The Student Success Workbook

Five Tools for Success in School and in Life

Homeschool High School Edition

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Based on The Student Success Tool-Book, written in collaboration with Emma Veenstra

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Michigan

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Five Tools for Success in School and in Life

Homeschool High School Edition

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How to Use This Workbook

This workbook walks through the five tools of The Student Success Tool-Book: G.R.O.W., the Action T.E.S.T., the Success Square, the Success Cycle, and Knowledge-Application-Sharing. It is designed for high school students in a homeschool co-op, a class, or a live online class. Plan on about 75 minutes for each class, plus 3 to 4 hours of homework each week.

Each module follows the same pattern. You will answer an opening question or activity, discuss it with your group, read Scripture, learn and practice a tool, reflect honestly, think through a common misunderstanding, and then apply what you learned. Use the tools on your real schoolwork. That is where they become yours.

Each module ends with homework: daily reading, a Learned, Applied, Shared log, a written assignment, an activity, key terms, and a memory verse. Record your time in the Hours Log at the back of this workbook so your parents can include this course in your records. Your parents have a separate Parent Guide to help them coach you through each module. Depending on your state and your family's requirements, this course may count toward elective credit.

Each module includes:

- An opening question or activity
- Read: Scripture passages to study together
- The Tool: a success tool from the Tool-Book, followed by a practice page
- Reflection: honest, personal questions
- Something to Think On: a common misunderstanding corrected
- Apply It: one concrete step to take this week
- Homework: assignments and activities for the week

A word about success

Success does not just happen; it takes intentional effort and discipline. Success is not measured by how much money you have or the things you own, but by the person you are becoming. Reading this workbook will not make you successful on its own. You must use these tools, keep growing, and apply what you learn.

Module 1

What Is Success?

How Do You Define Success?

Activity: Break out into small groups. Each person names someone they consider successful and explains why.

How would you define success? Where did that definition come from?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Joshua 1:7-9; Proverbs 16:3, 9; Matthew 25:14-30; Mark 8:36; Colossians 3:23-24

Based on these verses, how do you understand what the Bible teaches about success?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of success as:

1. Faithfulness with what God has entrusted to you, not simply having more than others.
2. Who you are becoming as a person, not only what you own or achieve.
3. Using your gifts and talents and applying what you have been taught.
4. Committing your plans to the Lord while working with all your heart.
5. Something that takes intentional effort and discipline. Success does not just happen.

The Tool: How Is Success Defined and Achieved?

Different people define success differently, but there are some universal principles to achieving success. We should not look at success as having things. Instead, we should look at success as who we are becoming as a person and how we are applying what we have been taught by using our gifts and talents. Emma Veenstra, a high school student, helped develop these defining aspects of success:

1. Set success goals.
2. Be specific with your goals and dreams: what type of degree or job, what school or company, what type of work, what kind of person you want to be, and whom you want to reflect.
3. Be proud of what you have accomplished.
4. See and know that you have helped others.
5. Use your gifts and talents.
6. Apply what you have been taught.

Remember: an investor cannot make money without investing, an athlete cannot win without training, and a student cannot graduate without meeting the requirements. What you can do depends on what you are willing and able to do.

Effort matters, but success does not start with effort. Jesus said, “apart from me you can do nothing” (John 15:5). We are saved by grace, not by works, and then created in Christ Jesus to do good works (Ephesians 2:8-10). These tools help you be faithful with what God has given you.

Reflection

What do you want to be known for ten years from now?

_____
_____
_____
_____
_____

Where have you believed that wanting something means it will happen?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

For years, students have been told they can be anything or do anything they want. That is not the case. What a person can do depends on what that person is willing and able to do. An investor cannot make money without investing, an athlete cannot win without training, and a student cannot graduate without meeting the requirements. Jesus asked what good it is to gain the whole world and lose your soul (Mark 8:36). Success is not measured by how much money you have or the things you own, but by the person you are becoming. Success does not just happen; it takes intentional effort and discipline.

Here are some questions we can ask ourselves:

1. How have you defined success up to now? Where did that definition come from?
2. Have you believed that wanting something means it will happen?
3. What are you willing to do to succeed? What are you not willing to do?
4. What has God entrusted to you that you are responsible to use well?
5. What kind of person do you want to become?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Write your own definition of success in one or two sentences. Pray over it this week and share it with a parent or mentor.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

Success Defined Practice Page

In one or two sentences, how do you define success?

_____
_____
_____
_____
_____

What specific goals or dreams do you have? Be specific.

