

Career Check-upTM

A close-up photograph of a person's hand holding a silver stethoscope. The person is wearing a white lab coat, and the background is a soft, out-of-focus grey. The stethoscope's chest piece is the central focus, with its black tubing extending across the frame.

Improve and Accelerate
your Current Career Path

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THANKS

Introduction

Are you looking to develop your current career path? No matter how far along you are, building a career can be intimidating to say the least. But you can take a deep breath and smile, because **you have just taken a powerful step forward on your path to a successful career and future!**

This guide is a valuable tool which will help you find the insight you have been looking for and plot a course to meet your goals for a more successful career and fulfilling life!

Tips for best utilizing this guide	What you will gain from this guide
 Take the Birkman Inventory. This will give you an invaluable look into who you are and what you are meant to do!	 An in-depth look into your personality and how your specific skills and interests can advance your career
 Review the entire guide. More than once if necessary! Take time to think it through. Make notes and lists.	 A clear, step-by-step, comprehensive guide to defining your career goals and aspirations
 When you receive your Birkman report, take some to thoroughly look through the results.	 Understanding of how to create a game plan which will help you achieve your career goals
 Utilize the work areas and the extra work areas at the end! Don't be afraid to revisit or get insight from others!	 How to improve your professional standing by utilizing the Birkman 360° Feedback tool
 Remember- we are always available for private career coaching and help!	 Confidence and peace of mind that comes from having a plan and knowing you are headed in the right direction!

Following this process will help you understand your purpose and develop goals. It can save you time, money, and hours of frustration. Today is the first day of the rest of your life. Are you ready? Great! Let's get started!

1

Removing Distractions

You are in the process of figuring out what you want to accomplish in the future. This guide will help you create a plan to guide you in that accomplishment. To get there, the first step is to create space for the new accomplishment. This means you have to clean out anything that is distracting you.

Distractions. Some people call them Tolerations. The little irritating things we tolerate every day of our lives. Those small (or sometimes big) energy zappers which we don't even notice.

- No hook for our keys.
- The sticking drawer in our office.
- Random napkins in our car.
- Coin change in every cubby.
- Forgetting to schedule an HVAC cleaning.

Why in the world would a Career Checkup process start with cleaning up distractions?

You are about to embark on a process of getting and being better in the areas of your life that are most important to you. This requires you to make space in your current way of life. Adding on to your schedule is not a pathway to success.

Replacing old way with new ways is the key.
A new rhythm.

Studies show that a new habit takes a minimum of 21 days to be established. For those with addictions, it can take 10 times that number of days. If you are addicted to your current way of operating, it may have reached the point that it has moved from a habit into an addiction that is compulsively important to you. Whether a habit or addiction, we need to replace the old ways with new and create a new rhythm in order to make your new goals and dreams succeed.

Next, let's talk about 2 simple steps for removing distractions.

Distraction:

noun.

1. a thing that prevents someone from giving full attention to something else.
2. extreme agitation of the mind or emotions.

Removing Distractions

Part One: Identify Your Distractions

The lists below are not intended to be complete lists or to make you feel like you need to get everything done. They are just examples to make you start thinking.

Office:

- Filing system, major name on the hanging file. Sub-names on the inner files
- Desk drawers working
- Computer up to date
- Back up system current and sophisticated
- Email organized and automatic filing done
- Admin well trained to do all repetitive tasks
- All billing automated
- Banking state of the art

