

FALLING IN LOVE WITH YOUR



THE WORKSHEETS

Thank you for purchasing my book, *Falling in love with your job – How to create more excitement and fulfilment in your career*.

I hope that you will not only enjoy reading it, but that you will also use it to create tangible results for your life. The fact that you have downloaded this workbook tells me that you are set to work through all the exercises in the book, which is great. This is the best way to fully benefit from it.

In this document you will find all the worksheets from the exercises in the book in one place. You can print them out and complete them as often as you like without having to write in your book. There is also much more space for writing in this version of the exercises.

You will find the instructions for each exercise in the relevant chapter of the book.

Please respect my copyright in this material and do not share it with anyone else. It is for your personal use only. Thanks.

Now over to you!

Enjoy working through the exercises and falling in love with your job – whether that's your current one, a new job or even a new career.

Hans Schumann

The Masterful Living® Coach

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Chapter 5
How much do you love your job?

	Motivation Levels		Stress Levels	
Green	Vocational		Energised	
	Ambitious		Balanced	
Amber	Loyal		Bored	
	Bored/Cynical		Frustrated/Overworked	
Red	Resentful		Exhausted	
	Angry		Burnt out	

Chapter 7
What matters to you in life?

Exercise 1: The values of others

Source	Value/standard communicated	How did/does it make you feel?
Your parents/family	<i>Example: "Men don't cry"</i>	<i>Example: Wimpy; unheard; unloved</i>
Your teachers		
Your school friends		

Your culture		
Your religion		
Books		
Songs/Musicals/ Opera		

TV/Movies		
Magazines/ Newspapers		
Social media		
Your current friends		
Your work colleagues		

Your community		
Your political party		
Any other source not yet covered		

Exercise 2: The Demartini Value Determination Process®

See worksheet for Appendix A

Chapter 8
Create your personal mission in life

Exercise 3: Your personal mission statement:

BE	<u>What I will BE:</u>
DO	<u>What I will DO:</u>
HAVE	<u>What I will HAVE:</u>

Exercise 4: Engagement v disengagement

What do you love about your job?	
What do you resent about your job?	
Do you want to engage or disengage with your job (delete as appropriate)? Be honest!	I want to engage/I want to disengage
If you want to engage, what will you do to improve your engagement? List all actions that could be useful in this respect.	
If you want to disengage, what will it cost you?	
If you want to disengage, what is your Plan B to improve your job satisfaction, e.g. changing your employer or your career?	

Chapter 12
How to motivate yourself

Exercise 5: Creating inspiring challenges

Description	Resources needed	My reward
Challenge 1:		
Challenge 2		
Challenge 3		
Challenge 4		
Challenge 5		

Exercise 6: Your personal branding strategy

Step 1:

What do you think are the values, skills and attributes (*positive* and *negative!*) that your professional environment *currently* associates with you? List at least 10 items.

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

Step 2

What are the values, skills and attributes that you *want* to be known for in your professional environment? List at least 10 items.

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

Step 3:

Identify the gaps between your answers to question 1 and question 2. These are your development areas for the purpose of this exercise.

What *specific* actions are you committing to take now to close the gaps identified in your answer to Question 3? Set target dates against each action.

Actions	Target date

Chapter 14

Internal stress: Lack of prioritisation

Exercise 7: Your priorities

Your top 5 priorities at work	Your top 5 priorities outside work
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Now ask yourself the following questions:

1. How much is your life already aligned to those priorities?

2. What do you want to change to make more time for your priorities?

3. How can your priorities at work become better aligned to your own priorities?

Chapter 15
Internal Stress: Perfectionism

Exercise 8: Explore the voice of your perfectionist

Write at least 10 messages from your inner perfectionist:

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

Write down the positive intentions of your inner perfectionist below:

Write down below what price you are paying for your perfectionism:

Now write down 10 of those new messages that balance your perfectionist and reduce your stress levels:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Chapter 16

Internal stress: Low self-esteem

Exercise 9: Improve your self-esteem

Write down 10 negative things that you sometimes think about yourself.

