The top half is divided into several regions by lines, representing different organelles. There are several small white circles (nucleoli) and larger white areas (vacuoles or other organelles) within the top half.



LifeDancing JOURNAL LOG

LIFE ARENA



BODY



MIND



SPIRIT



HOME



RELATION- SHIPS



EMOTIONS



WORK



OTHER

LifeDancing LIFESTYLE CHANGE

NEW DAILY HABITS		MONTH																														
HABIT	ARENA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																																
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22																																

LifeDancing

Completion Date:_____

MIND MAP

Write the name of your project in a circle in the middle of the page. Now, brainstorm ideas about what you'll need to do.

LifeDancing PROJECT WORKSHEET

Name of Project _____ Date _____

DRIVING VALUES

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

VISION/MISSION

Benefits for:

Myself _____

Others _____

GOALS

Due Date	Goal
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

REMEMBER

Goals must be decided by YOU and be congruent with your personal values.

Goals must be worthy.

Goals must be stated in the present tense.

Goals must be realistic and attainable.

Goals must have target dates.

Goals must be written.

LifeDancing RAVE REVIEWS

DATE: ARENA:

What do you see?

What do you hear?

What do you smell?

How does your body feel or respond?

What are you thinking?

What are you feeling?

How does this arena inspire you?

What do you want to keep?

What do you want to change?

Do you have any ideas for change?

Where can you get ideas?

Do you need help and/or support? If yes, who?

This is just the beginning. Your Design Guide will grow and change. Ideally, you'll be working with it the rest of your life.

LifeDancing SCHEDULE - DAILY MASTER _____

TODAY'S DATE													SCHEDULED EVENTS			
TODAY'S FOCUS																
1	2	3	TO DO	DUE	ARENAS											
															7:00	
															7:30	
															8:00	
															8:30	
															9:00	
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															10:30	
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															7:00	
															7:30	
															8:00	
															8:30	
															9:00	
NOTES				SUPPLIES NEEDED												

LifeDancing SCHEDULE-DAILY DETAILED

														DATE		
SCHEDULED EVENTS		Arena	Miles	Code	ODOMETER Beg-End	Vehicle #	Pkg/Tolls	TRAVEL				MEALS/ ENTERTAINMENT				JOURNAL ENTRY
								Air	Rental	Lodging	Other	Breakfast	Lunch	Dinner	Ent.	
7:00																
7:30																
8:00																
8:30																
9:00																
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8:30																
9:00																
CODES																
B-Business P-Personal C-Commute								Arenas R-Relationships B-Body S-Spirit M-Mind E-Emotions								
Vehicles #1 _____ #2 _____ #3 _____								H-Home W-Work Wh-Wholeness								

LifeD[illegible]

LifeDancing SCHEDULE - WEEKLY

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
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4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							



LifeDancing STRATEGIC PLAN

ARENA	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<input type="checkbox"/> body <input type="checkbox"/> mind <input type="checkbox"/> emotions <input type="checkbox"/> spirit <input type="checkbox"/> relationships <input type="checkbox"/> work <input type="checkbox"/> home <input type="checkbox"/> wholeness												
<input type="checkbox"/> body <input type="checkbox"/> mind <input type="checkbox"/> emotions <input type="checkbox"/> spirit <input type="checkbox"/> relationships <input type="checkbox"/> work <input type="checkbox"/> home <input type="checkbox"/> wholeness												
<input type="checkbox"/> body <input type="checkbox"/> mind <input type="checkbox"/> emotions <input type="checkbox"/> spirit <input type="checkbox"/> relationships <input type="checkbox"/> work <input type="checkbox"/> home <input type="checkbox"/> wholeness												
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<input type="checkbox"/> body <input type="checkbox"/> mind <input type="checkbox"/> emotions <input type="checkbox"/> spirit <input type="checkbox"/> relationships <input type="checkbox"/> work <input type="checkbox"/> home <input type="checkbox"/> wholeness												

TIME ASSESSMENT

Keep track of each 30-minute increment of your day to see how you really spend your time.

