

# the OUTLOOK OUTLINER

We all see life through our own, customized set of filters. Your personal filters have been formed over your entire lifetime and are influenced by your age, gender, and virtually every life event you've experienced so far.

Your outlook, based on your personal set of filters influences your behaviors, actions, reactions, relationships, decisions and more. Success or failure is often directly tied to your personal outlook. The good news is that you can shape your outlook throughout your life by raising your self-awareness and changing the thoughts and views that disempower and limit you.

## before you begin

Your mood definitely affects your outlook. The goal is to identify your “default” outlook, so we suggest that you only do this activity when you are relaxed and relatively stress-free.

Give yourself plenty of time to think about each prompt and for each prompt ask yourself, “How do I think about this MOST of the time?”

Work through the professional and personal outlook worksheets before writing out your personal outlook statement. You might even consider doing the worksheets and setting the activity aside for a day or two before writing out your statement.

Answer with 100% raw honesty. In an exercise like this, it is very easy to answer using the “ideal” you rather than the “real” you. The more honest you are, the more powerful this exercise will be.

# my PROFESSIONAL outlook

Use this page to define some of the professional views you hold.

I think my clients are:

What I value most about my company is:

I love working with people who:

I relate to customers who are:

I get fired up/energized when I:

Professionally, I absolutely won't stand for:

My replacement would:

I see my position at work as a means to:

The area that I am most valuable in at work is:

I would like to fix:

# my PERSONAL outlook

Use this page to define some of the personal views you hold.

I think that most people are:

I believe that life is:

Personally, I won't stand for:

I'm the kind of person who:

I relate to people who are:

I have faith that:

I see my life as a means to:

What I value most in myself is:

What I value most in other people is:

If I could do it all over again, I would:

## my outlook statement

Write a short statement that summarizes who you are based on the answers to the questions you answered on the previous pages and anything else that you're now thinking about.

Keep in mind, this is a 100% raw, honest description of how you view the world RIGHT NOW.

## examine your outlook

Now that you've explored (and no doubt analyzed) how you view the world, you are likely experiencing some powerful insights about yourself.

Use the following questions to identify some important areas of strength and potential improvement.

How has my outlook helped me?

Has my outlook ever limited me? How?

What changes or shifts in my outlook might result in many more positive possibilities in any area of my life?

What can I do to make those changes?

What aspect of my outlook on life is absolutely non-negotiable?

What is the biggest threat to that aspect of my outlook?

How can I protect myself from that threat?

What actions WILL I take to change or strengthen my outlook? By when?