

# TOOLKIT

9

## Templates from

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INSIDE *the* HEART  
*of a* BILLIONAIRE



WHAT MAKES *a* BUSINESS  
PROFESSIONAL SUCCESSFUL

*Oprah Winfrey*



*Oprah Winfrey*

# 9 Templates to Success:

1. **The Personal Development Cycle** Your personal development compass.
2. **List of Values** Identify what you stand for.
3. **Smart Goals** Know what you want.
4. **Decision Maker** Understand what drives you to make your decisions.
5. **Decision Log** Do your decisions bring you closer to success?
6. **Oprah Winfrey Failure Quotes** Are you using failure to propel you forward?
7. **Mentor Questionnaire** Who do you need in your life right now?
8. **31 Day Habit Tracker** Stay on top of your habits.
9. **Reading Journal Page** Retain your knowledge gained from books.

*Oprah Winfrey*



### LIST OF VALUES

Accountability	Freedom	Parenting
Achievement	Friendship	Patience
Adventure	Fun	Peace
Ambition	Generosity	Perseverance
Authenticity	Giving	Power
Balance	Goodness	Pride
Beauty	Grace	Professionalism
Belonging	Gratitude	Prosperity
Career	Growth	Quality
Caring	Happiness	Reliability
Challenge	Harmony	Resourcefulness
Commitment	Health	Respect
Community	Home	Responsibility
Compassion	Honesty	Risk
Competence	Humility	Security
Confidence	Humour	Self-respect
Connection	Inclusion	Serenity
Contentment	Independence	Service
Contribution	Initiative	Simplicity
Cooperation	Integrity	Spirituality
Courage	Intelligence	Stewardship
Creativity	Intuition	Strength
Curiosity	Joy	Success
Dignity	Justice	Teamwork
Diversity	Kindness	Trust
Enjoyment	Knowledge	Truth
Equality	Leadership	Understanding
Ethics	Learning	Uniqueness
Excellence	Love	Usefulness
Fairness	Loyalty	Vision
Faith	Nature	Vulnerability
Family	Openness	Wealth
Financial Security	Optimism	Well-being
Forgiveness	Order	Wisdom



### SMART GOALS

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

My goal is to .....

**S**  
SPECIFIC

- What do I really want? Get specific with details.
- Why do I want this? Reasons and purpose.
- What are the requirements and the constraints?
- Who needs to be involved?

**M**  
MEASUREABLE

- How will I track my progress?
- How will I measure the outcome in relation to where I am now and where I want to be?
- How will I know when I accomplish the goal?

**A**  
ATTAINABLE

- Is this goal reasonable enough to be accomplished? How so?
- What will it take to get it done? Are there any obstacles or challenges in my way?
- What steps do I need to take to achieve this goal?

**R**  
RELEVANT

- Why is this goal important to what I'm trying to build?
- Does this goal align with my values, larger objectives, and mission statement?
- Do I have the resources to accomplish this goal?
- Is now the best time for this goal?

**T**  
TIME-BOUND

- How long will this goal take?
- What is my start date?
- What is my end date?
- When will I schedule time to work on this goal?

**Smart Goals Cont...**

Date: ..... / ..... / .....

My goal is to .....

.....

.....

**SPECIFIC:** Makes the goal concrete and narrows down what you are trying to achieve.

**MEASURABLE:** Keeps you motivated to reach your goal.

**ATTAINABLE:** Sets you up for success.

**REALISTIC & RELEVANT:** Keeps you on track with your vision, values, and beliefs.

**TIME-BOUND:** Creates urgency, provides structure and accountability.



# DECISION MAKER

Date: ..... / ..... / .....

Decision/Problem:

My mental/physical state:

- |                                       |                                  |                                       |
|---------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Energised    | <input type="checkbox"/> Hope    | <input type="checkbox"/> Relaxed      |
| <input type="checkbox"/> Confident    | <input type="checkbox"/> Tired   | <input type="checkbox"/> Accepting    |
| <input type="checkbox"/> Accomodating | <input type="checkbox"/> Anxious | <input type="checkbox"/> Resigned     |
| <input type="checkbox"/> Frustrated   | <input type="checkbox"/> Angry   | <input type="checkbox"/> Other: _____ |

Which goals of mine will this decision impact?

Do I need other people to help me with this decision? Who?

(2-6 people/stakeholders)

## REVIEW

Date: ..... / ..... / .....

Review Comments:

1-6 months time

Was this a good decision?  Yes  No

# Decision Maker Cont...

Decision/Problem:

Decision/Solution 1:

Decision/Solution 2:

Decision/Solution 3

List 3 positive outcomes:

- 
- 
- 

List 3 positive outcomes:

- 
- 
- 

List 3 positive outcomes:

- 
- 
- 

List 3 negative outcomes:

- 
- 
- 

List 3 negative outcomes:

- 
- 
- 

List 3 negative outcomes:

- 
- 
- 

How do I feel about this decision/solution?

How do I feel about this decision/solution?

How do I feel about this decision/solution?

My Decision/Solution is:

.....

.....

.....



### DECISION LOG

Decision Made	Physical Feeling	The decision outcome	Did it bring you closer to your goal?
Date: ..... / ..... / .....		+ve <input type="checkbox"/> -ve <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: ..... / ..... / .....		+ve <input type="checkbox"/> -ve <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Date: ..... / ..... / .....		+ve <input type="checkbox"/> -ve <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## OPRAH WINFREY FAILURE QUOTES

- “ 1. Failure is a great teacher and if you are open to it, every mistake has a lesson to offer.
2. There is no such thing as failure. Failure is just life trying to move us in another direction.
3. There is no such thing as failure. Mistakes happen in your life to bring into focus more clearly who you really are.
4. I don't believe in failure. It is not failure if you enjoyed the process.
5. I don't believe in failure. Failure is just information and an opportunity to change your course.
6. Think like a queen. A queen is not afraid to fail. Failure is another stepping stone to greatness.
7. Failure isn't the end of the road. It's a big red flag saying to you, "Wrong way. Turn around."
8. Failure is another stepping stone to greatness.
9. Do the one thing you think you cannot do. Fail at it. Try again. Do better the second time. The only people who never tumble are those who never mount the high wire. This is your moment. Own it.
10. Turn your wounds into wisdom. You will be wounded many times in your life. You will make mistakes. Some people will call them failures, But I have learned that failure is really God's way of saying, "Excuse me, you're moving in the wrong direction."
- ”



# MENTOR QUESTIONNAIRE

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What area of improvement do you wish to be mentored in?

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.....

.....

Why do you need to be mentored in this?

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What skills does your mentor need to help you improve?

.....

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.....

List people or groups who you could ask to mentor you:

1. ....
2. ....
3. ....
4. ....
5. ....

# 31 DAY HABIT TRACKER

HABIT	DAYS
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# READING JOURNAL

Title: .....

Author: .....

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Thoughts:

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"Quotes":

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