[illegible]

2.9a WHOLISTIC INTEGRATIVE PROBLEM-SOLVING WORKSHEET

What problem or obstacle are you facing? Describe it in here. This is only a focusing statement, not a solution.

Make a Mind Map on the back of this page. (See Exercise 2.8a.)

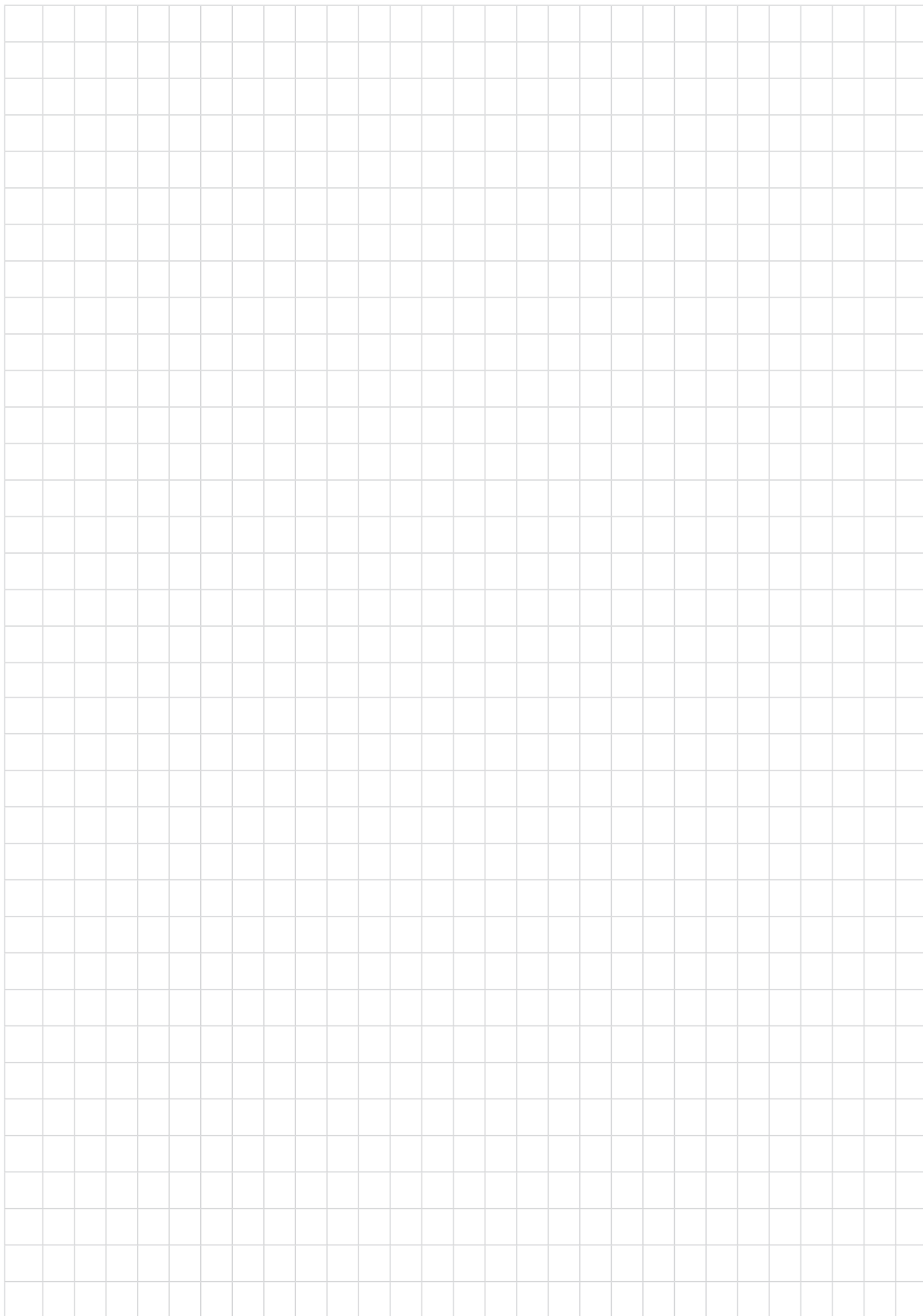
List the ideas that came up in your Mind Map. Don't worry about the order.

