


Pātaka Maumahara

Time Capsule



 The following pages provide an opportunity for you to create your own time capsule, which you can access at a future date. Unlike other time capsules that are designed to be opened by future generations, this one is designed just for future you.

To create some structure in your capsule, we have divided the questions into three sections: He Tangata / People, He Wāhi / Places and Aronga / Purpose. The information recorded in these sections illustrates how we tend to identify ourselves in our globalised world. Each section contains a 'Why' and a 'How' to explain the significance of the questions and how they can be completed.

It's important to know that this information will not be perfect or complete, as there is no way you can write everything down that makes you unique. Your responses to the questions will be different depending on your mood or even the time of day you answer the them. These pages are for you to play with and explore how your thinking changes over time.

He Tangata / People

1. Pārongo / Information
2. Whānau / Family
3. Makau / Favourites
4. Whaiaro tiaki / Self-care
5. Pūkenga / Skills
6. Mahi tahi / Working together
7. Rawa / Financial capital

He Wāhi / Places

8. Aku wāhi noho / Where I have lived
9. Aku wāhi mahi / Where I have worked

10. Aku wāhi ako / Where I have studied
11. Tūhura Aotearoa / Explore New Zealand
12. Tūhura te ao / Explore the world

Aronga / Purpose

13. Whakaaro / Thoughts
14. Moemoeā / Dreams and ambitions
15. Whakatere / Navigation

1. Pārongo / Information

I Travel/transport

- a. Passport number: _____
- b. Passport expiry date: _____
- c. Driver licence number: _____
- d. Driver licence expiry date: _____
- e. Travel insurance policy number/s: _____
- f. Travel vaccinations (name): _____
Date/s received: _____

II Accommodation

- a. Contents insurance policy number/s: _____
- b. House insurance policy number/s: _____