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

What is the impact of your top 10 negative thoughts on your work?

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

Write down 10 things that are positive about your skills, attitude and performance at work:

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

Chapter 17
Internal stress: Negative emotions

Exercise 10: Analyse your emotions and their triggers

Step 1: Describe your trigger

Describe your trigger now here:

Step 2: Describe your thoughts

Step 3: Describe your feelings

Step 4: Describe your reaction

Step 5: Describe the outcome

New Strategy Generator

Avoid the Trigger

How can you avoid similar triggers in future? This will not always be within your control, but sometimes it may be. For example, choose different times to raise an issue with your manager; make sure that you are in a better mental state when you are at work.

Think differently

How can you think about this kind of situation differently in future? Is there a different way of understanding and interpreting the situation?

Behave differently

How can you behave differently in a similar situation in future?

Express your emotions safely

If your emotions still bubble up, how can you express them in a safe and constructive way?

Chapter 19

Your life outcomes

Exercise 11: Your life outcomes

General Lifestyle	
Where do you want to live? Think about the country, the town, location, and whether in a house, apartment or otherwise.	
	Importance (1 to 10)
How many days and hours a week do you want to work?	
	Importance (1 to 10)
What are your expectations on flexible working hours?	
	Importance (1 to 10)
How many holidays do you want to take per year?	
	Importance (1 to 10)

What hobbies do you want to have time for?	
	Importance (1 to 10)
What else do you want in your life?	
	Importance (1 to 10)
Who will be with you and how much time do you want to spend with them each week/month/year?	
	Importance (1 to 10)
Conditions at work	
What kind of working environment do you like, e.g. home office, small suburban office, large city office?	
	Importance (1 to 10)

What kind of company do you like working for, e.g. large corporation, small business, family business, start-up?	
	Importance (1 to 10)
What job benefits are you looking for?	
	Importance (1 to 10)
What kind of career opportunities are you looking for, e.g. chances of progression, people management, training, exposure to certain types of work?	
	Importance (1 to 10)
What values should your employer have?	
	Importance (1 to 10)

How important is it that your employer has an ethical mission and is active in community work or other social responsibility programmes?

	Importance (1 to 10)
--	---------------------------------

How much commuting and travelling would you tolerate (or even like)?

	Importance (1 to 10)
--	---------------------------------

How many people do you want to manage, if any?

	Importance (1 to 10)
--	---------------------------------

What kind of people would you like to work with?	
	Importance (1 to 10)
What else is important to you about your working environment and conditions?	
	Importance (1 to 10)
Finance	
How much money do you want to earn?	
	Importance (1 to 10)
What assets do you want to own, for example a house, car, holiday home?	
	Importance (1 to 10)

Emotional	
How do you want to feel about yourself?	
	Importance (1 to 10)
How do you want to feel about your life?	
	Importance (1 to 10)
How do you want to feel about the people around you?	
	Importance (1 to 10)

Impact	
What impact do you want to have on your friends and family?	
	Importance (1 to 10)
What impact do you want to have on your customers?	
	Importance (1 to 10)
What impact do you want to have on your community?	
	Importance (1 to 10)

What impact do you want to have on society?	
	Importance (1 to 10)

Chapter 21

The Dream Job Formula™

Exercise 11: Finding your Dream Job

Step 1: Create your Love List

List all the things that you truly love doing. Write at least 20 items:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Step 2: Create your Skills List

Write at least 20 skills you are good at:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Step 3: Create your Target Market List

Write down as many examples of your Target Market as you can think of here:

Step 4: Create your Dream Jobs List

Write down at least 10 jobs or professions that meet the criteria from the Dream Job Formula™:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Step 5: Check your Dream Jobs List against your life outcomes

Refine and restate your ranked list of career options here:

Chapter 24

Yes, but...