Use the step-by-step process and prioritize your ideas and action items.

Explore inner and outer obstacles.

Schedule your action items.

If you schedule something and DON'T ACT, break the item down into smaller pieces here.



2.9b

YOUR INNER GUIDE

Here is a guided imagery exercise that can stimulate and open up your inner wise dancer to deal with any problem you may be experiencing. You may want to read the text that follows into a small tape recorder so you can relax and listen to the guidance. Find a quiet place where you will not be disturbed for at least 20 minutes.

EXERCISE

Take yourself, in your mind's eye, to a secret garden, forest or beach. Sit or lie in the sun and feel the warmth and peace of the moment. Feel yourself becoming light as a feather and float on water or a soft cloud. As you rise, view your problem in a gentle manner, as if you were watching a movie about someone else.

Return to your resting place, stand and walk a few feet where your personal teacher waits for you. This may be someone from your past, or a new person who you feel is wise and loving. Speak to him or her about the issues and concerns, ask for his or her ideas and suggestions. When you believe there is no more to be considered, return to your seat, clear your mind and count from 1 to 5.

Come back into the room refreshed. Write down whatever comes to your mind immediately. Trust that other pieces of information will come to you throughout the day and or evening. Now, be aware of thoughts that pop into your mind while you are going about your life - driving, exercising, eating or listening to music. Be sure to write down these pieces of information in your **LIFEDANCING JOURNAL** in Applications under Guided Imagery. They may not make sense now, but later, when you go over your notes, the pieces may make a whole picture.

3.10a

BODYTOUR

After exploring your body, what parts, inside or outside don't you like or need attention? List them below and under each one, create a statement about what you're going to do about it, or how your going to befriend this part of your body and support it.

PART OF BODY	
	What you think and feel about it.
	What you're going to do about it.
	What you think and feel about it.
	What you're going to do about it.
	What you think and feel about it.
	What you're going to do about it.
	What you think and feel about it.
	What you're going to do about it.
	What you think and feel about it.
	What you're going to do about it.
	What you think and feel about it.
	What you're going to do about it.

3.10b

YOUR BODY'S STORY

Write YOUR body's story below. Before each entry write the age. If you have pictures, reference them in your story.

Use some of the ideas in Chapter Ten: The Dance Arenas: Body Awareness as prompts. Have you ever broken a bone? Had surgery? What athletic activities did you engage in as a child? Now? What about your first kiss? Your first sexual experience?

Age _____

Age _____

Age _____

Age _____

Age _____

3.10c BODY BREAK

EXERCISE

How to take a LifeDancing Break:

Most of us walk around using our bodies for their mobility functions – walking, running, or, my favorite, wandering around – yet we usually are oddly unaware of how our bodies feel in the moment.

The body constantly sends us feedback in the form of sensations such as pain and subtle intuitions. One of the practices I use when I find myself mindlessly wandering around, not sure what I want to do, which could include nothing, is take a LifeDancing Break. Very simply it's stopping to take an awareness check-in from the inside out.

This is different from an exterior awareness check-in about the moment in the world around me, which misses a critical factor – my current inner experience and wisdom. Once you get the hang of it, the LifeDancing Break, you can do it in minutes, and reap rewards for hours later.

Here are the steps:

Step 1 - Mind/Body Awareness

What is going on in your mind? How do you feel? What narratives or stories are being run? Is there a role or familiar script that is unfolding? Be as nonjudgmental as possible while you do this inner mental scan.