III Financial

- a. IRD number: _____
- b. Bank account number: _____

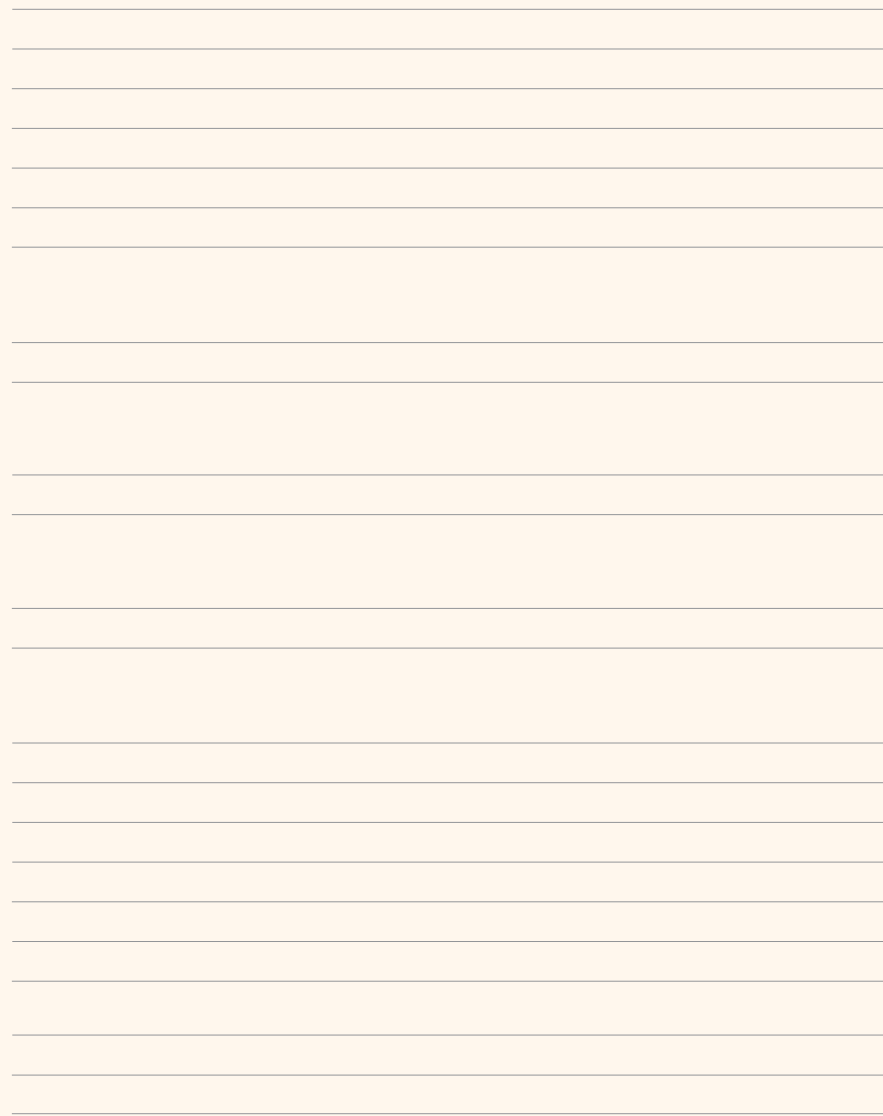
IV Will

