Changes . . .

Write down your top ten reasons for why people resist change.

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2. ____________________________________________________
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10. ____________________________________________________
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Celebrate What’s Right with the World

Goal:
This inspirational program will help you to appreciate your world of work and unleash the energy of a positive world view.

Learner Outcomes:
In this program you will explore the seven key concepts to recognize possibilities and find solutions for the challenges in your personal life and world of work:

- Believe it and you'll see it
- Recognize abundance
- Look for the possibilities
- Unleash your energy to fix what's wrong
- Ride the changes
- Take yourself to your edge
- Be your best for the world
Seven Key Concepts

Key Concept 1: Believe it and you’ll see it.

From the Video: “I started out in life, as most of us do, holding the maxim -- I won’t believe it, till I see it. Yet the more I worked for the Geographic the more I realized I had it backwards. That the way it really works is I won’t see it till I believe it. That’s really the way life works.”

Notes: ________________________________________________________________
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Key Concept 2: Recognize abundance.

From the Video: “We live in that paradigm all the time -- a world based on fear and scarcity and competition. If you choose to believe it, it becomes a self-fulfilling prophecy. But, it wasn’t what nature was showing me. Nature was showing me incredible beauty... Nature set before me a banquet of incredible proportions... Nature never stood in front of a forest and said, ‘There is one great photograph hidden here. One photographer will find it, and the rest of you will be hopeless losers.”

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Key Concept 3: Look for possibilities.

From the Video: “I was about to give up, when a voice inside me said, ‘Come on Dewitt, what’s here to celebrate? I know this wasn’t how you planned it, but what’s right with this situation. Where are the possibilities?” “I began to build a vision of a world not of scarcity, but of possibility.”

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Key Concept 4: Unleash your energy to fix what’s wrong.

From the Video: “By celebrating what’s right, we find the energy to fix what’s wrong.”

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Key Concept 5: Ride the changes.

From the Video: “The awesome change curve we hear so much about, the phenomenal rate of change in our society, was really my ally. In fact, if I viewed it from just a slightly different perspective, it isn’t a change curve at all. It’s a possibility curve…. Change is possibility. The times of change hold the most potential.”

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Key Concept 6: Take yourself to your edge.

From the Video: “If I really wanted to soar, that was the edge I had to push -- that edge in each of our lives between success and significance... Could I do that? Could I trust myself, my values and my vision enough to step out beyond my own edge?”

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Key Concept 7: Be your best for the world.

From the Video: “(It’s) that subtle shift between pushing ourselves to be the best in the world, and allowing ourselves to be the best for the world. It’s not an easy shift, but every time I’d lose faith that I might be able to do it, I’d meet someone who had, and they would serve as a touchstone to show me that it was possible.”

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Possibilities . . .

Concept 3: Look for the Possibilities

From the Video: “I was about to give up, when a voice inside me said, ‘come on Dewitt, what’s here to celebrate? I know this wasn’t how you planned it, but what’s right with this situation. Where are the possibilities?’ “I began to build a vision of a world not of scarcity, but of possibility.”

Program Insight:
As Dewitt indicates, the opposite of scarcity isn’t abundance, but possibility. No matter how desperate our situation, if we can see a glimmer of possibility and hope, we know we can keep going and take action to improve things. The challenge for many of us is taking advantage of the possibilities before us. Looking for and following through on possibilities requires a determined effort. As Dewitt found when he was photographing the field of puffballs, it can be difficult to give up our preconceived notion of just how something is supposed to be or look. In addition, searching for the best solution rather than being satisfied with the first possible answer that crosses our paths, takes extra energy and time. It is easy to be satisfied with “good enough” instead of striving to do our best.

Think of a time when you were able to find a new answer to a seemingly no-win situation. This does not need to be an earth-shattering discovery. For example, perhaps you left your slides behind when you went to give a major presentation. How did you make things work? Did you take away any lessons that you have been able to use since?

