LAND YOUR DREAM JOB

. . .

JOEL A. GARFINKLE

TABLE OF CONTENTS

INTRODUCTION 5

INTRODUCTION CHECKLIST 5
SEVEN-STEP DREAM JOB PROCESS 6
SIX KEYS TO THIS DREAM JOB PROCESS 9
YOU ARE NOT ALONE 12
MY OWN PATH TOWARD A DREAM JOB 14
SUPPORT IS COMING YOUR WAY: JILL AND ROGER 17
INTRODUCTION SUMMARY 19

STEP 1: ESTABLISH A DREAM JOB MIND-SET 20

STEP 1 CHECKLIST – ESTABLISH A DREAM JOB MIND-SET 21
BEING INSPIRED BY DREAM JOB CLIENTS 22
CURRENT WORK EVALUATION 23
WHOLE CAREER ASSESSMENT 24
WHY DO WE LOSE OUR SPARK 26
OPEN YOUR MIND AND EXPAND YOUR VIEWPOINT 28
DO YOU LIVE IN BLACK AND WHITE? 28
WHAT DO YOU ENJOY? 30
LET YOUR CURIOSITY BE YOUR GUIDE 31
GET INTO ACTION 34
STEP 1 – ESTABLISH A DREAM JOB MIND-SET SUMMARY 37

STEP 2: BREAK THROUGH BARRIERS 38

STEP 2 CHECKLIST – BREAK THROUGH BARRIERS 39
WITHOUT LIMITATIONS AND BARRIERS 40
THERE'S MORE TO LIFE THAN MONEY 47
OVERCOMING PERFECTIONISM 50
SHOULD VERSUS *WANT* MODEL 53
MOVING FROM SHOULDS TO WANTS 54
EIGHT WAYS TO CHANGE YOUR SHOULDS TO WANTS 58
STEP 2 – BREAK THROUGH BARRIERS SUMMARY 60

STEP 3: IMAGINE NEW POSSIBILITIES 61

STEP 3 CHECKLIST – IMAGINE NEW POSSIBILITIES 62
FREE YOURSELF FROM YOUR RATIONAL BRAIN 64
LIMITLESS POSSIBILITIES 65
WHAT INTERESTS MAY BECOME 67
WHAT IS A DREAM JOB? 69
TOP 10 REASONS WHY YOU MUST HAVE YOUR DREAM JOB 70
TOP 10 IDEAS TO EXPLORE WHEN YOU DON'T KNOW WHAT YOUR DREAM JOB IS 74
ONE YEAR TO LIVE 76
WHAT ARE YOU MEANT TO DO? – YOUR CALLING 77
CULTIVATE YOUR INTUITION 79
WAYS TO CULTIVATE YOUR INTUITION 80
SKILLS, GIFTS, PASSIONS AND GREATNESS 83
FEELING STUCK RIGHT NOW? 85
STEP 3 – IMAGINE NEW POSSIBILITIES SUMMARY 86

STEP 4: UNLEASH YOUR INNATE GIFTS 87

STEP 4 CHECKLIST – UNLEASH YOUR INNATE GIFTS 88
UNLEASH YOUR INNATE GIFTS 89
PART 1: IDENTIFY YOUR GIFTS 92
PART 2: EXPLORE YOUR GIFTS 96
PART 3: DISCOVER YOUR GIFTS 103
PART 4: POLISH YOUR GIFTS 112
FULFILLMENT DESCRIPTION 115
STEP 4 – UNLEASH YOUR INNATE GIFTS SUMMARY 118

STEP 5: DEFINE YOUR DREAM 119

STEP 5 CHECKLIST – DEFINE YOUR DREAM 120
OVERCOMING OBSTACLES ATTACHEDTO DREAM JOB IDEAS 121
SECTION A: OWN YOUR GIFTS 123
SECTION B: REACH FOR YOUR DREAMS 128
SECTION C: CLARIFY COMMON THEMES IN YOUR LIFE 131
SECTION D: WHAT IF … 133
SECTION E: DECLARE YOUR IDEAL JOB 135
SECTION F: IDENTIFY THE DREAM 137
CHOOSING BETWEEN TWO OPTIONS 143
MY DREAM JOB OVERVIEW 144
OVERWHELM AND RESISTANCE TO LANDING YOUR DREAM JOB 146
SECTION G: COLLAGE CREATION 147
STEP 5 – DEFINE YOUR DREAM SUMMARY 148

STEP 6: FORMULATE YOUR STRATEGY 149

STEP 6 CHECKLIST – FORMULATE YOUR STRATEGY 150
COMMITMENT 151
BELIEVE IN MYSELF AND THE DREAM 152
PLAN FOR YOUR DREAM JOB 154
DISCOURAGEMENTS AND SELF-DOUBT 156
FEARS AND OBSTACLES 157
TOP 10 ACTIONS TO MAKE THE DREAM HAPPEN 158
ROLE MODELS 161
SUPPORT 163
BRING YOUR DREAM INTO REALITY 166
STEP 6 – FORMULATE YOUR STRATEGY SUMMARY 168

STEP 7: LAND YOUR DREAM JOB 169

STEP 7 CHECKLIST – LAND YOUR DREAM JOB 170
DESCRIBE DETAILS 171
BEGIN IT NOW – A POWERFUL ACTION PLAN 174
CREATE A DAILY, WEEKLY SCHEDULE AND ESTABLISH A ROUTINE 177
WHEN YOU ARE LIVING YOUR DREAM JOB … 179
NETWORKING INTO YOUR DREAM JOB 181
WHO IS YOUR NETWORK? 184
INFORMATIONAL INTERVIEWS 186
HOPES AND DREAMS 188
BE INSPIRED BY DREAM JOB CLIENTS 189
STEP 7 – LAND YOUR DREAM JOB SUMMARY 190

INTRODUCTION

Don't ask yourself what the world needs;
ask yourself what makes you come alive and then go and do that.
Because what the world needs is people who have come alive.
– HAROLD WHITMAN –

Introduction Checklist

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Seven-Step Dream Job Process
- ❑ Six Keys To This Dream Job Process
- ❑ You Are Not Alone
- ❑ My Own Path Toward A Dream Job
- ❑ Support Is Coming Your Way: Jill and Roger
- ❑ Introduction Summary

SEVEN-STEP DREAM JOB PROCESS

People should think less about what they ought to do and more about what they ought to be. If only their living were good, their work would shine forth brightly.

– MEISTER ECKHART –

Michelangelo once claimed that he did not really create the figures he carved in marble. He simply chipped away the excess to reveal the masterpieces that were already in the stone.

That powerful image is the perfect metaphor for the journey upon which you are about to embark. The Seven-Step Dream Job Process helps individuals reach true career fulfillment. You'll be guided through a seven-step, action-oriented process that helps you define and land work that aligns with your natural gifts and passions. With specific exercises, tools, and methods, you'll gain clarity about fulfilled work and acquire the necessary tools to reveal the unique talents typically hidden under layers of doubts and self-imposed limitations. You'll become clear on what brings you fulfillment. And, once you have gained insight to your fulfillment, the process will reveal the dream job you've always wanted, just as the figures in the marble revealed themselves to Michelangelo.

This process is a foundation for changing work into something that taps into your passions. These seven important steps will allow you to end your search and find fulfillment from your work; you will have clarity about the job of your dreams.

This workbook will guide you to discovering standards of excellence, which you can apply in all aspects of your life. Even though the title includes the word *job*, the Seven-Step Dream Job Process is about pursuing a *life* of meaning. The message behind this process is that *it's more than a job; it's a way of life*! As you move into a job that reflects your innermost desires, values, and passions, your life will become aligned with your true self.

STEP 1: ESTABLISH A DREAM JOB MIND-SET

The first step in the Seven-Step Dream Job Process helps you create a strong personal foundation that allows you to come from a place of clarity and strength as you begin to define your dream job.

STEP 2: BREAK THROUGH BARRIERS

This second step shows you how to identify personal barriers that have kept you from achieving your dreams. You will learn how to formulate methods to overcome and put them in perspective. You will also gain clarity about what you want from life, and learn to shift from a place of *shoulds* to acting on your *wants* and doing what you love.

STEP 3: IMAGINE NEW POSSIBILITIES

In step three you'll use your imagination to conjure up images of what is truly possible. Imagination is a tool to go beyond your status quo and become clear on what you want. You will be amazed at how many dreams manifest themselves once you tap into what is possible.

SEVEN-STEP DREAM JOB PROCESS

STEP 4: UNLEASH YOUR INNATE GIFTS

In step four you recall the times in your life when you have been fulfilled. Then you'll identify your innate gifts that directly lead to a place of satisfaction. This step is particularly helpful in defining what you love to do and applying those insights to creating your dream job.

STEP 5: DEFINE YOUR DREAM

In step five you'll create your personal dream job. A specific action-step process helps you gain clarity about the activities to which you are most drawn. You will identify your core values, clarify common themes in your life and bring all of these together to declare your dream job.

STEP 6: FORMULATE YOUR STRATEGY

In step six you'll formulate the strategy and schedule needed to reach your dreams. As you define your plan, you'll turn it into action steps. This step helps you become clear on the daily and weekly routine needed to bring your strategy into a realized dream.

STEP 7: LAND YOUR DREAM JOB

In step seven you'll declare your commitment, dedication and inspiration toward landing your dream job. Once this declaration is made, you'll be guided through a handful of activities that will move you toward and help you to land your dream job.

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 –

Choosing this workbook means you've finally realized you're ready to take action toward creating the future you want and deserve. The job you've always wanted is waiting for you. Start by asking yourself these questions:

- Do you feel passionate about your job?
- Do you love your work?
- Do you feel inspired at the end of your workday?
- Do you get paid well for work you enjoy doing?
- Do you look forward to going to work each day, even Monday mornings?

If you respond "no" to any of the above questions, you are not alone – 72 percent of executives declare they are not in their "dream jobs (*BusinessWeek, 2004)* and 87 percent of business people "dislike their job" (*Forbes.com 2005).*

The first step is to <u>define</u> what you would love to do. The second step is to <u>find and land</u> the dream job. Once you are clear on what fulfills you, it will pull you toward creating your true work. *Finding or landing* the position that meets your criteria is about taking what you have created and turning this strategy into what you truly desire. When you don't take time to work the plan you have created to land your dream job, someone else will plan for you.

SEVEN-STEP DREAM JOB PROCESS

Let's talk about the specific steps you'll take to land your dream job. This workbook has been designed to take you through a process in which each phase builds on prior work and leads you closer to your ultimate destination.

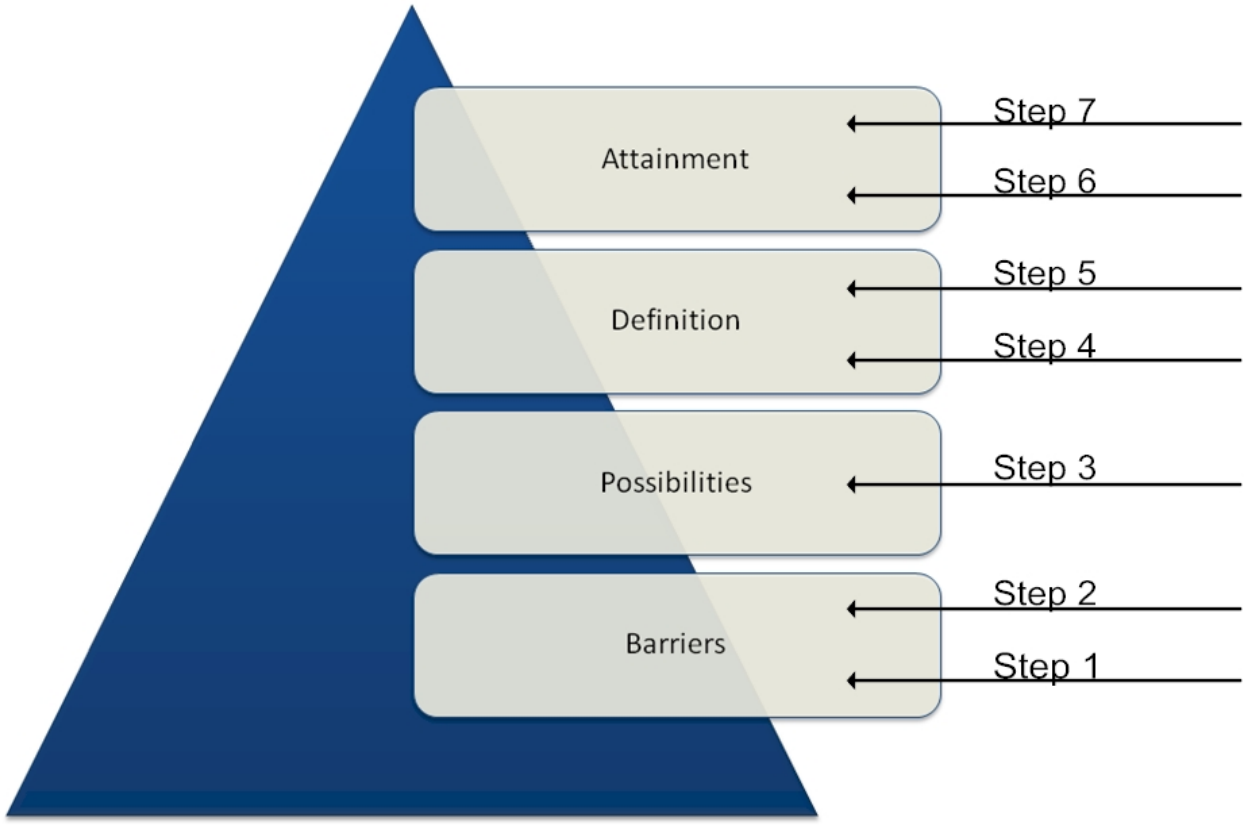
In step 1, you'll *Establish a Dream Job Mind-Set* by assessing your current situation, understand why you lose your spark, and then take action.

By *breaking through the barriers* in step 2 and *imagining new* ***possibilities*** in step 3, you'll identify and deal with what's keeping you from your dream job. You'll begin focusing on exciting new opportunities you may never have considered.

With the world of possibility open to you, steps 4 and 5 will help you hone in on a more precise **definition** of your ideal job where you can *unleash your innate gifts* and *define your dream.*

Now you're ready to make it happen! *Formulate your strategy* in step 6 and *land your dream job* in step 7 as your efforts culminate in the **attainment** of the perfect work for you.

Although this process is largely sequential, you will benefit from going back to earlier steps to refine and strengthen your approach. For example, if you find yourself making slow progress, you may need to revisit whether old barriers are preventing you from moving toward what you really want.



SIX KEYS TO THIS DREAM JOB PROCESS

Once you make a decision, the universe conspires to make it happen.
– RALPH WALDO EMERSON –

Making a career transition is more than just changing who you work for or what you do. Finding the work you were meant to do, the work you love, will encompass changes that will touch every part of your life and future. Like the new life that emerges after a long winter, this process takes time and cannot be rushed. In essence, this workbook will show you how to transform yourself into the fully vibrant person you are meant to be.

During this time you will explore what is truly important to you. You will deconstruct the framework that has created the you who presently exists and examine the underlying support structure. You will reveal which areas are strong and true to the inner you and which are merely flawed illusions. This transition period will be a time-out allowing you to reevaluate, redefine, rediscover, reinvent, and retrain yourself. This workbook will help you develop an inner compass that will guide you toward the person you were meant to be.

Recognize that this process is a partnership. We have developed proven techniques that have helped many individuals turn their lives around, but, in exchange, they were willing to make a commitment. They were determined to complete the exercises with sincerity. So must you. The different facets of your personality that emerge at work—who you are, what you are about and where you are going—will undergo serious examination on your part. As you go through the workbook, we'll be educating and preparing you for the changes that will come, helping you realize all you were meant to be.

As you begin this process of exploration, don't get bogged down with the need to have all the answers right away. You won't. At times, we'll push the envelope, to get you out of what you are normally comfortable with, to see new possibilities. When you encounter this sensation, think of it like growing pains. You need to go through this to stretch beyond the confines of your current life. One segment that may puzzle you will lead to new awareness in other areas

As you go through this workbook, it's important that you:

1. **Be open to new ideas and concepts as they come to you.**
   Keep a small notepad and pen handy to jot these realizations down as they occur. Insight seldom warns you ahead of time that it's coming.

2. **Envision each section as a sapling covered with leaves of potential.**
   If you shake the tree, each leaf that flutters down is an opportunity. Eventually, you'll begin to clearly see what type of tree you've discovered and why it's important to you.

3. **Be patient. There's a purpose for the repetition.**
   Like when a detective asks a witness the same questions repeatedly, eventually new answers may arise that had been buried deep within you.

4. **Allow time for introspection.**
   When you're asked a question, don't jump to put down an answer immediately. Take time to examine the question from many angles. Give it the time needed so that your answer comes from your heart. There is far more to the exercises than what appears on the surface. They can help you to find something deeper inside you. So make sure you look for deeper kinds of discovery as you do each exercise.

5. **Remember that even Michelangelo had to hammer away at the stone..**
   The questions in the workbook might have you thinking "*If I knew the answers to these questions I wouldn't be doing the workbook."* But they are being asked for a reason. Answers have been buried deep beneath layers of obligations and responsibilities that have accumulated over the years. The purpose of this part of the workbook is to loosen the hard shell of preconceived notions you hold about yourself so that your dreams can effervesce and bubble up from deep within you.

6. **Realize that this book won't provide the answers. These must come from you.**
   Often, when clients go through this workbook they rely too much on the weight of the dream job coach's opinion. They want the coach to say, "John, here is what *I* think your Dream Job is." However, this isn't how the process works. This book will ask the questions. But you are the one that must come up with the insights and answers.

7. **Do this workbook in small parts.**
   You may be really excited to begin and that is great. Use that excitement to keep your motivation level high. Don't overwhelm yourself and then get discouraged. Imagine that you haven't exercised in ten years. You decide to begin a fitness program and, in your excitement and zeal, go to a gym and run on a treadmill for an hour. Then you do some heavy weight lifting for another hour. What will you feel like the next day? Your muscles will ache so much you may not even be able to get out of bed! And you may not return to the gym for a few weeks or even at all.

8. **Expect fears, frustration and to feel burnt out along the way.**
   That is normal. Take things slowly and steadily. Be aware of your energy level and use it to your benefit. Take time to rest and allow yourself to process this new information. You may never have explored yourself this deeply before, and it may be strange and uncomfortable. Allow yourself time to adjust, change your expectations and, most importantly, look at how to give yourself the support you need throughout.

Making a change from your current job or situation will not be easy. It will require determination and a willingness to explore new ideas. You must make the commitment and put in the effort to create your dream job. **What you gain from this process will be in direct proportion to the effort you put into it.** The workbook cannot teach you stamina, willingness or commitment. Those must come from you.

It is human nature to resist change. We settle into patterns because they are familiar and reassuring. We travel the same route to work every day and we organize our lives to follow a certain routine. You may be relatively comfortable in your current job and current situation and find that it's hard to motivate yourself to change and commit to a process like this. The fear of failure is also a powerful force. It's easier to stay with the known territory of your present position and not make any changes toward your dream job. Our imaginations conjure up new risks and more dangers on this unfamiliar road, but once we travel for a bit, we realize that our fears were groundless.

SEVEN-STEP DREAM JOB PROCESS

Your success will be determined by the commitment you make. Make a firm commitment to yourself and to the Seven-Step Dream Job Process, and you'll be amazed at the results.

Even at this very early stage of starting this book, you might already feel bouts of excitement punctuated by fear. Often, I hear my clients say how excited they are at the beginning pages of this book and also say how surprised they are how much fear begins to creep in. Bouncing back and forth from fear which begins to cause despondency and than a back up again with the feeling of excitement of what you are going to figure out. If you hang out too long with the fear, you might even start to wonder, at this early stage, how are you actually going to figure out what your dream job? Do realize that all of this is normal and you are at the perfect place at this point in the process with possible feelings of doubt, questioning, confusion and excitement.

Make the time and space in your life so you give this dream job journey the attention and priority it deserves. Guided by this workbook, you'll develop a strategy; follow your plan; and create measurable, meaningful, and specific action steps. I encourage you to get support and monitor your progress on a regular basis. Support is vital for your success in creating what you want and will help you put into action the insights you gain.

With each step of this process, you will find yourself discovering new insights and having many thoughts and ideas. At the end of each section of the workbook, you'll find a section to capture those insights.

YOU ARE NOT ALONE

And this road is full of footprints! Companions have come before.
They are your ladder. Use them!
– RUMI –

You are not alone. Others have traveled this road before you after recognizing they were ready for a change. Here are examples of clients who have benefited from this workbook:

> *"I'm 34 years old and I've gone through the job market with one eye open. I've told myself, its fine for now; I'll stay close to the industry that's made me money. It's hard to leave that comfort zone, but I know this isn't what I'm meant to do in life. I've been too focused on the financial payoff of what I have to risk stepping into the unknown. I need to decrease the control money has over my decisions and increase the value that fulfillment will have when I find something I truly love."*
>
> *"After earning a master's degree in both physics and business, my vocation was still unclear to me. My first job was not fulfilling and I felt great disappointment after such a huge investment in time and money. When I saw the opportunity this workbook offered, I didn't hesitate to purchase it and begin this process."*
>
> *"I've worked since I was 13 and been with the same bank for 19 years. I knew within a week of joining the bank that I'd made a terrible mistake." But 13 years later I'm still here . . . bitter, unproductive, unfulfilled, underutilized and unhappy. I worried it was too late for me, that I'd wasted my life. Like a leaf drifting on a stream, I allowed the currents of external events to chart my course, never knowing where I was going or why."*
>
> *I've had so many jobs in my life and am very unhappy with how I'm allowing life to pass me by. I know there must be more out there, but I have no idea how to find it! I chose most of my jobs primarily for the money. I know that money is important, but I believe you can make a lot of money and make it in a profession that you enjoy and that makes you happy. I need to find something that is fulfilling and makes me proud of what I do."*
>
> *"After 13 years in the fixed income securities business, I realized that I wasn't passionate about my work and I felt that I made a serious error in choosing my profession. However, due to financial commitments and the belief that I did not have transferable skills, I felt I had to stay in my present situation. I began to look for help from anywhere to try to break out of this rut."*
>
> *"I've always had a job and for the last 20 years my job has been my identity. As I was speaking with Joel, I realized he was right when he said that once I gave up my job, I'd be left with just me, the real me. This is the key reason I need to let go of the current unsatisfying company I work for now."*

SEVEN-STEP DREAM JOB PROCESS

> *"After 10 years of working in jobs I've just sort of "fallen into," I've decided to work on choosing a career myself rather than having it choose me. I've always had a wide range of interests and focusing them has always been very difficult for me. I've taken all sorts of personality/career assessment tests, worked through "*What Color Is Your Parachute?*" and spent countless hours thinking of things I could do that would allow me to wake up in the morning excited about going to work. After all this, I still have very little idea of what will make me happy. I'm only 28, but it's important to me to do something now and give myself a strong base for the future."*

> *"After several months of trying to extract myself from my current job, I realized that I needed to make a change. I have created a very stable place for myself in my current position, where I make a strong contribution and am appreciated. However I am unfulfilled. I have never truly defined what I want to devote my life to. I was a person who never really had a specific career in mind. I now have a burning desire to synthesize all the information about who I am and what I want into a direction that fulfills my destiny."*

Yes, you are not alone. I challenge you to do what you love and to create the job of your dreams. You can do it. Begin now! Your future awaits you!

MY OWN PATH TOWARD A DREAM JOB

To find your own way is to follow your own bliss. This involves analysis, watching yourself and seeing where the real deep bliss is—not the quick little excitement, but the real, deep, life-fulfilling bliss.

– JOSEPH CAMPBELL –

At the age of sixteen, I was a sophomore in high school and was on the verge of dropping out. I felt disengaged from my schoolwork and isolated with few friends. I had never found schoolwork easy and was getting mostly C's and D's in my classes. Halfway through the semester, I was getting an F in geometry and felt rather hopeless. I knew that I was expected to go to college, but that would not be possible with my grades and attitude toward school.

My cousin, nine years my senior, offered to tutor me in geometry. He opened my textbook told me that we were going to start on page one and relearn everything. He informed me that we'd be spending every weekend with the textbook until I grasped the subject. I was not thrilled, to say the least, but I had no choice but to along with his plan.

We spent the rest of the semester relearning that book and caught up to the class two weeks before the semester ended. I raised my grade up from an F to a C. My cousin didn't just teach me geometry. He taught me that I had potential and saw me for all I was and all I could be. He was the first person in my life to really see me, believe in me, and love me. He had unconditional acceptance of me and viewed me as a precious jewel. This had a huge impact on my life from that time forward.

I allowed someone in my life to make a difference and that challenged me to become all that I was meant to be. It is a powerful lesson that I remember every day. Today I'm touching lives and making a difference by helping people create more fulfillment in their lives.

The next turning point in my life came in college. I found psychology an easy subject, as I've always was curious about people. Business, accounting, science and other subjects never were as easy for me. Psychology felt right and something '"clicked"' inside of me. That’s when I became clear on what I really wanted to do. The name of the specific profession, coaching, hadn't been invented yet, but I knew that I wanted to help healthy individuals improve the quality of their lives. The word *healthy* was a clear distinction. About eight years later, I was reminiscing and realized that what I had been describing in college was the profession now known as "*coaching*."

I found my true essence and what I was meant to be doing after eight long years of exploring what my dream job might look like. I went through an extensive job search process. I felt that I wasn't in the right field, industry, job or career and was very frustrated. The job environments and the people I worked with didn't feel right either. I was tired of trudging my way through a series of unenjoyable jobs that didn't align with who I was as a person. I didn't necessarily know who I was, but I knew something was wrong.

SEVEN-STEP DREAM JOB PROCESS

I knew that I was working for companies that didn't respect me and treated me poorly. They didn't allow me and my gifts to come forward and shine. At the time, I wasn't sure exactly what my gifts were, but I definitely knew that my environment was suppressing them. I kept getting subtle and not-so-subtle hints that began to create a great deal of frustration and unhappiness.

Throughout these years, I began to employ an unconventional, yet simple, method to find my true essence. I said to myself, "I want to enjoy my job. I want to enjoy my life. How can I get there? How can I find work that matches who I am?" The quest to find answers to these questions led me to my life's work.

I contacted over 1,200 companies in search of my dream job. Yes, 1,200! This first-hand knowledge, gathered from nearly a decade of research and interviews, led me to understand the best practices and hidden secrets to what actually works in finding and landing a dream job. I suspect that most people would not attempt to research into that many companies, but I felt this was vital to the process. I learned a great deal about who I was and what I was most passionate about. I was attempting to find what I was meant to be doing based on what was available in the marketplace, and if I couldn't do that, then I would have to create it myself.

During this extensive job search, I felt a keen lack of support. I didn't think anyone believed in me and, as a result, I stopped believing in myself. People didn't support me because they didn't understand how I could be searching so long for a job I loved. They told me, "Take a job, any job. Just get a damn job!" and "Why don't you just lower your expectations?" and "Why don't you give up finding your dream job? No one loves their job." I was also getting a high number of rejections and I felt worthless and scared. At one point in Hong Kong, to save money, I had to literally rent a closet in a friend's apartment for six months. I slept in a two foot by two foot by four and a half foot closet on a bed that would fit a five-year-old. My motivation was at an all-time low.

I finally got a job at a big name accounting firm, but felt trapped inside this bubble. I didn't know how to break free from the only identity I felt I had. I lived in Hong Kong for two and a half years. It's a very fast-paced society. Everything is about doing it faster and getting the most out of every minute of your working life. It wasn't something I felt comfortable with, but it was difficult for me to give up the resources, time money, and energy that I had put into achieving that life.

I then began the job search process all over again in San Francisco. I had been away for eight years and had very few contacts. I followed my same process for another six months, contacting more than 150 companies. Finally I found what I thought to be another dream job. I'd be working for one of the most prestigious consulting firms in the world.

My vision was to become a senior partner at this consulting firm. I was driven to work very hard to make my vision a reality. However, before long I realized that I wasn't working in the right environment and I wasn't using my gifts or passions. I was becoming clearer than ever about who I really was and it became evident that this company was not a match for me. I realized that to do what I really wanted I would have to leave and find a way to let go of everything I'd worked so hard to achieve.

It was a difficult decision. The company had a tremendous reputation and was one of the top companies in its field. When I told people where I worked, they respected me and looked up to me. The salary and benefits were good and the people I worked with were bright and talented.

SEVEN-STEP DREAM JOB PROCESS

I stood by my decision and knew I had to find a way to follow my dreams. I was talking one day to someone about the purpose I had identified in college—to help healthy individuals better their lives. I was amazed when she told me, "That's called coaching." Finally there was a label for my dream profession! I joined a three-year coaching program and began the work I love – starting my coaching business.

I took the biggest leap of my life and said *NO* to just having a job and *YES* to fulfilling my dream. I left the corporate world to follow my passions and do what I really wanted. I realized that it is truly possible to have not just a job with dream elements present, but a dream job.

I created the Seven-Step Dream Job Process by reviewing my personal experience during the past decade of trying to find my own dream job. And I continue to update and fine tune the process. As I work with dream job clients daily, I learn more about how to best partner with them on their way to success and fulfillment. I realize that I can help to provide the structure, program and support that I lacked all those years.

Having worked with more than 2,000 clients and workshop participants, I have honed and improved the strategies, methods and exercises outlined in this workbook. My focus is always on bringing people the most clear, effective, simple ways so they can define what they're meant to do and land their dream job.

SUPPORT IS COMING YOUR WAY: JILL AND ROGER

Tentative efforts lead to tentative outcomes. Therefore give yourself fully to your endeavors. Decide to construct your character through excellent actions and determine to pay the price of a worthy goal. The trials you encounter will introduce you to your strength. Remain steadfast … and one day you will build something that endures, something worthy of your potential.
– EPICTETUS, ROMAN TEACHER, PHILOSOPHER 55–135 A.D. –

JOEL – YOUR DREAM JOB COACH

My role in this process is for you to know that I am taking a stand for your soul's work. You have an ally in this process. I am here for you.

JILL & ROGER

Jill and Roger are composite characters I've created to help illustrate the Seven-Step Dream Job Process. They represent the 2,000 clients I've helped in recent years. When Jill or Roger speak, they use the words of my clients and workshop participants. My responses are actual replies from coaching sessions. I have tried to capture everything that goes on with my clients so you can experience their feelings and emotions as if you were there with them. Together you will be going on this journey to land the job of your dreams. It will be a challenging journey, but with the help of Jill and Roger, you will have support as you travel along that path. They will be asking the questions you wish you could ask me, your coach, and I will respond to help alleviate your doubt and fears leading you to the dream career you were meant to have.

JILL

Jill, a thirty-six year old accountant, sighed deeply as she sat down on a chair in my office.

"I really hope you can help me," she said. *"I've read books, taken tests, listened to audiocassettes and been to many career counselors. I still haven't found the answer for me. I've worked in the same job for over ten years and throughout that time I've thought about changing jobs or careers. But I've never made a concerted effort to pursue something else.*

"My friends, family and former colleagues who have left to pursue more fulfilling careers are constantly asking me when I'm planning on leaving my job. I've been an auditor and consultant since I graduated college. I don't remember why exactly I chose accounting as a profession. I'm sure I chose it because I didn't know what I wanted and accounting seemed like a good foundation for anything.

"I've felt more like an actress playing the role of auditor/consultant over the past few years. I keep thinking that someone will find out that I'm a fraud. This makes me restless to "get out' and make a change. I don't particularly mind the skills I use at work, but I'm bored talking about the same subject every day. It's gotten harder and harder to present myself to clients with a straight face. I think the bottom line is I've stayed a little too long at the party and worn out my welcome.

SEVEN-STEP DREAM JOB PROCESS

"I'm stressed and unhappy and find myself feeling depressed and even getting sick more often. I'll be approaching my fortieth birthday in a few years and I want to find more fulfilling work before then. I don't want to spend the second forty years of my life in the same professional sleep walk in which I spent my first."

ROGER

Roger is a forty-two-year-old unemployed former writer, waiter, entrepreneur and consultant.

He told me, "*For the past ten years, I've been trying to decide what I would be excited about. I've tried many careers and jobs, and nothing seems to "click' for me. Nothing really excites me enough to want to continue at it. As I go through life and continue to work at jobs that come close to fulfilling my passions, but never seem to quite do it fully, I am less tolerant to continue living my life in such a way that does not tap into my passions. I am ready to embark on the adventure of fulfilling my dreams and my true purpose in life. I have not had any successful career. The activities I have engaged in have just not worked for me. I find myself looking in the same places for opportunities and I need to discover new ones.*

"My father is a career counselor and not even he has been able to help me find what I'm meant to be doing. I'm not exactly his 'dream client.' You don't want to know how many career guidance books I have at home.

"I really just need to narrow things down and learn to take it one job interest at a time instead of constantly changing my interests. I want to figure out what I want to do with my life so I can start enjoying it instead of always searching for something else."

At this early stage in the workbook, some of you will feel inspired and jazzed by the potential unknown possibilities awaiting you. You can't wait to read each upcoming chapter with the hope and excitement of your potential dream job.

Other clients of mine have felt like wanting to "run for the hills'. They want to call me and say they've made a mistake and couldn't go through with the dream job program. The sudden fear of the unknown creeps in and they feel hesitant to continue. This is normal. The step-by-step workbook and support by Jill and Roger will help you through the process one step at a time.

Introduction Summary

CONGRATULATIONS ON COMPLETING THE INTRODUCTION TO *LAND YOUR DREAM JOB* PROCESS!

The final step for the *introduction* is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

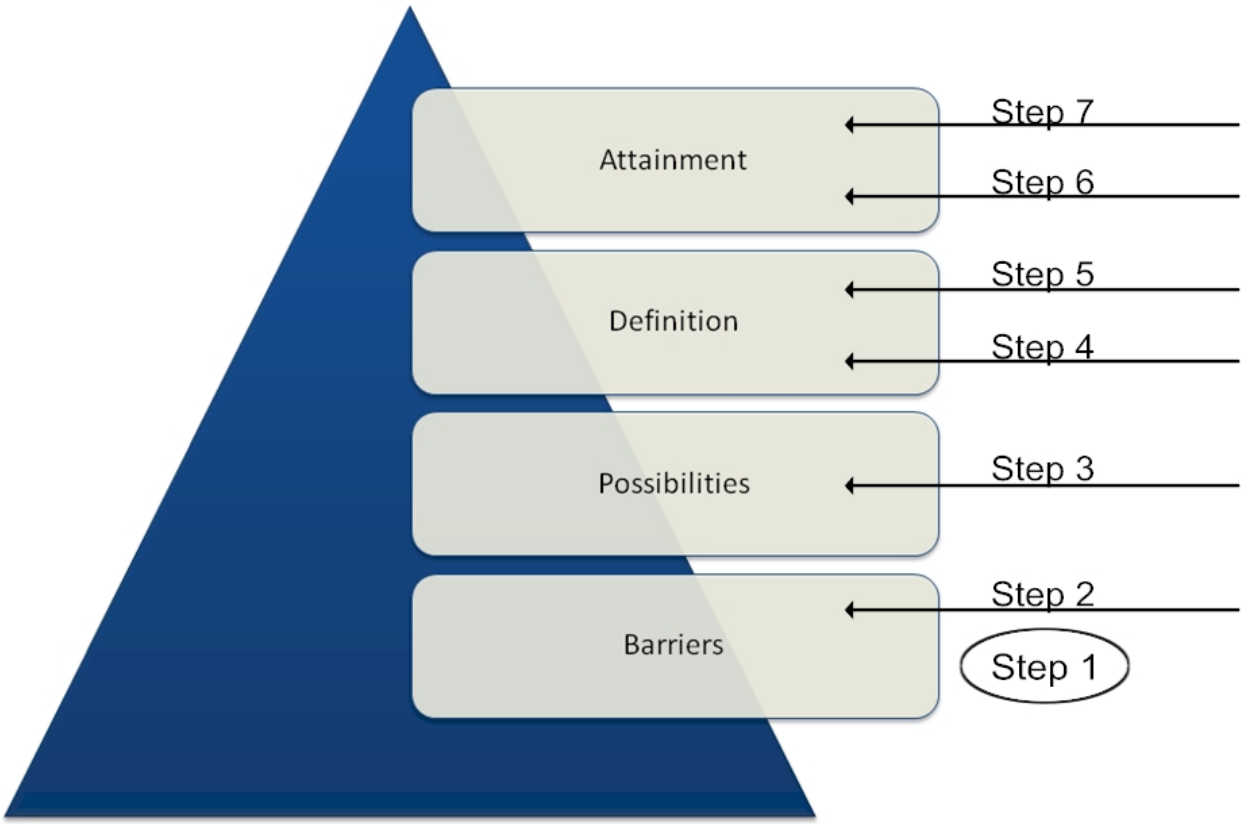
6._____

7._____

8._____

9._____

STEP 1: ESTABLISH A DREAM JOB MIND-SET



Step 1 Checklist – Establish A Dream Job Mind-Set

This checklist corresponds to the main sections discussed in step 1.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Being Inspired By Dream Job Clients
- ❑ Assess Yourself – Two Evaluations
  - Current Work Evaluation
  - Whole Career Assessment
- ❑ Why Do We Lose Our Spark?
- ❑ Open Your Mind And Expand Your Viewpoint
  - Do You Live In Black and White?
  - What Do You Enjoy?
  - Let Your Curiosity Be Your Guide
- ❑ Get Into Action
- ❑ Step 1 – Establish a Dream Job Mind-Set Summary

BEING INSPIRED BY DREAM JOB CLIENTS

If you can imagine it, you can achieve it. If you can dream it, you can become it.
– WILLIAM ARTHUR WARD –

Here is a list of people who, just like yourself, started this dream job process and ended up fulfilling their dreams and passions. So remember that others have accomplished their dreams and this can be an inspiration for you as you move forward.

