



Journaling Advantage Premise

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INTRO



Welcome to the Four Loop Learning Community! Thank you for your interest in the custom leadership reflections kit! With the purchase of the Reflections Point Kit, you are about to begin on a very special journey that will not only better your leadership skills, but in my personal opinion can also improve your quality of life.

My philosophy is that leaders who are more reflective are truly more effective. Over my tenure at GE, I learned that deliberate reflection helps leaders slow down, think deeper and implement change with enhanced precision which results in greater impact results. The Four Loops of Record, Reflect, Act and Share is a proven process that accelerates the impact of business journaling and I know that you will enjoy.

Happy journaling from your friend,

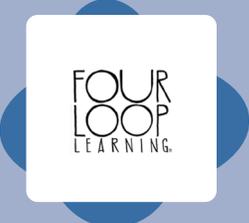
Bob

Bob Cancalosi
Owner and Author of Four Loop Learning

— *The Benefits of Journaling* —

“Leaders who are deliberately
more reflective are
profoundly more effective.”

— BOB CANCALOSI

The logo for Four Loop Learning is located in the bottom right corner. It consists of a white square with rounded corners, centered within a larger blue circle. The text "FOUR LOOP LEARNING." is written in a clean, sans-serif font inside the white square, with "FOUR" on the top line, "LOOP" on the second line, and "LEARNING." on the third line.

FOUR
LOOP
LEARNING.



SECTION 1

Benefits of Journaling

“Keeping a personal journal a daily in-depth analysis and evaluation of your experiences is a high-leverage activity that increases self-awareness and enhances all the endowments and the synergy among them.”

– STEPHEN R. COVEY

“It’s vital for CEO’s to block off meaningful amounts of uninterrupted time alone, to give themselves space to think, reflect and prepare.”

– MICHAEL E. PORTER & NITIN NOHRIA

HBR July/Aug 2018 - How CEO’s Manage Their Time

“If you’re serious about becoming a wealthy, powerful, sophisticated, healthy, influential, cultured and unique individual, keep a journal.”

– JIM ROHN

Business Author & Philosopher

“Journaling is one of the most powerful tools we have to transform our lives.”

– DEEPAK CHOPRA

“The more senior your job title, the more you need to keep a journal.”

– DAN CIAMPA

SECTION 2

How Journaling Enhances Your Leadership

- ✓ Stopping and reflecting over time helps prevent the “fire, fire, fire, ready aim” syndrome.
- ✓ Journaling allows you to learn and discern how your point of view changes over time.
- ✓ Journaling allows you to track your big decisions and later on review their effectiveness.
- ✓ Journaling allows you to find serendipitous discoveries where you are looking for “x” and you find “y”.
- ✓ Journaling allows you to record your ideas and then find them later - helps you sleep better not worrying about forgetting your idea.
- ✓ Helps you unlock more of your potential as you pursue your own personal “ne plus ultra” (your most profound quality or state).

SECTION 3

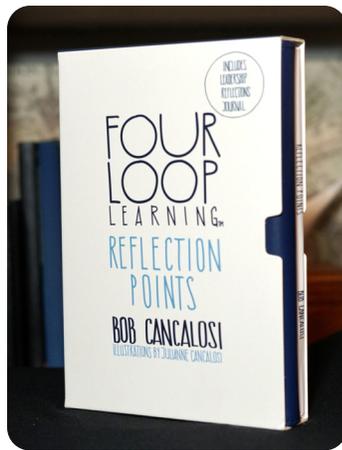
Continuum on How to Use the Journal



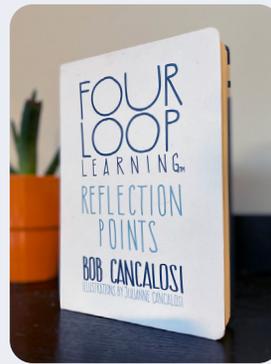
Questions? Email us at fourlooplearning@gmail.com.