- a. Date written/updated: _____
- b. Copy with: _____

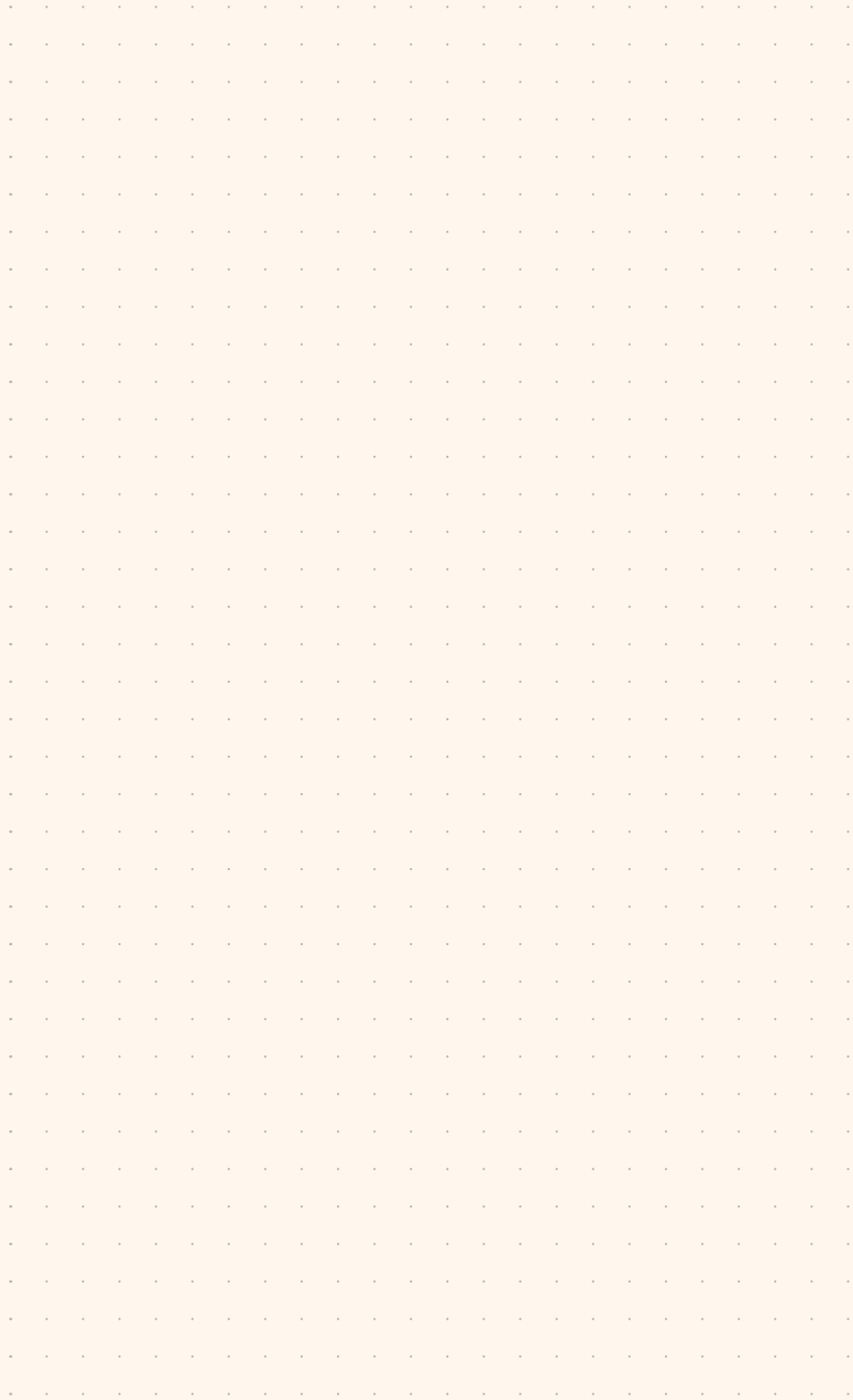
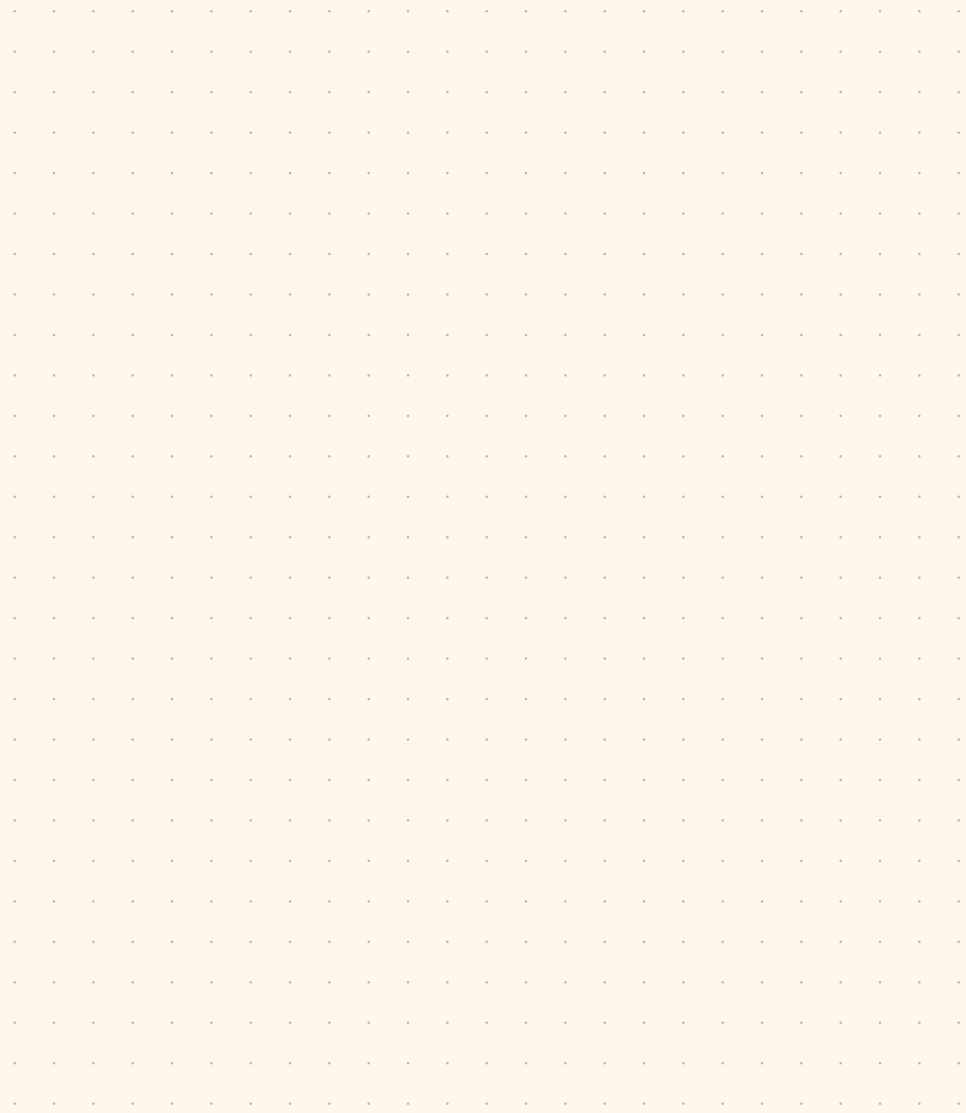
V Medical

