

# QUEST OF THE KEYS



PERSONAL DEVELOPMENT SYSTEM

v080717

# QUEST OF THE KEYS

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# QUEST OF THE KEYS

## Introduction

Your personal development should be one of your highest priorities. The pay-off is huge! When you grow as a person it impacts everyone around you, including your family.

The Quest of the Keys: Personal Development System is not the “magic bullet,” but rather a proven tool that can enhance your personal growth. The system can be utilized with a group, a coach or completed on your own. It is designed to be flexible to meet the demands of your time and other needs yet still emphasizes the importance of consistent improvement. There is no doubt in my mind that if you work on your personal growth each week, in a year you will improve by at least 50%.

### It is time to begin your quest!

Living with passion,

**Scotty Sanders**

Creator of Quest of the Keys

## Blocks to Optimal Performance

Using a scale of 1 to 7, rate how the following characteristics impact your ability to achieve goals.

**1 = Never struggle in this area ... (2 – 3 – 4 – 5 – 6 ) ... 7 = Struggle constantly in this area**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| _____ Fear of Failure         | _____ Fear of Success               |
| _____ Procrastination         | _____ Perfectionism                 |
| _____ Negative Self-image     | _____ Poor Time Management Skills   |
| _____ Control Issues          | _____ Poor Organization             |
| _____ Balancing Work and Home | _____ Lack of Self-confidence       |
| _____ Communication Skills    | _____ Stagnation in Comfort Zones   |
| _____ Anger/Frustration       | _____ Dealing with Conflict         |
| _____ Overwork                | _____ Self-discipline               |
| _____ Goal Setting            | _____ Giving Feedback to Others     |
| _____ Fear of Rejection       | _____ Listening Skills              |
| _____ Loss of Energy or Focus | _____ Getting Lost in Details/Tasks |
| _____ Other (describe): _____ |                                     |

# QUEST OF THE KEYS

Personal  
Development  
System

## Learn the 8 Keys to Your Success

## Key One: Purpose

1) Octavius said there are two things required to be successful:

- a) Have \_\_\_\_\_.
- b) Be willing to \_\_\_\_\_.

*An unhappy person is one who does not know what he wants in life but still works himself to death to get it. ~ Octavius*

2) The "Process of Purpose"

- a) \_\_\_\_\_ stage
- b) \_\_\_\_\_ stage
- c) \_\_\_\_\_ stage
- d) \_\_\_\_\_ stage

*The secret of success is consistency of purpose. ~ Benjamin Disraeli*

*More and more people today have the means to live but no meaning to live for. ~ Victor Frankl*

3) There are three simple elements to a good purpose/mission statement.

- a) It should be no more than a \_\_\_\_\_.
- b) It should be \_\_\_\_\_.
- c) You should be able to \_\_\_\_\_ it by \_\_\_\_\_.

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**One More Thing:**

- If your purpose is to become rich, you will use people to make money.
- If your purpose is to help people, you will use money to help people.

**Homework:** Write your purpose statement. Answer questions at the end of this section.

**Recommended Reading:** Purpose Driven Life by Rick Warren

## The Scroll of Purpose

“The reason for your existence.” Octavius

Answering these questions will give insight into your life purpose:

What can you do to change the world?

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At the end of your life, what do you want to be remembered for?

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What are your strengths and weaknesses?

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What are your deepest values?

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Write your purpose statement. Try to keep it simple—within one sentence.

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**It is much easier to write your life purpose; the greater challenge is to live it each day.**



## Key Two: Passion

**“When you have no passion, there is nothing else to do but bury you.” Octavius**

- Passion is something that consumes your \_\_\_\_\_ and \_\_\_\_\_ .
- You will be \_\_\_\_\_ in your life only for your passion.
- What is your passion? \_\_\_\_\_
- When what you love begins to consume your mind, your thoughts, your conversations, your schedule, look for \_\_\_\_\_ .

