

# THE FOUR COMPASS POINTS

## (A Personal Refresh)

V.1.0

Additional guidance on back page.

The world has changed much faster and more unpredictably than anyone could have imagined.

This adversely affects us because of our desire to help our team members, our customers, and our families, and ourselves. This kind of stress can produce a unique kind of stress.

We are all leaders to someone (Family, friends, neighbors, coworkers, customers, ...). When we are busy or distracted, it's easy to forget the positive influence and effect we have on others by our example. The Four Compass Points assessment is intended to help you be *more centered, more simplicity-minded, more self-care focused, and more service-oriented* in your leadership role.

These navigational compass points will assist you with performing a conscious refresh. A refresh to remove the cobwebs that may have formed while the world was on pause, and we all had to find new ways to get things done.

### Instructions

Read each statement. Check it off if it's been achieved or attained.

**This tool is to be used for reflection and planning, not for grading yourself.**

## N

### **Focus Points (*Clarity, not quantity*)**

- Identify the 2 biggest long-term (personal or professional) goals you wish to accomplish.
- Develop a simple plan that keeps your long-term goals in focus.
- Be very clear about the values and personal standards that are important to you.
- Monitor your progress (at least weekly) to ensure you're on course for reaching your intended destination (your goals).
- Every day, practice staying centered to prevent the noise of the world\* from distracting you. (\*Also referred to as *mainstream culture* = tv, social media, media, gossip, ...)

## E

### **Simple and Flexible Framework (*Structure without rigidity*)**

- Structure your day (as much as practical) for tackling tasks/projects at times of day you know you're usually at your peak.
- Recognizing that things will change, consider your *Daily Plan\*\** as a guide for how you want your day to proceed. (\*Also known as your *schedule*.)
- Help improve the work processes your team follows so they are as simple and easy-to-execute as possible; encourage and seek input from your coworkers.
- Avoid unnecessary thoughts, words, or actions by keeping what you think, say, or do as simple as possible.
- Live life fully by connecting with everyone you can. Don't think networking, think community. Share with them, learn from them, and help them see the benefits of staying connected.

## S

### **Wellness (Self-Care and Balance)**

- Plan and include *wellness time* into your *Daily Plan*.
- Be sure your physical, mental, and spiritual well-being are included in your wellness practices.
- Make certain your *Daily Plan* also includes time to do absolutely nothing...for at least 15 minutes.
- Avoid consuming junk food, and maintain ample supplies of food and drink to stay properly nourished and hydrated.
- Recognize and celebrate the good things (big or small) that happen for you and for others.

## W

### **Serve Others (& keep your ego in check)**

- Model servant leadership by participating in activities and supporting programs that improve your community and the people who live in it.
- Be attentive of your role, as a team member and a leader, by consciously providing support to and suggestions to your team members.
- Keep a healthy balance between taking great care of yourself and taking actions that will benefit others.
- Have daily dialogue with fellow team members about new or different ways you and they can improve, support and respect one another.
- Every day, practice the essential habit of **giving a d\*\*n about people**, especially regarding your family and your team members!

### **Additional Guidance:**

*Nowadays, life feels more stressful than usual. There are no easy solutions but there are steps you can take that help you achieve and maintain a life that's productive, while staying healthy and balanced.*

*This self-assessment is designed to be a conscious refresh tool. It contains simple steps you can take to be better positioned for handling "life's pressures and surprises."*

*The assessment focuses on four important compass points in your life. There are others, but these tend to be more consistently needed when leaders are seeking coaching support.*

*Share the results with your coach or your trusted advisor. Oftentimes, strategies, responses, or solutions emerge from simple conversations.*

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