Make the Job You Have the One You've Always Dreamed Of

LOVE YOUR WORK

JOEL GARFINKLE

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MAKE THE JOB YOU HAVE THE ONE YOU'VE ALWAYS DREAMED OF!

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LOVE YOUR WORK: MAKE THE JOB YOU HAVE YOUR DREAM JOB!

Everyone thinks of changing the world, but no one thinks of changing himself.

LEO TOLSTOY

What if the job you've always dreamed about is right in front of you? What if you could transform your current job into your dream job?

It's a common perception in today's society that your dream job is *out there*, somewhere - anywhere but where you are right now. Millions of people are undertaking the elusive search for new jobs. You may be one of them. Meanwhile, you're working 40, 50, 60 plus hours each week at a job you're unhappy with. It drains your energy and adversely influences your personal life. Making the job you have the one you've always dreamed of can bring new levels o fulfillment into your life and will allow you to enjoy where you are. You won't have to go through the time consuming and draining task of changing jobs.

You have the power to create a winning strategy that will allow you to recapture excitement in your work. Make the decision to stop doing your job the same old way, realize that where you are is the perfect starting point, and begin to take back your power. You can *create* the work environment and situation you've always wanted.

There are four areas in which you need to focus your attention in order to create the work you've always dreamed of at your current job:

1. **Improving your relationship with your job**
2. **Balancing your professional and personal lives**
3. **Increasing your productivity and efficiency**
4. **Finding fulfillment in your work**

All four areas are important to loving your work. While you may think that only one area warrants your attention, focusing on each area will bring about the best results. Michelangelo once stated that he didn't create the figures he carved in marble but merely chipped away the excess so that the figures could be seen. When you begin to improve in each of the four areas you are chipping away the excess to reveal the masterpiece that is your work.

The first important area to work on is improving your relationship to your job. Improving small details can lead to a large difference. Look at how you view your job. What about it still excite you? What causes you stress? How can you bring more of what excites you into your work and decrease the stress? How can you reveal your gifts and talents so they can be fully utilized I your work?

Another important area to work on is realizing that your life is more than just your work. Your personal life and your professional life together add up to a complete life. It's important to apply balance and fulfillment to both areas. Are you working reasonable hours that honor you and you personal life? Are you lowering expectations for yourself at work so that you are no overwhelmed? You have relationships with friends and family. Are you enjoying them an making time for them? Create more calmness in your work day. Look at the non-monetary fulfillments in your work and look for ways to bring spiritual values into your business life.

Once you've established a new relationship with your job and created more balance in your life, look at how you can become more efficient and productive in your work. By taking a little time to plan and prepare, you can find extra hours in your day to complete the work you want to do You've become more efficient and still have time for other activities that bring you enjoyment Improve your handling of information and your use of time. Clear out clutter and organize you work space. You'll feel more in control, get more work done and be able to focus on the work you enjoy and do best.

Finally, examine and identify times in your life when you felt most fulfilled and satisfied; when you were flowing with passion. You will begin to learn why you enjoyed these activities s much by finding the hidden gem within each activity. Take these positive and memorable experiences of your past and allow them to pave the way for your future happiness at you current job.

Your job may not be perfect but by taking some simple steps and making the commitment to change, you can begin to create an ideal work environment right where you are. Our greatest power comes from doing what we love and our deepest unhappiness from denying our passions You can bring more of you and your passions into your work, change your perceptions and improve your work habits. Turn your job into a dream job you're excited about going to each day. Don't wait for "someday" to find the passion and fulfillment associated with your dream job Start now!

WILLINGNESS AND COMMITMENT

All limitations are self-imposed.

ERNEST HOLMES

Humans resist change. We settle into patterns because they are familiar and reassuring. We travel the same route to work each day, we organize our lives to follow a certain routine. It' comforting, like a well-worn pair of shoes. But sometimes we must change. The road w normally travel is under construction and suddenly we are forced to find a new path. We imagine new dangers and more risks on this new path and only after we've traveled it do w realize our fears were groundless in most cases. Fear is the normal reaction to change, but fear I what we must never give in to.

Making a change in your current job will not be easy. It will require determination and a willingness to explore new ideas. But, by taking the lead, initiating the search for that which will truly satisfy you, you maintain more control over the process rather than waiting for life to spring it on you by surprise.

You must also be committed to every part of the transition process - both the small and large steps. The amount of success you achieve not just in this process, but in everyday life, come down to the commitments you make. Make a firm commitment to yourself and to this process and you'll be amazed at the results! As you enter the process, be aware of your resistance and how you react to each step. If a particular step causes you to resist at a high level, take some time to work through that resistance and think of the great results that will occur once you complete the process. An extremely high level of commitment is required. How can you move yourself to that level?

Realize that if you don't implement changes and follow through on these exercises, you'll probably be disappointed with the outcome. It's vital to get your momentum up and keep it high level throughout the process. Leverage that momentum into the manifestation of you dream. Have a strategy, follow your plan, create measurable, meaningful and specific action steps. Get support from a coach, partner or mentor and monitor your progress on a regular basis.

Whether you see the need to make a change and initiate it yourself or life events force you to make a change, realize that the first step is to act. Reading this material is a first step toward greater understanding. Keep moving forward, gain satisfaction from each day's small success and recognize that change is how we perceive it and how we face it.
Let's get started...

LOVE YOUR WORK ASSESSMENT

Find your passion and make it your profession ... and you'll never work again.

JANICE ROCKETT

There are four main areas to work on in order to make the job you have the one you've always dreamed of. They are:

1. **Improving your relationship with your job**
2. **Balancing your professional and personal lives**
3. **Increasing your productivity and efficiency**
4. **Finding fulfillment in your work**

This assessment will help to give you a clear understanding of your strengths and weaknesses in all three areas. You can then best identify where to put your energy and which program will work for you.

Each statement has a number from 1 to 5 underneath it. Please choose the number that best fits how the statement applies to your life.

1 = strongly disagree

2 = disagree somewhat

3 = feel neutral about

4 = agree somewhat

5 = strongly agree

SCORING: Give yourself one point for each number one (1) you choose, two points for each number two (2) and so forth. Add up your total points for each section and then for the whole assessment.

IMPROVING YOUR RELATIONSHIP WITH YOUR JOB

I focus on what's right with my job more than what's wrong

1 2 3 4 5

I open my mind to new possibilities and think "out of the box"

1 2 3 4 5

I regularly review my work - what I loved and what I didn't love - and look for ways to bring more of what I love into my work

1 2 3 4 5

I continue to learn and look for new opportunities

1 2 3 4 5

I take classes and seminars that enrich me and increase my knowledge base

1 2 3 4 5

I build my work around what gets me excited

1 2 3 4 5

I have explored new career possibilities with my current employer

1 2 3 4 5

I have an open dialogue with my superiors about my job and my feelings about it

1 2 3 4 5

I feel that I am making a positive contribution to the company and am accomplishing significant goals

1 2 3 4 5

My performance is recognized and appreciated

1 2 3 4 5

I ask for positive feedback from superiors on a regular basis

1 2 3 4 5

IMPROVING YOUR RELATIONSHIP WITH YOUR JOB

I feel listened to at work

1 2 3 4 5

I feel intellectually challenged and stimulated by my job

1 2 3 4 5

I feel listened to at work

1 2 3 4 5

I feel intellectually challenged and stimulated by my job

1 2 3 4 5

I feel that I have some autonomy and level of control at work

1 2 3 4 5

I have regular contact with other people as I go about my job

1 2 3 4 5

Office politics don't distract me from my job

1 2 3 4 5

I work on cultivating good relationships with my coworkers

1 2 3 4 5

I receive adequate compensation - monetary and non-monetary

1 2 3 4 5

My job has personal meaning to me

1 2 3 4 5

I enjoy my job

1 2 3 4 5

IMPROVING YOUR RELATIONSHIP WITH YOUR JOB

Add Your Scores Together For The TOTAL POINTS: _____

EVALUATION OF RESULTS

SECTION 1 – IMPROVING YOUR RELATIONSHIP TO YOUR JOB

21- 80 POINTS

You are unhappy with your job and have a poor relationship to it. You can greatly benefit from working through Section 1 of this workbook **immediately.**

81- 90 POINTS

You are basically satisfied in your job but could benefit from Section 1 of this workbook.

91-105 POINTS

You have a great relationship to your job and consider it your dream job! Congratulations!

CREATING BALANCE BETWEEN PROFESSIONAL AND PERSONAL LIVES

I have a support system of close friends and family

1 2 3 4 5

I have enough hours each week to enjoy non-work related activities

1 2 3 4 5

I do not bring work home with me on a regular basis

1 2 3 4 5

I take notice of and celebrate my accomplishments

1 2 3 4 5

I take breaks throughout the day to revitalize myself

1 2 3 4 5

I balance my job and my personal life well

1 2 3 4 5

I work with a coach to help me fine-tune my priorities and goals

1 2 3 4 5

I have beginning and ending rituals for the day that allow me to focus and be calm

1 2 3 4 5

I have simplified my work life

1 2 3 4 5

I have a daily spiritual practice and pay attention to myself as a spiritual being

1 2 3 4 5

My expectations for my work and personal life are at a reasonable level

1 2 3 4 5

CREATING BALANCE BETWEEN PROFESSIONAL AND PERSONAL LIVES

My focus is clear and I do not feel scattered

1 2 3 4 5

I regularly underpromise and overdeliver

1 2 3 4 5

I fuel my body properly throughout the day by eating healthy

1 2 3 4 5

I take time each day to be grateful for the positive aspects of my life

1 2 3 4 5

I take great care of myself physically

1 2 3 4 5

I take great care of myself emotionally

1 2 3 4 5

I take great care of myself mentally

1 2 3 4 5

I take great care of myself spiritually

1 2 3 4 5

Add Your Scores Together For The TOTAL POINTS: _____

CREATING BALANCE BETWEEN PROFESSIONAL AND PERSONAL LIVES

EVALUATION OF RESULTS

SECTION 2 – CREATING BALANCE BETWEEN PERSONAL AND PROFESSIONAL LIVES

19-70 POINTS

You have a lack of balance between your personal and professional lives. Find out how to bring more balance in, decrease your stress and become more focused by working through Section 2 of this workbook **now!**

71-90 POINTS

You have been somewhat successful at balancing your life but could greatly improve by working through Section 2 of this workbook.

91-95 POINTS

You are very successful in balancing your professional and personal lives. Great job!

INCREASE PRODUCTIVITY AND EFFICIENCY

My work space is clean

1 2 3 4 5

My work space is well lit

1 2 3 4 5

My work space is organized

1 2 3 4 5

My work space is clutter free

1 2 3 4 5

My work space is pleasing to me visually

1 2 3 4 5

I know when I am most productive and schedule important tasks accordingly

1 2 3 4 5

I organize my life on a weekly basis

1 2 3 4 5

I easily prioritize my most important activities

1 2 3 4 5

I review my day

1 2 3 4 5

I ask for help when I need it

1 2 3 4 5

I take breaks often to rejuvenate my energy level

1 2 3 4 5

INCREASE PRODUCTIVITY AND EFFICIENCY

I easily prioritize my most important activities

1 2 3 4 5

I am often struggling to meet deadlines

1 2 3 4 5

I have a plan for my work and work it every day

1 2 3 4 5

I handle paper efficiently and my files are well organized

1 2 3 4 5

I outsource and delegate activities whenever possible to maintain my focus

1 2 3 4 5

I say no to nonessential tasks

1 2 3 4 5

I attend only necessary meetings

1 2 3 4 5

I group tasks together and choose the best day to carry them out

1 2 3 4 5

I do not allow large projects/tasks to overwhelm me but choose a first step and do it

1 2 3 4 5

I value quality work and express that in all my work activities

1 2 3 4 5

I have a yearly ritual for reviewing and improving my professional life

1 2 3 4 5

INCREASE PRODUCTIVITY AND EFFICIENCY

TOTAL POINTS THIS SECTION : _____

EVALUATION OF RESULTS

SECTION 3 – INCREASING PRODUCTIVITY AND EFFICIENCY

22-80 POINTS

You are lacking in productivity and efficiency. You often feel overwhelmed and frustrated. Work through Section 3 of this workbook **today** and begin to see immediate results.

81-90 POINTS

You are average in efficiency and productivity. Your professional life could get a huge boost from working through Section 3 of this workbook.

91-99 POINTS

You are a model of efficiency and productivity. Wonderful!

MINING FOR FULFILLMENT

I know exactly what I find fulfilling in my job

1 2 3 4 5

I am aware of why I find certain tasks fulfilling in my work life

1 2 3 4 5

I understand which elements of my tasks most satisfy me

1 2 3 4 5

My work is almost always satisfying

1 2 3 4 5

I'm curious about other activities and projects at my work place

1 2 3 4 5

I know what environment is most satisfying for me to work in

1 2 3 4 5

I am aware of my thoughts and emotions during tasks I find satisfying

1 2 3 4 5

I draw on past elements in my life to make my job more fulfilling

1 2 3 4 5

I am satisfied and fulfilled in my work

1 2 3 4 5

I do not let other people's opinion influence my true satisfaction at work

1 2 3 4 5

I can easily identify at least 3 elements that motivate me in my work

1 2 3 4 5

MINING FOR FULFILLMENT

I use my best strengths in my work on a regular basis

1 2 3 4 5

I know what I need to do to improve the less satisfying aspects of my work

1 2 3 4 5

I feel that all my best qualities are reflected in the work I do

1 2 3 4 5

I have regular contact with people who help me to feel satisfied in my work

1 2 3 4 5

I know what tasks I should delegate so that my talents are used for the "right" tasks

1 2 3 4 5

I know what gifts I have that make me unique and powerful

1 2 3 4 5

I know what I do exceptionally well in my work

1 2 3 4 5

I know what I'm not good at in my work

1 2 3 4 5

I know why I'm drawn to particular work/projects/tasks

1 2 3 4 5

Add Your Scores Together For The TOTAL POINTS: _____

MINING FOR FULFILLMENT

EVALUATION OF RESULTS

SECTION 4 – MINING FOR FULFILLMENT

20- 60 POINTS

You are unsure of what motivates and inspires you in your work. You can greatly benefit from working through Section 4 of this workbook **immediately.**

61- 80 POINTS

You are basically aware of what motivates and inspires you and you apply these elements in your work. However, you could benefit from working through Section 4 of this workbook.