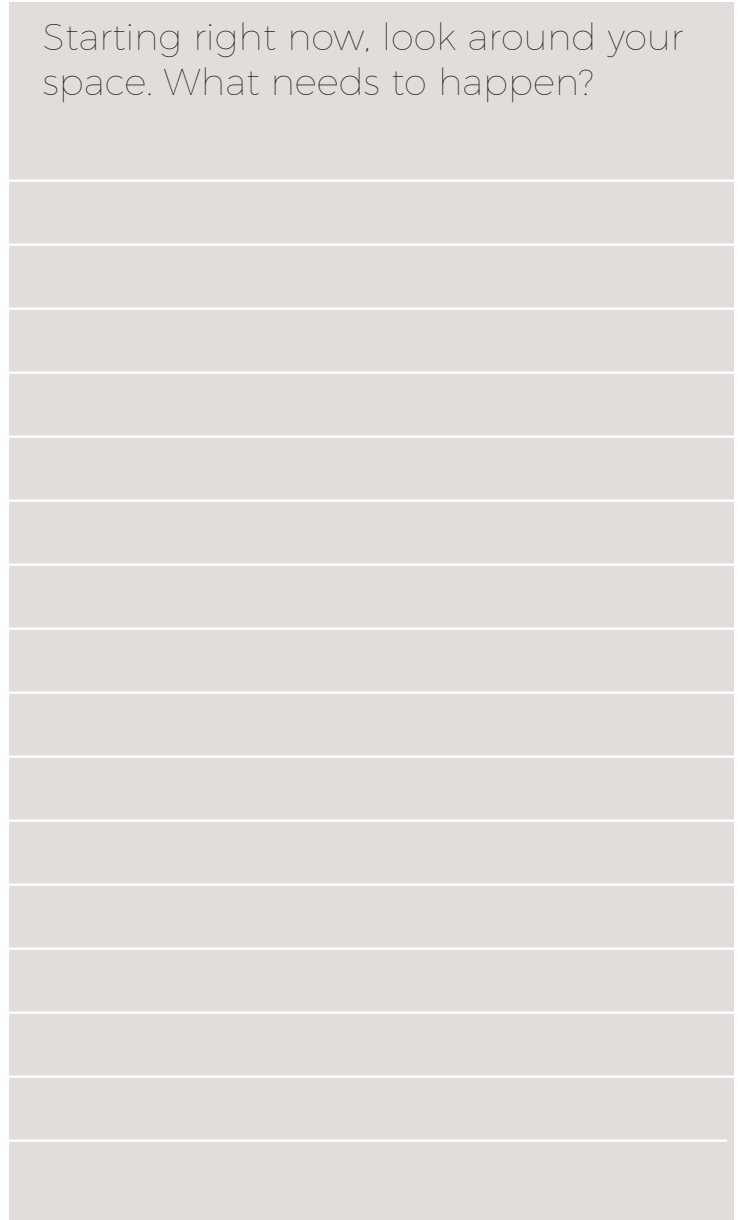
Home:

- Place for keys
- Closet emptied except for current clothing
- Simplified vitamin and nutrient/calorie system
- All things that can be outsourced are done: dogs walked, groceries and key supplies ordered through Amazon, Kroger or Sam's, house cleaned, yard work, pool care, car care, etc.
- For second homes, favorite things stocked there to require no luggage
- Fix it list planned, budgeted, and scheduled

Key Events:

- Calendars marked and gifts planned for all special events
- Special events planned for significant people in your life
- Anniversaries for key employees planned

Starting right now, look around your space. What needs to happen?



Removing Distractions

Part Two: Initiate Clean Up Process

Use this example and the chart on the next page to start your clean up process.

Time of Day	Distraction	Solution	Fix it Date
Midnight	Getting up at 6, not enough sleep	Go to bed earlier or get up later. Studies show 8-8.5 hours is optimal	Schedule next week for easier hours
Morning	Always in a hurry, creates stress right off the bat	Prep for the next day the night before, give yourself extra time in the morning by getting up earlier	Today
2:00 pm	So.. sleepy. Want to take a nap.	Eat a healthy lunch and have some healthy snacks in the afternoon. Take a short break often to get up and move around	Next week. Plan to bring healthy food to work.
5:30 pm	Come home and plop your things, (can't find keys later)	Designate a hook for your keys, and be intentional about putting things away	This weekend- install a hook for your keys

A FEW TIPS FOR CUTTING OUT DISTRACTIONS

PLAN TIME FOR DISTRACTIONS

Keep some time open to deal with all those little things that pop into mind at random hours of the day or night. Keep a list handy and jot them down. Then revisit the list during your available time.

PHYSICAL REMOVAL

Sometimes removing distractions is very literal. If it's your phone, put it on silent and place it away from yourself. Maybe you need to simply close the door, or go to a quiet place to get things done.

SCHEDULE SMART

Schedule meetings back-to-back whenever possible. Then you're not losing productivity in between. In the same way, Check email at certain times instead of every time it dings.

Now use this chart to start your own clean up process this week.
Remember, this is the first step to accomplishing new goals and dreams.
This should not be hard, but rather a freeing up of space and time.

