



*A new way of looking at your life so you can get more out of it*

# Welcome!

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Congratulations for taking the time to create a greater sense of harmony and wellness in your life.

The effort you make today will pay off in all areas of your life – personal, professional, financial, physical, spiritual and more.

Instead of just talking about making changes or complaining about the state of your life, participating in this workshop will help you take action in your life by giving you a simple system that you can use each season of the year for a greater sense of contentment, purpose and satisfaction.

*A wise mentor once told me that the purpose of life is not happiness, but fulfillment.*

This workshop is designed to help you identify the areas of your life where you can make adjustments as well as take action to attain fulfillment.

Follow the four-step process you learn today each season of the year and enjoy the benefits of harmony that come from staying in tune with your desires and your values.

I invite you to schedule time on your calendar at the turning of each season to complete these exercises and make the adjustments to help you maintain harmony, peace, and fulfillment in your life throughout the entire year.

Ready to get started?

# Today's Plan: How We'll Spend Our Time Together

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- Welcome
- Guidelines
- Intentions & Introductions
- Why/How I came up with this program: Why work-life balance is out and harmony is in
- Step 1: Evaluation
- Step 2: What Needs to Change
- Step 3: What Actions to Take
- Step 4: Your Commitment to Take Action
- Closing
- Review this workshop

# Guidelines:

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- Keep the energy productive
- Respect yourself and others
- I may interrupt you to stay on time and on topic
- Keep this a safe place for all participants
- What gets shared in this space, stays in this space
- Be supportive
- Avoid making judgements – of yourself or others
- To make the best use of time, avoid rambling, be concise
- Ask specific questions
- You will get out of this experience what you give to it
- Be open
- Share your wisdom and experience when invited to do so, this will help others
- Please put mobile phones on silent and eliminate other distractions
- Listen when others are speaking
- Please return from breaks in a timely manner
- Enjoy this experience
- Make it a goal to walk away with a specific intention

# To Begin: State Your Intentions

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Take a few minutes to think about why you signed up to be here today.

What do you want to get out of this workshop?

What do you want to make sure you walk away with at the end of this event?

What do you want to leave behind?

What do you want to gain?

Your reflections:

In one sentence, what do you want to get out of today's workshop?

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# Step 1: Evaluation

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In this first step, evaluate what your life looks like right now. Using the categories below, rate your level of satisfaction from 1-10, make a note of what's working, what's missing, and any other observations you have while reflecting on each category.

Category	Rating (1-10)	What's Working	What's missing	Other Observations
Health & Wellness				
Family & Friends				
Career/Worklife				
Spirituality (things that nurture your inner spirit)				
Money & Finances				
Romantic Relationship				
Fun/Recreation				
Physical Environment				
Community				
Charity/Contribution				
Other:				
Other:				

## Step 2: What Needs to Change?

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In this step, spend some time thinking about what you would like to change in your life to create more harmony, wellness and fulfillment.

What would you like to add more of? What would bring more joy, contentment or satisfaction? What are you curious about? What do you want to taste more of?

What would you like to reduce? What has been taking up too much of your time?

What would you like eliminate and take away completely? What is completely out of alignment with your desires and your values? What is draining your energy and enthusiasm? What needs to be taken out of your life?

## Step 3: What Actions to Take

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Answer the following questions to become clearer on the actions you need to take in order to create greater harmony and fulfillment in your life.

I need to:

I need to stop:

I need to change:

What is holding you back from making these changes?

What will support you in making these changes?

# Step 4: Take Action

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In this final step, you will commit to taking one or more action steps.

This season, I am committed to:

By this date \_\_\_\_\_, I will have done the following:

Close your eyes and imagine what your life looks like three months from now. What has changed? How do you feel? How do you look? What are you doing differently?

In order to set yourself up for success in making the changes you've committed to here, schedule time on your calendar to take the actions you've listed.

# Enjoy your new sense of Harmony

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Congratulations on completing the four steps in this workshop. Of course, it is not enough just to do the exercises; you also need to follow through on what you've committed to here to experience the transformation in your life.

I once heard a champion athlete say that success is boring because it often means doing the same thing day after day. But small steps taken daily to create new habits – boring or not – will become the basis for the transformation you desire in your life. And this transformation will get you to the new level of harmony, wellness and success that will make your life more fulfilling.

On days where your commitment feels like it is weak, go back to Step 4 where you imagine what your life will look like at the end of this three-month period. See yourself transformed. See your life improved. This can be a very strong motivator to take you through the challenges that come up and prevent you from reaching your goals.

This is why I recommend doing this exercise at the start of each season – 90 days is neither too short, nor too long. It's long enough to make progress, but short enough to keep from getting too bored with any habits required to make the changes you wish to see in your life.

For more ideas, inspiration and support in creating harmony in your work and life, follow me on your favorite social channel at [www.taraagacayak.com/contact](http://www.taraagacayak.com/contact).

If you would like support in any of the areas that we covered in today's workshop or are curious about other workshops, programs, coaching or advisory support, please see me after the workshop, or email me: [tara@taraagacayak.com](mailto:tara@taraagacayak.com)

Thank you for being here today.

Thank yourself for being here today.

# Tara Lutman Agacayak

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Tara grew up in Silicon Valley where she studied psychology at Santa Clara University and Information Technology Management at the Naval Postgraduate School (where she met her Turkish husband).

She was recruited by the US Department of Defense as an Outstanding Scholar out of university and worked as a database designer for eight years before moving to Turkey in 2002.

As an Information Specialist for the Department of Defense, she was trained to help people create systems and structures to make data into useful information so they could take action.

But when she moved to Turkey, she was forced to carve a new path for herself.

She used her professional skills to help authors, academics, celebrities and entrepreneurs create structures that allow their work to influence and impact others – those structures take the form of books, film, educational programs, and businesses.

Through this work, many of her clients end up writing bestsellers, producing award-winning documentaries, and exceeding their professional goals because the work rests on three pillars:

- Working from the inside out – helping you see and identify greater possibilities, and
- Work from the outside in – putting together a practical plan and systems to get the work done
- Working to serve others – putting your gifts and talents to work for others

Tara maintains harmony in her own life by reading, walking along the Bosphorous, enjoying Turkish tea parties, doing yoga, listening to podcasts, mentoring and advising startups and business-owners, loving on her nieces and nephews and traveling back and forth between Istanbul and San Francisco with her husband.

It is her great joy to work with people who are making the world better through their startups, scaleups, programs, products and services.

Contact Tara at [www.taraagacayak.com/contact](http://www.taraagacayak.com/contact) to discuss how she can help you reach your next fundable round of investment, make your project a bestseller, an award-winner, or increase its impact while maintaining harmony in your life.

# Feedback: Please share your opinions

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*Complete this page and email or send a screenshot to Tara:  
<mailto:tara@taraagacayak.com>*

Why did you attend today's workshop?

Did this event meet your expectations?

What were your top takeaways?

What did you enjoy about this event?

What did you not enjoy? What do you wish had been different?

Would you recommend this to friends or colleagues? If so, why? If not, why not?

Would you attend another event lead by Tara? If so, what kind of program would you like her to offer?

Any other comments, suggestions or questions for Tara?

Would you like a free 30-minute session with Tara to discuss anything that came up today? If so, please leave your name, email address and phone number.

Name:

Email:

Phone: