

Letter to Your Personal Board of Directors – Example

My Halftime Journey

1/25/16

I decided to create this summary of my halftime journey to help get each of you up to speed on where I am at in the process of determining what's next in my life.

So, What is “Halftime” Anyway?

In 1995, Bob Buford wrote *Halftime*, which encouraged its readers to look at mid-life in a new way by translating “first half” success into “second half” significance. After reading the book about 5 years ago, I began to dream of a second half of life that would use my God-given talents and experiences in a pursuit that I was passionate about, rather than sitting on a beach and drinking Corona for the next 30 years.

In order to prepare for this time in the future, my wife and I began to downsize and we became very involved at our church in various serving roles. I was becoming frustrated because my career did not afford me the flexibility to really explore ways to get involved in a more meaningful level. However, I was content to stay on the treadmill as there were still financial goals to meet.

In 2015, a string of circumstances occurred at work like I had not experienced in my 26 years there. As I assessed the situation, I began to see that I would be required to “double down” on my work responsibilities for the foreseeable future in order to ensure success. That would require me to exit ministries and serving that I was already doing, as well as put an end to any thoughts of “second half”. I began to see that God had brought me to a crossroads, and I decided that I should follow Him in faith and enroll at the Halftime Institute.

The Halftime Process

I have decided to work with a coach from the Halftime Institute, a non-profit organization that helps marketplace people make this transition to second half significance. The steps are determining your Foundation, Discovering Vision, Guided Reflection and Diverse Exposure all leading to Enduring Impact.

There are three spheres that we are continually trying to assess in this process:

- **Core:** This is made up of understanding my passions, strengths and a personal mission statement. The goal is to meld these components into a second half that allows me to make a big difference in peoples' lives and bring great joy and fulfillment.
- **Capacity:** Bob Buford says that, “*Desire alone will not allow you to do something new in your second half. You must create capacity to do it.*” I must have financial, time and spiritual capacity to make a difference.
- **Context:** Lastly, I will need to begin the creative process to find the context to live out my calling. Some of the questions this will help me answer are:
 - What role(s) would I best fit?

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- What type of organization should I focus on? Nonprofit, Profit, Church?
- Should I start a ministry or join one that exists?

Once I have a good handle on the Three C's, it is time to conduct Low-Cost Probes. These probes expose me to a wide variety of potential serving opportunities that match my skills, passions, financial needs, etc.

Your Role as a Personal Board Member

Each Board Member was chosen to represent various perspectives in the evaluation process: Some of you may know a great deal about my strengths, weaknesses and experience on a work-level. Some may know more about my past. Some may have a good understanding of my faith walk. Others have been added to bring a creative aspect to understanding the non-profit/ministry world. While you may all have different backgrounds and perspectives, you all have free reign to ask tough questions and make frank observations in all areas of my Halftime decision-making process.

I will set up a call with you after you receive my initial information to discuss any questions and observations. After that, I will send you periodic updates on my progress.

Thanks again for participating in this process with me. I am encouraged and confident that surrounding myself with such a talented and insightful group of people will yield great results.

Sincerely, XXXXX