

Table of Contents

Chapter 1

What Makes You Tick?	7
• <i>Self assessment – What It Can Do For You</i>	7
• <i>The Four Behavior Traits</i>	8
• <i>Behavior Assessment</i>	9
• <i>Behavior Descriptors</i>	10
• <i>Behavior Coaching Questions</i>	14
• <i>Communication Strategies with Others</i>	16
• <i>Emotional Intelligence and It's Link to your Future</i>	18
• <i>The ABCD's of Emotional Intelligence</i>	19

Chapter 2

Success - What's In It for Me? (WIIFM)	23
• <i>Values Exercise</i>	26
• <i>Values Coaching Questions</i>	27
• <i>Priorities Exercise</i>	29
• <i>Challenges and Barriers</i>	33
• <i>Burning desire, Time, Support, Momentum</i>	35
• <i>Challenges and Barriers Coaching Questions</i>	36
• <i>Goal Setting</i>	38
• <i>Defining Your Goals</i>	38
• <i>SMART Goals</i>	40
• <i>Goal Setting Template</i>	41

Chapter 3

Giving Yourself Credit	43
• <i>Identifying Your Skills</i>	44
• <i>Skills Inventory</i>	45
• <i>Identifying your Accomplishments</i>	52
• <i>Your Inventory List of Accomplishments</i>	55
• <i>Action Words</i>	57
• <i>Transferable Skills</i>	60
• <i>Keeping Sharp and Addressing The Gap</i>	60

Chapter 4

A World of Possibilities	63
• <i>Career Ladder vs Lattice</i>	63
• <i>Where To Find Low-Risk, High-Value Support</i>	66
• <i>Career Choice Options</i>	70
• <i>Self Employment Assessment</i>	73
• <i>Career Choice Options Coaching Exercise</i>	74
• <i>Before You Make Your Next Move</i>	76

Chapter 5

Putting Yourself Out There	79
• <i>I Don't Have a Network</i>	80
• <i>I Don't Know How To Do This Without Feeling Artificial (Networking or Informational Interview Meetings)</i>	82
• <i>I'm Already Too Busy And Don't Have The Time To Network</i>	84
• <i>I'm Scared To Do This Because I Don't Have Anything To Offer</i>	86
• <i>Networking Contact Template</i>	88

Chapter 6

Bridging the Gap	89
• <i>SWOT Analysis</i>	90
• <i>Pulling Your Plan Together</i>	92
• <i>Keeping It Going</i>	93
 A Bit About Me	 94