_____
_____
_____
_____
_____

What gifts and talents has God given you?

_____
_____
_____
_____

Whom have you helped? Whom would you like to help?

_____
_____
_____
_____

Module 1 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Joshua 1:1-9
- ☐ Day 2: Matthew 25:14-30
- ☐ Day 3: Mark 8:31-38
- ☐ Day 4: Ecclesiastes 2:1-11
- ☐ Day 5: Colossians 3:17, 23-24

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, write your definition of success. Use at least two passages from this module and explain how the Tool-Book's definition compares with what you hear from culture.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Interview a parent, mentor, or coach. Ask how they define success and what it cost them.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Success:

_____
_____

Faithfulness:

_____
_____

Discipline:

_____
_____

Intentional:

_____
_____

Memory Verse

Colossians 3:23 (NIV). Write it out from memory below by the end of the week.

_____

_____

_____

Before the next session, complete the Success Habits Self-Assessment that follows this homework. Fill in the Start column now. You will fill in the End column after Module 7.

The Five Tools at a Glance

Each tool helps with a different part of success. Use them together, and use them on your real work.

Tool	What it helps you do	Key question	Scripture
G.R.O.W.	Learn for understanding, not just answers	Am I engaging with the material?	Acts 17:11
Action T.E.S.T.	Make decisions that lead to success	Can I answer yes to all four questions?	1 Corinthians 10:23
Success Square	Count the cost before pursuing a dream	What will it take, and am I willing?	Luke 14:28
Success Cycle	Move from vision to finished	Am I doing it until I succeed?	Habakkuk 2:2-3
Knowledge, Application, Sharing	Turn learning into growth	Am I applying and sharing what I know?	James 1:22

Module 7 adds three Lessons Learned from the Top: decisions and emotions, emotional fortitude, and healthy relationships.

Success Habits Self-Assessment

Score each statement from 1 to 5 based on how true it is of you right now. Fill in the Start column now. After Module 7, score yourself again in the End column. Answer honestly. This tool shows where you are strong and where you need to grow.

1 = Not true of me 2 = Rarely 3 = Sometimes 4 = Often 5 = Very true of me

#	Statement	Start	End
1	I read material for understanding, not only to find the answer.		
2	I check whether my actions move me toward my goal.		
3	I have people who support and encourage me.		
4	I have a specific vision for my future.		
5	I apply what I learn soon after I learn it.		
6	I read important material more than once.		
7	I consider how my decisions affect other people.		
8	I ask what it will take before I start something new.		
9	I know what tools I need and how to get them.		
10	I see mistakes as part of growth.		
11	I take notes on what stands out as important.		
12	I think about long-term results, not only short-term ones.		
13	I am honest about my abilities and limits.		
14	I use the tools I have the way they were meant to be used.		
15	I share or teach what I am learning.		
16	I write down what I learned and how it applies to my life.		
17	I base decisions on evidence rather than on what might work.		
18	I am willing to set aside a dream I am not willing or able to pursue.		
19	I avoid things that hinder me from reaching my goals.		
20	I do not wait until I know everything before I try.		
21	I complete assignments using what I learned, not by guessing.		
22	I avoid shortcuts, such as cheating, even when they would help me.		
23	I prioritize my tasks by what is important and what is urgent.		
24	I keep going when I miss a goal date.		
25	I learn more when I teach others.		

Scoring

Add your scores for each area. Your lowest area is where to focus your growth.

Area	Statements	Start total	End total
Learning (G.R.O.W.)	1, 6, 11, 16, 21		
Decisions (Action T.E.S.T.)	2, 7, 12, 17, 22		
Counting the Cost (Success Square)	3, 8, 13, 18, 23		
Follow-Through (Success Cycle)	4, 9, 14, 19, 24		
Applying and Sharing (K.A.S.)	5, 10, 15, 20, 25		

Which area is your strongest? Which area needs the most growth?

_____
_____
_____

After Module 7: Where did you grow the most? Why?

_____
_____
_____

Module 2

G.R.O.W.: Learning That Lasts

How Do You Learn?

How do you usually study for a test? Does it help you remember the material a month later?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Proverbs 2:1-6; Proverbs 18:15; Acts 17:11; 2 Timothy 2:15; James 1:22-25

Based on these verses, how do you understand what the Bible teaches about learning and understanding?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of learning as:

1. Something we search for like hidden treasure, not something that falls into our laps.
2. Daily examination, as the Bereans examined the Scriptures every day.
3. Careful work that does not need to be ashamed.
4. Incomplete until it is put into practice. Hearing without doing is self-deception.

