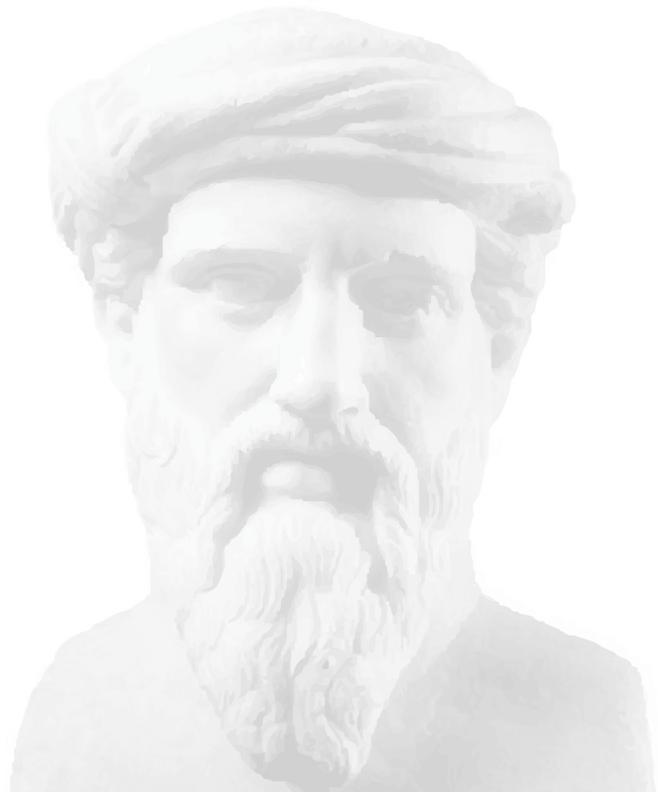


ACACIA FRATERNITY
GOLD BOOK SERIES

CORNERSTONES
PERSONAL DEVELOPMENT PLAN



2011 EDITION

Cornerstones
The Membership Development Program of Acacia Fraternity

Personal Development Plan



Acacia Fraternity International Headquarters
8777 Purdue Rd., Suite 225
Indianapolis, IN 46268

tel (317)872-8210

fax (317)872-8213

email: pmcgovern@acacia.org

email: acacianat@acacia.org

www.acacia.org

www.gatesofsamos.org

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About Acacia Fraternity

Acacia Fraternity, founded in 1904 at the University of Michigan, is a non-profit organization headquartered in Indianapolis, Indiana, with chapters across North America. The headquarters staff serves as the pleasure of the International Council of Acacia Fraternity, which is elected by the International Conclave which meets every two years. Representatives from the local chapters of Acacia Fraternity constitute the International Conclave - each chapter represented by the undergraduate chapter president (Venerable Dean) and the alumni advisor (Chapter Advisor).

Acacia Fraternity has been the vehicle by which many young men have learned and improved their leadership skills, participated in human service activities, and prepared for a role of great importance in their communities.

The core values of Acacia Fraternity are Virtue, Knowledge, and Truth.

The mission of Acacia Fraternity is :

- A - Academic achievement and betterment of ourselves through participation in student activities
- C - Community service to better the lives of everyone who comes in contact with the Acacia Fraternity
- A - Acquire leadership skills to become more involved with and have a greater influence in society
- C - Character building experiences which bring about maturity, integrity, and a sense of responsibility
- I - Individual development which instills personal confidence in every social arena, and
- A - Ability to attract and retain people who represent and believe in these Acacian values

The vision of Acacia Fraternity is : “Preparing Tomorrow’s Leaders”

The motto of Acacia Fraternity is “Human Service”

About This Book

This book provides a guide for an individual member of Acacia Fraternity as he works on the Cornerstones membership development program and is still a work in progress. Please contact Patrick McGovern Director of Membership Development, at pmcgovern@acacia.org, with any comments or questions.



Updated Mission & Vision Statements

Based upon feedback and research into best practices the mission statement and vision statements of Cornerstones have been updated. These updated statements are more clear regarding the expectations of the program.

Cornerstones Mission

(Answers the question: *What do we do? For whom do we do it? What is the impact?*)

★ To create & foster the **optimal fraternity experience*** for every individual member of Acacia Fraternity by providing an environment that promotes continual self-development, accountability to shared goals, and standards for personal conduct. The resulting outcome is graduating seniors who are able to articulate the positive impact of Acacia Fraternity in their lives, as well as their plans for staying involved as an alumni member.

* “Optimal Fraternity Experience

The idea of the “optimal fraternity experience” is a combination of two ideas.

One came from a question that Darold Larson likes to ask undergraduates - “Are you having a good fraternity experience?”

The second is from the book *Flow: The Psychology of Optimal Experience* by Mihaly Csikszentmihalyi. In the book, optimal experience, or “flow” is defined as “*the state in which people are so involved in an activity that nothing else seems to matter; the experience itself is so enjoyable that people will do it even at great cost, for the sheer sake of doing it*”.

Flow Theory explained below.