81-100 POINTS

You know exactly what motivates and inspires you. You are satisfied and fulfilled by the work you do.

FINAL OVERALL RESULTS

TOTAL POINTS OF ALL SECTION:_____

82-290 POINTS

You are mostly likely dissatisfied with your job and think that the answer lies in seeking another job. Work through the Love Your Work Workbook **immediately** and watch how quickly and measurably your current job changes into your dream job.

291-350 POINTS

You are mostly satisfied with your job but there are areas that could use improvement. Review the individual results and see which specific section of this workbook could most benefit you. Or work through the entire program and cover all areas to be sure of the best results.

351-399 POINTS

You are highly satisfied with your current job and consider it your dream job!

BUILD A STRONG RELATIONSHIP WITH YOUR JOB

BUILD A STRONG RELATIONSHIP WITH YOUR JOB

OPEN YOUR MIND

One's mind, stretched by a new idea, never regains its original impressions.

OLIVER WENDELL HOLMES

You can work through each exercise in this section all at one time, or you can spread it out over a whole week, doing a small amount at a time. We recommend you do these exercises right in this book. Alternatively, you can do the exercises in a "Love Your Current Job" journal an record your thoughts and your progress. Purchase your journal now to begin the process.

* * * * *

Your job may be frustrating and stressful on a regular basis. You may think that the only solution is to change jobs; however, the only thing that may need to be changed is you relationship to your job. As your relationship to your job improves, so will your attitude. This is not about doing your job the same old way and just pretending everything is fine; it is about improving small details that will make a big difference in your relationship to your work. Build on what you do enjoy, eliminate what you do not and open your mind to the possibilities of loving your work.

Recognize when you have allowed your thought patterns to become stuck "in the box" and are looking at the situation with a limiting viewpoint. Don't restrict your possibilities, expand you field of vision and begin to plan for a future full of new possibilities. Change your perception and change common frustrations into satisfactions. Begin to look for ways to enjoy your work Review your relationships with others and work to improve them. Take back the power and create your own change. Consider what your skills and abilities are and become clear on how you are utilizing these assets in your current work situation. If they aren't being utilized at you work, make changes so that the real you will become a part of your job. Don't waste your talent just because your environment hasn't become aware of them. Make your potential or current employer aware and be proactive.

Create a schedule to change your relationship to your job. Having concrete goals and action steps will move you along your path.

It's very easy in today's workplace to get into patterns of behavior. You complete the same tasks the same way, work with the same people and generally have a familiar routine. It is comforting and known. Step back and look at how you may be held back and restricted by this routine. Consider what artificial blinders you may have in place that limit your viewpoint and creativity Expand your field of vision and see the possibilities in your future. Look at your job with the eyes of an outsider and consider how they would find positives in your current work. Remember it is possible to live a life without limits.

You may think that it's easier to leave your job and find a new one than to stay and make the changes necessary to love your current job. You've worked at this job and this workplace for many days and it's become familiar to you. You look at it with the same perspective everyday and see only the negative. It seems simpler to leave and find a new job than to stay, make the commitment, look long and hard at yourself and your actions and make the needed changes to create a better, stronger relationship with your job. You benefit most by this. You become more relaxed, more open to new ideas, more creative. You complete your work quicker and at a higher level of quality. You feel better about yourself and your abilities, your superiors notice your increased level of performance and reward you accordingly. You enjoy your work and perform better at it. Your overall quality of life improves.

BRAINSTORM WAYS TO OVERCOME BARRIERS

Barriers are most often imaginary obstacles that seem very real at the moment. When trying to change your current work situation into work you dreamed of, these barriers seem very real and scary. We come up with practical, realistic reasons why something won't work. What you must realize is whenever you find yourself resisting anything during this process, make sure you realize it is fear talking in most cases. When you fully begin to understand why you are having difficulty moving forward with the process, you'll be able to see and understand the fear for what it is and be ready to move on with confidence.

List the top 5 barriers keeping you from loving your work and then brainstorm solutions. Don't judge yourself...just list ideas as they occur to you. You can return later to evaluate them.

What are my barriers?

1. _____

2. _____

3. _____

4. _____

5. _____

How can I overcome these barriers?

1 . _____

_____

2 . _____

_____

3 . _____

_____

4 . _____

_____

5 . _____

_____

LIST SKILLS AND ABILITIES YOU POSSESS AND HOW YOU CAN USE THEM AT YOUR JOB

To continue, look at how you view your abilities and skills at your job. Are they one of your barriers? It's easy to only look at what you can't do at your job and at areas in which your skill may be lacking. You often think about your failures and compare yourself unfavorably to others Turn this around. Make a list of your skills and abilities. Be as general or specific as you'd like. Don't be humble - no one will see this list. Take credit for your accomplishments. Look at area in which you have had success and extract what skills you used to achieve that success. Then determine how you can use these skills in your current job.

A **skill** is a strength of yours. It is something that you have interest in, develop over time and are good at. An **ability** is something that comes naturally to you. You are able to do something. A skill is something that you are good at, an ability is something that you can do.

Example: writing, oral communication, organizing events, research, project engagement, problem solving, idea generation and training others.

What skills and abilities do I posses?

1. _____

2. _____

3. _____

4. _____

5. _____

How can I put each one to use in my job?

1 . _____
2 . _____
3 . _____
4 . _____
5 . _____

BUILD YOUR WORK AROUND WHAT GETS YOU EXCITED

Make a list of things in your work that make you feel good and excite you. For example, do you enjoy: brainstorming ideas, giving presentations, training others and solving problems? How can you work more of those things into your job? Can you volunteer on a project or talk to you superior and ask to be given more of the work you enjoy? Be creative and expansive in you thinking. Come up with 3-5 ways you can use each enjoyable activity/skill in your work now.

What gets me excited about my job?

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

5. _____
_____
_____

How can I do more exciting activities or skills in my job?

1. _____
_____
2. _____
_____
3. _____
_____
4. _____
_____
5. _____
_____

FOCUS ON WHAT IS GOING WELL

It's easy to focus on things that are going wrong when you don't enjoy your job. If you take some time and review each aspect of your job, you'll be likely to find quite a few areas that you enjoy and that are going well. Change your focus to these areas and on increasing them and watch your attitude and relationship to your work move in a positive direction.

What areas are going well for me?

1. _____
2. _____
3. _____
4. _____
5. _____

How can I better focus on these areas and add more of them to my work?

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Select one barrier that you face in your job and take one concrete step towards overcoming it this week.
- ✓ Select one skill or ability that you posses and begin to use that in your job this week.
- ✓ Identify one thing that really excites you about your work and incorporate more of that activity into your work this week.
- ✓ Identify one area of your work that is really going well for you and spend some extra

NOTES:

IMAGINE NEW POSSIBILITIES

Become a possibilitarian.
No matter how dark things seem to be or actually are,
raise your sights and see possibilities;
always see them, for they're always there.

NORMAN VINCENT PEALE

SEEK OUT NEW CAREER POSSIBILITIES WITHIN YOUR COMPANY

Look around the company you work for. What other employees have jobs you like or would like to do? Seek out those employees and conduct informational interviews with them. This may help you consider making a lateral shift within the company. This may also help to give you ideas about how you can change your job to incorporate more things you enjoy.

What three people have jobs I like:

Person 1. _____

Job Title: _____

Person 2. _____

Job Title: _____

Person 3. _____

Job Title: _____

What quality/activity about their jobs do I like?

Person 1. _____

_____

Person 2. _____

_____

Person 3. _____

_____

How I can incorporate these qualities/activities into my job?

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

5. _____
_____
_____

GET YOUR COMPANY'S SUPPORT TO MEET YOUR PERSONAL AND PROFESSIONAL GOALS

Many companies will reimburse you either partially or in full for continuing your education. You'll gain more personal satisfaction from this and then can increase your positive attitude toward your job. If your company doesn't offer this, suggest it to them. Or look for seminar and classes on your own.

What classes/seminars can I take to expand my mind and improve my professional career?

1. _____
2. _____
3. _____
4. _____
5. _____

LEVERAGE YOUR ACCOMPLISHMENTS IN YOUR JOB

There may be many aspects of your job that you have little or no control over. That can cause frustration. You do have control over your own behavior. Look for ways you can accomplish goals. Not only will this increase your profile in the company and potentially lead to promotion or a raise, but it will increase your positive view of yourself and your capabilities.

Which areas of my job can I leverage to my benefit?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

SEE NEW POSSIBILITIES

Consider a goal you want to achieve. Do you immediately find yourself thinking of all the obstacles in your path or all the reasons you cannot achieve that goal? Change your perspective Consider the steps necessary to achieve that goal. Do this for 3-5 goals in your work life so that you become more familiar with the pattern of thinking of possibilities instead of obstacles.

Goal: _____

Steps to Achieve Goal: _____

_____

_____

Goal: _____

Steps to Achieve Goal: _____

_____

_____

Goal: _____

Steps to Achieve Goal: _____

_____

_____

Goal: _____

Steps to Achieve Goal: _____

_____

_____

Goal: _____

Steps to Achieve Goal: _____

_____

_____

FOCUS ON YOURSELF

Instead of focusing on your environment, your coworkers, your superiors or the company policy, try focusing on yourself. Improve what you do. Be creative, look at how you can improve you attitudes and behaviors. If circumstances in your job are negative, how can you contribute to making them more positive?

What are ways I can focus on myself? Which behaviors and attitudes can I change?

1. _____
2. _____
3. _____
4. _____
5. _____

What ways can I contribute to making my work environment more positive?

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Select one person who has a job you like and make an appointment to meet with him or her to discuss their job this week.
- ✓ Incorporate one aspect of the person's job that you like into your work this week.
- ✓ Select a class you'd like to take and spend time this week fitting it into your schedule.
- ✓ Choose the goal you most want to achieve and take at least one step towards reaching that goal this week.
- ✓ Identify one behavior or attitude that you can change to make yourself more positive and begin changing it this week.
- ✓ Choose one action that will make your work environment more positive and take that action this week.

NOTES:

TURN FRUSTRATIONS AROUND

The gem cannot be polished without friction,
nor man perfected without trial.

CONFUCIUS

Your job may be full of frustrations. You may be underpaid, overworked, bored, unappreciated or any combination of the most common job frustrations. Yet, with some effort and creativity you can turn your frustrations around. The long list of frustrations can change into a list o desirable job qualities. In this exercise, you'll examine the top ten job frustrations. Choose three and explore how you can transform the frustrations into the desired job qualities. Remember to keep your focus on listing steps to achieve a goal. You are not coming up with a list of reason you **cannot** achieve that goal.

1. LACK OF MEANING

It's a common desire to seek meaning in your life and work. You want to feel that what you do makes a difference in the world and helps people. You may be caught up in administrative details, budgets and deadlines. You may feel that you are only working to serve the continuation of the company and are not actively accomplishing any higher goals.

How can I bring more meaning into my work?

1. _____

_____

2. _____

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3. _____

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4. _____

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5. _____

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2. LACK OF CHALLENGE

Our work often consists of the same tasks repeated over and over. Boredom sets in. There is often not much room for variety or creativity. We come to work at the same time, work on the same things, eat lunch with the same people, etc. We aren't being used for our true potential. We are doing less than what we are capable of and this is not only frustrating, but de-motivating a well.

How will I bring more challenge to my work? What projects can I volunteer for? What changes can I make in my daily routine?

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3. LACK OF AUTONOMY/CONTROL

You may feel that there are many aspects of your job that are out of your control. You are assigned projects and tasks, told when your deadlines are and expected to conform to preset guidelines. You may feel that you don't have the freedom to express your creativity.

In which areas of my work do I have control? In which areas will I create more autonomy?

_____

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4. NO RECOGNITION OF PERFORMANCE

You may feel that you work many hours and contribute many good ideas and don't get much feedback. You may get an annual performance review or some occasional verbal praise but you crave more.

How will I ask for feedback and constructive guidance from my superiors? How will I make the time to take note of my accomplishments for myself and for my superiors?

5. COMPENSATION

Lack of proper compensation is probably the biggest complaint in today's workplace. You may feel underpaid, lack the benefits you desire or have an inadequate profit sharing/pension plan.

How will I find creative ways to ask for and receive more compensation? What suggestions can I make that will not only benefit me but the whole company? What non-monetary compensation do I get for my job and how can I increase that?

6. OFFICE POLITICS

It can be draining and frustrating to have to deal with gossip, rumors, back-stabbing and more. There may be people who dislike you or who go out of their way to make your work life unpleasant.

How will I rise above office politics and choose to not have it affect me? How will I encourage cooperation instead of competition and how will I contribute to creating a good work environment?

7. TIME PRESSURE

Deadlines are a constant presence in your work life. You have too little time allotted for too many projects. You feel pressured and overworked.

How will I get work done ahead of deadlines? Will I delegate, ask for help, say no to unimportant tasks? How will I take back control, be proactive and not have deadline problems?

8. LACK OF ACCOMPLISHMENT

It's a common human need to feel that you are accomplishing something in your work. You need to set and achieve goals and feel that you're making a positive contribution to the company. Many jobs may not provide this in an obvious way. You need to find ways to contribute to the larger picture and to not feel that the same issues keep getting recycled.

How will I increase my feeling of accomplishment at my job? If I don't feel that there are any, what are some ways I will create them? Is there a management advisory committee I can join to help initiate change and make the work environment better for everyone?

9. TOO MANY HOURS

A "typical" work week is 40 hours each week: 5 days per week of 8 hours each day. You may be working considerably more hours. It's not unusual for people to work between 50 - 70 hours each week.

How will I restructure my schedule so that I work less hours? Does my company offer flex-time, telecommuting or other options? What options will I suggest to the company?

10. NO HUMAN CONTACT

Many people spend their days in their own cubicles or offices. They have files and computers and phones but rarely get face to face contact with another human being. They get infrequent updates from senior management and feel out of touch with the company and with their coworkers. They don't get to brainstorm ideas and they don't get to "let off steam" and socialize.

How will I bring more human contact into my work? Can I rearrange my office so that I can see others? Can I walk to others' desks instead of sending an e-mail? Can I organize a company social event?

_____

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ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Select one way to bring more meaning into your work this week [and do it!].
- ✓ Select one area of work in which you will create more autonomy for yourself this week.
- ✓ Identify a challenging situation and encourage cooperation instead of competition.
- ✓ Draft a schedule of your “ideal” work week and consider how you could achieve it.

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ENJOY YOUR WORK

I never did a day's work in my life. It was all fun.

