



FOR
ANYONE
FOR
EVERYONE
FOR
YOU



GROUPS



GLOBAL PRIORITY
SOLUTIONS

I believe that one of the most important practices for living a fulfilled life is the practice of self-improvement. In fact, in order to live a truly fulfilling life, realizing your full potential, I would say you need to be intentional with growing and improving yourself emotionally, physically, and spiritually. As humans, developing new skills and growing as people is central to our vision of self-worth and sense of achievement, but I think it goes deeper than this.

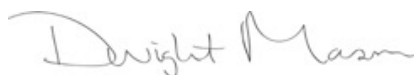
Humans are industrious creatures. We were not made to stagnate. We hate jobs that lack purpose or ones where every day feels the same. We like to be challenged, and we like to feel progress. If we stay in the same place for too long, we become lethargic and our spirits dull. We need changes of scenery and new horizons; a continued influx of reasons to get out of bed in the morning.

RoundTables™ will give you an unbelievable opportunity to deepen your relationships with others, which will in turn broaden your perspective. It will also grow your character in a practical, life-changing way, resulting in perseverance.

I believe that your participation in this **RoundTable™** will truly transform your thought-life. That will transform your habits and ultimately lead to a more fulfilling, rewarding life—the life you were meant to live. It's true: Our thoughts become actions, actions become habits, and habits become our destiny.

My hope is that you'll experience this when you fully participate in a **RoundTable™**.

Let's get started!



Dwight Mason



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CONTENTS

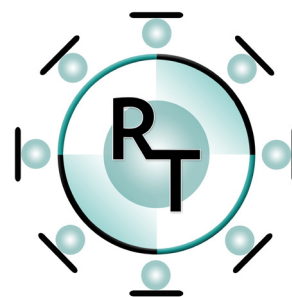
The RoundTable Methodology®	4
The 45+ Values	4
Five Steps to Facilitating	5
The Evaluation Box.....	5
HOPE	6-7
RESPECT	8-9
LISTENING	10-11
FORGIVENESS.....	12-13
ETHICS.....	14-15
DEVELOPING PEOPLE.....	16-17
Notes	18

THE ROUNDTABLE METHODOLOGY[©]

The approach of the **RoundTable[™]** is very simple but highly effective. Every person understands the value of two-way communication. However, the most common form of training used is one-way communication where one person talks and everyone else listens. This may be a good way to convey information, but it is not effective for transformation.

RoundTables[™] employ two-way communication in a structured environment. Ideas are not taught; they are facilitated. During a **RoundTable[™]**, a designated person leads, but all participants share from their own experience. As a result, everyone grows together. **RoundTables[™]** are effective because:

- They are conducted in a small group setting consisting of four to ten people.
- They usually take between thirty (four people) and sixty (ten people) minutes.
- They give every participant a “voice” and the opportunity for a win.
- They are designed to emphasize and promote personal growth.



THE 45+ VALUES

Module 1

1. Attitude
2. Hard Work
3. Honesty
4. Listening
5. Goals
6. Saving
7. Responsibility
8. Patience
9. Generosity
10. Resolving Conflict

Module 2

1. Understanding People
2. Facts
3. Dependability
4. Boundaries
5. Forgiveness
6. Debt
7. Common Sense
8. Ambition
9. Confrontation
10. Restraint

Module 3

1. Inspiration
2. Motives
3. Developing People
4. Pressure
5. Direction
6. Ownership
7. Transparency
8. Criticism
9. Emotions
10. Right Thinking

Module 4

1. Humility
2. Influence
3. Productivity
4. Resilience
5. Ethics
6. Judgment
7. Correction
8. Planning
9. Investing
10. Excellence

Module 5

1. Hope
2. Respect
3. Preparation
4. Self-Esteem
5. Creativity
6. Teamwork
7. Connection
8. Empathy

FIVE STEPS TO FACILITATING

1. Each person takes one minute to share the result of the action step from last week, starting with the facilitator and going around the circle.
2. Everyone takes turns reading aloud the paragraphs in that week's value. Start with the facilitator and go around the circle until every section has been read aloud. As the paragraphs are being read, everyone underlines the ideas that are most important to him or her.
3. Each person takes one minute to share one thing he or she underlined and why it is important. This starts with the facilitator and goes around the circle.
4. Everyone takes two to three minutes to write answers in the Evaluation and Action section.
5. Each person shares what he or she wrote in the Evaluation and Action section, starting with the facilitator and going around the circle.