Flow Theory - The essential steps in this process are:

- 1) to set an overall goal, and as many subgoals as are realistically feasible;
- 2) to find ways of measuring progress in terms of the goals chosen;
- 3) to keep concentrating on what one is doing, and to keep making finer and finer distinctions in the challenges involved in the activity;
- 4) to develop the skills necessary to interact with the opportunities available; and
- 5) to keep raising the stakes if the activity becomes boring.



Cornerstones Vision

(Answers the question: *What is the future you want to create for the community you wish to address?*)

Acacia Fraternity envisions a future in which we accomplish:

Pertaining to All of Acacia:

- ★ A purposeful, transformational learning experience for each individual member.
- ★ A personal development plan for each individual member of each chapter
- ★ A “digital-rich” online learning community with relevant, engaging & compelling resources for actives & alumni members
- ★ A trained alumni advisor/mentor for every undergraduate Acacian

Pertaining to Chapters of Acacia:

- ★ A fully sustainable chapter or colony, wherever we may exist
- ★ A realistic Chapter Action Plan & Cornerstones-Integrated Pledge Manual created & maintained each year, for every chapter
- ★ A “win/win performance agreement” between every chapter of Acacia & Acacia Headquarters

On the following page, we will go into a more detailed description of each of these Vision Statements.

Description of Vision Statements

Vision Statements: **Pertaining to All of Acacia:**

- ★ A purposeful, transformational learning experience for each individual member.
 - *purposeful* - having or showing determination or resolve; intentional
 - *transformational* - learning which empowers students to “learn to negotiate and act on their own purposes, values, feelings, and meanings rather than those they have uncritically assimilated from others” (Mezirow 2000, 8).

- ★ A personal development plan for each individual member of each chapter
 - The personal development plan document will replace the Individual Guide to Cornerstones, and will guide members through a process of clarifying their values, declaring a mission/ purpose statement, creating goals that are aligned with their values, and establishing an action plan to work toward their goals.

- ★ A “digital-rich” online learning community with relevant, engaging & compelling resources for actives & alumni members
 - Cornerstones Documentary - to be developed
 - Cornerstones blog/ wiki - www.aciacornerstones.wordpress.com
 - Cornerstones Prezi - “Intro to Cornerstones” presentation already created

- ★ A trained alumni advisor/mentor for every undergraduate Acacian
 - Each alumni that participates as an advisor or mentor will:
 - participate in an “Alumni Advisor Training Course”
 - submit monthly report of advising & semesterly evaluation form
 - develop a personal development plan & share with active member

Vision Statements: **Pertaining to Chapters of Acacia:**

- ★ A fully sustainable chapter or colony, wherever we may exist
 - Each chapter or colony will achieve at least a 80% rating on their Chapter Standards Performance Index
 - Each chapter or colony will ensure a “Sustained & Growing Membership” as specified in the Strategic Plan

- ★ A realistic Chapter Action Plan & Cornerstones-Integrated Pledge Manual created & maintained each year, for every chapter
 - Each chapter will complete a Chapter Action Plan for the upcoming term, including the completion of a Calendar of Activities/Events
 - Each chapter will create a “local version” of the Cornerstones-Integrated Pledge Manual, and then update it each term as needed

- ★ A “win/win performance agreement” between every chapter of Acacia & Acacia Headquarters
 - Acacia Headquarters will enter into a “win/win performance agreement” with each chapter or colony of Acacia, as it pertains to the Cornerstones Program, including:
 - Desired Results, Guidelines, Resources, Accountability, Consequences

Cornerstones: What, Why, Who, Where, When, How

	Cornerstones Program
What	personal development and continual learning program
	Definitions of <i>program</i> : <ul style="list-style-type: none"> • a <i>plan or system of non-academic extracurricular activities</i> • 1) a <i>set of instructions</i> • 2) a <i>belief system</i> • 3) a <i>decision once-made consciously that is now running unconsciously</i>
Why	to prepare for the challenges that lie ahead
	to provide a meaningful membership experience
	to attract the highest quality members
	to improve active-to-alumni communication and relationships
Who	active members, alumni members, campus leaders, community leaders
Where	at the chapter house, on campus, in the community, over the phone, over email, on Facebook, on LinkedIn
When	daily commitment to do your best in every aspect of your life
	weekly commitment to do one Cornerstones activity and online reflection
	monthly commitment to communicate with your Level Advisor
	yearly commitment to reflect on the past year's most important lessons and experiences
How	always be able to answer the question, "What are you working on?"
	always be able to answer the question, "When is your next Cornerstones activity?"
	always have written goals
	always be improving
	communicate with your Level Advisor if you get lost or confused

Just Live Out The Preamble

All that you really need to do to be engaged in Cornerstones is exemplify The Preamble to the Laws of Acacia. If you can honestly look at your life and know that you are doing your best at fulfilling the challenge stated in the Preamble, you will already be doing an excellent job of developing yourself.

Keep it simple. Tell your chapter members that this is what we're trying to do.