THOMAS EDISON

Enjoying your work may come easy to you some days. The work flows effortlessly, you enjoy your coworkers, you feel in control and you are happy with your job. Other days it may take a effort. Deadlines loom, office politics run rampant, you and your coworkers are not getting along and you are miserable. Take time and make a conscious effort to try one of these ways to enjoy your work. Experiment - for one week, pick a different activity each day. See which activities bring you the most joy and happiness and schedule them into your calendar so you won't forget to do them. Feel free to write your thoughts and ideas on the lines below each section as you read each recommendation.

1. SLOW DOWN

Slow down and enjoy the work you are doing. Don't rush just to finish. Take time to enjoy the process so that the journey of work becomes wonderful. Focus on quality over quantity and le your mind concentrate on one thing at a time. Shut your eyes and take three deep breaths, slowly. Concentrate on your breathing as you inhale and exhale. Feel your body settle and focus. Do this ow.

How will I slow down?

_____

_____

_____

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_____

_____

2. APPRECIATE A COWORKER

Pick one of your coworkers and schedule a meeting with him (or her). Spend the whole time showing him how much you appreciate all that he does and who he is.

How will I show my coworkers I appreciate them?

_____

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3. APPRECIATE YOURSELF

Take yourself to lunch one day each week and make a list of your accomplishments for that week. Take the time to pat yourself on the back. What did you do great this week? Did you solve a problem, deal successfully with coworkers, bring in more business?

What will I do to show that I appreciate myself?

_____

_____

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4. BE GRATEFUL FOR 10 MINUTES

Spend 10 minutes each day increasing your awareness of the gratefulness you have at work. Make a list of all the things you have to be grateful at your job. You can do this in the morning before work or at lunch or at the end of the day.

What do I have to be grateful for at my job?

_____

_____

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5. ASK FOR POSITIVE FEEDBACK

You don't have to wait for your annual review to get positive feedback on the work you're doing. Ask for it on your performance on the current project. Make sure the person giving the feedback is aware of addressing only the positive.

Who will I ask for positive feedback?

_____

_____

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6. PICK THE MOST ENJOYABLE ACTIVITY

Make a list of all the activities you need to complete today. Rather than picking the most productive or the one you "should" do, choose the one you really want to do, and do it first.

What activity will I do first, and completely, today?

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7. CREATE AN ENJOYABLE PROJECT TO WORK ON

Think of a project you'd enjoy working on and propose this to your employer. Explain the benefits to the company of their supporting this project. Besides impressing your boss with your ingenuity and initiative, you will be turning your current job into a dream job.

What project would I most like to work on?

_____

_____

_____

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8. SCHEDULE A FUN BREAK IN YOUR DAY

Take a fifteen-minute fun break every day. Read a funny story, work on a crossword puzzle or find a coworker to tell you a joke. Go the restroom and make faces at yourself in the mirror listen to an audiotape of your favorite comedian or keep some whimsical toys in your desk and play with them. Do whatever brings a smile to your face and reminds you that fun is part of your life too.

What will I do for my fun break?

_____

_____

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9. MODEL A COWORKER

Find at least one coworker who enjoys her (or his) job. Observe her and see how she enjoys her job even when it seems difficult or stressful.

Which coworker do I admire? Why?

_____

_____

_____

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_____

10. BRAINSTORM WITH COWORKERS

Make a support group with coworkers. Meet weekly and discuss ways and ideas for bringing more fun into your work and ways to enjoy your work. A coworker may have a solution for a problem area for you.

Who will I ask to be in a support group with me?

_____

_____

_____

_____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended ten ways to enjoy your job.
- ✓ Schedule the ones you enjoy the most to be on-going in your calendar.
- ✓ Integrate at least three of the ways to enjoy your job into your work today and each day this week.

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IMPROVE YOUR RELATIONSHIPS WITH COWORKERS

Find a job you like and you add five days to every week.

H. JACKSON BROWN

Enrich the quality of your life on the job by cultivating friendships or deeper relationships with your coworkers. If you don't think that you could do this, choose one person to start with. Go to lunch with him (or her) and gradually get to know him better and spend time making the relationship more meaningful. Another benefit is that you will develop a network for support and encouragement.

Below are 5 ways you can relate better to your coworkers. Feel free to write your thoughts and ideas on the lines below each section as you read each recommendation.

1. ACCEPT AND SEE THEM FOR WHO THEY ARE

Think of a coworker who challenges you. Look for the positive instead of the negative in him (or her). Step back and detach from your agenda and viewpoint and look at him with new eyes. How will you accept his imperfections and shortcomings as well as his strengths and talents?

2. BE FULLY PRESENT FOR THEM; LISTEN WITHOUT JUDGING

Think of your last interaction with a coworker. Did you give him (or her) 100% of your attention? Don't try to have conversations while working or speaking on the phone to someone else. Clear all distractions and focus on that one person. Listen to his point of view and his opinions. Don't immediately jump in with a judgment or solution. How can you be a better listener and encourage others express themselves?

3. TREAT YOUR COWORKERS AS EQUALS

Again, think of a recent interaction with a coworker. Did you think of yourself as superior to him (or her)? Put aside preconceived notions. Your coworkers have thoughts, feelings, wants and needs just as you do. Treat them with respect and put yourself on equal footing. How could you last interaction (and your next) be improved?

4. UNDERSTAND WHO THEY ARE, WHAT THEY THINK & FEEL, AND WHY THEY BEHAVE THE WAY THEY DO

Think of one specific coworker while you consider the following: Take the time and effort to 'step into his (or her) moccasins' and view things from his perspective instead of yours Remember a time in your life when you experienced similar events/feelings. How can this help you to understand them better?

5. REMEMBER A PERSON WHO REACHED OUT TO YOU

Think back to a time in your life when a coworker reached out to you and took the time to get to know you better. Remember who that person was and how good it made you feel that they took the time to reach out to you. How can you do the same now to someone else?

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended five ways to improve your relationship with your coworkers.
- ✓ Schedule the activities you found most effective to be on-going in your calendar.
- ✓ Integrate at least three of the ways to improve your relationship with your coworkers into your work today and each day this week.

NOTES:

PRIMARY MOTIVATORS IN YOUR WORK

Apathy can only be overcome by enthusiasm,
and enthusiasm can only be aroused by two things:
first, an ideal which takes the imagination by storm;
and second, a definite intelligible plan for carrying that ideal into practice.

ARNOLD TOYNBEE

Understand the internal motivation in your work. You will confront barriers and challenges along the way as you continue your journey through work. You can reduce your fear of these barriers and challenges by taking the time to be aware of your motivators.

Examples:

- *Challenge: volunteer for new projects*
- *Growth: take seminars on a new topic*
- *Achievement: work on smaller projects so you can see results more often*
- *Recognition: work on higher profile projects and volunteer for leadership roles*
  Enabling others to feel better: give positive feedback to coworkers every day

What are my motivators? What action/steps can I take to bring them into my work?

Motivator: _____

Action/Steps: _____

_____

_____

Motivator: _____

Action/Steps: _____

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Motivator: _____

Action/Steps: _____

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Motivator: _____

Action/Steps: _____

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Motivator: _____

Action/Steps: _____

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ACTION ITEMS:

✓ Review the material in this section. Focus on your answers.
✓ Schedule the actions/steps required to bring the motivators into your work this week.
✓ Integrate at least one of the motivators into your work today.

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LEVERAGE MENTORING

People need role models at every step of their lives... not just when they are kids.
Don't expect a role model to come along all by him or herself.
There are classy people out there who want to help.
Instead of waiting for somebody to take you under their wing,
go out there and find a good wing to climb under.

DAVE THOMAS

A mentor is someone who is doing what you want to do. A mentor gives you clear instruction and guidance. A mentor teaches you the best practices he (or she) learned from experience and wisdom. This advice from your mentor makes the process easier. Mentors have a way in which they touch us, change us, reach us, see us, and care for us. We yearn for this type of connection throughout our lives.

The corporate world is recognizing the need for mentoring. 59% of Fortune 500 companies include mentoring as part of the growth and development of their employees. Most corporations have added mentoring because they are having difficulty keeping employees due to high turnover. Mentoring has helped influence employees to stay due to the close relationship established in the mentoring relationship.

Describe the person and the characteristics that make up the mentor you would want to support you:

Person 1. _____

Characteristics: _____

_____

Person 2. _____

Characteristics: _____

_____

Person 3. _____

Characteristics: _____

_____

Person 4. _____

Characteristics: _____

_____

Identify someone who matches your criteria and ask him (or her) to be your mentor. Contact that person by phone or in writing, and begin the relationship now.

Name **Phone Number**

1 . _____

2 . _____

3 . _____

4 . _____

5 . _____

ACTION ITEMS:
- ✓ Review the material in this section. Focus on your answers.
- ✓ Contact each mentor you listed above.
- ✓ During your first contact with the mentor, whether on the phone or by e-mail or regular mail, schedule a meeting.

NOTES:

BECOME A CHANGE LEADER

We must be the change we wish to see in the world.

MAHATMAS GANDHI

Every great leader has one thing in common. They recognize someone must take charge and make the decisions. Strategy is planned and a course of action is begun to achieve change because of that person. You can be a change leader at any time in your life and while holding any position or job. You don't have to be a manager to take charge of your own life and lea your own change.

One certainty in life is that the future holds unpredictable changes for you. We start every day not knowing exactly what to expect. Life brings lessons and opportunities that we don't always welcome. This is a common experience shared by many people.

People are scared of making changes. It's never easy! It forces us to take risks, become vulnerable and open ourselves to the unknown. Rise above that fear to become the special someone you know you're capable of being. View change as a good thing. Beyond every corner is a new opportunity waiting to be discovered.

How do you change the job you have into the one you've always dreamed of when you might think you have no control? You have a boss, a company with policies and procedures and clearly defined responsibilities. In order to make a change, you must lead your own change This is done by becoming what I call a <u>change leader.</u>

People can make change without being change leaders. However, the most significant benefits are gained when you have courage to transform your attitude toward change from one of timid and resistance to one of strength and appreciation of the opportunity to make your life better in the work you are currently doing. Now you can take an active role and manage and direct it change your views of life so that you're always looking for new opportunities and viewing change as a positive force.

All change leaders have this unique quality within them. Change becomes easier when you see it not as the mountain that seems too high, but as a gentle slope. Each step takes you gradually closer to creating your dream job at your current job.

STEPS TO BECOMING A CHANGE LEADER

1. CREATE TOMORROW. DON'T MAINTAIN YESTERDAY

Anything that doesn't support what is most important to you, needs to be abandoned. For example, when my clients come to me for help in loving their work, they are making a statement to themselves that the process is one of the most important aspects of their lives and needs to be treated this way. Thus, anything that interferes with this, must be abandoned.

What will I do to create the tomorrow that I most want?

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2. SEE YOUR CHALLENGES AS OPPORTUNITIES

Welcome unexpected difficulties because they represent opportunities to make something better. This process isn't an easy one but the rewards can be significant.

What recent challenge will I turn into an opportunity? How?

_____

_____

_____

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_____

3. BE WILLING TO RISK

People are used to maintaining the status quo and not making changes. When you've been in the same career for years, it is comfortable and familiar. There are hardly any risks. Taking risks is about becoming what you most want for yourself. It's important to know that when we risk, we are moving out of our comfort zone to a place that feels like an unknown.

How will I embrace my passion and blend it with my past experience to make my current job my dream job?

_____

_____

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4. FOCUS ON SUCCESS AND OPPORTUNITIES...NOT PROBLEMS

Problems can't be ignored, but it's vital to focus on the opportunities that you'll be attracting in your life as you change your perspective towards your job. View problems in the context of the larger vision you have for your life, and they become less important. Also, take note of the successes you've had as you move forward on this change journey so you will feel excited for what you've gained and accomplished along the way. By taking small steps with each success you begin to make a major fundamental change.

What success have I had so far in my desire to change?

_____

_____

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_____

_____

5. USE RESOURCES WISELY

A resource comes in such forms as energy, money and time. Let go of any activities that won't move you toward the change you most desire. The question to ask is, "If I am to focus my resources on what is most important, will I do this activity?" If the answer is no, spend you resources on an activity that does advance your goals. Always question how best you can us your resources for each minute of your day.

Which of my activities are worthy of my resources? Which ones will I let go of?

_____

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6. IMAGINE NEW POSSIBILITIES

Begin to realize the new and exciting opportunities that lie ahead within your work. Don't neglect this part of yourself. When you honor the new, exciting and powerful possibilities that are within your life, everything has a way of supporting, cooperating and assisting you towards the possibility.

What potentially new and exciting opportunity lies ahead for me?

_____

_____

_____

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7. TAKE ACTION TODAY FOR WHAT YOU WANT TOMORROW

Taking action is about embracing the concepts of discipline, motivation and perseverance. It's never easy to stay focused and in pursuit of what you want. When you are taking action, your steps should be specific, achievable, realistic and timely.

What are three concrete ways will I become a change leader at my current job?

1. _____

_____

2. _____

_____

3. _____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Identify a behavior you plan to remove from your everyday activities to create a better tomorrow for yourself.
- ✓ Identify a difficulty you are currently facing in your work and realize the positive rewards you will receive when you overcome it.
- ✓ Identify an action that might be considered "risky" in your job and act on it.
- ✓ Begin and keep a list of all the successes you have had on your journey to improve your job.
- ✓ Identify an activity that will advance your goals, and schedule a time in your day to give it your focused attention.
- ✓ Review your list of new and exciting possibilities. Look forward to your future.
- ✓ Choose one of the concrete ways you listed above to become a change leader in your job and do it today.

NOTES:

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CREATE BALANCE IN YOUR LIFE

CREATE BALANCE IN YOUR LIFE

UNDERSTAND YOUR ROLES AND NEEDS

Every now and then go away, have a little relaxation,
for when you come back to your work your judgment will be surer.
Go some distance away because then the work
appears smaller and more of it can be taken in at a glance and
a lack of harmony and proportion is more readily seen.

LEONARDO DA VINCI

You can work through each exercise in this section all at one time, or you can spread it out over a whole week, doing a small amount at a time. We recommend you do these exercises right in this book. Alternatively, you can do the exercises in a "Love Your Current Job" journal and record your thoughts and your progress. Purchase your journal now to begin the process.