Exercise 12: How much money do you really need?

Life Style Level	List your cost items	Add up your cost items
<u>A. Survival Level</u> What are your regular essential costs? e.g.: • food • mortgage • rent • utility bills • insurances • hairdresser • public transport		Total of your items in Row A:
<u>B. Adequate Level</u> What are your regular fun and comfort expenses? e.g.: • eating out • going to the cinema • gym membership • dry cleaning • house cleaner		Total of your items in Rows A+B:
<u>C. Comfort Level</u> What is the monthly minimum budget that you want for extra expenses? e.g.: • holidays • buying • clothes • house improvements • gadgets • entertaining		Total of your items in Rows A+B+C:

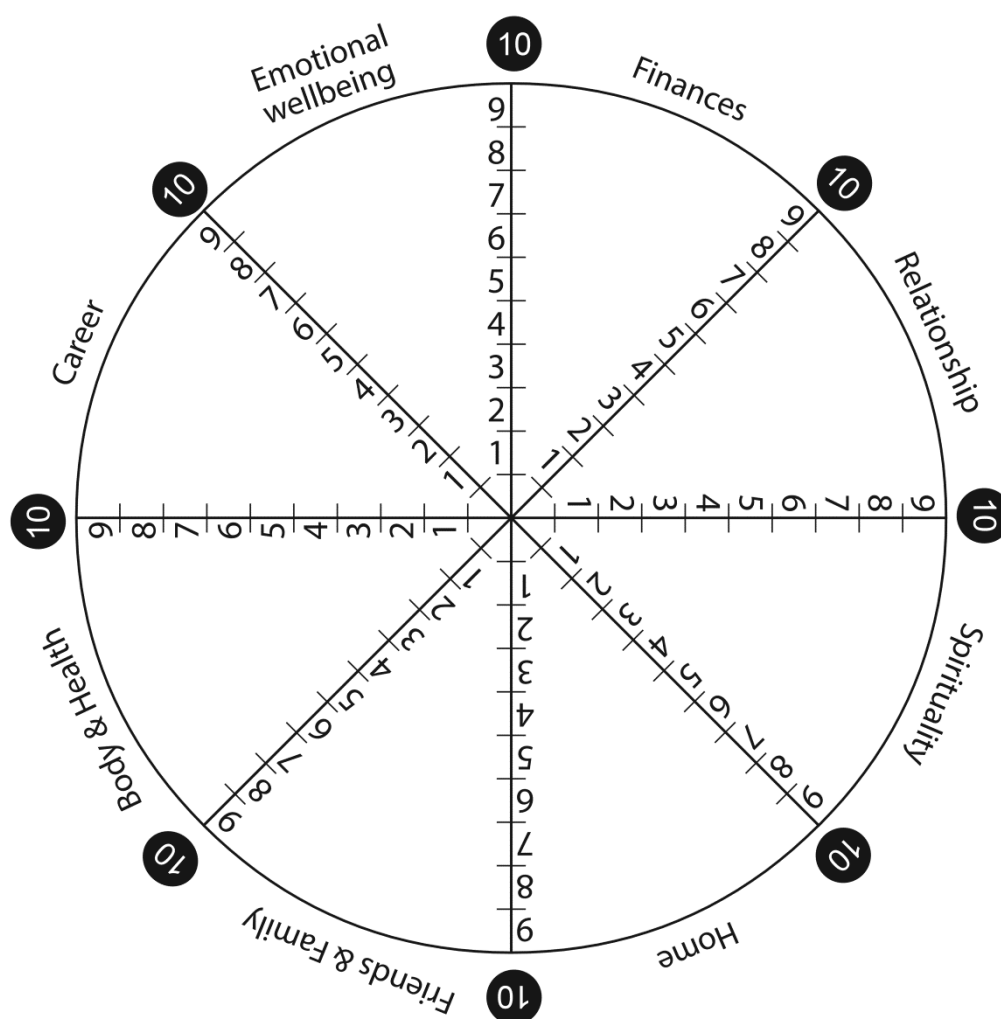
Chapter 25

Creating a healthy life balance

Exercise 13: Create Your Life Balance

Step 1: The Wheel of Life

Your Wheel of Life



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Diagram 4

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Step 2: Define your Life Goals