To strengthen the ties of friendship, one with another;

**to prepare ourselves as educated men to take a more active part
and to have a greater influence in the affairs of the community
in which we may reside;**

**and, above all, to seek the Truth and, knowing it, to give Light
to those with whom we may be associated as we travel along
life's pathway.**

Cornerstones Personal Philosophy

Each member of the chapter should be presented with this set of statements to clarify what “being active in the Cornerstones program” includes. It may be helpful to have each new member and active member agree to this philosophy at the beginning of each academic term. This philosophy should be used alongside *An Acacian’s Pledge* to set proper expectations for each member.

As a member of Acacia Fraternity, engaged in the pursuit of Knowledge, I ...

1. Am responsible for my own learning and development.
2. Value continual learning.
3. Believe that values-based, dynamic recruitment is the most effective way to ensure that our chapter initiates men who will bring credit to the Acacia name.
4. Know that change is the only constant.
5. Will strive for *transformational learning** and rely on a structured reflection process to grow as an individual.
6. Recognize the importance of goal setting and will always keep my goals updated so that at any give time, I can answer the question, “What are you working on?”
7. Value keeping my schedule organized, and I rely on a calendar to help me achieve goals. I can at any time answer the question, “What Cornerstones activities are you working on this month?”

**Transformational learning* empowers students to “learn to negotiate and act on their own purposes, values, feelings, and meanings rather than those they have uncritically assimilated from others” (Mezirow 2000, 8).

*This implies that “I may not always realize the value of an activity at the moment I am participating, but I will capture my thoughts in a reflection in my own personal journal.”

Mezirow, J. Ed. 2000. *Learning as transformation: Critical perspectives on a theory in progress*. San Francisco: Jossey-Bass.

The Three Pillars of Cornerstones

The “Three Pillars” of Cornerstones as related to an individual member of Acacia are to have :

1. A Growth Mindset (or “Attitude”)
 2. An Organized Plan
 3. A Demonstration of Your Achievement/Efforts (in some form)
- The Three Pillars could also be described as:
 - “Principles of Cornerstones” or
 - “Non-negotiables of Cornerstones”

◆ Pillar One: A Growth Mindset

In the book *Influencer*, by Kerry Patterson, he and his co-authors describe having a “growth mindset”. One has a growth mindset when they are “willing to learn how to develop a set of high-level learning skills and techniques, and to strive for continual learning.” This idea is opposed to the idea of a “fixed mindset” which is embodied “if one believes they cannot improve, then they won’t even try, and they’ll create a self-fulfilling prophecy.”

There may be 4 distinct levels in the program, but there are really only two statuses that could describe a member at any given time. The member either has a “growth mindset” or a “fixed mindset” when it comes to his own personal development.

The concept of continual learning is very important to the overall programming goals of Acacia Fraternity. You should be able to, at any given time, answer the following questions:

- “What are you working on?”/ “What are your current goals?”
- “What is your next activity, and when?”

Growth mindset - to learn how to develop a set of high-level learning skills and techniques, to strive for continual learning

Fixed mindset - if one believes they cannot improve, then they won’t even try, and he’ll create a self-

Continuous vs. Continual learning -

- As Brother John Dudeck points out in his book “How to Get an A in Life”, there is a difference between continuous learning & continual learning. “... all growth in life comes in spurts.... People grow in spurts and stages. You never know when an ugly duckling turns into a swan or when someone’s emotional intelligence or maturity kicks in.”
- This is an important point that is reinforced through Cornerstones and the various experiences that our members are encouraged to take part in. Each experience holds the potential to be a learning experience if you will allow it to be.



◆Pillar Two: An Organized Plan

Organized Planning happens once you have an understanding of all of the ideas related to a Growth Mindset. You have the attitude and ability to learn new skills and techniques. Now it's time to talk about your Goals and your Plan to reach those goals.

By completing this Personal Development Plan, you will identify and state your personal Strengths, Values, and Life Purpose/Mission/Definition of Success. Once you have clarified those aspects, it is your responsibility to identify Goals/Objectives to work toward in the short-term and long-term.

There are many methodologies, guidelines, or frameworks within which a person can complete this sort of reflection and planning. The framework that we are going to use in this document is based on the "Corporate Athlete Training Program", as outlined in the book *The Power of Full Engagement*, by Jim Loehr and Tony Schwartz. Permission was granted by the *Human Performance Institute* (which the authors founded) to use the "Personal Development Plan template" that follows.

Now, here's **the caveat**:

◆ If you don't like this particular format, for whatever reason, please do not deter yourself from doing something else "along these lines" to clarify your values, identify your strengths, focus on your long-term vision for your life, etc. If you do use another framework, just let Acacia Headquarters know about it, so that:

- a. we can check it out and see if that might be a better format for our purposes, and
- b. we can still "give you credit" for engaging with the Cornerstones program

Once you have completed this introspection and reflection, it is your responsibility to transfer your plans into a format that will be useful to you, and that will be helpful to you in pursuing your goals/objectives. One might consider using:

- ✓ a calendar (online or print)
- ✓ a planner
- ✓ an online task manager or to-do list manager
- ✓ a Word document or Excel spreadsheet
- ✓ facebook events
- ✓ a blog site
- ✓ your ACACIAconnect account

Get the point? Make it your own. Do it your way, just make sure you do it.