- A senior manager with Oracle Corporation realizes her dream of becoming a successful professional organizer.
- An owner of a two million dollar remodeling company sold his firm to pursue his dream job of teaching theater to high school students. He now teaches four classes as the school's technical theater teacher and fine arts coordinator.
- An operation and sales manager with an institutional trading company who became a nutritionist.
- An accountant move from her unfulfilling twelve-year career into her dream job as a successful copywriter.
- The director of a computer software company step into a new career as a scientist.
- A vice president with a 21-year tenure to identify his career goals, exit the company smoothly and realize his dream of becoming a writer.
- A client move from her eight-year career with Planned Parenthood into a management consultant position with Blue Cross Blue Shield.
- A 57-year-old manager who thought he was "too old" for a career change find more fulfilling and exciting work.
- A client make the transition from Vice President with Bank of America to his dream position in the animal resource center of a zoo.
- A director of business development convert fear and self-doubt into a deep level of confidence and self-trust enabling him to start his own business.
- The Chief Strategy Officer at a small start-up land his dream job as Senior Portfolio Manager with a major bank.

ASSESS YOURSELF – TWO EVALUATIONS

We should all be obliged to appear before a board every five years and justify our existence…
– GEORGE BERNARD SHAW –

After meeting with Jill and Roger, I presented each of them with two evaluations: one designed to pinpoint where they are at their current jobs and another to give them a clear understanding of their areas of strength and weakness for the Seven-Step Dream Job Process. These evaluations will help them to identify where to put their energy and efforts.

CURRENT WORK EVALUATION

The following evaluation is designed to help you clearly assess where your work is in relationship to what you want most in your life. It will show you whether your current job is consistent with your values and desires. For each question, circle Yes or No.

1. Are there days you don't feel like going to work?
   Yes No
2. In the past year, have you thought about changing jobs?
   Yes No
3. Do you often leave work feeling burned out?
   Yes No
4. Does the question "What do you do for a living?" make you cringe?
   Yes No
5. Is it difficult for you to apply your personal gifts or talents at work?
   Yes No
6. Have you become bored with your work?
   Yes No
7. Is job satisfaction more important to your than how much you're paid?
   Yes No
8. Have you recently said to yourself, "I don't like my job"?
   Yes No
9. Do you stay at your job because it's too difficult to find another one?
   Yes No
10. Is your job challenging?
    Yes No

Total "Yes" answers: _____

1–3	You love your work, but is it your dream job?
4–7	You enjoy your work, but it lacks fulfillment.
8–10	You need to immediately find another job.

What insights did you gain from this exercise?

_____

_____

_____

_____

WHOLE CAREER ASSESSMENT

Watch your thoughts; they become words. Watch your words; they become actions. Watch your actions; they become habits. Watch your habits; they become character. Watch your character; it becomes your destiny.

– FRANK OUTLAW –

This assessment will help you understand your areas of strength and weakness for the 7-Stage Dream Job Process. It identifies where to focus your energy and efforts. Rate yourself from 1 to 10 in the following categories:

- If the left side closely describes you - select one of the lower numbers.
- If the right side closely describes you - select one of the higher numbers.
- If you fall in between 1 and 10 - select one of the middle numbers.

My job really doesn't reflect who I am and what's important to me.	**PERSONAL FOUNDATION** **1 2 3 4 5 6 7 8 9 10**	My job is a reflection of my true self and what what matters most to me.
I have no idea what my dream job is.	**DEFINE MY DREAM JOB** **1 2 3 4 5 6 7 8 9 10**	I know exactly what my dream job is.
I am not passionate about my work.	**PASSIONATE** **1 2 3 4 5 6 7 8 9 10**	My work is my passion.
I'm not able to fully use my true talents and gifts on my job.	**NATURAL GIFTS/TALENTS** **1 2 3 4 5 6 7 8 9 10**	My job brings out the most of my true talents & gifts.
I just can't remove the barriers that prevent me from knowing my passionate work.	**BREAK THROUGH BARRIERS** **1 2 3 4 5 6 7 8 9 10**	I'm capable of overcoming barriers to having a Fulfilling job and career.

ESTABLISH A DREAM JOB MIND-SET

I have trouble thinking "outside the box" when considering my career potential.	**IMAGINE NEW POSSIBILITIES**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	I see my career and future as having unlimited possibilities.
Even if I knew what my dream job was, I wouldn't know how to go about achieving it.	**LAND MY DREAM JOB**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	I know exactly what I need to do to land my dream job.
I don't know what's holding me back from finding my dream job.	**FEAR**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	I know what prevents me from finding my dream job.
I am not willing to do what it takes to get my dream job	**WILLINGNESS**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	I am willing to do what it takes to get my dream job.
I haven't made a commitment to achieve my dream job	**COMMITMENT TO SELF**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	I have made a commitment to achieve my dream job.

What insights did you gain from this exercise?

WHY DO WE LOSE OUR SPARK

Do not let your fire go out, spark by irreplaceable spark, in the hopeless swamps of the approximate, the not-quite, the not-yet, the not-at-all. Do not let the hero in your soul perish, in lonely frustration for the life you deserved, but have never been able to reach. Check your road and the nature of your battle. The world you desired can be won. It exists, it is real, it is possible, it is yours.

– AYN RAND –

The word inspiration has been defined as an infusion of light or spirit that provides a solution for a challenge or problem. Of course, you cannot have light without a spark. It is truly the spark of inspiration inside you that must be ignited to create the motivational path necessary to properly align your deepest interests and passions with a career or lifestyle that truly embodies who you are.

Therefore, you must protect the spark of inspiration from the many dark shadows of negativity. However, it is equally important that in your eagerness to preserve the spark of inspiration that you don't smother this passionate flame so deep inside yourself that you never allow yourself the freedom to let it shine brightly ever again.

Here are some of the most common reasons why we lose our spark of inspiration:

- Failing to look for things that interest us or not fully exploring a particular interest until all the life-transforming possibilities fully materialize.

- Working all the time and becoming too exhausted to dream about your exciting future. For example, your current job takes way too much effort and tires you in such a way that you have no energy to pursue anything else.

- Doing the routine, day-by-day and week-by-week, rather than living as if you only had one year left to live.

- Becoming complacent or getting stuck with where your life is today, refusing to make any changes or doing anything that takes effort. As one of my clients described: "*I am not going to find what I like so why should I go for it.*"

- Surrounding yourself with those who want to extinguish your spark by criticizing any inspired ideas, exciting dreams or new directions you wish to follow. In other words, they want to keep you down because they don't possess the personal motivation necessary to change or succeed.

- Not having the necessary courage to run with the ideas you gain from your spark of inspiration.

ESTABLISH A DREAM JOB MIND-SET

- Doing what you're "supposed" to do, instead of what you might be drawn to do or be most excited about doing. Remember, "supposed to" is what your family, peers or society encourage you to do, while doing what you "want to do" will help you remain focused on what you desire for the rest of your life.

After reviewing this list, Jill told me, "*I can see why I often don't feel motivated and can't get out from under the negative oppression that this list so clearly represents. I can see why I have a hard time keeping my spark alive."*

I replied, "*It seems for every million reasons why our individual sparks goes out there is only one pebble of sand that represents the real reason why this spark needs to stay alive. Yes, we all have fears that want to protect us and keep us safe. But by refusing to leave our comfort zones, the spark of inspiration will remain unlit.*

"To reach the 'promised land' of an authentic and real way of life, you must consistently and uncompromisingly leave the shores of complacency and venture into new and uncharted territory where you will either land on your feet or learn how to fly."

Why do you lose your spark? Jot down some notes on what you have learned about yourself and why you lose your spark. You can reference the list above or come up with your own reasons.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

OPEN YOUR MIND AND EXPAND YOUR VIEWPOINT

One's mind, once stretched by a new idea, never regains its original dimensions.
– OLIVER WENDELL HOLMES –

Both Jill and Roger were eager to move forward and asked what the next step would be toward finding their dream job. Before we could move on to step 1 of the Dream Job Process, I gave them some exercises to work on to brainstorm and open their minds to all the possibilities that surrounded them. When you do these exercises and all the exercises throughout the Dream Job Process, you have to create the right environment that will be supportive and allow you to do the work that needs to be done. This will take some practice, as you are not used to being this open and not used to these topics and exploring them in such depth. But as with any new action, if you make them a priority, they will become part of you.

DO YOU LIVE IN BLACK AND WHITE?

The purpose of life, after all, is to live it, to taste experience to the utmost,
to reach out eagerly and without fear for newer and richer experiences.
– ELEANOR ROOSEVELT –

Jill felt really blocked. She told me, "*I feel walled in, trapped in a box, so to speak. I've defined myself by my job for so long that I almost feel that my job title is my identity."*

I assured her that this is a common fear. "*My role as a coach is to help you begin to see the full range of potential in your life and to recognize those areas where you may have allowed walls to block your dream. Those walls can be self-created or put there by someone else and you do not have to stay in that box that defines you in only one way.*

"Do you remember the movie ***Pleasantville****? The residents of the town lived only in black and white. We all, in some way, live in a black-and-white world without color. Color can mean many things—the hues of the rainbow as well as a person's 'aura' and how people express their true nature. Imagine if you couldn't see the colors surrounding you—a beautiful red rose, the face of your partner, the art you create or view at an exhibit, a rainbow gently rising out of the mist after a rain … and most importantly, the gifts you have to give to others. You may be missing a lot of beauty in your own life."*

Jill was amazed. *"I never thought of it that way. I've been living in a black-and-white world and not even being aware of it."*

The wonderful essence of color shines when you're able to express your true gifts. All of this is gone when you live without passion and meaning in a black-and-white world. I have a quiz for you. If you answer true to more than five items, it means that it's time to bring more color into your life.

ESTABLISH A DREAM JOB MIND-SET

- I say yes to others before saying yes to myself.
- I avoid doing things that are scary for me.
- I live a life based on what others want for me.
- I do what my family and society want for me.
- I focus more on what I know how to do than on what works best for me.
- I am influenced by what others are doing around me.
- I avoid taking risks.
- I value my efficiency more than my creativity.
- I use my mind more than my heart and soul when making decisions.
- I play it safe with anything that is out of my comfort zone.

Jill smiled. "*I answered yes to seven of them. So how do I begin to change from a black-and-white world to one of color where I know what makes up my true rainbow of expression?"*

I told her that she would know she had color in her life when the following points were true:

- You are clear on what you are passionately interested in.
- You are fully expressing your gifts.
- You have embraced who you are.
- You know what you want to do and you are actualizing this purpose.
- You look forward to your daily activities.
- You live a life in which possibilities are constantly coming your way.
- You live life to the fullest.

Don't allow a gray outlook to hide the color waiting to explode on your external canvas. Your true colors are waiting to shine, burning deep and burning wide in a blaze of color. Let the colors shine through and watch your energy explode for all to see.

We all have colors and our lives are meant to create masterpieces of art that display who we are loudly and boldly. Let yourself shine and let your colors know that today is the day you allow your rainbow to appear!

"How do I begin?" asked Jill.

Consider these questions. Write down the first things that come into your mind. This is just an initial brainstorming session to begin to open your mind and there is no pressure on you. We're not trying to find all the answers at once here; we're just opening up your mind.

What are your initial thoughts about being able to live a life you love?

_____

_____

_____

_____

What ideas come to mind on how you can begin to bring more color into your life?

_____

_____

_____

_____

_____

In what ways do you think you've been living in a black-and-white world? What safe roads have you been traveling instead of venturing out into the unknown?

_____

_____

_____

_____

_____

_____

WHAT DO YOU ENJOY?

There are two things to aim at in life: first, to get what you want and after that, to enjoy it. Only the wisest of mankind achieve the second.

–LOGAN PEARSALL SMITH –

Roger didn't find the black-and-white exercise to be very helpful. He told me, "*I feel that I already have plenty of color in my life. I just feel that I'm not quite sure what I truly enjoy. I know there are possibilities out there, but I'm not sure what I should do."*

Here's how I responded: "*First, let's eliminate the word 'should'. We talked about it being a big barrier to your progress. Let's look instead at 'what if'. Use your imagination and explore what if with no limits. We'll do more in-depth exercises for greater insight later, but for now, let's just explore possibilities with no limitations to the outcome."*

I like to tell people that this exercise helps to open their minds to all the possibilities that exist for them, like a flower that is gently unfolding to the warmth of the sun.

Consider outrageous possibilities. What if you had Bill Gates' bank balance and money wasn't a concern, but you didn't just want to sit around and do nothing. What would really excite you? What makes you smile when you think about it? What would you do simply because you love it? Getting paid to do it isn't an issue—you do it because it's fun.

ESTABLISH A DREAM JOB MIND-SET

Make a list of things you enjoy. Don't let anything censor this list—not your age, your status in your community, your family or your experiences. People find passion in everything from music and art to cartoons, photography, books, parties, politics, nature, wildlife, pets and so much more. What is more important is that people also practice a life of joy doing what they truly love.

Things I enjoy:_____

_____

_____

_____

_____

_____

_____

_____

_____

Examples: Leading tours at local museums, art galleries or national parks to provide colorful details about the items on display; creating costume designs for local community playhouse characters; dramatizing historical characters and events pertinent to your area; creating floral arrangements; carving wood craft items; singing or playing a musical instrument in a local band; walking your dog; swimming and creating word games.

LET YOUR CURIOSITY BE YOUR GUIDE

Each of us was born with wings … (and) has the ability to go farther than we ever thought possible, to do things beyond our wildest imaginings.
– BARBARA STANNY –

Jill told me, "*I found the 'what do you enjoy' exercise revealing, but a bit overwhelming. So many things came up and I'm a bit intimidated by them all."*

I suggested that she take look at things she was curious about to help narrow her focus a bit while still keeping her mind open.

Have you ever noticed how quickly time flies when you are actively involved in something you've taken a new interest in? Your curiosity draws you along as you make new discoveries about this new topic and you are completely absorbed by it.

Jill responded, "*Yes! I was driving down the street and noticed a flock of birds circling an unusual birdhouse in someone's yard. My thoughts focused on the design and I went to the hardware store and found not only the materials needed, but also the designs to build a birdhouse of my own. I never have thought about building a birdhouse before, but suddenly it piqued my interest."*

ESTABLISH A DREAM JOB MIND-SET

It's important to use this curiosity whenever it strikes you, for it has the potential to lead you to new discoveries about yourself. **What are you curious about? What interests or excites you?** It can be something simple like building a birdhouse or more complicated, like learning a foreign language. Whatever it is, let yourself research and learn more about it. Take a class or join a group that enjoys this activity or strike out on your own if necessary. You may discover new facets of this activity that you want to explore further. This, in turn, may lead you toward a lifetime career you'd never imagined before.

Let me use myself as an example. Since starting my coaching business, I've been interested in many things. Quite a few of these interests would not necessarily directly benefit the profitability, exposure and success of my coaching business, but would allow me to explore areas that I was curious about. I followed through on them and was rewarded with wonderful experiences. Because of my own difficulty in high school (see my introduction in the beginning of the workbook), I was interested in helping out high school students. I participated in a program allowing me to go to high schools and speaking to the senior classes on how to make the most of their college experience. Another project I put energy into was volunteering at a high school and implementing a program I developed for the students. The program led students through activities designed to help define their interests and passions and was able to show them how their interests could translate into careers. The students learned what their unique gifts are and how they could best honor those gifts through their actions. I was able to help the students learn how to set and accomplish goals and help to build their self-esteem and grow in many aspects of their lives.

Another project that developed from my interests involves helping people who are close to retirement or who have already retired. I saw my father when he was two years away from retirement and was bewildered by the thought of just stopping work after thirty years in one career. I wondered what he would do now. What would be his purpose, passion and new pursuits for his life? From these thoughts, I was able to create a course called 'New Life: Purpose in Retirement' and was able to help people create the next new wonderful phase in their lives.

You must be willing to experiment with new ideas, to take chances and see if a new idea will prove worthwhile. There is an element of risk involved because you may discover you have no interest in it at all after your initial investigation. Or you may decide it costs more in time and resources than you're willing to dedicate. But unless you take the chance, you'll never know. The road not taken may have led you to a life's passion that would go unexplored unless you are willing to take a chance.

Jill said, "*The key to discovering my hidden gifts is to take action on that which piques my curiosity and to not put it off. When I allow myself to experience new activities I'm opening my heart to new possibilities of what I can be. Right?"*

"Yes," I agreed. "*Don't allow the day-to-day obligations you face to limit you to a life filled with only what must be done. When you have time to look back and reflect on your life, you don't want it to be filled with regrets of what might have been. Take time to act on that which draws your curiosity. Start today."*

Jill told me, "*I need to pay more attention to what I may be curious about and take action on it quickly to discover new opportunities. I need to stop putting it off."* Roger remembered how energized, excited, and happy he gets when his curiosity gets the better of him. *"There are so many things that pique my curiosity that I know I don't necessarily want to do for a living. I guess I just love to learn and discover new things, so I need to incorporate that. I often tend to put these things off and this made me realize that I have to curb that negative habit."*

ESTABLISH A DREAM JOB MIND-SET

"Yes, loving to learn and discovering new things are important components of who you are," I said. *"It's important to honor them and embrace them. Allow yourself to follow through with what you are curious about until you actually take action and see the rewards from doing it. There is the possibility for great learning when we explore what we're interested in."*

Then I gave Jill and Roger an assignment:

Keep a small notepad and pen in a pocket or purse. When something makes you curious, jot down a few key words to jog your memory later when you can spend more time developing the idea. It may happen when you're standing in line at a store or while going to work. Whenever that moment strikes, capture the essence of it. As an example, consider the last time something captured your interest. **Like lightning flashing across the sky, one idea may generate another uniquely new one and you could discover that which you've searched for all your life.** Jot down a few key words below that encompass the basics about this curiosity and expand on them later when you have time.

_____

_____

_____

_____

_____

_____

_____

_____

"*Is it normal to move through this dream job process quickly or slowly?"* asked Jill. "*Some of these exercises I'm finding rather easy and I don't want to do it wrong."*

"If you feel that you are learning and getting ideas, it's OK to move quickly. Some of my clients going through this process find that they know themselves very well to begin with and are able to move at a faster pace. For others, this is a totally new concept and they must go more slowly. Timing and pacing are not as important as being honest with yourself and being open to all the possibilities and insights as you go through the process. Only by doing this will the true you come forward and create what she was meant to be doing."

Finally, we were ready to move on to step 1, Establish a Dream Job Mind-Set.

Before we moved onto step 1, Roger expressed doubt about the dream job process. He explained how he wasn't sure what his dream job could be. He doesn't see how he will define his dream job. I stated, "*This is the beginning of the dream job process. You don't know how you'll come out on the other side of and this can cause some major doubts. What is most important is that you must have faith in the process and belief in a positive outcome. You need to keep moving forward by finishing the sections and steps that are in front of you."*

GET INTO ACTION

You don't have to be great to get started, but you have to get started to be great
– LES BROWN –

Roger asked me "*I'm wondering what separates me from those people who are successful in life?"*

We all have different talents and experiences that contribute to the portrait of who we are. Beyond talent, however, the primary characteristic that separates the successful from those who have not yet achieved their dreams is the willingness to take action.

Roger nodded, "*I've dreamt at times about being a world famous author, but haven't touched a keyboard or put any of my ideas on paper and my dream has never happened."*

I agreed, "*Your long distance vision of being a published author is only a starting point. You have to backtrack and create the steps that will get you there. This is true regardless of what your dream may be. You have to develop an image in your mind of what your goal is and then look at the steps needed to get there. Successful people understand the power of action. They examine what they need to do, plan a series of logical steps to get there, take action and then stay the course until they reach their dream. And remember, these steps don't have to be large. They can be small."*

Jill said, "*Right now, I am feeling a lot of resistance and fear that I actually may find out what my dream job is. I am scared that this will mean I must go and do it. Now I'm hesitant to continue doing the exercises."*

I responded, "*You understand the power of action because you took the initiative to buy this book and were curious about the dream job process. As you move through each section of this book celebrate how far you have come. I understand the resistance that you speak about because many of my past clients have noticed a subtle resistance at about this point in the process. When you feel hesitate, it's important that you create concrete steps so that you create a wave of energy that can really empower you to success."*

Another image that comes to my mind is a small movement of earth deep beneath the sea. It ripples the water gently at first and the waves increase until it results in a giant wave cascading on the beach. A small action on your part can have similar results in a relatively short period of time. Remember – momentum generates energy. Energy cultivates action. And action over time will always produce results. This formula for success is momentum + energy + action = results. So any action you take will generate energy and take you from a place of stagnation into movement. Taking action will give you information, insight and wisdom to build your future. As you follow the Dream Job process, each and every day ask yourself, "How do I generate momentum at this moment to move this process forward?"

The following bullet points show how to combine momentum, energy and action so you will have action toward your Dream Job.

ESTABLISH A DREAM JOB MIND-SET

- *Momentum*. Review past victories and the positive feelings associated with those times. This will build your confidence and inspire you to take action.
- *Energy*. Are you tapping into the energy you need to advance on the path to your Dream Job? We'll review a list of potential sources to energize your effort.
- *Action*. Now that you're fired up, begin brainstorming, planning and executing small steps that take you closer to your Dream Job.

Each of these facets reinforces the other. Building momentum creates energy that leads you to take action that gives you more momentum and energy. Soon you'll be doing more and more to make your Dream Job a reality.

Walt Disney was fired by a newspaper editor for lack of ideas and went bankrupt several times before he built Disneyland. Henry Ford failed and went broke five times before he finally succeeded. After looking at what both men went through, you can begin to realize that achieving dreams is as much about persistence and determination as it is talent.

Jill asked "*What about when I want to accomplish a goal, but can't get motivated? Procrastination and inaction limits me from doing things that may wind up offering me the greatest rewards."*

Begin by embracing any one of the following eight ways to inspire yourself to action. You'll start to understand what motivates you and what stops you from moving forward. For example, you may find that subscribing to an e-mail list that sends you a daily motivational quote is helpful. Or that talking over a situation with a friend will help.

The road toward achieving your dream job begins here. At anytime during the Dream Job process, if you have moments when you want to give up and when it feels like your dream will never become a reality, move forward with inspired action and you will bring about a deeper change that can last a lifetime.

8 Ways to Inspire Yourself to Action

1. **Value**
   See value in what you do. Ask yourself "*What is the value in doing this activity?"* And "*What's the real reason I like to do it?"* You are much more likely to be inspired by something if you can see value in it. Being able to see the ultimate benefit of something and what its purpose is can inspire you.

2. **Visualization**
   See yourself doing an activity and the accomplished result in all its glory and excitement. Create a fantasy in your mind of enjoying the activity. When you see the end product in your mind, you'll be inspired to create something incredible. Visualizing the results you want can propel you towards the end result you want to create like a magnet.

3. **Inspiration**
   Seek out inspirational quotes and people who validate the activity. Take advantage of anything that takes you from one state to another and creates a positive shift of energy. Movies, quotes, song lyrics - whatever moves you emotionally and resonates with you so that you are encouraged to move forward.

ESTABLISH A DREAM JOB MIND-SET

4. **Rewards**
   Create rewards for yourself. Ask yourself, *"What rewards would give me a reason to complete this activity?"* Be able to see the rewards in the outcome you desire. For example, if I were speaking to an audience, I'd see them applauding after the talk is finished.

5. **Benefits**
   Make a list of the benefits of taking whatever action you want in your life. Consider what are the benefits to you of doing this process. Getting in touch with the purpose of doing an activity increases your likelihood of success.

6. **Baby steps**
   Start with an activity you can accomplish. A small success lessens the fear of failure and creates a powerful wave of energy toward your ultimate goal. The smallest step you take can be huge in terms of creating the momentum to propel you into what you want. Any little step that is movement forward is important - even something as small as waking up a half hour earlier, for example.

7. **Partnership and Support**
   Do this activity with others who are in the same situation. They will provide the structure, support and accountability for its completion. Allowing yourself to be supported means you don't always have to inspire yourself - your support structure will complement you so that inspiration will just happen. This is so much easier to have someone supporting you and helping you keep going. Isolation is a dream killer. It is much easier to move forward into what you want when you have people who want the best for you supporting you and even moving towards a common goal. Make sure that you choose only those people who believe in you and will help you maintain your focus on the benefits.

8. **Letting go**
   If you've tried all of the above steps and none seemed to get you motivated to action, then stop. Understand that your energy must be needed elsewhere and there's probably a good reason you don't want to start this activity. It will wait until you are ready to tackle it. Do not let negativity overwhelm you. Let it go!

Choose one of these eight methods and develop action steps that can help you avoid procrastination and continue moving forward.

_____

_____

_____

_____

Step 1 – Establish a Dream Job Mind-Set Summary

CONGRATULATIONS ON COMPLETING STEP 1 – ESTABLISH A DREAM JOB MIND-SET!

The final action step for Step 1 – Establish A Dream Job Mind-Set – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

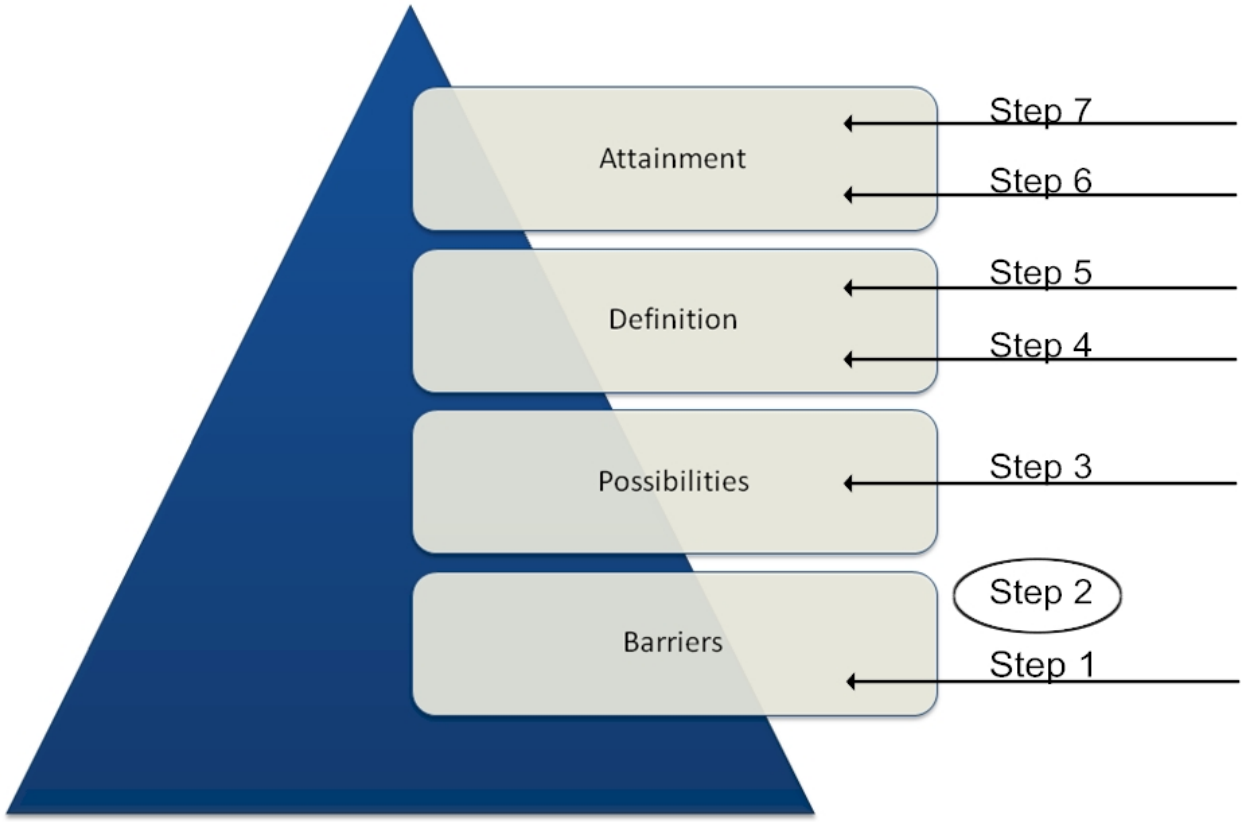
6._____

7._____

8._____

9._____

STEP 2: BREAK THROUGH BARRIERS



Step 2 Checklist – Break Through Barriers

This checklist corresponds to the main sections discussed in step 2.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Without Limitations And Barriers
- ❑ There's More To Life Than Money
- ❑ Overcoming Perfectionism
- ❑ Should Versus Want Model
    - Moving From Shoulds To Wants
    - Eight Ways To Change Your Shoulds To Wants
- ❑ Step 2 – Break Through Barriers Summary

WITHOUT LIMITATIONS AND BARRIERS

Many of us are afraid to follow our passions, to pursue what we want most because it means taking risks and even facing failure. But to pursue your passion with all your heart and soul is success in itself. The greatest failure is to have never really tried.

– ROBYN ALLAN–

Maybe you've thought that your dream job doesn't exist or that you could never possibly achieve it. Like many people, you may not have explored your opportunities because you're reluctant to commit to the required process. The numerous obstacles that limit your ability to define and land your dream job are too many and too limiting. In this section, we'll take a closer look at these obstacles.

This is one of the most important sections in this workbook because it will help you understand what stands in your way from being able to define and land your dream job. You will review the list of top obstacles and barriers that most hold people back so that you can reduce these fears to their simplest elements to overcome them.

I found that Jill and Roger each had a set of barriers that were standing in their way and preventing them from daring themselves towards their dream job. Jill told me "*I'm good at coming up with practical, realistic reasons why something won't work. And the barriers I see are very real to me and very scary."*

Barriers, even though they may be imaginary, seem very real when you experience them. What you must realize is that whenever you find yourself resisting anything during this dream job process, that it is fear talking. When you understand why you're having difficulty moving forward in the process, you can identify the fear and be ready to move on with confidence and embrace your greatness.

"So you're saying that it's really an unwillingness to confront the fear that's standing in my way?" questioned Jill.

"Exactly," I agreed enthusiastically. "*A barrier rises up and you begin to second guess yourself. Your subconscious whispers how much easier it would be to stay with the familiar and avoid taking a chance on the unknown. You listen to this inner voice and continue to struggle and let indecision overcome you. The solution is to take action and use the momentum you create to carry you toward the life you truly want and deserve."*

Fear is a self-defense mechanism designed to help us avoid harm. Normal fear protects us and allows us to harness our defenses and take preventive measures. Abnormal fear paralyzes us and builds a threat into far more than it really is. When you find fear beginning to twist the truth, face it with courage and faith in yourself. Reduce fear to its simplest elements and find out just how small it really is.

Let's define the fears and barriers that prevent you from being able to make finding your dream job a priority. Once they're identified, we can develop strategies to overcome them.

IMAGINE NEW POSSIBILITIES

Before we look at the list of barriers, I wanted to highlight two particular obstacles that far too often intimidate many of my clients. The first is, "**my careers have chosen me."** What they mean is that their career path has involved safe choices or offered prestigious titles or reflected what their families wanted. Some ended up with jobs in companies where their friends were employed because their friends paved the way for them. But the most distressing way careers have chosen some of my clients is when they accepted employment with the first (or only) company that offered to hire them. They accepted the sure thing, even though it wasn't what they wanted, because they feared that nothing better would come along.

Unless you get very lucky, letting your career choose you is a risky move. While settling for the job that lands in your lap may be much easier and less scary than doing what it takes to find your dream job, the day-to-day reality of working at a job you dislike can be very difficult to endure.

You have an opportunity, through the dream job process, to choose a career for yourself. You no longer have to settle. Instead, you can discover the best career for you at this point in your life and learn to find or create it. It's not as difficult as you might think. In fact, the process can be both enjoyable and rewarding. The first step is being willing to learn more about yourself and what you find most fulfilling. Then follow the process, one step at a time, until you are living your dream.

The second obstacle is, "**resist your calling**." It's so easy to resist your calling, especially when it's placed right in front of you to choose, but you aren't able to see it in the same wonderful light that others are seeing for you. Your resistance has prevented you from doing what you were put on this earth to do. One example of resisting your calling is Oprah Winfrey. She began her career at age 19 as a news anchor in Baltimore. She was offered a position hosting a talk show. But she resisted. The news director saw her potential and knew she would be terrific for this new assignment. Oprah started crying and said, "I'm a news anchor and I don't want to do soft stories." She resisted her calling, but as soon as she started the talk show, she realized, "I am home."

When doing this process, most people are too attached to using and relying on their head for the answers. If you are going to do this 7-step dream job process right, you need to temper and limit the mind's desire to know and figure it out. Instead, resist the temptation and listen to the silent pull of what your heart desires. What your soul yearns for. It's being able to turn off the mind and open to the heart/soul truth that allows you to know what you are meant to do in this lifetime for work. As Phil Lane, a Native American teacher, says, *"The longest road you will ever walk is the sacred journey from your head to your heart."*

Here are the top twenty obstacles and barriers to a dream job:

1. **Not being able to define your dream job**
   You're unsatisfied at your current job or are in between jobs. You long for a job that gives you more fulfillment and satisfaction, yet you can't quite put your finger on what you REALLY want to do. You may have several ideas for possible jobs, but you can't seem to narrow them down to the one job or career field that will truly satisfy you.

2. **Financial obligations**
   Financial obligations such as mortgages, credit card bills or college savings for children can restrain us. If your survival depends on your income alone, this is a fear you may experience when facing dramatic changes in your life. Recognize that you have control over the changes you wish to bring about and can do so gradually while maintaining a secure income from a familiar source. Thus, you can ease into the life you want one step at a time and reduce the threat of financial difficulty.

IMAGINE NEW POSSIBILITIES

3. **Comfort in your current position and lifestyle**
   You want to maintain a certain level of lifestyle and ease of life. This can be a powerful motivating factor for maintaining the status quo. But there's a difference between being "comfortable" and being "fulfilled."

4. **Fear of losing money/status**
   Society puts a high premium on having lots of money and holding a particular status. People who are happy in their jobs are often associated with having less money, and if you want to leave your job to find more satisfaction, you're often criticized and told to just "suck it up" because you will eventually reap monetary rewards. That job that you're unhappy with might have a great benefits package and profit sharing, and that makes it harder to leave.

5. **Having your career choose you**
   Often, it's because it's the safe choice, it's prestigious, it's credible, it's what my family wants, it's where my friends are going to work and it's the only company that called. As said earlier, in many cases, it was the first job offer you received so you didn't consider other, potentially more satisfying options.

6. **Fear of change**
   Many people enjoy the status quo and don't want to make a change. You may be unhappy and unsatisfied, but it is a familiar position and is comfortable and it's very easy to choose comfort over passion. The unknown is often feared. It takes courage and risk for most of us to take the leap and find a fulfilling job. It is so much easier to daydream about "someday" than it is to actually take the steps to make "someday" a reality and live it on a day-to-day basis. That requires work and commitment and many of us find it easier to live in the daydream of "what if" than to make it "what is".

7. ***Shoulds* from family and society**
   Throughout our lives, we hear many messages about how we *should* act. We become conditioned and socialized to act in acceptable ways that may not always be in our best interests. We're told/taught "Don't rock the boat," "Fit in, be like everyone else", "This is how it's done" and more. Being like everyone else may not be where your greatness lies and you wind up not even knowing what you *want* in a dream job. You fear rejection so much that you often hold back just to fit in.

8. **Time constraints**
   Your life is busy. Your current job may take up a considerable amount of energy and time or you may have a family, hobbies, interests, etc. Finding time to complete the dream job process may seem impossible. You may also fear that if you find your dream job, it may not be practical, and you may have to take time and effort to create a new job or career area. Society today moves at an incredible pace, and that makes it much harder to find time to really focus on what your dream job might be.

9. **Not knowing what you actually like or enjoy**
   Most people don't know what they want or what they enjoy doing most. They don't know what they value or believe in. They aren't sure where they are going and how to get there. This frustration freezes people from taking the risk and having the courage to find out what they really would love to do.

10. Comparing and Despairing

There will always be someone who is "better". Someone who has more, lives better, is more fulfilled, etc. Comparison is a losing game. It makes you run round in endless circles and provides excuses for not doing anything more - "I'll never be as good an actor as Tom Hanks so why should I even go on any auditions?", "I'll never be able to get a recording contract like Elton John so why should I work on my singing career?" The fact that acting is your passion or singing speaks to your soul gets lost somehow.

