



Agreements



Introduction

If you form expectations of yourself, you partner, or your team or customers without considering and negotiating clear agreements, you are bound to be disappointed.

“Your relationships work - are successful, because you are good at creating and fulfilling your own expectations as well as the expectations of others. The structure of



fulfilling expectations is based on clear and well-formed agreements which are respected and carried out consistently.

If you don't want to be disappointed, when having expectations placed on you, when you place expectations on yourself then you must tie your expectations and the expectations of others directly to agreements. There is an upcoming meeting with the Board, and each manager is responsible for preparing a set of slides for the Board Deck.

All expectations need to be based on well-formed agreements. If you and someone you thought you had an agreement with fail to keep the agreement, ask yourself, "Did I establish a well-formed agreement?" Agreements need to be simple and clear, and they need to be articulated and agreed upon three times. The when, where, what, and how needs to be included with each iteration. Keep every agreement you make. Make as few agreements as possible. Finally, if you are unable to keep the agreement, renegotiate the agreement with the person with whom you made it. Without the application of mindful awareness, you form numerous agreements daily that you have no intention of keeping. This oversight becomes fertile ground for disappointment, resentment, and failed relational success."¹

Practice

1. Keep every agreement you make.
2. Make as few agreements as possible.

¹ Dukes, Timothy; Landers, Michael. Present Company: Cultivating Cultures of High Performance in Teams and Organizations (pp. 90-91). Conscious Capitalism Press. Kindle Edition.



3. If you are unable to keep the agreement, renegotiate the agreement with the person you made it with.

Rationale

Without the application of presence, all of us are likely to form numerous agreements that we have no intention of keeping or that we are unable to keep. This oversight becomes fertile ground for disappointment, resentment, and failed relationship building.

Architecture: Guidelines

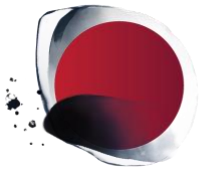
1. **Frame** the agreement:
 - a. **Time**: What time and day?”
 - b. **Location**: Where, who and how is made clear.
 - c. **Send view forward**: You can know the likelihood of keeping your agreements if you imagine into the situation as you are forming the agreement. See yourself keeping the agreement, notice where you are when you do so, get a sense in your physical body of showing up and delivering. Trust any concerns or doubts and let them help you refine the agreement you are making.
 - d. **Calibration**: Consult your calendar, or delegate this task to someone, and make sure that you are available. What is happening before and after? Is there traveling time involved?
 - e. **Body check**: Ask yourself: “Do I want to keep this agreement? How do I feel about it?” — This is when you will know the likelihood of you keeping the agreement. If you have concerns, change the agreement you are making.



- f. **Most Important:** Repeat the agreement **3 times** with the person or people you make it with.
2. **Carry** the agreement:
 - a. Check in with yourself between making and keeping the agreement.
 - b. Did you miss anything that may impact your ability to keep the agreement?
 - c. If so, communicate your concerns or remove any obstacles that are in the way.
3. **Keep** the agreement:
 - a. Plan to remove any obstacles that could cause you a conflict in keeping your agreement.
 - b. I unable then you need to immediately reach out and renegotiate.
4. **Realize** that your word is your bond. People want to be able to rely on you. They want to trust that you will do exactly what you say you will do.

Influences over Agreements and Keeping Them

- Difficulty with change.
- Aversion to renegotiating an agreement or a contract.
- Fear of limiting options when confronted with concerns for being in control.
- False narrative, that for you, your word, is not important.
- Telling yourself that you are too busy to develop and maintain a reliable method that works for you.
- Laziness and giving yourself permission to do a work-around.
- Doubt of the value of what it means to be fully reliable.
- You can't un-ring a bell— Once you know that you have a problem with meeting the expectations you create in yourself and others, you can't pretend like you don't. Make



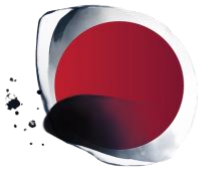
a resolve to become impeccable and stop behavior that is potent enough to cause you to fail.

Quotes

- “If you make an agreement with somebody, keep it. If for some reason, situations change and you can’t, then you need to go renegotiate it. Once you force yourself to make those renegotiations, you’re more disciplined on what you promise in the first place. Then you can operate as a company without having to check on people all the time. I think that eliminates so much of the politics and friction in how we do business.” -Lynn Jurich, Sunrun, SF, CA.
- “The ability to be present in each moment is nothing more and nothing less than the ability to accept the vulnerability, discomfort, and anxiety of everyday life.” — Dr. Timothy Dukes

Notes

- Disappointments come out of expectations not being met.
- When you say you are going to do it, do you do it?
- What is it going to take to close the gap between creating expectations and the fulfillment of those expectations?
 - Disappointments come out of expectations not being met.
 - Expectations are met through agreements.
 - Impeccable agreements.
- Creating and fulfilling expectations is the one thing in a relationship you have full control over.
- Develop a practice of becoming impeccable, without flaws.
- It takes time and practice, but it is essentially at the root of being present.
- Forming and keeping agreements is fully subject to conscious choice.



- This choice is always informed by you choosing to be in the moment and trusting what it feels like to do so.
- "Be precise. A lack of precision is dangerous when the margin of error is small"
— Donald Rumsfeld

Reference

Dukes, Timothy; Landers, Michael. *Present Company: Cultivating Cultures of High Performance in Teams and Organizations* (pp. 90-91). Conscious Capitalism Press. Kindle Edition.

IMPECCABLE AGREEMENTS — Dethmer, Jim; Chapman, Diana; Klemp, Kaley. *The 15 Commitments of Conscious Leadership: A New Paradigm for Sustainable Success*. Conscious Leadership Forum 54 Cumbre Lane, Scotts Valley 95066. Kindle Edition.

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The Tim Dukes Method provides an opportunity for self-reflective individuals to cultivate the capacity to receive into consciousness hidden aspects of the self, claiming your unique gifts – ensuring that today's brilliance successfully transitions into tomorrow's wisdom. The Tim Dukes Method is designed and implemented by Dr. Timothy Dukes for determined creatives to ensure long-term viability — as a continuing investment in the well-being of yourself, family, organizations, culture, society, and the Earth itself.