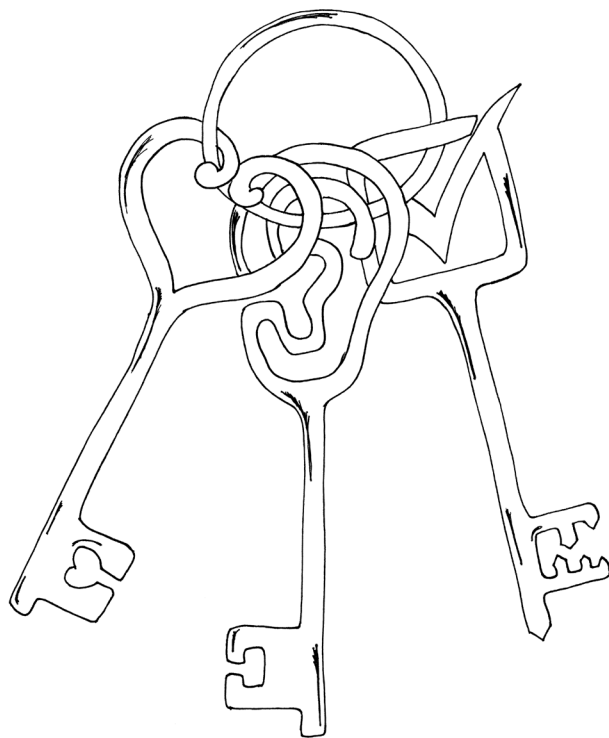


Your Turn -Worksheets-

Your Turn to Practice the Concepts



Here I provide you with a way of applying
the concepts in your own life.

I'll be following the Be Nice, Listen and Do It Right Now steps
as we go through each exercise. Should you choose to complete
these activities, I believe they will help you, in at least some part,
to be a happier person.

Being Nice- Assessing Your Strengths

Self-analysis requires reconsideration of who we think we are. Self-awareness requires us to reassess where we came from and where we are going.

-Kilroy J. Oldster

If you think about all the roles you fill, the list is probably quite long. Keep thinking about those parts you play in the lives of others, because you'll be writing those down in a bit.

Here is a list of the roles I have. You may have some roles that are similar to mine:

Husband, Father, Grandfather, Son, Grandson, Brother, Cousin, Uncle, Friend, Neighbor, Co-worker, Teacher, Advisor, Mentor, Member, Clerk and Disciple.

Our roles change as our lives change. I haven't been a Grandson for a while (I sure do miss my grandparents), nor have I been a Grandfather for very long. And I can't tell you the last time I saw my cousins, other than on social media. Whatever our roles, we can Be Nice, and learn to be even nicer.

Write down the big roles you play in life. We'll be exploring the major ones on the next few pages.

The next pages are for you to evaluate four of your important roles, learn to improve, and then take action to develop stronger relationships.

Being Nice- Role Improvement 1

1- Write one of your important roles below:

2- List three things you already do well in this role:

3- Pick ONE little thing you think you could improve in this role. Not sure what to work on, or how to do better? The answer may lie in BEING NICE and LISTENING. Who is the most negatively impacted when you don't do well in this role? Ask them what you need to work on.

4- What is your plan for improving? Write down the specific, do-able action you can perform, and set a time to accomplish it.

5- Didn't work? Go back and repeat steps 3 and 4...

Being Nice- Role Improvement 2

1- Write one of your important roles below:

2- List three things you already do well in this role:

3- Pick ONE little thing you think you could improve in this role. Not sure what to work on, or how to do better? The answer may lie in BEING NICE and LISTENING. Who is the most negatively impacted when you don't do well in this role? Ask them what you need to work on.

4- What is your plan for improving? Write down the specific, do-able action you can perform, and set a time to accomplish it.

5- Didn't work? Go back and repeat steps 3 and 4...

Being Nice- Role Improvement 3

1- Write one of your important roles below:

2- List three things you already do well in this role:

3- Pick ONE little thing you think you could improve in this role. Not sure what to work on, or how to do better? The answer may lie in BEING NICE and LISTENING. Who is the most negatively impacted when you don't do well in this role? Ask them what you need to work on.

4- What is your plan for improving? Write down the specific, do-able action you can perform, and set a time to accomplish it.

5- Didn't work? Go back and repeat steps 3 and 4...

Being Nice- Role Improvement 4

1- Write one of your important roles below:

2- List three things you already do well in this role:

3- Pick ONE little thing you think you could improve in this role. Not sure what to work on, or how to do better? The answer may lie in BEING NICE and LISTENING. Who is the most negatively impacted when you don't do well in this role? Ask them what you need to work on.