ROLES

You are more than just someone who works. You have many roles in your life: you're a friend, family member, community member, significant other, parent, child and more. You have mental, emotional, spiritual and physical needs. How well are you balancing your roles and your needs? It's important to view your life and your work as an integral whole.

Take time to honor your needs, create calmness in your day and renew your spirit. Make an effort to balance your life. You will find that focusing on cultivating more balance in your life can help your work life improve. You will be more relaxed, better able to focus and better able to produce high quality work. Having a strong personal foundation will increase your professional abilities and improve your view of your work.

Begin by considering your personal and professional roles and how much time you spend each week on each role:

Personal Roles Examples:
mother, father, sister, brother, best friend, confidant, daughter, son, mentor

What are my personal roles?	How much time do I spend in this role each week?
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Professional Role Examples:
employee, manager, mentor, team member, leader, specific job title

What are my professional roles?	How much time do I spend in this role each week?
1 _____ . _____	_____
2 _____ . _____	_____
3 _____ . _____	_____
4 _____ . _____	_____
5 _____ . _____	_____
6 _____ . _____	_____
7 _____ . _____	_____
8 _____ . _____	_____
9 _____ . _____	_____

NEEDS

Next, review your needs in each of these areas: mental, physical, emotional and spiritual. Indicate if the time you spend in each area satisfies you or is an area you'd like to spend more time on.

Mental Needs:

Examples: intellectual stimulation, diversity of thought, learning

Am I satisfied? [ ] Yes [ ] No [ ] Somewhat

If "yes", what is the most satisfying way I fulfill this need?
If "no" or "somewhat", how will I spend more time on this need?

_____

_____

_____

_____

Physical Needs:

Examples: food, shelter, water, exercise

Am I satisfied? [ ] Yes [ ] No [ ] Somewhat

If "yes", what is the most satisfying way I fulfill this need?
If "no" or "somewhat", how will I spend more time on this need?

_____

_____

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Emotional Needs:

Examples: love, belonging, security

Am I satisfied? [ ] Yes [ ] No [ ] Somewhat

If "yes", what is the most satisfying way I fulfill this need?
If "no" or "somewhat", how will I spend more time on this need?

_____

_____

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_____

Spiritual Needs:

Examples: meditation, religious/spiritual practice on a regular basis,

rituals **Am I satisfied?** [ ] Yes [ ] No [ ] Somewhat

If "yes", what is the most satisfying way I fulfill this need?
If "no" or "somewhat", how will I spend more time on this need?

_____

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_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Review how much time you spend in your personal and professional roles each week.
- ✓ Compare the amounts; determine how balanced your life is.
- ✓ If you answered "Yes" to any of the questions about requiring more time for your needs, schedule time in your calendar to focus on it this week.

NOTES:

ASIDE FROM MONEY, WHAT FULFILLS YOU AT WORK?

Often people attempt to live their lives backwards;
they try to have more money, in order to do more of what they want,
so they will be happier.
The way it actually works is the reverse.
You must first be who you really are, then do what you need to do,
in order that have what you want.

MARGARET YOUNG

Many of us work primarily to make money. There are bills to pay, houses/apartments to buy/rent, clothing, cars, food...the list can go on forever. We all have material wants and need and money provides the means to purchase those. Money is a material representation of you worth to a company. It motivates you to produce good work, get along with your superiors and handle the many frustrations and downsides of your work life. But there are other motivators other factors from which you can derive fulfillment and satisfaction. Having a purpose within your work is a powerful source of fulfillment.

How would you like to cultivate more fulfillment at your current job? For example, you may desire a mentor to help you learn more and feel more connected at work. Your action step to cultivate this could be to identify a person you think you'd like to mentor you. You may want to make more of a contribution through your work. Your action step could be to see if there are any projects available to work on that involve social causes you support. You may want to be more appreciated and recognized for your talents. Your action step could be to schedule a meeting with your superior to ask for positive reinforcement.

Review the list below and select three areas in which you can choose to cultivate more fulfillment at your current job.

- **Advancing my career**
- **Mentoring relationships that include connecting, sharing and learning**
- **Passionate and engaging work**
- **Freedom to create**
- **Making a contribution**
- **Working with intelligent, creative and passionate colleagues**
- **Learning, developing and growing on the job**
- **Being appreciated and recognized for my talents and skills**
- **Fun, friendly and enjoyable work environment**
- **Participating in the organization's direction and overall vision**

What three aspects of my work do I find most fulfilling (from the list on prior page)? How will I create more fulfillment within these areas?

Area 1. _____

I will create more fulfillment by: _____

_____

_____

_____

_____

_____

_____

Area 2. _____

I will create more fulfillment by: _____

_____

_____

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_____

Area 3. _____

I will create more fulfillment by:

_____

_____

_____

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ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Schedule time in your calendar this week to create more fulfillment in each of the three areas you selected above.

NOTES:

CREATE CALMNESS IN YOUR DAY

Get away from the crowd when you can.
Keep yourself to yourself,
if only for a few hours daily.

ARTHUR BRISBANE

Learning how to create more calmness in your day so your life feels more peaceful is something that most of us would love to do. Many of you live busy, successful lives and it's hard to find sense of calmness during your day. You are feeling stressed out and overwhelmed due to the high expectations you have to yourself, your employer, family and friends. What you want to do is to move from being stressed out and overwhelmed to a sense of calm and peace during you day. Here are some ways that will help you in creating calmness in your day: Feel free to write your thoughts and ideas on the lines below each section as you read each recommendation.

1. LOWER YOUR EXPECTATIONS

Lighten up on yourself. Most of you set your expectations too high in both your work and home life. Lowering your expectations can give you a sense of space to help you feel more calm. Don't lower your standards...just be more gentle in your expectations of yourself. For example, if it takes you three days to accomplish a task, give yourself five.

How will I lower my expectations?_____

_____

_____

_____

_____

_____

_____

_____

_____

2. NARROW YOUR FOCUS

You might have three, five, ten or more things on your mind all clamoring for your attention. Your focus is scattered and you feel stress. Choose one task and do it slowly to completion. Feel the calmness that comes from focusing on one task or item at a time.

How will I narrow my focus?

3. UNDERPROMISE; OVERDELIVER

Promise far less than you know you can do or less than the person is asking you to do. Reduce expectations and allow yourself more freedom. The freedom you give yourself can allow you creativity to be stimulated and you can deliver a better product, idea, presentation, dinner activity, etc.. People will be amazed at your improvement and you will have more calmness in your life.

How will I underpromise?

4. HAVE A BEGINNING AND AN ENDING CEREMONY FOR THE DAY

You may start the day rushing out of bed, rushing to work or school, rushing home again at the end of the day to collapse in bed again. Try beginning your day and ending it focused on calmness & serenity. Wake a few minutes early to meditate, walk, journal or read. Begin the day not in chaos but in a calm, focused state of mind. Gather your thoughts and plan your day. At the end of your day, again, have an ending ritual. Read or journal, take a bubble bath, garden – do a calming, centering activity to allow your mind to relax and recuperate from the day's activities and enter sleep in a restful state.

What will my beginning and ending ceremony be like?

_____

_____

_____

_____

_____

_____

_____

5. CREATE CALMING RITUALS THROUGHOUT YOUR DAY

During the day, have a calm time ritual that you use to transition from one activity to another. For example, as I get into my car to leave home, I take three breaths. Before I walk into m office, I walk slowly and calmly. When I leave again at the end of the day, I take some more breaths. This ritual helps me prepare for each activity and I gain more compassion for the drive side of myself and appreciation for the calm side.

What will my calming ritual(s) be?

_____

_____

_____

_____

_____

6. DELEGATE TASKS

You don't have to do it all yourself. Delegate various tasks throughout the day and not only will you feel more calmness from having less to do, you will feel better at having more time to focus on the activities that you enjoy the most and do the best. Assign chores to each family member, hire an assistant, find a cleaning service - there are many ways to take the load of total responsibility from your shoulders.

What will I delegate? And to whom?

_____

_____

_____

_____

_____

_____

_____

7. CREATE A PLEASANT ENVIRONMENT

The environment in which you live and work contributes to your sense of calmness or lack thereof. Make sure that the place in which you're spending a majority of your time is soothing and calming. If you're in an office all day, make sure there are plants around, the lighting is goo and you have personal mementos around you. Get an ergonomic keyboard and proper seating so that your body is not unnecessarily stressed or in pain. If you're at home most of the time, clean out clutter and make sure that your decorating reflects your personality and is calming. Soothing music or a noise machine can also help to contribute to environmental calmness.

How will I create a pleasing environment for myself?

_____

_____

_____

_____

_____

8. BE AWARE OF YOUR ENVIRONMENTAL HABIT ENERGY

An environmental habit energy is something you've done over and over again. It's difficult to change this energy force because it's something you've done that way for such an extended period of time. Examples of workplace environmental habit energies are over-promising and over-committing. Identify what environmental habit energies you have that are positive and negative. Work to use the positive energies and to eliminate the negative ones.

What are my positive environmental habit energies? What are my negative ones?

_____

_____

_____

_____

_____

_____

9. FUEL YOUR BODY

Food is fuel for our bodies. Just like cars, if they aren't fueled properly, they won't work properly. Think of how you feel when you haven't eaten in a while. You become disoriented short-tempered, dizzy, etc. Your focus is lost and you feel a great deal of stress. If you eat small healthy meals throughout the day, your blood sugar level will remain steadier and your ability to focus and deal with your day in a calm manner will increase. Water is another important component. Your body and brain both need to be well hydrated in order to function at their top level. When you take care of the physical needs of your body, you can think better, make better decisions and not allow minor stresses to become major ones.

How will I better fuel my body?

_____

_____

_____

_____

10. COUNT YOUR BLESSINGS

Make a list - in your mind or on paper - of all the positive things that are a part of your life. Focusing on positives instead of negatives will make your mind calmer as you realize that the blessings greatly outnumber the negatives and your life is unfolding exactly as it should be When you feel overwhelmed and out of control, stop, take a breath and make yourself list at least 5 blessings/positives in your life. Take a moment to reflect on those things and to cherish them. Then return to your work refreshed and renewed.

Counting my blessings . . .

_____

_____

_____

_____\

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended ten ways to create calmness in your day.
- ✓ Schedule the ones you enjoy the most to be on-going in your calendar.
- ✓ Integrate at least three of the ways to add calmness into your day today and each day this week.

NOTES:

_____

_____

_____

_____

_____

_____

BRING SPIRITUAL VALUES INTO YOUR WORK LIFE

Insist on yourself, never imitate.

RALPH WALDO EMERSON

Our *spiritual values* are distinctly unique for each and every one of us. These values, which come from within us, are played out differently in our work lives. In our career and business life we need to have effortless ways that allow the expression of our spiritual values to come out into the workplace. Listed below our ideas and mechanisms to help all of us close the gap between who we are, as spiritual beings, and what we do.

The first step towards bringing these values to our work life is by having your career and business life reflecting yourself from the inside out. Then, your working world becomes drive by your inner self and the spiritual values that most honor who you are become one with you work.

1. SPEND MORE TIME ALONE IN A QUIET ENVIRONMENT

We are extremely busy engaging in activities that keep us constantly moving. We don't know how to stop and create the quite time that is necessary for the expression of our spiritual values By spending time alone, we clear our minds and make room for new thoughts. Thus, making space for answers to come in allows for our creativity to be expressed. Ways to spend time along can include: 1) taking lunch away from your office and desk 2) take a walk around the block o down the hall every couple of hours 3) take some time to relax (10 minutes) before heading to work.

What three ways will I spend quiet time alone during my work day?

1. _____

_____

2. _____

_____

3. _____

_____

2. ENTER YOUR DAY SLOWLY, WITH CALMNESS

This will ground the rest of your day in a space of mindfulness. Having alone and quiet time before entering your day will allow for insights to come to fruition. Our insights can guide you day so you seize opportunities that will bring you more fulfillment. Wake up earlier then you normally would and begin your day slowly and calmly. This pace will set the tone for the rest of the day.

What are three ways I will enter my day with more calmness?

1. _____

_____

2. _____

_____

3. _____

_____

3. LESSEN THE NUMBER OF TASKS YOU DO DAILY

At work, we become task-oriented individuals who are constantly on the go trying to fit in as much into our day as we possibly can. We jump out of bed, take a quick shower, eat breakfast and read the paper all within a short span of less than an hour. This pace, the number of task and responsibility increases throughout our work day. Each day we do this again and again and we lose touch with what our inner self truly needs to stay fresh and alive. It's important to look at our month, then our week and then our day and see what tasks we can eliminate so we can create space within ourselves in order to see what our spiritual values are and how they can b better utilized at work.

What three tasks will I eliminate from my schedule today?

1. _____

_____

2. _____

_____

3. _____

_____

4. SIMPLIFY YOUR WORK LIFE

We have too many roles, responsibilities, tasks and activities within our work life which causes us to not see the spiritual values that lie within us. The concepts we silently and loudly hear a career and business life of do more, do it faster, work smarter and be more fully committee soon reaches a point where you can't do it any faster and smarter. We need to look at our entire work life and all that it encompasses and learn to simplify.

Make a list of all your roles, responsibilities, tasks and activities. Then, eliminate as much as you possible can from this list. After doing this exercise, ask a coworker to tell you ten things you could do to simply your life (using your list or thinking of new ideas). Simplifying our lives is about working smarter. What ways can you work smarter throughout your work day? When we don't simplify, our lives become too complicated and we become powerless to change.

What are my roles?

_____

_____

_____

_____

_____

_____

_____

_____

What are my responsibilities?

_____

_____

_____

_____

_____

_____

_____

What are my tasks?

What are my activities?

Appreciating, learning from,
and working with whatever happens in every day life.
The ability to enjoy the simply and the quiet, the natural and the plain.
Without doing, causing, or making.
Things just happen in the right way, at the right time.

TAOISM

5. BALANCE THE USE OF TECHNOLOGY AND THE NEED FOR HUMAN INTERACTION

As we overuse technology in our career and business life, we begin to suffocate the breath of spirituality from our work life, thus forcing us to embrace and adapt to living in a high-tech and low-touch society. The high-tech working environment has caused the worker to desire more spiritual values into the work place. For example, when opportunities arise at work where you can speak with a coworker in person instead of sending him/her an email, then go and connect with him/her. Too often people send emails to each other even though they are working next t each other! The advantage of technology is that it saves time. While workers are constantly looking for time-savers, it's not useful to rely on technology for this means because the high-tech world has begun to rob us of our personal time. Technology has lessened the touch. As human beings, our greatest need is for contact with another human being.