COMPLETING THE EVALUATION BOX

- Evaluate how you are doing currently—today—with the value. Use a scale of 1 to 10 with 1 meaning terrible and 10 meaning perfect. Be honest with yourself and stay away from using a 5. To keep yourself honest, when evaluating yourself, consider what rating your spouse, children and co-workers might give you.
- Write why you have given yourself this rating.
- Write what benefit you would gain from raising your rating.
- Identify someone you know who demonstrates the value and describe what you admire about this person.
- Choose a small, achievable and measurable action you will take this week to live out the value. Ask yourself who, what, where and when to help you be specific in writing out the action.
- Read the value daily. As you do, check the corresponding box (M, T, W, T, F, S, S).

THE VALUE OF LISTENING

Evaluate yourself from 1 to 10.	1	2	X	4	S	6	7	8	9	10
Why did you give yourself this rating?	I look at the TV while my spouse is speaking to me.									
What benefits will you obtain by raising your rating?	My spouse will feel more valued by me.									
Who do you know that demonstrates this value & why?	Steve. Whenever I go in his office, he sets everything aside and really pays attention.									
Write a specific action step you will take today to grow in this value.	Tonight, I will apologize to my spouse and listen to him/her for 10 minutes with no interruptions.									
Checklist for the daily reading of this value	M	T	W	T	X	S	S			

The Value of HOPE

Written by Dawn Yoder

*What was
your action
step last
week?*

*What were
the results?*

“Where there is no hope in the future, there is no power in the present.” – Dr. John C. Maxwell

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

Hope is basically what causes us to think, ‘we can get through this, and we can do greater things.’ It keeps us going during the most difficult times of life and is one of the most amazing gifts we can give to others. It has the power to transform what we believe and expect. “Hope sees the invisible, feels the intangible and achieves the impossible” (Helen Keller). It enables us to see possibility in our problems and gives us confidence that we can create change and improve our quality of life. Hope gives us a reason to live. The only thing left to do when a person’s hope is gone is to bury them. It is the one thing we cannot do without.

Hope is a major difference maker in our lives. It fuels our imagination, increases the momentum of teamwork and encourages people to take calculated risks with a confident expectation of receiving a reward. Hope changes how we see ourselves, how we view others and how we approach our circumstances. It has the power to alter what we value and directly affects what we do with our talents, time and resources. Our situations can be exactly the same, but we can feel completely different about them when one little thing happens – when we have hope. Hope is the tipping point between impossible and possible. When you remove the word impossible from your thinking, you automatically raise your potential for achieving.

Having hope means we are focusing on what we can do instead of fixating on what we cannot do. In order to have hope, we must take control of our attitude and discipline ourselves to stay positive when everything inside of us screams defeat. When we are facing a crisis, this is an active effort. We must remove our blinders of fear, insecurity and disappointment and realize that, regardless of circumstances, today matters. We have the opportunity to do something different today than what we did yesterday. That something can be the thing that changes our future. Too often, when challenges arise, we get caught up in what is blocking us from reaching our goals instead of using our creativity to inspire ourselves and others to discover solutions.

BENEFITS

If you practice the value of Hope, you will experience these benefits:

1. You will draw opportunities and people to you. When you have hope and share it with others, you are likely to be entrusted with their ideas and dreams. They know you will look for every possibility to encourage them and help make those ideas and dreams a reality.
2. You will grow in creativity. Having hope will give you the courage and belief to explore possibilities and develop new, more efficient methods.
3. You will overcome obstacles. This will allow you to lead yourself and others to success.

4. You will be inspired to broaden your horizons and dream bigger dreams. When you dream big, you will not only give yourself the potential to accomplish more, but you will also be able to assist others to journey to places they never thought they could go.
5. You will have a reason to face every day with enthusiasm and excitement. Hope will give you energy when you are tired. It is like getting a shot of adrenaline.