The Tool: G.R.O.W.

G.R.O.W. helps you engage with your work rather than simply looking for the correct answer. Learning takes intentional effort.

	Step	What you do
G	Grasp	Read or glance over the material to grasp the topic. This gives you a brief overview, not the answers.
R	Re-read	Read and study the material again, this time taking notes on the important areas surrounding the topic. Dig deeper.
O	Observe	Write down what you observed about the topic that was new, helpful, or insightful, including how it applies to your own life.
W	Work	Work out the assignment using everything you grasped, noted, and observed.

Reflection

Do you study to find answers or to understand?

_____
_____
_____
_____
_____

Which step of G.R.O.W. do you usually skip?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Many students focus on the assignment in front of them rather than on learning. They read to find the right answer so they can finish the work and pass the test. That may get the assignment done, but it does not produce growth in knowledge and understanding. Learning takes intentional effort. The Bereans did not simply accept what they heard; they examined the Scriptures every day to see whether it was true (Acts 17:11). The G.R.O.W. tool helps you engage with the material instead of hunting for answers: Grasp the topic, Re-read and take notes, Observe what is new or helpful, and then Work out the assignment.

Here are some questions we can ask ourselves:

1. When you study, are you looking for the answer or for understanding?
2. How often do you read material more than once?
3. Do you take notes, or do you trust your memory?
4. When did you last learn something that changed how you live?
5. Which step of G.R.O.W. do you usually skip?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Use the G.R.O.W. Practice Page on your next reading assignment in any subject.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

G.R.O.W. Practice Page

Assignment or reading: _____

Grasp: _____
_____
_____
_____
_____
_____

Re-read: _____
_____
_____
_____
_____
_____

Observe: _____
_____
_____
_____
_____
_____

Work: _____
_____
_____
_____
_____

Module 2 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Proverbs 2:1-15
- ☐ Day 2: Proverbs 4:1-13
- ☐ Day 3: Acts 17:10-15
- ☐ Day 4: 2 Timothy 2:14-26
- ☐ Day 5: Psalm 119:97-104

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, explain each step of G.R.O.W. and describe how you used it on an assignment this week.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Use G.R.O.W. on a chapter from another subject. Show your notes to a parent.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Grasp:

_____
_____

Re-read:

_____
_____

Observe:

_____
_____

Work:

_____
_____

Memory Verse

Proverbs 18:15 (NIV). Write it out from memory below by the end of the week.

_____
_____
_____

Module 3

The Action T.E.S.T.: Decisions That Lead to Success

How Do You Make Decisions?

What is one thing you do during a school day that may or may not help you have a successful day?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Proverbs 4:25-27; Proverbs 14:15; 1 Corinthians 10:23-24; Ephesians 4:29; Galatians 6:7-9; Philippians 4:8

Based on these verses, how do you understand what the Bible teaches about wise decisions?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of a wise decision as one that:

1. Keeps our eyes fixed ahead and our feet on a steady path toward our goal.
2. Builds others up, not only ourselves.
3. Considers what it will produce over time, because we reap what we sow.
4. Is founded on truth and gives careful thought to each step.

The Tool: The Action T.E.S.T.

The Action T.E.S.T. helps you decide whether an action or decision will point you toward success. Success includes the whole person, not only grades, careers, or money. For success to occur, you must answer yes to all four questions.

	Question	Ask yourself	Answer
T	Towards	Does this action or decision help me move towards my goal?	Yes No
E	Edify	Does this edify (uplift) others and myself?	Yes No
S	Sustainable	If this action continues, will the results be favorable long-term?	Yes No
T	Truth	Is this founded on truth (evidence), or is it theoretical?	Yes No

An example from the Tool-Book

John, a 10th-grade science student, must make a short video showing how gravity works. He decides to travel to the moon and film himself jumping into a crater. His plan points toward his goal, it does not harm anyone, and the moon's gravity will never change. But it fails the Truth question: there is no way John can get to the moon. Three yes answers are not enough. An action must pass all four.

Reflection

What habit would fail the Action T.E.S.T.? Which question would it fail?