◆Pillar Three: **Demonstration of Your Achievement / Efforts**

The mission of Cornerstones states “*The resulting outcome (of program participation) is graduating seniors who are able to articulate the positive impact of Acacia Fraternity in their lives, as well as their plans for staying involved as an alumni member.*”

The whole point of Cornerstones is to prepare you to be able to articulate, or explain, or demonstrate the journey of personal development that you have been on in your life.

The whole point of Cornerstones is NOT to get you to complete a checklist of activities, but rather to “get you in shape to be the leader whom you are becoming, or the leader that you want to be.”

At some point, you have to demonstrate your participation and engagement with the program by creating something external that other people can experience.

- Reflection includes taking some time to reflect on what you’ve just done, and reset for future action. This could also be described as self-monitoring or self-observation. This is closely related to tracking your progress in some way (on paper, on a blog, etc.).

Reflection can be done by simply answering the following questions:

- “What?” - What did you just do, learn, or experience?
- “So What?” - What is the relevance to your life?
- “Now What?” - What will you now do with this new knowledge, awareness, or experience?

Intro to Part 2 of the Personal Development Plan

This second half of this workbook provides the foundation that you will need.

What you do with this material is up to you.

As always, please do ask for support and clarification where & when needed.

It must be clear that now you are personally responsible for your own progress.

You are not obligated to do anything other than your best, at any given time, that is all we would ask of you as brothers.

As a token of your commitment, you are encouraged to complete & sign this form:

Cornerstones Commitment

“I, _____, do hereby accept total responsibility for my own development, as it relates to Cornerstones and in my entire life.”



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Learning Outcome Statement

Learning Outcome: *As a result of fully engaging with the contents of this document, a pledge or member of Acacia Fraternity will be able to clearly articulate:*

- ✓ *what is most important to him, his values,*
- ✓ *a set of current goals aligned with his values, &*
- ✓ *a plan to focus his intentions and attention.*

He may also be able to demonstrate through his actions:

- ✓ *a stronger sense of identity & confidence,*
- ✓ *a sense of purpose, passion & commitment*

Format of This Workbook

For each of the exercises to follow, we have provided 5 areas to assist you in completing the exercises: Purpose, Principles, Next Actions, Guidelines & Questions to Get You Started

✓ **Purpose** describes why the exercise is recommended and why it is important.

✓ **Principles** describe the boundaries within which you are free to write anything you want to. In other words, “you are free to do this exercise however you want to as long as you ...”

✓ **Next Actions** describe the actual physical or mental action you are to do to complete the exercise.

✓ **Guidelines** are provided to give you any pointers that are helpful, beyond what is stated in the Principles section.

✓ **Questions to Get You Started** are provided because often a question posed to your mind is the best way to stimulate clear thinking.

Values Clarification - What is Most Important to You?

Purpose:

This activity is meant to help you write positive, clarifying statements about yourself and your values. Most likely, you already know what some of these are - but clarifying your values will make it much easier for you to make quick decisions about how to spend your time, or how to react to anything that happens.

Principles:

- **Personally Meaningful & Clear** - The way that you interpret a value may not be the exact same way that another person might, so this exercise is all about clarifying exactly what you do mean when you say, "I value honesty." To you this may mean, "I never tell a lie", but to another person it might mean, "I am honest and thorough in telling my boss about all of the issues affecting a particular problem."
- **Based on Principles That You Can Verify** - The reason this aspect is important is that throughout human history, there are certain enduring principles that will bring you success in life, no matter the arena. To reach your greatest potential, you must follow the example of great leaders throughout history and align yourself with principles that work in the world (For example
- **Relevant to How You Actually Make Decisions in Your Life** - Don't write down the following: "what your Mom or Dad think you should do", or "what your girlfriend or fiance or wife thinks you should value", or even "what my Chapter Advisor wants me to value". Write about the ideas that are actually at the forefront of your mind when you decide how to handle situations in your life.

Questions to Get You Thinking:

What ideas or values are most important to you in your life?

As you go about your day, what are the thoughts that you use to keep you focused on what is most important to you?

If an outsider watched you go through a typical week, what would he say is most important to you?

Guidelines:

- When writing your values down, be sure to use positive terminology such as "I am", "I do", and "I will."
- Use phrases such as, "To me, this value means _____, not _____."
- Use examples such as, "This value (honesty) came into play last week, when I spoke with James. I made sure to not only 'not tell a lie', but also to 'leave the right impression' with James so that he understood my situation."

Next Actions:

- ✓ Complete the Values Clarification worksheet

List of Potential Values:

Authenticity
Beauty
Career
Compassion
Courage
Discipline
Education
Fitness
Gratitude
Humor
Innovation
Knowledge
Logic
Love
Loyalty
Patience
Persistence
Relationships
Respect
Spirituality
Teamwork
Tenacity
Wonder

Value: Being Prepared

Clarifying Statements: I am on time to all of my professional appointments and meetings. I have reviewed the agenda and have written out my questions and additions. I have anticipated further questions that I will receive. I have time allotted in my schedule to do follow up work after this meeting

Value:

Clarifying Statements:

Value:

Clarifying Statements:

Value:
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Mission / Purpose - Why Are You Here?

