## Guidelines for Use of Materials and Processes

We do the best we can to give you the exact processes and materials to serve your business and its people in the process of growth and contribution. We have no set curriculum or fixed materials. We even revise any material we have used before to evoke evolution in our own thinking and bringing relevance to your organization and its stage of development. We want you to use everything and repeatedly deepening your understanding, over time. In our on-site engagements with clients, we work for 3-8 years, which research shows is optimal on new complex changes. Here much will be implemented on your own and with support of your developmental resource assigned or chosen. Have patience with the continued desire to change how you work and impatience with allowing yourselves when you fall into old patters 0 without reflections. The key is reflection.

All materials and processes you receive from us are proprietary and have copyrights and/or trademarks. This is done to invite, and, in fact, demand conversations to uplift thinking before people take these work ideas and simplify them or move them to match their already existing set of concepts. Change of mind requires personal vigilance and desire to work on new ways of being and doing. Without effort and reflection, we cannot see that there is something new here and we tend to absorb it as being the same as another idea and we tend to banalize itdrop out its meaning and uniqueness. But over time if we stop trying to put the new ideas (new wine) we offer, into existing mental models, (old bottles) you will come to see the world and its potential in completely new ways. That is why you are here.

As a result, we copyright and trademark as a way of reminding you that the use of these materials and trademarked processes are restricted to use inside your own company. They are to be protected from access by consultants and public exposure. If you want to share, please send them to us. As a result, they are licensed for duplication only for the number of active members on your payroll, not including contractors. Ask for permissions if you have special situations.

Copyrights and trademarks are to remain intact as they are copied and shared inside the company.

The ideas are not to be published or presented in public speeches or events except for the outcomes of your work as you describe what you are doing that is new; Please do not teach or education others about the ideas. Only your discover and new path.

Please ask us if you have questions or curiosities about the set of guidelines before we begin. carol@carolsanford.com 1-206 525 2044