### 1) Four Truths About Passion

- a) Passion is the \_\_\_\_\_ .
- b) Passion increases your \_\_\_\_\_. Passion is the \_\_\_\_\_ for the will. If you want something badly enough, you can find the willpower to achieve it.
- c) Passion \_\_\_\_\_ you. If you follow your passion instead of others' \_\_\_\_\_, you can't help becoming a more \_\_\_\_\_, \_\_\_\_\_ person.
- d) Passion makes the \_\_\_\_\_. Human beings are made so that whenever anything fires the \_\_\_\_\_, impossibilities vanish.

**“A person with great passion and a few skills always outperforms a person with great skills and no passion.” Marcus**

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## 2) Three Things to Increase Your Passions

- a) Take your \_\_\_\_\_. How passionate are you about your life, school, or your work?
- b) Return to your first \_\_\_\_\_. Think back in your life and discover again what really excited you about life. What could you spend hours and hours doing?
- c) \_\_\_\_\_ with people of passion. If you have lost your fire, get around some firefighters.

**Passion is contagious! Schedule some time with people who can infect you with it.**

*\*Researchers have studied “high achievers” and found that passion was their most important trait.*

**One More Thing:** Take your passion with you.

**Homework:** Answer questions.

**Recommended Reading:** The Fred Factor by Mark Sanborn

## The Scroll of Passion

“Passion is contagious.” Octavius

Answering these questions will give insight into your passion:

What excites you about the world?

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If you had to teach something, what would you teach?

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What makes you cry?

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What makes you angry?

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What activities make you lose track of time?

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**Do what you love! Live your passion! Chase your dream!**  
**Purpose + Passion = Extraordinary Results**

## Key Three: Priorities

**“Do the important things first.” Octavius**

- We live by \_\_\_\_\_ when we should live by \_\_\_\_\_.
- What is the difference between efficiency and effectiveness?  
Efficiency is \_\_\_\_\_.  
Effectiveness is \_\_\_\_\_.
- Prioritizing is asking, “\_\_\_\_\_?”
- Learn to “\_\_\_\_\_” your priorities.

**“Good leaders think ahead.” Cecadian**

**Knowing the right questions will make you wiser in choosing priorities and will increase your leadership confidence.**

1) Self-Evaluation

a) If I could achieve only three measurable goals this year, what would they be?

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b) What are the top six things I want to accomplish in the next six months?

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c) What things on my list can I safely decide not to do at all?

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# QUEST OF THE KEYS

## 2) Priorities of our Purpose

### a) To keep priorities in place:

\_\_\_\_\_. Every month, review the three Rs

Three "R's" – Focus on Highly Leveraged Activities

\_\_\_\_\_ : Knowing what is required of me.

\_\_\_\_\_ : Knowing what gives me the greatest return (opportunity cost).

\_\_\_\_\_ : Knowing what gives the greatest reward.

### b) \_\_\_\_\_. Ask yourself, "What am I doing that can be done by someone else?"

Not do it at all!

### c) \_\_\_\_\_. What are the top projects you are doing and how long will they take?

**"The reason most major goals are not achieved is that we spend our time doing second things first." Robert J. McKain**

**The most successful people have learned the importance of saying "no!"**

**One More Thing:** If everything is important, nothing is important.

**Homework:** Answer questions.

**Recommended Reading:** Essentialism by Greg McKeown

## The Scroll of Priorities

“Prioritizing is asking, what is important now.” Octavius

**Following these steps will help you live by your priorities:**

Find a mentor/accountability partner. Write two possible people.

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What are activities that you can delegate?

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What are activities that you can eliminate?

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## Key Four: Planning

“No plan is a plan; it's just the worst plan.” Marcus

The #1 skill you need to learn is to \_\_\_\_\_.

1) Distractions are robbing you!