Example:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How I made it work:
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________________________________________________________________________
________________________________________________________________________
Possibilities . . .

Concept 3: Look for the Possibilities

Question:
Do you agree with Dewitt’s observation that the opposite of scarcity isn’t necessarily abundance, but possibility? Why or why not?

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Dos and Don’ts:
• Do enlist the help of others when you’re looking for possibilities. Outsiders can provide a fresh and useful perspective
• Don’t assume that looking for possibilities means you never call it quits. You need to know when you’ve truly given your all to a particular challenge, and then move on.

Insight from Basic Jones:
“I’ve talked so often about how life teaches me that there’s more than one right answer. It seems so simple, but I believe it’s not only the key to creativity; it’s the key to a happy life. A life based on a vision of possibilities, a life of continually finding the next right answer. A future view so bright and grateful not be discouraged by a typhoon; much less a Northern California drizzle.”
Changes . . .

Concept 5: Ride the Changes

**From the Video:** “The awesome change curve we hear so much about, the phenomenal rate of change in our society, was really my ally. In fact, if I viewed it from just a slightly different perspective, it isn’t a change curve at all. It’s a possibility curve. Change is possibility. The times of change hold the most potential.”

**Program Insight:**
It’s no secret that most of us resist change. It’s often too easy to focus on the negative aspects of change. Change requires energy; it upsets the status quo; it challenges the order in our lives. We wonder whether we’ll be better or worse off when all is said and done. Many changes leave us uncomfortable for a while.

However, we don’t want to lose sight of the positive side of change. It is exciting and rejuvenating. (That’s why many of us like to get away to new places for vacations). Change forces us to grow, to view our own lives with a new perspective and hopefully become better for our experience. What’s more, if we’re honest with ourselves, we have to admit that a world totally devoid of change would be stultifying. We would have nothing new to look forward to. We would lose opportunities to grow and learn and meet new people.

**Question:**
Do you agree that change holds the most potential for success?

________________________________________________________________________

Are there times when change is negative? For example, you may know of people (or employers) who change just for the sake of change, rather than thinking through what they’re trying to accomplish.

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Changes . . .

Concept 5: Ride the Changes

Question:
Can you think of a period in your life that was a time of great change? How did this influence you? Are you better or worse off today for having gone through this?

Period in my life:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Effect on me:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dos and Don’ts:
• Do expect to be uncomfortable when things are changing.
• Do keep in mind the positive aspects of change.
• Do think through a change before making it if you have the opportunity. While all changes contain possibility; you usually don’t want to change just to say you’ve done it.

Insight from Basic Jones:
“I believe we live in a possibility curve, and it’s accelerating. The earth today is like a landscape of turbulent weather or a sky with 10,000 snow geese. Viewed as change, it threatens to overwhelm us. Viewed as possibility… now that’s exciting! Perhaps we can’t control it, but we can learn to ride it…like rapids on a great river. To take advantage of the flow and use it to take us where we want to go. To live in uncertainty, and yet act with confidence.”
To the Edge . . .

Concept 6: Take yourself to the edge

From the Video: “If I really wanted to soar, that was the edge I had to push -- that edge in each of our lives between success and significance... Could I do that? Could I trust myself, my values and my vision enough to step out beyond my own edge?”

Program Insight:
Going beyond the edge is a state that we typically associate with an athlete at the top of their game. While that is one example of “going to the edge,” it is certainly not the only one. Each of us can venture to our own edges. We can allow ourselves to be our best; to take risks and give everything we’ve got to the tasks before us. Like many of the concepts that Dewitt discusses, this isn’t always easy. For starters, going to our edge takes intense commitment and energy. It’s easier to give things a pretty good effort and move on to something else.

Perhaps more importantly, if we don’t give 110 percent to our goal, we have a handy excuse if we come up short. Most of us don’t want to give something our best effort, only to discover that we still weren’t good enough. The key is trusting ourselves enough to allow ourselves to be our best for the world, without worrying about the results. It’s easy to get caught up in the idea that we may fall short of some external goal or that our efforts won’t merit external rewards. We forget that taking ourselves to our edge has value in and of itself.