Now take a brief moment and check into your breathing. What is the speed, depth and ease? Does it feel good to take a deeper breath?

How do your shoulders rest on your rising and falling chest? Are they tight or relaxed?

Check in with your neck and glide your awareness into your jaw and over your face.

Remember to breathe!

Now, notice your balance. If you're standing, find your center of gravity, shoulders, hips or anything in between. Observe your posture and comfort if you're sitting. If you're lying down, do you sense the ground on which you lie?

How does all of this relate to your mental balance?

Now look at your foundations. How does your body connect with the ground? Do a simple body scan up your legs, through your pelvis, into your tummy, and up to your diaphragm.

Rest in your heart and feel your accepting lovingkindness toward yourself.

Step 2 - Moving

If you have time and are in an environment that allows for movement of some kind, disengage your mind and engage your body with movement. Wake up your whole body by starting at the top, your head, and make a circle with every place in your body that's possible. For example, circle your head, shrug your shoulders and move them front, back and in circles if you can.

Circle your arm and as many directions as possible, open and close your arm, shake and circle your wrist, wiggle your fingers, and finally shake your arms.

Now try to circle your upper body independently of your lower body. Start from the diaphragm up and see if your upper body will move right, left and around, at your waist the same. Raise both hips up, down and move them around like a belly dancer. Circle your knees, swing each leg, holding onto something if you need to for balance. End this step by shaking your whole body.

Step 3 - Dancing

If you are able and have the space, let your mind wander and move any part of your body. If you want music, you can use something that meets the pace you feel you want to move at. I prefer, though, to just let my body lead with the part of my body that wants to move. If you find you get lost in some kind of repetitive movement, bring your awareness to the dynamic and watch it move and change. Imagine a 2- or 3-year-old child who has no inhibitions about moving her body while she's playing. Just move! Remember to breathe.

Eventually you'll come to stillness. Allow a few minutes in your outer stillness and attend to your inner movement. Your heart, lungs, and blood move as long as you're alive. Enjoy and thank them, and when you're ready, move on. Break time is over.

3.10d

BODY ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Body.

Answer each question using a scale from 1 to 10.

How much do you know about your body?

1 2 3 4 5 6 7 8 9 10

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

Examples

I've always been a sickly person.

I'm a healthy person.

What do you value in this arena?

Example - health, pleasure, beauty, strength

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do your have for this arena?

60 days

6 months

1 year

3 years

3.11

MIND ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Mind.

Answer each question using a scale from 1 to 10.

How much do you know about your mind?

Not much 1 2 3 4 5 6 7 8 9 10 A lot

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

Examples

I'm stupid.

I'm smart.

What do you value in this arena?

Example - Intelligence, creativity, humor

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.12

EMOTIONS ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Emotions.

Answer each question using a scale from 1 to 10.

How much do you know about your emotions?

Not much 1 2 3 4 5 6 7 8 9 10 A lot

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

Examples I've always been very emotional.

I'm an emotionally healthy person.

What do you value in this arena?

Examples: Compassion, nurturing, kindness; joy, peace, equanimity

What is my ideal vision for myself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.13

SPIRITUALITY ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Spirituality.

Answer each question using a scale from 1 to 10.

How much do you know about your form of spirituality? This can range from “I have no clue about my spirituality,” to, “I’m clear about my form of spirituality and understand it completely.”

Not much 1 2 3 4 5 6 7 8 9 10 Very much

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

Examples:

I’ve always been a spiritual person.

I’m spiritually adrift.

What do you value in this arena?

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.14a

RELATIONSHIP MIND MAP

Grab some colored pencils and create a relationship Mind Map or geneogram, identifying:

Family

Relationship to the world

Movies

Friends

Media

Books

Work

Music

Once you have everyone and everything laid out on your Mind Map, you can identify those that bring out the best in you, and those that don't. You can use colors, red for anger, blue for peaceful, yellow for stimulating etc. Create whatever color and image codes that make sense for you. Remember to use your values as guidelines, if Creativity is a high value for you, ask yourself, who do you feel creative with?



