

Companion Workbook

How to Enjoy Your Job
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www.HowToEnjoyYourJob.com

“All men dream: but not equally.
Those who dream by night in the dusty recesses of their minds
wake in the day to find that it was vanity: but the dreamers of
the day are dangerous men, for they may act their dream with
open eyes, to make it possible.”

T.E. Lawrence, Seven Pillars of Wisdom

Introduction to the Workbook

This workbook contains the diagrams and questions from the book “How to Enjoy Your Job”. It also contains the first chapter of the book which will help you understand how the workbook is structured, and can be tailored according to your situation.

It can be used **alongside the book** to write down the elements that are useful to you and also your personal answers to the questions posed in the book.

It can also be used on its own to help you identify areas you need to address within your work and home life, in order to enjoy your job.

**You can buy the book at
www.HowToEnjoyYourJob.com**

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Introduction

Everyone works. It's a fact of life.

You may have to work in order to provide for yourselves and your families, but a working life can be so much more than just this. Work can give you an opportunity to shine and to grow, as well as providing a means for a living. It can provide you with self esteem and fulfilment as an adult, and as a member of society. The world is constantly reinvented by people's work so it can be exciting and fulfilling. Work doesn't just have to be a way to pay the bills. But so often people are held back by a blinkered view of their capabilities and the possibilities of what work they can do.

Individuals are capable of having brilliant ideas and implementing them, which can make the world an exciting and fulfilling place. You can learn new things, develop and grow. You can use your experience to gain more, take initiative and find more fulfilment in your work. You can contribute to others as well as to your own self development and find meaning in what you do every day.

But many people don't enjoy their jobs and don't know how to change the situation. You may be one of those people...

If so, **CONGRATULATIONS!**

You have taken the first step in moving towards the day you will enjoy your job.

This book has come from 11 years searching for happiness in my own work. I have experienced the highs and lows of starting my own business (more than once!), worked as an employee in offices, and volunteered for charities. My search for the right job has taught me so much about myself as well as the requirements for enjoying my work. Some of the processes along the way have been painful, but important to the journey. As I have retrained, travelled and soul-searched, I have come to realise that there are significant actions and factors that are responsible for establishing job satisfaction. I believe they are worth sharing for anyone who wants to work and be happy too. In reading this book, I hope that your search will also lead you to greater job enjoyment.

The result of my own search is to enjoy my job with the aim of also helping you to enjoy yours.

This book is not a ‘get-rich-quick’ scheme or a way to leave work altogether. It is about helping you find meaning and happiness in the job you do now, or in the career you would like to have. It is for anyone who has a job they are not entirely happy with, and for those who want to make a change for the better. It contains ideas and tips for a happier and more fulfilling working life with easy-to-follow diagrams and processes that you can use right now to start making changes.

This book is a call to action!

You can take some personal actions now to improve your working situation by implementing some of the strategies and tips within this book. It has been written in order to help you get started on the process of making your working life better.

“Whatever you think you can do or believe you can do, begin it.”

Goethe

How to read this book

It can be read from beginning to end in chapter order, but you can also navigate your own path based on your particular problems with work.

Part 1 outlines the problem of workplace unhappiness and how it affects health as well as sanity. You are not alone in the way you feel about work! Some people say that you just have to accept the way work is nowadays, but the

statistics on workplace stress as well as obesity and depression show that this has to be taken personally.

Part 2 focuses on how you can make some changes right now to enjoy your job.

The chapters are specifically targeted at the most common problems people have around their jobs. It focuses on self-development to help you through boredom and enable you to identify and follow other opportunities. It will show you how to take control of your stress and use strategies to manage and reduce it. There are specific chapters for when you are feeling under-rewarded or trapped in your current situation, as well as how to deal with difficult people at work. Additionally, there are ideas to help you take control of your finances and make the most of your money in order to maximise your choices in life.

Part 3 addresses some areas you can focus on if you don't want to change your job right now. Life is more than work. It may not be possible to change your work situation, but changes can be made in other parts of your life in order to make you happier. There are guidelines on enhancing your work/life balance by developing new skills and creativity, and focussing on areas outside of work.

Part 4 is designed to help you to get a different role or a completely different job, maybe even in a new field. It is about finding out what you really want to do, about who you are and what would be best for you. The Career Change Process is an easy-to-follow map for changing your career, and includes ideas on how to implement those changes. There are also chapters on goal setting and achieving as well as the practicalities of improving your resume, interview skills and options for the future.

