

IMPECCABLE AGREEMENTS

How to Make an Agreement

Step 1 Who specifically will do the task?

Do they have a whole body yes? Anything other than a whole body “yes” is a “no.”
(Whole body yes is described on the other side of this page)

Step 2 What specifically is the measurable task?

i.e. I agree to provide a report to John detailing our sales numbers for the 3rd quarter via email.

Step 3 By when will the task be complete? Define the day and time.

i.e. I will send this report to John by Thursday at 5:00 P.M.

Step 4 Document the details of the agreement so you can track it's completion.

(Make it a goal to keep 90% of your agreements, knowing that sometimes there are circumstances beyond your control that arise.)

How to Renegotiate an Agreement

Step 1 As soon as you know you are not going to keep your agreement, communicate with the affected parties.

Renegotiation can include deciding not to do the agreement, changing the scope of “what” will be done, or changing the time “by when” it will be done.

i.e. John I told you I would get the sales numbers to you by Thursday and I want to renegotiate that with you. Can we agree that I will get those to you by Friday at noon?

Step 2 Allow for the others affected to express their thoughts and feelings about the changes and reveal your thoughts and feelings authentically.

Step 3 Document the new details of the agreement

How to Clean up a Broken Agreement

Step 1 Once you are aware that you did not keep an agreement, contact the affected parties and clean up the agreement.

Explaining “why” you did not keep an agreement is often an act below the line, so do your best to keep the statement short.

i.e. “I didn't do it.” or “I take 100% responsibility for not doing it.” or “I did do it.”

Step 2 Ask if there is anything you can do to clean up the agreement from their perspective

i.e. John, I told you that I would get the 3rd quarter sales numbers to you by Thursday at 5:00 and I want you to know that I didn't keep my agreement with you. I realize breaking this agreement could damage trust with you, and I want to know if there is anything I can do to repair that?”

Step 3 Allow for the others affected to express their thoughts and feelings about the changes and express your thoughts and feelings authentically.

WHOLE BODY YES

Listening to the wisdom of your mind, emotions, will and body

Rather than having a whole body yes, many leaders give a “corporate nod” nodding their head yes when they really mean one of the following:

- *I don't really want to do that but I can't say so in this meeting.*
- *I have no intention of doing that, but no one will even follow up.*
- *Sure. I'll do that if I get to it, but I have a lot to do and this will fall low on my priority list.*
- *I'm saying yes because I'm afraid to upset you if I tell you that I don't want to.*

What is a Whole Body Yes?

A whole body yes happens when you are fully aligned with your head, heart and gut centers and there is a bodily sense of well-being as you consider a choice.

Head Think of a time when you came to the logical conclusion that something made sense. Perhaps it was a choice after thoroughly researching an issue. Notice what it feels like in your body as you think of that memory.

Heart Think of a decision that you made when you felt your heart was fully in it. Take yourself back to that exact moment and notice how that feels in your body as you think of that scene.

Gut Drop into your gut, your power center. Think back to a time when you knew instinctually that “This is it.” Recall how good it felt to be this solid in your choice and notice how it feels in your body.

Now see if you can remember a time when you felt all three of these at the same time. Notice how it feels in your body. This is a whole body yes. Anything other than a whole body yes is a no.

- The greatest chance you have of being in integrity with your agreements is to only agree to things you have a whole body yes to.
- If you want to know what a “no” feels like, simply reverse the practice above.
- The more you practice tuning into your experience of YES and your experience of NO, the easier it is to know what you really want and don't want.
- Train others around you to ask if you have a whole body yes to what you are agreeing to so that you can become more aware in the moment.