4- What is your plan for improving? Write down the specific, do-able action you can perform, and set a time to accomplish it.

5- Didn't work? Go back and repeat steps 3 and 4...

Being Nice- What did you learn?

Reflect on the activities you completed to practice being nice on the previous pages.

1- Why did you choose to focus on the roles you did?

2- What improvements have you seen in your personal relationships in those roles?

3- How have you committed to keep working on Being Nice in your major roles? What does your plan entail?

Listening- Improving Your Skills

Listening is about being present, not just about being quiet.

-Krista Tippett

The time to prepare for a natural disaster is before the disaster strikes. Otherwise, you'll be in line at the Grocery-Mart Super-Shopper with everyone else, trying to buy bread, toilet paper and bottled water.

Listening skills are the same way; the time to practice is NOT in the middle of an argument with your soon-to-be-ex spouse. Ironically enough, you just might be arguing about how you never listen...

On the next pages, I've created two activities you can do to improve your listening skills. Find a practice partner, tell them you need to practice your listening skills, wait for their shock to wear off, and then have at it.

Listening skills are like washing your hair. Listen. Reassess. Repeat as Needed.

Listening Skills- Attention & Cues

In this exercise, we'll focus on improving the skills of giving your full attention to your speaker, and offering appropriate verbal and non-verbal cues.

First, make sure your phone is out of sight, and if you have a watch attached to your phone, take it off so you're not tempted to look at it. Turn off the television, and move away from the computer too. Now, sit facing your practice partner and ask them to tell you about something they did that was hard. If it helps, you can create trust by first telling them about something that was difficult for you to do.

As they tell their tale, ask questions that keep them talking and that keep the story moving along. Lean closer when appropriate, and remember that sometimes your silence is the best supportive response you can offer.

When you've finished listening to their story, be sure to thank them. And then ask them for feedback so you can do better the next time.

Record the names of your practice partners below.

Practice Partner 1 _____

Practice Partner 2 _____

Practice Partner 3 _____

Listening Skills- An Open Mind & Repeating It Back

Conversation One

When talking with someone else, we usually want to formulate our reply, so we miss what's being said. In doing that, our communication partner has no assurance we've even heard what they are trying to say.

To fix these problems, you'll practice taking notes as they speak. Making a list does two things: 1) you can rest assured you won't miss a point you want to reply to, and 2) you can read the list back to your Practice Partner and summarize their points, allowing them to clarify what they were saying.

Ready? Ask your Practice Partner for their opinion on a controversial subject, shut your mouth, and start writing.

Point 1 _____

Point 2 _____

Point 3 _____

Point 4 _____

Point 5 _____

Repeat their points and clarify, and thank your partner!

Listening Skills- An Open Mind & Repeating It Back

Conversation Two

We're doing this activity two more times. Find another willing partner and again ask for their opinion on a controversial subject. Listen up and take good notes.

Point 1 _____

Point 2 _____

Point 3 _____

Point 4 _____

Point 5 _____

Again, repeat their points back to them for clarification. Remember to thank your partner for their time (and patience).

Listening Skills- An Open Mind & Repeating It Back

Conversation Three

Last time. Hooray! Find a willing partner and again ask them for their opinion on a controversial subject. This should be getting easier to do.

Point 1 _____

Point 2 _____

Point 3 _____

Point 4 _____

Point 5 _____

Repeat their points back, again only seeking clarification. Express your sincere appreciation for their assistance, and don't forget to ask them how you might be a better listener. Again, just listen, and then ask for clarification.

Listening- What did you learn?

Reflect on the listening activities you completed on the previous pages.

1- What part of actively listening was the hardest? Why?

2- What improvements have you seen in the relationships you have with the people around you when you really listen?

3- What steps are you taking to be a better listener?

Do It Right Now- Extending Your Influence

You don't have to be a "person of influence" to be influential. In fact, the most influential people in my life are probably not even aware of the things they've taught me.

-Scott Adams

I believe we all want to matter. From day to day, we want to feel like life has meaning, and that our existence isn't being wasted. And when we leave this world, it would be nice to be remembered and missed by those around us.

So, where will you spread your influence?

Some people try to be famous. Others want to raise good kids and grandkids. Still others donate their time, money, and effort to a cause they care deeply about. I've written a book that I felt might help others and I hope it will outlive me by at least a couple of decades.

Whatever course you take, I sincerely hope you find a way to unlock happiness in your life.

Take care.