What three ways will I increase my human interaction today at work?

1 . _____

_____

_____

_____

_____

2 . _____

_____

_____

_____

_____

3 . _____

_____

_____

_____

_____

6. BRING SPIRITUALITY INTO YOUR WORK LIFE

We each have a strong need for spirituality in our life. Once you bring spirituality into your daily work life, it will spill over into your career and business life and you'll be creating the idea work environment that honors who you are and what you do. Imagine the peacefulness you feel when you leave your spiritual practice (for example, church, synagogue or meditation). Consider ways to bring that into your work life. For example, take breaks to leave the office to have more peace and centeredness throughout the day, or take three deep breaths every time you begin to end a task.

What ways will I bring more spirituality and peace into my work?

1. _____

_____

2. _____

_____

3. _____

_____

7. PAY ATTENTION TO YOURSELF AS A SPIRITUAL BEING

We our born into this world as human beings, but spend our lives as human "do-ing's". By recognizing and embracing ourselves as human beings, we become more aware and honor the spiritual beings we truly our. Our spiritual values will then spill over into our work life. Spending time and honoring yourself as a spiritual being requires some of the following: taking time for meditation, a solitary retreat, communing with nature or treating your body to nurturing activity.

What ways will I honor my spiritual nature?

1. _____
2. _____
3. _____
4. _____
5. _____

8. POSITIVE ENERGY AT WORK

Once you begin to be aware of positive energy within and around you, begin to bring this energy not only to yourself but to your coworkers as well. When you send out positive energy, you will receive more positive energy back. This use of positive energy will create a productive working environment for everyone in your workplace. As you interact with each coworker, be aware of positive and negative energies and respond with positive energy.

What ways will I respond with positive energies?

1. _____
2. _____
3. _____
4. _____
5. _____

9. CREATE AN ATTRACTIVE WORKPLACE FOR YOURSELF AND YOUR COWORKERS

Have motivational quotes, beautiful pictures, photos of inspirational people on your desk or wall and fresh flowers in your office. Anything that makes your workplace more attractive and true to your spiritual values will enhance your entire career and business life.

What three things will I bring into my workplace to make it a more attractive place?

1. _____

_____

2. _____

_____

3. _____

_____

10. CREATE WELLNESS CENTERS AT YOUR WORKPLACE

Our career and business lives are demanding wellness centers that bring spirituality into the workplace (i.e., creating meditation or Yoga rooms). If your workplace doesn't have a wellness center or offer activities/seminars that help bring spirituality into the workplace, suggest some ideas to your superiors.

What way could my company help increase productivity by honoring spirituality?

_____

_____

_____

_____

_____

_____

_____

_____

11. CREATE FLEXIBLE TIME (FLEX-TIME) FOR WORK, FAMILY AND YOUR WELL-BEING

Create a working environment that brings the family and work together--where two parents who both work can utilize the flex time in order to create time for things that matter most to them, such as their family and healthy well-being.

How can I use flex-time or other creative scheduling to spend more time with my family?

_____

_____

_____

_____

_____

_____

_____

12. ORGANIZATIONS ACKNOWLEDGE AND SUPPORT SPIRITUAL VALUES IN THE WORK LIFE

Organizations recognize and bring their spiritual values to the people of the organization. Organizations can give permission for their employees to bring these values into the workplace. They can support people in articulating and bringing forward their spiritual values into the workplace. This will acknowledge that the whole person comes to work as an employee. Most organizations don't embrace the spiritual values of their people and so the individual must be proactive and courageous in creating the right type of environment for themselves. But organizations want to increase retention then supporting a spiritual valued culture will lead to family supportive working environment that people want to not leave.

What three ways will I help create change in how my organization views spiritual values?

1 . _____

_____

2 . _____

_____

3 . _____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended ways to bring spiritual values into your work life.
- ✓ Schedule the ones you enjoy the most to be on-going in your calendar.
- ✓ Integrate at least three of the ways to bring spiritual values into your work life into your day today and each day this week.

NOTES:

_____
_____
_____
_____
_____
_____
_____
_____
_____

.

CREATE CELEBRATIONS

Those who decide to use leisure as a means of mental development,
who love good music, good books, good pictures,
good plays, good company, good conversation - what are they?
They are the happiest people in the world.

WILLIAM LYON PHELPS

What do you love to do? Make a list and include gifts you like to give yourself (small or big). This is your celebration page. It is to be used throughout your transformation of your current job into more fulfilling work. Refer to it and add to it whenever you gain personal insights or the accomplishments you achieve during the process of learning to love your work. **Keep this list close by while you work and look at it frequently for inspiration and validation.**

Examples:

- *eating good food*
- *dancing*
- *massage*
- *writing*
- *reading*
- *being with friends*
- *walking in nature*
- *exercise*
- *playing with kids*
- *meditation*
- *movies/theater*
- *laughing*
- *vacation/travel*
- *museums*

What do I love to do? What gifts do I reward myself with?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

IMPROVE PRODUCTIVITY AND EFFICIENCY

IMPROVE PRODUCTIVITY AND EFFICIENCY

PLAN YOUR DAY FOR EFFICIENCY

He who every morning plans the transactions of the day and follows out that plan, carries a thread that will guide him through the labyrinth of the most busy life.

VICTOR HUGO

You can work through each exercise in this section all at one time, or you can spread it out over a whole week, doing a small amount at a time. We recommend you do these exercises right in this book. Alternatively, you can do the exercises in a "Love Your Current Job" journal and record your thoughts and your progress. Purchase your journal now to begin the process.

* * * * *

Increasing productivity and efficiency often bring forth images of someone standing with a stopwatch timing every activity with a watchful eye. Henry Ford first used the talent of an efficiency expert to build cars faster and more economically. The result was the assembly line where the same motion is constantly repeated to eliminate any wasted motion. You don't have to work on an assembly line to take advantage of the time saving tips they recognized. By taking a little time to plan and prepare, you can find extra hours in your day to complete the work you want to do and still have fun.

The first step is to plan. Plan your day and plan your week and, most importantly, work your plan. The time you spend to plan will ultimately reward you with more time and less stress in your life. Time is a precious resource. You don't have to schedule every minute of your day but if you can exert more control over your schedule, you'll find the improvements in you productivity and efficiency will be large.

Next, look at how you handle information. Is your office clear of clutter and well organized? Do you handle paper effectively or does it overwhelm you? Are you spending too much time on e-mail and smaller tasks that could be delegated? One of the most fundamental ways to help you enjoy your work more is to keep your work environment clean, clear and pleasing to work in.

Narrow your focus, develop good habits and exercise self-discipline. You'll be able to work at a higher level and complete tasks quicker.

Finally, make it a yearly ritual to focus on improving your professional life. Review the year overall and review your performance specifically. Look for areas to improve on and look a areas in which your performance was outstanding. Make sure that people know how valuable you are. Take charge and manage your own career - don't just let it happen to you. Create your own future.

1. SPEND MORE TIME ALONE IN A QUIET ENVIRONMENT

Plan your work each day, every day and work your plan. Set aside 10-15 planning minutes at the beginning of the day or at the end of the day. This advance planning can save you up to an hour each day.

What time of day is best for me to set aside for planning: morning or evening? Commit to a time period now:

_____

_____

_____

_____

2. PRIORITIZE YOUR MOST IMPORTANT ACTIVITIES

Write down the most important tasks you must complete. Number them in order of priority. If you need help finding the most important, ask yourself these two questions:

1. *If I could complete one activity/task today, what would it be?*
2. *Is this activity the best use of my time, knowledge, creativity and experience?*

Focus on the most important task until it is finished. After completing this, recheck you priorities and focus your efforts on the next most important activity. This process leads to greater sense of accomplishment at the end of the day. Schedule appointments with yourself to work on the projects that are most important to you.

List the top three tasks you want to accomplish today:

1. _____
2. _____
3. _____

3. RESERVE THE FIRST HOUR FOR MOST IMPORTANT TASKS

The first hour of your workday sets a pattern for the entire day. Make sure that it is productive. Ask yourself, "What do I need to get done today in order to feel complete?" By doing important things first, you are focusing more on what is important and less on how fast you are working. By spending 20% of your day focusing on the most important tasks, you will accomplish 80% of your results. (This is known as the Pareto 80-20 principle).

What tasks will I complete in my first hour today?

_____

_____

_____

_____

_____

_____

_____

_____

4. CARVE OUT TIME FOR NON-URGENT ACTIVITIES

Schedule time during your day in which you work on only non-urgent activities. Examples of this include phone, e-mail, paying bills.

What 30-minute period will I choose in which I don't have a deadline or project filling my mind? *(Note: The best time may be after a meal or break when I can come to this task fresh.)*

_____

_____

_____

_____

_____

_____

_____

5. TREAT EACH DAY AS UNIQUE

As you schedule each day, look at the activities that fill your days and try to group similar tasks together. For example, by organizing all of your errands on one day and your planning tasks on another, you can increase your efficiency in all areas.

What are the activities that take up the major part of my day? Can I group similar tasks into a specific day or period?

Activity/Group	Time/Day Scheduled

6. MANAGE YOUR VOICE MAIL AND E-MAIL TWICE DAILY

Allow for two discrete sessions per day to check and respond to voice mail messages and e-mail messages. During this time you will be doing this activity and nothing else. Sort your phone calls into high and low priority. During the rest of the day you will limit your use of the phone and e-mail in order to focus on at the project/task at hand.

What two times will I choose that work best for me? *(Perhaps first thing in the morning and then after lunch, or just before lunch and just before the end of the workday.)*

_____

_____

_____

_____

_____

_____

7. USE AN "AS YOU GO" TASK SYSTEM

As you go through your day and activities and information come into your path, handle them as they occur. Don't put them aside or on a to-do list to complete at a later time. Your goal is to "handle it once". This increases your sense of accomplishment as you see all the tasks you've completed.

What three activities/items do I regularly procrastinate?

1. _____

_____

2. _____

_____

3. _____

_____

8. TAKE BREAKS

When your energy level drops or you find yourself becoming too reactive to people or situations, take time to rejuvenate yourself by taking a break. That may involve physically moving away from your work area and getting some fresh air, listening to music or talking to a friend. Find something that helps you recharge.

What 4 activities rejuvenate me?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

9. USE YOUR MOST PRODUCTIVE HOURS FOR YOUR MOST IMPORTANT TASKS

Are you an early riser or a night owl? Ask yourself when you are most productive and look at how you can schedule your day accordingly. Choose a daily goal and decide what time of day you have the most energy or creativity to get the job done. Commit time to that goal.

My most productive time is:

_____

_____

_____

_____

One daily goal I will accomplish during that time is:

_____

_____

_____

_____

10. REVIEW EACH DAY AND PLAN THE NEXT DAY

At the end of each day, review your to-do list and examine what you accomplished, what you could have done more efficiently and what still needs to be done tomorrow. Enjoy the sense of accomplishment from checking off items in your daily planner. Notice which tasks require more time than originally anticipated and adjust accordingly. Make a note of your plan and to-do list for the next day so that your plan is clear before you start the day.

Today I accomplished:

_____

_____

_____

Important tasks for tomorrow:

_____

_____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Schedule two times per day in your calendar to manage your voice mail and your e- mail.
- ✓ Try each one of the recommended ways to make your day more efficient.
- ✓ Schedule the ones that work best for you to be on-going in your calendar.
- ✓ Integrate at least three of the ways to be more efficient into your day today, and every day this week.

NOTES:

USE YOUR TIME PRODUCTIVELY

Time is the coin of your life.
It is the only coin you have and only you can determine how it will be spent.
Be careful lest you let other people spend it for you.

CARL SANDBURG

1. SAVE TIME IN YOUR DAILY SCHEDULE

Use time waiting in line or waiting for appointments to catch up on material you need to read. Use the technology of today to increase your productivity. Consolidate errands so that you make only one trip. Look at activities that fill your day and determine ways they could be done more efficiently or eliminated. By shaving minutes off of several tasks throughout the day, you can free up a larger block of time later.

What ways will I save time in my schedule today?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

2. UNDERPROMISE THROUGHOUT THE DAY

As you plan your day, allow yourself to lower your expectations and how many commitments you make for yourself. This will create less pressure and increase your energy throughout the day.

What ways will I underpromise today?

1 . _____

_____

_____

2 . _____

_____

_____

3 . _____

_____

_____

3. UNDERSCHEDULE YOURSELF DAILY

As you plan your time, schedule half the time you have in a day. For example, during a 40-hour work week, only schedule 30 hours per week. This gives you 10 "extra" hours to handle unplanned contingencies. This will also allow for spontaneous events and for thinking, planning and other creative activities.

How many hours less will I schedule myself this week?

_____

_____

_____

_____

_____

_____

4. OUTSOURCE

Outsource activities that will limit your efforts and energy so that you can leverage your time.

What activities will I outsource this week?

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

5. SCHEDULE DAILY APPOINTMENTS WITH YOURSELF

This will help you to work on the projects that are most important to you. Consult with yourself on where you want to direct your energy and time.

What two times during the day will I schedule appointments with myself?

1. _____

_____

_____

2. _____

_____

_____

6. SET TIME LIMITS

Realize how valuable your time is and quantify what you are going to accomplish with a time deadline or budget. When speaking on the phone, tell the person you are speaking with up front how much time you have for the conversation. Do not go over your time limit. Make phone calls right before lunch or at the end of the day so that the other person is motivated to end them more quickly. Schedule appointments with start and end times.

What ways will I begin to set time limits in my work this week?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

7. LEARN TO SAY NO

Learning to say no to nonessential tasks (and sometimes even essential tasks) is important for you to learn to do. Saying no becomes especially valuable with people who monopolize your time at the office. Set your boundaries and standards and stick to them.

What ways will I say no this week?

1. _____

_____

2. _____

_____

3. _____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended ways to make your day more efficient.
- ✓ Schedule the ones that work best for you to be on-going in your calendar.
- ✓ Integrate at least three of the ways to be more efficient into your day today, and every day this week.

NOTES:

MASTER INFORMATION FLOW

Things which matter most must never be at the mercy of things that matter least.

GOETHE

When you're able to handle information more efficiently, your productivity level increases dramatically. You can regain at least one hour each day that you spend rearranging papers looking for information, sorting and more. That's 5 hours each week (minimum) that you will gain. You will be less distracted by details and have more time to focus on what's really important. You will be able to have a clearer picture of your goals and a much lower stress level. You will be able to be more aligned with the overall objective of what you most want to create.