11. Self Doubt

You see yourself as less than who you really are and feel unworthy to receive all that you deserve. Self-doubt is one of the biggest obstacles to achieving your dreams. You often ignore yourself in favor of others. You value their opinions too highly and your own too little. The only real approval that matters is that which comes from inside yourself. You're the only person who knows what you truly need and want. You must shift from self-doubt to belief. If you tap into your true gifts and unleash your essence, you come from a place of strength. It is possible to be all you be can during the dream job process.

12. Not Making Time For You

You must take time for yourself, but it's difficult to commit time, especially when you are working a full-time job. You're taught to put others' needs and wants before your own and often wind up tired, overscheduled and with no energy for yourself.

13. Fear of failure

Fear of failure is the most common fear of them all. You fear making a fool out of yourself, losing your security, stepping backwards instead of forward, making the wrong decision, not being able to live up to standards (whether they are yours or society's) and you fear being labeled a failure or a loser. There can be so much fear that it is often paralyzing. You have no idea where to begin to deal with all the fears that you just simply stay where you are.

14. Resist your calling

Every individual has a vocation ("a calling") that he or she was meant to be doing. This calling comes from aligning your natural talents to who you truly are. Most people resist their calling because they don't know who they are and what they want. Thus, it makes it almost impossible to embrace something you don't believe is you. Another resistance is not believing in yourself and letting your internal doubt cause you to not see what your clearly defined passionate career path.

15. It will take too much time

If you know what your dream job is and know that it may be three years away, at least you do know what it is. This can be extremely relieving to finally figure out what your fulfilling work actually is. Even if it takes time to land your dream job, once you are actually living it, you'll reap the deep rewards of fulfillment.

16. Isolation and lack of support

Isolation is a dream job killer. You need support to land the job of our dreams. Daring yourself and moving forward are often facilitated when you have a great support system. When you find yourself trying to go it alone, it's more likely you'll have setbacks and just stay where you are.

17. Feelings of inadequacy
You may want to pursue a specific career or job area, but lack the skill for it and are feeling inadequate. You may have to go back to school or learn new tasks and ideas. You might feel that if something is your dream job you "should" already have the skills necessary to do that job.

18. Lack of resources
Many people feel held back by the lack of resources—not knowing what jobs are available, not knowing where to find them, not knowing enough people to begin networking, not knowing how to conduct interviews (informational and job). This can be very frustrating, especially when combined with fears about lacking skills and having to potentially go back for additional schooling.

19. Fear of making the wrong decision
Each decision you make will lead you down a unique path with challenges and opportunities of its own. You may have several options you would like to try and worry that only one will be the right one and spend endless time trying to decide which is best. Thinking a situation through in a thorough manner is a good thing. However, analyzing can be used to avoid action. You can make endless lists, but if items never get checked off, what good is it? It's easy to get lost in the details and never get around to doing anything because you're too busy planning for every possible contingency.

20. What if I invest time in job A and my dream job really is job B?
If you've spent years not listening to your intuition and following "shoulds," this is a common fear. For example, thinking that "I should be working at a responsible, well-paying job instead of running around pursuing my dreams" is a "should" that is holding you back. Your time is precious and you have already possibly spent years at unsatisfying jobs. You don't want to make any mistakes and you want to get it right on the first try.

When I dare to be powerful, to use my strength in the service of my vision,
it becomes less and less important whether I am afraid.
– AUDRE LORDE –

Jill and Roger both found that they identified with many of these obstacles. Jill had been having trouble defining her dream job and finding the courage to stop listening to her "shoulds." She said, "*I tend to impose constraints on myself while trying to envision a dream job because I think about the skills I don't have, the costs associated with pursuing a different skill set and the loss of prestige and income."* Roger observed, *"I find myself allowing my fears to control me more often than I'd like. I am afraid of rejection and I fear not succeeding at my dream job. But if I'm not even pursuing it, how will I know if I'll fail or succeed?"*

Jill resonated with the points about comparing and despairing and being too analytical. "*This really made me realize that I am so analytical I avoid action. I want the one perfect solution and I keep trying to find it before I take any steps forward at all. Comparing always puts me behind and is something I really want to overcome. I also focus on others and their approval, not realizing that it is my approval that matters most. I really am conditioned to listen to everyone else's shoulds instead of my wants."*

IMAGINE NEW POSSIBILITIES

She wondered, "*So I can take a job in the interim that might be a few steps closer to my dream job and not have to stay at my boring job until the absolute perfect dream job comes around? I can deal with that. It's actually a bit exciting to think of all the possibilities out there that I can try. I've been caught up in the mindset of having to move from a job I've been at for ten years to another I'll be at for ten years. I forget that it's OK to have a job for a short period of time and move around until I find one that really satisfies me.*"

Roger smiled when he read the barrier about choosing the wrong dream job. He confessed to me, "*This is one of my biggest fears. I really am afraid of wasting time at a job that might not be my dream job since I already feel I've wasted so much time going from job to job over the years. How do I overcome that?*"

I replied, "*Let me tell you an experience I had with another client, an accountant who thought she was clear on what she wanted to do and that it was event planning. She didn't realize that she was limiting her choices when a friend offered her an event planning job. She didn't allow herself to be completely open to many possibilities. She just figured it had to be her dream job because it paid a good salary and she could get started right away. But I could tell that event planning didn't seem to really resonate with her. We got to the truth by more digging and an honest internal assessment of her true desires. She told me that her dream job was being a writer. But she had no idea how to make it a viable career option and this is why she didn't choose it at first.*

Both Roger and Jill began to recognize just how much the obstacles played such integral roles in limiting themselves. This was a key step. Because once they identify those obstacles, they can develop strategies to overcome them.

I know the price of success: dedication, hard work and an unremitting devotion to the things you want to see happen.
– FRANK LLOYD WRIGHT –

Make a list of your barriers - choose the top three that limit you from your dream job. Write down ways and steps you'll take in order to overcome them. You can use the list mentioned above or think of some on your own. Examples:

1. _____
_____
_____
_____
_____
_____
_____

2. _____

3. _____

So how do you overcome these barriers? First, realize that failure isn't something you can avoid. It's something you can learn from. Imagine a toddler taking her first step. She gets a step or two and then sits down in surprise. She thinks about it and tries again, eliminating what doesn't work and doing more of what did. We have to do that as well - review what you did, determine what worked and what didn't and then get back up and try again. Risk is a part of our daily life and failure is always a possible result of that. But failure is merely a tool, a way to tell us if we've achieved our goal. The proper way to respond to failure is to simply reassess your actions, regroup and try again.

You can be inspired by the stories of others who've experienced substantial failure and became successful – Abraham Lincoln, Thomas Edison, Elizabeth Cady Stanton, Benjamin Franklin, Margaret Mead, Winston Churchill, Harriet Tubman, Theodore Roosevelt, Susan B. Anthony. They were all geniuses and all knew monumental failure. They learned from their mistakes and moved on to tremendous success.

Jill realized that money was a barrier. "*After so many years of working at a certain level of income, I have bills and a certain level of lifestyle to maintain. I just can't afford to give it all up to pursue some nebulous dream. I also feel that I don't have time because I'm busy working at my current job. I also look at my age - approaching 40 - and feel that I'm really too old and should've done it when I was younger.*"

Money is a key issue for many people. Money can often entice us away from what we truly want and desire. If money is preventing you from knowing what you want to be doing, it's important to move beyond this limitation and beyond the narrow viewpoint it offers. Ask yourself these two questions: “How much is my happiness worth?” “What kind of pay cut would I be willing to take if it meant working at a job a truly loved?” You may find that money isn’t as big an obstacle as you thought.

THERE'S MORE TO LIFE THAN MONEY

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 to have what you want.
– MARGARET YOUNG –

Money is certainly important for survival, but satisfaction is equally important for long-term happiness. Many of us fall into a particular line of work by accident. We learn of a job opening through a friend or we accept a new job that offers higher pay.

Staying with a job merely because you've found a level of comfort or a salary that you can survive on doesn't mean you've found what can lead to a lifetime of happiness. Many people who restricted their vision to openings only within their field of expertise have discovered that. You'd be surprised to learn that the percentage of people who are actually working in the field they specifically received a degree in is quite small. In most cases, we major in that which we believe offers the greatest opportunity for success at the time. Newspapers report a severe shortage of engineers and suddenly many students major in engineering. Or teaching. Or law. It becomes the 'soup of the day' syndrome.

Jill agreed, "*I've spent many years studying this field and, because of the cost involved, I assured myself that I truly loved this profession. Now, ten years down the road, it's lost its allure. But I've allowed the perks and salary to lock me into this life. My field of vision has shrunk to only that which I currently do. It doesn't make me happy. It doesn't fulfill the dream of what I could be. I've only accepted it this far because I believed that's the way life is.*

"I feel pressure constantly from co-workers, friends and society. Everyone seems to be working for a great technology company and making tons of money. Their goal is stock options and a payoff at some point down the road."

Jill continued "*I feel a sense of failure if I'm not making a certain amount of money. My co-workers are paying their dues and waiting for a big payoff. It feels like if I don't do that, I might be missing out on something really big."*

They're buying into a get rich quick mentality to be able to afford a dream lifestyle in the future rather than going through the process and being happy and living their dream life while they're working. They're not living their lives as a whole and being happy in the moment.

"*That's true,*" agreed Jill, "*And there's more to it. The cost of living keeps going up and pushes me towards that kind of a job, as well. If I want to have a good home in a good area, I need a job making a certain income to be able to afford it. Rents are increasing, home prices are increasing. Everything is increasing and I need my income to keep up with it. And it seems the easiest way to do that is to work at a technology company."*

IMAGINE NEW POSSIBILITIES

Part of that involves sacrifice. If you want a house, you may have to move to suburb instead of a city. You may have to drive a car instead of a more expensive sport utility vehicle. It all comes down to what you want out of life. Do you want to remain stuck and have wealth and money continue to limit you from following your passion? In their journey to achieve this goal on the fast track or dot-com track, many people impose restrictions on themselves. They don't take time to 'stop and smell the roses', spend time with their families, enjoy a hobby or focus on having work that truly satisfies them. Every second is focused on status instead. They're more concerned with the public perception of what success is and applying that perception to their lives. In the meantime, everything else is neglected.

"*Yes!*" exclaimed Jill, "*I've been so caught up in having the right kind of car, wardrobe, education, portfolio and job that I did exactly what was expected of me. The corporate reflection of me overshadows my real identity. However, now that many corporations in my industry are downsizing, I've come to realize that the identity I hold out to the world is no longer mine. I look into the mirror and the reflection doesn't satisfy me."*

You need to examine what's important to you so that you're free to pursue the goals that will have true meaning in your life. It doesn't matter what the rest of the world thinks or does. You're forging your own path driven by the determination that comes from within you and your chances of success and true happiness will be much, much greater.

"How do I do that?" asked Jill.

Live in the present and enjoy today. Remind yourself that life is too short to worry about only making money. Appreciate all the aspects of life and don't be so focused only on the monetary aspect of it.

Realize that your 'keeping up with the Joneses' behavior is unconscious. You don't even realize that you're doing it. Take some time to evaluate what you spend time and energy on and look at the trade-offs. I have a 4-step process that can help you to be more aware:

1. Realize that you're 'keeping up with the Joneses'. This may take some time and effort because you've been traveling this path for so many years and unconsciously reacting.
2. Step back and question it.
3. Notice what you're missing out on.
4. Think about how much energy you expend to make money. When you spend money, ask yourself if it's worth the life energy you're putting towards making it.

"*We're basically talking about how much is enough then? Focusing on what do I really need?*" Jill asked.

"That's right. The concept of 'enough'. If we keep adding to our sense of what is enough, what gets taken away from us by doing that?" I replied.

"*I'd say first and foremost, our sense of perspective. We stay stuck in the same way of looking at things unconsciously, as we just discussed. I'd also say our time, our life, our relationships, peace of mind and a tremendous amount of energy,"* said Jill.

She continued, *"Now that I've identified that I'm on the fast track, how do I step off? It's a difficult decision to make. I've spent a lot of time, money and effort to get where I am. The public perception of who I am is a powerful motivating force. But I'm beginning to realize that the only way to hold onto this image is to keep running - to keep working 12-16 hours each day, commuting two hours each way, to continue to give*

up activities I enjoy and relationships too. I've found myself sitting in traffic thinking of all I could be doing instead of at home making to-do lists instead of enjoying a quiet moment. This isn't the way I want to live my life. I want things to change!"

"*I think for the most part you answered your own question."* I smiled, "*You realize you have no time to slow down and enjoy the fruit of your labor. The fast track is a never ending treadmill that only continues to speed up and if you want to stay on, you have to focus solely on what it demands from you. Or you can simply step off and focus on what would satisfy you. You've already made that decision by coming to see me."*

This is an emotional subject for many people. Let's take a few deep breaths and do a fun exercise.

It is not the man who has too little, but the man who craves more, who is poor.
– LUCIUS ANNAEUS SENECA –

Imagine the work world has slowed to a more natural pace. You have time to stretch, time to reflect and time to do what you haven't had time to enjoy in years. What would that be? List those things below:

_____

_____

_____

_____

_____

_____

_____

_____

_____

"I like that exercise," said Jill, "*Very liberating and fun! But I have a question. Does having my dream job mean that I won't make money. I've always thought that following your passions to your dream job would mean you're making more money than ever."*

You're right. However, it's a common misperception that if you follow your dream job, you won't make money. It's easier to say that it can't be done and you can't make money at it rather than do the work necessary to be happy and make money.

I have a good example for you. A client of mine, Barbara, was following her 'shoulds' and being responsible and working as a counselor. However, she began to realize that her true passion lay closer to something related to art. She has been transitioning gradually to doing more of her art and has found that she is doing better financially than ever before. She wasn't focused at all on how much money she could make at it. It simply came to her - a reward, if you will, for following her heart. Art is typically a field associated with low income, there are many stories of starving artists. Yet, it is Barbara's passion and she is following her heart and reaping emotional, spiritual, mental and financial rewards for it.

OVERCOMING PERFECTIONISM

In order to go on living one must try to escape the death involved in perfectionism.
– HANNAH ARENDT –

Many people are unable to see the big picture and identify the passionate work that could lead to their dream career because they, too, are blinded by the unattainable ideal of absolute perfectionism.

It becomes impossible to choose the best career path when perfectionism is running the show. Every option seems equal and nothing appears to be the right course of action. We tend to spend a lot of time and effort making sure each decision is just right. If the pressure gets too intense, we avoid making a decision altogether, settling for the status quo instead of moving toward a truly fulfilling career.

When I ask my perfection-seeking clients about their innate talents or gifts, they are unable to respond in a way that fully represents them because they are, of course, looking for the perfect answer. When you hold yourself to a standard of perfection, it's almost impossible to know what your natural gifts truly are.

This standard of perfection has nothing to do with the real you. Instead, it compares you to family members, friends and society and forces you to keep up with the image you think they represent. You don't allow yourself to explore, think, feel and touch your own inner self.

When you constantly project an image that doesn't reflect who you are, you develop a deep level of doubt that grows until it becomes almost impossible to recognize the person behind this self-imposed wall of perfection. But the person inside -- the real you -- longs to find work that aligns to your natural talents.

Fortunately, there are ways to conquer perfectionism and put the real you in charge of your career. Here are 10 of them:

1. **Treat it like it's life and death.**
   Increase your sense of urgency by viewing each career decision with a "life or death" attitude. In other words, "If you had to make a decision your life depended on, what would you do?"

2. **Accept that whatever happens, happens.**
   Focus on being more accepting and pleased with any potential outcome from your decisions. As long as you remain overwhelmingly concerned about negative or unhelpful outcomes, you'll never want to make a decision. On the other hand, if you become okay with whatever happens, you'll be much more able to make a decision. What you are actually doing is lowering the weight being placed on having the most perfect outcome.

3. **Don't be disappointed with second best.**
   Don't always try for the most perfect and best possible outcome from any situation. Instead, allow yourself to settle for second best.

IMAGINE NEW POSSIBILITIES

4. **Lower your expectations.**
   All perfectionists set expectations that are way too high, which causes them to always shoot for the moon with no forgiveness when they fall short. If you lower your expectations, you'll be much more able to accept an outcome or decision much more quickly and with less stress. Think about how free you would feel if you lowered the expectations and allowed yourself to make a variety of choices for every decision. Eliminating unrealistic expectations gives any choice you make the space to be known and followed through upon.

5. **Act as though there are no consequences.**
   Most decisions made by perfectionists have the expectation that there is only one "perfect" choice. Removing this unrealistic expectation that you will be wrong allows for complete freedom of choice without any consequences for failure. You now have no pressure when you make a decision without consequences. Another motivation question you could ask yourself is, "If I knew I would not be wrong, what would I do?"

6. **Recognize that perfection is not always the right answer.**
   Once you make the choice, be satisfied when you don't make the perfect choice. Everything is happening for a reason and the outcome caused due your choice is exactly what needed to happen. It's about learning how to not get exactly what you want.

7. **Go with your gut, even if it feels like guessing.**
   It is better to move forward with a quick decision than it is to think about it too much, which allows doubt and the desire for perfection to dominate your thought process. This is where most people get stuck and unable to move forward. As a recent client said, "It is better to go with a less than ideal option than not go at all."

8. **Let experience be your guide.** Move away from perfectionism and focus on actual experiences that you have had. You'll be able to be in touch with the truth of your actual experience and let this drive your thinking, not perfection.

9. **Don't look back.**
   Once you make a decision, immediately take action to move the decision forward. The greatest fear of a perfectionist is that they might make the wrong decision, so quick action helps temper the doubt.

10. **Finally, listen to your inner voice.**
    Get in touch with your personal inner voice and what you know to be the truth inside you. As you start to listen to this voice, you will inevitably get better at making decisions. Even if you don't hear it, you still need to proceed with making a decision. Even if it is the wrong choice, this will lead to more confidence in the long run.

There comes a time in each of our lives when we must make a leap of faith to avoid a scenario where even the perfect decision becomes the wrong one because it has come too late. No matter what, never let the myth of absolute perfection become an excuse for inaction.

IMAGINE NEW POSSIBILITIES

If you struggle with perfectionism, choose two ideas from the top ten list you just reviewed. Write them below and think of possible ways you can implement them into your lives.

1st solution: _____

How you'll implement this into your life? _____

_____

_____

_____

_____

_____

2nd solution: _____

How you'll implement this into your life? _____

_____

_____

_____

_____

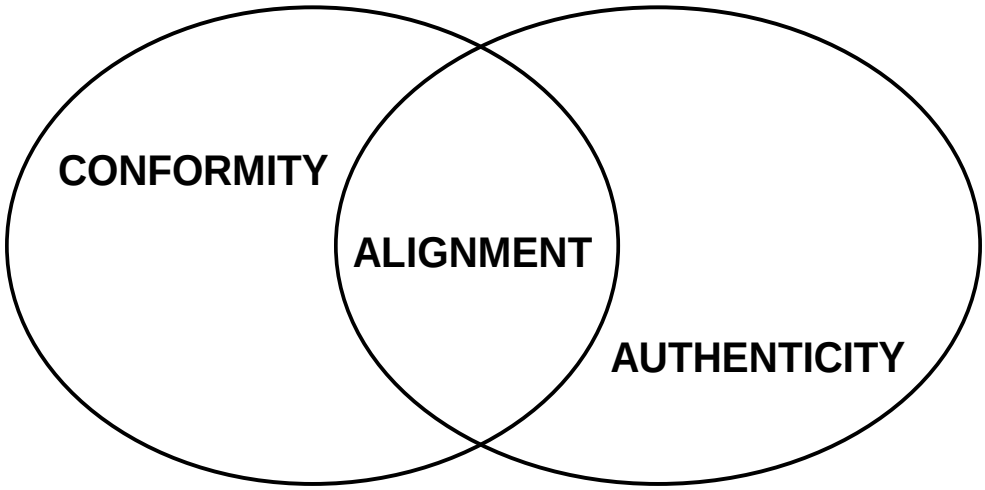
_____

SHOULD VERSUS *WANT* MODEL

This module presents the dilemma between doing what you *should* versus what you *want* to do.

Many people fail to achieve their dreams because they get caught up in what they think they "should" do. The voices of family, friends, associates and society at large are often louder and more insistent than the inner voice that tells you what's right for you.

The following diagram shows how the "shoulds" and "wants" coincide or compete.



We forfeit three-fourths of ourselves in order to be like other people.
Arthur Schopenhauer

The indispensable first step to getting the things you want out of life is this: decide what you want.
Ben Stein

Alignment. In the center, there are things that society encourages you to do that are consistent with your own desires. Examples might include not harming anyone, earning enough money to support yourself, taking care of your family members and so forth. Note that in this example, as in all cases, not only does what you want vary for each person, but what you think you should do varies based on how you weigh input from others.

Conformity. In the area where what you should do is not what you want to do, you may choose to conform to outside expectations. This is not always bad because a civilized society requires each of us to do things that aren't exactly what we may want at any given moment. For example, you may want to drive 120 miles an hour, waste natural resources or yell at other people, but (hopefully!) you choose to resist the pressure to act on this desire.

Conformity becomes a problem when you adapt to others' opinions even though the alternative would not be harmful to anyone and might be beneficial to what you want. Examples might include going to a College because your parents thought it was the best choice, sticking with a certain career because friends thought you should or feeling pressured to acquire the an expensive car even though you didn't want or need it.

Authenticity. As you make decisions in life, you need to look inward at your own desires to achieve authenticity. What do you want that may not be what the outside world is pushing? Do you want to work fewer hours, earn less money or maybe take on an unpopular cause?

Each time you have an important choice to make, think about whether you're motivated by what you want to do or what you think you should do. Returning to this question repeatedly throughout your Dream Job search process is critical.

MOVING FROM SHOULDS TO WANTS

Follow what you love. Don't deign to ask what "they" are looking for out there. Ask what you have inside. Follow not your interests, which change, but what you are and what you love...

– GEORGIA ANNE GEYER –

Jill and Roger found the Should vs. Want Model helpful in defining shoulds and wants and distinguishing between them. Both of them asked me how to determine just what it is they really want. Roger told me that he felt his wants were "*buried deep within a sea of shoulds.*" And Jill shared that she felt that her dreams and wants were almost invisible to her.

I asked them to share some of their "shoulds" with me. Jill's were, "*I should stay at this job even when I'm not fulfilled. I should work more than 40-hour weeks. I should like what I do more. I should lose weight.*" Roger's were, "*I should get an advanced degree and become a lawyer. I should just stop pursuing silly 'pipe dreams' and just get a real job. I should exercise more.*"

I had another client say that he wanted to teach, but he was concerned that teaching doesn't earn very much money and isn't prestigious. So he felt he should make money and do something prestigious.

Another client, who has a background in law, said he wanted to become a psychologist. However, he couldn't believe in that idea because he was caught with the shoulds of making sure to use his law license and practice law.

IMAGINE NEW POSSIBILITIES

I responded emphatically, *"You must not do something simply because someone chose it for you or because of someone else's positive opinion. Your life is too important to base it on shoulds. Let's look at how you can move from your shoulds to your authentic wants and desires."*

First, let's identify your shoulds that come from others. Friends, family and coworkers all have their ideas of what you 'should' be doing. Think about the people who have played an important role in your life and list them here along with what they said that you should do."

> **Examples of "should have" messages:** *gone to medical school, taken over the family business, gotten married, stayed single, raised a family, worked 60 hours a week, been smarter, more athletic, more sociable*

	Name	Should be doing
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
9.	_____	_____
10.	_____	_____

Jill interjected, "*I'm having some trouble with this. The shoulds in my life now aren't really external. I seem to have incorporated them inside myself and they are mostly self-imposed. I realize that I've been doing things to prove my credibility and career objectives to people I don't really care about."*

I responded, "*That's an important realization and I commend you for your honestly and insight. Extend the exercise and instead of listing the shoulds for others, list the should messages you impose on yourself. Most likely, all of your should messages that you think come from you, actually come from others (e.g. mother/father)."*

Roger replied, "*This very helpful and enlightening. I'm realizing that society and almost every person I can think of who is close to me has given me at least one should. I'm confronted by shoulds every day. I really like the idea of saying what I want. I think I'll start with the small, simple things and practice so that I get better at figuring out the bigger things I want."*

IMAGINE NEW POSSIBILITIES

Jill said, "*A lot of times I'm not clear on what it is that I want. My mind is all clouded and cluttered with shoulds and I can't identify my wants. Even when I'm doing something I enjoy or love, I have this nagging feeling that I'm not doing what I should be doing based on what my family says, my colleagues do, what I see on the news, what my teachers said in school. How do I eliminate their voices and listen to my own inner voice only?"*

Take some time to be alone. Meditate, journal, explore. Allow silence into your life. This will happen as you slow down. The first thing I would recommend is to do something in your life that will help you to slow down and even stop. Once you do this, you will have an opportunity to know what those wants are. If you are constantly moving, the shoulds will stay strong and controlling.

Here are two stories from other clients of mine. You'll find them helpful and enlightening. Then we'll look at eight concrete ways to change your shoulds to wants.

Missy, a 35-year-old marketing executive, shared this with me in our first few months of coaching.

> *"I have always been a should person. I worry about what others think and I need their affirmation that I am doing the right thing. At the tender age of 18, my father told me I should get a business degree because it would always be useful for me. Back then (and now 17 years later), I wanted to major in psychology because I love the mind and what it provokes people to do.*
>
> *"At 21, with a degree in business, my friends said I should get a corporate job because that is where the money is. Then (and now 14 years later), I had no desire to pursue the business degree I had obtained. I wanted to help people and make a difference in their lives.*
>
> *"After seven years in the corporate world, my husband said I should keep my job because the money is just starting to come in and my boss says I am in line for a promotion. Then (and now seven years later), I wanted to start pursuing an avenue where my real talent in helping and understanding people would finally fulfill me where the money and stature had not."*

The last statement by Missy was the first step towards following her wants. Two months later, Missy continued to set goals for herself to bring her "wants" closer to reality. She is finding the goals and action steps are helping her keep focused on her wants. She still feels she should make money to pay her bills, but she recognizes that not all changes happen overnight and she knows she is aligned and on the right track.

Jill sat up "*That's me! It's so similar to my situation that it's almost spooky. She just described how I've been feeling for the past 10 years! I've been following the shoulds for all that time. I had the same experience of a parent telling me what to pursue (or more accurately, what I shouldn't pursue) because it wasn't worth going to college and putting in all that time and money only to end up with a job that didn't pay well. My mother told me I should get a degree in something 'practical' and that's exactly what I did."*

IMAGINE NEW POSSIBILITIES

Roger said he appreciated the story, but didn't really identify with Missy. "*I'm not a corporate executive. I'm more of a creative type and I can see Missy's points. But I just don't resonate with her story."*

"I didn't think you would Roger. That's why I have another client example that may work better." I responded.

Susan is a 33-year-old artist. She needed a nudge as she was so deeply in touch with what others thought that she wasn't able to separate herself from their views. I encouraged her to get in touch with her *pure voice* and distinguish it from her *society voice*. She was intrigued, but had never heard of this concept. I explained that the pure voice is our true voice and tells you what is real for you - your truth. The society voice is the external voice and doesn't say what you think, but rather what you think you should think. She wanted to know how to tune into her thinking enough to see the difference. Her difficulty lay in her brain having all sorts of thoughts swimming around that became known to her as the singular concept of *should*.

I encouraged her to listen to herself and to pay attention to what she was thinking. I assured her that she would hear the pure voice at times when it was very strong. When she did hear it, she was to stop and recognize that she heard it. I urged her to write down what it told her so she would remember.

Susan thought this was a little strange, but agreed to try. In one week, simply by being aware that a pure voice existed, she was able to hear it and wrote to me of her success:

> *"I had several moments this week where I let myself hear the pure voice. I took a 30-minute break at work and went to my favorite spot outside. I hung out with my friends one night and was completely content, I walked my dog one morning in the park, and I was hiking down the peninsula one day this weekend.*
>
> *"Basically, the voice, to me, was a display of thoughts that were pleasant, inspiring and motivating. My reaction was to smile to myself. I even laughed more heartily with my friends and hiked a longer distance because I enjoyed the scene that was allowing me to listen to myself. 'This is who you really are', I thought.*
>
> *"Anything that was putting a weight on my shoulders and made me feel heavy was a thought I did not care to embellish. I found this later to be the society voice – the shoulds I did not want.*

Roger nodded enthusiastically, "*I like this idea! I can really wrap my brain around it and I'm going to try this myself over the next week and see what I hear."*

He returned later and told me "*This really helped and now I listen to pure voice and have helped some of my friends do the same. The things we really love and want to do all give us the feeling of no constrictions... only a feeling of contentment and energy. I now realize when and why I'm feeling zapped of energy and inspiration at work - it's when I'm doing those things that are not true to my pure voice. I don't want in my dream job."*

EIGHT WAYS TO CHANGE YOUR SHOULDS TO WANTS

Keep your mind focused on what you want and act accordingly. You will achieve success!"
– NAPOLEON HILL –

1. **Ask yourself *why* questions.**
   Why are you doing this activity? Is it because you *should* or because you *want* to? Be honest with yourself. You will find your awareness increasing and you will spend more of your time on things you want instead of things you think you *should* do.

2. **Have others remind you.**
   Ask others to remind you of what you want. Build a support group who will encourage this new behavior pattern. If they remind you more of your *shoulds* than your *wants,* tell them how they can best support you. Give a friend a list of the things you want in your life and ask him or her to remind you whenever it seems you're falling back and following shoulds.

3. **Know you are worthy.**
   You are worthy of having a fabulous life. We are brought up in a society that doesn't support this selfish attitude. Accept that you are worthy and be open to receive everything you want in life.

4. **Begin every sentence with, *What I want is* …**
   Go through an entire day asking this question, "What do I really want?" Do this for every decision you face, no matter how small it is. Notice how often you deprive yourself of the things you want and need.

5. **Ask for what you want in a safe and trusting environment.**
   Many people don't want to give you what you desire. So you stop asking them. Start small. Choose a safe and nurturing environment where you'll feel comfortable. Gradually, you'll feel more at ease with expanding into more challenging situations.

6. **Begin your day by asking for what you want.**
   When you get out of bed, start your day by taking five minutes to become clear on what you want to happen today. As you make this list of wants, be aware that the *shoulds* will creep in. Be alert when they do and remove them from your mind. Focus only on your wants and prioritize your day accordingly.

7. **Take risks by taking action.**
   Do what your heart desires. Don't let your *shoulds* stop you from taking action. With courage, commitment and a supportive environment, you will reap the rewards by risking to achieve your aspirations.

8. **Write down your desires.**
   Take at least five minutes to write down all the activities you want to experience. Don't stop if the ideas seem foolish or impossible. Keep writing. Once you've completed this exercise, pick out the one *want* that you can accomplish in the next year.

IMAGINE NEW POSSIBILITIES

Choose two points from the above list that you want to implement. Write about them below.

1) _____

_____

_____

_____

_____

2) _____

_____

_____

_____

_____

"*I like this exercise!"* said Roger, "*It's really helping me gain a better understanding of how the shoulds have covered up the wants in my life. Things are really becoming clearer for me now. I particularly liked asking myself 'why' questions. It helped to weed out should activities from my life. It still takes a little while to say no to these shoulds, but I'm at least more aware of them*."

Step 2 – Break Through Barriers Summary

CONGRATULATIONS ON COMPLETING STEP 2 – BREAK THROUGH BARRIERS!

The final action step for Step 2 – Break Through Barriers - is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

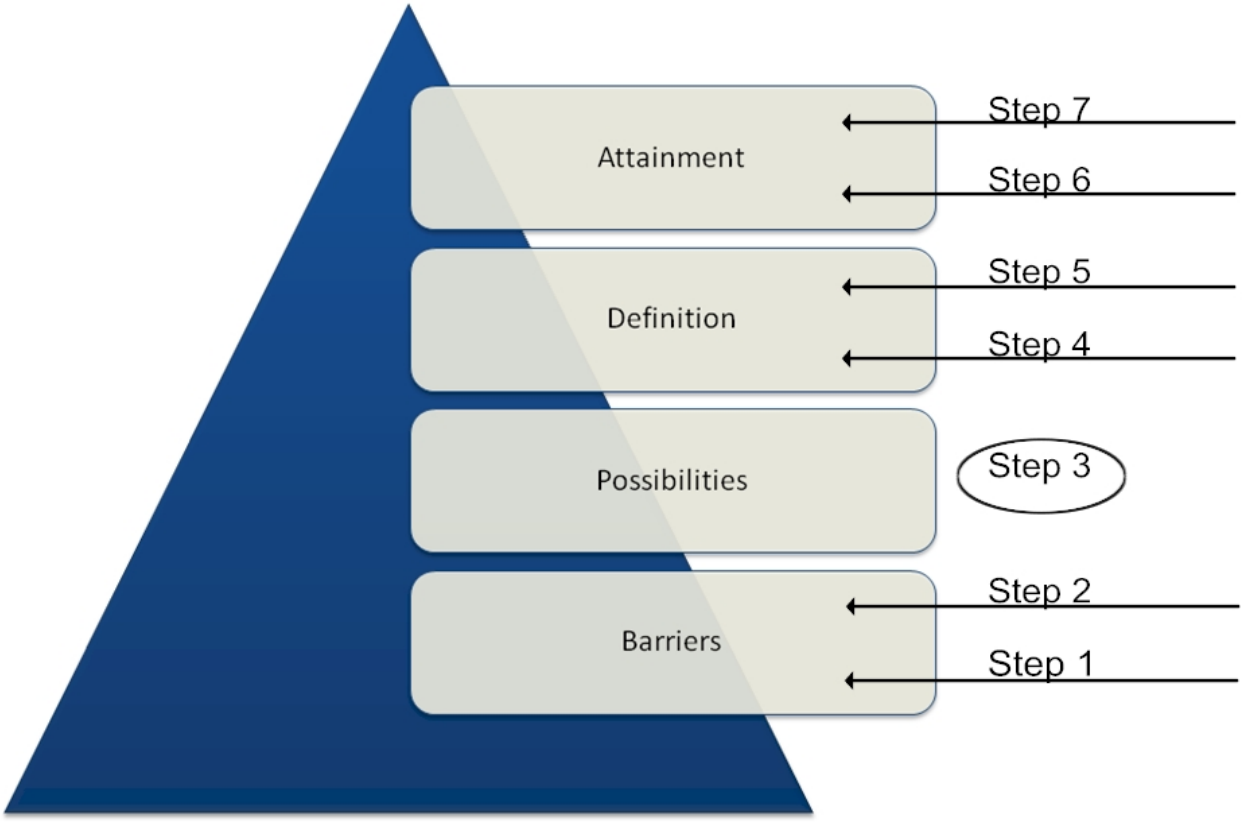
6._____

7._____

8._____

9._____

STEP 3: IMAGINE NEW POSSIBILITIES



Step 3 Checklist – Imagine New Possibilities

This checklist corresponds to the main sections discussed in step 3.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Imagine New Possibilities
- ❑ Free yourself From Your Rational Brain
- ❑ Limitless Possibilities
- ❑ What Interests May Become
- ❑ What Is A Dream Job?
    - The Top Ten Reasons Why You Must Have Your Dream Job
    - The Top Ten Ideas To Explore When You Don't Know What Your Dream Job Is
- ❑ One Year To Live
- ❑ What Are You Meant To Do – Your Calling
- ❑ Cultivate Your Intuition
    - Ways To Cultivate Your Intuition
- ❑ Skills, Gifts, Passions and Greatness
- ❑ Step 3 – Imagine New Possibilities Summary

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 –

Now that you've taken some important steps to reduce the barriers in your life, let's move towards imagining new possibilities. Hopefully you're beginning to open up to knowing that you can be all that your heart and imagination truly wants. The key is to recognize when artificial blinders have been put in place that limit your possibilities. We're going to explore how to expand your field of vision even more and see what could be. Then we'll help you to plan for a future full of possibilities.

We'll begin by looking at the answers to the following questions: *What is a dream? What is a job? What is a dream job?*

Jill said, "*I have a question about what we've done so far. It seems that this is the right time to ask. The ideas, wants and thoughts I am writing in this workbook are similar and even the same as the ones I've always had. Am I missing the point? Am I not opening to new things and at the same time feeling like maybe these things I already was aware of are just repeating themselves?"*

The ideas, wants and thoughts might be similar to what you've always had, but the distinction is that they are reaffirming and giving you strength. You now have validation that what you have been thinking is on the right track and aligned to who you really are and what you want. You are not limiting yourself in your viewpoint, but you are gaining confidence in what is already inside of you.

Don't get comfortable with having the same ideas, wants and thoughts. When you get comfortable, you begin to not want to hear about new ideas and thoughts that come your way. You can become narrow-minded and you lose the open and allowing perspective that is so vital to see all the possibilities available to you.

FREE YOURSELF FROM YOUR RATIONAL BRAIN

The human mind is kind of like a piñata. When it breaks open, there are a lot of surprises inside. Once you get the piñata perspective, you see that losing your mind can be a peak experience.