CHARACTERISTICS

1. These people have a positive attitude. They see and believe in things before they happen.
2. These people do not operate out of fear. They see the possibilities in every situation and believe that with creativity, perseverance and collaboration, success can and will occur.
3. These people do not allow frustration to consume them. When they become frustrated, they look for inspiration from others and use it to lift their hope and fuel forward progression.
4. These people focus on their potential and keep trying. They do not allow their shortcomings or past failures to dictate their future. Instead, they use their failures as learning opportunities to help them develop their potential.
5. These people believe in solutions and engage all possible avenues to find them. They continue to reach for answers long after others have given up and stopped asking questions.

STEPS TO FOLLOW

1. **Choose to be positive and eliminate negative self-talk in your head.** It is important to be aware of what you believe about yourself. Negative statements that continuously run through your mind have a great impact on how you feel and think. These negative thoughts will eventually extinguish hope. Intentionally discipline yourself to cut them off and re-focus your thinking.
2. **Put your focus on what could go right.** Stop obsessing over what could go wrong.

By putting your energy into what could go right, you are fueling your creativity and getting closer to solutions.

3. **Find others who have hope and spend time with them.** Their hope is contagious! Search for the good things other people do and apply them to what you are doing. Ask them questions and adapt to their attitudes.
4. **Make and take time to reflect.** Recall successes, obstacles you have overcome and the path you have already travelled. Often, remembering what you have already accomplished can give you the courage and belief needed to continue.
5. **Help others change their way of thinking.** Take the time to offer them a broader perspective and explain possibility. Expose yourself to inspirational stories and share them with others.

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>What? When? With Whom?</i> </div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Hope - Rev. 09/01/15

The Value of RESPECT

Written by Dawn Yoder

*What was
your action
step last
week?*

*What were
the results?*

Respect is recognizing that someone has value and treating that person accordingly.

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

Respect affects how others feel about us and has the power to change the course of our lives. If we do not have respect for family, peers, authority or ourselves, it is almost impossible to build relationships and succeed. Respect is earned one decision at a time. While it could be argued that our positions, titles, financial situations and contacts contribute to the respect others have for us, true respect is earned through consistency, kindness, fairness and integrity. If those who know us best respect us the most, we know we are doing well.

Respect is an attitude that we choose and is the ultimate requirement in any relationship. We can make a decision to respect regardless of if we do or do not like, agree, approve of, understand or relate to another person or culture. William Ury writes in his book *The Third Side*: "Human beings have a host of emotional needs- for love and recognition, for belonging and identity, for purpose and meaning to life. If all these needs had to be subsumed in one word, it might be respect."

Every person wants to feel respected regardless of their age, nationality or gender. Even a young child takes notice and reacts to feeling disrespected. Respect can be shown in simple ways such as being polite, speaking kindly to those who are providing a service to us, holding doors open for others or letting people merge into traffic. But perhaps the more powerful ways to show respect are by listening, honoring,

encouraging and giving credit to others.

Often times, people may confuse fear with respect. Studies have shown that fear and respect are actually opposing forces. Threatening someone does not earn their respect, it creates fear. The more intimidating, demeaning or threatening a person is, the less respected they actually are. If we try to scare someone into respecting us, we are resorting to being a bully and are doing nothing to increase our reputation, loyalty and trust.

The other aspect of respect is having a proper esteem for ourselves. This starts with true humility which is an honest estimation of our strengths and weaknesses. It is furthered by guarding our thoughts and words about ourselves and rejecting those that are untrue and harmful. Self-respect also involves living by our principles, setting healthy boundaries for others and taking responsibility for our relationships and decisions.

BENEFITS

If you practice the value of Respect, you will experience these benefits:

1. You will receive the respect of others. When you treat others kindly and with respect, they are much more likely to return your respect and kindness. Respect creates respect.
2. You will build relationships. When others feel valued, they will want to be around you. This will attract new people to you and help you to deepen the quality and depth of your relationships.
3. Doors will open for you professionally. You will encourage others to trust you and to want to invest in you. As a result, you will be given

more opportunities to contribute and develop.