_____
_____
_____
_____
_____

Who is affected by the choices you make each day?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Many students believe that if an action helps them reach their goal, it must be a good action. That is not always true. Cheating on an exam could help a student graduate, but it will devastate future career goals, because cheating at best produces good grades, not more learning. Paul wrote that not everything is beneficial and not everything is constructive (1 Corinthians 10:23). The Action T.E.S.T. asks four questions: Does this move me Towards my goal? Does it Edify others and me? Is it Sustainable over the long term? Is it founded on Truth, meaning evidence, rather than theory? If you cannot answer yes to all four, the action is likely not helpful for long-term success.

Here are some questions we can ask ourselves:

1. What is one habit you have that helps you toward your goal but does not build up others?
2. What is one decision that worked in the short term but hurt you in the long term?
3. Do you make decisions based on evidence or on what might work?
4. Whom do your decisions affect besides you?
5. Which of the four T.E.S.T. questions is hardest for you to answer honestly?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Choose one action you do every school day. Put it to the Action T.E.S.T. on the practice page. If it fails any question, decide what needs to change.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

T.E.S.T. Practice Page

- What is one action you do throughout the day that may or may not help you have a successful day? Use this tool to T.E.S.T. it.
- If you cannot answer yes to all four questions, what needs to change?

Action to T.E.S.T.:

_____
_____
_____
_____

Question	Yes or No	Why?
Towards		
Edify		
Sustainable		
Truth		

What needs to change?

_____
_____
_____
_____

Module 3 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Proverbs 4:20-27
- ☐ Day 2: Daniel 1:1-17
- ☐ Day 3: 1 Corinthians 10:23-33
- ☐ Day 4: Ephesians 4:25-32
- ☐ Day 5: Galatians 6:1-10

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, put a real decision you face to the Action T.E.S.T. Explain your answer to each question.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Track five decisions you make this week. Put each one to the Action T.E.S.T.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Towards:

_____
_____

Edify:

_____
_____

Sustainable:

_____
_____

Truth:

_____
_____

Memory Verse

Philippians 4:8 (NIV). Write it out from memory below by the end of the week.

_____
_____
_____

Module 4

The Success Square: Counting the Cost

What Will It Take?

Activity: Break out into pairs. Each person names one career, education, or lifestyle goal they are curious about.

What do you think it will take to succeed at that goal? How do you know?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Proverbs 15:22; Ecclesiastes 4:9-12; Luke 14:28-33; Proverbs 21:5; Proverbs 16:9

Based on these verses, how do you understand what the Bible teaches about counting the cost?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of the path to success as:

1. Supported by wise counsel and by people who help us up when we fall.
2. Counted before it is begun, as a builder estimates the cost of a tower.
3. Planned with diligence rather than rushed into with haste.
4. Directed by the Lord, even as we make our plans.

The Tool: The Success Square

The Success Square shows the five points of how success develops. All five are necessary for long-term success.

1. **Support System.** Success begins with people who are encouraging, helpful, and loving toward you as a whole person: family, friends, teachers, mentors, counselors, coaches, pastors, and community leaders.
2. **Curiosity and Interest.** Dream as big as you can. At this point, do not worry yet about whether the dream is realistic.
3. **Inquiry.** The most essential and most neglected point. Ask what your interest will require: Effort, Discipline, Cost (money, relationships, time, beliefs), Intention, Ability, and Willingness. Then reject it or embrace it.
4. **Commitment and Application.** Once you have counted the cost and are willing and able, commit and begin pursuing your dream.
5. **Achieve Success.** Success is who you are becoming and how you use your gifts and apply what you have been taught.

The Prioritizing Tool

	Urgent	**Not Urgent**
Important	Needs to be done. Needs immediate attention.	Needs to be done. Does not need immediate attention.
Not Important	Needs immediate attention. Does not need to be done.	Does not need to be done. Does not need immediate attention.

Commitment and Application Ideas

Developed with Emma Veenstra:

- Write a plan for how you will complete the necessary actions.
- Write a schedule that allows for study, work, family, and social time.
- Prioritize using the Prioritizing Tool.
- Work with your support system, and ask those around you for help.
- Use your time wisely, and work ahead when you know you will be busy.
- Connect with people who are successful in your area of interest.
- Stay physically active and get the proper amount of sleep.
- Continue your education through college, technical school, certifications, conferences, or seminars.
- Make sure you have reliable transportation, the proper tools, and the needed finances.
- Tell those close to you what you are pursuing, and ask them to respect your study and work time.

Reflection

Who is in your support system?