– JANE WAGNER –

As we've talked a bit about already, it's very easy to approach things from a rational perspective and allow your rational brain to guide you. It's what we've been trained to do our whole lives. It's comforting and secure and a good thing. Our rational brain can give us perspective and guide us to make the right decisions. However, we can carry it to extremes and use the rational side of ourselves as a security blanket and stop taking any risks. We have a comfortable view of the world and ourselves and we really don't want to break free from that. However, for the Dream Job process to be truly successful, you're going to need to break free from your rational brain. This will take discipline and practice.

"*How do I do that when I'm afraid?"* asked Jill, "*That's the time I most need my rational brain to guide me through the fear."*

Have you ever heard of what **FEAR** is an acronym for? False Evidence Appearing Real. The fears coming up from your so-called rational brain are shoulds and barriers and old habits that you don't need anymore. Step out of the box and move away from the rational side and explore.

It is a common rational perception that if you have a lot of work to achieve your dream job - for example, you have to go to school for many years - you will only be gratified once you have completed school and are working in your field. This leaves you with the thought of many unfulfilled and unhappy years and will most likely cause you to give up your dream. If you free yourself from that perception and look at the rewards you can have along the way, you will have the momentum to continue. To continue with this example, you'll be educating yourself, learning things, meeting new people, having new experiences and just generally opening up your life in new and exciting ways. These are quite a lot of wonderful rewards to enjoy. Just by changing your view, you can enjoy your journey to your ultimate goal.

One way to shift from using your rational brain to a more open mindset is to talk with friends and colleagues to get another perspective. That way, you can imagine how someone else would handle a particular situation. This helps expand your own perspective. You could also do a free flowing writing exercise. Just free associate and write with no judgment so you can open up to new ideas and thoughts. Besides these suggestions, you could tell wild stories and brainstorm without limits. Stretch your comfort zone and do something totally different. Make yourself laugh at how "out there" your ideas and thoughts can be. You'll find your energy level raised and your thinking will be out of the box and creative.

Taking small steps is important. Reminding yourself of what's important to you and reviewing various exercises we've done so far. First and foremost, giving yourself permission to go out of your rational brain and knowing that's okay and changing your internal programming to encourage yourself to think creatively!

Giving yourself permission is the key to imagining new possibilities. For example, a client told me, “I gave myself permission to admit that I like cars and I like driving. Before, I pretended to not be that interested in cars because it seemed frivolous and immature.”
By getting out of your rational mind, you have permission to go beyond your wildest dreams to think big and venture outside your comfort zone. This leads to more imaginative options and where imagination lies, there lies your dream job as well.

LIMITLESS POSSIBILITIES

A man with no imagination stands on this earth with no wings and no place to fly.
– MUHAMMAD ALI –

Imagine the impossible and know that it is possible. Expand your mind, open yourself up to your true passions and new possibilities and see what changes come about in your life. **See yourself as an ocean full of limitless possibilities instead of a river with banks that confine you to one course**.

Jill stated "*I think that is a great way of looking at this! But it's often difficult to imagine the impossible and that I am more inclined to want to live a life with limits. Those river banks are familiar and safe. We're starting to face some big questions and as you said, it can be scary to face them. I know it's important to face them and I like that we're building up to this and doing the background work. Doing all these small exercises that build upon each other really helps. Do you have any other thoughts on how to really open yourself up to see all the possibilities?"*

What you're feeling is quite common and I'm glad you're finding the pace and size of the exercises to be helpful. Imagine your mind as a kite and allow it to soar without boundaries. Remember that dreams arise from our imagination. Your imagination can create any fantasy no matter how impossible it may seem. This is the embryo of the Dream Job Process. Your dreams can be as big as you want. Picture an empty canvas in your mind. Pick up a brush, dip it in paint and create your masterpiece. That is your vision.

Roger really loved these thoughts. "*This is very creative and inspiring. It's almost as if I'm a child again playing in the garden, digging, planting, watering and creating. It's like a garden of dreams."*

Play with your fantasies even if what you create seems surreal. Keep playing and you'll find your truly passionate work. Remember those grand childhood fantasies? You could be a fireman who saved the day or an astronomer who discovered a new world. Your imagination allowed you to be anything you could think of. The only difference now is that you have so many more possibilities available. What are the characteristics of the work you would love to do?

It may also help to think of others who have followed their dreams. Thoreau wanted to live surrounded by the quiet of nature so he acted on his dreams and built a cabin on Walden Pond. His legacy lives on, thanks to his great writing that has survived the test of time. Jane Goodall was fascinated by chimpanzees and went to Africa and lived among them for many years. Now we not only have a greater understanding of the chimpanzee family, but also of the human family as well. Imagine what could come about if you were to pursue your dreams.

To start the flow of limitless possibilities, sit down for fifteen to twenty minutes and write down every dream job that comes to mind. As you begin writing, you will notice that certain jobs will cause you to say, “no way can I do this.” Don’t think about how you can’t do it or how crazy it seems. The goal is to come up with an extensive list of over 20 to 30 ideas. The more farfetched your ideas, the easier it is to come up with jobs you’ve never considered before. Have fun with this exercise. It will open your mind to consider possibilities you have never considered before.

IMAGINE NEW POSSIBILITIES

Jill told me, "*I really liked making this list. It helps make the far off fantasy of creating a dream job seem more possible. It's also fun and energizing to think of totally new and unusual possibilities.*"

Roger admitted, "*I still harbor a dream for pursuing my first dream job, but that there are ways I can incorporate the things I loved about it into my life now. From the time I was six, I was a dinosaur fanatic and wanted to be a paleontologist. I never pursued this as a career because I was average at science and math. After doing this dream job list, I remembered for the first time in years my desire to be a paleontologist.*"

WHAT INTERESTS MAY BECOME

The secret of happiness is this: let your interests be as wide as possible."
– BERTRAND RUSSELL–

You have interests that if properly channeled can be the spark to ignite your inner passion to light the way to your dream career. In other words, what you find the most interesting can lead to personal enrichment and self-fulfillment in your life.

When trying to find work you would love to do, the easiest place to begin is to ask yourself: "What interests me and what are interests? Interests are those things that grab your attention ever so gently without you even noticing. Think about those occasions when you find yourself speaking to friends for hours on end about subjects you find fascinating or times when performing a specific task was so enjoyable that it became effortless. And pay close attention to the activities that enable you to feel a sense of completion because you are tapping into your own unique gifts and expressing them fully.

When defining an interest, it is extremely important not to look at what you should do or what gives you that adrenalin rush. Focus instead on those times when you've been drawn to something, possibly without understanding why. Or when you are talking with someone about a particular subject and feeling really excited about it. Another way to narrow your interests is to take an inventory of what you look forward to doing in your free time. When you have an opportunity to do whatever you want, whether after work or on weekends, consider those activities that keep drawing you in.

Jill told me, "*I keep getting too practical and wanting to know how to make a living out of the interests I've chosen."*

Don't fall into the mind trap of thinking about how you would make a sustainable living from doing something you enjoy. Just allow yourself the freedom to consider all the possibilities surrounding your interests. An effective way to complete this exercise is to imagine that you only are allowed to discuss three subjects this year. What would they be and why? Another great strategy is to keep track of the topics that pique your interest when reading the newspaper, looking at magazine articles, watching TV, perusing your local bookstore or surfing the Internet.

No matter where you uncover your greatest interest, finding your dream job is a process that won't happen overnight or by doing one or more specific things. It involves many steps, all building off one another to bring you closer and closer to the prize you've been searching for.

List the activities or subjects of interest (don't be discriminating or limiting in your list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

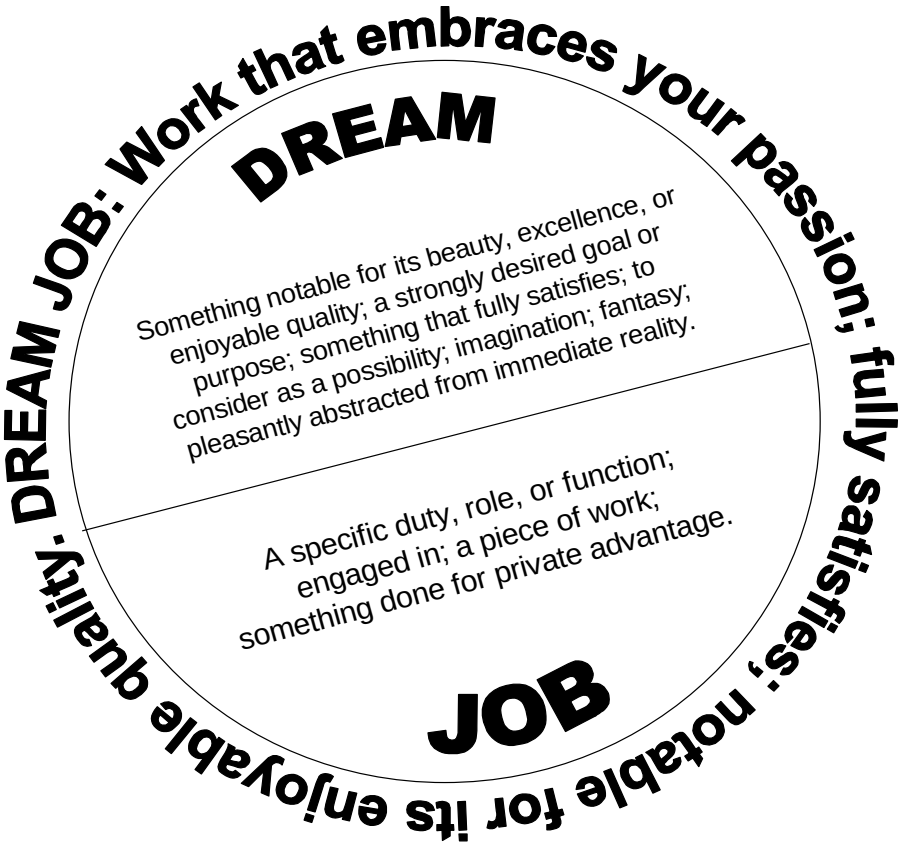
One client told me, "Writing down all the interests was also fun and refreshing. I had caught myself wondering whether I was a terribly interesting person because I didn't seem to have 'hobbies' in the sense that a lot of other people do. But writing down all the things that interest me really showed that I do have many layers. Having to sort through them all and make time for a select few will be a challenge, but well worth the time and effort."

WHAT IS A DREAM JOB?

Choose a job you love and you will never have to work a day in your life.
– CONFUCIUS 550-478 B.C. –

Each of us is unique with a set of life experiences and interests specific only to us. Because of that, every individual has a different view of what a dream job would be. One person might say enjoying the quiet and solitude of one peaceful place day after day is heaven on earth. Another might believe traveling to new places every day is pure nirvana. When you can identify that special quality that makes a task fun, you will have taken a bold step toward identifying your dream job.

I looked up dream and job in the dictionary and came up with the following definitions. Once you put them together, your relationship to work will be changed forever because it's very rare that we use "dream" and "job" in the same sentence. This is an important perspective to understand and will allow you to look at these definitions with greater awareness of what your job really means to you when you add the word dream to it.



When you combine the definition above with this list, you'll be able to move further towards understanding what a dream job is and have renewed strength of purpose.

TOP 10 REASONS WHY YOU MUST HAVE YOUR DREAM JOB

One does not work to live; one lives to work.
– MAX WEBER –

1. **You Can Be Your True Self All of the Time.**
   It takes a tremendous amount of energy to step into a false persona for work. Your dream job will enable you to avoid being "Jekyll and Hyde," but be your true self at all times and not waste energy.

   Jill interjected here, "*I can really relate to this point. I feel like this at my current job. I have to put on a false identity to fit in at work and it is really draining my energy. It's tough for me to give up the idea of being a "business woman" because this has become my identity. I'd love to have a job where I can be myself and express all aspects of my personality."*

2. **You Can Live Your Values.**
   A dream job will have the same values as you and will not ask you to embrace values that go against your beliefs. If you have a concern for the environment, for example, your dream job will not ask you to be involved with toxic waste dumping.

   "This would be great for me," said Jill, "*While my current company is not doing anything to harm the environment, I'd love to work for a place where they are actually contributing positively to environmental research and care."*

3. **Your Work Matches Your Lifestyle.**
   Your dream job will integrate perfectly into your lifestyle and will fit you wonderfully. It will feel like a natural part of you and will not hinder your life and other aspects of your life (family, hobbies, interests, etc.). This does not mean that there will not be times when your job will interfere with your life - that is inevitable. But a dream job will interfere with the rest of your life significantly less than other jobs. For example, your dream job may offer you flex-time so you can work at home to spend time with your family. You will still have to work, but it will offer you more flexibility and more of what you want.

   Roger readily identified with this point. *"This is what has been missing from so many of my jobs. It's probably also a major reason why I've jumped around from job to job so often. I don't fit in well to traditional 9 -5 hours and I like the freedom to create my own projects. I haven't been able to find that in corporate America."*

4. **You Can Tap Into Your Unique Gifts.**
   Everyone has different gifts and qualities - your dream job will allow you to tap into them and express them fully. You'll notice that work will feel more effortless due to the use of your gifts and you'll begin to notice the impact you're having on everything you touch.

   "I've had this experience a few times," Roger said. "*I've had times when my writing just flowed effortlessly. When this has happened, I've gotten great feedback on my work and had great personal and professional success with it."*

IMAGINE NEW POSSIBILITIES

5. **You'll Be Energized.**
   You feel energized by your job instead of drained and exhausted by it. You look forward to work and embrace every part of it. You start to notice that you have energy for other things both in and outside of work. Having more energy makes you more creative and enthusiastic. Imagine the possibilities when you harness all the energy from within.

   "This is one point I want to write down," said Jill. *"I love the idea of being energized by my work instead of dreading it. It is so intriguing because I've been at this draining job for so long it doesn't seem possible that I could find work that would make me enthusiastic."*

6. **You'll Do What You Love.**
   There is an ease that comes with cultivating your passion. You'll feel as if you're coming to your true home and doing what you're meant to do in this lifetime. As you do what you love, you realize your purpose is being fulfilled and you feel satisfied and at ease.

7. **Make a Difference in Things That Are Important to You.**
   It enables you to feel good about giving to your job knowing that you are making a difference in some way and your unique talents and gifts are being used to bring about change to something that is important to you.

8. **Work Doesn't Have to Be a Four Letter Word.**
   You wake up every day excited about going to work instead of dreading it. You can have fun at work and feel happy about doing your job. You might find yourself asking, "Do I really get paid to do this? It feels more like a hobby than a job."

9. **Be Who You Are, Not What Others Want You to Be.**
   You listen to your intuition and your heart instead of your rational mind and/or what society and others think you "should" do. As you listen to what you want, you know yourself more clearly. The rest of your life rearranges itself around who you truly are and not who you were supposed to be.

   "*This is probably the biggest thing I want to change. I've been living my life according to shoulds for over 10 years now. I've been ignoring my intuition and doing what others think I should be doing and what a responsible person would do. I'm finding it hard to get to know myself again, but it's an exciting process and I can't wait to continue,"* replied Jill.

10. **You Are Fulfilled by Your Work.**
    You feel a sense of completion. The work you do, how you do it, and your responsibilities all come together in a way that makes you feel satisfied. You know the work you are doing is having impact and you are truly serving your purpose.

    "Yes!" exclaimed Roger. *"This is what I want. I want the whole picture to come together and to feel it deep within me that this is what I was meant to do."*

IMAGINE NEW POSSIBILITIES

Describe ways your current job (or past jobs) does not fit the definition of the dream job in the circle a few pages back. Add anything that you didn't like about any job you've ever had – frustrations, disappointments and challenges. You can even make up things you know you wouldn't like if you experienced them on the job (include environment, people, hours and experiences):

Next, describe how your current job does fit the definition of the dream job circle. If you are having difficulty thinking of ideas, take the details from what makes you unhappy about your job above and consider the opposite of each:

Finally, think about people who are already living and working the dream job you imagine. Who are they? What is it about their work life that makes you feel they are living their dream?

IMAGINE NEW POSSIBILITIES

"This is very helpful," said Roger. *"I've identified the duties I've liked and disliked in the jobs I've held. It also forced me to think in more concrete terms about a dream job, but not about exactly what I would be doing. I like thinking in terms of my ideal environment and ideal working relationships. It's a unique perspective that I haven't tried before.*

"The timing of this exercise is ideal. I think if I had analyzed my current job earlier, it would have only produced limited observations. It's great to have this validation to move forward. I have a new understanding of what a dream and a dream job are. I never thought of things this way before and I find this very powerful."

Jill said, "*I most enjoyed thinking about people who I believe have dream jobs and writing down why I felt that way. It helped to give me insights into my own values and what I would be looking for in a dream job. I also thought that I have an incredible opportunity to have a dream job and be an example to others."*

"I have a question though," said Jill, "*I'm opening myself up and I'm gaining insights, but I feel that I'm still no closer to knowing what my dream job is. What can I do?"*

"Good question," I responded. *"I've got some ideas to help. Keep in mind that we are still in the early stages of this process and more clarity about knowing what your dream job is will come as we move into Steps 4 and 5. It really is okay to not know right now. Just continue to keep an open mind and know that the answers will come. In the meantime, let's look at the top ten ideas you can go through when you don't know what your dream job is. Spend some time here to ease your fear and frustration, but don't allow yourself to get caught up in it for a long period of time."*

TOP 10 IDEAS TO EXPLORE WHEN YOU DON'T KNOW WHAT YOUR DREAM JOB IS

…so don't be timid. Load the ship and set out. No one knows for certain whether the vessel will sink or reach the harbor. Just don't be one of those merchants who won't risk the ocean!

– RUMI –

1. **Keep exploring.**
   Consider what you like and what excites you. I realize you could potentially explore for a very long time - there are so many possibilities - but I think you'll find that all of a sudden, as you're exploring, things become clear to you. There is no formula for that moment of clarity and it will vary from individual to individual. Look for people who have jobs you might like to have and talk to them. Search out stories of people who have approached employment in non-traditional ways. Talk to people to generate more information and find out about possibilities you may not even know about. Go "window shopping" by looking all around you at various jobs and see what is involved in each of them.

2. **Eliminate What You Don't Want.**
   You can also begin to identify and eliminate what you don't want from your job. As you get to know yourself and your gifts better, this will help you to say no to what you don't want and move closer to your dream. As you eliminate that which doesn't align with who you are, you create more space in your life for what you want. It's similar to clearing out a closet - you clear out the old clothes that don't fit, are in need of repair, and that you just don't like and have plenty of space to fill up with new, well-fitting clothes that you love. As you clear out the shoulds from your life, you have more room to fulfill your wants.

3. **Free Associate.**
   Sit down and write freely about your gifts, wants and ideas. You may have some inkling about something you may want to do. Scratch that itch and create a vision. Pretend you are a child again and take 15 minutes (or more) to play 'let's pretend' in your mind or on paper. Imagine any job no matter how far fetched and write about what it would be like to work in that job.

4. **Take Classes.**
   Explore the areas you're interested in by taking classes. Make this a unique experience by approaching the classes with no judgment - you're not doing this with any goal in mind other than to explore. Your dream job does not have to come about as a direct result of this. Remember the exercise we did about exploring your curiosity? Review that exercise again.

5. **Shadow Someone.**
   Find someone who has an interesting job and see if you can follow him or her for a day or two. Again, this doesn't have to be a job that you're considering - just a job that you find interesting in some way. The purpose is to open your mind to options and possibilities.

6. **Find Job Duties You Do Like.**
   Look at your current job or past jobs. Break each one down into its specific tasks and identify which you liked. Consider why you liked those duties.

7. **Free Up Time and Make Space.**

IMAGINE NEW POSSIBILITIES

Tie up the loose ends in your life so you will have the time and space in your life to explore possibilities. Finish projects, delegate tasks, do whatever is necessary so that the pressure you feel is reduced or eliminated and your mind is freed.

8. **Volunteer.**
   You can experience different jobs and tasks in a non-pressured way by volunteering. You are not committing yourself fully and not making any big decisions - you're simply trying on tasks and seeing what fits by volunteering to do new things.

9. **Give Yourself Permission to Explore.**
   Many times you can be caught up in responsibilities and the "shoulds" involved with living an adult life. It's okay to explore and follow your curiosity.

10. **Create a Dream Lifestyle.**
    Recognize that there may not be one dream job but, as we'll discuss later, it's possible to be a free agent and piece together aspects of different jobs to create a dream lifestyle that perfectly suits you.

Make a list of the top two ideas to explore when you don't know what your dream job is. You can use those mentioned above or think of some on your own. As you write each idea include action steps you will take to bring yourself closer to your dream job.

1. _____
   _____
   _____
   _____

2. _____
   _____
   _____
   _____

Jill said, *"I think that number nine – giving yourself permission to explore - is important for me. As I've mentioned before, shoulds are a huge factor in my life right now and I really want to move away from them. I've never thought of giving myself permission, but I realize that is exactly what I need to do.*

"I feel I can explore all kinds of jobs without immediately thinking, 'No, that's not for me.' I like shadowing too.. That's intriguing to me and I can think of at least two people whom I'd like to shadow for a day. It never really occurred to me before that I could do something like that. I love that you're opening my mind to ideas I had never considered before."

Roger resonated with number ten. "*I like the idea of a dream lifestyle and not being tied to one particular job. That can go right along with number six and I can look at all the duties I've liked from past jobs and look at how I can have them all together."*

ONE YEAR TO LIVE

Dream as if you'll live forever. Live as if you'll die today.
– JAMES DEAN –

To continue expanding your view of the possibilities, let's listen to what your heart and soul truly want. If you knew the exact date when your life would end, what would you do differently? More specifically, if you had only one year left and had to continue to work for a living, what would you change about your day-to-day life right now? Would you continue to work for your current employer or would you do something that satisfies your heart?

A large majority of people would seek work that fulfills them, work they value and truly desire.

If you find this difficult, consider that part of you is dying when the work you do doesn't energize and inspire you. You have the power to change that and the ability to do it now. Create the life you want doing work you love. Change course and discover the abundant number of possibilities that are open to you.

"Doing something that satisfies my heart really resonates with me?" Jill said. *"This is one of the main reasons I came to you - I wanted to be able to live my life to the fullest now. I know that many people wait until they reach their fifties or sixties before they realize that life is finite and, if they are going to do that which they've secretly dreamed, they must begin now."*

It's why so many people go back to school, take a class on gourmet cooking or a foreign language or begin to learn a musical instrument in their later years. These interests that were dormant for so many years can open new careers and new avenues of joy.

Life is finite regardless of what your age is. It is precious and each moment must be treasured. No one can capture time and store it away for a later date. Seize the day and breathe life back into the dreams of work and life you've left untouched for too long. You'll know there's a whole new future just waiting for you to discover and you can use this work we are doing together as a guide and a springboard to bring you closer to it.

If you had only one year left and had to continue to work for a living, what would you change about your day-to-day life right now? Would you continue to work for your current employer or would you do something that satisfies your heart?

_____

_____

_____

_____

_____

_____

_____

_____

WHAT ARE YOU MEANT TO DO? – YOUR CALLING

Our prayers are answered not when we are given what we ask,
but when we are challenged to be what we can become.
– MORRIS ADLER –

I commented to Jill that I wanted to address the restlessness she had expressed throughout our work so far. "*It seems like you're very eager for change and want to find something more fulfilling and exciting that could stimulate your mind and soul. Subconsciously you're searching for a way to express those gifts that come from within your heart and want something that will have meaning to you."*

"Exactly!" agreed Jill, *"I want work that will let me feel I've made a difference in the world. I look at famous people, for example, Gandhi needed to lead his country to freedom. Mother Theresa needed to heal the sick and comfort the dying. Picasso needed to paint. I have to find out what I need to do."*

You want to find your calling, your vocation. Ask yourself the question, "What can the universe learn from you?" I love this question because your answers have the power to change your life. When you answer this question, all of your energies become focused on why you are here - your purpose for living. You are one of a kind and when you leave the world, you don't have another opportunity. View yourself as an endangered species with a limited number of hours in your life. You are here on earth to serve a purpose.

When you explore your vocation, you're examining why you're called to something with an intensity that rules out mere chance. You feel an inner pull on an unconscious level. You may know your vocation at the age of three or you may not discover it until you are in the autumn of your life. It follows no particular time frame and, once it becomes known, seldom can be ignored. Steven Spielberg was making home movies at a very early age. It has become his vocation and life's passion.

You may recognize your vocation from an activity you enjoy or it may take you by surprise. Inevitably, you must have time to daydream, time to explore new ideas for a vocation to make itself known. You must allow it to come to you through an environment of peace and calm. If your current work encompasses the majority of your time, you have no time or energy left to devote to unseen opportunities. That work pulls you down its path and takes you away from the potential you might discover elsewhere. The security of doing what is familiar outweighs the risk of trying something new.

Answering your calling can be compared to channeling. You are listening to an inner voice that pulls you toward a new opportunity. When you take time to explore it, do you lose track of time? Have several hours passed by when you thought it was only a few minutes? The joy and intensity you found fully captivated your thoughts and imagination. Honoring this inner calling gives you a sense of calm and fulfillment. It is what you were meant to do.

IMAGINE NEW POSSIBILITIES

When your subconscious tells you to call or visit a friend, answer it. Allow that inner voice an opportunity to be heard. Regularly give yourself time to consider what your calling might be. The people you speak with and the activities you encounter may eventually lead you to that which brings you true joy. We each have a limited time to make our mark on the world. The only way to find satisfaction is to live your life in a way that uniquely responds to your dreams. You must be willing, committed and absolutely determined to discover what you love to do. When you reveal your gifts and express them fully, you can truly change the world.

"So how do I find my calling? How do I figure out what my heart desires? I understand more about what is meant by vocation and calling, but I want to know how to figure out what I most desire," said Jill.

CULTIVATE YOUR INTUITION

What is truth? A difficult question; but I have solved it for myself by saying that it is what the (voice within) tells you…
– MAHATMA GANDHI –

U.S. culture is largely based on scientific method and a focus on rational thinking. Other cultures place a premium on less tangible ways of sensing. While your Dream Job process benefits from an analytical approach, you also must depend on your intuition to guide you. When you're caught up in the "shoulds" around you or feeling confused about what to do, listen to that inner voice.

To understand your innermost desires, you must learn more about your intuition. Intuition is your inner voice or what some refer to as "gut feel." It's often difficult for people to tap into their intuition and allow it to guide them towards more fulfilling lives. It's easier to push it aside and focus on rational thought. This won't help you find your dream job. Intuition is one of the most important factors that will help you to find your dream job. It is critical you learn to identify, cultivate and depend on it as your guide.

One client shared with me,

> *"Being in touch with my intuition or inner voice will help me know when I do find my dream job. I will know instinctively when something brings me joy or feels right to me. It's about building up this muscle we call intuition so when passionate work presents itself, you will be able to realize it is there. By knowing, cultivating and honoring your intuition, you become closer to your passionate work. When I feel a quickening inside, I realize this is my intuition speaking to me."*

"So what is intuition and how do I bring it into my life?" asked Jill. "*I'm used to hearing all the external voices. I don't know that I would know it if I happened upon it."*

Your intuition is your internal voice. It's your true self, your inner self. It's very easy to get caught up in the noise of so many external voices. The first step is to be aware of the influence of the external forces in your life. Once you're aware of them, you can limit them and work on cultivating your internal voice. Intuition is very subtle. It's hard to hear it amidst the strident voices and distractions that surround you. But realize that subtle is significant. Learn to pick up on those subtle feelings, body sensations and thoughts you experience. You're probably not used to focusing on these subtleties. As your intuition reaches out to you, you'll be surprised that it happens more than you realize.

"*You're saying I should eliminate distractions, right?"* asked Roger.

Exactly! The more external distractions going on, the harder it's going to be for you to even recognize your intuition, let alone allow it to guide you.

IMAGINE NEW POSSIBILITIES

Review your life. All of us have occasions where our intuition has spoken and we haven't realized it. Perhaps you're about to be offered a job and you just don't feel right about it. Or you meet someone and immediately have a strong reaction to him or her – you feel strongly that you don't want to be around them. Or maybe it's the opposite – you feel strongly they're someone you want to see more of in your life. All these are experiences of intuition. Remember them. Remember what you thought and how you felt. Remember the consequences of listening to your internal voice and the consequences of ignoring that voice. You can think of several instances when you've gone against your external voice. It didn't feel right. You felt stress and tension.

That's because your intuition was telling you that you weren't aligned with it. When you feel you are aligned with something, you feel calm and all is well. You feel you are going with 'the flow' rather than resisting it or forcing something to happen. It confirms the decision you needed to make at that moment.

It's important to slow down, stop and think. When you get in-touch with your inner voice, things become clearer. Find time to be by yourself so that the voice can be heard. You want to truly listen to what is going on inside of you. The answers are there, you just need to listen.

Jill asked, "*What distracts you from hearing your inner voice?"*

Once you've eliminated external distractions, spend time alone with yourself. Go for walks, meditate, write a journal, do whatever you enjoy, but spend time alone, without television, radio or computer to distract you. Just sit quietly and relax. Make the choice to recognize your intuition and what it is telling you. The more you cultivate your inner voice, the closer you are to the truth. The closer you are to the truth, the clearer you'll be able to see what you're meant to be doing. Stanley Kubrick, the famous movie director, said, "The truth of a thing is in the feel of it, not in the think of it." The more you can cultivate your intuition now, the easier it will be when barriers and obstacles come up and the path gets tougher.

Inner voice leads to the truth that makes all decisions clearer. Why? When you know your inner voice is speaking to you based on a hunch or on your gut saying, it is right. Don't doubt or question the decision you make because you know it is the right one. When you eliminate doubt, you eliminate a concern and wasted energy. You actually get to be more fine-tuned so you can listen to things that people normally aren't able to hear. You experience life at a greater level than you can imagine possible.

WAYS TO CULTIVATE YOUR INTUITION

So to summarize what we've been talking about, here are some ways to cultivate your intuition:

1. **Stop and rest.**
   When you stop and relax, you can find the truth. Stop and enter the realm of serenity.

2. **Try sitting, eating and walking meditation.**
   Meditation calms the mind, rests the body and renews the spirit. It is one of the best ways to increase your intuition and clarify your desires.

3. **Exercise.**
   Being physical with your body it allows the mind to rest and become clear. This is the ideal time to tap into resources that have been dormant for so long.

IMAGINE NEW POSSIBILITIES

4. **Commune with nature.**
   Trees, sunshine and all of nature's beauty give off energy that rejuvenates. Touch this magical environment and experience. A new level of insight, freshness and inspiration comes from being with nature.

5. **Slow down.**
   Take things in stride. Avoid activities that require you to hurry. The great treasure that lies within can only be located by slowing down. Treasured insights come from 1) slowing down and 2) concentrating.

6. **Talk to a friend.**
   A friend can create the spark that taps into your creative right side. This is where your imagination and the dream realm becomes one. Seek out intuitive friends who will help you stay aware of your intuition.

7. **Talk to yourself.**
   Speak aloud to in a nurturing environment. Praise how far you have come and recognize the triumphs that are yet to be. This inside realm will give you a clear perspective on the wonderful life ahead.

8. **Record your inner thoughts and feelings.**
   As you become more aware of what is occurring inside, you'll begin to add strength to your intuitive muscle. This awareness will expand your ability to see beyond what you think and do everyday.

9. **Be in touch with your senses.**
   Lie down and feel what is going on around your body. This will heighten your awareness of not only your body, but what is around and inside you.

10. **Spend time alone.**
    Being alone allows you the space to go within. Create a retreat (a special place away from distractions) that nurtures your inner self.

11. **Enjoy the arts.**
    Listen to inspirational and heartfelt music that has the power to heal and touch you deeply. Art can stimulate the creative side of you, allowing you to relax so your intuitive mind becomes activated.

"It's common sense that we all know what we want and what is right just by listening to our hearts," said Jill. "*But many people, myself included, continue to go through life ignoring the clarity that comes from within. It's something that I forget to do. I find myself running around trying to do far too much when I could probably accomplish more by following what my intuition tells me to do."*

When you step off the fast track of life and allow yourself to slow down, your inner voice has a chance to be heard. What does that voice tell you? What insights whisper in your ear? How do you feel about them? If the world suddenly went into slow motion, what activities would you make time for, what would give you a sense of wellbeing and satisfaction? How would you spend your time alone, how would you spend your social time and with whom?

IMAGINE NEW POSSIBILITIES

List below some of the key ways you will cultivate your own intuition (you can leverage the list above).

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

SKILLS, GIFTS, PASSIONS AND GREATNESS

Great dancers are not great because of the technique; they are great because of their passion.
– MARTHA GRAHAM –

In their respective sessions, both Roger and Jill expressed some confusion as to the meanings of the various terms we were using. Since understanding these terms is important, I encouraged us to discuss them all together to get Jill's and Roger's viewpoints on what the terms meant to them.

SKILLS: A skill is something that you have interest in and aptitude for. It's something you're good at. synonymous with a strength. It's something that you can develop and learn over time.

For example, Jill is an accountant and she is skilled at working with numbers. Working with numbers is a skill she has gained over time and gets paid to do.

GIFTS: They become quite evident at a young age. They don't build over time; you've always had them; they're innate, something that you are born with. A task comes easy and effortlessly to you. The feeling you associate with a gift is a very positive, satisfying. It affirms who you are, your essence. Sometimes, gifts might not be evident right away. You may have to remove an obstacle in order to be able to see them. Sometimes gifts aren't apparent at an early age, but may only be revealed over time or because of circumstances in your life.

A gift is distinctive to each individual and part of what makes it valuable is your contribution of it—doing something with it that impacts other people. Think of it this way. You have to honor your gift as if it were a fragile flower. You can only share that gift with people who would handle that flower as delicately as you would. How would you carry that gift with you and to whom would you share it?

PASSIONS: A passion is something you love to do and you have tremendous energy for. It inspires you to keep doing it and you feel you could do it forever. It comes to you effortlessly and helps to sustain you. When you follow your passions, they help to support you through tough times and make you feel better. It's a strong desire that doesn't dissipate. It elicits a strong emotional response in you. For example, if you are passionate about protecting the environment, you feel angry when you see someone littering.

GREATNESS: Greatness happens when you combine your gifts with your passions. You're not only good at something, but you feel good about it. You're experiencing your full potential and life is flowing effortlessly for you. You feel energized, fulfilled and complete.

Greatness comes in many forms. Think about what you feel a passion for. Do you feel it for creating, fixing, helping and problem solving? Also think about what makes you feel satisfied. Imagine those moments in your life when you've felt that you were doing what you were meant to do. Look at what you enjoyed – not only the end result of an activity, but the process of doing it as well.

IMAGINE NEW POSSIBILITIES

The most common obstacle to greatness is habit and socialization. Your environment influences you to not rock the boat. The comfort of the status quo is a powerful force and your socialization conditions you to believe that average is the norm. People get comfortable with what they have and who they are. Their lives seem adequate on the surface. Once they challenge themselves to step into their greatness, they begin to dare themselves. Set a goal that is greater than what you are doing. Don't allow your fear to stop you from what you want. When you experience greatness, you realize that average really is small compared to the greatness that is available to you.

"*This has been an important discussion,"* shared Jill. "*It's showed how different terms have different meanings to different people. Now I'm going to be more aware of all of these terms and how they relate to me as I move throughout my workday and even when dealing with family and friends."*

The Dream Job Process is about moving from a perspective of skills and abilities to gifts, talents, passions and greatness. Many people never develop their gifts and don't even know how to identify them. And when they do, they are often afraid.

"*How do you begin to identify your gifts?"* asked Roger.

We'll be doing that in step 4 and it will be the most important part of the Dream Job Process. We will be focusing on identifying gifts, talents, passions and greatness and using them to identify your dream job.

The following table summarizes the definitions for skill, ability, gift, talent, passion and greatness.

	Definition	Examples
SKILL	• Something you're good at • Synonymous with a strength • Something you have aptitude for • Something you can learn and develop over time	*I'm an accountant, and I'm skilled at working with numbers, but I don't enjoy it.*
GIFT	• Evident at a young age • Doesn't build over time; you've always had it • Come easily and effortlessly • Innately a part of you and makes you distinctively unique	*I'm intelligent.* *I'm creative.* *I have a strong intuition.*
PASSION	• Something you love to do and have tremendous energy for • Something you feel inspired to continue doing	*I'm passionate about protecting the environment, and when I see someone littering, I get angry.*
GREATNESS	• Combining gifts with your passions • Experiencing your full potential • Having an energy flow effortless through you	*I created a training workbook. The words and ideas just flowed onto the page so effortlessly. My mind was able to view the larger picture and I could express the concepts clearly and concisely. When I was done, I felt a great sense of satisfaction, achievement and greatness.*

FEELING STUCK RIGHT NOW?

Great dancers are not great because of the technique; they are great because of their passion.
– MARTHA GRAHAM –

At this point in the process Roger and Jill both stated, *"I feel really stuck right now and I'm starting to worry about the process. I realize that I've felt this way before."*

Jill's expressed her concern this way: *"I'm too focused on being perfect when I'm completing Section 3. I'm worried about doing something wrong. I want to make sure I'm doing every section perfectly*."