There are many reasons why people don't enjoy their jobs so not all chapters will be relevant to you. To find the most useful chapters, identify the key categories that apply to you in the following list and then use "The Path to Job Satisfaction" diagram to select the appropriate chapters.

Let's get started!



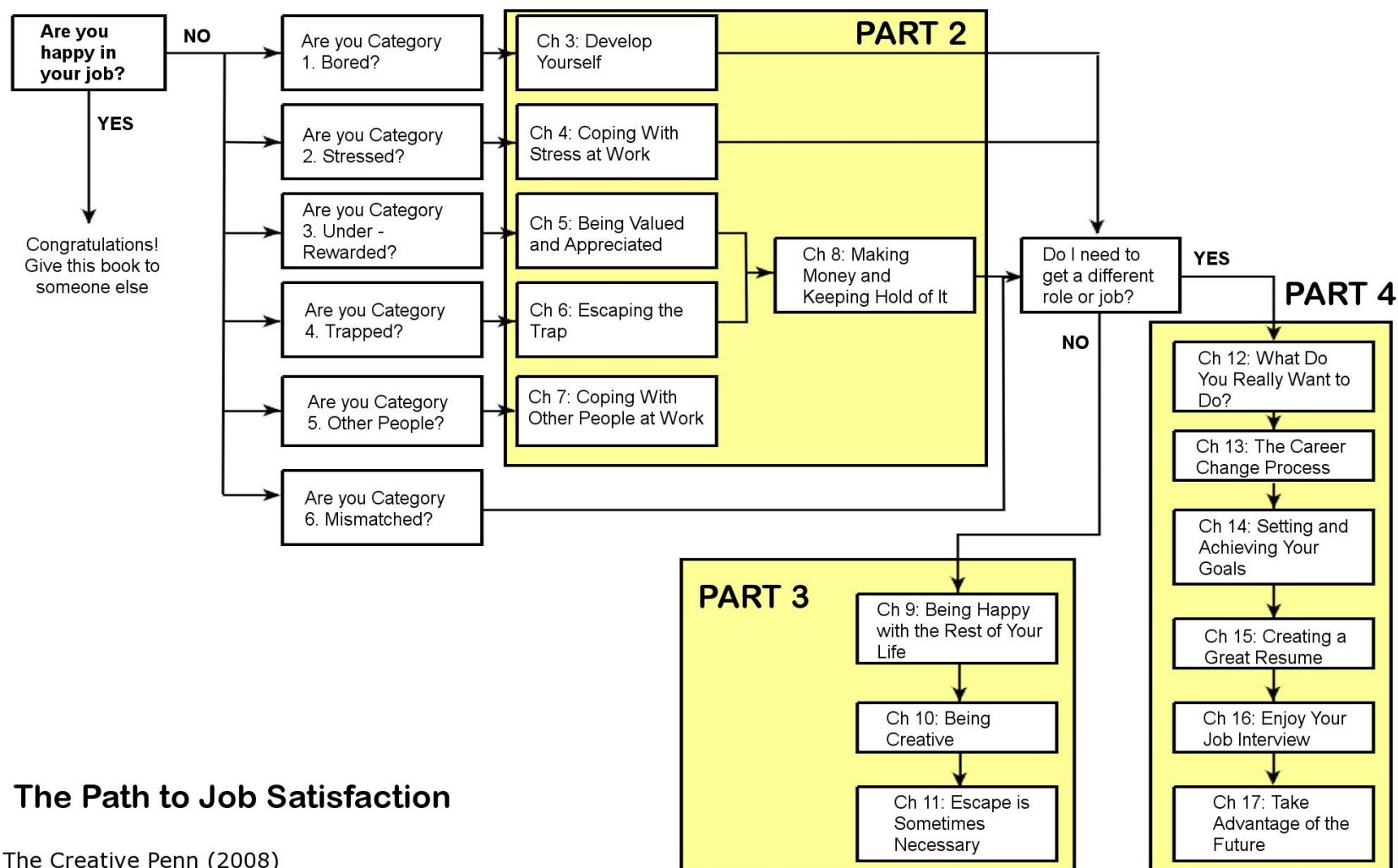
Which of these categories apply to you?

Tick all those that relate to your situation. Most people will find there is more than one.