Question:
We usually think of “going to the edge” in terms of athletic endeavors. For instance, going to the edge may mean calling one more time on a prospect just to see if he or she will buy or practicing a presentation over and over again until you can do it flawlessly.

How “going to the edge” applies in my job:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

What do I gain even if my efforts fall short?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
To the Edge . . .

Concept 6: Take yourself to the edge

Do you think that you always need to take yourself to your edge? Are there times when “good enough” really is good enough? (That is, do you need to “pick your battles” when you’re going to your edge?)

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Dos and Don’ts:
• Do think about ways that you can “go to your edge” in your day-to-day lives; ways that you can give it all you’ve got.
• Don’t assume that “going to the edge” is something that only athletes do.

Insight from Basic Jones:
“The edge: in yoga, it’s defined as the point of intensity before the pain, the point of maximum of aliveness and attention. Indeed, the edge is the central issue of this discipline; to stay there with consciousness and compassion and to follow it wherever it goes.”
Be the Best . . .

Concept 7: Be your best for the world

From the Video: “(It’s) that subtle shift between pushing ourselves to be the best in the world, and allowing ourselves to be the best for the world. It’s not an easy shift, but every time I’d lose faith that I might be able to do it, I’d meet someone who had, and they would serve as a touchstone to show me that it was possible.”

Program Insight:
As the video notes, changing just one word in a phrase can lead to a dramatic shift in how we approach our lives. When we concentrate on being the best in the world, it’s easy to focus on the trappings that often come with talent and effort, such as money and recognition. In contrast, when our efforts are devoted to being the best for the world, we approach our tasks with an attitude of service and grace. Our perspective widens, as we are not thinking only of ourselves. Instead, we focus on using our talents and energy as best we can. The difference is critical because we can’t always predict or control the reception our efforts will engender. No matter how competently we do our jobs, we can’t be assured that we’ll achieve fame or material wealth. Even when we strive to make the world a better place, we can’t always ensure that our efforts will succeed.

Can you think of someone who reminds you of Marion Campbell, the weaver in Scotland? What was this person like? How did his or her example influence you? What have you learned from this person?

Person:__________________________________________________________________

Impact on me:__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Be the Best . . .

Concept 7: Be your best for the world

Dos and Don’ts:
• Do find your own talents and your own way of contributing to the world.
• Don’t get hung up on others’ perceptions of your contribution.

Insight from Basic Jones:
“I’m coming to think that it’s not so important that we make a difference, but that it’s very important that we all make... a contribution. Making a difference involves somebody else seeing and recognizing what we put out there. We can’t control that. They make the difference in their lives. Our joy can’t be dependent on whether somebody else receives what we give.

Our joy has to be in the very act of giving. Our side of the equation is to make the contribution.”

Activity Instructions:

Around the room are flipcharts on the walls with the topic areas you completed in APS. At your tables are post-it notes, use these to list your attributes/strengths you have obtained from each of the topic areas that you can use to "be your best for the world"!
Use one post-it note per attribute/strength and place on the appropriate flipchart.
Examples: What I learned or refined, practices that I am putting into play, new attitudes or mindsets that I developed, key principles I learned, etc.

Walk around the room and place your post-it notes on each of the flipcharts. Try to post at least two to three post-it notes on each flip chart. When you have completed posting your attributes/strengths on the flipcharts, please stand by the flipchart where you posted the majority of your post-it notes.

Once everyone has completed their posting, each group at each of the flipcharts will report out to the rest of the group the lists of attributes/strengths listed on that flipchart.
Changes . . .
Write down your top ten reasons for embracing change...

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2. __________________________________________________
   __________________________________________________

3. __________________________________________________
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10. __________________________________________________
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Celebrate . . .

ADMINISTRATIVE PROFESSIONAL SERIES, LEVEL 1

CONGRATULATIONS!