4. You will bring peace to your environment. When you respect the views and beliefs of others, you will often be able to avoid unnecessary conflicts and confrontation.
5. You will grow and develop to your potential. By honestly assessing your abilities and what you bring to your relationships and to organizations, you will see who you really could be and have the courage to pursue it.

CHARACTERISTICS

1. These people are tolerant and accepting of people's differences. Even when they find it hard to understand or they do not agree with the other person's viewpoints or beliefs, they look for ways to build bridges instead of walls and respond with kindness.
2. These people listen to others and keep their boundaries whenever possible. They seek to understand how people think and feel and avoid doing or saying things that would purposefully embarrass or humiliate them. Instead, their goal is to affirm people and encourage their development.
3. These people keep their integrity intact. They do not say or do things that go against their personal values system or allow others to manipulate them into behaving in a manner that is less than what they believe to be right.
4. These people have humility. They are aware of their strengths and weaknesses and their need for the people around them. They are quick to acknowledge and give credit for other's contributions.
5. These people have good manners. They speak with kindness, use words like "please" and "thank you," and have regard for the social customs of the environment.

STEPS TO FOLLOW

1. **Practice the golden rule.** Speak and behave towards others in the same manner that you would like for them to speak and behave towards you. Discipline yourself to consider other's feelings before you make your choices and practice fairness. Avoid embarrassing, insulting or belittling others and their culture.
2. **Approach difficult situations with humility.** Take control of your pride and be willing to be

the peacemaker. Do not allow your degree of kindness or the way you serve other people to be affected by their title, position, or what they could do for you.

3. **Listen to what others have to say.** Give your full attention to people when they are speaking. Do not interrupt, judge or make negative faces or gestures. Listen to understand rather than listening to argue or defend.
4. **Be polite.** Make a focused effort to remain polite especially when you are frustrated, angry, in a hurry or with someone who tries your patience.
5. **Stay true to yourself.** Set standards for yourself and boundaries for others. Do not allow yourself to be persuaded or manipulated to make decisions that go against your principles regardless of the pressure you feel or the perceived reward to be gained if you do.

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>What?</i> <i>When?</i> <i>With Whom?</i> </div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Respect - Rev. 02/10/16

The Value of LISTENING

Written by Dawn Yoder

“The most basic of all human needs is the need to understand and the need to be understood. The best way to understand people is to listen to them.” – Ralph Nichols

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

Listening goes beyond hearing. Listening is hearing to understand. Because we utilize this particular skill every day, we often take it for granted. Developing our listening abilities can have a tremendous impact on our lives. How well we listen can greatly influence our relationships and our ability to succeed.

Poor communication skills are often the cause when we fail in our personal and professional relationships. Listening is a key component of communication. When we misunderstand the people around us, it is often because we were not listening closely. This is as true when we are talking to a co-worker as when we are talking with our spouse. When we listen effectively, we improve our ability to connect with and understand the people that we interact with in our day-to-day lives.

The best kind of listening requires us to set aside internal and external distractions so that we can listen without judgment or interruption. In order to listen at this level, we have to be emotionally and mentally invested in the conversation. This means that we are fully engaged and fully present while the other person is talking. We must stop what we are doing, make eye contact, and pay attention to their words. It may sound easy, but most of us do not truly listen at this level on a regular basis.

What was your action step last week?

What were the results?

By becoming better listeners, we can greatly improve our effectiveness in our personal and professional relationships. We can also increase our ability to influence, persuade, and negotiate. We can be more effective with customers. We can collaborate more effectively with team members. We can deepen our family relationships. In every single situation and circumstance, we can benefit from listening to others.

Not only does listening affect our success and achievement, but it also affects our ability to grow. We learn because we listen. We grow because we learn. Good listeners are always seeking to learn from the people around them. They understand that they can learn something from every person they meet. If we value people and seek to understand them, we can absorb their wisdom and experience. Wisdom is earned through the continuous time and energy that we invest in listening, learning, observing, and understanding.