3.14b

RELATIONSHIP ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Relationship.

Answer each question using a scale from 1 to 10.

How much do you know about relationships?

Not much 1 2 3 4 5 6 7 8 9 10 Very much

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

What do you value in this arena?

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.15a

WORK STORY GRID

[illegible]

3.15b

WORK & LIFESTYLE PRIORITIES

Here is a checklist for you to sort out your lifestyle priorities in relation to work. Rate each one on a scale from 1 to 5,

1 being Not Important and 5 being Very Important:

WORK SETTING

- _____ At home
- _____ An external site with your own office
- _____ An external office surrounded by colleagues
- _____ Work outdoors
- _____ Travel to different sites

WORK HOURS

- _____ Regular schedule of 8 hours
- _____ Work whenever you want for as long or short as you want

PRESSURE

- _____ Little or no pressure
- _____ Fast-paced environment
- _____ Highly competitive environment
- _____ Client-driven environment as in nursing or being a physician

TRAVEL

- _____ No travel
- _____ Local travel
- _____ Long-distance travel
- _____ Long commute
- _____ Work with a team
- _____ Meet new people regularly

PAY, BENEFITS, REWARDS

- _____ Good benefits package
- _____ High salary
- _____ Work on a commission basis
- _____ Job security
- _____ Opportunity for bonuses
- _____ Social prestige
- _____ Be able to independently make as much money as I want

PROFESSIONAL DEVELOPMENT

- _____ Can advance in a company
- _____ Advance by changing jobs
- _____ Opportunity to network with other professionals

LIFESTYLE VALUES

- _____ Live close to work
- _____ Have time to yourself
- _____ Have time to volunteer
- _____ Have weekends to yourself
- _____ Have community involvement through your work

(Adapted from Training for Life, Hecklinger & Curtin)

3.15c

WORK ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Work.

Answer each question using a scale from 1 to 10.

How much do you know about the kind of work that best expresses who you are?

Not much 1 2 3 4 5 6 7 8 9 10 A lot

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

What do you value in this arena?

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.16a

THE IDEAL HOME

After each of the questions below, write what you want in your Ideal Home.

Where would it be located?

What would it look like on the outside?

What kind of view does it have?

How many rooms will it have?

Kitchen	Outdoor room	Mud room
Pantry	Garden	Game room
Bedroom/s	Greenhouse	Music room
Bathroom/spa	Attic	Sewing/train/hobby room
Dining room	Ballroom	Library
Garage	Storage or box room	Guest room
Basement	Cloakroom	Laundry or utility room
Home studio	Conservatory	Other? Home office
Drawing room	Exercise room	
	Media room	

How much or how little technology will it have?

Security system, i.e., cameras or motion detectors?

How will it be decorated?

How green or sustainable will it be?

Is it designed to include children and/or pets?

How easy will it be to clean?

What is the neighborhood like?

How close are you to friends or family?

Other important criteria:

Write a narrative description below of your Ideal Home based on the questions above.

Now compare where you live now to your Ideal Home. What needs to happen to get you from here to there? Use the chapter on Wholistic Problem Solving to create a Mind Map, Goals and Plans to implement change.

3.16b

HOME ASSESSMENT

Use this assessment to determine where you stand in this dance arena: Home.

Answer each question using a scale from 1 to 10.

How much do you know about what home means to you?

Not much 1 2 3 4 5 6 7 8 9 10 Very much

How much does this arena affect your well being, negatively or positively?

Negatively 1 2 3 4 5 6 7 8 9 10 Positively

How much does your environment enhance, support or serve as an obstacle in this arena of your life?

Obstacles 1 2 3 4 5 6 7 8 9 10 Enhances

How much does this arena affect your overall well being?