Purpose: To create a brief statement that describes the reason why you do anything that you do. To clarify for yourself and others what you believe to be your personal significance and reason for being in existence.

Principles:

- **Brevity** - your personal mission statement or life purpose statement needs to be short enough that you can easily memorize it and internalize it in your mind and heart. A 30- word maximum is recommended.
- **Clarity** - your mission statement or purpose statement needs to be written in such a way that a complete stranger would be able to understand it upon first hearing it.

Guidelines:

- **Imperfect 1st Draft** - your 1st draft of this statement is not going to be perfect. This is something that will most likely change over the weeks, months & years as you continue to gain new insight into yourself and “how the world works”. Do not let the fact that your statement “isn’t quite perfect” stop you from completing this exercise. Write something down. Review it later and change it whenever it feels appropriate.
- **Call it What You Want, Just Make Sure You Do It** - on the next page two separate processes will be described, and either of them will suffice for our purposes here. Whether you call it a “Mission Statement” or a “Life Purpose Statement”, or anything else for that matter, just make sure you do it.

Questions to Get You Started

- What is the significance of your life? What do you believe you are here to contribute?

- Why do you do the things you do?

- What legacy do you want to leave for future generations?

Next Actions (one or both, up to you)

- ✓ Personal Mission Statement Exercise
- ✓ Life Purpose Exercise

Mission Statement Exercise

The mission of FranklinCovey (www.franklincovey.com) says “*We enable greatness in people and organizations everywhere. FranklinCovey creates transformational leadership in people and organizations everywhere through training, consulting, and principle-based programs.*” You may be familiar with them if you have read *The Seven Habits of Highly Effective People* and/or *The 8th Habit: From Effectiveness to Greatness* by Stephen Covey, two of the most influential books in the realm of personal development.

To complete your personal mission statement, complete the following steps:

- ✓ Open a web browser and navigate to <http://www.franklincovey.com/msb/>
 - You will need to create a username and password to use the site.
- ✓ Here you will spend about 30 minutes answering the questions to complete your personal mission statement.
- ✓ You will then be able to email it to yourself, your Level Advisor, and your Cornerstones Chairman - and you'll be able to refer back to it at any time to make any updates. It is recommended that you revisit your personal mission statement at the start of each semester.
- ✓ Write out your personal mission statement here:

Life Purpose Exercise

The following exercise is an example cited in *The Success Principles: How to Get From Where You Are to Where You Want to Be* by Jack Canfield. This particular exercise originates from Arnold M. Patent, author of *You Can Have it All*.

1. List two of your unique personal qualities, such as *enthusiasm* and *creativity*.

2. List one or two ways you enjoy expressing those qualities when interacting with others, such as *to support* and *to inspire*.

3. Assume the world is perfect right now. What does this world look like? How is everyone interacting with everyone else? What does it feel like? Write your answer as a statement, in the present tense, describing the ultimate condition, the perfect world as you see it and feel it. Remember, a perfect world is a fun place to be.

Example: *Everyone is freely expressing their own unique talents. Everyone is working in harmony. Everyone is working toward meaningful goals.*

4. Combine the three prior subdivisions of this paragraph into a single statement.

Example: *My purpose is to use my creativity and enthusiasm to support and inspire others to freely express their talents in a harmonious and loving way.*

Outcome Visioning - What Will Success Look Like & Feel Like?

Purpose: To clarify in your mind what “success in your life” will look like and feel like. This will do two things: 1) engage your subconscious mind in working on achieving your goals, even when you are not consciously focused on it; and 2) provide yourself with a specific and measurable way to know when you achieve your goals so that you can celebrate and then set new goals.

Principles:

- **Clarity** - the more clear you are in terms of your vision for success, the more likely you will be to achieve it. When you envision success, create a mental image in the greatest detail that you can imagine.

Guidelines:

- **Define Success in 30 Words or Less** - Management consultant & Acacia brother John Dudeck recommends that you create a definition of success in 30 words or less because it will be easier to remember, and it will also challenge your mind to continue to improve this description over time.

Questions to Get You Started:

- What is the reality that you want to create, for yourself or your chapter? Describe it as if it is already a reality.
 - (For example, “*I am confidently presiding as Venerable Dean over a chapter meeting with 60 brothers (or more), and we are celebrating our recruitment & initiation success.*” or “*I am happily accepting an internship position with a reputable company in the area of leadership development.*” or “*I am shaking hands with International President Rob Roberson as our chapter accepts the Malcolm Award at Conclave 2012.*”

- What does it look like? What does it feel like? What sounds will you be hearing?

Next Actions:

✓ Write out your vision statement (or statements) here:

Strengths Theory - Focus on Strengths not Weaknesses

Many thought leaders in the realm of personal development now subscribe to a theory referred to as “strengths theory” - which simply states that you will be much more successful in your life if you focus on further developing your existing strengths, as opposed to focusing on improving your areas of weakness.