_____
_____
_____
_____
_____

What dream do you need to embrace or reject after counting the cost?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Students often move straight from curiosity to application without ever asking what it takes to succeed. This leads many to feel hopeless, view themselves as failures, lose motivation, drop out, quit jobs, or leave their dreams behind. Jesus said no one builds a tower without first sitting down to estimate the cost (Luke 14:28). Inquiry is the most essential and the most neglected point of the Success Square. Ask what effort, discipline, cost, intention, and ability your interest will require, and whether you are willing. Then you must either embrace it or reject it. If you are not able or not willing, set that dream aside and keep looking until you find one you are able and willing to pursue.

Here are some questions we can ask ourselves:

1. Have you started something without counting the cost? What happened?
2. Who is in your support system right now?
3. What dream have you held onto without asking what it will take?
4. What cost are you unwilling to pay?
5. What do you need to embrace or reject today?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Complete the Success Square Practice Page for one career, education, or lifestyle goal. Share your plan with someone in your support system.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

Success Square Practice Page

What career, relationship, lifestyle, or education goals are you interested in?

_____
_____
_____
_____
_____

After inquiring about what it takes to be successful in these interests, what will it take? Are you willing to do it?

_____
_____
_____
_____
_____

If you are willing to embrace what it takes, what steps do you need to commit to next?

_____
_____
_____
_____
_____

Who in your life is part of your support system that you can share your plan with?

_____
_____
_____
_____

Module 4 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Luke 14:25-35
- ☐ Day 2: Exodus 18:13-24
- ☐ Day 3: Ecclesiastes 4:9-12
- ☐ Day 4: Proverbs 6:6-11
- ☐ Day 5: Proverbs 16:1-9

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, walk through the five points of the Success Square for one goal you are curious about.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Use the Prioritizing Tool to plan one full week of school, work, family, and social time.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Support system:

_____
_____

Inquiry:

_____
_____

Cost:

_____
_____

Willingness:

_____
_____

Memory Verse

Luke 14:28 (NIV). Write it out from memory below by the end of the week.

_____
_____
_____

Module 5

The Success Cycle: From Vision to Done

How Do You Reach Your Goal?

What is a goal you reached that took longer than you expected? What kept you going?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Habakkuk 2:2-3; Nehemiah 2:4-8, 17-18; Nehemiah 4:6; Philippians 3:13-14; Galatians 6:9

Based on these verses, how do you understand what the Bible teaches about vision and perseverance?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of reaching a goal as:

1. Beginning with a clear vision, written down and made plain.
2. Gathering the tools the work requires, as Nehemiah asked for letters and timber.
3. Putting those tools to work with all our heart.
4. Pressing on with intention, forgetting what is behind.
5. Not giving up, because at the proper time we will reap a harvest.

The Tool: The Success Cycle

The Success Cycle shows how success develops once you have decided you are willing and able to do what it takes. Education, teachers, and mentors support you at every point in the cycle.

	Point	What it means
1	Vision	Know what success means for you and picture how you will get there. Be specific: what school, what grades, what career, what kind of person.
2	Tools	A vision without tools is pointless. Get the tools the vision requires.
3	Application	A tool is worthless if it is not used the way it was designed. A hammer can drive a nail or break a window.
4	Intention	Run after your vision on purpose. Avoid anything that hinders you, for a season or for good.
5	Do It	Success does not come easily and may take time. Do not give up because you missed a goal date. Keep going until you get there.

Vision → Tools → Application → Intention → Do It until success is achieved

Reflection

What is your vision for the next four years? Is it specific?

_____
_____
_____
_____
_____

What tools are you missing?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Many people believe that having a dream is enough. Others believe that having the right tools is enough. Neither is true. Without vision, nothing can be accomplished, because you have no baseline for knowing you have succeeded. A vision without tools is pointless, and a tool is worthless if it is not applied the way it was designed to be used. A hammer can drive a nail or break a window. Nehemiah had a vision, asked the king for the tools he needed, organized the people to apply them, worked with intention, and kept building until the wall was finished (Nehemiah 2-6). Success does not come easily and may take time. Do not give up just because you missed a goal date.

Here are some questions we can ask ourselves:

1. Is your vision specific enough that you would know when you reached it?
2. What tools do you have? What tools are you missing?
3. Are you using your tools the way they were designed to be used?
4. What hindrance do you need to avoid, for a season or for good?
5. When have you quit too soon?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Write your vision on the Success Cycle Practice Page. List the tools you have and the tools you still need, and take one step this week.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

Success Cycle Practice Page

What is your vision for achieving your dreams and goals?

