

7 Steps in the Career and Life Planning Cycle

Presented By Helen Alm
Principal Consultant

Helen Elizabeth Seminars and Coaching

© 2004 Helen Alm

Session Starter: 5 Lives Exercise

If you could have 5 other “lives” what would they be?

You can be anyone or anything! Real or imaginary... past, present or future!

5 minutes.. write them down then share with the person next to you



7.

Celebrate
your
successes!

1. Who
are you?

2. What do
you have
to offer?

3. What do
you
Want?

4. Create
a
VISION

5. Believe
in
yourself!

6. Take
Action!

Step 1: Who are you?

What is important to you?

What are your values?

Values Clarification Exercise

Spend the next 5 minutes completing the values clarification exercise

Step 1: Who are you?

What are the many roles you play in your life? How do you define yourself? Explore all aspects of your life: work, family, relationships, friends, recreation etc

What are the Key Content Areas of *Your* Life?

What is your Career Orientation?

Exercise: Career Orientation Questionnaire

*Spend the next 10 minutes completing the
career orientation questionnaire*

What is your Career Orientation?

“Getting Ahead”

Interested in promotional status, personal achievement, above all else - visibly successful

“Getting Secure”

Satisfaction is provided by solid contribution, stability, predicability, recognition, a sense of place and role in company

What is your Career Orientation?

“Getting Free”

Seeks autonomy, personal control. Often related to entrepreneurial companies OR likes to run own business

“Getting High”

Thrives on interesting and exciting work. Finds work and adventure, delights in risk.

What is your Career Orientation?

“Getting Balanced”

Seeks to balance career, self development and relationships with others. Can be an orientation that emerges at different times in our lives eg in mid career phases

Step 2: What do you have to offer?

Self Assessment of Job Content skills

Self Assessment of transferable skills

Skills associated with the other roles you play in your life

Get feedback from other people (who will be honest with you) about what they see as skills and qualities

Self assessment of your achievements to date: most satisfying/least satisfying

What are your personality strengths/qualities and weaknesses

Step 3: What do you *really* want?

Dare to dream!

Allow yourself to have wants!

What is/are your passion/s? What are things that make your “soul sing”?

What do those “5 lives” represent?

Identify what you want in each of your Key Content Areas of your life

What if you don't know what you want?

Explore new things.. Try and do something new everyday

Have an "intention" that what you want will become clear to you

What did you love doing as a child? When you were a child, what did you want to "be" when you grew up?

What would you do if you know you wouldn't fail? If you were told you were going to die tomorrow, what would you regret not doing?

If you could only go to one section of the bookstore or library what would that be?

“When you know what you want the rest follows. Don’t just drift into something because it offers security, security is never worth a damn. We are meant to live and to live means living dangerously. Half on the edge of trouble. Half on the edge of achievement.”

Ralph Hammond Innes in *The Strode Venturer*

“I want” exercise

Spend 5 minutes completing the “I want” chart.. Write down your “wants” in all areas of your life.

Dare to dream! You don't have to share this with any one!!

Step 4: Create a Vision of the Career and Life you Want

Write out your personal vision of your perfect career and life

Visualise

Make a collage

Believe that it is possible!

Develop an "abundant" mindset

Step 5: Believe in Yourself!

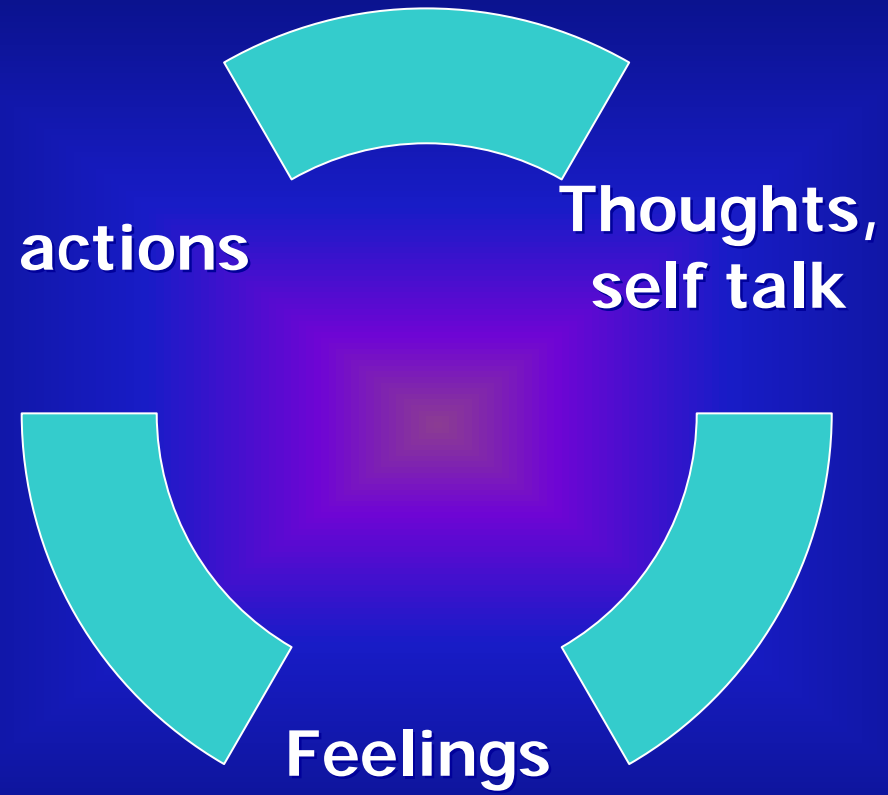
Remember that you have everything you need to succeed!
Say to yourself *"I have the power, the presence and the possibility!"*

"Doubt the doubt"!

Get a coach or mentor who can support you

Speak positively about yourself

Don't share your thoughts, dreams, plans with those who will be negative or not supportive



Step 6: Take action!

“The act creates the self!” Every day take action!

Break down the “BIG GOALS” into small steps

Do your research

Talk/interview people who have the job or the life that you think you want, ask specific questions. Learn from their experience

Work at overcoming the self-sabotage!

Again, engage a coach who can support you in taking action

Step 7: Acknowledge and Celebrate your Successes!

Focus on your successes however small.. What we focus on increases!

Celebrate your achievements big and small!

Every night (or at least once a week!) acknowledge yourself 5 times
"I acknowledge myself for..."

Have gratitude for the good in your life! Keep a gratitude journal.

Don't compare yourself with others

Take time to be still

Enjoy the journey!



7.

Celebrate
your
successes!

1. Who
are you?

2. What do
you have
to offer?

3. What do
you
Want?

4. Create
a
VISION

5. Believe
in
yourself!

6. Take
Action!

Take Action!!

The Act Creates the Self!

What was useful and significant from this session for you?

What are you going to DO as a result of this presentation?

Write down one thing you are going to do and when you are going to do it!

© 2004 Helen Alm