- a. Known allergies: _____
- b. Blood type, date of cervical smear test, etc.: _____
- c. MedicAlert ID: _____
- d. NHI number: _____
- e. First aid certificate expiry date: _____
- f. Health insurance policy number/s: _____
- g. Birth certificate number: _____

VI Other relevant information:



2. Whānau / Family



Why: Records the names, birth and deaths of your whānau so that you can keep track of your whakapapa and the people who are important to you.

How: You might like to draw a family tree, a circle diagram or portraits. Use whatever comes naturally, and update as needed. You can also add dates to the calendars on pages 25–151.

3. Makau / Favourites

I Who do I admire?

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II What books shape my thinking?

III What songs do I play over and over again?

IV What makes me laugh out loud?

V What movies do I watch over and over again?

VI What food do I love to cook and eat?

Why: Records what you like at particular points in time so you can track what remains constant and what changes over time.

How: Update the list every four or five years.

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4. Whaiaro tiaki / Self-care

I What makes me feel anxious or stressed?

II What relaxes or destresses me?

Examples include reading / listening to music / watching things / napping / cooking / cleaning / gardening / building / painting / walking / running / playing with pets / making music / taking a bath / yoga / mindfulness and meditation / time outside / writing

III What should I say no to when I am stressed or anxious?

IV What should I say yes to when I am stressed or anxious?

V Who would I turn to if I want support (a safe person) and/or who gives me a break from my problems (a fun person)?

VI What would I like to change about the way I manage stress?

Why: Records how you respond to challenges and reminds you how you like to relax so that you can track patterns over time.

How: Answer these questions every four or five years.

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5. Pūkenga / Skills

I What skills have I already learnt?

Examples include cooking / shearing / accounting / first aid / building / driving / sewing / carving / singing / drumming

II Who taught me these skills?

III What skills were fun and easy to learn?

IV What skills were hard to learn?

V What new skills do I want to learn?

VI How can I learn these new skills?

Why: Records the skills you have learnt or want to learn so that you can broaden your range. Skills can help you be creative, do things cheaply, meet people interested in the same things as you, get a job or start a business.

How: Answer these questions every four or five years. See pages 3-19.

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6. Mahi tahi / Working together

I Am I more often a ruru, kererū or kārearea?

II When things are not going the way I want, how do I respond? (e.g. withdraw by leaving or going quiet, or get louder)

III Do I like to work in an organic way or do I prefer structure? What kind of structure do I need?

IV What characteristics do I like in a leader?

V What characteristics get in the way of me working well with others?

VI What characteristics do I like in myself and other members of a team?

Why: Records how you like to work when collaborating so that you can work effectively with others to achieve your goals.

How: Answer these questions every four or five years. See pages 3-19.

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7. Rawa / Financial capital

I What are the values of any assets you own?

Examples include car / house / jewellery / land

II Are your assets insured? If yes, is the insurance level appropriate to the asset?

III What liabilities do you have?

Examples include mortgages / bank loans / family loans / creditors / credit cards / hire purchase agreements / lay-by

IV What are the interest costs and fees for any liabilities you may have?

Calculate this by dividing interest costs by the size of the liability. You can often save money by moving to lower interest options.

V What is your annual cash in?

Examples include wages / interest earned on investments

VI What is your annual cash out?

Examples include rent / petrol / interest paid on liabilities

Why: Records where you are financially so that you can track your capital over time and look at ways to build your capital base.

How: Ideally, answer these questions annually, as well as keeping a more detailed record of cash in and cash out.

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8. Aku wāhi noho / Where I have lived

I What street addresses have I lived at?

II Who did I know there?

III What was happening at the time?

IV What did I learn about myself during this time?

V If I had my time again, would I do anything differently?

VI What was good about that time?

Why: Records where you have lived so that you don't forget surnames and addresses. Also helps you process how you were feeling and what you learnt.

How: Answer these questions every time you change addresses.

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9. Aku wāhi mahi / Where I have worked

I Who have I worked for and at what address?

II Who did I know there?

III What was happening at the time?

IV How was I feeling?

V If I had my time again, would I do anything differently?

VI What was good about that time?

Why: Records where you have worked so that you can track what you learnt about leadership, processes, people and yourself through being observant.

How: Answer these questions every time you change workplace. See pages 160–163 for help with Question IV.

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10. Aku wāhi ako / Where I have studied

I What institutions have I studied at and what skills did I learn there?

II Who did I know there?

III What was happening at the time?

IV How was I feeling?

V If I had my time again, would I do anything differently?

VI What was good about that time?

Why: Records where you have learnt skills so that you can map your growth.