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_

2) Importance of Planning

- a) Planning holds you \_\_\_\_\_ to your \_\_\_\_\_ in life.
- b) Your \_\_\_\_\_ is critical to your success.
- c) Planning is \_\_\_\_\_ where you spend your time.
- d) Take \_\_\_\_ of your day to plan the other \_\_\_\_ (less than 15 minutes).
- e) All planning should lead to \_\_\_\_\_.

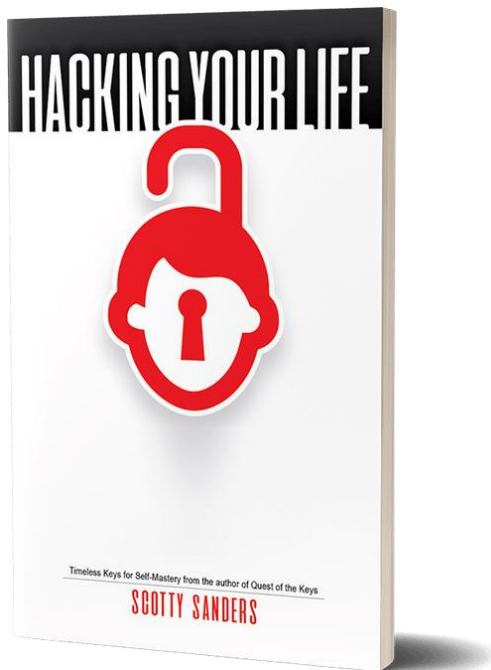
3) Five “E’s” of Execution

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

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## 4) Good Planners

- a) Draw on \_\_\_\_\_.
- b) \_\_\_\_\_ to what others have to say.
- c) Examine the \_\_\_\_\_ before making \_\_\_\_\_.
- d) Create a \_\_\_\_\_.



Click to download: <http://questofthekeys.com/landing-pages/hacking-your-life/>

### One More Thing:

“Learn from past experiences, think in gradual steps, and collaborate with others” Cecadian

**Homework:** Answer questions.

**Recommended Reading:** Time Traps by Todd Duncan



## The Scroll of Planning

“Success is not by accident, but by intelligent planning” Octavius

**Following these steps will help you live by your priorities:**

Write down your latest failure, and then ask yourself what you learned from the experience.

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Ask, listen, and learn. List two people you will meet with to learn how they plan.

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Identify three activities that are time wasters:

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**All planning should lead to execution!**

## Key Five: Potential

**“You have unlimited potential.” Octavius**

### **Optimize your potential.**

To “optimize” is to make the most effective use of something. Optimizing implies restraint and balance best achieved through living by your priorities. Successful and unsuccessful people do not vary greatly in their capabilities. They vary in their desire to reach their potential.

### **10 Principles for Reaching Your Potential**

- 1) \_\_\_\_\_.
- 2) Keep \_\_\_\_\_.
- 3) Expect \_\_\_\_\_ to happen. Our main limitation is our expectations.
- 4) Devote yourself to \_\_\_\_\_. People who reach their potential spend more time asking, “What am I doing well?” rather than, “What am I doing wrong?”
- 5) Do not take \_\_\_\_\_.
- 6) Embrace \_\_\_\_\_ as a friend. The cost of regret is always more painful than the cost of discipline.
- 7) Face \_\_\_\_\_. Henry Ford said, “One of the great discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he couldn't do. Most of the bars we beat against are in ourselves ... we put them there, and we can take them down.”
- 8) Choose your \_\_\_\_\_ wisely. A person almost never rises above the level of his / her closest friendships. Those who are closest to me will determine my level of success.
- 9) Bring the \_\_\_\_\_ out of the people you hang out with.
- 10) Be \_\_\_\_\_.

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**One More Thing:** When you unlock your potential, you will become an expert at something.