BENEFITS

If you practice the value of Listening, you will experience these benefits:

1. You will establish mutual respect with the people in your life. When you value what others say, you demonstrate that you value them and their point of view. This will create shared loyalty and trust.
2. You will develop conflict resolution skills. Even the most volatile people or

situations can often be diffused when they have the opportunity to be heard.

3. You will learn and grow as you seek out and listen to the valuable knowledge and experience of other people.
4. You will gain favor and influence with people because they know you care about what they have to say and how they feel.
5. You will create a positive environment by avoiding conflict and misunderstandings.

CHARACTERISTICS

1. These people are disciplined listeners. They consciously choose to speak less and listen more.
2. These people are eager to learn. They continually look for the opportunity to grow in every situation and in every conversation.
3. These people seek the truth. They are not satisfied with superficial information, so they ask questions to get clarity and a deeper understanding of conflicts or situations.
4. These people mediate between opposing viewpoints. They are more concerned with what is right than with who is right.
5. These people develop close relationships at home and at work. They make others feel valued and important by listening deeply to their needs and desires.

STEPS TO FOLLOW

1. **Listen with an open mind.** Be prepared to hear and consider all sides of an issue.
2. **Stop what you are doing, make eye contact, and fully engage.** Give the other person your undivided attention. Set aside email, phone calls, and other potential distractions.
3. **Listen objectively.** When you approach the conversation with a non-judgmental

attitude, you create the trust that is necessary to establish open and honest communication.

4. **Ask questions.** Make sure that you really understand the meaning behind what the other person is saying. Avoid misunderstandings by asking follow-up questions. Paraphrase or summarize the other person's thoughts to show that you are listening and to make sure that you truly understand their perspective.
5. **Avoid the temptation to think about what you are going to say next.** Instead, pay attention to everything the person is saying before you formulate your response.

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EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div style="float: right; border: 1px solid black; padding: 5px; transform: rotate(90deg); transform-origin: right top;"> <i>What? When? With Whom?</i> </div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Listening - Revised 09/01/15

The Value of FORGIVENESS

Written by Dawn Yoder

*What was
your action
step last
week?*

*What were
the results?*

“To forgive is to set a person free and discover that the prisoner was you.” – Lewis B. Smedes

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

Nearly everyone has been hurt by the actions of someone else. Many of us, for example, have experienced the criticism, betrayal or vengeful actions of a friend, family member, or co-worker. It is tempting to hold on to our feelings of anger, pain and bitterness as a means of protecting ourselves. We may even want to punish the person that has offended us. While these feelings may start out small, if we don't deal with them, they can grow bigger and more powerful. Ultimately, if we allow our negative feelings to crowd out our positive feelings, we can find ourselves consumed by our sense of injustice.

Those wounds can make us prisoners of the past. Although our bitterness may hurt the other person, the person that really suffers is the one that is holding on to the pain. If we use our energy to be angry, we cannot use that energy to reach our potential and make the most of our future. When we forgive, however, we allow ourselves to heal and experience peace and happiness.

Forgiveness requires one thing: a decision to let go of a past hurt. It is important to recognize that we can choose to excuse the person without excusing his or her actions. Forgiveness does not mean denying the person's responsibility in the situation, and

it doesn't minimize the wrong that was committed. The act that hurt us may always be a part of our lives, but forgiveness can lessen its grip on us. When we forgive, we stop dwelling on the memories of the past. It is impossible to live in the past and simultaneously take advantage of the opportunities of the present or plan ahead for the future.

Just as many of us need to forgive someone else, we may also need to ask for forgiveness. We have all hurt someone else in our lives, just as we have all been hurt by someone else. We can be bound to the past by our guilt and unresolved issues. By choosing to ask for forgiveness with a genuine and remorseful heart, we can forgive ourselves no matter how the other person reacts. We must realize that it is impossible to control anyone other than ourselves. When we forgive or ask for forgiveness, we do so because it is the right thing to do.

BENEFITS

If you practice the value of Forgiveness, you will experience these benefits:

1. You will improve your psychological well-being.
2. You will feel a sense of peace as you let go of old pain and anger.
3. You will have healthier relationships as you accept yourself and others.