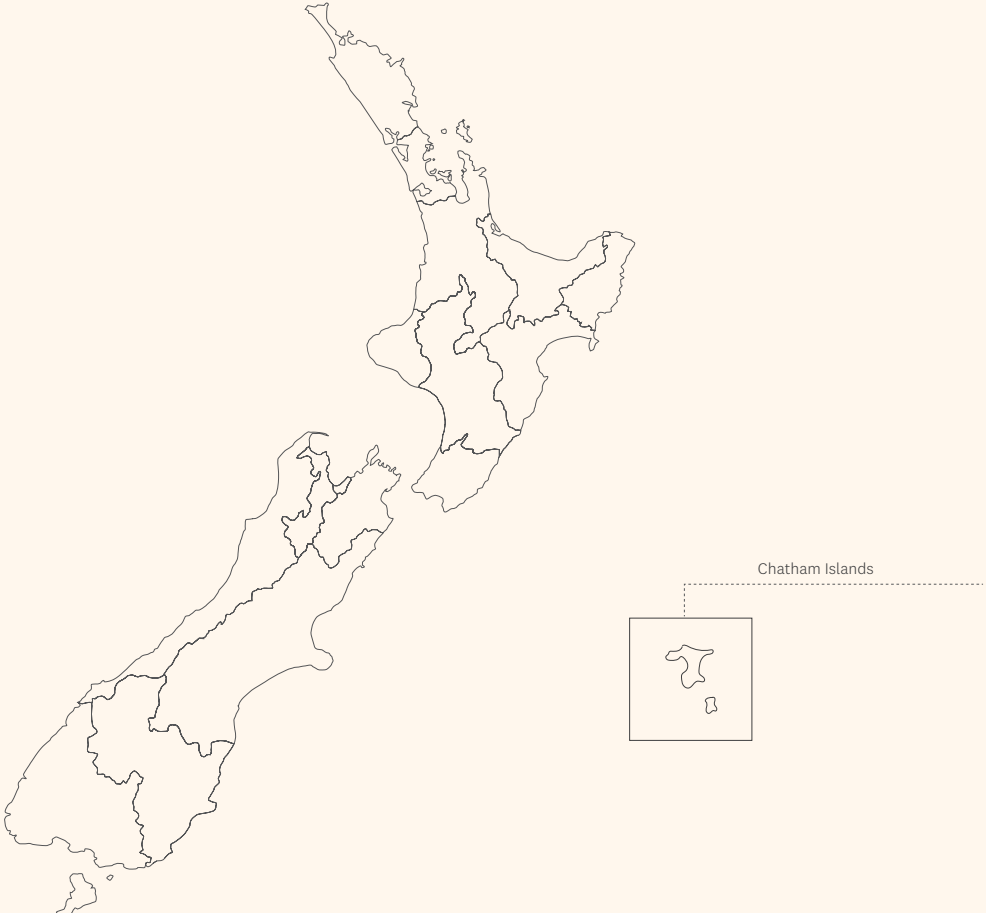
How: Answer these questions every time you move from a college, university or other learning/training institution. See pages 160–163 for help with Question IV.

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11. Tūhura Aotearoa / Explore New Zealand

1 Where in New Zealand do I want to visit?

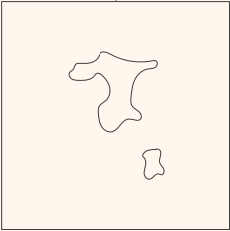


Why: Records where in New Zealand you have been and want to go so that you can plan trips and experiences away.
How: Mark the map on the left where you want to go to and mark on the right where you have been. Remember to record the date after you have been travelling.

II Where in New Zealand have I been?



Nelson DD/MM/YYYY
I went to see/do ...



12. Tūhura te ao / Explore the world

1 Where in the world do I want to visit?



Why: Records where in the world you have been and want to go so you can plan trips and experiences away.

How: Mark the map on the left where you want to go to and mark on the right where you have been.
Remember to record the date after you have been overseas.

II Where in the world have I been?



13. Whakaaro / Thoughts

I What characteristics do I like in my friends?

II What characteristics would my friends describe me as having?

III What keeps me awake at night?

IV What breaks my heart?

V What lights me up?

VI Am I going in the right direction?
• If yes, how can I continue this?
• If no, how can I put myself on the right track?

Why: Records your thoughts at a particular moment so that you can see how your answers change over time.
How: Answer these questions every four or five years, although they may also be useful to revisit more regularly.

14. Moemoeā / Dreams and ambitions

I What are my dreams and ambitions for myself?

II What are my dreams and ambitions for my whānau?

III What are my dreams and ambitions for my people (my community)?

IV What are my dreams and ambitions for my country?

V What are my dreams and ambitions for the world?

VI If I had the power to do anything in the world, what would I do?

Why: Records your dreams and ambitions at a particular moment so you can see how they change over time.

How: Answer these questions every four or five years, although they may also be useful to revisit more regularly.

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15. Whakatere / Navigation

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Choose a dream or ambition on page 216 and answer these questions:

I How are you going to achieve this dream or ambition?

II Can you break the dream or ambition up into a set of smaller actions?

III What obstacles do you expect might get in the way?

IV How might you get around these obstacles?

V Who might be able to give you advice, skills or support to get around these obstacles?

VI If you achieve this goal or ambition, what will it enable you to do or be?

Why: Records how you think you might be able to achieve your dreams and ambitions so they become more manageable.

How: Answer these questions as your dreams and ambitions change.