Here's what is happening: the strong desire to figure out your dream job is starting to weigh on you. You want to have the one right answer and you want it now. The farther you get in this process, the more pressure you might feel to be perfect with each section you complete. This pressure can cause you to become rigid and tight which will impact the answers you come up with throughout the rest of the workbook. It's important to stay expansive and open as you complete each section. Don't try to have the most perfect answer. Let yourself explore possibilities. You might surprise you with answers you never expected to reveal.

No matter how you feel, continue to do the work and move through the process. Don't allow yourself to get stuck or discouraged.

Roger also had concerns. "*I'm worried that I'm going to miss something which could end up being my dream job. Should I be worried, or will this work itself out as I continue to go through the workbook? I guess I feel like I should be coming up with brand new, unique, extravagant ideas for a dream job. But all my ideas seem like fairly normal jobs. It would really help to know I'm on the right track and that I haven't missed anything."*

You don't necessarily need to come up with unique ideas or generate every possible idea for your dream job right now. Instead, just make sure you aren't editing out any ideas. Too often, ideas come into your head from your unconscious and you edit them out because you think they aren't viable. They may seem too unrealistic, unfathomable or inappropriate. Don't edit anything at this point. Instead, allow ideas to come into your consciousness and jot them down without judgment. The key is to keep yourself open to all of your ideas because one of these random thoughts just might turn out to be your dream job.

At this point in the process, you won't have it all figured out. You won't know all your dream jobs--yet. As you continue through the process you will keep coming up with more dream job insights and ideas.

Step 3 – Imagine New Possibilities Summary

CONGRATULATIONS ON COMPLETING STEP 3 – IMAGINE NEW POSSIBILITIES!

The final action step for Step 3 – Imagine New Possibilities – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

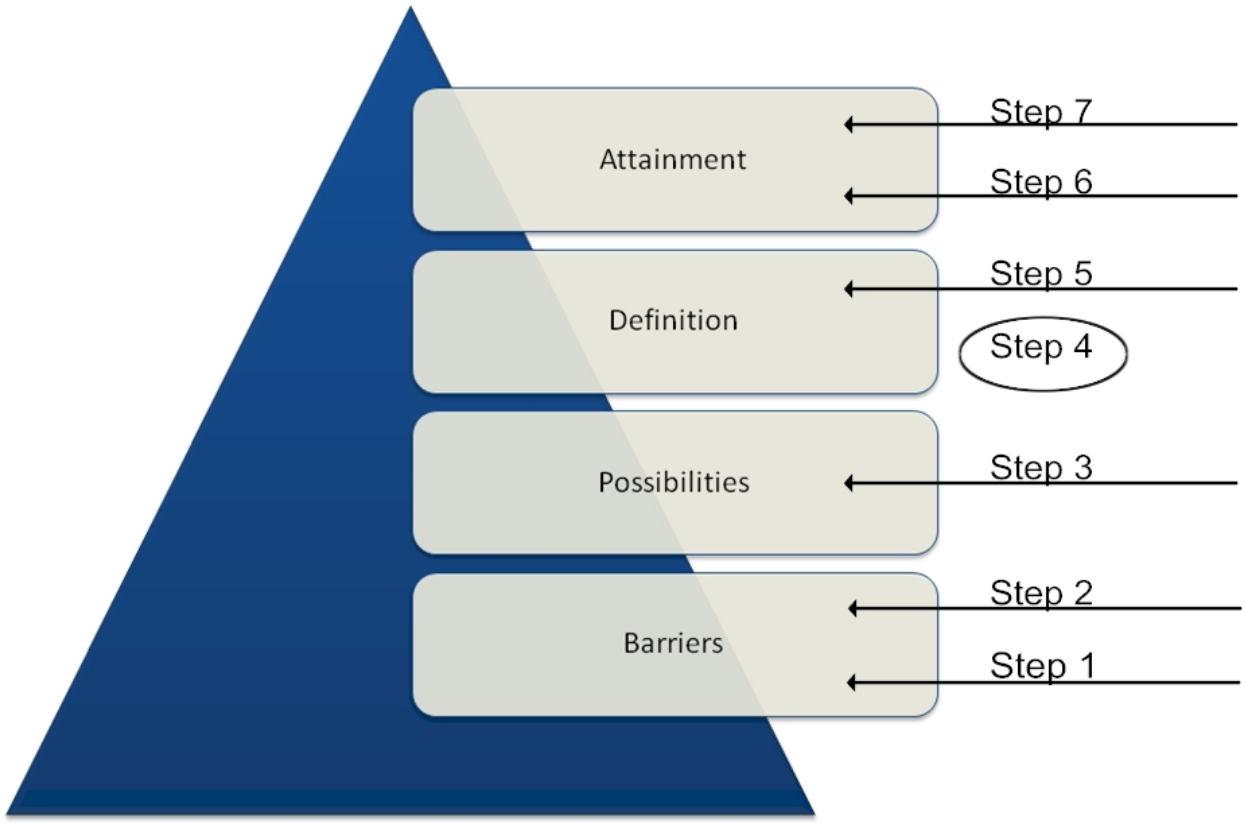
6._____

7._____

8._____

9._____

STEP 4: UNLEASH YOUR INNATE GIFTS



Step 4 Checklist – Unleash Your Innate Gifts

This checklist corresponds to the main sections discussed in step 4.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Unleash Your Innate Gifts
  - Part 1: Identify Your Gifts
  - Part 2: Explore Your Gifts
  - Part 3: Discover Your Gifts
  - Part 4: Polish Your Gifts
- ❑ Fulfillment Description
  - Client Fulfillment Letter
- ❑ Step 4 – Unleash Your Innate Gifts Summary

UNLEASH YOUR INNATE GIFTS

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 –

I encouraged Jill and Roger to take some time to review all the insights they had captured from the previous exercises. I told them, *"As you are going over the information, consider what you've learned about yourself. Let concepts and ideas sink into your consciousness and begin to guide you. You already know what you loved doing in your life and now it's time to build a dream job around it."*

This step is the "meat and bones" of the Dream Job Process. We're going to identify things you've felt passionate and excited about throughout your life. These are consistent with your true nature, not just something you did because somebody told you to. 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, we rarely act according to who we really are. As children, we're taught it's self-indulgent to do what we love. Think about it. Growing up is almost synonymous with learning to control your impulses, doing what you *should* do instead of what you *want to* do. We deny our desires to the point that we almost forget them. Most people fail to understand that unhappiness comes from denying our passions. Our greatest power comes from doing what we love.

"You said we will be identifying times when we felt most satisfied and passionate. How do we do that? And how does that relate to our dream job?" asked Roger.

You will be recalling things you loved doing. Specifically, you will examine deeply satisfying experiences from three different periods in your life. Each period may hold different clues to your dream job. Even when you were very young, you were following your destiny and your favorite activities were a reflection of your true purpose in life.

"So you're saying that my favorite childhood pastimes are relevant to my future? How can they impact my life now?" Roger wondered.

You'll find that the passion you tapped into in your youth can be life-changing when you unlock it as an adult. For example, one client remembered how he liked to write when he was eight years old. He would make up elaborate and fascinating stories. I asked him why he enjoyed writing so much, but he didn't know. After we dug deeper, it became clear that at the core of writing was his creative ability. I asked him if his current job had any element of creativity. He said no and began to understand how vital the gift of creativity was to his fulfillment. From that moment he knew his dream job must contain that same spark of creativity he had enjoyed while he was a boy.

Gifts show us the fundamental reason why we are drawn to an activity. It's the "why" factor most of us can't identify. For example, in one of my workshops someone said he loved teaching. I asked him to pinpoint exactly why he loved it. He didn't know. That's not unusual. Most of us don't know why we like what we are drawn to. The gift helps you understand the essence of why you love an activity. After you've identified these essences, these gifts, you can determine what your unique dream job should be.

UNLEASH YOUR INNATE GIFTS

Jill replied, *"Your focus on fulfillment is different from other career-related workshops and books. Most of them ask you to evaluate accomplishments. Unfortunately, for many of us, our accomplishments were not fulfilling because we were moving on the wrong paths. Finding the common elements in these achievements may only perpetuate more of the same. By focusing on fulfilling experiences, you point us to what truly makes us happy. That will ultimately lead to the real truth of what fulfillment means to me."*

Let me share some client stories so you can have a first hand perspective of the results. One client commented,

> *"Until this exercise, I had never taken the time to examine why I choose to do an activity or why it gives me pleasure. I found a common thread between many of the activities. Now I have a roadmap to guide me toward what my passionate work will be."*

Another client admitted she might never have come to realize what she wanted out of life if I hadn't mentioned early in the process that subconsciously we already know what we want to do. I'd explained that by looking back to our childhood, we can gain the clues to understand what makes us happy. This gave her permission, in a sense, to reflect on long denied dreams to find her true calling.

> *"When I was seven I dreamed of being a scientist. It was a childhood fantasy and one I didn't take seriously. When I grew up and went to college, I gave up childhood dreams and became a corporate professional instead. Seven years later I realized, 'corporate professional' wasn't the identity I wanted to focus the rest of my life around.*
>
> *"At first I was skeptical. How could talking about passion help me identify practical ways to find the career that was meant for me? How could looking back on thoughts and feelings I had as a child make a difference on the work I choose as an adult? But, I fought the urge to categorize and second-guess this process. I was determined to keep an open mind and work through the material anyway.*
>
> *"Surprisingly, I identified scientist as my dream job. The 'unleash your innate gift' exercises gave me the clarity and conviction to take my childhood dream seriously. I realized the fantasy I held so many years ago wasn't just a dream -- it was my dream job waiting to be rediscovered."*

Here are some examples of gifts and the stories and experiences they were drawn from.

CLIENT EXAMPLES

The gift is the fundamental reason you were drawn to the activity (see in **bold** below).

1. I love going to the bookstore. I immediately feel the energy that has been put into all the books on the shelves. As I browse the titles and read those that sound interesting, my brain links the new ideas I am getting with my previous experiences.

Bookstore →New ideas →Linking ideas→Desire to implement ideas→**Knowledge**

2. I enjoy making up songs, singing songs I know, and improvising songs I have heard but don't have memorized. I love the way my mind works and how it allows me to make up lyrics and follow the music. I can tap into my creativity.

UNLEASH YOUR INNATE GIFTS

Singing songs I know→Making up lyrics and songs→Improvising new music→**Creativity**

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

Travel→Different things each day→Meeting new people →**Learning**

4. Talking with people. I enjoy establishing a connection and sharing ideas I know that I have made a difference in their lives. I am able to connect.

Talking with people→Establishing common ground→Sharing ideas→**Connecting with others**

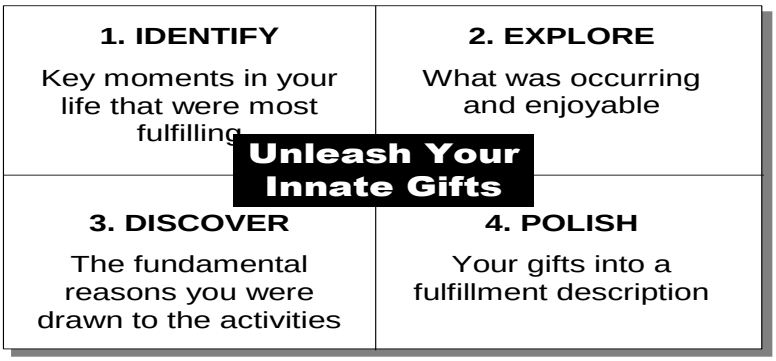
5. When I was a little girl, I loved to write and perform plays. I reveled in designing the sets and costumes. I knew the impact each word or prop would have. When my friends and I would perform, our audience was captivated. I loved taking others on a journey through my stories.

Staging plays→Create something in my mind→Using my imagination to form something→**Design**

"*These are very helpful. I can get an overview of the process and this lets me see how we'll be going about identifying our gifts. I'm ready to get started!"* said Roger.

This exercise can be overwhelming. You're learning more about yourself in a way that surprises you - both positively and negatively. You're revealing parts of yourself that you never knew existed. You may be discouraged to realize that your gifts haven't been used. But the goal is to look for ways to include them in your work and your entire life. You can begin to do this immediately and become more fulfilled. It will be a powerful motivator that will encourage and propel you forward with passion and excitement.

In this step you'll dig deep to find the gifts that illuminate your Dream Job using the following four-phase approach:



PART 1: IDENTIFY YOUR GIFTS

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

Remember the key moments in your life that were most fulfilling and satisfying? In this exercise, I'm asking you to look at three periods of your life and select at least three activities from each. These three periods are: 1) recent adulthood, 2) adolescence or youth and 3) childhood.

Choose activities you enjoyed deeply. Think of events or times you said to yourself, "*I love doing this!"* You might even have thought, "*I wish I could do this all day*." Identify those times when you were unaware of the passing of time and life felt amazing.

> *Examples: reading books, traveling, building things, exercise, playing with toys when I was young, working in my garden, painting, talking with friends, designing outfits, planning parties.*

If you find it hard to narrow down to just three experiences in each time period, ask yourself:

- Which of these activities brings out the most passion?
- Which activity would I do all day long because I enjoy it so much?

Think about the ones that are most exciting, fun and passionate for you. You don't have to pick the activity that is practical, rational or makes sense for work, but one that brings you great fulfillment the moment you are doing it. For example, don't be afraid to admit "making mud pies" or "reading comic books" were your passions when you were a child. No one will read these lists but you. The key is to open your mind to new possibilities by reflecting on things that were most satisfying to you in the past.

IMPORTANT POINT – For the following exercises, don't limit yourself by only considering activities that are somehow job-related. Think about your entire life and all of your life experiences - at home, at work, at play, when you're alone, with friends and family, etc. Don't overanalyze. Just jot down the first things that come to your mind. This is all about staying with this process one step at a time. Step 5 will begin revealing the actual job.

List the activities that you were doing when you most enjoyed yourself.

PERIOD 1 – ADULTHOOD (3 ACTIVITIES)

1. _____
2. _____
3. _____

PERIOD 2 – ADOLESCENCE/YOUTH (3 ACTIVITIES)

1. _____

2. _____

3. _____

PERIOD 3 – CHILDHOOD (3 ACTIVITIES)

1. _____
2. _____
3. _____

Two questions to think and write about based on the specific activity you chose for the above exercise.

1. What PART of the activity did you most enjoy?
2. What felt so exciting or engaging during this activity?

PERIOD 1 – ADULTHOOD

Activity 1 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

Activity 2 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

Activity 3 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

PERIOD 2 – ADOLESCENCE/YOUTH

Activity 1 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

Activity 2 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

Activity 3 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

PERIOD 3 – CHILDHOOD

Activity 1 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

UNLEASH YOUR INNATE GIFTS

Activity 2 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

Activity 3 – what part most enjoy? _____

_____

_____

Exciting and engaging:_____

_____

_____

_____

"*This was insightful. It really allowed me to focus on my true self,"* commented Jill. "*I discovered that my childhood interests are very similar to what I love now."*

What makes this exercise so powerful is you only consider fulfilling experiences (activities). Now you will begin to see the core component that made each one of your activities so satisfying.

Jill says, "*In the beginning of 'unleash your innate gift' it felt too intense because I didn't feel ready for it. Once I started it, I couldn't stop. My enthusiasm increased, but then I felt scared. I realized, 'oh, my God, I am getting closer to figuring out what my dream job could be'."*

The scary part is now that you are getting closer, you might actually have to do it. Everybody wants to have their dream job, but aren't willing to do the work and ask the tough questions of themselves to make it come true.

Roger had a different concern. "*What if I figure out my dream job and I have a bunch of fears attached to it. Every week I have a new career that pops into my mind. What if I decide to start my own business or go back to school? Am I ready to take it on or make those sacrifices?"*

Yes, these fears are a part of this process. Realize they are natural and expected. Try not to give them too much energy. You are early in the process of defining your dream job. From doing this step and the next one, you'll gain a clear idea of your ideal work. This clarity will help temper the challenges and give you confidence on ways to overcome them.

PART 2: EXPLORE YOUR GIFTS

To love what you do and feel that it matters, how on earth could anything be more fun.
– KATHERINE GRAHAM –

Next we'll look at clarifying why you enjoyed these activities. For each activity you selected, brainstorm all the feelings you experienced. Compare them to the feelings you're experiencing now as you're looking back.

Visualize yourself actually performing the activity. Feel the emotions, imagine the physical environment - allow your imagination and creativity to revisit that moment in time.

PERIOD 1: ADULTHOOD – ACTIVITY #1_____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 1: ADULTHOOD – ACTIVITY #2 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 1: ADULTHOOD – ACTIVITY #3 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 2: ADOLESCENCE/YOUTH – ACTIVITY #1 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 2: ADOLESCENCE/YOUTH – ACTIVITY #2 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 2: ADOLESCENCE/YOUTH – ACTIVITY #3 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

UNLEASH YOUR INNATE GIFTS

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 3: CHILDHOOD – ACTIVITY #1 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 3: CHILDHOOD – ACTIVITY #2 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

_____

_____

_____

_____

_____

_____

_____

_____

PERIOD 3: CHILDHOOD – ACTIVITY #3 _____

What was the environment and who were the people involved?

_____

_____

_____

What were your thoughts and emotions at the time?

_____

_____

_____

UNLEASH YOUR INNATE GIFTS

What did you gain from this activity? What changed in your life from the experience? What did you learn? How are you applying that knowledge to your life today?

PART 3: DISCOVER YOUR GIFTS

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

Next, you'll identify the gifts for each of these nine activities. Remember, the gift is a simple, one-word description that is the fundamental reason why you were drawn to the activity and enjoyed it. Select the most powerful gift from each activity mentioned. Be careful not to be influenced by who you should be or want to be. The gifts represent your essence. They are about who you are becoming based on your own uniqueness. The gift will guide you towards creating your most fulfilling work.

IMPORTANT POINT: **A gift is something you do in the moment, not a state you arrive at.** So, as you review the gifts in this section make sure you are aware of this point.

As you choose from the gifts below, remember that your gifts are unique to you and may not appear on this list. Look at all the words and choose the best gift word represented. Headers are given in CAPS to make it easier to review the list.

One note: the gift words in capital letters are not more important than the gift words in lower case (for example, COMMUNICATION is equally important as *verbalizing, expressing, articulating and conveying)*. Choose the word, whether it's capitalized or lower case, that BEST represents the gift word for you.

ANALYSIS: to examine methodically by separating into parts and studying their relationships.

- ❑ **Detecting**: to uncover, discover and find out.
- ❑ **Observing**: to become aware of, especially through careful and directed attention.
- ❑ **Dissecting**: to examine, analyze, or criticize in minute detail.
- ❑ **Diagnosing**: to analyze the nature or cause of some phenomenon.
- ❑ **Scrutinizing**: to examine or observe with great care; to inspect or observe with critical attention.

COOPERATION: to work or act together toward a common goal; to act or operate jointly with another or others.

- ❑ **Interrelating**: to be in a relationship with.
- ❑ **Networking**: to work with an extended group of people with similar interests or concerns who interact and remain in informal contact for mutual assistance or support.
- ❑ **Unifying**: to make into or become a unit.
- ❑ **Assisting**: to give help or support to.

TEACHING: to impart knowledge, information or skill to.

- ❑ **Explaining**: to make plain or comprehensible by defining or expounding.
- ❑ **Informing**: to impart information to; make aware of something.
- ❑ **Enlightening**: to give spiritual or intellectual insight to by shedding the light of truth and knowledge upon.
- ❑ **Drawing out**: to evoke and elicit a response.
- ❑ **Educating**: to provide with knowledge or training in a particular area or for a particular purpose.

SOLUTIONS: to work out a correct answer or result to a problem.

- ❑ **Deciphering**: to find out, so as to be able to understand the meaning of.
- ❑ **Discovering**: to learn about something you are curious about.
- ❑ **Resolving**: to find a solution; to reach a decision or make a determination.
- ❑ **Repairing**: to set right.

UNLEASH YOUR INNATE GIFTS

LEADERSHIP: to guide the behavior or opinion of; to act as commander, director, or guide; to conduct or direct with authority.

- **Guiding**: to show the way by leading, directing, or advising; to exert control or influence over.
- **Controlling**: to exercise authoritative or dominating influence over; to exercise restraining or governing influence over.
- **Being Decisive**: having the power to make a determination or render a verdict.
- **Directing**: to manage or conduct the affairs of; to show the way by conducting or leading; imposing direction on.
- **Effecting Change**: to produce an outcome or achieve a result that transforms one state, condition or phase to another.

CREATIVITY: having the ability or power to create and bring into being. Characterized by originality and expressiveness.

- **Inventing**: to produce or contrive (something previously unknown) by using ingenuity or imagination.
- **Being Innovative**: to begin or introduce (something new) for, or as if for, the first time.
- **Building/constructing**: to develop or give form to according to a plan or process. To form by assembling or combining parts;
- **Composing**: to make or create by putting together parts or elements
- **Devising**: to form, plan or arrange in the mind; design or contrive. To form in the mind by new combinations of ideas, new applications of principles, or new arrangement of parts.

IMAGINATION: forming of a mental image of something that is nonexistent at the moment.

- **Visualizing**: to form a mental image of something not present before the eye at the time.
- **Picturing**: to form a visual representation or image painted, drawn, photographed.
- **Fantasizing**: to exercise the creative imagination.
- **Imaging**: to create an imitation or representation of any person, thing or act, sculptured, drawn, painted, etc.
- **Being a Visionary**: to see what can be, not just what is.

LOGICAL THINKING: the capacity for logical, rational and analytic thought; to decide by reasoning, reflection or pondering.

- **Inducing**: To use logical induction from particular facts to a general conclusion.
- **Reasoning**: use of reason, especially to form conclusions, inferences or judgments.
- **Thinking intelligently**: the capacity to acquire and apply knowledge by study, research or experience.
- **Logical Sequencing**: the science or art of exact reasoning, or of pure and formal thought, or of the laws according to which the processes of pure thinking should be conducted.

ORGANIZATION: to put together into an orderly, functional, structured whole.

- **Coordinating**: to harmonize in a common action or effort; to put in the same order or rank.
- **Planning**: a scheme, program or method worked out beforehand to accomplish an objective.
- **Sorting**: to arrange according to class, kind or size.
- **Assembling**: to fit together parts or pieces; the act of gathering something together.
- **Preparing**: to make ready beforehand for a specific purpose, as for an event or occasion; to put together or make by combining various elements or ingredients.

LANGUAGE: communication of thoughts and feelings through a system of arbitrary signals, such as voice, gestures or written symbols; any means of conveying or communicating ideas; the expression of ideas by writing or any other instrumentality.

- **Talking**: using words to express.
- **Being Linguistic**: appreciate the beauty of words.
- **Reading**: the act of rendering aloud written or printed matter.
- **Writing**: the act of recording ideas on paper.
- **Speaking**: the act of expressing or describing thoughts, feelings or perceptions by articulating words.

UNLEASH YOUR INNATE GIFTS

DESIGN: a plan or scheme that is formed in the mind about something to be done; to create or contrive for a particular purpose or effect.

- **Planning**: to scheme, program or work out a method beforehand to accomplish an objective.
- **Inventing**: to produce by the use of ingenuity or imagination.
- **Conceiving**: to form or develop in the mind.
- **Devising**: to form in the mind by new combinations of ideas, new applications of principles or new arrangement of parts.
- **Shaping**: to give form to; to plan to bring about the realization of.

STRATEGY: a plan of action resulting from strategy; an elaborate and systematic plan of action.

- **Charting**: to plan something in detail.
- **Navigating**: to plan, direct and guide the course and position of something.
- **Forecasting**: to serve as an advance indication of.
- **Predicting**: to state, tell about or make known in advance, especially on the basis of special knowledge.
- **Planning**: to scheme, program or devise a method worked out beforehand to accomplish an objective.

LEARNING: the act, process or experience of gaining knowledge or skill; to acquire experience of an ability or a skill.

- **Discovering**: to learn something about; to make known.
- **Activating Curiosity**: a desire to know or learn; disposition to inquire, investigate or seek knowledge; a desire to gratify the mind with new information or objects of interest.
- **Attaining Knowledge**: the sum or range of what has been perceived, discovered or learned.
- **Ascertaining**: to discover with certainty, as through examination or experimentation.
- **Studying**: the pursuit of knowledge by reading, observation or research; to apply one's mind purposefully to acquire knowledge or understanding of a subject.

COMPASSION: a deep awareness of, sympathy or empathy for another's suffering.

- **Empathizing**: identification with and understanding of another's situation, feelings and motives.
- **Understanding**: to look into the mind of another and show awareness of the root of the person's problem.
- **Sympathizing**: to show a caring attitude towards someone who is suffering and relate to them that you are sorry about their pain.
- **Tending**: the work of caring for or attending to someone or something
- **Nurturing**: to give healthful sustenance to one who needs it.

QUESTIONS: an expression of inquiry that invites or calls for a reply. An interrogative sentence, phrase or gesture.

- **Inquiring**: to seek information by asking a question.
- **Being Inquisitive**: inclined to investigate by examining, investigating or researching;
- **Being Curious**: eager to learn more. Arousing interest because of novelty or strangeness. Beyond or deviating from the usual or expected.
- **Examining**: to inspect carefully in order to obtain a fuller insight into a subject.
- **Investigating**: to make a detailed inquiry or systematic examination.

CONNECTION WITH OTHERS: to establish a rapport, bond or relationship.

- **Being in Relationship**: being in connection with others; a particular type of connection existing between people who are related or have dealings with each other.
- **Establishing Rapport**: to create a relationship of mutual understanding or trust; sympathetic compatibility.
- **Creating Accord**: to establish compatibility between people who differ.
- **Relating**: to enjoy being bonded with, in association with or joined with other people.

UNLEASH YOUR INNATE GIFTS

ART: sensitive to or appreciative of the beauty of sculpture, painting, crafts and so on; having aesthetic standards and sensibilities.

- **Drawing**: to represent by lines drawn; to form a sketch or a picture of; to depict; to describe. The act or the art of representing any object by means of lines and shades.
- **Painting**: the process, art or occupation of coating surfaces with paint for a utilitarian or artistic effect; a picture or design in paint.
- **Designing**: to arrange lines, form and color in a way that is pleasing to the eye.

COMPREHENSION: to take in the meaning, nature or importance of.

- **Understanding**: to grasp the meaning intended.
- **Realizing**: to understand the meaning of.
- **Interpreting**: to conceive the meaning or significance of something that is not immediately obvious.
- **Inferring**: to reason from circumstances.
- **Deducing**: to reach a conclusion by reasoning.

ACTING: the process of performing or representing a character on stage.

- **Dramatizing**: to present or view in a melodramatic way.
- **Performing**: to portray a role or demonstrate a skill before an audience.
- **Exemplifying**: to show or illustrate by example.
- **Showing**: the act of presenting or displaying; to expose or reveal the true character or nature of.
- **Demonstrating**: to show clearly and deliberately how to do something or what the meaning of something is.

RESEARCH: to study something thoroughly so as to present in a detailed, accurate manner.

- **Examining**: to observe carefully or critically to discover the real character or state of.
- **Probing**: to question or examine thoroughly and closely; to search to the bottom.
- **Studying**: to apply one's mind purposefully to acquire knowledge or understanding of a subject.
- **Investigating**: to observe or inquire into in detail; examine systematically.
- **Exploring**: to investigate systematically.

MOTIVATION: to provide with an incentive; move to action.

- **Stimulating**: to excite and rouse to action.
- **Being Enthusiastic**: create excitement for or interest in a subject or cause.
- **Influencing**: to be a force that impacts either people or a course of events; to sway or affect.
- **Inspiring**: to affect, guide or arouse people to go on to greater things; to fill with enlivening or exalting emotion.
- **Being Moving**: to inspire and draw forth spirited emotions.

COMMUNICATION: to convey and impart information. To express oneself in such a way that is readily and clearly understood.

- **Verbalizing**: to express one's idea in words.
- **Expressing**: to make known one's feelings or opinions.
- **Articulating**: to speak clearly and distinctly.
- **Conveying**: to impart information to another.

BODY/KINESTHETIC: the physical part of a person.

- **Being Athletic**: to be skilled at robust physical acts that stretch the endurance of the body.
- **Having Dexterity**: to possess skill and grace in physical movement; readiness and grace in physical activity.
- **Being Physical**: to enjoy anything sensual or having to do with the sensation of touch.

INITIATION: to get going by taking the first step; to introduce to a new field, interest, skill or activity.

- **Beginning Something New**: to take the first step in performing an action or starting a project.
- **Being a Self-starter**: to display an unusual amount of initiative.
- **Taking on New Projects**: to be eager at the beginning of an enterprise, not necessarily in the middle or the end.

UNLEASH YOUR INNATE GIFTS

The left-hand column below shows a list of possible gifts. The top of the chart shows the three phases of your life (childhood, adolescent, adult). For each of your nine experiences mark the gifts that apply. This exercise will help you to identify patterns and may also help to clarify why an experience was fulfilling even if it didn't register a large amount of gifts. There are a few blank spaces at the end of this table for you to fill-in any unique gifts that didn't appear on the list.

	Childhood Activity #1	Childhood Activity #2	Childhood Activity #3	Adolescent Activity #1	Adolescent Activity #2	Adolescent Activity #3	Adult Activity #1	Adult Activity #2	Adult Activity #3
COMMUNICATION: Verbalizing, Expressing, Articulating, Conveying									
COMPREHENSION: Understanding, Realizing, Interpreting, Inferring, Deducing									
COOPERATION: Interrelating, Networking, Unifying, Assisting									
ANALYSIS: Detecting, Observing, Dissecting, Diagnosing, Scrutinizing									
RESEARCH: Examining, Probing, Studying, Investigating, Exploring									
LOGICAL THINKING: Inducing, Reasoning, Thinking Intelligently, Logical Sequencing									
LEADERSHIP: Guiding, Controlling, Being Decisive, Directing, Effecting Change									
QUESTIONS: Inquiring, Being Inquisitive, Being Curious, Examining, Investigating									
TEACHING: Explaining, Informing, Enlightening, Drawing out, Educating									
LANGUAGE: Talking, Being Linguistic, Reading, Writing, Speaking									
IMAGINATION: Visualizing, Picturing, Fantasizing, Imaging, Being a Visionary									
ART: Drawing, Painting, Designing									
ORGANIZATION: Coordinating, Planning, Sorting, Assembling, Preparing									
STRATEGY: Charting, Navigating, Forecasting, Predicting, Planning									
ACTING: Dramatizing, Performing, Exemplifying, Showing, Demonstrating									
DESIGN: Planning, Inventing, Conceiving, Devising, Shaping									
SOLUTIONS: Deciphering, Discovering, Resolving, Repairing									

UNLEASH YOUR INNATE GIFTS

	Childhood Activity #1	Childhood Activity #2	Childhood Activity #3	Adolescent Activity #1	Adolescent Activity #2	Adolescent Activity #3	Adult Activity #1	Adult Activity #2	Adult Activity #3
CREATIVITY: Inventing, Being Innovative, Building/constructing, Composing, Devising									
MOTIVATION: Stimulating, Being Enthusiastic, Influencing, Inspiring, Being Moving									
INITIATION: Beginning Something New, Being a Self-starter, Taking on New Projects, Being Assertive									
COMPASSION: Empathizing, Understanding, Sympathizing, Tending, Nurturing									
BODY/KINESTHETIC: Being Athletic, Having Dexterity, Being Physical									
LEARNING: Discovering, Activating Curiosity, Attaining Knowledge, Ascertaining, Studying									
CONNECTION: Being in Relationship, Establishing Rapport, Creating Accord, Relating									

In the next section, you will pick the top three gifts for each period of your life. However, before you select them, you must understand the difference between gifts and needs.

Your gifts should be aligned with who you really are and not what you want or need. One of my clients provided an excellent example: "*I was determined at a young age to leave North Dakota. I figured the only way to leave was to get into a good college, which required getting great grades-Straight A's! Driven by this fear of not succeeding and being stuck in North Dakota for the rest of my life, I put 95% of my energy into studying and* ***achieving.*** *I also felt I should* ***constantly improve*** *myself to be a better person and always* ***challenge*** *myself to continue improving. This became a very destructive pattern and became so important that I believed these were GIFTS. In actuality, they were not with who I was and weren't part of my essence. These unmet needs of achieving, constantly improving and challenging myself were not natural gifts. They were what I thought I* ***NEEDED*** *to alleviate my fears and anxiety."*

EXAMPLES OF UNMET NEEDS:

ACHIEVEMENT: to accomplish something successfully, to carry on to a final close.
- *Being Driven:* strongly motivated to succeed; to make an effort to achieve an objective.
- *Attaining:* to arrive at, as by virtue of persistence or the passage of time; to succeed in a directed effort, process or progression; to reach by efforts.
- *Accomplishing:* to succeed in doing; to gain with effort; to carry out a task.

PRECISION: the state or quality of being exact characterized by accurate action.
- *Being Accurate:* conforming to fact.
- *Being Correct:* to remove the errors or mistakes from.
- *Being Exact:* strictly and completely in accord with fact; not deviating from truth or reality.

CONSTANT IMPROVEMENT: to rise to a better standard of quality.
- *Progressing:* movement toward a specific goal.
- *Growing:* to increase potential.

VARIETY: a diverse and colorful assortment of things or activities.
- *Being Versatile:* capable of doing many things competently; able to turn with ease from one thing to another.
- *Being Flexible:* responsive to change; not rigid or obstinate.

TAKE ON CHALLENGES: a test of one's abilities or resources in a demanding but stimulating undertaking.
- *Going on Adventures*: to proceed despite risks.
- *Risk taking:* a factor, thing, element or course involving uncertain danger.

BEING APPROPRIATE: tactfulness characterized by sensing of what is right.

ADAPTABILITY: the ability to change or be changed to fit circumstances.

COMPETITIVE: to be inclined to compete.

DISCIPLINE: to have self-control in which you enforce rules or methods to produce a specific character or pattern of behavior.

PERSISTENT: to not give up or let go; to be relentless.

Now that you understand the difference between gifts and needs, pick the top three gifts for each period of your life.

UNLEASH YOUR INNATE GIFTS

Period 1 – Adulthood

GIFT _____ _____ _____

Period 2 – adolescence/youth

GIFT _____ _____ _____

Period 3 – childhood

GIFT _____ _____ _____

Review the pages you have just completed and celebrate the gifts you have identified. When you recognize and live in harmony with these gifts you will be doing work that aligns with your passions, not what others think, say or do. Remember, you have the power to create a personal blueprint of your inner world. The blueprint comes from simple, fundamental elements– called gifts.

These gifts reflect what makes you unique and light the way to your dream job. Like DNA, they are fundamental truths of who you are. 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.

Jill stated, "*This was really powerful. By limiting me to only one gift per experience, you encourage getting to the essence of what happened, rather than letting me just list a number of obvious things. At the same time, the fact that we examine nine experiences gives enough data to determine what really makes me happy and fulfilled."*

GIFT SUMMARY

Now we are going to identify your top three gifts. Make a list of your top three gifts from the nine you've chosen for the three periods of your life. Choose a single word per gift. Besides looking at these nine, refer to the four pages of gifts mentioned at the beginning of *Part 3: Discover* to make sure you have surveyed all of the gifts thoroughly.

1. _____

2. _____

3. _____

UNLEASH YOUR INNATE GIFTS

"*Why are we only choosing only three?"* asked Jill, *"While it's probably worth prioritizing and making trade-offs, choosing three gifts is too limiting. I could eliminate something that could lead to a dream job."*

Narrowing down to three gifts does work. I've had many clients do this exercise a few times in a row and they come up with basically the same gifts. Why? This is your essence coming through. For all the activities you choose, the same gifts will arise because it's you that is coming forward. Also keep in mind that this is not the end of the process. We aren't coming up with the dream job now. We'll continue in Step 5 to define what your dream job is. Right now, the focus is on exploring, learning and expanding your understanding about yourself and your true gifts.

By only identifying your three fundamental gifts, you have a simple way to remember what they are and how to bring them into your life. You can organize your entire being and life around that which makes you feel excited, fulfilled and passionate. And when you have doubts about what's important, you can return to the truth that lies within the natural gifts that make up who you are.

If you have any doubts about the importance of your gifts, review the next section that examines the benefits of living a personal and professional life based on your gifts.

BENEFITS OF UTILIZING YOUR GIFTS

God gives talent, work transforms talent into genius.
– ANNA PAVLOVA –

Thinking of your gifts daily will inspire you to bring more of your essence into your life. Therefore it is possible for anyone to find work that is consistent with what they most want to do.

Here are ten benefits to utilizing your gifts:

1. You'll know the true essence of yourself.
2. You can bring your gifts to your relationships at work, at home, in your many roles and responsibilities in your professional and personal life.
3. You'll experience increased fulfillment and satisfaction in life.
4. You'll feel more confident and less self-doubt because you know what your gifts are.
5. You will stop responding automatically to what you have been conditioned to do for so long.
6. You'll realize your full potential.
7. You'll begin to see the interconnectedness and patterns that exist within who you are.
8. You'll begin to recognize natural talents within yourself that you weren't aware of.
9. You will eliminate past programming and follow your heart to what you are naturally drawn to.
10. You'll move from thinking your talents are imagined to believing they are real.