Time of Day	Distraction	Solution	Fix it Date

2

Fresh Focus: Self Evaluation

Now that we have those pesky distractions at bay, it's time to focus on the task at hand. This being the task of determining and accomplishing your career goals. And the first step in that is to start with taking a good look at yourself. We're going to use two very insightful tools for this: The Birkman Assessment, and the Birkman 360° On Demand.

The Birkman Assessment Key Takeaways:

Use this space to make a few notes about the results from your Birkman Assessment:
(Cyndi-- specific questions or results you want to draw their attention to in this section??)

My Strengths

Improvements to Make

The Birkman 360° On Demand

The Birkman 360° measures the perceptions of those who work with an individual by asking to rate an individual (a “subject”) on how often this individual exhibits certain skills and behaviors (“competencies”) that are critical to his/her work and to his/her organization's success. Competencies often differ somewhat from one organization to another; and, from one role or functional area to another. The Birkman 360° collects data on the entire range of competencies.

This specialized survey will be sent via email invitation to at least 3 (likely more) perspective respondents, at least one manager, and yourself. Here is an example of the survey, which has 10 sections, each section between 6-8 questions:

Introduction
Instructions
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Section 10
Conclusion

Section 1 Project Subject: JOHN DOE

Questions 1 - 7 of 60

JOHN ...

- Challenges existing processes and assumptions
- Identifies and imports best practices from other organizations and industries
- Gathers industry and company data to support decisions and recommendations
- Accurately anticipates the impact of his or her recommendations on customers and customer value
- Anticipates changes in the business environment that may affect the organization
- Has a strong sense of the do's and don'ts of the corporate culture
- Seeks out and maintains strong relationships with people outside his or her own area of responsibility

Always
Usually
Sometimes
Rarely
Never
Does Not Apply
Have No Knowledge

Comments: (optional)

After reviewing your answers, please press the Continue button to proceed Continue

Please do not press the Back button on your browser!

There are multiple reports that will be received based on the data. Here is an example of a section of a report:

Section Seven Ranked Item List

Competency	Statement	Average Score	Self Evaluation
Leading Others	Inspires imagination and commitment in others	4.71	0.00
Leading Others	Translates his or her vision into words and examples that make it easy for others to understand it and apply it to their work	4.50	4.00
Leading Others	Puts organizational goals ahead of personal goals	4.50	1.00
Personal and Professional Growth	Accepts feedback openly and nondefensively	4.50	4.00

The Birkman 360° On Demand Key Takeaways:

Use this space to make a few notes about the results from your Birkman 360°:

(Cyndi-- specific questions or results you want to draw their attention to in this section??)

My perceived areas of strength

The average score in these areas

My perceived areas needing improvement

The average score in these areas

3

Year in Review: Taking a Look at **Last Year**



At this point, you've cleared your path from distractions, become focused, and ready to create some goal-setting strategies for your career. You've started off by taking a good look at yourself and have received feedback from your co-workers. Before you leave this contemplative stage, let's take a brief look back to last calendar year.

Take a few minutes to recap a few major highlights from you learned last year.

What would you say the theme was for last year? What stands out to you about that theme for the year? Where did you see it play out and what did you learn in regards to that theme?

What was the key thing you learned about yourself last year?

What was the key thing you learned about your business/work last year?