1. THROW, REFER, ACT OR FILE

When handling information (paper) that comes to you either Throw, Refer, Act or File. To deal with paper more effectively handle each piece of paper only once and throw more away. A recent Accountemps survey of U.S. executives says, "The average executive wastes more than month each year trying to find things."

What are three ways I will:

Throw:

1. _____
2. _____
3. _____

Refer:

1. _____
2. _____
3. _____

Act:

1. _____
2. _____
3. _____

File:

1. _____
2. _____
3. _____

2. CONTROL PAPER FLOW

Don't read every document that comes into your hands; instead schedule one 15 minute time to prioritize the documents.

My 15-minute prioritizing time is:

_____

_____

_____

_____

_____

_____

3. ORGANIZE YOUR FILING SYSTEM

Color-code your files according to project, client or activity. This improves your time spent looking for missing files. So you don't have too much information in your files, ask yourself how important would this document be six months from now. A proper filing system helps to clear your desk and enables you to locate and retrieve essential information quickly.

I will color code my files according to:

_____

_____

_____

_____

_____

_____

4. SCAN ALL DOCUMENTS

Don't read all documents word for word, instead scan them to see if it's worth your time to reading the entire document. If it is, then only spend time on what is most important.

What guidelines will I use to determine whether I should read an entire document?

_____

_____

_____

_____

_____

5. ORGANIZE ALL INCOMING MAIL

Assign your mail into relevant categories for highest priority.

What categories will I use to determine the priority of my mail?

_____

_____

_____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Try each one of the recommended ways to master the flow of your paperwork.
- ✓ Integrate at least three of the ways to master the flow of your paperwork into your day today and each day this week.

NOTES:

_____

_____

_____

_____

_____

MAKE YOUR WORK ENVIRONMENT MORE EFFICIENT

A year from now you may wish you had started today.

KAREN LAMB

One of the most important things you can do to increase your productivity is to focus on your work environment. Make sure that it is clean, clear and pleasing to work in. Start with clutter. Clutter holds you back, drains your energy and makes you much less effective and productive Schedule a whole day if needed to clear out your office from all the clutter and miscellaneous unneeded items that are filling it up. Hire someone to help if needed. The goal is to have al papers filed properly, all areas physically clean and dusted, trash thrown out, desktop clean office supplies in their proper place, etc.

An organized environment will allow you to stay focused on the task immediately before you. A clear desk area will help control procrastination, improve concentration and save time.

A pleasing environment is also important. Your work space should be have a comfortable chair, ample desk space, good lighting, plants to improve the atmosphere and help air circulation, an adequate ventilation/heating. Bring in a few touches to make it more personal so you feel more at ease. Put up a photograph of loved ones, some inspirational quotes, an objet d'art or a vase of flowers.

STEPS TO CLEARING CLUTTER

Take some time to look around your office and analyze your clutter. Choose one area where you'd like to begin. Your desktop? The piles on your credenza? The filing cabinet? Your in-box?

My first area to begin clearing out clutter is:

_____

_____

_____

_____

_____

_____

Next, list the other areas/things to do. Break this down into small steps. For example, stack papers, sort papers, file papers. Don't give yourself a huge task such as "deal with all papers". You'll be overwhelmed and much less likely to succeed.

Other steps I will take are:

_____

_____

_____

_____

_____

CREATE A PLEASING ENVIRONMENT

What ways will I enhance my work place and make it more comfortable and visually pleasing?

_____

_____

_____

_____

_____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Schedule time in your calendar (a minimum of two hours) to clean out and organize your office. Do it this week, if possible.
- ✓ After you have achieved your clean office goal, schedule an annual or semi-annual day to assess how well your office is still organized. Schedule additional time to clean and organize as necessary.
- ✓ Add or change something in your office this week to make it more pleasing to you.

NOTES:

_____

_____

_____

_____.

DELEGATE EFFECTIVELY

Long-term planning is not about making long-term decisions.
It is about understanding the future consequences of today's decisions.

GARY RYAN BLAIR

Each of us has abilities and strengths in our jobs. There are tasks we do best, tasks we can do but don't do exceptionally well, and tasks that we don't do well at all. To be most effective and productive in our work, we should spend the majority of our time focused on what we do best and are most passionate about. Delegating allows us to do that. We find the best person to perform each task and the overall result is less stress and a higher quality of work. Many people however, don't delegate effectively. They attempt to do everything themselves, get overworked and don't know how to decide when and how to delegate, what tasks to delegate and who should perform those tasks.

WHEN AND WHAT TO DELEGATE

The first and most important step is to begin by asking yourself the question for each activity you perform, "Is this the best use of my time and talent?" Whenever the answer to that question that is a sure sign an activity that can be delegated. Take some time and conduct an analysis of your job. For one week (or even one month), make a detailed list of all your tasks and activities. Take note of how much time you are spending on each area/activity. Ask yourself the question for each activity and note your answers. Now you have a list of activities to delegate.

Some examples of activities you <u>should</u> delegate include: routine but necessary activities (something that gets done on a regular basis but doesn't require your personal attention each time); and specialties of someone else (if you know someone who is a formatting whiz, don't spend hours trudging through the task yourself when they could do it in a half hour).

Some examples of activities you <u>should not</u> delegate include: solving a crisis, personnel decisions (evaluations, terminations), and the setting of policy.

What 5 activities on my current to-do list will I delegate?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

CHOOSING THE RIGHT PERSON

Ask the people to whom you would be delegating tasks for a list of their activities in the same format you just completed. Find people with areas of specialty or particular skill. As you learn more about coworkers/employees, keep track of who is particularly good in what areas for future reference.

List 5 coworkers/employees with their areas of expertise/skill:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

PUTTING IT TOGETHER

Review the tasks you have chosen to delegate, and the list of the capable coworkers/employees. Match skills to activity.

Which activity will I delegate to which coworker/employee?

Activity 1: _____

Coworker/employee: _____

Activity 2: _____

Coworker/employee: _____

Activity 3: _____

Coworker/employee: _____

Activity 4: _____

Coworker/employee: _____

Activity 5: _____

Coworker/employee: _____

ACTION ITEMS:

- ✓ Review the material in this section. Focus on your answers.
- ✓ Schedule three activities you will delegate this week.
- ✓ Schedule the other two to be delegated next week.

NOTES:

_____

_____

_____

_____

_____

_____

INCREASE YOUR EFFECTIVENESS ON PROJECTS

You don't have to be great to get started,
but you have to get started to be great.

LES BROWN

HOW TO DELEGATE

Once you've figured out who to delegate to and what tasks you are delegating, this step may take just a few minutes or it may be a more extensive process. You want to be as clear and as concrete as possible when delegating so that there is no miscommunication or room for ambiguity. The goal is for the delegated task/activity to be completed in the best manner possible with high quality work, no duplication of effort and no work "falling through the cracks". It is usually best to delegate an entire task to increase interest and a sense of accomplishment.

Choose one of your 5 listed activities from the previous example and use it to work through the next part of the exercise.

LIST THE RESULTS YOU WANT TO BE ACHIEVED, NOT THE METHODS YOU WANT USED

Don't unnecessarily restrict the person to whom you're delegating. Give them the freedom to choose the methods they will use. Your primary concern is the end result of the task. Set your goals clearly and make sure that it is easily understood by the person to whom you are delegating. Write down the goal(s) in twenty words or less.

The goals of the task are:

_____

_____

_____

_____

_____

_____

SET A DEADLINE

Make the deadline specific. Be flexible if the person you delegate to thinks more time is needed. Work out a mutually agreed upon deadline but always provide a specific date or time for completion. Set dates to review progress and be clear that the person completing the task know the priority level of the task.

The date/time of completion of the delegated task is:

_____

_____

The priority level of the task is:

_____

_____

Review dates/times are:

_____

_____

Make sure that you follow through on regular review dates and maintain focus on the goal, but don't micromanage the person you've delegated to. The point is to free up more of your time so that you can focus on what you love and do best, not for you to oversee every step of the process.

ACTION ITEMS

- ✓ Review the material in this section. Focus on your answers.
- ✓ Implement the process of delegating the activity you used as an example. Schedule the dates in your calendar. See it through to completion.
- ✓ Implement the process for each of the remaining activities you specified.

NOTES:

_____

_____

_____

_____

_____

A YEARLY RITUAL FOR IMPROVING YOUR PROFESSIONAL LIFE

We should all be obliged to appear before a board every five years, and justify our existence....

GEORGE BERNARD SHAW

To maintain and improve your current job, you must make an effort. You must be reviewing the situation and your attitude toward it on a regular basis and focus on doing the work necessary to make your current job your dream job. Weekly, monthly, and yearly, you need to assess, make changes and maintain your focus. Feeling more in control and actually being more in control of your professional life will greatly reduce your stress and increase your self-esteem, feelings of accomplishment and general well-being. Once each year, perhaps at the beginning or end of the year, work on consciously improving your professional life.

1. CALL EVERYONE ON YOUR NETWORKING LIST

Keep yourself fresh in everyone's minds. You'll learn about new advances in your field, potentially meet new people and learn about new opportunities to improve your skills. These people can also potentially become mentors or models to you.

Who are the people I need/want to call?

_____

_____

_____

_____

_____

_____

_____

_____

2. PROMOTE YOURSELF

Make sure that your company knows how valuable you are. Don't let any positive event that you're responsible for go without notice. Protect and promote your reputation within you company. You'll be more likely for promotion and will be viewed as a productive and skilled contributor.

Who are the people I need/want to call?

1. _____

_____

2. _____

_____

3. _____

_____

2. GET FEEDBACK

Objective self-assessment is important as well as having honest constructive feedback from a mentor or coworker you trust. Learn what areas you excel in as well as areas for improvement Compare your self-assessment to that of another person and see how they're different and how they are similar.

Who are the people I need/want to call?

_____

_____

I will ask for feedback from:

_____

_____

_____

_____

4. LEARN A NEW SKILL

Update your current skills and/or learn new skills. You become more valuable and productive as an employee and increase your sense of self-worth and accomplishment as well. While talking to your networking contacts, find out what skills they view as essential to your industry. Evaluate your own skills.

What three new skills will I learn this year?

1. _____

_____

2. _____

_____

3. _____

_____

4. THANK YOUR BOSS

This doesn't have to be an involved activity. A simple "thank you" can convey your appreciation. If you have a good relationship with your boss, you can go into more detail if you'd like. Consider all the positive qualities your boss displays and the positive ways in which you relate. If there are areas of relating in which you'd like to improve, discuss those with your boss also.

I appreciate these qualities about my boss:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

ACTION ITEMS

- ✓ Review the material in this section. Focus on your answers.
- ✓ Schedule each of the ways you indicated you would promote yourself into your calendar for this year.
- ✓ Decide which new skill you will learn first and schedule it to happen within the next thirty days.
- ✓ Set up a meeting, or a lunch, with your boss to say thank you.

NOTES:

MINING FOR CAREER FULFILLMENT

MINING FOR CAREER FULFILLMENT

REMEMBER FULFILLING ACTIVITIES

Finding the gems from the past to illuminate fulfillment at work.

I've created a unique process designed to help you transform your current job into a more fulfilling job. The *Mining for Fulfillment* exercise will help you identify the things you've felt passionate and excited about all your life. We're all happiest in life when our daily activities are in line with our true nature – what comes naturally to us, what we love doing what we feel passionate about. Unfortunately, it happens all too rarely that we act in line with who we really are.

This exercise will help you to identify times in your life when you felt most fulfilled and satisfied, flowing with passion. You will be looking at things you loved doing. You will begin to learn why you enjoyed these activities so much. You'll take these positive and memorable experiences of your past and allow them to pave the way for your future happiness at you current job.

You will look at deeply satisfying experiences from different periods in your life. Each period may hold different clues for you. Even when you were very young, you were following you destiny and your favorite activities were a reflection of your true purpose in life. Some people question the relevance of their favorite childhood pastimes to their future. How can these youthful pleasures impact your life now?

Many clients find that the passion they tapped into in their youth is life-changing when they unlock it as adults. For example, one client remembered how he loved riding his bike when he was ten years old. I asked him why he enjoyed riding his bike so much, but he didn't know immediately.

After we dug deeper together, it became clear that for him, riding that bicycle afforded one of his life's gems: freedom. He knew from that moment that he needed to find ways to bring that same spark of freedom into his current job. We worked together and he discovered, through speaking with his employer, that he didn't have to work 8 - 5. They found a mutually satisfying way that he could have his performance be evaluated by what he produced rather than the hours worked. He was able to successfully bring his gem of freedom into his job and became a happier and more productive person.

CLIENT EXAMPLES

The gem is the fundamental reason you are drawn to the activity.

1. My best friend from across the street saw me practicing with my unicycle and wanted to try it as well. Pretty soon, it became a friendly competition in which we were rooting for each other and pushing each other to excel. The power of this friendly competition flooded me with motivation and willingness to exceed the expectations of those around me.

   MINING FOR FULFILLMENT:
   Riding unicycle (age 11)
   Competition
   Meet expectations of someone I respect
   Willingness to exceed expectations
   Excellence

---

2. Going into a bookstore is a wonderful event for me. I immediately begin to feel the energy that has been put into all the books on the shelves. As I begin to browse the titles and collect those that sound interesting, my brain begins linking the new ideas I am getting from the information in the books with my previous experiences.

   MINING FOR FULFILLMENT:
   Bookstore
   New ideas
   Linking ideas
   Desire to implement ideas
   ***Knowledge ***

---

3. I told my mom I wanted to play the saxophone during elementary school. The first year I played in the band, I had huge feelings of accomplishment represented by gold stars on a progress chart. Whenever I was moving closer to another star and completing the chart, I could easily get motivated to succeed. I began to excel and go beyond the efforts taken by my peers.

   MINING FOR FULFILLMENT:
   Playing saxophone
   Receiving gold stars for doing well
   Motivation to succeed
   Excel and go beyond peers
   Accomplishment

4. I had a summer job in college that was just great. I knew what I had to do each day and I had to do it for about eight hours, 5 days a week, but which day and which hours I did it were my choice. I had so much flexibility! I could work very early, then enjoy a picnic, or sleep late after a night on the town, and still get my work done. I worked alone and was good at my job and I loved it!