_____
_____
_____
_____

What tools do you need? What tools do you already have, and what tools are still needed? (education, job shadowing, programs, success tools)

_____
_____
_____
_____

How can you apply these tools now or in the near future?

_____
_____
_____
_____

What intentional steps do you need to take?

_____
_____
_____
_____

What does do it until you succeed mean to you?

_____
_____
_____
_____

Module 5 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Nehemiah 1:1-11
- ☐ Day 2: Nehemiah 2:1-20
- ☐ Day 3: Nehemiah 4:1-23
- ☐ Day 4: Nehemiah 6:1-16
- ☐ Day 5: Philippians 3:7-14

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, describe how Nehemiah moved through vision, tools, application, intention, and doing it until the wall was finished.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Make a vision board or one-page vision plan for the next four years. Include the tools you need.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Vision:

_____
_____

Tools:

_____
_____

Application:

_____
_____

Intention:

_____
_____

Memory Verse

Habakkuk 2:2 (NIV). Write it out from memory below by the end of the week.

_____
_____
_____

Module 6

Knowledge, Application, Sharing

What Do You Do With What You Know?

When have you taught someone how to do something? What did you learn by teaching?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Ezra 7:10; Deuteronomy 6:6-7; Matthew 7:24-27; James 1:22-25; 2 Timothy 2:2

Based on these verses, how do you understand what the Bible teaches about applying and sharing what we learn?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of knowledge as something that:

1. Is studied, then practiced, then taught, as Ezra did.
2. Is meant to be talked about at home, on the road, and throughout the day.
3. Becomes a solid foundation only when we put it into practice.
4. Is passed on to others who will be able to teach others.

The Tool: Knowledge, Application, Sharing

Compare two ways of thinking about success:

Model	How it works
Knowledge-focused success	Knowledge → Application → Sharing. You wait to apply until you know almost everything, and you wait to teach until you are an expert. Many people never get past gaining knowledge, because there is always more to learn.
Application-focused success	Knowledge → Application → Sharing → Knowledge. You apply new knowledge right away, discover what works, and share it. You stay one step behind your teacher and one step ahead of those you teach.

- **Knowledge feeds application.**
- **Application feeds sharing.**
- **Sharing feeds knowledge.**

Mistakes are not failures in this cycle. They are necessary for growth.

Reflection

What do you know that you have not yet applied?

_____
_____
_____
_____
_____

Who is one step behind you that you could help?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Most of the world holds a knowledge-focused view of success: the more you know, the more successful you will be. Two common beliefs follow. Students should not apply what they learn until they know most of what there is to know, and they should not teach others until they are experts. The problem is that many never get past gaining knowledge, because there is always more to learn. Jesus said the wise builder is the one who hears his words and puts them into practice (Matthew 7:24). Application-focused success applies new knowledge right away, discovers what works, and then shares it. Knowledge feeds application, application feeds sharing, and sharing feeds knowledge.

Here are some questions we can ask ourselves:

1. Do you wait until you know everything before you try something?
2. How do you view your mistakes: as failures or as part of growth?
3. What have you learned recently that you have not yet applied?
4. Whom are you one step ahead of who could learn from you?
5. What did you learn the last time you taught someone else?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Choose one thing you learned this week. Apply it in the next two days, and then teach it to a sibling, friend, or parent.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

Knowledge, Application, Sharing Practice Page

- What is one thing you have learned this week that you can apply this coming week?
- With whom can you share what you learned and applied this coming week?

What knowledge do you need to gain to achieve success?

_____
_____
_____
_____

What knowledge do you already have that you can begin applying now?

_____
_____
_____
_____

How or where can you begin applying the knowledge you already have?

_____
_____
_____
_____

Whom can you share with or teach what you already know and are applying?

_____
_____
_____
_____

Module 6 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Ezra 7:1-10
- ☐ Day 2: Deuteronomy 6:1-9
- ☐ Day 3: Matthew 7:24-29
- ☐ Day 4: James 1:19-27
- ☐ Day 5: 2 Timothy 2:1-7

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, explain the difference between knowledge-focused success and application-focused success, using Matthew 7:24-27.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Teach a younger sibling or friend something you learned and applied this month.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Knowledge:

_____
_____

Application:

_____
_____

Sharing:

_____
_____

Application-focused success:

_____
_____

Memory Verse

James 1:22 (NIV). Write it out from memory below by the end of the week.

_____

_____

_____

Module 7

Lessons Learned from the Top

Who Are You Becoming?

Activity: Break out into small groups. Each person shares their Start and End totals from the Success Habits Self-Assessment and the area where they grew most.