Now, this doesn't mean that you should not be aware of your weaknesses - you should be. What it means is that as long as you (and everyone else in your group / chapter) focus on using your strengths to the best of your ability, the strengths of your other team members will make up for your areas of weakness and vice versa.

One of the best leadership assessment tools that you can pursue is “StrengthsFinder 2.0” by the Gallup Organization (<http://www.strengthsfinder.com>), which will take you about 1.5 hours to complete. You will receive a detailed report of your Top 5 Strengths, ideas for implementation, and an action plan to put your strengths to use.

Questions to Get You Started:

Another option is to simply do some self-reflection. Answer the question, “*What are the things that I am naturally good at, regardless of the situation? What are the things that I do which bring me a sense that I am contributing strongly to my chapter?*”

Another option is to involve your friends and/or family members to help you recognize what your strengths are. You could send out an email that reads:

“Greetings! As you may know, I am making a conscious effort to improve in several key areas in my life, and as a part of the process, I've been advised to seek out feedback from those who know me well regarding my natural strengths. Would you take a minute or two to respond to this message with a list of what you think my natural strengths are? I will use your feedback to help me determine my plan of action in my personal development in the near future. Thank you in advance for your time and consideration.”

Next Actions:

- ✓ Do any or all of the exercises above, or the one on the following page.
- ✓ Just make sure to determine or declare what your strengths are, as we will use those later in the personal development plan.

Identifying Strengths: TASKS

In the book, *The Speed of Trust* by Stephen M. R. Covey, he outlines a process for thinking about what your strengths are. Use this worksheet to stimulate your thinking.

Talents - (natural gifts & strengths)

Attitudes (our paradigms or perspectives or beliefs; our ways of seeing & being)

Skills (our proficiencies, the things we can do well)

Knowledge (our learning, insight, understanding & awareness)

Style (our unique approach & personality)

Flow Theory & How it Relates to Goals

Remember in Part 1, the Mission Statement for the Cornerstones Program is:

★ To create & foster the **optimal fraternity experience*** for every individual member of Acacia Fraternity by providing an environment that promotes continual self-development, accountability to shared goals, and standards for personal conduct. The resulting outcome is graduating seniors who are able to articulate the positive impact of Acacia Fraternity in their lives, as well as their plans for staying involved as an alumni member.

In the book, *Flow: The Psychology of Optimal Experience* by Mihaly Csikszentmihalyi, the author describes the flow state as: “*the state in which people are so involved in an activity that nothing else seems to matter; the experience itself is so enjoyable that people will do it even at great cost, for the sheer sake of doing it*”.

Flow Theory - The essential steps in this process are:

- 1) to set an overall goal, and as many subgoals as are realistically feasible;
- 2) to find ways of measuring progress in terms of the goals chosen;
- 3) to keep concentrating on what one is doing, and to keep making finer and finer distinctions in the challenges involved in the activity;
- 4) to develop the skills necessary to interact with the opportunities available; and
- 5) to keep raising the stakes if the activity becomes boring.

Goal Setting Paradigm - You Make the Call

Earlier on we referred to a **paradigm** as:

- a perspective, or
- a way of seeing things, or
- a lens through which we view the world

For the purposes of Cornerstones, our perspective is that any goals that you set, and any action you take in the direction of your goals is up to you.

Mentors and formal leaders may be able to inspire, challenge, or hold accountable - but make no mistake about our paradigm here - Your Make the Call!

In terms of Cornerstones 2.0 - this paradigm reflects a shift from the “mentor-verified” approach of GatesofSamos.org to a more “self-directed” program.

In other words, you are the only person who can determine if you are taking action in your life to a degree that is suitable for “where you want to go”, “who you want to be”, or “what you want to have.”

Definition of “Goals”

In the book, *The Power of Focus*, by Jack Canfield, Mark Victor Hansen, and Les Hewitt, they define goals in the following way:

**“A GOAL IN AN ONGOING PURSUIT OF A WORTHY OBJECTIVE UNTIL
ACCOMPLISHED”**

Goal Setting Overview

Goal setting is more specific than the previous exercises, and should serve as the “rubber hitting the road” in terms of your personal productivity.

Purpose: to define some specific, measurable outcomes that you want to create in your life, to lead you in the direction of fulfilling your Values, Mission / Purpose, and Vision, while utilizing your Strengths to develop further.

Principles:

- **Proactivity** - this principle refers to the fact that you are the only person in your life that can provide the motivation and inspiration to work toward the achievement of your Mission and Vision.
- **Responsibility** - In the book, *The Success Principles*, author and trainer Jack Canfield provides the following formula as a way of looking at events that happen in your life, your response to those events, and the resulting outcome.
 - $E + R = O$ or Event + Response = Outcome
 - For any Event that happens in your life, the resulting Outcome will be a direct result of your Response to that Event. If you are not getting the Outcomes that you want in your life, you have two choices: 1) you can change your mind about the Outcome that you want and adapt your values to accept the Event; or 2) you can change your Response to any Event that happens in order to get the Outcome that you want.
 - One of the previous two choices will further reinforce a Growth Mindset or a Fixed Mindset in your life. Hopefully you can determine which is which.