**Homework:** Answer questions.

**Recommended Reading:** Develop the Leader Within You by John C. Maxwell

## Commitment to Personal Growth

1. Do I have a game plan for personal growth? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Am I the leader of that plan? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Am I willing to change to keep growing, even if it means giving up my current position if I am not experiencing growth? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is my life an example for others to follow? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Am I willing to pay the price to become a great leader? Yes \_\_\_\_\_ No \_\_\_\_\_

## The Scroll of Potential

**“You are born with potential; what you do with it is up to you.” Cristiona**

Write out your three top goals for the next twelve months. They should be specific, measurable, and attainable, and you should review them regularly.

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List three books you will read in the next 90 days.

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List two people you will help.

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List three barriers to reaching your potential.

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What do you need to reach your potential?

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**Don't let your doubts today limit your realization of tomorrow.**

## Key Six: Problem Solving

“Big people handle big problems.” Octavius

### 1) People with problem-solving abilities demonstrate five qualities.

- a) They anticipate \_\_\_\_\_.
- b) They accept the \_\_\_\_\_.
- c) They see the \_\_\_\_\_.
- d) They handle \_\_\_\_\_.
- e) They do not give up on a \_\_\_\_\_ when they are down.

### 2) Problem-Solving Principles: The happiest people on earth are not those without problems; they are the people who know how to solve problems. Problems are growing experiences.

- a) Never believe any problem is \_\_\_\_\_.
- b) \_\_\_\_\_ your problem on paper. Write it down.  
Peter Drucker's words: Once the facts are clear, the decisions jump out at you.
- c) \_\_\_\_\_ to divide and conquer your problems.
- d) List the \_\_\_\_\_ that are standing in your way in solving problems.
- e) List \_\_\_\_\_ and other \_\_\_\_\_ that can help you solve the problem.
- f) List as many possible \_\_\_\_\_ as you can think of.
- g) \_\_\_\_\_ these different courses of action.
- h) \_\_\_\_\_ the best course of action and \_\_\_\_\_.
- i) Never let \_\_\_\_\_ stop you from making the right decision.

**One More Thing:** Problems are a part of life and can be growing experiences.

**Homework:** Answer questions.

**Recommended Reading:** Seven Habits of Highly Effective People by Stephen Covey

## The Scroll of Problem Solving

What is the biggest problem you are facing?

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Now focus on the solution, not the problem. List three potential solutions.

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**Choose one solution and take action!**

## Key Seven: Persistence

“Finish what you start—never quit.” Octavius

### Press on!

“Nothing in the world can take the place of persistence. Talent will not; nothing in the world is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world of full of educated derelicts. Persistence and determination alone are omnipotent.” McDonald's Executives

1) **P**\_\_\_\_\_. **Find one!**

- a) Man will work 8 hours for pay; 10 hours a day for a good boss, but 24 hours a day for a good cause!
- b) “Not having a goal is more to be feared than not reaching a goal ... I would rather attempt to do something great and fail than attempt to do nothing and succeed.” Victor Frankl

2) **E**\_\_\_\_\_. **Eliminate them.**

“Ninety-nine percent of failures come from people who have the habit of making excuses.”  
George Washington Carver

3) **R**\_\_\_\_\_. **Accept it.**

“... It is priceless to find a person who will take responsibility, who will finish and follow through to the final detail – to know when someone has accepted an assignment that it will be effectively, conscientiously completed. But when half-finished assignments keep coming back – to check on, to verify, to edit, to interrupt thought, and to take repeated attention – obviously someone has failed to follow the doctrine of completed work.” Richard L. Evans, AN OPEN ROAD

4) **S**\_\_\_\_\_. **Develop it.**

5) **I**\_\_\_\_\_. **Have some.**

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6) **S**\_\_\_\_\_. Understand it.

a) "One of the most common mistakes and one of the costliest is thinking that success is due to some genius, some magic, something or other, which we do not possess. Success is generally due to holding on and failure to letting go. You decide to learn a language, study music, take a course of reading, or train yourself physically. Will it be a success or failure? It depends upon how much pluck and perseverance that word 'decide' contains. The decision that nothing will overrule, the grip that nothing can detach will bring success. Remember the Chinese proverb, 'With time and patience, the mulberry leaf becomes satin.'" Maltbie D. Babcock

b) **What success is not:**

i) Not a \_\_\_\_\_ event

ii) Not a \_\_\_\_\_

iii) Not attainable \_\_\_\_\_ in life [many start strong but never finish].