   MINING FOR FULFILLMENT:
   Working alone
   Any hours
   Any days
   Good at my job
   Flexibility

---

5. I love making up songs, singing songs I know, and improvising along with songs I have heard before but don't have completely memorized. I love the way my mind works and how it allows me to freely make up lyrics and follow the music. It allows me the chance to tap into creativity.

   MINING FOR FULFILLMENT:
   Singing songs I know
   Making up lyrics and songs
   Improvising over new music
   Feeling freedom
   Creativity

---

6. Doing homework when I was in college. I could understand the concepts and ideas quickly. When I was learning new information, things came easy for me. This was something I was good at.

   MINING FOR FULFILLMENT:
   Homework during school
   Understand concepts
   Picked it up easily
   Good at it
   Learning

7. Traveling with friends. Every day was different. I would learn new things, meet new people, discover new cultures and a variety of places. I didn't know what would happen next.

MINING FOR FULFILLMENT:
Travel
Different things each day
Learn new things
Not know what happens next
Variety

---

8. Talking with people. I feel seen and heard once we've established a connection. I know that I have made a difference in their lives. I am able to connect.

MINING FOR FULFILLMENT:
Talking with people
Establishing common ground
Feeling seen and heard
Making a difference
Connection

IDENTIFY THE FULFILLING ACTIVITY

Please take a moment to read and consider the following quote:

Your diamonds are not
in far distant mountains or in yonder seas;
they are in your own backyard,
if you but dig for them.

RUSSELL H. CONWELL

Remember the key moments in your life or at work that were most fulfilling and satisfying to you. Look at two periods of your life by examining: 1) professional experience, 2) personal experience (include adulthood, adolescence or youth and childhood). During this exercise you will list three distinct and descriptive activities that were most fulfilling and satisfying to you for each period.

You want to choose activities you enjoyed deeply. You might think of events or times in which you had such thoughts as, *I love doing this.* You might even have thought, *I wish I could do this all day*. The activity you come up with will have a heightened sense of enjoyment to it so look for vivid memories. Within these thoughts are your key activities. You might even identify those times when you were unaware of the passing of time and life felt amazing to you. Seek the *flash* of excitement that occurs from remembering an activity. The flash may happen in second or minutes.

Professional Examples:

- *Solving problems*
- *Interacting and communicating with people*
- *Telling stories*
- *Creating teams*
- *Brainstorming*
- *Developing something*
- *Making or assembling things*
- *Researching new things*

Personal Examples:

- *Reading books*
- *Traveling*
- *Building things*
- *Exercise*
- *Playing with toys when I was young*
- *Working in my garden*
- *Riding my bike*
- *Painting*
- *Talking with friends*
- *Designing outfits*
- *Planning parties*

What activities was I doing when I most enjoyed myself?

Period 1 – Professional

1. _____
_____
_____
_____

2. _____
_____
_____
_____

3. _____
_____
_____
_____

Period 2 – Personal

1. _____
_____
_____
_____

2. _____
_____
_____
_____

3. _____
_____
_____
_____

ACTION ITEMS:

- ✓ Review the material in this section. Think about your answers.
- ✓ Let your mind wander throughout the week to see if other exciting or engaging activities come to mind. If so, add them to the list for use in next week's exercises.

NOTES:

IDENTIFY THE ESSENTIAL ELEMENT

To do good things in the world,
first you must know who you are and what gives meaning in your life.

PAULA P. BROWNLEE

This exercise will help you to specifically identify the elements that contribute to your sense of fulfillment and satisfaction in your life, both personally and professionally. You will be further examining the activities you previously identified and narrowing the focus to discover the essential element at the root of each one. As you begin the following exercises, refer to the list of activities you developed in the last section.

What felt so exciting or engaging during each activity I identified in the last exercise? (There can be more than one answer for each activity.)

Period 1 – Professional

1. _____

_____

_____

_____

2. _____

_____

_____

_____

3. _____

_____

_____

_____

What felt so exciting or engaging during each activity I identified in the last exercise? (There can be more than one answer for each activity.)

Period 2 - Personal

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

Specifically, the <u>most</u> exciting part of each activity I identified in the previous section:

Period 1 – Professional

1. _____
_____

2. _____
_____

3. _____
_____

Period 2 - Personal

1. _____
_____

2. _____
_____

3. _____
_____

ACTION ITEMS:

- ✓ Review the material in this section. Think about your answers.
- ✓ Let your mind wander throughout the week to see if other exciting or engaging activities come to mind. If so, add them to the list for use in next week's exercises.

NOTES:

EXPLORE THE ESSENTIAL ELEMENTS

To love what you do and feel that it matters, how on earth could anything be more fun?

KATHERINE GRAHAM

In this exercise, you will clarify why you enjoy the activities you defined in the previous exercises. For each activity you selected, brainstorm all the feelings you were having. As you think about your feelings, examine both the feelings you experienced when the activity was occurring and the feeling you have now, looking back on the activity.

PERIOD 1 – PROFESSIONAL

Professional Activity #1

What was the environment and who were the people involved?

_____

_____

What were my thoughts and emotions at the time?

_____

_____

What were the results I gained? What changed in my life from the experience?

_____

_____

_____

_____

What did I do with this learning once it occurred? Am I using that learning today?

_____

_____

_____

_____

Professional Activity #2

What was the environment and who were the people involved?

What were my thoughts and emotions at the time?

What were the results I gained? What changed in my life from the experience?

What did I do with this learning once it occurred? Am I using that learning today?

Professional Activity #3

What was the environment and who were the people involved?

What were my thoughts and emotions at the time?

What were the results I gained? What changed in my life from the experience?

What did I do with this learning once it occurred? Am I using that learning today?

PERIOD 2 – PERSONAL

Personal Activity #1

What was the environment and who were the people involved?

What were my thoughts and emotions at the time?

What were the results I gained? What changed in my life from the experience?

What did I do with this learning once it occurred? Am I using that learning today?

Personal Activity #2

What was the environment and who were the people involved?

What were my thoughts and emotions at the time?

What were the results I gained? What changed in my life from the experience?

What did I do with this learning once it occurred? Am I using that learning today?

Personal Activity #3

What was the environment and who were the people involved?

What were my thoughts and emotions at the time?

What were the results I gained? What changed in my life from the experience?

What did I do with this learning once it occurred? Am I using that learning today?

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ Consider whether or not the learning you gained from each activity is a part of your current work.
- ✓ If not, examine how you can incorporate that knowledge to enhance your work.

NOTES:

DISCOVER THE GEMS OF FULFILLMENT

When you're following your energy and doing what you want all the time, the distinction between work and play dissolves.

SHAKTI GAWAIN

By completing the past few exercises, you've become clear on the essential elements that bring fulfillment to you in your professional and personal life. In this exercise, you'll take all this valuable information and turn it into powerful **gems** that will transform your work life.

Here you will embrace, own, and know what fulfills you. Your gem is the fundamental reason you were drawn to the activity. This gem will also be a part of your most fulfilling work.

Select the most powerful gem (s) from the 6 personal and professional activities you came up with in the last section. The gem is the reason why the activity is or was so enjoyable to you and may be captured in simple, one-word descriptions. There is a list of common gems to choose from below, but remember that your gems are unique to you and may not appear on this list.

learning	**variety**	**creativity**
independence	**accomplishment**	**excellence**
solitude	**flexibility**	**recognition**
connection	**adventure**	**discovery**
capture	**respect**	**inspiration**
imagination control	**integrity**	**freedom**
insight self-	**change**	**challenge**
expression	**influence**	**mastery**
structure	**analysis**	**synthesis**

Some of these gems evoke a reaction in people. You may have some judgments around certain gems, especially your own gems. “Does my enjoyment of control make me a bad person?” clients have asked me. Or, “No, recognition could not be one of my gems! I’m not that self-centered!” An important part of the Mining for Fulfillment exercise is giving yourself permission to be fulfilled by the things that have always been fulfilling to you. As you let go of others’ (and your own) judgments about your true desires, the path to fulfillment will appear before you.

(Note: Do not feel pressured or limited by the number of lines provided. Ideally, you should identify two or three gems per activity.)

Period 1 – Professional

Activity #1:

Gem (s) _____ _____

_____ _____

Activity #2:

Gem (s) _____ _____

_____ _____

Activity #3:

Gem (s) _____ _____

_____ _____

Period 2 – Personal

Activity #1:

Gem (s) _____ _____

_____ _____

Activity #2:

Gem (s) _____ _____

_____ _____

Activity #3:

Gem (s) _____ _____

_____ _____

Review the gems you have listed on the prior page and select three that you find most fulfilling.

The top three gems I have chosen for my professional life are:

1. _____

2. _____

3. _____

The top three gems I have chosen for my personal life are:

1. _____

2. _____

3. _____

The gems that you identified are what motivate you, inspire you and define you! If you are conscious of your gems, you will allow more of your essence to be an obvious part of who you are. You already live by these gems; your awareness of them will enhance your life.

The key ingredients that make up who you are and what you want to do lies within the gems you have identified. They are changeless. By recognizing and embracing your gems, you will be able to align your work with the activities that you most want to do.

Review what you've written. These gems reflect what makes you unique and powerful and also holds the truth to whatever you most want to do. Like the original blueprint of your home, it's fundamentally changeless. These gems are truths of who you are. When these truths become actualized through understanding your essence, they empower you to create and find your dream job. The answers are already inside of you. Instead of coming from a place outside of you to find your dream job, the truth must come from within. From this inside-out model, the fundamental truth will reveal the job that most aligns with you.

These gems will support you in making any major changes or decisions, whether related to family, personal or work. You will come from a place of great strength and clarity once you are clear on the gems that make up who you are.

People tend to live from an external-centered place where what others think, say and do influence them more than what they truly want to do. This is probably why we go where the wind blows and where the opportunity presents itself. Yes, for some people it is helpful to go where the opportunity lies, but too often what we think is an opportunity is actually an easy out...something not aligned to our inner passions and gifts. The bottom line is that you are the opportunity. You are the energy. You are the power. Within your own power lies the opportunity to create a work environment that aligns with who you truly are. Begin by bringing your gems to your work.

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ Consider different aspects of the work you do. Notice how often your gems are present in the work you enjoy.

NOTES:

REINVENT YOUR WORK

Even if you live to be 100, it's really a very short time.
So why not spend it undergoing this process of evolution,
of opening your mind and heart, connecting with your true nature...

PEMA CHODRON

Now let's recognize the gems you enjoy in your work and learn to bring them into everything you do. Use the work you did in the last exercise as a reference.

What activities in my current work lack those qualities described by my gems?

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

In my current work, my gems are being represented in which activities?

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

How will I add the gems I've identified into my current work?

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ Schedule time in your calendar this week to add the gems you're lacking.
- ✓ Schedule times in your calendar this week to concentrate on the gems you are already enjoying in your work.

NOTES:

CREATE FOCUS QUESTIONS AT WORK

You are what your deep, driving desire is.
As your desire is, so is your will.
As your will is, so is your deed.
As your deed is, so is your destiny.
BRIHADARANYAKA UPANISHAD

It takes consistent focus to bring your gems of fulfillment into your work on a daily basis. That's why, starting today, you will ask questions every day that will focus your mind and heart on those key elements that bring you fulfillment and passion. They will continually inspire you to bring more of your authentic essence into your every action.

The following exercise will help you design the questions that bring your gems to life daily, hourly, and moment-by-moment into your work. Your destiny is shaped by your thoughts and your thoughts are shaped by the questions you ask yourself. So start right now to design questions that focus your thoughts consistently on creating your ideal work. These questions will keep you engaged in living your gems. They will help you to cultivate the seeds of happiness in your life in every moment through consistent action.

Of your top three gems, take the one you most want in your work and add it to these sentences below. You can do this exercise for each one of your gems, if you like. After you add the gem to the question, go ahead and answer the questions and bring your answers into your work.

How can I bring _____to this moment at work?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2. How can I bring more _____into my work today?

3. If I were a living example of_____, what would I do at work?

4. What part of my work most needs _____right now?

5. How will my job improve if I bring more_____into my work right now?

6. Who can help me bring more_____into my work now?

7. What can I remove to let more_____into my work now?

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ Begin each morning by asking these questions and answering them in ways applicable to your job and your tasks for the day.

NOTES:

REVIEW YOUR INSIGHTS

There is no real excellence in all this world which can be separated from right living.

DAVID STARR JORDAN

After the previous exercises, you have already reviewed the three periods of your personal and professional life and selected the most significant activities within each period and the gem that is revealed by each. Now during this review you will take the top three gems and polish them further by describing each one in greater detail. Your goal is to get to the core of what the gem means to you.

As you clarify your gems, you will be asked to write about them in a descriptive way. Watch how they reveal themselves in your life. You'll begin to see how each gem is a part of the whole that makes up who you are. It's about clarifying the gem and understanding how each one is connected to you. From this exercise, you'll recognize in greater detail how each gem manifest itself and the ways each one important to you.

The gems that follow will serve as examples of how to perform this exercise.

GEM – CHALLENGE

Once I can pull the trigger to start off into uncharted waters, I like having a challenge in front of me. I guess when I think of something being challenging, I mean it to be a task or goal I am not totally confident I can reach or I have doubts about my ability to succeed.

GEM – RECOGNITION

I like to be perceived as doing well, being funny and smart, finding a clever way to do something. This shows up all the time in playing with words, in trying to do physical activities gracefully and stylishly, trying to anticipate and meet people's needs at parties (getting them napkin or serving them food/drink before they ask for it).

GEM – ACHIEVEMENT OR ACCOMPLISHMENT

I like to meet goals and to see results, either on a piece of paper or in a physical, tangible form. Often it is a mark of passage or of attaining a level of education, experience, or performance. Often it is completion of a physical thing built to meet a need or solve a problem. There is special satisfaction that comes from finishing a project and standing back and looking at the thing I have created.

GEM – CREATING
Creating seems to be made up of synthesizing out of my experiences, putting together an approach to solving a problem and conveying a meaning with words or images or to resolving conflict.

GEM – COMMITMENT
I like to follow through and complete things once I have decided to do them.

GEM – CONNECT
I like to connect or tune in to people and figure out what is going on with them, get comfortable with them and have them be comfortable with me, usually while still being myself. I like when a group of people clicks and creates a team, be it two people or ten.

GEM – DISCOVERY
I like to understand or recognize something I had not previously known. I especially like when it is accompanied by a sense of wonder or awe.

Describe your top three gems by explaining what each means to you, as the examples above suggest.