SECTION 4

Overview of the Kit

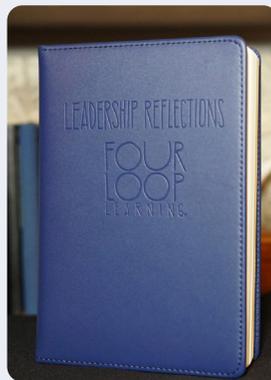


Inside your Four Loop Learning Kit



70-page Guidebook on the 27 Reflection Points in the Journal

+



250-page Custom Leadership Journal

- 50 Pages of Custom Content
- 27 Reflection Points
- 15 Leadership & Life Lessons
- 11 Inspirational Quotes
- 5-4-3-2-1 Learning and Network Framework
- 1 the most Important Thing



SECTION 5

HEAD: How You Think

VUCA³

- ✓ Balancing the Hard & Soft Skills
- ✓ VUKA-Soft reminder to balance both skills
- ✓ Page 122 in journal

MULTIPLE VUCA WORDS

HARDWARE HQ	SOFTWARE EQ	AWAKENING
PROFESSIONAL	PERSONAL	ZELLI
V-VOLATILE	V-VULNERABLE	V
U-UNCERTAIN	U-UNCELESTIAL	U
C-COMPLEX	C-CARING	K
A-AMBIGUOUS	A-AUTHENTIC	A

TABLE STAKE SMARTS FOR EXETS SOFT SKILLS FOR EXPERIENTIAL OUTCOMES SOUTH AFRICAN EXPRESSION TO "WAKE-UP"

BALANCE ACROSS THE THREE

Stop & Reflect

- ✓ Record the most important learnings every 50 pages and narrow down to your 1 thing
- ✓ Repeat to remember and remember to repeat
- ✓ Pages 50, 100, 150 & 200 in journal

STOP & REFLECT
MOST RELEVANT LEARNINGS FROM LAST 50 PAGES

KEY LEARNING	REFERENCE	W-LINK

Health & Happiness

- ✓ Health = Wealth
- ✓ Happiness is a choice
- ✓ 13 questions to consider
- ✓ Pages 34 & 134 in journal

HEALTH & HAPPINESS
DATE OF YOUR ASSESSMENT: _____

YES TO YES TO

- BLOOD PRESSURE IN RANGE? • MARRIAGE/ROMANCE?
- ACCEPTABLE RANGE? • STRESS?
- BODY MASS INDEX (BMI) IN RANGE? • PLEASANT COMPANY?
- SLEEPING IN RANGE? • GOOD FRIENDSHIP?
- CHEERFUL IN RANGE? • ENJOYING?
- ACCEPTABLE RANGE? • DEEP CONNECTION?
- SLEEPING (SCHEDULED) IN RANGE? • WITH COURTESY?
- SLEEPING (SCHEDULED) IN RANGE? • DEEP CONNECTION?
- REGULAR EXERCISE? • WITH FAMILY/FRIENDS?
- REGULAR IN PRACTICE? • DELIBERATE?
- PLEASANT (GREAT) RELATIONSHIP? • DEEP SPIRITUAL CONNECTION?
- PHYSICAL IN LAST 12 MONTHS?



SECTION 5

Heart: How You Feel

Ambition

- ✓ Defining and pursuing your purpose
- ✓ Purposeful work is more enjoyable
- ✓ Pages 15 & 189 in journal

AMBITION FLOWCHART

"THE TWO MOST IMPORTANT DAYS OF YOUR LIFE ARE THE DAY YOU WERE BORN AND THE DAY YOU FIGURE OUT WHY."
- MARK TWAIN

WHAT IS YOUR AMBITION?
(PURSUE, CHALLENGE?)

EVERY DAY, WHAT YOU THINK, SAY AND DO... DOES IT ALIGN WITH YOUR AMBITION?

NO... → STOP & REFLECT
- ASSESS WHY
- WHAT NEEDS TO CHANGE?

YES! → GOOD JOB!
- STAY THE COURSE

T-Shirt

- ✓ Determine what you want to be known for and live it backwards
- ✓ Reverse image your legend
- ✓ Page 220 in journal

WHAT DO YOU WANT YOUR LEGEND TO BE?

IT'S YOUR RETIREMENT DAY AND THE BEST PEOPLE IN YOUR CAREER ARE ABOUT TO PRESENT YOU WITH A T-SHIRT WITH A CAPTION THAT SUMS UP THE HIGHLIGHTS YOU HAVE MADE THROUGHOUT YOUR CAREER.