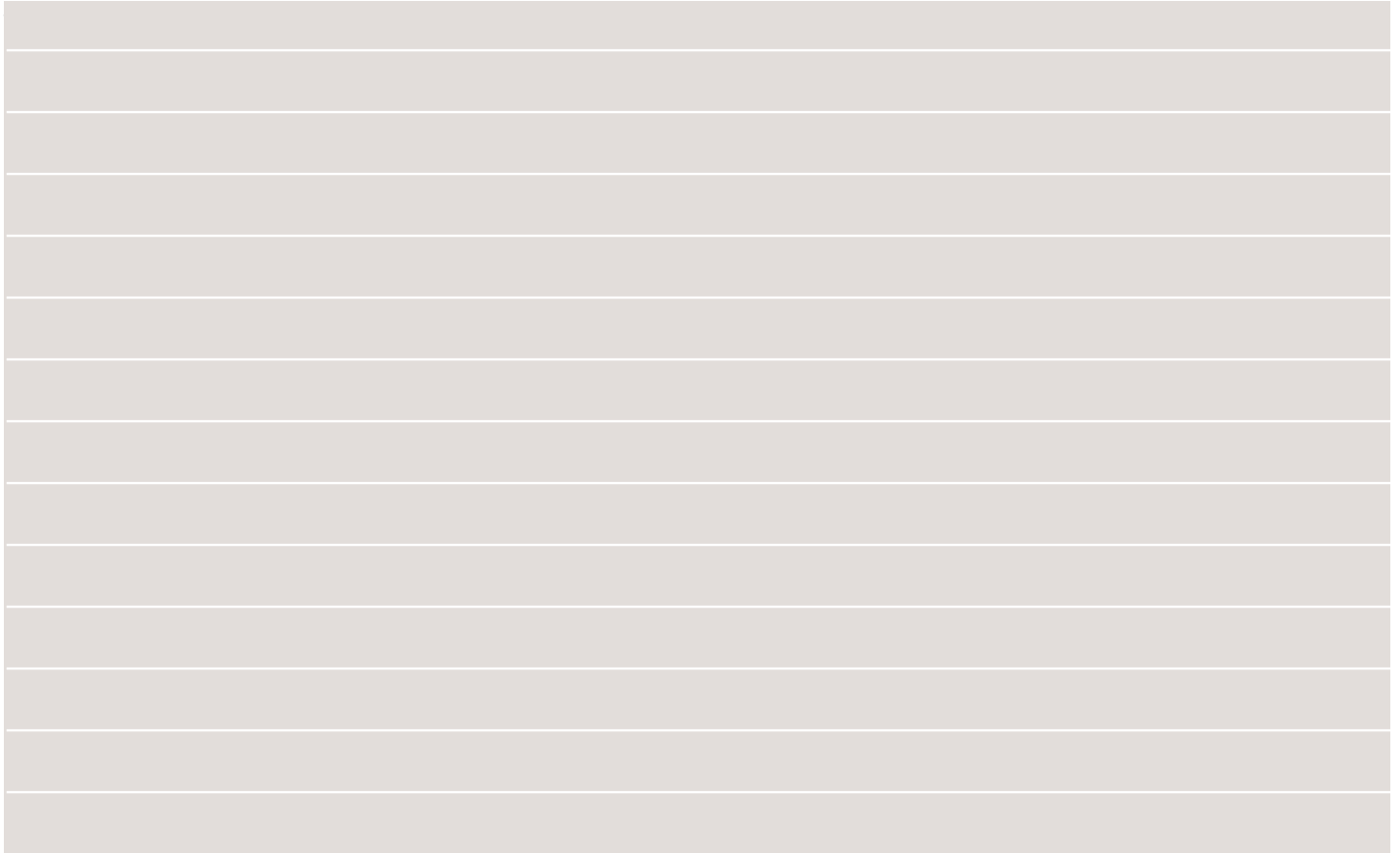
What was the highlight of last year?

What did you learn or discover about yourself based on that highlight? (Can you think of any specific examples?)

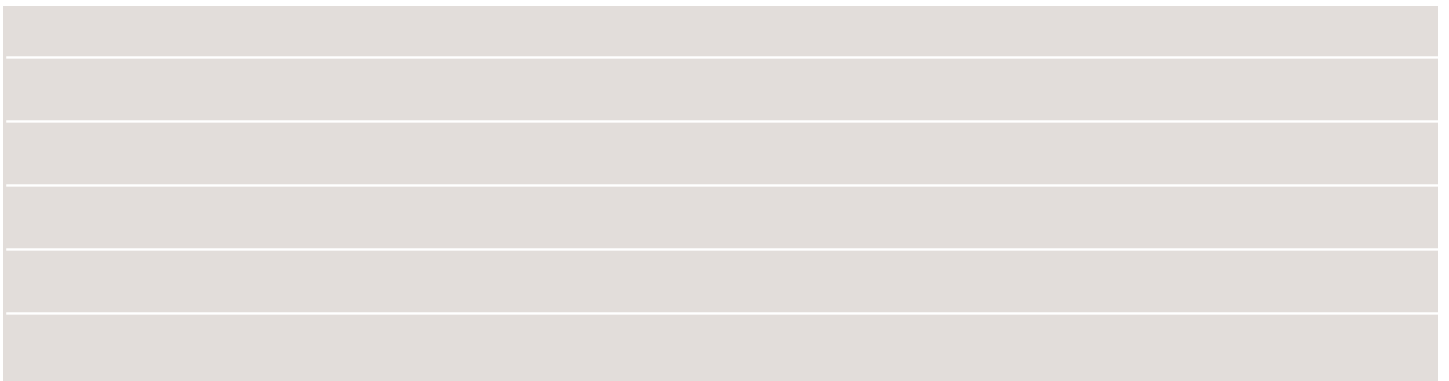


Self-reflection
is a humbling
process. It's
essential to
find out why
you think, say,
and do certain
things. Then...
better yourself.

