

Business Career Training Worksheet:

A Powerful Stress Management Tool

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*Behaviors, Actions and Exercises to
Grow...*



Work Motivation and Inspiration: Wake Up Eager – Managing My Team Worksheet

We intuitively know that learning new skills can be helpful to our careers and life. But some of us avoid it like the 'plague.' Building your **professional skills, expertise and network** is part of the Managing My Team focus area in the Wake Up Eager Quiz:

<http://www.pricelessprofessional.com/motivation-techniques.html>

Managing My Team area includes these statements:

- *"I feel confident in my professional skills and often feel like an expert in my field."*
- *"I actively participate in a minimum of 40 hours of training in my field."*
- *"I read at least 6 books a year about my field and industry."*
- *"I attend at least one organization or association meeting, in my field, every quarter."*

Behaviors Demonstrated By People Are Strong in This Area:

Being a better leader, one who Wakes Up Eager and inspires others, requires an orientation toward **self-improvement** and **personal drive**. Here are actual behaviors found in people who have strong personal drive – as you review them **do you see yourself?** Do you see **others you admire** demonstrating these behaviors?

- Takes initiative in acquiring and mastering the skills and knowledge requirements of a position; and goes above and beyond the requirements.
- Keeps abreast of current or new information through industry trade groups, newsletters, courses, and networking with peers.
- Searches for assignments that require the application of new skills and knowledge.
- Expends considerable effort and/or expense on learning.

- Genuinely enjoys learning, and will go out of their way to seek opportunities to learn new skills or explore talents.
- Has a strong belief in the rewards that they'll achieve by completing a task or job well.
 - Has a powerful will to complete tasks that are assigned to them and a strong drive to meet high goals set for self.
 - Has learned how to manage procrastination.

"A winner is someone who recognizes God-given talents, works his tail off to develop them into skills, and uses these skills to accomplish his goals."

Basketball Great – Larry Bird

Wake Up Eager Thoughts & Actions

To Strengthen:

- **Seek honest feedback** from trusted mentors or peers, and don't be defensive when you hear what they have to say.
 - Learn from your successes. Think about how you might apply the same skills in a different setting.
 - Learn from your mistakes. Be willing to identify what events within your control could be changed if the same situation happened again.
- Be **open** to feedback from other people, but **make your own decisions**.
- Know what your job description is, what your supervisor expects of you, and what you expect of yourself. It may help to keep these expectations posted somewhere obvious in your office or workspace.
- Read. Read. Read. And read carefully. Read major publications in your field. Read the latest relevant books. Read about topics outside of your area of expertise.
- Work hard to identify at least **one critical insight** in everything you read, and determine how you can apply that knowledge to your daily work.
- **Network** with others, both in your field of expertise and outside of it, by attending special events, seminars, workshops, and conferences.
- Find opportunities to think in a different way from normal. Take a yoga class or a literature class, or travel to a foreign location.
- Set aside time to act on and **reflect** upon your learning goals.
- Look for opportunities for continuous learning in your workplace. **The best learning environment is often right in front of you.**
- Experiment with new processes for routine tasks—look at things from a different angle, or try to apply something new to an old task.
- Create your **own inner 'push' and Inspiration**—don't wait for someone else to push you.
- Limit distractions, disturbances, and interruptions that prevent you from doing

meaningful work—clutter breeds confusion.

- Learn WHEN you are prone to procrastination so that you can address and analyze the problem as systematically as possible.
- Make achievement a habit. **Expect** yourself to complete tasks or jobs, and the more you do it, the easier the habit will get.
- Divide big projects into smaller, easily defined units. It will make the undertaking less daunting and motivate you to action.
- **Focus your strengths**, and continue building on your abilities. As you learn new things, apply them to your advantage on the job.
- **Expect success**. Don't dwell on failures, learn from them. Don't forget to apply what you learn to new projects.

"All the top achievers I know in life are life-long learners...looking for new skills, insights and ideas. If they're not learning, they're not growing...not moving."

---Dennis Waitley



Development Exercises to Improve:

Practice using these three solid questions when facing a task to analyze and manage procrastination tendencies — this is part of a methodology developed by Robert D. Rutherford called the "Could, Should, and Would" method:

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1. **Could I do it now?** If you are lacking the physical, mental, or organizational ability to do the activity, you may not really be procrastinating.
2. **Should I do it now?** If you think you should AND could do your work, but you aren't, you are probably procrastinating.
3. **Would I do it now?** Do you have the desire to take action? Your will to act is the underpinning to any positive, results-producing action. If you have the capability, the intent, and the desire to take action, but haven't done it, you are definitely procrastinating.

Building strong personal drive is strongly related to learning how to **manage procrastination**. Your personal drive is what reminds you that you CAN, SHOULD, and WILL do tasks or complete projects—because they are important to you for some reason.

Businesses have been using the cost-benefit analysis for years to determine the best way to use their capital. You, too, have capital to invest—your time, your energy, and your knowledge. These are all important non-financial resources! The best thing you can do to keep you on track and your personal drive intact is to ask yourself "**What could delaying completion of this task cost me?**" Similarly, ask yourself "**What benefits could I gain from delaying this?**" Your responses should inspire you either to complete the task, or to re-assess its importance.

Activity 1: Cost/Benefit Analysis



Make a list of all of the things that you COULD or SHOULD be doing or have done that you HAVEN'T done.

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

For EACH of the items you listed above, answer the following questions:

(a) **"What could delaying this task COST me?"**

(b) **"What BENEFIT could I get from delaying the task?"**

Use your answers to inspire you to complete the task OR create an action plan for each item that will get you to where you are comfortable completing the task.



Activity 2: Broadening Your Knowledge Base

Part 1

Make two lists of things you want or need to read. On the first list, write the titles of **five books**, articles, or other **publications** that would directly help you on the job or give you perspective on how you do your work.

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On the second list, write the titles of at least three publications that interest you for personal reasons (a hobby, a special charity you support, etc.). Make time each week to read these publications and absorb their contents into your daily routine.

Work Reading	Personal Interest Reading

Part 2

List three upcoming special events, seminars, workshops, or conferences related to your field. If you don't know how to find out about those opportunities, be sure to join professional associations in your field—professional associations often host events featuring topics within your industry. Don't be afraid to ask your employer to contribute to your membership fees in professional organizations or to pay for you to attend relevant workshops or courses.

Event 1/Date: _____

Event 2/Date: _____

Event 3/Date: _____



This worksheet just scratches the surface for building a personal drive, self improvement business career training orientation. Keep your desire for a Wake Up Eager life in front of you. It is a worthy goal – because when you wake up eager – everyone you see and interact with, benefits.

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Waking Up Eager is something so many of us lose along the way – but with reminders that life is supposed to fun and that each one of us is in charge of making our own fun - well then, we can indeed wake up eager more often.

**Skill-building, feeling fresh interest in your work is
one of the keys to waking up eager.**

Continue to focus here if you rated yourself low in this area. We'll be adding interviews, more worksheets, audio lessons and more in the five Wake Up Eager areas very soon.

Check our website often and consider subscribing to our monthly e-newsletter where we provide development resources to help leaders get and stay inspired.

Take control; make more decisions in every day. Life IS supposed to be fun!