4. You will be able to focus on improving yourself and your future when you are no longer focused on the past.
5. You will be better at managing your temper.
6. You will reduce the overall stress in your life, which will give you improved health benefits. You will be at a lower risk for depression, anxiety and substance abuse.

CHARACTERISTICS

1. These people let go of grudges and bitterness. As a result, they release the pain and power of the past.
2. These people understand that forgiveness is based on a rational decision rather than their emotions.
3. These people choose to focus on the future instead of hurtful memories of the past.
4. These people take responsibility for their own actions and ask for forgiveness when it is necessary.
5. These people make an effort to understand and accept themselves and other people.

STEPS TO FOLLOW

1. **Set aside your pride.** Do not allow your pride to keep you from the freedom of forgiveness.
2. **Try to understand the situation from the other person's perspective.** We are sometimes hurt by someone else's actions even though their intent was good. Try to understand their view of the situation.
3. **Ask for forgiveness.** If you are at fault for an unresolved issue in your life, go to the other person and ask for their forgiveness. Whether they forgive you or not, forgive yourself. You can let the situation go once you have attempted to

make it right.

4. **Choose to forgive for your benefit.** It may be hard to forgive the person that hurt you, but you are hurting yourself by holding on. Let it go.
5. **Realize that you may have to forgive the same offense multiple times.** Depending on the severity of the pain, you may have to make the choice to forgive yourself or others several times before you are truly at peace.
6. **Seek counseling.** You may need outside help if the harm that was inflicted on you is more than you know how to handle. Don't be afraid to reach out for help.

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>What? When? With Whom?</i> </div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Forgiveness - Rev. 03/09/16

The Value of ETHICS

Written by Dawn Yoder

*What was
your action
step last
week?*

*What were
the results?*

“Without civic morality communities perish; without personal morality their survival has no value.” – Bertrand Russell

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

Ethics are principles or standards of right and wrong that govern our conduct. They are the boundaries that keep us from lying, stealing, assaulting others or committing murder. They also include the moral fortitude to practice honesty, compassion, forgiveness and loyalty. Without ethics, society cannot function properly. If we do not have a guide to regulate our behavior, our standards change from one situation to the next. A lack of ethical standards can cause chaos and dysfunction in our families, schools, workplaces and communities.

When we consider the development of ethical standards, we must first define what is right. Then, we must set an acceptable standard of behavior. Finally, we must attempt to meet this standard.

The basic question of ethics is, “How do we know what is right?” Many people believe there is one guideline that can be used to determine what is ethical in every situation - the Golden Rule. Some version of the Golden Rule exists in nearly every culture. It is, therefore, considered to be a universally accepted standard. The Golden Rule simply requires that we treat others the way that we would like to be treated. When we do that, we can be certain that we are acting in good faith

with the best interests of the other person in mind. The easiest way to act on the Golden Rule is to ask ourselves, “How would I like to be treated in this situation?”

There are many things that can persuade us to make decisions that compromise our ethics. Some of them are societal, such as the pressure to perform, the desire to be liked, and the fear of disappointing others. Many are personal, like our desire for comfort, our pursuit of pleasure and our efforts to maintain our pride. Everyone is susceptible to the temptation to compromise his or her values from time to time. Our decisions must be based on our ethics and not our circumstances if we want to live out ethical lives.

BENEFITS

If you practice the value of Ethics, you will experience these benefits:

1. You will have an honorable reputation. People will learn to have confidence in you because they know that you consistently do the right thing.
2. You will be recognized as an example. Others will see you as a role model because you exhibit a character worth emulating.
3. You will simplify your life and decision-making. By deciding on your standards ahead of time, you will find them easier to follow when faced with a challenge or dilemma.

4. You will make a difference in your community. You will contribute to a healthier society and reinforce the standards of good ethics.
5. You will retain your self-respect and gain the respect of others. Because you refuse to compromise your ethics, you do not have to betray your conscience or live with the guilt of a decision you know to be wrong.