What did you let go of during the last year? What did you change? Roles, responsibilities, relationships, expectations, goals, etc.



Did any fear hold you back?



Write down 3 things for which you are proud of accomplishing last year. For EACH of these three things, answer the following questions:

1.

2.

3.



Answer These 3 Questions for each accomplishment:

- What did you specifically do to make it happen?
- Who supported you and how did they help you in your accomplishment?
- How did it change you? What did you learn about yourself?

Now, write down 3 things that were really tough last year. For EACH of these three things, answer the following questions:

1.

2.

3.



Answer These 4 Questions for each challenge:

- How did you face the challenge?
- Did you use any new techniques or tools to face the challenge?
- How has your life changed having dealt with the challenge??
- If you didn't like the outcome of the challenging situation, what outcome would you have chosen?

What was your favorite single day of last year? What happened? How did it feel? Who was there?

Blank lined area for writing the answer to the question above.

Describe last year in three words:

Three blank boxes for writing three words.

Goodbye,
last year....

Thanks for the **memories!**





4

Time Warp: Looking Ahead to **Next Year**

It is January of next year and you are sitting in your favorite spot. Coffee shop, mountains, beach, comfy chair, office.. Wherever you do your best mind work.

In this scenario, you look back on the previous year (which is this year in real life). Without spending too much time (we will work through specific goals later) please complete this section.

What do you want to remember about this year once it has passed?

What what do you want to be different about you at the end of this year? What will you have accomplished with excitement and energy?

These are some loaded questions, so let's help by breaking it down a bit. Answer the above questions for each of these areas that apply:

Faith / Service / Community

Family

Friends

Financially

Physical

Psychological & Emotional Health

Take some time over the next few weeks to let your mind drift and dream. Capture new ideas and put them on your lists. From here we will begin working on your specific goals for the year. Then we will start by taking the time to clean up your distractions and the energy zappers that keep you from living out your complete life!

Based on your notes for next year, use ONE OR MORE of the charts below to make a rough sketch for THIS year.

CHART #1

	Q1 Jan Feb Mar	Q2 Apr May Jun	Q3 Jul Aug Sep	Q4 Oct Nov Dec
Faith/Service				
Family				
Friends				
Finances and Work				
Physical				
Psychological & Emotional Health				

CHART #2

Time line for the year (use ▲ as a marker for planning out tasks for the goals, or goals themselves)

