



## Taking the Big Leaps to Your *Beyond Your Wildest Dreams* Professional Life.

Your expertise is an important area of your life. This is what funds you, assists you to live life on your terms. Though so many times people just leave it to the universe or life's circumstances.

Today we are looking at ways that you can ensure that you are living life on your terms and achieving all of your dreams and desires.

**Step 1: Diligently plan your ideal role:** Remember Vision and Target Goals? (Week 3 Video 2). This is the time to really start creating your Live Love Professional Vision and Target Goals. Here are the Live Love questions you need to be spending your ME time answering in order to create your Live Love Dream Role:

1. Consider what would you prefer to be doing.
2. What steps could you take to get there?
3. What skills will you need to learn, in order to do that role?
4. Look around at the various management styles in the office. What traits would you like to emulate? Which ones would you like to make sure you never adopt?

Once you have figured out your ideal role and the skills that you need to learn, start designing your detailed plan. List every step required, add a timeframe for each step to be completed. Download the "Ideal Live Love Professional Life Action Plan" pdf.

Then, schedule each step into your calendar. As we have discussed multiple times, once it's in the calendar we do not move it for anything, we make it happen. We perform the task. Right?

This will give you your exit date from your current role. It may be 6 months, a year or even 5 years from now. It does not matter, we now have a date as to when you will be leaving the job that you hate. This in itself will make the job more bearable!

### **Step 2: Make sure you're set up to succeed**

To ensure you achieve all your goals set out in the blueprint you have diligently designed, we are going to look at nine best practices that you can easily introduce into your daily life.

**Best Practice 1: Get into competition with “Yesterday You”:** To Succeed Above Standard Norms and Out Perform Your Self (Your Yesterday Me), Each Day Consciously Decide:

1. Who Do I Want to BE and How Do I Want to FEEL, today?
2. How Will I INTERACT with People I Meet, today?
3. What Are the 3 Actions I'm Taking Today that Will Move My Life Forward?

**Best Practice 2: Reclaim your day:** In order to reclaim your day, you must eliminate:

1. any distractions,
2. false obligations (other's priorities)
3. any task that is meaningless to your life

These three things steal your time, your energy and stop you from progressing to where you want to be.

**Best Practice 3: Continually look through your magnifying glass:** Your challenge right now is for you to be more honest in how you have arrived at where you are today. Evaluate how you're spending your time. Bring a magnifying glass onto everything you are doing. Every single moment of every single day needs to be scrutinised. Ask yourself:

- "Is it something I can eliminate all together or delegate?"
- "Does this bring me Joy"
- "Is this bringing me closer to my goal or moving me further away."

**Best Practice 4: Just say NO:** Make sure that when you're saying YES to others, you are not saying NO to yourself. One of the major reasons people (especially women) burn out and have very little time for what inspires them, is that they take on too many things.

You just spent some time looking at how you're spending your time, were you surprised by what you found?

- How many activities were not in your highest interest?
- Were they bringing you joy, or were they serving other people's interests?
- Do you feel it's time to be cancelling these activities?

Add up how many more hours this will free up in your week.

Use these questions as a guideline for when someone requests something from you. It's time to take back your life and create your own agenda.

**Best Practice 5: Create your BIGGER burning YES:** This may seem confusing so I'll utilise Stephen Covey's quote to explain this. "You have to decide what your highest priorities are and have the courage pleasantly smiling and non-apologetically to say NO to other things. And the best way to do this is to have a BIGGER YES, burning inside."

You create your BIGGER YES, through your Vision and Target Goals. Make sure that your vision is huge, beyond your comfort zone. Too often we stop ourselves from achieving great things because we are scared, we self-doubt what we're truly capable of achieving.

**Best Practice 6: Seek to contribute more:** This opens you up to additional learning opportunities, which will assist you to grow. For starters, make sure that you spend time thinking about what you can do to improve your work. Don't just act according to what's assigned to you. You should also provide feedback, opinions and ideas that will stimulate others.

**Best Practice 7: Start self-promoting:** Most of us aren't great at self-promotion. Selling ourselves can feel awkward, braggartly and just plain wrong. If you want your career to thrive and you want your work to make a positive impact, you've got to learn how to do it. If you don't, it's unlikely that anyone will do it for you.

It's time for you to untangle this feeling of shame and self-consciousness from the act of expressing your gifts and offering your services to the world. Find a way to be more visible and feel more comfortable and go for it.

Remember, whoever takes the time to promote themselves will get the deal or will earn the promotion because they've made a nice package of themselves that makes it easy for the decision-maker to choose them.

**Best Practice 8: Enhance your speaking skills:** Communication allows us to form connections, influence decisions and motivate change. Without communication skills, the ability to progress in the professional space and in life itself, would be nearly impossible.

Public speaking is a vital skill to have and to hone. It effects simple, everyday interactions between co-workers, bosses and employees, marketing professionals and clients. It can have an enormous impact on your career path and your level of success in any industry.

No matter what job you have in life, your success will be determined:

5% Academic Credentials; 15% Professional Experiences; 80% Communication Skills.

**Best Practice 9: Know how to tackle tough conversations:** How do you handle the tough conversation? Do you avoid them or tackle them head on?

Instead of avoiding difficult conversations, find the courage to start having an honest conversation that will build trust and appreciation.

Use the Connect, Learn, Act approach:

- **Connect:** Take your time to set the intention of the meeting and that you are there to work out a positive solution for all.
- **Learn:** Uncover their perspective, by asking open ended questions to make sure you understand the whole situation. Listen reflectively to clarify your understanding. Then together create a suitable plan that works for both of your situations.
- **Act:** Take the necessary steps to put the plan in place. Reiterate why you both have decided that this is the best plan for both party's requirements. Commit to follow up and review/ adjust if necessary.

Follow these three simple steps, every time you engage in a tough conversation. It creates an environment of trust, reminds you to listen more than tell, and creates a proactive action plan.

### **Reflective Exercise**

Are you currently utilising these best practices?

Set a detailed plan on ways that you can start to introduce each of these practices into your daily routines.

Which one will you introduce first?

Set up a nightly ritual where you review your day and see how you could have achieved more, if you had followed these best practices.

When you utilise this nightly reflection exercise, you will very quickly notice that these best practices have become daily habits and practices.

**Remember to always: Get Up. Dress Up. Show Up and Never Give Up.**