

Appendix I

Writing a Ten-year Letter

Businessman Tom Chappell proposed this exercise in his book *Managing Upside Down*.^{*} It can be a very productive exercise that can clarify where you want to go and help you develop a mission statement.

Based on your gifts, values, passion, and vision, write a letter to a close friend. Date it ten years from today.^{**} Assume that everything has gone according to your dreams and wishes. Give a summary of the prior ten years going back to today. Be specific. Include promotions, achievements, accomplishments, areas of growth, spiritual changes, etc.

To help you write a straightforward letter, you may want to write the letter before you read what is below the line.

When you are done writing, read this letter to another person, preferably to the person to whom you wrote. Discuss:

- * What is your friend's reaction?
- * How did you feel about sharing what you have written?
- * What seemed most important to you, judging from the letter?
- * What are the things you like best about what you wrote?
- * What things disappointed you?
- * What did the letter say about your relationship with God?
- * How did this exercise help clarify your future direction?
- * What can you do to make the letter's contents come true in reality?
- * What does this say to your purpose for living?

^{*} Tom Chappell, *Managing Upside Down: The Seven Intentions of Values-Centered Leadership* (New York: William Morrow, 1999), p. 118-119.

^{**} If you would prefer, write a three or five year letter instead of a ten year letter.