Detracts 1 2 3 4 5 6 7 8 9 10 Enhances

What beliefs do you hold about this arena?

What do you value in this arena?

What is your ideal vision for yourself in this arena?

How satisfied are you in this arena?

Not very 1 2 3 4 5 6 7 8 9 10 Very much

Given this information:

What do you want to eliminate from your LifeDance?

What goals do you have for this arena?

60 days

6 months

1 year

3 years

3.17

LIFE PLAN WORKSHEET

In this exercise, you take a step back, and learn to plan wholistically. You have learned through Step Three to examine each arena of your life. This exercise helps you see the whole picture so that you can keep your LifeDance in balance.

Assess your level of satisfaction in the six arenas of your life we have discussed in Step Three. On a scale of 1 to 5, 1 indicating a condition of serious dysfunction or life-threatening circumstances, and 5 indicating a high level of satisfaction in that arena. Circle your current level for each.

1 Body Awareness & Physical Health	1 2 3 4 5
2 Mind & Learning	1 2 3 4 5
3 Emotions, Intimate Feelings & Attitudes	1 2 3 4 5
4 Spirituality	1 2 3 4 5
5 Relationships	1 2 3 4 5
6 Work/Finance & Career	1 2 3 4 5
7 Home & Community	1 2 3 4 5

Which arenas are problem areas?

What are you going to do about these problems?

Now that you have identified areas of your life that aren't as satisfying, let's Mind Map!

Go back and re-read the section on Mind Mapping in the Chapter Eight: The Dance of Strategy and make a mind map of your life. Choose from the seven of the arenas below, and think about what you DO want? Think about what you want to get rid of. What would your goal in this arena be? What is your dream?

Look at all of the assessments you've done of each arena in the Master Class and list your short-term and long-term goals in each arena below.

ARENAS

- 1 Body Awareness & Physical Health
- 2 Mind & Learning
- 3 Emotions, Intimate Feelings & Attitudes
- 4 Spirituality
- 5 Relationships
- 6 Work/Finance & Career
- 7 Home & Community

Here's the realistic part: Now stop a minute and consider your time resources. Yes, you can use some blocks of time more productively, but for now, consider the fact that you, like everybody on this planet, have 168 hours per week, every week. How much time do you regularly spend each week on the following activities? Please estimate to the nearest hour.

1 BODY AWARENESS & PHYSICAL HEALTH

Sleeping _____

Eating _____

Exercising _____

Total _____

% _____ (Divide by 168 to calculate the percentage of time you invest in this activity per week)

2 MIND & LEARNING

Attending classes _____

Reading _____

Meditation _____

Total _____

% _____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

3 EMOTIONS, INTIMATE FEELINGS & ATTITUDES

Talking with others _____

Love relations _____

Total _____

% _____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

4 SPIRITUALITY

Attending church _____

Personal time _____

Recreation _____

Total _____

% _____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

5 RELATIONSHIPS

Caring for children _____

Family _____

Total _____

% _____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

6 WORK/FINANCE & CAREER

Working _____

Commuting _____

Finances _____

Total _____

%_____ (Divide by 168 to calculate the percentage of time you invest in this activity per week)

7 HOME

Cooking _____

Cleaning house _____

Enjoying the Space _____

Total _____

%_____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

GRAND TOTAL _____

%_____ (Divide by 168 to calculate the percentage of time you invest in this activity per week)

Subtract your grand total from 168 and you will find the amount of time you have left over for new activities.

168

Minus _____

Total _____

%_____

(Divide by 168 to calculate the percentage of time you invest in this activity per week)

Like many of us, it may be the case that you have more to do than you have time for. If this is the case, ask yourself what you will eliminate or reduce.

INTEGRATION

Now it is time to put your whole life into balance. Obviously there will be times in your life when certain activities require more of a time commitment, such as finishing school, making a career change, raising children – but in general all seven life arenas serve you better when in balance.