Guidelines:

- There is no shortage of people out there that have written about “How to Achieve Your Goals”, “How to Write Your Goals Out”, etc. There is a set of useful guidelines at the end of this document, and you are free to research and find others that fit your style of goal achievement.

- The following two pages have the Cornerstones Goal Setting Template for your usage. A blank template like this one is also available online through your Chapter Google Account, and in the DocuShare associated with your ACACIAconnect.org account.

Goal Setting Template

Name:

Date:

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Cornerstones Personal Development Plan - Part 2

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Cornerstones Personal Development Plan - Part 2

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Personal Goal #_

Goal:

Timeframe:

Next Actions: 1)

2)

3)

4)

5)

Personal Development Plan template

The following format is being used with permission by the Human Performance Institute (<https://www.hpoinstitute.com/>), and is based on the Corporate Athlete Training Program, which is outlined in the book *The Power of Full Engagement: Managing Energy, not Time, Is the Key to High Performance and Personal Renewal* by Jim Loehr and Tony Schwartz.

This format is one of the best that we have found, in terms of bringing together all of the elements that we have been working on in this workbook.

Going through this process and completing this plan is the most important activity that you can do to “get started on Cornerstones”, regardless of whether you’re a pledge or active, whether you are a freshman or a senior.

Again, just to reinforce the point that has been made throughout this document - **it is critical that any goals that you set and any activities that you do related to Cornerstones be personally meaningful to you.** There is no one else that can judge this better than you.

You will need support to live up to your plan, and you can find support in your brothers, your alumni, any other mentors that you have at the university, your church, or any other organizations you are a part of.

In the book, they describe “full engagement” as being: “physically energized, emotionally connected (to other people), mentally focused, and spiritually aligned.”

A word on being “spiritually aligned”. This does not necessarily have anything to do with any form of organized religion. The meaning that we are going for here is:

- having a sense of who you are at your core
- feeling that the work (or study) you are engaged in is aligned with what you believe you were “born to do”
- following your “inner voice” and doing things that your conscience tells you to do

Cornerstones Personal Development Plan - Part 2

Action & Development Plan for Full Engagement	
Targeted Muscle/ Area of Focus : (physical, emotional, mental, spiritual)	
Performance Barrier:	
Value(s) driving change:	
Expected Performance consequence:	

	Positive Energy Rituals Supporting the Targeted Change	Launch Date	Routinized
1			
2			
3			
4			
5			

Action & Development Plan for Full Engagement	
Targeted Muscle/ Area of Focus : (physical, emotional, mental, spiritual)	
Performance Barrier:	
Value(s) driving change:	
Expected Performance consequence:	

	Positive Energy Rituals Supporting the Targeted Change	Launch Date	Routinized
1			
2			
3			
4			
5			

Cornerstones Personal Development Plan - Part 2

Action & Development Plan for Full Engagement	
Targeted Muscle/ Area of Focus : (physical, emotional, mental, spiritual)	
Performance Barrier:	
Value(s) driving change:	
Expected Performance consequence:	

	Positive Energy Rituals Supporting the Targeted Change	Launch Date	Routinized
1			
2			
3			
4			
5			

Action & Development Plan for Full Engagement	
Targeted Muscle/ Area of Focus : (physical, emotional, mental, spiritual)	
Performance Barrier:	
Value(s) driving change:	
Expected Performance consequence:	

	Positive Energy Rituals Supporting the Targeted Change	Launch Date	Routinized
1			
2			
3			
4			
5			

Goal Setting Guidelines

One of the primary purposes of the Cornerstones program is to help guide our members toward the achievement of their own personal and professional goals. As such, the very first recommended activity for any member of Acacia Fraternity is to do some focused planning.

You may find useful the following three sets of guidelines to write out your goals.

The first set of guidelines are the “**Three P’s of Goal Setting**”, and deal specifically with the language you use to write your goals.

The second set of guidelines is known as **SMART goals** (different people use different words for this acronym, but we will rely on the following descriptors - goals must be Specific, Measurable, Attainable, Relevant, and Timely).

Finally, the third set of guidelines provides you a **strategy for achieving your goals, step-by-step**.

The Three P's of Goal Setting

When setting a personal goal, the manner in which you write the goal has a huge impact on how quickly and effectively you accomplish that goal. Brian Tracy, one of the world's top authorities on personal productivity and success offers the following guidelines for writing every goal in your life.

In writing your goal, be sure that they all follow these guidelines. You will notice that for each example below, there is a specific time deadline stated:

- 1) Present Tense - "I earn a salary of \$50,000 by my 25th birthday."
 - a. Each goal should be written as if it has already been achieved. This will trigger your mind to work more efficiently to achieve the goal.
- 2) Positive Language - "I am a non-smoker by January 1, 2010."
 - a. Again, use positive language "as if" the goal were already completed. This will help your mind do a shift into a mode in which you mentally get used to believing that this goal will be accomplished
- 3) Personal - "I run 5 miles a day, four days per week, by June 15th, 2009."
 - a. Always use the word "I", plus an action verb
 - b. Keep action verb short, simple, sharp

SMART Goals -

After you have written out your goals using the Three P's of Goal Setting, test your goals against these standards, and ask yourself, "Is this goal specific enough? Is this goal measurable? Is this goal attainable? Is this goal relevant? Have I defined a time element, or set a deadline?"