WHAT WOULD YOU LIKE YOUR T-SHIRT TO SAY?

Gratefulness

- ✓ Being grateful enhances well-being
- ✓ Pages 40, 86, 112, 170 & 216 in journal
- ✓ You can easily add more

JOURNAL REFLECTION

DATE: / /

WHAT A GREAT DAY TO PAUSE FOR A MOMENT AND COUNT YOUR BLESSINGS.

WHAT ARE 5 THINGS YOU ARE REALLY GRATEFUL FOR IN YOUR LIFE RIGHT NOW?

- _____
- _____
- _____
- _____
- _____



SECTION 5

HAND: How You Do Things

5-4-3-2-1

- ✓ Networking and learning strategy
- ✓ Captures the most important learning at each event
- ✓ Pages 223 to 228 in journal

EVENT: _____ DATE: _____
5-4-3-2-1

5 THE FIVE MOST IMPORTANT THINGS YOU LEARNED TO ACCELERATE YOUR AMBITION AND THE AMBITION OF OTHERS:

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

4 THE FOUR MOST IMPORTANT THINGS YOU LEARNED FROM:

1. _____
2. _____
3. _____
4. _____

3 THE THREE MOST IMPORTANT THINGS YOU LEARNED TO ACCELERATE YOUR AMBITION AND THE AMBITION OF OTHERS:

1. _____
2. _____
3. _____

2 THE TWO THINGS YOU DID WELL AS A LEADER, AND TWO THINGS YOU CAN DO BETTER:

1. _____ (10 WORDS)
2. _____
3. _____ (10 WORDS)
4. _____

1 IF YOU LOOK BACK TEN YEARS FROM NOW, WHAT IS THE ONE THING YOU WILL REMEMBER:

1. _____

Do you HAVE it? If not WHEN?

- ✓ The silver bullet of leadership
- ✓ If you HAVE it you can lead teams with great results
- ✓ Page 244 in journal

JOURNAL REFLECTION

DO YOU HAVE IT?

H - HUMILITY
A - AUTHENTICITY
V - VULNERABILITY
E - EMPATHY

AND IF NOT, WHEN?

W - WHAT WILL YOU DO?
H - HOW WILL YOU DO IT?
E - ENERGY PUT INTO IT?
N - NEVER REST ON YOUR LAURELS

1 Thing?

- ✓ Maniacal focus on improving 1 thing to help enhance your leadership impact
- ✓ Improve 1 thing well versus many things diluted
- ✓ Page 249 in journal

WHAT'S THE ONE THING?

"THE PROBLEM WITH EXECUTION IS NOT THE ABSENCE OF KNOWING WHAT TO DO, BUT THE ABSENCE OF DOING IT"
- PETER DRUCKER

TAKE SOME DEEP REFLECTION TIME TO LOOK AT YOUR NOTES AND FIND THE ONE THING THAT REALLY RESONATED WITH YOU THAT IF IMPLEMENTED THOROUGHLY WOULD ENHANCE YOUR LEADERSHIP CREDIBILITY IN A NOTICEABLE WAY:

I WILL DO: _____

AS MEASURED BY: _____

BY DATE: _____

THEN JUST DO IT AND TEACH OTHERS!



SECTION 6

How to Get Started

Try this simple 30-Day Challenge!

For 30 continuous days record your most significant learning in the journal whether personal or professional.

At day 30 re-read what you recorded and categorize to *Head* (what you thought), *Hand* (what you did), or *Heart* (how you were inspired or how you inspired someone else).

Reflection Questions #1

What trends did you detect? What's your dominant "H"?

Reflection Question #2:

Did you find an area you need to enhance your knowledge on?

Then just keep on going and even learn more about yourself! For more information go to FourLoopLearning.com.

If you're interested in continuing your self-growth journey with reflective journaling, find us online.

fourlooplearning.com

[instagram.com/fourlooplearning](https://www.instagram.com/fourlooplearning)

[facebook.com/fourlooplearning](https://www.facebook.com/fourlooplearning)

[linkedin.com/company/fourlooplearning](https://www.linkedin.com/company/fourlooplearning)