THIS YEAR

NEXT YEAR

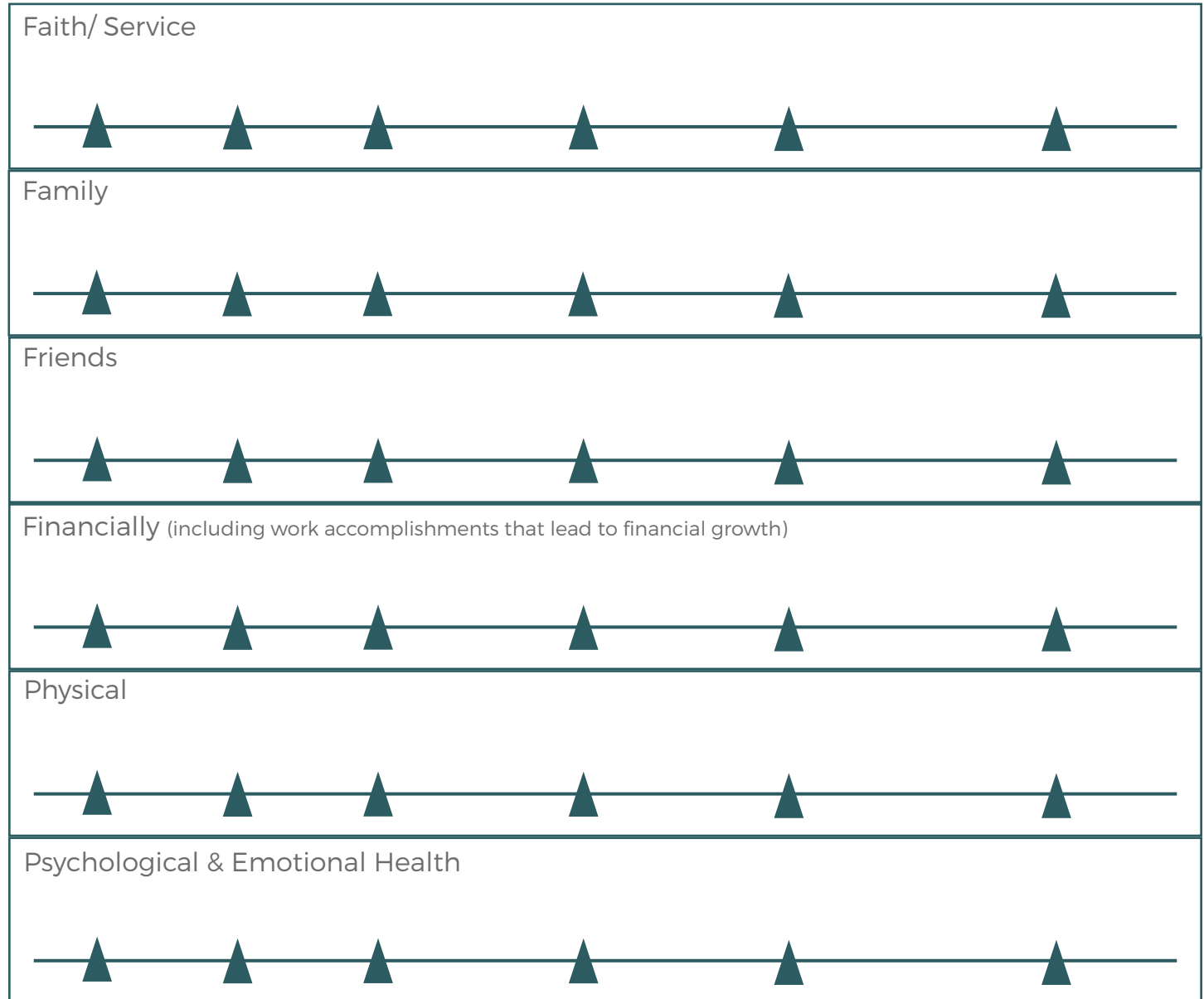


CHART #3

Let's break down your ideas into more specifics.

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	



The Present: "3 Things"

Now let go of last year and next year and get back to you. Think about you in context of "the main 3Things" at a time, answering the following questions:

What are 3Things you really like about yourself?

What are 3Things you want to achieve this year?

What are 3Things you want to let go of this year?

What 3 Things do you want to pursue as passions or hobbies this year?

What 3 Things would you like to improve in your physical space this year?

What 3 Things do you want to do every morning to create a Positive Ritual?

What 3 Things do you want to do this year for your health?

6

The Commodity of

ME

{WHAT AM I WORTH?}

7

Goal Setting

In Two Easy Steps

First, take a deep breath. Now step back and take a look at how far you've come! It has to feel pretty good. You have made a plan to eliminate distractions and tolerations in your life. This created time to do some introspection, to think and dream by looking back at last year and looking forward to the years ahead. Then, you made a sketch of "3Things" in different areas of your life and began to lay out goals in those areas. You've thought about the value of "you". Now, it's time to formulate a game plan, and then set it in motion! This is where the rubber meets the road. So buckle up, here we go!



STEP ONE | SPECIFY GOALS

The goal IS NOT: to accomplish everything you dream of doing and being in 12 months.

The goal IS: to find a balance throughout your life leading to being a great leader. This starts with a solid and reachable plan for this year.

Return to the areas you have been working on in this guide, and start to get very specific about your goals. Take a look at some examples below to help articulate specific goals:

- Join like-minded people to grow in your faith
- Practice Gratitude and Hope: both are shown to rewire your brain
- Be a mentor
- Prioritize family time first
- Go on _____ dates with your Significant Other
- Keep a list of gifts ideas for special events
- Always have one weekend night with all the family
- Write ____ personal notes a month to your important people
- Be "that" Friend
- Create a clean office
- Get very clear what you deliver at work
- Keep a training list and always build new skills
- Develop a brainstorming and creative process
- Improve sleep and get minimum 7 hours
- Make a fun list of things to do

Use this page to jot down 1-3 specific goals for each category. Reference your own ideas that you have already written in this guide and fine-tune them.