The next section (Part 4) will focus on polishing these gifts by describing them in greater detail.

PART 4: POLISH YOUR GIFTS

Once you've identified your gifts, it's important to describe what they mean to you. Imagine you had your own dictionary, personalized with your own definitions. You could look up your gifts in this dictionary and find your personalized explanation defining it. Each definition is uniquely personal to you and this is what makes your gifts special. For example, you might have chosen creativity as a gift. If you were in a group with six other people, each of those people might also have chosen creativity, as well. But what creativity means to you is different from what creativity means to them.

Here's another way of viewing it. I recently read an article in a magazine where the editors chose four top chefs from around the country. They presented each chef with the same list of ingredients and asked them to create a recipe. The results were amazing. Each chef created his or her own masterpiece completely different from the others. For example, one ingredient was tomato. One chef chose to make sauce from the tomatoes, one chose to make a soup, one chose to use it in a salad and one used the tomatoes as a garnish.

The tomato represents your gift. Quite a few people can have the same gift and hold the same tomato in their hands. How you define that gift is what makes it unique to you and allows you to create your unique recipe for your success. How do you view your tomato? It's vital that you define your gifts from your perspective to create your dream job.

As you clarify your gifts, write about them in a descriptive way by taking note of how they affect your life. You'll begin to see how each gift is a part of the whole that makes you who you are. From this exercise, you'll understand and recognize how each gift manifests itself and why it is important to you.

Here's your assignment: describe your top three gifts by explaining what each means to you as the examples above suggest. This exercise is best done with another person. Speak freely and have your partner take notes. This can help you to focus on the definitions and not edit or judge what you're saying.

If you do this alone, ask yourself the following two questions as you think out loud and write your thoughts down as they come to you.

What does ____(*your gift*)_____ mean to you?
What does ____(*your gift*)_____represent?

Don't mention professions or subject matter while you're defining your gifts. Define only the essence of what the gift means to you. Also, avoid one-word definitions (that is, if the gift is empathy and you say "sensitive"). Instead, explain in a complete sentence what the one word means to you.

Finally, start each sentence with, "To…" This keeps you focused; you state sentences that are definitions of the actual gift word.

Here are some examples to get you started:

EMPATHIZING: To be aware and understand another person's situation. To put myself in other people's shoes. To understand what someone is going through and what they are feeling. To feel someone's pain. To provide a solution to the pain. To be sensitive to people's feelings.

UNLEASH YOUR INNATE GIFTS

RESEARCH: To find patterns or consistencies in different areas and to make sense of something. To dig down to the core of the issue to find the underlying meaning. To find another way of looking at something. To understand something better.

LOGICAL THINKING: To consider all aspects, including logic, emotion and intuition, to come up with a workable solution or understanding of a situation. To decide by reasoning, reflection or pondering. To think intelligently and thoughtfully to acquire and apply knowledge through inquiry, learning or experience. To induce an outcome, result or action based on particular facts, intuition, knowledge and experience.

CONNECTION: To relate to people on all levels (personal and professional) and understand a person's situation. To make people feel at ease and build trust. To build consensus and establish a strong a team environment. To make a genuine connection with people. To find common ground.

CREATIVITY: To manifest something that didn't exist before. To combine essential elements in new and different ways to create an original outcome.

WRITING: To create effective written work communicating the desired message. To strongly grasp spelling, grammar, usage and style. To distinguish mediocre from high quality writing.

IMAGINATION: To think about things beyond the ordinary -- things beyond the concrete here and now. To give my brain the freedom to wander and make interesting connections.

ORGANIZING: To categorize things -- seeing how things are similar and different in meaningful ways. To take things from all over the world and try to fit them together by making connections in my own mind about what they share in common. To make order out of chaos.

LEARNING: To acquire new knowledge or discover new things. To search for and investigate areas of interest. To analyze and understand something so that knowledge can be leveraged for future use. To master something new and be able to assimilate it into my life. To comprehend and process information so that it can be used in a beneficial way.

WRITING: To craft words. To create a compelling argument. To make difficult subjects comprehensible. To explain complicated topics in clear terms. To create new ways of looking at subjects.

When creating your top three gift definitions, write 4-6 sentences.

GIFT #1 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

_____

_____

_____

_____

_____

_____

GIFT #2 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GIFT #3 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

When I stand before God at the end of my life, I would hope that I would not have a single bit of talent left, and could say, 'I used everything you gave me'.

– ERMA BOMBECK –

FULFILLMENT DESCRIPTION

If you love something enough, it will reveal itself to you.
– GEORGE WASHINGTON CARVER –

Next, we're going to turn your gifts into a *fulfillment description* by sending your definitions to others so they can provide you job ideas based on them. When other people review your gift definitions, they will look at who you are and not what you want from a job. If done correctly, they will not be limited by your past experiences. They will suggest different jobs that you may never thought of because they'll be basing them on the definitions gained from your gifts. This isn't giving them your resume. The purpose of the *fulfillment description* is to articulate to others who you are and what you love doing.

In the next step of the Dream Job Process, step five, we'll look at specifics of what work you're meant to be doing. But for now, we're going to get feedback and input on different opportunities. It is important that you not judge the opportunities presented to you by others, but stay open to the variety of jobs you may not have considered before.

Jill said, "*I've found people automatically judge what you should be doing and that can limit you as you consider your dream job. This fulfillment description seems to eliminate those judgments. It sounds like it will stimulate their creativity and I'll get a broad range of options that will incorporate all of my gifts.*

"*What if I do my fulfillment description wrong?"* Jill asked. "*Now, it really feels that only three choices are limiting. If I leave out crucial gifts, it will affect my fulfillment description."*

Don't worry. This is just an exercise to get ideas for the next step in the Dream Job Process. You can't do it wrong. You are coming up with the true gifts that make up who you are. Many of my clients have self-doubt during this part so recognize it's a normal response. It may be difficult to choose only three gifts. Focus on having clear descriptions that align with who you are. You can return later and redo this part, if you'd like. I think you'll find the same two or three gifts will keep coming up. I had a skeptical client redo this exercise four times because he was afraid he'd missed a gift. Each time he found the same gifts coming up over and over again.

You can even present this three-gift definition letter to others without revealing it's about you. However, this is hard to disguise and most clients are unable to do it this way. Anonymous letters keep the perceptions and ideas free of any self-imposed restrictions or preconceived impressions others may have of you. You can say you're working on an assignment for a class or helping someone else with this assignment. If you aren't comfortable doing it this way, go ahead and tell them it's for you and they will be helping you become clear on the work you are meant to do.

You will be asking people who know you and others who don't. Educate them about the importance of telling you what they think without judging you. If you receive outlandish ideas, then you know the process is working. It's important to have your contacts come up with ideas you've never considered before. This keeps you out of your comfort zone and makes you think creatively.

UNLEASH YOUR INNATE GIFTS

Take the three gift descriptions you created in the last exercise and add them to the letter below. You can choose this letter or create one of your own. Here is the sample template letter to be sent via email.

CLIENT FULFILLMENT LETTER

Dear _____,

Over the course of the last few months, I have been very seriously contemplating my own future in terms of my next career move. I have reached a point where I could use some objective advice and wanted input from a variety of people.

I've thought long and hard about my top three innate gifts and the things that are most fulfilling to me. I have shared these with you below. With these gifts in mind, please suggest three jobs or careers you see me pursuing. In making your recommendations, please do not be overly influenced by the jobs I have held in the past, my academic credentials or how you view me as a person. Actually, pretend you don't even know me and that you received this letter from a complete stranger.

Please send your letters back to me by *(three days from today)*.

Gift #1: _____
_____
_____
_____
_____

Gift #2: _____
_____
_____
_____
_____

Gift #3: _____
_____
_____
_____
_____

The purpose of this exercise is to open me up to opportunities available in today's work world and to make me aware of possibilities I might be overlooking. Don't be afraid to think "outside the box." On the contrary, I encourage you to do so.

Thank you in advance for your suggestions. Feel free to reply to this e-mail or, if you prefer, you may call me either at home, or at work, (You can leave a message at both phone numbers.) **I would appreciate your reply within the next three days or so.**

Thanks, _____

UNLEASH YOUR INNATE GIFTS

After you send your letter, follow-up with a personal phone call so you can answer any questions and explain how the process works. By doing so, you'll encourage the respondent to take this exercise seriously and provide useful information. Making phone calls is time consuming, but it's worth the effort.

Send your letter to ten people (or even twenty). Share with them the fulfillment letter you've written and they will brainstorm jobs and careers for you to consider. As they come back with two jobs or careers you could pursue, jot them down below.

	Potential Job or Career	Comments and/or additional feedback
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Step 4 – Unleash Your Innate Gifts Summary

CONGRATULATIONS ON COMPLETING STEP 4 – UNLEASH YOUR INNATE GIFTS!

The final action step for Step 4 – Unleash Your Innate Gifts – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

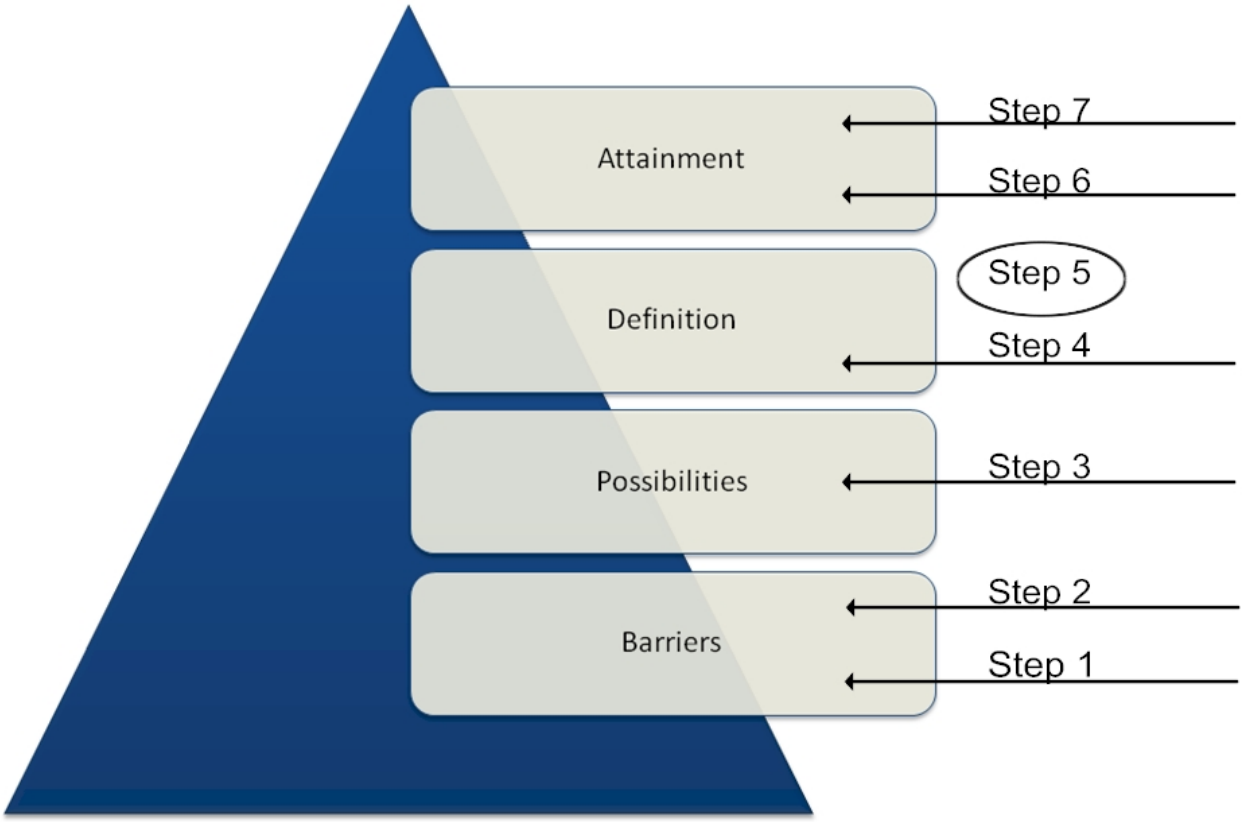
6._____

7._____

8._____

9._____

STEP 5: DEFINE YOUR DREAM



Step 5 Checklist – Define Your Dream

This checklist corresponds to the main sections discussed in step 5.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Overcoming Obstacles Attached To Dream Job Ideas.
- ❑ Section A: Own Your Gifts
- ❑ Section B: Reach For Your Dreams
- ❑ Section C: Clarify Common Themes In Your Life
- ❑ Section D: What If …
- ❑ Section E: Declare Your Ideal Job
- ❑ Section F: Identify The Dream
    - ❑ Choosing Between Two Options
    - ❑ My Dream Job Overview
- ❑ Overwhelm And Resistance To Landing Your Dream Job
- ❑ Section G: Collage Creation
- ❑ Step 5 – Define Your Dream Summary

OVERCOMING OBSTACLES ATTACHED TO DREAM JOB IDEAS

Stand up to your obstacles and do something about them.
You will find that they haven't half the strength you think they have.
– NORMAN VINCENT PEALE –

You are about to begin step five and, at long last, this section will reveal your dream job to you. This can cause a lot of fear and resistance for many clients and they can become reluctant to finish the process.

A recent client said, "*I feel myself detaching from the process right now. I am growing more impatient because things do not seem to be any clearer to me. I still don't know what I want. I hate my job and it feels like I have no hope that a new job is possible. To add to my frustration, I have all of these wonderful ideas of careers that I might find truly fulfilling, but they all come with obstacles attached. I'm anxious and a bit depressed."*

There are obstacles to every career idea we have. Break these obstacles into more manageable pieces instead of looking at them as a whole and becoming overwhelmed. Look at your possible dream jobs with an open and almost non-attached perspective. Don't be resistant and fearful. When you can minimize the obstacles and the fear that they evoke, you will allow the truth to flow through you so you can give them the attention they deserve.

Realize you have a choice as it relates to these obstacles. You can either allow the negativity to stunt the ideas flowing through your mind or you can focus on the positives associated with each dream job. The key mind-set as you enter step five is to focus on the possibilities, not by intimidated by the limitations.

Besides, you don't know how much of an obstacle something will be until you start taking steps forward and encountering these obstacles. More than likely, they will not be as insurmountable as they seem to be now.

One way to manage the obstacles is to reflect on what you have learned throughout the workbook so far. Appreciate your progress and the learning and insights you've gained. You won't be as critical of yourself and the obstacles will feel less imposing.

To move forward in this process and continue doing the work in step five, realize that it's not as difficult as you think and there's no reason to be afraid. Chances are you'll work through the fear and your courage and ability to adapt are greater than you thought. But you'll never know this unless take the first step. Open the door to where you want to go and I think you'll be pleasantly surprised at the results. The catastrophe you'd been imagining won't be there – fulfillment, satisfaction and a new sense of yourself will be.

STEP 5 – SEVEN SECTIONS TOWARD YOUR DREAM JOB

Here are seven sections that create the foundation for the *Dream Job Process*. When you've completed them you will be clear on the job of your dreams. These activities will help you discover who you are and what you most want. Step 5 defines your dream job elements. It is vital to complete it thoroughly before embarking on landing your personal dream job.

⇒ SECTION A: OWN YOUR GIFTS

⇒ SECTION B: REACH FOR YOUR DREAMS

⇒ SECTION C: CLARIFY COMMON THEMES IN YOUR LIFE

⇒ SECTION D: WHAT IF…

⇒ SECTION E: DECLARE YOUR IDEAL JOB

⇒ SECTION F: IDENTIFY THE DREAM

⇒ SECTION G: COLLAGE CREATION

SECTION A: OWN YOUR GIFTS

A musician must make music, an artist must paint, a poet must write, if he is to be ultimately at peace with himself.
– ABRAHAM MASLOW –

The previous step 4, "*Unleash your innate gift",* helped you identify the things that have excited you throughout your life. These illuminate who you really are, not just things you did because somebody told you to. We're all happiest in life when our daily activities align with our true nature – what comes naturally, what we love doing, what we feel passionate about.

You're going to develop this further by answering a series of questions. From this process, you'll discover what you love to do and be able to recognize and embrace your personal gifts.

I stated to Roger and Jill, "*When doing self-reflecting exercises like this it's important to address possible limitations that can get in the way of answering the questions."*

Roger expressed his limitations when he said, *"When it comes to making decisions, I let my perfectionism get in the way. I start to believe there is only one perfect answer and I painfully analyze and re-analyze the situation, weighing the consequences of each option. This is why I continually over-analyze a decision."*

Try to stay open when you do these exercises. Don't restrict yourself by looking for the perfect answer.

"How did you select the questions?" asked Jill.

From extensive research with my many clients who've gone through the Dream Job Process. I looked at which questions had the greatest impact and helped them gain a better understanding of themselves. Each one builds on the others and helps reveal what lies inside you. The answers become increasingly difficult and require energy and effort from within. So don't be discouraged. Allow yourself to be open to what answers do come to you, even if it doesn't feel right. Hurrying through this will limit valuable information you could be overlooking. Take the time to digest and absorb their full impact. The answers that truly reflect your soul will come from this still pool of reflection deep within you.

For the next two sections don't restrain yourself by just thinking through the lens of work. Instead, be more expansive and consider whatever comes to your mind for each question. The more open you are in your answers, the better.

When Roger started responding to the questions (the next two sections: Section A and B) he stated, "*As simple as they were, I found them very thought provoking. They forced me to really look within myself more deeply than normal. Some of the answers may have been a little bit forced, either leaning toward a perception or a desire rather than reality. For example, as much as I love music, I rarely perform so I don't really know if my talent is real or imagined. I feel like I have adapted to my circumstances for so long that I can't provide honest, well thought out answers*."

DEFINE YOUR DREAM

Here are some important points to help you get the most from these questions:

A. Answer them in the privacy of a quiet and nurturing environment. Be sure to consider all areas of your life. Probe as deep as you can to find the seeds of understanding that lie within each question.

B. After you've thoroughly answered each, ask the same questions of two people who know you well. If you can't find two, one person is fine. These two people should pass the following prerequisites:
   - They know the real you.
   - They see you for how you truly see yourself.

When you answer these questions:

- Resist the tendency to answer based on being a creature of habit and conditioning. Instead, reflect on your highest and most pure self. Provide answers that come from a non-linear, more expansive perspective.
- Don't base your answers solely on past experiences.
- Watch for and control your inner critic, which can cause you to doubt yourself and your ability to thoroughly and honestly respond.
- Your responses don't have to occur 100 percent of the time for you to write them down. For example, if you did an activity that was effortless only 20 percent of the time, you could put this down as one of your examples for the effortless question. Being able to site an activity that doesn't occur 100 percent of the time will provide you with a wider possibility of answers.
- Focus on the key word of the sentence and let that trigger something in you in that you can write about. Even when questions might seem a bit similar, there is always one word that makes it distinguishingly different. If you focus more on this word, it makes it easier to come up with answers.

Even though some of the questions might seem a bit similar, don't become despondent in how you answer each one. You don't want to think about your previous answers. Look at each question with a fresh perspective. The objective of having similar questions is to take a variety of different angles in helping uncover a deeper part of who you are. These next two exercises (Section A and B) are intended to tap into your subconscious so make sure you don't over think it.

The questions in the next two sections (*Own Your Gifts* and *Reach For Your Dreams*) will help you identify what activities you are drawn to. The reasons you are drawn to them may be simple and straightforward, such as you enjoy them. They may hold an innate interest for you, you are naturally good at them, you've always held a secret passion for them, you've dreamed about them for years, you've always been intrigued or curious about them or you're fascinated because you've never attempted them before. So, naturally, you will find the answers to these questions might overlap. The point is to focus precisely on the query you are working on and not worrying about the one before or after it. Also, don't let anything censor this list—not your age, your status in your community, your family or your past experiences.

DEFINE YOUR DREAM

1. **What do I do effortlessly? (it comes easily to you, you don't have to think about it)** *Reminder: You don't have to be doing something effortlessly 100 percent of the time for you to put it down as an answer*

_____

_____

_____

_____

_____

Examples: 1) playing music, 2) interact with people, 3) solving problems, 4) writing, 5) helping others, 6) learning, 7) taking risks, 8) communicating with people, 9) decorating crafts, 10) telling stories.

2. **What are my personal and professional strengths? (skills you've developed over time, things you're good at)**

_____

_____

_____

_____

_____

Examples: 1) persistence, 2) willingness to learn, 3) integrity, 4) intelligence, 5) thoroughness, 6) broad knowledge, 7) tenacity, 8) team-building, 9) motivating myself, 10) creating the big picture, 11) organizational skills, 12) creating a concept or idea, 13) communication skills, 14) risk-taker, 15) verbal communication, 16) willingness to take on new challenges, 17) goal-driven

3. **What do I love doing?**

_____

_____

_____

_____

_____

Examples: 1) Reading, 2) spending time with family, 3) learning, 4) studying languages and cultures, 5) teaching others, 6) traveling, 7) creating personal wealth,, 8) creating teams, 9) developing new friendships, 10) adventure, 11) interacting with people, 12) writing, 13) exploring, 14) brainstorming, 15) making or assembling things, 16) adventure, 17) researching new things, 18) being in a changing environment that challenges, 19) decorating,

DEFINE YOUR DREAM

4. **What do I excel at?** *Be careful not to compare yourself to others because there is always someone who will excel more than you. Remember, that you don't need to be the best at something to excel at it.*

Examples: 1) Exploring, 2) gathering knowledge, 3) creating solutions to problems, 4) analyzing situations and information, 5) making sound judgments, 6) meeting and interacting with people, 7) leading, 8) motivating people, 9) music, 10) sports, 11) analyzing and organizing, 12) relating to others, 13) enthusiasm, 14) learning, 15) taking on challenges, 16) focusing, 17) brainstorming, 18) computers, 19) self-starting.

5. **What am I repeatedly drawn to?**

Examples: 1) starting successful companies, 2) writing, 3) math, 4) teaching, 5) leadership, 6) taking care of people, 7) a need to be challenged and have the opportunity to resolve the problems, 8) interacting with others, 9) finding answers, 10) making or assembling things, 11) helping others believe in their abilities, 12) doing projects, 13) touring fascinating places, 14) history, 15) antique collections, 16) garage sales.

6. **What holds an innate interest for me?** (it's as if you were born with that interest)

Examples: 1) talking with friends, 2) designing outfits, 3) planning parties, 4) creating floral arrangements, 5) carving wood craft items, 6) singing or playing a musical instrument in a local band, 7) taking risks, 8) relating to others.

DEFINE YOUR DREAM

7. **What am I naturally good at (it comes easy to you so that you don't even notice it takes effort)?**
   Focus on the word "naturally" so you can think more to the innate aspects of yourself.

_____

_____

_____

_____

_____

Examples: 1) working in my garden; 2) creating word games, 3) creating business plans, 4) creating solutions to problems, 5) making sound judgments, 6) meeting and interacting with people

After answering these questions, Jill wanted to know, "*Am I answering the way I think I should or what is truly within me?"* She reviewed the questions to make sure she was doing the latter.

SECTION B: REACH FOR YOUR DREAMS

If you hear a voice within you saying, "You are not a painter," then by all means paint...and that voice will be silenced.
– VINCENT VAN GOGH –

We're now going to go to the next level of the questioning process. This will begin to get to the core of who you are and explore your dreams. It's important that you remain open. The goal is to discover what you love to do. Knowing this helps you recognize and embrace your personal gifts.

Make sure that you keep the following important points in mind:

A. Answer them in the privacy of a quiet and nurturing environment and be sure to consider all areas of your life. Probe as deep as you can to find the seeds of understanding that lie within each question.

B. After you've thoroughly answered, ask the same questions of two people who know you well. If you can't find two, one person is fine. The two people you ask should pass the following prerequisites:

- They know the real you.
- They see you for how you truly see yourself.

1. What current or past work have I enjoyed? _____

_____

_____

_____

_____

_____

Examples: 1) developing business or financial strategies, 2) creating business plans and writing proposals, 4) researching, 5) team building, 6) teaching, 7) project management, 8) organizing events, 9) performing, 10) problem solving, 11) exploring business opportunities with others, 12) photography, 13) making costume designs for local community playhouse

2. What hobbies or leisure activities do I want in my life?_____

_____

_____

_____

_____

_____

Examples: 1) playing a flute, 2) reading, 3) horseback riding, 4) skiing, 5) walking, 6) hiking, 7) listening to music, 8) writing in journals, 9) visiting museums, 10) going to the

theatre, 11) watching documentaries, 12) traveling, 13) planting in my garden, 14) exercise, 15) spending quality time with family and friends, 16) studying languages, 17) volunteering charity or humanitarian work, 18) dancing, 19) snowboarding, 20) camping.

3. What work am I curious about? _____

_____

_____

_____

_____

_____

Examples: 1) a researcher in Physics, 2) strategic management consulting, 3) writing, 4) corporate finance consulting, 5) doing third-world development work, 6) politics, 7) script writer, 8) movie producer, 9) singer or song composer, 10) dancer, 11) professional chef, 12) garden design, 13) foreign diplomat, 14) technology consultant, 15) international business, 16) counseling, 17) marketing, 18) public relations, 19) interior designer, 20) veterinarian, 21) working with teams, 22) workshop facilitator, 23) historical research, 24) stand-up comedian, 25) photographer for print magazines.

4. What am I fascinated about? _____

_____

_____

_____

_____

_____

Examples: 1) people who have overcome barriers in their life, 2) people who have done extraordinary things in their life, 3) people who inspire others, 4) children, 5) animals, 6) homeless people – everyone has a story, 7) people truly aligned to their gifts

5. What are my dreams? (Don't think of ways you can't achieve them!) _____

_____

_____

_____

_____

_____

Examples: 1) create a technology company; 2) write a book, 3) finding a position working with international businesses or organizations, 4) learn to fly, 5) be a host of a natural wild life show.

DEFINE YOUR DREAM

6. What would I do if I knew I couldn't fail? (Money, time and energy aren't concerns, nothing stops you and no barriers stand in your way.)

_____

_____

_____

_____

_____

Examples: 1) write books and articles full time, 2) buy a medium-sized business and grow it into a large business, 3) earn a Ph.D. 4) gain international experience by working abroad, 5) start my own global, high tech company, 6) write a script for a movie, 7) open an antiques and new furniture store, 8) writer and photographer for a national magazine, 9) open an art gallery with all types of art forms and media.

7. My purpose in life is _____

_____

_____

_____

_____

_____

Examples: 1) bring happiness and fulfillment to myself and the people I care about. 2) to make the world a better place. I want to make a difference with my life, 3) provide for my family; to challenge myself and continue learning and growing, 4) to have a meaningful circle of family, friends, and interests that keep me excited about life and looking forward to each day. 5) to express the beauty in this world through stories and places.

Jill mentioned, *"I completed Section A and B in one sitting. But a few days later I decided to redo the exercise. I found that my answers were more robust and not as repetitive as the first time."*

Roger added, "*Answering these questions took the last exercise a step further and helped me to discover what I love doing and what I'm interested in exploring further. Question #7 really gets to the core. To formulate a clear answer, you must stop and seriously reflect on all the exercises so far. Getting a sense of my purpose in life will help me to make decisions based on the things that I value most."*

"It also helped me realize that I have strong patterns that are evident to those close to me. Exploring without barriers or judgments was crucial. I loved being completely unlimited to think of any and all possibilities," stated Jill. *"It was a hard to complete though - especially the last three questions."*

This second set of questions is bigger and can be more difficult. Like Jill, many people have trouble with the last few questions. You can't predict which questions will really speak to each person and reveal key components of their dream job. So just explore and answer as best you can and don't feel pressured if you find them difficult. Take some time to review what you've already learned and realize how valuable and life changing this process has been. Remember there is no wrong way to do this.

SECTION C: CLARIFY COMMON THEMES IN YOUR LIFE

I have spread my dreams under your feet; Tread softly because you tread on my dreams.
– WILLIAM BUTLER YEATS –

This section will review and synthesize all you've rediscovered about yourself and your dreams. By looking back over *Unleash Your Innate Gift* (Step 4), *Own Your Gifts* (Section A) and *Reach for Your Dreams* (Section B) you will understand the parallels and repeated patterns between what you've always enjoyed, your greatest talents and the dreams that inspire you. Seeing common patterns will give you the courage you'll need to step forward and live your dream life. It will validate and strengthen your gifts.

Review the previous three exercises (Step 4 and Step 5 – Section A & B) and write down the words, phrases, ideas and qualities most commonly mentioned.

Unleash your innate gift (Step 4)	Own your gifts (Section A)	Reach for your dreams (Section B)

DEFINE YOUR DREAM

1. What words, phrases or ideas come up most often?

_____

_____

_____

_____

_____

_____

_____

2. What words, phrases or ideas relate to each other? How do they relate? What are the recurring themes or categories of ideas? What natural groupings do they fall into?

_____

_____

_____

_____

_____

_____

_____

A client at the end of this section stated, "*Some responses naturally grouped together, but I also found interesting combinations that I would not have thought were related (for example, "remembering and recalling facts and figures", "watching professional sports", "announcing at sporting events", "telling stories"). This grouping brought to light a childhood dream to use my ability of remembering facts and figures in announcing baseball games and other sporting events."*

WATCH OUT FOR PRACTICALITY AND STABILITY

At this point in the process, Jill started to visualize actual dream job ideas. This brought a lot of fear to the surface, because she thought these dream careers would not provide the financial stability she needed.

She said, "I keep feeling obligated to choose a career that I know will give me stability, financial payoff and be viable. There is another career that I am drawn to but it is much less stable and I have no idea if I can actually make a living at it. I am really torn between what I want and what I think I need."

I explained to her that this is the time to dream and discover with no limitations. Don't edit out any of the ideas that pop into your mind. When you first thought of the less stable idea, you were really experiencing the dream job process because you were exploring possibilities without any restriction.

Jill needs to remember that we aren't done with the process yet. We are still moving through step 5. At this stage it's important to stay open and not become attached to any one dream job idea. Even more important, she should forget about how to make a living at her dream job. Right now, practicality must not be allowed to enter the process.

SECTION D: WHAT IF …

When I examine myself and my methods of thought, I come to the conclusion that the gift of fantasy has meant more to me than my talent for absorbing positive knowledge.
– ALBERT EINSTEIN –

Jill was afraid to start this exercise. She said, *"I'm concerned I will discover my Dream Job and then won't be able to attain it."*

Some people are afraid they won't be able to land or create their dream job when the time comes to act. They worry that the process will take too much time or they will hesitate instead of committing themselves wholeheartedly to their dream. They might believe their dream job will require greater abilities or knowledge than their current background and experience provide. They may even wonder if they'll be motivated to work as hard as necessary to achieve their dream.

That's a lot of weight to carry. Once you come to recognize your true dream job, the reason you chose that particular path will make complete sense. You will see clearly what you need to do to make your dream a reality. Rather than feeling afraid, you won't allow anything to stand in your way. You'll be eager to commit to your dream and work hard to attain it, even if your dream job is far different from anything you've done before.

Jill said, "*Even though I don't feel that way right now, I can see how having that clarity will help me feel motivated and committed to the dream job. I feel much better and I am ready to do the exercise."*

START OF SECTION D: WHAT IF…

Now that you've identified specific strengths and areas you enjoy, take a moment to give your imagination a chance expand the picture. You played this game often as a child, allowing yourself to dream of what your future would be like. Let's revisit this old technique.

Using the phrase *what if*, create some dream scenarios for yourself. Some examples are shown below, but don't limit yourself to just those. Explore this potential for all it has to offer.

DEFINE YOUR DREAM

What if -- you could travel forward in time? Describe a day in your life in this future world. Where are you, what are you doing, who are you with? What work are you doing?

What if -- you could hear the words spoken in your eulogy? What successes would you want to be remembered by, what glowing attributes would you want them to describe you? What would you be known for? How have your innate gifts contributed to the world?

SECTION E: DECLARE YOUR IDEAL JOB

Dream lofty dreams, and as you dream so shall you become.
Your vision is the promise of what you shall at last unveil.
– JOHN RUSKIN –

DARE TO DREAM

In this next step, you will design your dream job on paper. Don't worry if you don't know your dream job, yet. The purpose of this exercise is to create a vision of what you think your dream job might look like. If you aren't clear on what it exactly looks like, try to guess and create small components that are apart of the possible dream job.

Write as if you are in a fantasy realm. Don't be realistic, but let your imagination run free. The faster you write the better. First thoughts are usually loaded with insight. This freeform writing doesn't allow your subconscious time to edit, to put up restrictions or doubts. No one will see this but you, so let your imagination soar and have fun.

Part 1: Imagine your life six years from now, doing your ideal job. Create your ideal environment, the perfect hours, your duties and the type of people you want to work with as colleagues and customers. Write about your career in the present tense, as if it's happening right now. Use "I work at …" or "I am surrounded by…" kinds of statements rather than "I will work…" or "I want to work…"

Describe your dream job. What and who do you see? What does your dream job look like? What is the feeling inside as you enter your workspace? Where is your ideal job located and what are you doing all day?

Part 2: Begin this exercise with five minutes of non-stop writing. If you get stuck, write "what I really want to say is…" until you think of something. The objective in non-stop writing is to allow your subconscious to be free and not let your "internal editor" stop you from revealing the truth that lies deep inside.

Part 3: After you've completed this exercise, review what you've written. Then, start writing again and proceed at your own pace. If you start to question your dreams, write an affirmative reply. If you think, "yeah, but… I can't do that," write "And I am glad I overcame my fears because I am so happy at this job when I…" Turn your focus back to the job and your fulfillment.

DEFINE YOUR DREAM

Jill said, "*The free flowing writing and thinking made it easy for me to dream without boundaries. It was a way to identify certain aspects that aren't directly job-related, such as lifestyle, work schedule and community of people. It helped me to rule out certain jobs that I think I would like, but wouldn't fit in terms of my schedule or lifestyle."*

Roger said, "*My biggest insight was that I don't want a dream job. I don't want a new career direction or a new vocation. I just want my own business. It's been a 'pipe dream' of mine for a while now, but this has made me want to make it a reality."*

SECTION F: IDENTIFY THE DREAM

Go confidently in the direction of your dreams! Live the life you've imagined.
– HENRY DAVID THOREAU –

Now you're ready to make a list of possible dream jobs for yourself. For this exercise to be truly successful, you will need to go beyond what you comfortably consider a job. As you make a list of possible jobs, careers or work, don't allow your limitations to get in the way. Go beyond your comfort zone and explore areas you have never done before. The key is to open new avenues to the future, not walk the same paths as before. Give that little voice within you that says 'I wish' a chance to speak without censoring it. Even the wildest wish will offer insights that can lead to your dream.

Be expansive. Be open. Be curious. Dream the impossible. Think of things that will make you little or no money, but that you would love to do.

Part 1: Make a list of all the jobs you would love to do (remember, don't think of ways that you can't do it). Be creative. Be specific. Don't merely say, "I want to be a writer." Say, "I want to write action/adventure movie scripts." Be as detailed as possible.

Part 2: If you can't think of all the dream jobs available, revisit the following sections:

- In Step 1 – *Open Your Mind & Expand Your Viewpoint,*
- In Step 3 – *Limitless Possibilities, What Interests May Become,*
- In Step 4 –*Fulfillment Description* (*Client Fulfillment Letters – job responses)*

Part 3: Try not to be judgmental. The more open and willing to consider all possible dream job ideas, the better. You might even come up with ideas you've thought of before, but discounted.

> For example, after completing the list below, one client said to me, "*My list was really no different from ideas I've been throwing around for months, sometimes years – so I suppose the lesson I take from this is to believe in myself and listen to those ideas that keep returning."*

Part 4: Be open to dream job ideas that are in your close proximity and might already be in your life. Often, I find clients who are surprised to find a dream job that is something they have already thought about or have an interest in, but never actually considered it a serious possibility.

DEFINE YOUR DREAM

For example, a client of mine was a project manager working with software development teams and realized her dream job was to be a maritime archaeologist. Her first comment to me when she came to this conclusion was, "*It's funny, because I think this job has been trying to find me for years and I just ignored it. It just feels right. Half the books in my ten-thousand book library are history or archaeology related and I'm embarrassed to say that I never noticed until now*."

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Client examples:

- Facilitator for a professional or personal development course (i.e. Stephen Covey).
- Sales, marketing, business development person at a small, start-up company where I have many responsibilities.
- Director of the local SPCA.
- Working with a management consulting company that provides strategic solutions for management, operational or sales issues.
- Market researcher at a biotech or scientific company.
- Owner or operator of a small farm or nursery.
- Business development or promotions for an adventure travel or "Outward Bound" company.