Your life area	What would make this a 10 out of 10? (Be specific using SMART goals)
Career	
Friends & Family	
Relationship	

Finance	
Home	
Spirituality	

Emotional Wellbeing	
Body & Health	
Other areas that are important to you	

Step 3: Balance your life

What needs to change in your life balance?

What are you willing to change?

What are you deciding now to change, and by when?

Chapter 26

What to do next

Exercise 14: Who do you know?

Write down below the names of people who could help you on your journey to creating excitement and fulfilment in your career:

Appendix I

The Demartini Value Determination Process®

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For more information, please visit: **www.drdemartini.com** or read the book, *The Values Factor - The Secret to Creating an Inspired and Fulfilling Life* by Dr John Demartini, a book which changed my life.

You can also take this test online at:

www.drdemartini.com/values

Determine your values, step by step

The Demartini Value Determination Process® was developed by Dr John Demartini, author, educator, and leadership and performance specialist. This is a multi-step process in which you keep refining your answers until your hierarchy of values finally emerges with crystal clarity.

Step One:

Answer the following 13 questions:

1. How do you fill your personal space?

Have you ever noticed how things that are really not important to you go into the trash, the attic, or the storage closet? By contrast, you keep the things that are important to you where you can see them, either at home or at work.

What does your life demonstrate through your space? When you look around your home or office, do you see family photos, sports trophies, business awards, books? Do you see beautiful objects, comfortable furniture for friends to sit on, or souvenirs of favorite places you've visited? Perhaps your space is full of games, puzzles, DVDs, CDs, or other forms of entertainment. Whatever you see around you is a very strong clue as to what you value most.

What 3 things fill your space?

2. How do you spend your time?

Here's something you can count on: people always make time for things that are really important to them and run out of time for things that aren't. Even though people usually say, "I don't have time for what really I want to do," the truth is that they are too busy doing what is truly most important to them. And what they think they want to be doing isn't really what's most important. You always find time for things that are really important to you. Somehow, you figure it out.

So how do you spend your time? I personally spend my days researching, writing, teaching, and travelling. Those are my four highest values. I always find time for doing them. And I almost never find time for cooking, driving, and doing domestic things, which are low on my list of values. How you spend your time tells you what matters to you most.

In which three ways do you spend your time?

3. How do you spend your energy?

You always have energy for things that inspire you – the things you value most. You run out of energy for things that don't. Things that are low among your values drain you; things that are high among your values energize you. In fact, when you are doing something that you value highly, you have more energy at the end of the day than when you started because you're doing something that you love and are inspired by. So how do you spend your energy – and where do you get your energy?

In which three ways do you spend your energy and where do you feel energized?

4. How do you spend your money?

Again, you always find money for things that are valuable to you, but you never want to part with your money for things that are not important to you. So your choices about spending money tell you a great deal about what you value most. Now, at this point, you might be noticing some overlap: some similarities between what you fill your space with and how you spend your time, energy, and money. That is healthy. It means that you have already aligned a lot of your values, goals, and daily activities. If you notice a lot of divergence between the answers to these first four questions, you might benefit from bringing your values and goals into deeper alignment.

In which three ways do you spend your money?

5. Where do you have the most order and organization?

We tend to bring order and organization to things that are important to us and to allow chaos and disorder with things that are low on our values. So look at where you have the greatest order and organization in your life, and you'll have a good sense of what matters most to you. In my case, I see the most order and organization in my research and teaching materials, and in my itinerary for travelling. This helps me see that my values involve research, writing, teaching, and travel.

In which three areas are you most organized?