Which of the five tools has helped you most? Why?

_____
_____
_____
_____
_____

Discuss this with your group: What are the common themes?

_____
_____
_____
_____

Read

Proverbs 19:2; Proverbs 29:11; James 1:19-20; Proverbs 13:20; 1 Corinthians 15:33; Proverbs 27:17

Based on these verses, how do you understand what the Bible teaches about emotions, decisions, and relationships?

_____
_____
_____
_____
_____

Discuss this with your group: What are some common theme words?

_____
_____
_____
_____

Looking at these verses, we can think of a successful life as one that:

1. Does not rush ahead with desire but no knowledge.
2. Keeps emotions under control instead of giving them full vent.
3. Is quick to listen, slow to speak, and slow to become angry.
4. Walks with the wise, because companions shape character.
5. Is sharpened by friends who make us better.

The Tool: Lessons Learned from the Top

These lessons come from successful business owners, investors, parents, pastors, and ministry leaders the author has learned from over the years.

1. **Permanent Decisions and Temporary Emotions.** Never make a permanent decision based on a temporary emotion. Wait until you are calm, and make decisions through prayer, education, and thought.
2. **Emotional Fortitude.** Emotions are real, but they are not representative of reality. Emotional fortitude is the strength to stand firm when emotions are high. Ask: Will this decision help or hinder me from reaching my goal of living out my purpose?
3. **Healthy Relationships Are Key.** How we act reflects who we spend most of our time with. Ask: If my life were their life, would my life stay relatively the same, be worse, or be better?

Reflection

How do your emotions affect the schoolwork you choose to do or avoid?

_____
_____
_____
_____
_____

Do the friends you spend the most time with reflect who you hope to be?

_____
_____
_____
_____
_____

Discuss this with your group: What insights did you gain from one another?

_____
_____
_____
_____

Something to Think On

Many people believe their feelings tell them the truth about a situation. Emotions are real, and we should not avoid them, but they are not representative of reality. A wise investor taught this lesson: never make a permanent decision based on a temporary emotion. Another taught that we must maintain emotional fortitude, the strength to stand firm when emotions are high. You may despise or enjoy an assignment, but your feelings about it have no bearing on whether it needs to be done. Relationships matter just as much. How we act reflects who we spend most of our time with. Bad company corrupts good character (1 Corinthians 15:33). Ask yourself: If my life were their life, would my life stay the same, be worse, or be better?

Here are some questions we can ask ourselves:

1. What permanent decision have you made, or almost made, based on a temporary emotion?
2. How do your emotions affect the work you choose to do or avoid?
3. Who do you spend the most time with? Are their lives similar to yours?
4. Is there an unhealthy relationship you need to step back from?
5. Who sharpens you and makes you better?

Self-Reflection

Take some time for yourself and answer these questions. Be honest with yourself. Answer these questions from your life perspective, not from the standpoint of having right or wrong answers.

_____
_____
_____
_____
_____
_____
_____
_____

Apply It

Complete your Success Commitment. Give a copy to the person who will help you follow through, and set a date to meet again.

Ask the Holy Spirit to give you the discipline to follow through. Be ready to share what happened at the next class.

Lessons from the Top Practice Page

What decision are you facing while your emotions are high? What will you do to wait, pray, and think it through?

_____
_____
_____
_____
_____

Will this decision help or hinder you from reaching your goal of living out your purpose?

_____
_____
_____
_____

Relationship Check

List the people you spend the most time with. If your life were their life, would it stay the same, be worse, or be better?

Name	Better	Same	Worse

My Success Commitment

You have worked through tools that can help you succeed in any area of life. Reading this workbook will not lead to success on its own; you must keep growing and applying these tools. Take hold of your dreams, do what it takes, commit to action, and spend time with the right people. Read this prayer, then complete your commitment and share it with your support person.

Prayer of Commitment

> *Lord, thank you for the gifts and talents you have given me. I commit my plans to you. Give me wisdom to learn well, to choose what is true and good, to count the cost, to keep going when it is hard, and to share what I learn with others. Make me the person you created me to be. In Jesus' name, Amen.*

My definition of success: _____

My vision: _____

Effort it will take: _____

Discipline it will take: _____

Cost I am willing to pay: _____

My next three steps: 1. _____

2. _____

3. _____

My support person: _____

We will meet again on (date): _____

Signed: _____

Support person: _____

Module 7 Homework

Complete this homework before the next class. Record your time in the Hours Log at the back of this workbook.