Client examples:

- Work for CEO of a dynamic company. Work with heads of major business units to come up with strategy. Determine impact of strategy on the company, both current and future.
- Consulting for a firm specializing in determining how a company gets the job done. Identifying the informal network that runs every company. Determine how you get more out of this network.
- Strategic planning/case analysis. Be part of a group that has access to all areas of the company. Evaluate different business opportunities.
- Career counseling at the college or post-graduate school level.
- Marketing Strategy – financial analysis of how to pay for marketing

- Work for a startup where I can be involved in a lot of areas. I may be wearing a finance hat most of the time, but want strategy, marketing and operational-related issues to be part of my job as well. Don't want to be stuck just doing finance.
- Account management – transaction type work, dealing with customers, assessing needs, making sure company delivers, coordinate delivery of services.
- Run my own business. Maximize all of those *stay-at-home mom's* abilities (including my own) by combining work with home life in a balanced way.
- Fundraiser for the symphony or ballet
- Running a women's center that provides legal and family assistance to women and their families in trouble.
- Training seeing-eye dogs.

Client examples:
- Design children's games
- Design scientific exhibits
- Clothing designer/fashion consultant/tailor
- Visual merchandising
- Landscape architect
- City Planner

Client examples:
- Rave/techno DJ
- Producer/creator of documentaries
- Storyteller
- Montessori teacher
- Freelance journalist
- Community center activity coordinator

Client examples:
- Scientist
- Market researcher
- Art teacher
- Photographer
- Photojournalist
- Writer: Children's books, novels, screen plays
- Museum curator
- Copy writer
- Direct marketing consultant
- Investigative reporter

Client examples:
- Spiritual Leader
- Feng Shui Consultant,
- Art Restorer
- Artistic Designer
- Graphic Designer
- Professional Organizer
- Dance Teacher
- Help collectors display their Art
- Help Graffiti Artists redesign for the good
- Teaching and inspiring others through my Art

Client examples:
- Set design (theater)
- Organize community services
- Glass blower
- Builder, Habitat for Humanity
- Art teacher
- Coordinator, community arts projects
- Educator or instructor
- Promoter, arts festivals, concerts
- Artists' representative
- Art gallery owner

Client examples:
- Designer - landscape, urban planning or public space (parks) development
- Public works or large municipal park administrator
- Motivational speaker
- Group coach
- Special Olympics coordinator
- Events management
- Personal development training
- Children at risk programs

Client examples:
- Travel writer/planner
- Film/television director
- Event planner
- Corporate meeting facilitator
- Market researcher
- Training consultant

Client examples:
- Life coach
- Child psychologist
- Motivational speaker
- Writer (non fiction)
- Special education teacher
- Youth program counselor
- Workshop/retreat developer/leader

Client examples:

DEFINE YOUR DREAM

- tai chi teacher
- ecology teacher
- occupational therapist
- physical therapist
- spiritual teacher/trainer
- TV media program director
- counseling
- research/sociology
- psychologist/psychiatrist
- lead spiritual groups (to pyramids, etc.)
- scientist

Client examples:

- Teaching
- Event planning
- Counseling
- Real estate
- Journalism
- Interior design

Client examples:

- Organizational development consultant
- Habitat for Humanity
- Forest ranger
- Entrepreneur
- Counter Culture Festival (ex. Burning Man) coordinator
- Environmental activist
- Startup: environmental focus
- Librarian
- Caterer/wedding coordinator
- Activist magazines (ex. Mother Jones)
- Peace Corps
- Publishing
- Ergonomic consultant
- Marine preserve
- Nutritional consultant
- Arboretum manager
- Sporting event coordinator

Part 5: Narrow your list to the top five items. Cross out those that don't resonate strongly within you.

_____ _____

_____ _____

_____

Jill said, "*I know absolutely nothing about some of the jobs I am considering. How can I know if I'll be able to do the job effortlessly if I still need to learn how to do it? I keep asking myself, 'How will I do that?'"*

A job or career on your list will require certain things that you have naturally learned and are particularly good at. You'll be making use of your gifts even if you don't know how to perform specific tasks associated with the job. The five questions apply to the gifts involved rather than the title and specifics. If a job resonates with you and enables you to express your gifts, you'll find many of its activities effortless. Anyone can learn particular tasks that will help you to perform in a job or career. Your gifts are what will make it uniquely fulfilling.

Roger said, *"I was able to list some wild stuff that I hadn't thought of before and I'm finding that I really like the sound of some of them. However, I realized most of them are based on owning my own business. Does that count as a dream job?"*

Many people may wonder if owning your own business can be a dream job. I say, absolutely, yes, it can. The most important factor is how you arrived at your job. If you gained the insight to do this work from your intuition, the clarity you've gained from this process and your gifts, then it's what you are meant to do. The kind of business you run will also have an impact on you and must come from who you are and what makes you happy.

DEFINE YOUR DREAM

Part 6: Ask yourself the following questions about the five jobs you selected. As you consider the questions, put a checkmark next to the top two of the five jobs that resonate most. At the end of this exercise you will have 10 checkmarks. Spend only a few seconds as you make your choices. Go with your gut feelings.

Which one of these jobs:

(1) would I do effortlessly?
(2) would I love doing?
(3) am I consistently drawn to?
(4) would I most enjoy doing?
(5) brings my gifts out the most?

For example, here's how one of my clients answered these questions:

JOBS and SKILLS	EFFORT-LESS?	LOVE	DRAWN TO	MOST ENJOY	BRINGS OUT GIFTS?
Corporate Trainer: organizational skills, time mgmt, patience, editing, project management	Yes	Yes	Yes	Maybe	**Yes**: sensitivity, intuition, creativity organizing, analytical.

Fill-out the table below with your dream job possibilities.

JOBS and SKILLS	EFFORT-LESS?	LOVE	DRAWN TO	MOST ENJOY	BRINGS OUT GIFTS?

"The question, 'Which one of these jobs am I consistently drawn to?' is vague," said Roger, *"Could you explain it a bit more?"*

"Sure," I responded. "*When you consider this question, think of jobs that you are curious about. What jobs interest you even if you don't understand why? Something inside of you is just 'drawn' to a job. Don't question why, just list those jobs. This question will help you to 'get out of the box' and expand your perspective."*

"I have a question," said Jill. "*One of my top five choices got a checkmark for every question. However, I can't stop thinking about one of the other four. It's just a gut feeling that I have. Maybe the top job got that score because it's something I've done my whole life. The other job with the gut feeling is beyond my realm of experience. So I don't know that it's effortless and easy to learn or if I would enjoy it the most. What do I do?"*

This exercise is designed to provide a structure for you to think about these questions. I've worked with a lot of people who have never used their intuition and tend to ignore their gut feelings. Having the formal structure to this exercise really helps them. If you have a strong intuitive feeling that one job is better even though the checkmarks point to another, that's okay. Go with your gut. If you don't want to do that, I do have an exercise to help you choose just one.

Part 7: Count the number of checkmarks you made for each job. The one with the most checks is the one that is most likely your dream job.

Part 8: By doing the checkmark exercise above, you have utilized an effective structure to define your dream job. Now you need to use your gut feeling and intuition to make sure it's right for you. Review the section in Step 3, "cultivate your intuition", and make sure you have chosen a dream job that most aligns to who you truly are.

YOUR DREAM JOB IS:

_____

Congratulations!

Roger stated, *"I was surprised by how close the top two dream jobs are. I am feeling pretty confused and frustrated to have to choose the one that's best for me."*

Your fears and doubts are contributing to your confusion. You're probably scared the job you don't choose is really your dream job. Many people get frustrated at this point and are unable to move forward. I have an exercise coming next that will help you if you are having difficulty choosing between two dream job options.

CHOOSING BETWEEN TWO OPTIONS

If you cannot choose between two "ideal" jobs, try this exercise.

Part 1: Make a list of all the elements your job must include for you to be completely fulfilled (look at your notes from all past steps and exercises) and narrow your list to the top eight areas.

Part 2: Write these eight items on the left hand side of the diagram below ("Job Must Have") and color in the sections.

Part 3: Weight the different sections based on their importance to you. Create a final rating based on the Weight x Subtotal.

As you can see from the example below, job #1 rated significantly higher than job #2.

Choose Between Two Options

Job #1	1	2	3	4	5	6	7	8	9	10	Subtotal	Weight	Rating
Job Must Have													
Research											5	3	15
Variety											5	3	15
Pay/Profitability											2	3	6
Travel											5	2	10
Connection											5	2	10
Presentations											8	2	16
Enjoyment/Passion											8	1	8
Make a difference											6	1	6
TOTAL											**44**		**86**

Job #2	1	2	3	4	5	6	7	8	9	10	Subtotal	Weight	Rating
Job Must Have													
Research											5	3	15
Variety											3	3	9
Pay/Profitability											2	3	6
Travel											3	2	6
Connection											10	2	20
Presentations											1	2	2
Enjoyment/Passion											1	1	1
Make a difference											5	1	5
TOTAL											**30**		**64**

MY DREAM JOB OVERVIEW

All our dreams can come true - if we have the courage to pursue them.
– WALT DISNEY –

It is now time to create a summary of your dreams and get clear on what is supporting or limited you in achieving your goals.

1. My dream:_____

_____

_____

_____

_____

2. Does my dream bring me passion?

_____

_____

_____

3. Does my dream align with my gifts?

_____

_____

_____

4. How do I feel about my dream being ignited?

_____

_____

_____

_____

5. What fears hold me back? ("I can't because ...")?

_____

_____

_____

_____

_____

DEFINE YOUR DREAM

Here is one client who left his job to start his own company. But his fears held him back. After founding a company with three other partners, John realized he wasn't fully satisfied with his current situation and needed to make a change. Some of his fears about quitting and starting another venture were:

1. I will not find another suitable idea/project.
2. Instead of working at home, I will squander my time and not make any progress within a few months.
3. I will miss the "action" at my current work.
4. I will have trouble attracting others to join with me.
5. I will have trouble raising capital.
6. I will not have any time for my family and my music.
7. I will lose my savings and be looking for a job in a year's time.

I reviewed each of these fears with John and he was able to realize that some were exaggerated. He thought about an antidote for each and decided there was a rational way to deal with them. Above all, John learned the overall dream he wanted to create should not be at the mercy of his fears.

6. What will motivate me daily toward achieving this dream?

_____

_____

_____

_____

_____

Roger and Jill both started to become fearful. Roger specifically spoke up and said, "*At this point, I'm nervous because I don't have any more excuses for not pursuing my dream job. I'm excited, too. I don't feel as if I have a pipe dream any more - I feel I'm entering the 'infancy' stage of my plan. But there is still some trepidation."*

You haven't started moving toward the dream and begun creating it. You know this is the right dream job for you, but you still have a lot of doubt whether it can actually happen. You might even be more certain that it might not happen because from where you stand today, it may not even seem possible. The key thing to remember is that the more known and clearer the dream becomes for you, the more likely it will come true. So, as you continue to build, create, unfold and manifest the dream job, the easier it will be to see it, feel it and believe in it. You're doubt will begin to ease as you gain confidence and take steps toward creating the dream.

We all have fears at this stage in the process. But the best way to deal with it is to feel the fear and move forward with confidence. Remind yourself of all the reasons you are undertaking this journey. Know that by taking one step, you are putting into motion a powerful force that will change your life and leave you more fulfilled and satisfied than ever before. Take baby steps until you gain confidence to take larger ones. Let's move to the next exercise and create a visual representation of your dream that you can use for inspiration.

OVERWHELM AND RESISTANCE TO LANDING YOUR DREAM JOB

While aimlessly waiting for their so-called SHIP to come in and change their life for the better, far too many people miss the boat that could actually carry them to a brighter future. They are often so afraid of testing new waters that they spend an entire lifetime waiting on the shore...Begin your journey now!

– JOSH HINDS –

Once you have clarity about your dream job, the most difficult next step can be actually landing and living that job. You can't just think about what you want to do for a dream job, you have to take action to make it happen. This can be a daunting step. One client said to me, "*This past week I have felt frozen. I'm overwhelmed and don't know where to start. And, even if I did, I don't know if I have the energy to move forward. I feel I have spent all of my energy to realize what I want to do and don't feel the necessary energy to move towards achieving it. I know it's going to take a long time (maybe, even years) before I accomplish this next step. But I don't have the patience to wait that long.*"

This is a part of the landing of the dream job process. Many clients go through the exact challenges you are experiencing. Some give up because it can feel so intimidating. It's like climbing a mountain. It's hard work. But once you reach the top, you not only feel a sense of satisfaction, you gain an entirely new perspective about your potential and worth. Believe me, the view from the top is extraordinary!

I have described below the four-phase process clients go through after defining their dream job and attempt to deal with intense resistance that prevents them from moving forward.

FOUR-PHASE PROCESS

Stage 1 – Shock: This might be the first time you have admitted to yourself that this could be your dream job and you can't believe you actually accomplished this. So, it takes a bit of time to get over the shock and accept this as your reality of a dream! During this stage you still have lots of doubts about this either being your dream job or whether you can achieve it. You will hear lots of internal voices telling how you "can't.". These negative voices are the loudest at the first stage because you have not taken enough action toward the dream to temper them.

Stage 2 – Accepting: You begin to accept the dream job for what it is. Even if you feel overwhelmed, you realize how much sense it makes for who you are. You might even review the dream job process and see how all the dots connected to bring you to this place. During this stage you will start embracing what you are doing and who you hope to become. This will lead to you accepting the identity that comes with doing this dream job. You will stop feeling like an imposter to your own dream.

Stage 3 – Movement: This is when faith and belief translate into action. You are now ready to pursue your dream job. At first, the steps may be small. But, with each, you will increase your confidence. Before long you will begin to see the true understanding of how this dream job fits you so well. During this stage you will start producing things that will bring you closer to your dream. You will start tempering those negative and doubting voices.

Stage 4 – Manifestation: You start to see your dream job come into fruition. You realize that you will not ever go back and turn away from your dreams. You are focused and committed to making it happen. The negative voices have been replaced by positive ones. They tell you, "You can do it! You can make it happen!"

SECTION G: COLLAGE CREATION

The greatest successful people of the world have used their imagination...they think ahead and create their mental picture, and then go to work materializing that picture in all its details, filling in here, adding a little there, altering this a bit and that a bit, but steadily building -- steadily building.

– ROBERT COLLIER –

After completing the previous sections of Step 5, you are ready to create a collage of your dream. If you aren't exactly clear on what your dream job looks like, this process will help you clarify it even more because we will be using different parts of your brain to get to your dream job. While the left side of the brain deals with words, numbers, logic, language and orderliness, the right side of the brain deals with visual images, spatial relationships, face and pattern recognition. Building a collage taps into the right side of your brain or what we call our creative selves. The right side of the brain cannot distinguish between an experience that is imagined and one that is real. Thus, designing this collage allows your creative imagination to help make the dream job a reality.

Part 1: Collect a variety of magazines (between 10 and 15). Look for ones which inspire and touch you, those you find enjoyable, with lots of pictures.

Part 2: Next, cut and paste these pictures on a large poster. This process can take up to ten hours or more. Allow yourself to select what you like based upon instinct, more then thinking. This applies to pasting also. Allow the paper to tell you where it wants the picture to be placed versus your deciding where it should go. Is it drawn to a certain spot?

Part 3: Once you are done with the collage, frame the piece and put it in an area where you can see it everyday. This is your vision of what you want most in the future. The unconscious knows more than the conscious mind. The collage projects your goals six months to a year ahead of where you are now. It will pull you forward to your dream.

Part 4: After waiting six months, spend time looking at your collage again. Notice how much your life reflects what you created. You'll realize that you knew more about where your future was heading and what it looked like.

"*Even though I think this an exercise I'll be coming back to often and adding to and changing, this was very encouraging. I now have a visual reminder to look at every day to remind me of my purpose, goal and the dream job I'm striving for,"* said Roger.

Step 5 – Define Your Dream Summary

CONGRATULATIONS ON COMPLETING STEP 5 – DEFINE YOUR DREAM!

The final action step for Step 5 – Define Your Dream – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

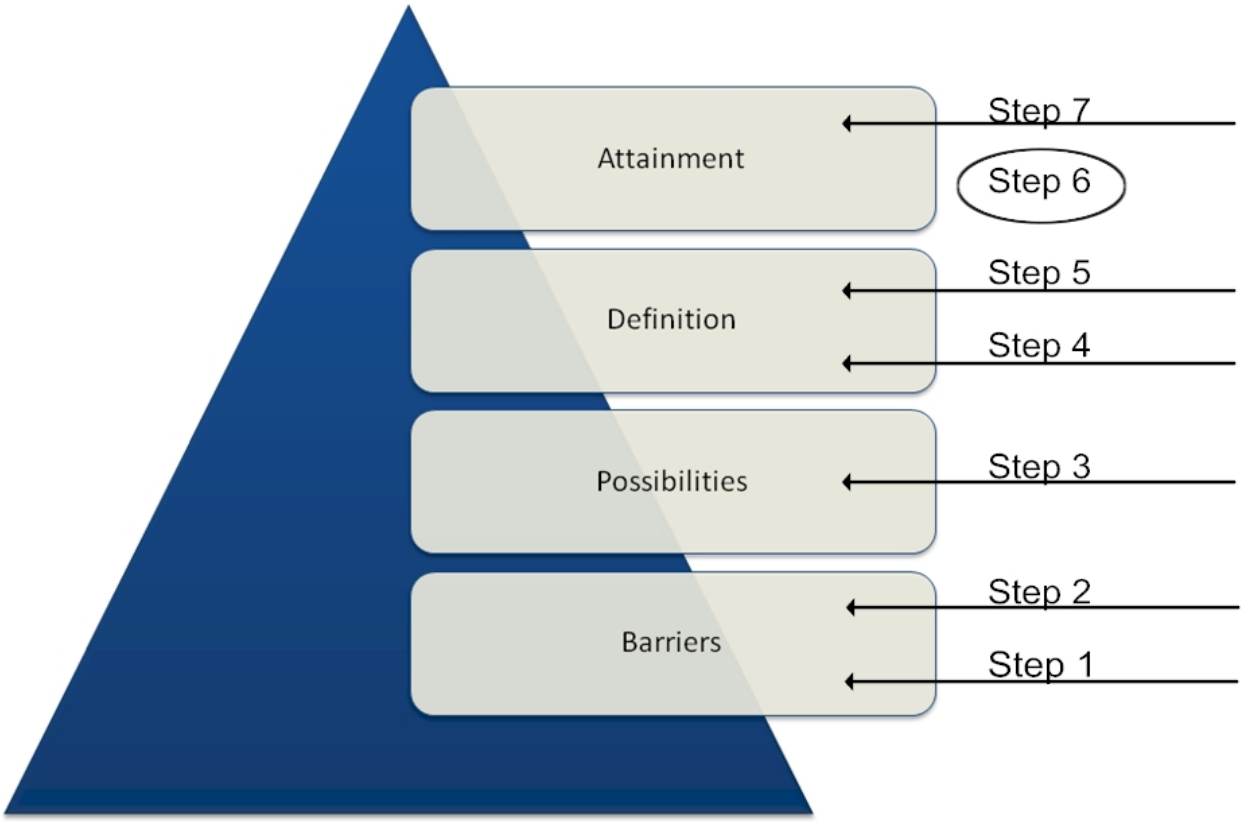
6._____

7._____

8._____

9._____

STEP 6: FORMULATE YOUR STRATEGY



Step 6 Checklist – Formulate Your Strategy

This checklist corresponds to the main sections discussed in step 6. Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Commitment
- ❑ Plan For Your Dream Job
- ❑ Discouragement And Self-Doubt
- ❑ Fears And Obstacles
- ❑ The Top Ten Actions To Make The Dream Happen
- ❑ Role Models
- ❑ Support
- ❑ Bring Your Dream Into Reality
- ❑ Step 6 – Formulate Your Strategy Summary

COMMITMENT

You may never know what results come of your action,
but if you do nothing there will be no result.
– MAHATMA GANDHI –

Now we're at the final step toward landing your dream job. Although the heart of this process is identifying gifts and allowing them to lead you to your dream job, you need to take action to make it become a reality. This can be an exciting and exhilarating place to be - full of possibilities, the opportunity for fulfillment and the chance to do what you truly love to do. It can also be frightening and intimidating. You've never been in this place before. You're exploring new and unknown paths and changes in your life. All the fears and barriers we discussed before may be actually manifesting now. You're caught between the pleasure of new insights and opportunities and the pain of fear and doubt. The decision to commit requires courage. It is that leap of faith necessary before you can move forward from the known to the unknown. And, regardless of the obstacles you may find along that journey, it is sheer determination that will lead you to success. Your battle can be won as long as you never give up.

I'd like to begin this step with a powerful quote by Johann Wolfgang Von Goethe.

Until one is committed there is hesitancy, the chance to draw back, always ineffectiveness. Concerning all acts of initiative (and creation), there is one elementary truth, the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then providence moves, too. All sorts of things occur to help one that would never otherwise have occurred.
A whole stream of events issues from the decision, raising in one's favor, all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamt would have come his way. Whatever you can do or dream you can, begin it.
Boldness has genius,
Power and magic in it.
Begin it now.

As soon as someone commits themselves to a cause, passion, job, religion, sport, whatever, things fall into place and events happen that encourage the success of the commitment. So landing your dream job can only be achieved if you focus and commit yourself to reaching your goal. You may feel unsure about making the first step toward your dream. This is the universe preparing you to step forward and allowing the true you to shine.

BELIEVE IN MYSELF AND THE DREAM

Somehow I can't believe that there are any heights that can't be scaled by a man who knows the secrets of making dreams come true. This special secret - curiosity, confidence, courage, and constancy, and the greatest of all is confidence. When you believe in a thing, believe in it all the way, implicitly and unquestionable.

– WALT DISNEY –

Now, that you have clarity on your dream job…

Step 1 – **Create *believe in myself and the dream* statements.**

Make a list of statements that provide you with the confidence on how this dream job is right for you. Come up with statements you can fully embrace, believe and adopt. They will help you believe in yourself and your ability to manifest and realize the dream job you have chosen.

You'll know you have created the right statements when you feel absolute confidence when reading them.

Step 2 – **Back up your statements.**

Create sentences that reinforce and explain your statements. The more information you can provide, the harder it is to believe the doubt.

Examples from past clients:

- **Take action.** If I give in to the doubt, I get stuck and frustrated. While I may doubt myself, I still need to push through. Action of any kind is more satisfying than just standing still. Taking action is an antidote for doubt.
- **I am making progress.** I AM making progress, even if it sometimes doesn't feel like I am. When I look at the workbook, all the exercises I've done and what I've learned so far, I can appreciate how far I have come. I will measure my progress by months and not days so I can see the bigger picture of my forward movement.
- **I know my gifts/talents.** My gifts/talents will provide me a direction to put those talents to use for a purpose. I believe in these gifts/talents and I am excited to use them in my dream job. Having confidence in these gifts can counter the doubts I might be experiencing.
- **Remember why I have chosen this dream.** I constantly remind myself why I have chosen this as my dream job. By getting in-contact with these reasons, I am able to feel the truth of this path and be inspired by it.
- **Trust the dream job process.** The dream job process works. Its proven success with clients time and time again provides the foundation for me to feel its support. When I doubt myself, I rely on the dream job process to encourage me as I move forward. I can look at the past couple of months and realize how far I have come.

FORMULATE YOUR STRATEGY

- **Don't indulge and believe the doubt.** When doubt starts to show up, don't give into it. I push it away. Demand it to get out of here. I inform the doubt that it doesn't belong in my mind right now.

- **Confusion is normal and ok.** Confusion can cause doubt, but it's normal during the dream job process. I am making a major transition as I enter unchartered waters. Confusion is common during this major change. Remind myself that it is ok to be confused. I am right where I need to be. Things will fall into place as they are supposed to.

Create "<u>believe in myself and the dream</u>" statements.

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

Back up your statements.

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

PLAN FOR YOUR DREAM JOB

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.

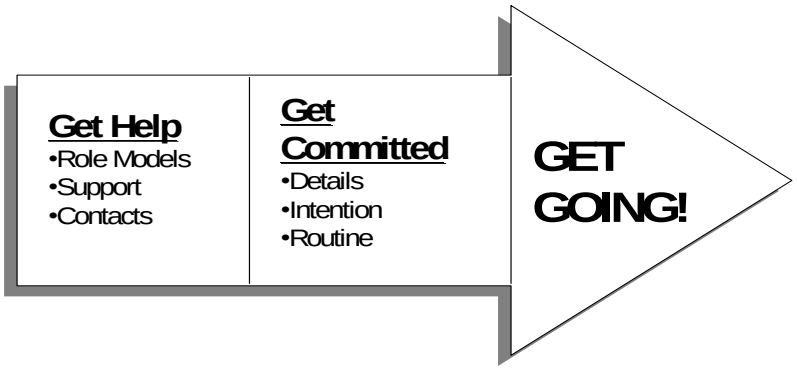
– ARNOLD TOYNBEE –

One client explained attaining her dream job by the following progression:

> Dream => Goals => Plans => Actions => Monitor Progress =>
> Make Adjustments => Monitor Progress => (another adjustment) Try something else if you're not getting the results you were aiming for => Celebrate like crazy => Enjoy your success => Be grateful =>
> Contribute to community / world / people around you.

Defining your Dream Job is the satisfying end of a long process. In this step, we'll focus on how to:

- *Get help* from role models, contacts and other sources of support
- *Get committed* by working through the details, creating a routine and reinforcing your intention …so you can *get going!*



Note that this, too, is an iterative process and that as you explore your Dream Job, you will identify new contacts or supporters to help you. You may need to revisit details or change your routine to get where you want.

Celebrate all you've accomplished to create this wonderful dream job. You've identified where you've been, where you are and where you want to go. You've brought your dream into clearer focus and identified potential areas of resistance that you must overcome. Defining your dream job was a methodical task requiring concentrated thought and effort on your part. You've successfully accomplished that and brought this dream job into clearer focus, like an image under a microscope.

"True," said Jill. "*It's amazing how much I've learned about myself during this process. I would like to hear more about the importance of defining our dream job"*

FORMULATE YOUR STRATEGY

Think of it this way. Recognize that a single snowflake can seem infinitely small and without power. Put enough of them together and you have a powerful force of nature. Your future is made up of elements as small as a snowflake. Those elements include gifts, values, interests, passions and much more. When you put together all the colorful elements that define who you are and dream of becoming, the snowflakes combine to create a stunning, winter wonderland that is uniquely yours.

We are going to take a grand vision of your dream and make it easy to achieve with a step-by step plan. Remember, the Wright Brothers didn't envision flight and fulfill their dream the next day. They spent months planning and building a structure and testing it until success was achieved. By using the knowledge others gained in the past, they reached their dream of manned flight. By using the knowledge you've gained about yourself, you are now ready to create the strategy that will help you reach your dreams, too.

"That sounds exciting," said Roger. *"But I still have doubts and keep telling myself reasons that I can't do this."*

I have a top 10 list that can help you change your mind set from "I can't" to "I will." You've clarified your career direction and the type of fulfilling work you would like to do. Now leverage this power by reminding yourself of everything that is possible. As your belief in yourself expands, the problems and challenges you face will lose their influence over you.

Here is a top ten list of ways you can believe in yourself:

1. Think of ways you can be your best.
2. Focus on your strengths, not your weaknesses.
3. Remind yourself who you are becoming.
4. Have faith in yourself and know you can make it happen.
5. Challenge yourself to be all you can be.
6. Encourage yourself to keep going, keep building this new you.
7. Acknowledge your successes.
8. Be unconditionally constructive.
9. Allow yourself to achieve greatness.
10. Take a stand for the success you deserve.

Believe in yourself. This self-confidence is essential to your success as you enter the next phase of the dream job process. What you hear, see, think, sense and feel all play a part in helping you take control of this empowerment.

All of the work you've completed so far has helped you clarify who you are and what you want in life. Now you must harness this momentum and use it to finally reach your dream. To do that:

- Create specific, measured, meaningful daily action steps to reach your goal.

- Work with a partner, a coach or a support team who can monitor your progress and offer feedback on ways to improve your process and resolve problems.

DISCOURAGEMENTS AND SELF-DOUBT

What this power is I cannot say; all I know is that it exists and it becomes available only when a man is in that state of mind in which he knows exactly what he wants and is fully determined not to quit until he finds it.

– ALEXANDER GRAHAM BELL –

At this point in the process, you might doubt yourself and the ability to make your dream job become a reality. Often, clients let discouragement take over and slip back to the status quo. Many have even been known to just stop the process completely at this point and give up.

What causes this discouragement?

Roger answered, *"I'd say finding a job with too little compensation or something that may require a significant investment of money like owning my own business. Taking the time to go through the dream job search process can also be draining on my motivation. I worry I will experience rejection and hear other people say how difficult it would be to create my dream job."*

Jill answered, *"I think the biggest factor for me is self-doubt."*

Let's look at ways you can overcome self-doubt. What can you do to embrace it and then move through it? One way is to recall past experiences. You can review your past triumphs and how you succeeded and overcome external barriers as well. You can look at what you have learned and look at how you can apply them here. You can look at other people, search out stories of those who've overcome obstacles including self-doubt and use them for motivation and encouragement. Also, you can use your support group to provide a lot of encouragement.

Another cause of discouragement is that we tend to beat ourselves up too much. Allow yourself to go through your learning experiences and instead of being frustrated by setbacks or discouragements; you can recognize that it is a normal learning process. These experiences can be lessons and you can learn from them and move on. It doesn't mean you are a failure or a bad person; it's just part of life. Don't make it a reason to give up.

Another thing that helps with discouragement and self-doubt is to change your physical environment. Exercise, meditate or go to an inspirational place. This can help to change your perspective and to relax and think more clearly.

Sometimes self-doubt causes you to question your dream job choice. It does matter that you feel confident in finding the right work for you, but what is more important is to actually go after it and not to wait for yourself to be absolutely sure about your choice. Just do it and allow what happens to happen – because if you take action, you will begin to see what the dream job looks like – the action is the stimulus for insight.

Voicing your frustrations with someone who can help counter them is an important step to move you forward. Don't just sit there and try to deal with them on your own - that can be overwhelming. Your support group can help to give you perspective and counter any arguments you may have or fears you may experience.

FEARS AND OBSTACLES

You have to find something that you love enough to be able to take risks, jump over the hurdles, and break through the brick walls that are always going to be placed in front of you. If you don't have that kind of feeling for what it is you're doing, you'll stop at the first giant hurdle.

– GEORGE LUCAS –

As you move out of your comfort zone and approach your dream job, it's normal to meet with resistance, even when the change you're moving towards is positive.

The key thing to remember when facing the fears is that action will reduce the fear. Most of this and the next chapter focus on manifesting your dream job through action. The first 5 steps of the book were about being in a creative and reflective mode and now we are into action planning. We're shifting paradigms now and it's only natural for fears to come up.

The above quote talks about how important it is to not be limited by your first obstacle, fear or hurdle that stands in your way toward your dream job. Here are a few tips to help you overcome these obstacles/hurdles:

- Consider the positive outcome you're heading towards rather than any negative feelings you may be having at the moment. The other side of the hurdle is better than where you are now.

- Invest the energy that you're spending on worrying into overcoming the hurdle in a positive way. Redirect that energy back to a positive place and you'll be over the hurdle.

- Do something unconventional. I've had clients who have procrastinated calling people. They tell me this on our weekly coaching sessions and I have them hang up right on the spot, make the call they need to make and then call me back. They have no excuses and are able to move forward.

You may benefit by hearing how others have had discouraging moments and overcame them. Abraham Lincoln is a good example. He was born into poverty and faced defeat throughout his life. He lost eight elections, twice failed in business and suffered a nervous breakdown. He could have quit many times, but he didn't and became one of the greatest presidents in the history of our country.

Remind yourself that if you don't work diligently and put energy toward landing dream job, you're denying yourself fulfillment. You want to come alive and want that passion. If you don't, it's almost as if part of you will die inside.

TOP 10 ACTIONS TO MAKE THE DREAM HAPPEN

Only passions, great passions, can elevate the soul to great things.
– DENIS DIDEROT –

If you want to step off the cliff of fear and soar into greatness, you need help. You need to create wings that will carry you to places you've only dreamed about. It takes courage to ask for help and to create your wings. Once you open yourself to receive all that is available to you, you can create all you were meant to create, including your dream job!

1. **Support**
   A community of like-minded people who are all daring and working to embrace their greatness can greatly help your efforts. We're social people and like to have closeness and feel understood and appreciated by those around us. Feeling loved and cared for gives you strength to continue your journey.

2. **Make It Public**
   Declare your dream - make it public knowledge that you're stepping into your greatness. Declaring your intentions helps to make it more of a reality for you and also sends out the positive energy into the world that will help your dream become reality. The more concrete you can make your declaration, the better your chances of achieving it. You are giving it energy and power and making it real.

3. **Take The First Step And Keep Moving**
   We're often paralyzed by how many steps it will take us to get to our goal. Look at what your first step needs to be. Take that one step. Not too hard was it? If it's still too intimidating of a step, break it down into baby steps. Take one baby step. Really not that hard now right? Take one more baby step. Don't look at the fact that you must take 100 steps to get where you want to. Look at this first step. Do what you have to do to take that first step. Then work on the next step. Before you know it, you'll be at step 99 and will wonder how you got there.

4. **Create Space For Your Intuition To Be Heard**
   The quiet voice of your intuition often gets lost in the daily shuffle of life. Make the time and space to have some quiet time with yourself and let your inner voice be heard. Meditate, go for a walk, journal - do whatever it takes to let your intuition know that you value it and want it to be a part of your life.

5. **Find Role Models**
   Look for people who dare themselves and aren't afraid to step into their greatness. They can be "real people" you know or celebrities you admire. However, don't look at them and be depressed because you think you are less than they are. Take some time to look at how they got to where they are and what personal qualities they exhibit. Look at how you can bring some of these qualities into your own life. Model their behaviors and their daring.

FORMULATE YOUR STRATEGY

6. **Build A Clear Picture of Successes to Come**
   Visualization is a powerful tool. Many successful people avow it is a major contributing factor to their success. Imagine in your mind what your success would be. If you were to dare yourself to step into your greatness, what would it look like? What would you be doing, how would you feel, what would your life be like? Make the picture as concrete and as detailed as you can. Write it down, draw a picture or do something to give yourself a reminder of your vision. Revisit this picture every day.

7. **Beat Your Personal Best**
   Many professional runners realize there are many variables that contribute to an impressive running time - body shape and size, training, experience, genetics, etc. They realize that it's futile to try to compete with someone else and so they learn to compete with themselves. They try to beat their own best times. Look at your life and stop comparing yourself to others. Look at your own "personal best time" and try to beat that. You'll feel the great feeling that comes from achieving success measured by your own standards, not someone else's.

8. **Look At The Areas That Give You The Greatest Satisfaction**
   Review your life and look at where you get the greatest satisfaction. What is it about that particular area that makes you feel good? Do you like to interact with people, solve problems, create things? Don't just look on the surface - "I like working in an office." Look beyond that - "I like working in an office because I like to collaborate and bounce ideas off my coworkers." Find ways to bring these satisfactions into other areas of your life. If you love to create and are at a job that just requires conformity to existing policy, you may need to move on. If you like to help others and are in a situation where you have very little human contact, join a social group or volunteer.

9. **Be Grateful**
   Focus on the value in life instead of what's lacking. Take time each day to list things that you are thankful for in your life. When times are tough and you can't seem to find any, look for the small things - your car started, you have a roof over your head, you're breathing… whatever it takes to remind yourself that no matter how miniscule or scarce, you have blessings. The more you choose gratitude, the more you open your life to more value and more fullness. You free your energy to focus on what you want and are more willing and able to dare to take the next step.

10. **Make Self Care A Priority**
    You could not enter a car in need of a tune up in a race and expect to win. Who will win? The cars whose engines have been checked and rechecked, filled with the proper fluids, tuned up and taken care of. The same applies to your body. Take care of yourself physically, emotionally and spiritually. Make sure you are in balance. Do something each day for each area - fuel it, check it, tune it up - and you'll feel capable of daring yourself to achieve new levels of greatness.

Make a list of the top two things that help you dare. You can use the ten mentioned above or think of some on your own. As you write each reason include action steps you will take to bring yourself closer to your greatness.

FORMULATE YOUR STRATEGY

1. _____
_____
_____
_____
_____

2. _____
_____
_____
_____
_____
_____

"Those are great ideas and I'm going to try them as soon as I can," said Jill. *"I especially like the idea of bringing more positive influences into my life. I've found that even when I'm reading a book with characters making a positive difference in the world, my attitude is more positive. I really want to cultivate my greatness more. I'm going to listen to the part of me that rises to a challenge and looks forward with a sense of excitement at an unexpected opportunity. It seems that would be where the best potential for greatness lies."*

Roger told me that he liked, "*Being reinforced as I move towards positive energy habits. I like having concrete things to do. Doing one thing each day to keep myself open to new possibilities and to move towards my greatness is very easy and helps this to not be so overwhelming.”*

ROLE MODELS

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 –

"*That's a powerful quote!"* said Jill. "*I like the imagery of finding your own wing to climb under. How do I do that?"*

To find your own wing you must identify someone who is living and doing the work you dream, a role model who is already doing what you want. A mentor gives you clear instruction and guidance. A role model teaches you the best practices he or she learned from experience and wisdom. This advice makes the process easier. It allows you to see someone who has walked the path before you, who can share your excitement and understand your concerns.