6. Where are you most reliable, disciplined, and focused?

You never have to be reminded from the outside to do the things that you value the most. You are inspired from within to do those things and so you do them. Look at the activities, relationships, and goals for which you are disciplined, reliable, and focused – the things that nobody has to get you up to do. For me, again, that's researching, writing, travel, speaking, and teaching. I love those things!

In which three activities and areas are you most reliable, disciplined and focused?

7. What do you think about, and what is your most dominant thought?

I'm not talking about the negative self-thought or the things that distract you. I'm not talking about the fantasies, "shoulds" or "oughts." I'm talking about your most common thoughts about how you want your life – thoughts that you show slow or steady evidence of actually bringing to fruition.

What are your three most dominant thoughts?

8. What do you visualize and realize?

Again, I'm not talking about fantasies. I'm asking what you visualize for your life that is slowly but surely coming true. In my case, I visualize travelling the world and setting foot in every country on the face of the Earth. That is what I visualize. And that is what I am realizing. So what are you visualizing and realizing?

What are the three ways you visualize your life?

9. What is your internal dialogue?

What do you keep talking to yourself about the most? I am not asking about negative self-talk or self-aggrandizement. I want you to think of your preoccupation with what you desire most – intentions that actually seem to be coming true and showing some fruits.

What are the three things that you have internal dialogues about?

10. What do you talk about in social settings?

Okay, now here's a clue that you'll probably notice for other people as well as yourself. What are the topics that you keep wanting to bring into the conversation that nobody has to remind you to talk about? What subjects turn you into an instant extrovert?

Whether your 'baseline' personality is extrovert or introvert, you've probably noticed that there are topics that immediately bring you to life and start you talking and others that turn you into an introvert who has nothing to say – or make you want to change the subject. You can use this same insight to analyze other people's values. If you go up to somebody and they ask you about your kids, that means their kids are important to them. If they say, "How's business?" they value business. If they ask, "Are you seeing anyone new?", then relationships matter to them. Topics that attract you are a key to what you value.

What are the three things that you speak about in social settings?

11. What inspires you?

What inspires you now? What has inspired you in the past? What is common to the people who inspire you? Figuring out what inspires you most reveals what you value most.

What are the three things that inspire you the most?

What are the most consistent long-term goals that you set?

What are the three long-term goals that you have focused on that you are bringing into reality? Again, I'm not talking about the fantasies that nothing is happening with. I want the dreams you are bringing into reality slowly but surely, the dreams that have been dominating your mind and your thoughts for a time – the dreams that you are bringing into daily life, step by step by step.

What are the three most consistent long-term goals that you have set?

12. What do you love to learn and read about most?

What are the three most common topics you love learning or reading about most? What three topics can you stay focused on and love learning about without distraction.

What are the three things you love to learn and read about?

Step Two:

Identify the Answers That Repeat Most Often

Once you've written down three answers for each of the 13 questions, you'll see that among your 39 answers, there is a certain amount of repetition – perhaps even a lot of repetition. You may be expressing the same kinds of value in different ways – for example, “spending time with people I like,” “having a drink with the folks from work,” “going out to eat with my friends” – but if you look closely, you can see some patterns begin to emerge.

So look at the answer that is most often repeated and write beside it the number of how often it repeats. Then find the second most frequent answer, then the third, and so on, until you have ranked every single answer. This gives you a good primary indicator of what your highest values are. You can even start making decisions based on this initial hierarchy of values – and you can see how your life is already demonstrating your commitment to these values.

Appendix 2
Your Life Plan

My personal mission in one paragraph
My core values
1. 2. 3.

My BEs, DOs and HAVEs
<u>BE (what I will be):</u>
<u>DO (what I will do):</u>
<u>HAVE (what I will have):</u>

My life goals		
Life segment	My goals	By when?
Career		
Friends & Family		
Relationship		

Finance		
Home		
Spirituality		

Emotional Wellbeing		
Health & Body		
Other areas that are important to you		