CHARACTERISTICS

1. These people treat others as they would like to be treated. They treat people with respect and avoid any action that devalues or takes advantage of someone else.
2. These people maintain their integrity. They live out their values privately and publicly.
3. These people do the right thing regardless of personal risk. When the pressure is on, they demonstrate their commitment to living according to their values.
4. These people are trustworthy. They do not betray the confidence of others. They avoid gossip and consider their words before they speak.
5. These people value the freedoms and rights of those around them. They do their best to honor and respect other people.

STEPS TO FOLLOW

1. **Treat others as you would like to be treated.** Make an effort to understand things from their point of view. Let people know you value and respect them.
2. **Define your values and align your priorities.** Acting on your beliefs ensures that you will act with integrity. Do not allow conditions to determine your actions when making tough decisions.
3. **Choose someone close to you to hold you accountable.** Ask a family member, friend, or co-worker to follow up with you on the decisions and promises you make.

4. Think before acting when under pressure. Take the time to write out the problem and the solution. This allows you to measure the solution ethically and increases the likelihood of making a wise decision.

5. Run from temptation. If you know that you are susceptible to a situation that would entice you to cross an ethical line, remove yourself from harm's way.

6. Avoid cover-ups and confess wrongdoings. People are more likely to forgive and trust you when you are willing to be truthful and ask for forgiveness.

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div> <i>What?</i> <i>When?</i> <i>With Whom?</i> </div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Ethics - Rev. 09/01/15

The Value of DEVELOPING PEOPLE

Written by Dawn Yoder

*What was
your action
step last
week?*

*What were
the results?*

The will is more valuable than the skill. If you have a person's will, you can develop their potential.

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

To develop means to become gradually fuller, larger or better. It can apply to anything, including people, products and attitudes. Since life is a process, we are developing physically, mentally and spiritually. We are not born developed, but we are all born with the potential to develop. So, why would we prefer to hire an untrained apprentice rather than a skilled rebel? Put simply, a person may have great skill, but if they have an overbearing attitude about themselves, they will be a problem and will have trouble fitting into an organization. We create our environment out of what we put into our minds, the decisions we make and the people we surround ourselves with.

There are two things that are very important to the outcome of any life:

1. The environment into which we are born and nurtured.
2. The environment we choose for ourselves.

The first environment is not our choice. It is a parent's responsibility to prepare his or her child for the future. The people that

raise us, their attitudes, the way they treat us and what they teach us are not in our control or of our choosing. Their influence in the early years of our lives impacts our thought processes and can play a big part in determining our futures. Of course, we can make decisions for ourselves later on. Even then, our decisions can be influenced by the paradigms of our past.

The second environment - the one we choose for ourselves - is even more important than the first because we assume the responsibility for our choices and have the opportunity to direct our futures. It is important to remember the power of an environment. "You are a product of your environment. So choose the environment that will best develop you toward your objective. Analyze your life in terms of its environment. Are the things around you helping you toward success - or are they holding you back" (W. Clement Stone)? A person's mind or spirit is like a seed. Within every seed is the potential for life. If the seed is in the correct environment, it will grow and develop into its full potential. Likewise, we will grow and develop into our full potential if we choose the right environment.

BENEFITS

If you practice the value of Developing People, you will experience these benefits:

1. You will grow and mature into your potential. This will increase your sense of self-worth and confidence, and it will propel you to greater achievements.
2. You will be viewed as a person of value and possibilities. This will bring you opportunity and influence.
3. You will see the potential in others and contribute to helping them fulfill it. This will add value to them and, in turn, add value to you.

CHARACTERISTICS

1. These people help to create a good environment by living by values like positive attitude, honesty and restraint.
2. These people have a fixed vision of what they aspire to become.
3. These people seek out opportunities and resources to facilitate their own development.
4. These people make it a priority to help others develop because they want a better future for them.
5. These people recognize that their situations and successes are created based on how they develop themselves and others.

STEPS TO FOLLOW

1. **Examine the past to see if you need a shift in thinking or environment to reach your potential.**
2. **Study values and principles and determine which ones will create the right environment to reach your goals.**
3. **Be prepared to change.** If you honestly examine your surroundings and your

thought processes, there is a good chance you will find things that need to change in order for you to move forward.