**"To finish first, you must first finish."** Rick Mears, Indy 500 Winner

7) **T**\_\_\_\_\_. Try again.

**P – E – R – S – I – S – T !!!**

**One More Thing:** When you quit, it reflects poorly on your character.

**Homework:** Answer questions.

**Recommended Reading:** Lincoln on Leadership by Donald T. Phillips



## The Scroll of Persistence

What have you quit before?

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Why did you quit?

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List two people you admire who are persistent.

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**When you know your purpose and live in your passion and priorities,  
it is much more difficult to quit.**

## Key Eight: People Skills

**“Your strength is not for status but for service.” Octavius**

**1) Develop your \_\_\_\_\_.**

- a) Be a good \_\_\_\_\_.
- b) Be \_\_\_\_\_.

“By expressing your compassion, you create an experience that people remember.” Tim Sanders

- c) Work on your sense of \_\_\_\_\_.

**2) Look for the \_\_\_\_\_ in others.**

“How we see others is a reflection of ourselves.” John Maxwell

**3) Become a world class \_\_\_\_\_.**

- a) Everyone needs \_\_\_\_\_.
- b) Everyone can be an \_\_\_\_\_.

**4) Always have a teachable \_\_\_\_\_.**

Everyone we meet has the potential to teach us something.

**5) Become genuinely \_\_\_\_\_ in other people.**

- a) Remember their \_\_\_\_\_.
- b) Ask good \_\_\_\_\_.
- c) Encourage them to \_\_\_\_\_ about themselves.

**“Serving others is a life worth living.” Maximus**

# QUEST OF THE KEYS

## Improve People Skills: Building Trust with People

Trust – a person’s non-negotiable

- 1) T \_\_\_\_\_
- 2) R \_\_\_\_\_
- 3) U \_\_\_\_\_
- 4) S \_\_\_\_\_
- 5) T \_\_\_\_\_

**If you want to enhance your people skills, build trust!**

**One More Thing:** Your ability to get along with others is a direct correlation to your success.

**Homework:** Answer questions.

**Recommended Reading:** Love is a Killer App by Tim Sanders

## The Scroll of People Skills

**“Be respectful to others, even if they are different from you.” Marcus**

List two people you enjoy spending time with other than family:

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Why do you enjoy them?

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Focus on getting others to talk about themselves. List three good questions you could ask anyone.

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What are two things you can do to serve others?

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**\*Send a thank you note to a teacher, coach, mentor or friend this week.**

## Quest of the Keys: Personal Development System

### My Purpose

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### My Top Three Passions

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

### My Top Three Goals

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

# QUEST OF THE KEYS

## My Professional Plan

Books (goals) \_\_\_\_\_

\_\_\_\_\_

Leadership Training Courses (goals) \_\_\_\_\_

\_\_\_\_\_

Education (goals) \_\_\_\_\_

\_\_\_\_\_

Certification (goals) \_\_\_\_\_

\_\_\_\_\_

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## My Personal Plan

Health (goals) \_\_\_\_\_

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Family (goals) \_\_\_\_\_

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Spiritual (goals) \_\_\_\_\_

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Other (goals) \_\_\_\_\_

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# QUEST OF THE KEYS

## Conclusion

**After completing this workbook, you have not reached the end, but rather the beginning of a life long journey of personal growth.**

**The Eight Keys provide a framework of areas to focus your improvement.**

**We salute you for going this far and challenge you to continue the quest to be your best.**

P.S. – If this resource has helped you, consider becoming an advocate for Quest of the Keys to schools in your area. Go to [questofthekeys.com](http://questofthekeys.com) for information.