Daily Reading

- ☐ Day 1: Genesis 25:29-34
- ☐ Day 2: Proverbs 15:1-7
- ☐ Day 3: James 3:13-18
- ☐ Day 4: Proverbs 27:1-17
- ☐ Day 5: 1 Samuel 18:1-4

Learned, Applied, Shared

Each day this week, use the Learned, Applied, Shared Log at the back of this workbook. Write one thing you learned, how you applied it, and with whom you shared it.

Written Assignment

In 300 words, describe one of the three Lessons Learned from the Top and how it applies to your life right now.

Use G.R.O.W. as you prepare. Write your response on separate paper or in a document, and keep it in your portfolio.

Activity

Meet with your support person. Review your Success Commitment together and pray for each other.

What did you do? What did you learn?

_____
_____
_____
_____

Key Terms

Define each term in your own words.

Emotional fortitude:

_____
_____

Temporary emotion:

_____
_____

Permanent decision:

_____
_____

Healthy relationship:

_____
_____

Memory Verse

Proverbs 13:20 (NIV). Write it out from memory below by the end of the week.

_____
_____
_____

Return to the Success Habits Self-Assessment and fill in the End column. Compare your Start and End totals.

Success Tool Card

Copy these two pages front and back, or cut them out, and keep them in your binder or planner. Use the tools long after this course ends.

Front

Tool	How to use it
G.R.O.W.	Grasp the topic. Re-read and take notes. Observe what is new or helpful. Work out the assignment.
Action T.E.S.T.	Towards: does it move me toward my goal? Edify: does it build up others and me? Sustainable: will long-term results be good? Truth: is it based on evidence? Four yes answers, or do not act.
Success Square	(1) Support system (2) Curiosity and interest (3) Inquiry: effort, discipline, cost, intention, ability, willingness. Then embrace or reject. (4) Commitment and application (5) Achieve success.

Prioritizing Tool

	Urgent	Not Urgent
Important	Needs to be done now.	Needs to be done, but not now. Schedule it.
Not Important	Needs attention now, but does not need to be done.	Does not need to be done or attended to now.

Memory verse: Colossians 3:23

Back

Tool	How to use it
Success Cycle	Vision: know what success looks like. Tools: get what the vision requires. Application: use the tools as designed. Intention: avoid hindrances. Do It: keep going until you succeed.
Knowledge, Application, Sharing	Apply what you learn right away, then share it. Knowledge feeds application, application feeds sharing, and sharing feeds knowledge.

Lessons Learned from the Top

1. Never make a permanent decision based on a temporary emotion.
2. Emotions are real, but they are not reality. Ask: Will this help or hinder me from living out my purpose?
3. If my life were their life, would it be better, the same, or worse? Choose friends who reflect who you hope to be.

Weekly Check

– What did I learn this week?
– How did I apply it?
– With whom did I share it?
– Which tool will I use this week?

Success is not measured by money or things, but by the person you are becoming.

My Success Journal

Use these pages to journal your success journey.

Learned, Applied, Shared Log

Date	What I learned	How I applied it	With whom I shared it

Success Journal Entry 1

My curiosity or interest: _____
_____
_____
_____
_____

What will it take to succeed?

Effort: _____
_____
_____

Discipline: _____
_____
_____

Cost: _____
_____
_____

Do I accept or reject what it will take to succeed? _____

What is my commitment, application, and fulfillment?

Commitment: _____
_____
_____

Application: _____
_____
_____

What have I fulfilled? _____
_____
_____
_____

What does the achieved success look like?

_____
_____
_____
_____

My success journey:

_____
_____
_____
_____
_____
_____
_____
_____

Success Journal Entry 2

My curiosity or interest: _____
_____
_____
_____
_____

What will it take to succeed?

Effort: _____
_____
_____

Discipline: _____
_____
_____

Cost: _____
_____
_____

Do I accept or reject what it will take to succeed? _____

What is my commitment, application, and fulfillment?

Commitment: _____
_____
_____

Application: _____
_____
_____

What have I fulfilled? _____
_____
_____
_____

What does the achieved success look like?

_____
_____
_____
_____

My success journey:

_____
_____
_____
_____
_____
_____
_____
_____

Hours Log

Record your time for each module. A parent initials each line.

Module	Class time	Reading and log	Assignments	Total	Parent initials
Module 1					
Module 2					
Module 3					
Module 4					
Module 5					
Module 6					
Module 7					
Self-Assessment					
Course total					

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