As you think back over your life, do you remember your favorite sports coach, school teacher, work colleague or family member? All of them did something that stayed with you for a lifetime. That special feeling might be difficult to articulate, but deep down you know it was exactly what you most wanted and needed. You will never forget the wisdom and concern they showed for you. This strong bond with your model teacher stays with you forever. Some of our strongest and fondest memories are from interactions with our model teacher.

The time spent with a role model involves connecting, sharing, loving and learning. Models have a way in which they touch you, change you, reach you, care for and love you. Through a common interest, bridges are built and new understanding develops. A shared experience is richer because of the added depth of another perspective.

Think of one person in your life who has made a difference, who has challenged you to become all that you are meant to be. Who is this person? How has this individual touched you, helped you recognize your full potential?

If you can't think of anyone who has done this for you, describe the type of person who could and then go out and find him or her.

I was deeply moved by a book by Mitch Albom called *Tuesdays With Morrie: An Old Man, a Young Man, and Life's Greatest Lesson.* If you want to give a gift to yourself - allow yourself to be touched by this simple man with a large heart and many lessons learned in life.

Mitch said the following at the end of the book:

> *Have you ever really had a teacher? One who saw you as a raw but precious thing, a jewel that, with wisdom, could be polished to a proud shine? If you are lucky enough to find your way to such teachers, you will always find your way back. Sometimes it is only in your head. Sometimes it is right alongside their beds.*

FORMULATE YOUR STRATEGY

Your objective is to find successful individuals who followed their dreams and overcame obstacles to success. Once you identify them, emulate their success. There are models in all fields. For example, if you want to start your own company, find an entrepreneur who has started two or more companies and use him or her as your model. Look at what they have done to make a success of their lives and how you can do similar things. Bring people into your life who are pursuing what they love. They know the path towards finding their heart's desire and can inspire you to find yours.

Make a list of others who are doing your dream job:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

The best way to find role models is through reading books, magazines and everything that describes how the experts made it. You can learn from other's biographies, whether they are a politician from the 1800s or a television talk show host from today. Thus, they can become your models through understanding and learning what they went through. Look at how they accomplished their successes and how they learned from their failures. Be inspired by their courage and be comforted in knowing that you aren't alone.

By choosing a role model, it becomes much easier to identify the action steps that will get you to achieve your dream job. A model can also offer you motivation. You can even pursue informational interviews with them even if they're not the right models for you. You will realize how much others can teach you about your area of exploration. Their knowledge and wisdom can make your road a lot smoother. It's also helpful to know that you don't have to recreate the wheel when utilizing a model - you can find out what worked or didn't work for others and use that to help yourself.

Jill said, "*I think that having to write down names adds an element of concreteness that mere thinking alone doesn't. Writing something down leads to action, at least for me. I came up with a list of people that I hadn't even considered before. I was able to put together a list of ten who I think will be great role models. I definitely need to cultivate a network of helpful, supportive individuals to help me move forward in my career and to bounce ideas off. I tend to second- guess myself often so it helps to have other people to give me feedback and keep me on track.*"

SUPPORT

We can be as separate as the fingers,
yet one as the hand in all things essential to mutual progress.
– BOOKER T. WASHINGTON –

Having a role model or models to inspire you and guide you is an important step. You will need a lot of support throughout the process. The dream job search can be one of the most discouraging and challenging times to work through. You'll need to create a group of people who can support you, motivate you and keep you moving forward until your dream becomes a reality. They will help you clarify decisions and ideas about what is best for you. This network will yield more contacts, places to research and pathways to get what you want. Support is critical for your success. It will help overcome many of your roadblocks. The combined energies of two or more people supporting you in any endeavor facilitate quicker and more successful results than doing it alone.

A support network will help you go through the process with:

- less effort or struggle
- more efficient progress and movement
- constant motivation and encouragement
- strength in believing in yourself and your dream

By joining forces with others, the entire process becomes easier. Even one person is a good start. Your partners should have strengths to offset your weaknesses. Two important criteria for a partner are: (1) they understand your dream and (2) they share passion for your vision. They need to understand where you're coming from and where you want to go. They don't have to have the same vision as you, but need to understand what your vision is and how important it is to you.

Being accountable to another person, having weekly phone calls and confiding whether or not you have completed your weekly actions would be beneficial to having a support partner.

Consider the following when organizing your support system of individuals or groups:

Part 1: What types of person do you want supporting you? As you describe the types of individuals, make a list below of the characteristics of your support:

_____

_____

_____

_____

_____

FORMULATE YOUR STRATEGY

Name	Phone Number

Part 2: What is the intention or purpose of the group?

Examples: 1) give me support as I start the next big step, 2) encourage me to grow and follow my dream, 3) no matter what happens they still want the best for me, 4) remind me to take care of myself, 5) good reality checks

Part 3: What end result do you expect to be gained by having this support?

Examples: 1) move confidently towards my dream job, 2) give love and support, 3) help me through my insecurities, 4) celebrate my successes

Part 4: How many people do you want to be part of this group?

FORMULATE YOUR STRATEGY

Part 5: When and how often do you want to meet?

Day	Number of Hours	Times	How Often
_____	_____	_____ to _____	_____

"*This really emphasized the benefits of a large and supportive network. I also liked that it helped me to identify what types of support I find most valuable. That's important to me,*" said Roger. *"I liked making the list of personalities and characteristics of supporting individuals. Knowing what I need makes it easier to seek out those who have it. And even if I couldn't pick out specific people, I liked identifying the types of people I want supporting me."*

"*I like having the opportunity to draw on others for advice, ideas and encouragement. It'll be my own personal advisory board! It is challenging to get up the courage to organize it and invite the people I've chosen to join me. Do you have any suggestions on how best to do this?"* Jill wondered.

I told her that I would recommend explaining the powerful process you're going through in this book and the impact it is having on your life. This will help them see where you have come from and the amount of work you have done to create what you truly want in your life. Most people will admire this and want to help you continue your success. It would also be helpful to explain how important this dream is to you. Bring your passion and excitement to the discussion. Make sure you emphasize what you'll need from them - tell them the kinds of support you need and that you think that they can offer you that support.

BRING YOUR DREAM INTO REALITY

After you identify your dream job, spend time mapping out ideas on ways to make it happen. Create an "idea party" bringing people together to come up with a variety of ideas that will support your dream. During the idea party, let the ideas flow and concentrate on possibilities, not doubts.

Part I: Make a list of 20-25 people (friends, family, co-workers, etc.). If this seems overwhelming, begin with 10. The important point is to choose a number of people who you can commit to contacting and ask to participate in your idea party.

People I know:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Part 2: After you organize the group and put all the people in the same room or conference call, tell them all the following, "My dream job is _____and I want to make it a reality. What conventional and non-conventional ideas do you have that will assist me in making this dream come true? Think "out of the box!"

Part 3: Ask each person to contribute at least four new ideas. Expect innovative suggestions. You'll be pleasantly surprised when you ask for an idea and get a suggestion that is brilliant. When completed you will potentially have over 100 ideas on how you can turn your dream into a reality.

Idea generation:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Part 4: Ask everyone at the idea party if they know someone who is doing your dream job. This will create a great list of contacts. Write these names below.

Names of people doing what I love:

Roger said, "*I realized that this journey isn't going to happen alone. I'm uncomfortable approaching lots of people and asking them for this help, but I can see its value. So I started with five people and found it much easier."*

This exercise will make you realize just how many people were in your network. It also will help to remind you that you cannot pull your dream job off on your own. If you really want to move ahead, learning to ask for help will be very important. It's a good opportunity for you to get input from people you know who might be able to help. This is infinitely faster than researching websites, books, articles, etc. Even if you only get great ideas from a few people, one or two is all that are needed to open a new direction or put you in touch with an important resource.

Step 6 – Formulate Your Strategy Summary

CONGRATULATIONS ON COMPLETING STEP 6 – FORMULATE YOUR STRATEGY!

The final action step for Step 6 – Formulate Your Strategy – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

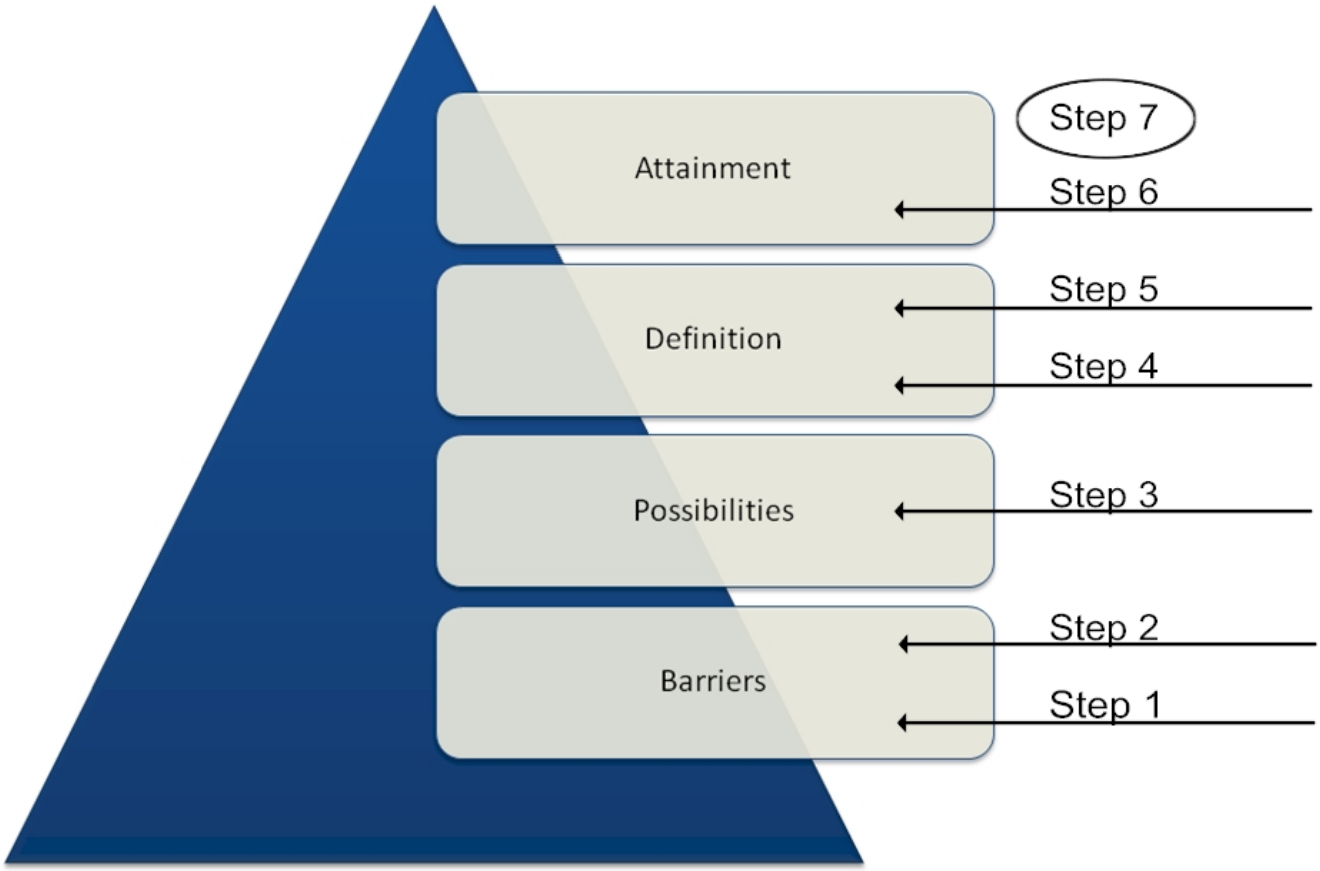
6._____

7._____

8._____

9._____

STEP 7: LAND YOUR DREAM JOB



Step 7 Checklist – Land Your Dream Job

This checklist corresponds to the main sections discussed in step 7.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- ❑ Describe Details
- ❑ Begin It Now – A Powerful Action Plan
- ❑ Create A Daily, Weekly Schedule And Establish A Routine
- ❑ When You Are Living Your Dream Job
- ❑ Networking Into Your Dream Job
- ❑ Networking Evaluation
- ❑ Who Is Your Network
- ❑ Informational Interviews
- ❑ Hopes And Dreams
- ❑ Being Inspired By Dream Job Clients
- ❑ Step 7 – Land Your Dream Job Summary

DESCRIBE DETAILS

Success on any major scale requires you to accept responsibility... in the final analysis, the one quality that all successful people have... is the ability to take on responsibility.

– MICHAEL KORDA –

You are now ready to take the dream job concept and link it to a real opportunity. As you work through this exercise, be mindful that you do have limitations, but don't get caught up them to the point that you lose the dream job ideal you have chosen. Be realistic, but don't let the limitations stop you from creating what you want.

This is a rather long exercise. Take some time and ponder your answers. If you get stuck on a particular point, skip over it and come back to it later. If you can't come up with answers to every section, spend five minutes every day writing a paragraph describing your dream job in as much detail as possible.

Type of environment you want to work in: _____

_____

_____

_____

Examples: I want to work in a fast-paced setting where something new happens all the time; I want to work in a controlled, steady environment where I know what to expect.

Type of people you want to work with and enjoy being around – what characteristics do they exhibit?

_____

_____

_____

Examples: People who are creative, enthusiastic, excitable, calm, methodical, unemotional, organized, detail-oriented, free-thinking, focused, mature, experienced.

Number of hours you want to work each day: _____

Examples: I want to work four hours a day to allow plenty of time for creative activities; I want to work 10 hours a day to achieve my goals faster.

Type of responsibilities you want to assume: _____

_____

_____

_____

Examples: I want to be responsible for managing a large budget; I want to be responsible for all decisions.

LAND YOUR DREAM JOB

Who you want to report to: _____

_____

_____

_____

Examples: I want to report to the person in charge of my specialized area; I want to report to the CEO; I want to be the top person and report only to myself.

Type of company you want to work for (culture, size, integrity, reputation or entrepreneur, etc.): _____

_____

_____

_____

Examples: I want to work for a small company that allows creativity; I want to work for a large corporation that has an established reputation; I want to work for myself.

Where you want to work: _____

_____

_____

_____

Examples: I want to work in California. I want to work 15 minutes of my home. I want to work in a warm climate.

Compensation I desire (salary, benefits, etc.): _____

_____

_____

_____

Examples: I want a salary based on my contributions with the option to choose which benefits I need; I want a guaranteed salary with a full benefits package.

How I want to feel about my job?

_____

_____

_____

_____

Examples: I wan to feel respected by my peers. I want to feel like I am making a difference. I want to feel alive and excited to go to work every day.

LAND YOUR DREAM JOB

What I hope to achieve? _____

_____

_____

Examples: I want to create new tools that change how people do work; I want to find new solutions to society's problems; I want to make a difference to the world.

What kind of balance do I want between work and family or outside interests? _____

_____

_____

_____

Examples: I want to leave my office at 6pm every day. I want to not do any work once I leave my office. I want to leave every Friday at 3pm so I can spend the afternoon with my family. I want to get into the office at 9:30am so I can work out twice a week in the morning.

Type of support and mentoring I'll need: _____

_____

_____

_____

Examples: I want to have a close-knit support group of people and mentors whom I admire and respect; I want to have a large extended association of like-minded professionals I can contact as needed.

Type of pace at work: _____

_____

_____

Examples: I want a fast-paced day filled with something new and challenging; I want a steady pace that allows me time to process work as I get to it.

Roger said, "*This really allowed me to describe the attributes and characteristics of my dream job. I just closed my eyes and let the answers flow. It helped to crystallize my vision and give it more life. Now I have much more to get excited about. It helps to add fuel to my motivational fire so that when obstacles come up, I have a tangible vision driving me to press through."*

BEGIN IT NOW – A POWERFUL ACTION PLAN

A year from now you may wish you had started today.
– KAREN LAMB –

A career change or dream job hunt can be a difficult endeavor unless you create an action plan that includes powerful goals. Goals give you discipline, motivation and the drive to stay focused and persevere. Daily, weekly and monthly goals keep you focused and in pursuit of your dream job. These goals should be specific, measurable, achievable, realistic and timely. They are important because they ensure that your activities and decisions are aligned with your values and overall career vision. By setting goals, you enable your creative imagination to create a dream so real that it simply will come true.

Goals:

Pick the two goals that are most important to you based on the dream job you have chosen. Choose goals that will keep you moving towards your final destination of landing your dream job. We're not talking about landing your dream job as your goal, but the many baby steps that need to be accomplished to help get you to that final destination. Write down what you want to accomplish below:

Goal 1 _____

_____

_____

_____

_____

_____

Goal 2 _____

_____

_____

_____

_____

_____

Action steps:

List three action steps you will take in the next three months for goal #1. Select only those which you are willing to fully commit to.

1. _____

_____

2. _____

_____

3. _____

_____

Obstacles:

What are the possible obstacles that might stand in your way from achieving goal #1? How will you overcome them?

Obstacles for Goal #1 _____

_____

Celebration:

Write out what you will do to celebrate and reward yourself for each big and little step that you take forward.

> *Examples: 1) dinner in a nice restaurant, 2) dancing, 3) massage, 4) writing, 5) reading, 6) being with friends, 7) walking in nature, 8) movies/theater, 9) laughing, 10) vacation/travel, 11) museums, 12) meditation, 13) exercise, 14) playing with my kids*

_____

_____

_____

_____

Action steps:

List three action steps you will take in the next three months for goal #2. Select only those which you are willing to fully commit to.

1. _____

_____

2. _____

_____

3. _____

_____

Obstacles:

What are the possible obstacles that might stand in your way from achieving goal #2? How will you overcome them?

Obstacles for Goal #1 _____

_____

Celebration:

Write out what you will do to celebrate and reward yourself each big and little step that you take forward. Each step brings you closer to your dream job.

_____

_____

_____

_____

"*This was a good way for me to know that I'm pointed in the right direction. I really need to take it one step at a time so that I don't get overwhelmed,"* Jill observed. "*By creating the action plan, we break the path to the dream job down into manageable steps. And by making the time frame for the goals three months, there's recognition that this process takes time. We've discussed that before, but seeing it in writing takes off some of the pressure."*

CREATE A DAILY, WEEKLY SCHEDULE AND ESTABLISH A ROUTINE

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

Let's discuss the time you'll devote to finding your dream job. If you're focusing your energies on it full time, it may require more time than the typical nine-to-five job. If you're doing this while you are currently working, you still want to devote a good amount of time to the process. Regardless, treat the dream job process as an important priority and don't let other factors hold you back. Establish a routine and prioritize your time to keep your energy up and motivation strong. When you wake up in the morning, ask yourself, "*What can I do today to move my dream job search forward?"*

For example, while in Hong Kong and going through a six-month dream job process, I woke up at 6:15 in the morning to work out and finished my day at 8:30pm each night. I was unemployed and was able to spend 12 hours each day on creating what I truly wanted. Within a typical day, I researched companies, visualized and prepared for interviews, applied for jobs, made 30-40 telephone calls regarding opportunities, wrote thank you letters and finally did exercises similar to those in this book .

I recommend you spend at least 5-8 hours per week, if you are working full-time, and forty hours each week if you aren't working. Yes, it's a full-time job.

Write down the number of hours each week you will commit to working on your dream job search:

_____

Next, write down how many hours each day will you spend on your dream job process? What time will you start your day and when will it end? Write down your commitment rating as well. Rate yourself from 1 to 10 - 1 being the least committed and 10 being the most committed.

Day	**Number of Hours**	**Times**	**Commitment Rating from 1-10**
Monday	_____	_____ to _____	_____
Tuesday	_____	_____ to _____	_____
Wednesday	_____	_____ to _____	_____

LAND YOUR DREAM JOB

Thursday	_____	_____ to _____	_____
Friday	_____	_____ to _____	_____
Saturday	_____	_____ to _____	_____
Sunday	_____	_____ to _____	_____

If you rate yourself at an 8 or lower, realize that you probably won't be able to complete your work. Ask yourself what you need to do to move your commitment rating up to a 10 each day.

"This really helps to commit me to the process in a detailed manner. Specifying days and times when I'll actually do the work improves the likelihood that I will do it. Creating a schedule this detailed all the time is not feasible but I can at least set the goal of a certain number of hours each week. If I commit to a time period, I'm making progress as long as I'm doing something related to my dream job. If I commit to a task rather than a time, it's easier to procrastinate," said Jill. "*Continuous work and steady effort are critical. The more I do on a regular basis, the more ingrained and natural it becomes."*

WHEN YOU ARE LIVING YOUR DREAM JOB …

Great things are done by people who think great thoughts
and then go out into the world to make their dreams come true.
– ERNEST HOLMES –

Use this list every day to motivate and remind yourself of the great rewards that will be yours when you're actually doing your dream job.

1. **Life Becomes More Effortless And Fun**
   Your past struggles seem irrelevant and life happens with ease and comfort. You're able to enjoy your life and have fun. You're excited, motivated and satisfied. You know that your life is moving along the path it is meant to be.

2. **People And Resources Are Attracted To You**
   Without much effort, you attract the right people into your life. You suddenly have the resources you need to accomplish your goals and dreams. You meet new friends, start new relationships, find the perfect career opportunity and more. Life and opportunities open themselves up to you and you are ready for them.

3. **Make More Money**
   Perhaps surprisingly, you're making more money than you thought possible. Doors are opening to you, opportunities presenting themselves and your life is filled with prosperity on both a spiritual and material level.

4. **Express Your True Self**
   You have no fear about expressing your true self. You are genuine and honest and express all of you to everyone you meet. People have a sense of who you really are. Your authenticity and openness come through clearly.

5. **Create Momentum**
   The sheer force of energy you experience when you step into your greatness creates a tidal wave of momentum to propel you through your fears and overcome the hurdles you face. You have a great sense of flow and it carries you along to achieving great things.

6. **Increase Your Confidence Level**
   Self-doubt decreases and you know who you are, what you want and what you are meant to do. Your vision is clear and your self-esteem is heightened. You are fearless along your path. You feel empowered and capable of doing anything.

7. **Gain A Sense of Evolution and Growth**
   Not only are you confident and at ease, you're growing and evolving all the time. You seek out knowledge and open yourself to new thoughts, ideas and people. You are constantly learning and are looking and moving forward.

8. Feel Whole and Complete

The missing puzzle pieces have finally fallen into place. Your mind, soul, body and spirit are one and there is no emptiness inside you. You are doing what you are meant to do. You finally "get it". You feel fulfilled and satisfied.

9. Feel Alive

You feel a burst of positive energy through your entire body! There is no fatigue or boredom, no anger or apathy. There is only energy, pure and bright, carrying you onward and lifting you up. You are motivated, alive and full of joy.

10. Raise The Greatness Level In Your Environment

As you move into your greatness and change within yourself, there is a corresponding external change. Your relationships cannot be the same. You challenge those around you to find new ways to relate to you and to step into their own greatness. You become a role model and source of inspiration for others.

NETWORKING INTO YOUR DREAM JOB

Find out what you like best and get someone to pay you for doing it.
– KATHERINE WHITEHORN –

Networking can be incredibly helpful in landing your dream job. What is networking? It's giving and receiving information, ideas, referrals, leads and support with others. It's about utilizing the sources of information and resources available to you so you can find your Dream Job more quickly.

This is different than traditional networking. Networking for your dream job is about making a career change and realizing that you are doing something that calls upon your gifts and talents rather than your skills and abilities. If you're changing fields totally, people aren't going to hire you because of your resume and past experience. Networking to land your dream job is about discussing your passions, values, gifts and talents. Your old way of finding a job and using a resume will not be beneficial here.

Now let's look at how to increase your network. For each question, provide specific details:

1. List the professional and personal associations you belong to that relate to the work you envision. If you don't have any, research which organizations would be appropriate.

_____ _____

_____ _____

2. List the names of new contacts you have developed in the past year as a result of your network connections. If you don't have any, develop a plan that would help you find these contacts.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

3. What monthly event do you attend that lets you share your professional passion? If none, research what functions take place in your community and how you could join.

_____ _____

_____ _____

_____ _____

LAND YOUR DREAM JOB

4. Who can and do you speak freely regarding your dreams? Who could you speak to?

5. When was the last time you spoke to someone about what makes you passionate? List those who might be interested.

6. List the people you've introduced yourself to in the past month while networking.

7. Describe at least one new idea and resource that can get you closer to your dream job.

8. Create a list of acquaintances and colleagues you could contact for further resources.

_____ _____

_____ _____

_____ _____

9. Name four people who could or would encourage you to achieve your dream.

_____ _____

_____ _____

Networking is a difficult process for many people. It means putting yourself out there and being vulnerable to the scrutiny of others. In essence, you are asking a favor and you may not feel worthy. But remember, you have knowledge, experience and contacts that can benefit them. And, if you approach this situation with the idea that you can help them, would you not extend your hand to introduce yourself to a stranger? It's as simple as "Hello, my name is _____ ."

Roger replied, "*This helped me realize where I need to focus some serious effort. It gave me a true sense of the size and composition of my network. I was able to challenge my perception of the people involved in my network and the resources that are still available to me. I think I needed to hear again the reality that most dream jobs are secured through the people you know."*

WHO IS YOUR NETWORK?

Do not let what you cannot do interfere with what you can do.
– JOHN WOODEN –

Tell everyone you know about your dream job and that you would appreciate their help. Connect with others in the area of your passion. The more people you meet, know and who join your network, the faster you'll find your dream job.

First, make a list of at least 50 acquaintances. Try for more than 100. Don't concern yourself with how you will contact them. Focus only on writing down names without judging. The purpose of this is to get your creativity flowing.

1. Family (all relatives)
2. Friends of parents
3. Neighbors
4. Friends
5. Doctors
6. Lawyer
7. Banker
8. Accountant
9. Religious or spiritual leader
10. Insurance agent
11. Former employers
12. Previous vendors or suppliers
13. Past teachers (elementary, high school or college)
14. Contacts from seminars you attend or led
15. People in your political party
16. Acquaintances at community activities
17. Party guests
18. Alumni from your college
19. Members of sports groups
20. Placement office of your former college
21. People at professional/trade associations
22. Members at the Chamber of Commerce
23. Professional organization members
24. Executive recruiters wanting to place you

LAND YOUR DREAM JOB

Next, contact everyone on your list. If they can't directly help you ask if they know of someone who can. Contact all referrals so you can expand your network and increase your chances for finding your dream job. Leave every contact interaction with another name or lead. Your objective is to obtain two additional names from each contact. Write those names below.

Referral contact listing:

Follow up is important. Write thank you letters to everyone who helps you. Maintain, cultivate and increase your contact database.

Next, look at websites on the Internet and listservs. They can be great sources of information and an opportunity to network online. Listservs are electronic discussions. You send an e-mail message to the group address and everyone who is a member of the group receives your message. This resource provides another means of information and support. List websites/listservs related to your dream job here:

"This really helped to build on the importance of networking and provide concrete steps to make the most out of all of my contacts," said Jill. "Networking can be intimidating and having logical steps to follow really helps. The list of acquaintances was particularly useful because it helped to remind me of people from the past who didn't immediately pop into mind."

Roger added, "*This made me realize that there are a lot of people I already know who can help me. All I have to do is ask."*

INFORMATIONAL INTERVIEWS

A wise person learns by the experience of others. An ordinary person learns by his own experience. A fool learns by nobody's experience.
– VERN MCLELLAN –

Hopefully you're motivated to network more. I can't stress enough how important it is for locating and landing your dream job. Now that you have identified numerous contacts, let's move on to talk about how to conduct informational interviews with them.

Informational interviews are different from job interviews. You're not attempting to land a job so there is much less pressure. All you're doing is gathering knowledge and reliable facts about the passionate work you want.

Go through your list of contacts and pick one person who has a job in your desired job field or whose job contains aspects of your dream job. Call that person and explain to him or her that you want to set up an informational interview. Briefly state your reasons and make sure to mention who referred you to them if applicable. Before meeting with this person, research as much as you can in advance using the Internet, word of mouth or company annual reports.

Here are some tips to get the most information out of your informational interviews:

1. **Establish a game plan.**
   What is your primary objective when you contact this person? How can they help you reach your goal? What information do you need? Do they know others you can interview?

2. **Keep your perspective.**
   Remember that this is an informational interview, not a job interview. One of the most common mistakes people make is scheduling an informational interview and then using it to promote themselves and ask for a job. There is no quicker way to lose respect and possibly a contact who can lead you to a future opportunity.

3. **Be prepared for each interview.**
   The person you're interviewing will gladly help if you value their time. Be prepared and show that you are a serious dream job hunter. Ask about the business, what he or she does and what you need to know to be successful.

4. **Ask questions to increase your understanding.**
   Be prepared to ask questions. What makes you successful in your job? Explain a typical day. What excites, instills passion in your daily work? Why were you drawn to this career? What do you like most and least about your job? What challenges do you face? What is your opinion of the industry's future? What skills are required to do this type of work?

5. **Be respectful of the person's time.**
   Their time is valuable. Request a specific block of time and honor that timeframe.

6. **Ask questions to increase your network and gain feedback.**
   Don't leave the interview without asking the following questions: Is there someone you'd suggest I speak with in your organization? Will you introduce me to other professionals? Will you suggest professional associations I might contact? What advice do you have for someone in my situation? What are my most beneficial skills? Looking at my background and experience, how do you see me fitting into this field?

7. **Establish more contacts from each contact.**
   Walk away with at least two or three new contacts that will help further your dream job search.

8. **Keep contacts involved in your dream job search.**
   As you continue your dream job search, keep past interviewees abreast of how it's going. Make sure to send thank you notes, especially if their information proved crucial to your getting a job. Ask if you can call in a few weeks and update them on your progress and ask for more contacts if they've thought of any.

9. **Find mentors.**
   Select role models from those you interview. How did they overcome barriers to achieve success? What did they learn in their search?

10. **Be persistent.**
    This is your opportunity to discover your ideal career. It's out there waiting for you to find and give it a true home.

Jill said, "*These are great tips for a novice interviewer like me and really helped to demystify the process. I know intellectually that informational interviews are useful and I know that if someone came to me for assistance in their search for a dream job, I'd be willing to help them.*"

HOPES AND DREAMS

The sea is dangerous and its storms terrible, but these obstacles have never been sufficient reason to remain ashore … Unlike the mediocre intrepid spirits, seek victory over those things that seem impossible … It is with an iron will that they embark on the most daring of all endeavors … to meet the shadowy future without fear and conquer the unknown.

– FERDINAND MAGELLAN, EXPLORER (C. 1520) –

The human condition is such that we cannot expect to achieve all of our dreams. We can only strive to do our best, to shoot for the stars with the hope that even when we fail, we still succeed even if for no other reason than that we tried. When an athlete falls, picks himself up and continues on to finish the race, our heart goes with him and we applaud his determination. Failure hurts. But if we attempt to eliminate the risk of failure by avoiding anything that doesn't guarantee success, we take away the sweetness of the successes we do achieve.

Risk is what gives us the reason for such joy when we do succeed. We can learn from each experience, see the beauty along the way and really live life to its fullest, taking the good with the bad. Or we can decide not to try, not to feel, not to risk anything, numbing ourselves to the highs and lows life has to offer. By working through this book, you've demonstrated you have the faith in yourself to reach for your dreams. No matter how long and hard the struggle, there is always hope for tomorrow. That determination will help you reach your dreams when all other resources have been tapped dry. Believe in yourself and you will succeed.

List the top five ways you can believe in yourself and your dreams. This will serve as a compass as you set out upon your voyage towards the dreams you most desire.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

BE INSPIRED BY DREAM JOB CLIENTS

If you can imagine it, you can achieve it. If you can dream it, you can become it.
– WILLIAM ARTHUR WARD –

In Step 1 of this book, you saw a list of people, who just like yourself, started this dream job process and ended up fulfilling their dreams and passions. Here is the list again to remind you that others have accomplished their dreams and you can too!

- A senior manager with Oracle Corporation realizes her dream of becoming a successful professional organizer.
- An owner of a two million dollar remodeling company sold his firm to pursue his dream job of teaching theater to high school students. He now teaches four classes as the school's technical theater teacher and fine arts coordinator.
- An operation and sales manager with an institutional trading company who became a nutritionist.
- An accountant move from her unfulfilling twelve-year career into her dream job as a successful copywriter.
- The director of a computer software company step into a new career as a scientist.
- A vice president with a 21-year tenure to identify his career goals, exit the company smoothly and realize his dream of becoming a writer.
- A client move from her eight-year career with Planned Parenthood into a management consultant position with Blue Cross Blue Shield.
- A 57-year-old manager who thought he was "too old" for a career change find more fulfilling and exciting work.
- A client make the transition from Vice President with Bank of America to his dream position in the animal resource center of a zoo.
- A director of business development convert fear and self-doubt into a deep level of confidence and self-trust enabling him to start his own business.
- The Chief Strategy Officer at a small start-up land his dream job as Senior Portfolio Manager with a major bank.

Step 7 – Land Your Dream Job Summary

CONGRATULATIONS ON COMPLETING STEP 7 – LAND YOUR DREAM JOB!

The final action step for Step 7 – Land Your Dream Job – is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

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 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 11 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 eleven 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 eleven books are:

- ***Executive Presence:*** *3 Ways to Convey Confidence and Command Respect as a Leader*
- ***16 Essential Qualities That Define Great Leaders****: Learn the Habits of the Most Successful*
- ***How to be a Great Boss:*** *Learn the 7 Traits of Great Bosses*
- ***Getting Ahead:*** *3 Steps to Take Your Career to the Next Level*
- ***Difficult Conversations:*** *Practical Tactics for Crucial Communication*
- ***Time Management Mastery:*** *Stress-Free Productivity in the 7 Key Areas of Life*
- ***Are You Always Stressed and Hurrying at Work?*** *Learn to Break Your Rush Syndrome Cycle*
- ***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*
- ***Land Your Dream Job:*** *It's More Than a Job – It's the Fulfillment Of A Dream*
- ***Job Searching Made Easy:*** *Practical Guide to Find the Job You Need Fast*

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
- Amazon
- Roche/Genentech
- Starbucks
- Toyota
- Deloitte
- IBM
- Microsoft
- Oracle
- NBC Universal
- Procter & Gamble
- Charles Schwab
- Visa International
- Warner Bros. Entertainment
- NBA

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:**
https://www.youtube.com/user/joelgarfinkle/

FREE Articles

Free articles that provide practical, ''how-to'' information and insights to help you become an effective leader and boost your career success. These articles cover a variety of topics, including executive leadership, workplace issues and career advancement.

➔ https://garfinkleexecutivecoaching.com/executive-coaching-articles

➔ https://joelinspirationalspeaker.com/articles/

➔ https://careeradvancementblog.com/articles/

Sign-up for Free Newsletter and Blog

Fulfillment@Work Email Newsletter
This weekly report provides a one minute read full of best practice articles, famous leader's profiles and inspiring videos. Join a worldwide community of over 10,000 people.

➔ **Sign up at** https://garfinkleexecutivecoaching.com/fulfillment-at-work-newsletter/

Career Advancement Blog
Joel's bi-monthly blog provides articles with action steps on common workplace issues.

➔ **Sign up at** https://careeradvancementblog.com/

Let's Connect – LinkedIn / Twitter / Facebook

https://www.linkedin.com/in/joelgarfinkle

https://twitter.com/joelgarfinkle

https://www.facebook.com/garfinkleexecutivecoaching

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*

YOUR DREAM JOB—DEFINE IT. LAND IT. LIVE IT.

Land Your Dream Job offers over 200 pages of expert advice and more than 100 unique exercises to provide you with a clear and structured approach to landing your dream job.

This book has been used with great success to guide clients from virtually all professions into fulfilling vocations—work that matches their true talents and passions. Whether you're seeking a career change after forty or just starting out in a career, *Land Your Dream Job* will help you reach your ultimate fulfillment!

This proven seven-step process works from the inside out, focusing on the whole person instead of just matching job titles with qualifications. What makes *Land Your Dream Job* so effective?

- **The book provides a feeling of one-on-one coaching support, similar to a hands-on coaching experience.**
- **Two composite characters are featured throughout the book, providing strong examples to whom readers can personally relate.**
- **Self-reflection exercises reveal readers' talents and passions in an easy, enlightening manner.**
- **Specific action steps are the primary focus of every chapter—guiding readers stage by stage through the proven and successful Dream Job process.**
- **Exercises are structured to teach readers how to apply and practice what they learn so they'll maintain momentum and achieve immediate results.**
- **The content is crisp, keeping readers engaged with the progressive seven-step process without becoming discouraged.**

With *Land Your Dream Job*, you'll feel you have an experienced coach walking you through the job search process and giving you the guidance you need every step of the way.

• • •

Joel Garfinkle is recognized as one of the top 50 executive coaches in America. Global Gurus named Joel #14 on its list of the top 30 global coaching experts. He is also a Master Certified Coach (MCC) — the highest level of achievement in coaching — and author of 11 books and over 300 articles on leadership. His client list for coaching and corporate training includes Google, Amazon, Starbucks, Bank of America, Microsoft, Oracle, Deloitte, Ritz-Carlton, Genentech, NBC, the NBA, and many other prestigious companies.