Specific

- Good example - "I have earned a 3.5 gpa by December 15th (end of semester)."
- Bad example - "I want to get better grades than I have in the past."

Measurable

- Good example - "I run 25 miles per week by October 15th."
- Bad example - "I will start working out when I have time, and try to run a few times per week."

Attainable

- Good example - "I am elected to the Student Senate by October 15th."
- Bad example - "I am elected as President of the United States at some point during my undergraduate career."

Relevant

- Good example - "I am awarded the Order of Pythagoras by the end of my Senior Year."
- Bad example - "I am known as the top video gamer on the third floor of the fraternity."

Timely

- Good example - "I have earned a 3.5 gpa by December 15th (end of semester)."
- Bad example - "I will get better grades."

Goal Achieving Strategy –

- Step One: **Decide exactly what you want.**
 - Gain clarity about what is expected of you, and in what order of priority

- Step Two: **Write it down.**
 - A goal or objective that is not in writing is merely a wish or fantasy. It has no energy behind it. Remember the three P's: present, personal, positive. A goal should be in the present tense, use personal language, and positive language. For example, "I am the President of the Interfraternity Council by the beginning of my junior year." Or, "I am the facilitator of an excellent chapter retreat during the first week back to school in the spring."

- Step Three: **Set a deadline on your goal.**
 - Set sub-deadlines if necessary. You must assign a time element to make it more real to you.

- Step Four: **Make a list of everything you can think of that you are going to have to do to achieve your goal.**
 - As you think of new activities, add them to your list. Keep building your list until it is complete. A list gives you a visual picture of the larger task or objective. It gives you a track to run on.

- Step Five: **Organize the list into a plan.**
 - Organize the list based on '*priority*' and '*sequence*'. Decide what you can do now and what you can do later. Decide what needs to be done first and what needs to be done afterwards.

- Step Six: **Take action on your plan immediately.**
 - Do something...anything; and you will build the momentum needed to complete the entire goal. An average plan vigorously executed is far better than a brilliant plan on which nothing is done.

- Step Seven: **Resolve to do something every single day that moves you toward your major goal.**
 - Build it into your daily schedule. Whatever it is, you must never miss a day.

Planning Guidelines

The following guidelines are to be used to keep you on track. Do these in whatever form makes sense to you - just make sure you do it.

The Weekly Review - At least weekly, you need to be sitting down to review all of your goals, commitments, assignments, upcoming tests/quizzes, projects, fraternity activities - and make plans on your calendar or day planner to get some of your “next actions” done.

Daily Planning Session - At the start of your day, review your calendar to see what you have on the agenda for today. Try this sequence of review to achieve control over your commitments:

- 1) Review Monthly Calendar
- 2) Review Daily Calendar for appointment and to do's
- 3) Review your “catch all” lists - wherever you take notes to keep yourself organized, and write down new pieces of information; this may be in a couple of different places
- 4) Review Daily Calendar of appointments and to do's and do the “traffic light exercise” to categorize your commitments into priority and sequence
 - a. Red - vital and urgent (do these first)
 - b. Green - vital, not urgent (do these second)
 - c. Yellow - not vital, but urgent (do these third)
 - d. Gray - not vital or urgent (try not to do these)
- 5) Arrange your next actions, according to :
 - Necessity - “what is absolutely necessary that I do today?”
 - Practicality - “with the tools and time that I have, what can I actually get done?”
 - Efficiency - “what is the most efficient approach?”
 - Spontaneity - remain spontaneous and creative in your approach

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FAQ's

What is Cornerstones?

A development program that starts in pledgeship, continues into active and alumni membership.

Who participates?

Pledges, actives, alumni members, alumni advisors; educational speakers / presenters; mentors outside of Acacia.

Why would I participate?

- to gain the most meaningful membership experience possible
- to prepare for the challenges that lie ahead
- to attract the highest quality members

How could I participate?

All you need to do is complete the Personal Development Plan for yourself, as related to your current values and goals, then go out & take action. Reset new goals when:

- you achieve the goals you set
- the previous goals you set get boring
- the previous goals you set are not relevant anymore

The Personal Development Plan includes the following exercises:

- Values Clarification
- Creating a Mission Statement or Life Purpose Statement
- Strengths Identification
- Goal Setting
- *The Corporate Athlete Training System* template

When would I participate?

During pledgeship, during active membership, and during alumni membership.

As an alumni, you could:

- spend about 1 hour per month corresponding with an undergraduate, or
- visit the chapter to deliver an educational presentation or speech

Where could I participate?

At the chapter house. On paper in your Personal Development Plan. In the world, wherever you may lead yourself in pursuit of your goals.

Ok, I basically understand the program - what do I do now?

Complete the Personal Development Plan, set goals & take action in the direction of those goals.

* *The Corporate Athlete Training System* is used with permission of the Human Performance Institute (www.hpoinstitute.com)