Look at the time use above and identify how much attention you give to each arena. Circle each arena you have identified as a problem area. Put an X on the top line to indicate the percentage of overall weekly time each category is given, on the bottom line put a * to indicate the ideal time allocation. Each dash equals 5 percent.

1 BODY AWARENESS & PHYSICAL HEALTH

I ----- 100

I ----- 100

2 MIND & LEARNING

I ----- 100

I ----- 100

3 EMOTIONS, INTIMATE FEELINGS & ATTITUDES

I ----- 100

I ----- 100

4 SPIRITUALITY

I ----- 100

5 RELATIONSHIPS

I ----- 100

I ----- 100

I ----- 100

6 WORK/FINANCE & CAREER

I ----- 100

I ----- 100

7 HOME

I ----- 100

I ----- 100

Now that you have examined the time you put into each arena and the time you have available, think about new goals you want to develop for your problem areas.

Only by knowing where you are now, can you know where you want to go. As you grow and change, these key areas will change in percentage of importance.

Maintaining this overview of your life will contribute toward continual balance in all arenas of your life.

I like to complete this analysis at the beginning of each year.

4.18

HARMONIC ORGANIZATION ASSESSMENT

Let's take a moment to look more closely at how you organize your life.

Read and react quickly to each of the following items and check off the appropriate letter that describes how effort-
lessly the area works for you.

O = Outstanding

S = Satisfactory

N = Needs Improvement

Skip those items that do not apply to you.

1. O S N - Your system for planning, prioritizing and completing activities is oriented toward your most important goals.
2. O S N - Your paper flow is smooth. You don't let papers pile up. You quickly discard what you don't need, and you file away what you need to keep.
3. O S N - You can easily access information when you need it.
4. O S N - It's fairly easy for you to let go of paper and things you no longer need.
5. O S N - You're good about following up on tasks.
6. O S N - You are up-to-date on your reading materials.
7. O S N - Your filing system is efficient.
8. O S N - Your personal computer is very organized. Your documents, your bookmarks and your photos.
9. O S N - You set up your workspace for optimal effectiveness. The files and devices you use the most are accessible.
10. O S N - You attend to the quality and maintenance of valued items.
11. Rank each storage area for organization.

Drawers	O S N
Shelves	O S N
Garage	O S N
Closets	O S N
Other filing systems	O S N
12. O S N - Any supplies you need are within easy reach.

13. O S N - You keep your portable, on-the-go, self-management system handy and charged up.
14. O S N - You are able to pack for a 7-day trip on short notice.
15. O S N - Your financial accounts and files are organized.
16. O S N - Your house is clean and well maintained.
17. O S N - You eat healthy foods at regular intervals.
18. O S N - You have a regular physical fitness program.

Look at the Ns above and identify the areas that need to be addressed immediately.

Rank in order of priority.

What steps can you take in the next week to get you started on your goals?

Check this assessment again regularly, once a month, every quarter, to see how you're doing.

4.20a

ETHICS ASSESSMENT

Describe a situation in which you strayed from your personal ethics. Notice in your body how you responded to the situation by observing and remembering your physical sensations. Did your stomach tighten into a knot? Notice the thoughts that accompanied these sensations. Were you making excuses? Beating yourself up? What toll did this event take on your life?

Now that you are mindful of the way it has affected you, what would you do differently?

4.20b

ETHICAL PROBLEM-SOLVING WORKSHEET

I have eleven easy steps to solving the ethical conflicts, and they have served me well throughout my life. Think of an ethical conflict you have having now or have recently faced, and walk through these steps with me.

What is the problem?

Whose problem is it?

Is it simply a decision or an ethical or moral dilemma?

What outcome do I want?

Who can help?

Who will it affect?

Are there alternatives?

What is my final decision?

Does this ethic accurately reflect the kind of person you are or want to be?

Congratulations!!!!

You've deepened your LifeDance explorations in Master Class. For future updates visit www.LifeDancing.com and subscribe.