Examples:

If one of your gems is Discovery, you might write:

> *"I love new forms of knowledge and self-discovery. I want to apply my deep sense o curiosity to a creative endeavor. This endeavor serves many people in a superlative way, and makes my 'customers' very happy (and maybe even inspired) by the final product."*

If one of your gems is Freedom, you might write:

> *"Freedom means doing exactly what I want to do without concern for what others think I should be doing. It represents having the widest possible range of choices."*

Gem 1:

_____

_____

_____

_____

_____

Gem 2:

Gem 3:

Now that you have solidly defined your true gems, what additional insights have you gained? Are there ways you are affected by your gems that you hadn't noticed before? Are there specific situations in which your gems are more powerful? Will you do anything differently in your work and your personal life now that you are more fully aware of your gems?

Gem 1:

Gem 2:

Gem 3:

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ Take a moment to appreciate how profoundly your life is affected by the gems you have clearly identified.
- ✓ List three ways you will more fully incorporate your true gems into both your personal and professional life.
- ✓ Schedule time in your calendar this week to incorporate at least one of those ways into both your personal and your professional life.

NOTES:

OWN YOUR GIFTS AT WORK

Let yourself be silently drawn
by the stronger pull of what you really love.

RUMI

The previous work in this section has helped you identify the things that have excited you all your life, professionally and personally. These are the activities that you do because you choose to, not just things you did because somebody told you to do them. We're all happiest in life when our daily activities align with our true nature – what comes naturally to us, what we love doing what we feel passionate about.

From the following process, you'll create a knowing which will help you recognize and embrace your personal gifts.

Part 1 Answer these questions alone in a quiet and nurturing environment. Be sure to consider all areas of your life as you answer each question.

Part 2 Review these questions with your coach (if you have one) to develop them on a deeper level in order to find the seeds of greatness that lie within each question.

1. What do I do effortlessly at work? What comes easily to me?

Examples:
- *interacting with people*
- *contemplating*
- *client service*
- *learning*
- *telling stories*
- *learning and taking in knowledge*
- *communicating with people*
- *solving problems*
- *writing*
- *helping others*
- *taking risks*

_____
_____
_____
_____
_____
_____
_____
_____

2. What personal gifts do I have? What makes me unique and powerful? (Gifts become evident at a young age, they don't build over time. You've always had them.)

Examples:
- *compassion*
- *create harmony in a group*
- *writing*
- *integrity*
- *drive to succeed*
- *strong intuition*
- *patience*
- *nurturing*
- *presence*
- *thoughtfulness/considerate*
- *free-thinker*
- *knowledge*
- *ability to listen*
- *ability to create adventure*
- *putting things together in a unique way*
- *ambition*
- *intelligence*
- *leadership*
- *love for people*
- *belief in myself*
- *trustworthiness*
- *loving*
- *expressiveness*
- *easy-going*
- *open-minded*
- *humor*
- *lots of energy*
- *perception*

3. What are my personal and professional strengths at work? (skills I've developed over time, things I'm good at, but that may not inspire passion in me)

It's crucial to be aware of the difference between your gifts and your strengths so that you feel free to create work that inspires you, rather than a job you're simply good at doing.

Examples:

- *persistence*
- *willingness/capacity to learn*
- *commitment*
- *diligence*
- *tenacity*
- *stretching my comfort zone*
- *creating the big picture*
- *creating a concept or idea*
- *compassion for others*
- *humor*
- *risk-taker*
- *verbal communication*
- *compatibility*
- *articulate*
- *hard-worker*
- *team-player*
- *strong interpersonal skills*
- *ability to think abstractly*
- *willingness to take on new challenges*
- *intelligence*
- *integrity*
- *thoroughness*
- *broad knowledge*
- *team-building*
- *motivating myself*
- *organizational skills*
- *communication skills*
- *fast learner*
- *forgiveness*
- *initiative*
- *goal-driven*
- *organization*
- *creativity*
- *responsibility*
- *independence*
- *thoroughness*
- *friendliness*

4. What do I love doing at work?

Examples:

- *learning*
- *creating personal wealth*
- *creating teams*
- *developing new friendships*
- *interacting with people*
- *accomplishing things*
- *brainstorming*
- *making or assembling things*
- *being lost in an activity*
- *working with my hands*
- *being in a changing environment that challenges*
- *teaching others*
- *hobbies*
- *adventure*
- *exploring*
- *writing*
- *finding answers*
- *developing*
- *adventure*
- *researching new things*

5. What do I excel in at work? *(I do this better than most)*

Examples:

- *gathering knowledge*
- *creating solutions to problems*
- *analyzing situations and information*
- *making sound judgments*
- *meeting and interacting with people*
- *motivating people*
- *analyzing and organizing*
- *relating to others*
- *taking on challenges*
- *exploring*
- *leading*
- *learning*
- *focusing*
- *enthusiasm*
- *computers*
- *brainstorming*
- *self-starter*

6. What am I repeatedly drawn to at work?

Examples:

- *writing*
- *math*
- *teaching*
- *leadership*
- *caring for others*
- *helping others believe in their abilities*
- *interacting with others*
- *finding answers*
- *making or assembling things*
- *doing projects*

- *working with a successful company, where: employees think it is the best place to work; customers think it is the best business partner they've had; investors think it is the best management team they've worked with*

- *a need to be challenged and then have the opportunity to come up with solutions to resolve the problems and hurdle*

7. What current or past work have I enjoyed?

Examples:

- *researching*
- *strategist and visionary*
- *project management*
- *performing*
- *doing research*
- *operations (that I can organize)*
- *developing business or financial strategies*
- *identifying ways to implement ideas*
- *creating business plans and writing proposals*
- *exploring business opportunities with others*
- *team building*
- *teaching*
- *organizing events*
- *problem solving*
- *photography*

8. What projects or activities am I curious about at work?

Examples:

- *strategic work*
- *marketing*
- *public relations*
- *workshop facilitator*
- *writing*
- *human relationships*
- *working with teams*

ACTION ITEMS:

- ✓ Review the material in this exercise. Focus on your answers.
- ✓ What one thing do you do with the most ease at work? If possible, schedule activities throughout your week to incorporate this activity.
- ✓ What are the two most unique personal gifts that you have? If possible, create new projects at work that will benefit from these gifts.
- ✓ What three strengths are your best? Review your task list. Determine if your strengths are being used in your work. If not, how will you incorporate them?
- ✓ What one thing do you most love doing at work? How often do you get to do it? Rearrange your schedule so you are able to do this one thing with more frequency.
- ✓ What one thing are you especially good at in your work? Is your manager aware of this area of excellence? If not, consider a discussion with your manager to make him or her aware of your strengths.
- ✓ What two things are you repeatedly drawn to at work? Create new projects that incorporate these activities.
- ✓ What past work have you most enjoyed? Is that enjoyment reflected in your current work? Schedule an activity during your work week that somehow includes the work you have most enjoyed.
- ✓ What one project are you most curious about? Put it in your calendar to ask questions and do research about this interest this week.

NOTES

RECOGNIZED AS ONE OF THE BEST: Acknowledged as one of the top 50 executive coaches in U.S. Global Gurus named Joel #14 on its list of top 30 global coaching experts.

MASTER CERTIFIED COACH: Only 2% of the 30,000 coaches worldwide achieve this distinction – the highest accreditation in the profession of coaching from the International Coach Federation.

CLIENT LIST: *Google, Amazon, Starbucks, Procter & Gamble, Bank of America, Microsoft, Oracle, Deloitte, The Ritz-Carlton & many more.*

AUTHOR: Written 7 books and over 300+ articles on leadership.

YEARS OF EXPERIENCE: 20 years of executive coaching and speaking experience.

PROFESSIONAL SPEAKER

Joel is a sought-after keynote speaker and corporate trainer who is regularly called upon to address conferences across the country and around the world. He has delivered more than 1000 workshops, speeches and keynote addresses to groups such as the Commonwealth Club of California, the Pennsylvania Chamber of Commerce, the Kentucky Society of Human Resource Management, Wells Fargo Bank, Haas School of Business, Financial Women's Association, the University of California Berkeley, Marriott Hotels, Gap Inc., Cisco Systems, Eli Lilly, Autodesk, Charles Schwab, Bank of America, Accenture, Sapient Corporation, Pacific Gas and Electric Company, Kohl's and The Ritz-Carlton Hotels.

AUTHOR

Joel has written seven books that are read in 25 countries. He also has contributed to the book *The Art and Practice of Leadership Coaching* (John Wiley and Sons), *Leader to Leader* – the award-winning quarterly journal launched by the Peter F. Drucker Foundation and *PHR/SPHR Professional in Human Resources Certification Exam Guide*. His seven books are:

- **Executive Presence:** 4 Ways to Convey Confidence and Command Respect as a Leader.
- **How to be a Great Boss:** *Learn the 7 Traits of Great Bosses*
- **Difficult Conversations:** *Practical Tactics for Crucial Communication*
- **Getting Ahead:** *3 Steps to Take Your Career to the Next Level*
- **Time Management Mastery:** *Stress-Free Productivity in the 7 Key Areas of Life*
- **Love Your Work:** *Make the Job You Have the One You've Always Wanted*
- **Get Paid What You're Worth:** *How to Negotiate a Raise or Higher Starting Salary*

EXECUTIVE COACH

Joel Garfinkle serves companies throughout the United States and in countries around the world. Here is a partial list of clients who have benefited from his coaching knowledge:

- Google
- Starbucks
- Deloitte
- Amazon
- IBM
- Microsoft
- Oracle
- NBC Universal
- Procter & Gamble
- Charles Schwab
- Cisco Systems
- Visa International
- Wells Fargo Bank
- Genentech
- Levi Strauss & Company
- PricewaterhouseCooper

SPEAKING TESTIMONIALS

"Thanks again for the outstanding training. Your insight and expertise regarding the leadership values of perception and influence is outstanding. We received a great deal of positive feedback."
ORACLE – Chris Grim, Group Vice-President – Enterprise Performance Management

"You stole the show! Registrants told us that they thoroughly enjoyed the program. In fact, one woman said, "I learned more in the 1st 15 min of Joel's presentation than I do at many conferences."
PENNSYLVANIA CHAMBER OF BUSINESS & INDUSTRY – Susan Smith, Dir. of Customer Learning

"Your enthusiasm, style and heart enabled the team to open up and really listen to the message. We hope to be able to bring you back every year to help us keep on track."
CISCO SYSTEMS, INC. – Kathy Weiner, Enterprise Marketing, Sr. Manager Strategic Alliances

"Over 96% of my employees said they would enjoy hearing him speak again!"
GENSLER – Karen Habegger, Human Resources Manager

"I thought your 'Unlock Gifts at Work' presentation was right on target for what we needed. I recommend that any organization needing to get the most out of its people use Joel Garfinkle."
WELLS FARGO BANK – Jim Keene, Regional Manager

"Joel is a phenomenal speaker and instructor who's able to capture the audience's attention while engaging each person on an individual basis. I highly recommend him as an instructor."
UCLA EXTENSION – Jeanna Trammell, Technical Management Program Manager

EXECUTIVE COACHING TESTIMONIALS

"His feedback and encouragement were instrumental in my quest to find the better leader in me. Joel should be a member of every executive's personal board of advisors!"
BROTHER INTERNATIONAL CORPORATION – Henry J. Sacco, Jr., VP and Chief Legal Officer

"As CEO of a media holding company that manages assets of US$34 billion, Joel's executive coaching had a significant impact on developing the strategic capabilities of my 12 direct reports. They improved both their direction setting and their execution."
IPG MEDIABRANDS BENELUX – Diederik Breijer, Chief Executive Officer

"Joel Garfinkle is one of the most effective and innovative executive coaches I've worked with. Thanks to his guidance, I was able to push my limits and discover my true potential as a senior leader."
ORACLE – Amalia Sterescu – VP Oracle Customer Services

"What makes Joel an outstanding coach is his ability to get you to really think about your goals, identify what you need to change and help you execute on the changes."
NBC UNIVERSAL – Priya Swamy, Vice-President

"Joel's coaching delivered immediate results that impacted my company's bottom line. I increased my ability to direct and lead people which has amplified my influence."
CISCO SYSTEMS – Andrew Peters, Manager, Enterprise Marketing

"Because of Joel's coaching, my team has learned to have more respect for me as a leader."
ELI LILLY AND COMPANY – Eric A. Eilers, Director of Regional Managed Markets

FREE RESOURCES FOR YOU

Joel's Library of 2-Minute Videos

Joel provides 2-minute video clips that show him in action as a motivational speaker, providing valuable workplace insights to his audience.

➔ **Subscribe to Joel's YouTube channel:**
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Joel's bi-monthly blog provides articles with action steps on common workplace issues.

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EXECUTIVE COACHING AND SPEAKING SERVICES

Executive Coaching Services https://garfinkleexecutivecoaching.com/

Joel has 20 years of first-hand experience working with thousands of executives, senior managers, directors and employees at the world's leading companies.

- Executive presence coaching: Learn how to convey confidence as a business leader, be respected as an authority, and have a professional magnetism that influences others.

- Career advancement coaching: Learn how to take your career to the next level based on his book *Getting Ahead*.

- Lead through influence: Learn how to become an influential leader by adopting the five key traits all influential people have: (1) Solid reputation, (2) Enhanced skill-set, (3) Executive presence, (4) Superior likeability and (5) Power to persuade.

Speaking Services https://joelinspirationalspeaker.com/

Joel Garfinkle is sought-after keynote speaker, corporate trainer and online webinar facilitator. *Book Joel to energize and educate your keynotes, meetings, conventions, and seminars with his compelling and inspirational speaking style*.

1. *EXECUTIVE PRESENCE: 4 Ways to Convey Confidence and Command Respect as a Leader*

2. *CAREER ADVANCEMENT: Release Untapped Potential of Your Underutilized Leaders*

3. *THE INVISIBLE LEADERS: How to Find Them and Help Them Shine*

4. *DEVELOPING INFLUENTIAL LEADERS: 5 Traits That Create High-Impact leadership*

5. *POWER OF PERCEPTION: Reputations Are Built on Perception*

6. *MAKING TIME FOR THE WORK THAT MATTERS: Learn How to Prioritize Your Work for Maximum Impact*

7. *UNPLUG, DISENGAGE AND DISCONNECT: How to Create Balance in Your Work & Your Life*

8. *STOP AVOIDING DIFFICULT CONVERSATIONS: Practical Tactics for Crucial Communication*