Faith/Community:

Family:

Friends:

Finances & Work:

Physical:

Psychological & Emotional:



STEP TWO | PLAN EXECUTION

Take the time now to Map out the goals you listed in the previous exercise. What do you need to plan a successful accomplishment of each goal? Utilize any or all of the following charts or create your own system.

Faith/ Community

Goal	Strategies	Tactics	Measures	Notes

Family

Goal	Strategies	Tactics	Measures	Notes

Friends

Goal	Strategies	Tactics	Measures	Notes

Finances & Work

Goal	Strategies	Tactics	Measures	Notes

Physical

Goal	Strategies	Tactics	Measures	Notes

Psychological & Emotional:

Goal	Strategies	Tactics	Measures	Notes

A **GOAL**
without a
PLAN is just a
WISH.



January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



Achieve Your Career Goals

Setting goals and being well balanced in every area of your life is an important part of being able to achieve your career goals.

Hopefully this guide has helped you to achieve that balance so that you can be clear-headed, confident and focused as you work toward your career goals.

In this last section, we're going to give you 4 steps to help you achieve your specific career goals.

STEP ONE | RE-DEFINE YOUR OBJECTIVE STATEMENT

A Statement Of What You Want

There are a lot of opinions floating around these days about how to use an objective statement on a resume. For example, should it be a quick story about me? Does it need to say exactly what I want to find? Should it be specific? Should it be vague so more people could count me in for a particular job? Should it be first person, third person, creative, business-language, etc? The list just goes on and on.


The best answer we can give you is that you have to make the choice that works best for you. The way you say it is one thing. But the “what” that you say does have principles to follow:

1. What type of work are you looking to do? (teach, sell, create, organize, etc.)?
2. What is an ideal environment in which you can accomplish that work?
3. How does your Brand tie into this?

Pursuing a position as a _____ (or in the field of _____) That allows me to use my _____, _____, and _____ talents as a _____.

STEP TWO | RE-VISIT YOUR RESUME

Even if you have no plans to leave the company where you are currently employed, it's never a bad idea to keep your resume updated. You never know when you might need to reference your credentials and qualification, make new connections, go for a promotion, or if an amazing opportunity presents itself!

YES! DO THIS!	NO. BAD IDEA.
 It expresses your Brand and sells your talents	 It's flashy. A resume does not need to be a flashy document (unless in a creative industry)
 It conveys your accomplishments and is clear about what you want in a career	 It's poorly formatted. This makes a resume hard to scan.
 It has been spell-checked... and then spell-checked again. (And maybe once more!)	 There are no numbers. Show what you accomplished in numbers. This is critical!
 It tells a fast story (dates are clear, accomplishments and titles are easy to find)	 It has paragraphs instead of a list of facts. listing facts is much clearer and quicker to read than long explanations
 It is no more than a page and a half. (The half should be education/certifications) Recruiters will only spend seconds on it- make it count!	 It has an outdated picture of yourself. Only use a photograph if it is current and also helps you sell you.
 It has bolded points. You want the areas that support your Brand and the accomplishments to stand out.	 There is no overall story being told. What do you want them to get in a flash about you? Tell that story.

STEP THREE | CREATE A 10 YEAR RESUME

What is a 10 year resume, you ask? It's a resume you create that reflects what you would LIKE your resume to say 10 years from now.

So think about where you want to go from here, and then where you would like to be in 10 years. What got you there? What experience will you have gained?

STEP FOUR | WRITE YOUR CAREER PLAN

Additional Notes:

Ruled lines for writing notes.

Final Words

Hopefully you have taken your time to work through this guide and you have arrived at the end of the career pursuit process clear headed and eager to get started!

If you don't feel clear headed, that's okay! Like we said, it's a process. So please do take your time. Go back through the guide, talk with people who know you that you can trust to give you good advice. You'll get there. And we're here for you!

There are many beneficial tools out there, and we're glad you've chosen to work with us.

The Wineinger Company

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