4. **Look for resources to add value to yourself like articles, seminars, books and advice from people you admire and respect.**
5. **Remove yourself from environments that do not help you to develop your potential and eliminate thought processes that are self-defeating.**

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

EVALUATION AND ACTION

Evaluate yourself from 1 to 10.	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating?										
What benefits will you obtain by raising your rating?										
Who do you know that demonstrates this value & why?										
Write a specific action step you will take today to grow in this value.	<div>What? When? With Whom?</div>									
Checklist for the daily reading of this value	M	T	W	T	F	S	S			

Developing People - Rev. 09/01/15



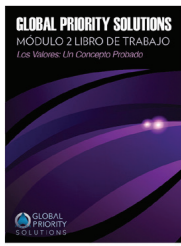
GLOBAL PRIORITY SOLUTIONS

<https://globalpriority.org/resources/>

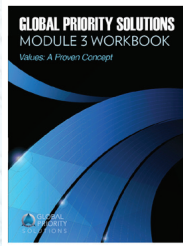
Original Workbook Series



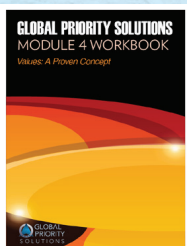
- Attitude
- Hard Work
- Honesty
- Listening
- Goals
- Saving
- Responsibility
- Patience
- Generosity
- Resolving Conflict



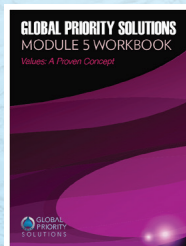
- Understanding People
- Facts
- Dependability
- Boundaries
- Forgiveness
- Debt
- Common Sense
- Ambition
- Confrontation
- Restraint



- Inspiration
- Motives
- Developing People
- Pressure
- Direction
- Ownership
- Transparency
- Criticism
- Emotions
- Right Thinking



- Humility
- Influence
- Productivity
- Resilience
- Ethics
- Judgment
- Correction
- Planning
- Investing
- Excellence



- Hope
- Respect
- Preparation
- Self-Esteem
- Creativity
- Teamwork
- Connection
- Empathy

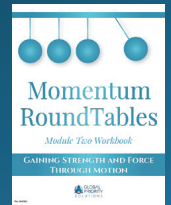


Attitude, Humility, Self-Esteem, Patience, Productivity, Ownership, Planning, Resilience, Ethics, Pressure, Forgiveness, Creativity, Understanding People, Goals, and Generosity

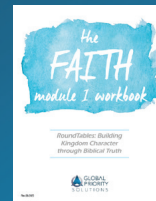
Focused 6-Value Workbooks



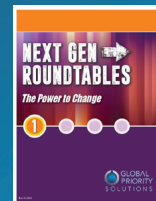
- Goals
- Facts
- Planning
- Creativity
- Productivity
- Resilience



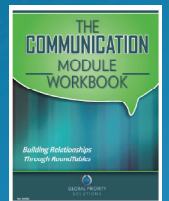
- Ambition
- Boundaries
- Preparation
- Pressure
- Teamwork
- Inspiration



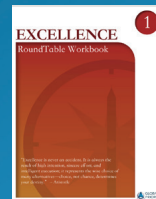
- Honesty
- Generosity
- Self-Esteem
- Correction
- Forgiveness
- Hope



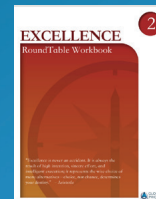
- Attitude
- Hard Work
- Generosity
- Respect
- Hope
- Self-Esteem



- Understanding People
- Transparency
- Listening
- Restraint
- Confrontation
- Respect



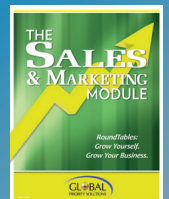
- Excellence
- Attitude
- Preparation
- Hard Work
- Ownership
- Resilience



- Investing
- Understanding People
- Correction
- Patience
- Teamwork
- Self-Esteem
- Excellence (Bonus)



- Ethics
- Responsibility
- Honesty
- Motives
- Judgment
- Transparency



- Attitude
- Understanding People
- Preparation
- Goals
- Direction
- Ambition

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