Category 1: I'm Bored My work is boring, repetitive and doesn't challenge or interest me. I count the minutes I have to be there and I am desperate to leave at the end of the day.	
Category 2: I'm Stressed My job is too stressful. I have too much work/too little time/too much travel/not enough holiday/not enough time for relationships/family and no time for the rest of my life. I am overworked, exhausted and heading for burnout or a breakdown.	
Category 3: I'm Under-rewarded I am not paid enough, not rewarded enough for my work, and not recognised for the job that I do.	
Category 4: I'm Trapped I feel trapped in this job. I need the money to pay the bills. I am not qualified for anything else, or I won't get paid so much if I go elsewhere. People depend on me so I have to keep this job.	
Category 5: Other People Other people make my job a nightmare. I hate my boss/manager. Other work colleagues upset/annoy me. I am treated badly/bullied/harassed at work. I feel undermined, micromanaged or not trusted to do what I am employed to do.	
Category 6: I'm Mismatched There is a mismatch between what I <u>want</u> to do and what I am actually doing. I don't know exactly what I want, but I know it's not this. There's no meaning in my job. I feel the work itself is pointless.	

Now you have identified the categories that apply to you, the following diagram indicates the chapters that might be most useful. You can skip straight to those chapters now, or read on.

How to Enjoy Your Job



The Path to Job Satisfaction

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Part 1: I don't enjoy my job and I am not alone!

1. What is the Problem?

“In the middle of the road of my life I awoke in a
dark wood where the true way was wholly lost.”

Dante Alighieri



What is your working situation like right now? Why are you reading this book? What are the particular problems that you want to address?



Do you want to get to 65 and say “Yes, I have enjoyed my working life”?
Do you want to love what you do every day, not just at the weekends?

“This is exactly what is wrong with my life.

Travelling home in the dark after a long day at work, I feel I haven’t achieved much, but no-one notices anyway. I have a stress headache and my neck hurts from my bad desk posture. I am tired even though I have done nothing physically active all day. I don’t have the energy to go to the gym now – I just want to go home, have dinner and watch TV. Looking around, I know I am not the only one on this train to feel like this.”

Terri, on the commuter train home



Can you identify with this?

Do you feel as if you have been doing something you don’t like for far too long?

2. The Results of an Unhappy Workplace

Many people don't enjoy their jobs, but what are the results of this for their health and happiness?

Unhappiness is a feeling that is difficult to quantify and measure, but the results can be seen in workplace stress, obesity and depression. These are growing problems for the developed world and now receive a great deal of media attention. You may feel that these terms are too extreme to apply to you, but think of them as a continuum on which everybody sits somewhere.

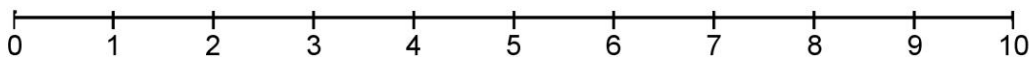


Mark where you feel you are on the continuums below.

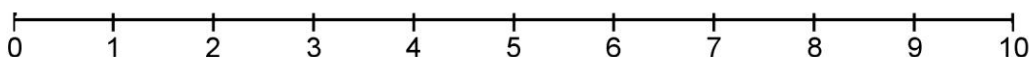
0 = Strongly Disagree with Statement

10 = Strongly Agree with Statement

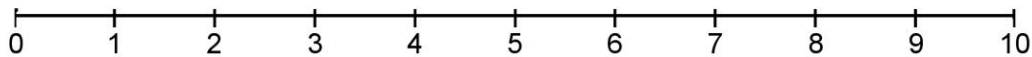
I don't enjoy my job.



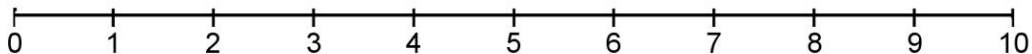
I am stressed at work



I am overweight



I feel depressed



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If you total your score and it is greater than 8, then some of this chapter applies to you.

Let's look at stress



What triggers your stress? If you know you get stressed but are not aware of what triggers it, try keeping a weekly log. Notice what triggers you and then use strategies to avoid or mitigate the situation.



The things that stress you are personal and result in multiple pressures upon you. Circle the areas that particularly fit your situation. Add any others to the list.



Stress is wearing you down...

“I work these 12-hour days, six days a week. Most days I take no lunch, no break. It’s all work. I’m going to end up walking out. I have nothing left to give. It’s like someone pounding on your head 11-12 hours a day. For years. Some mornings I wake up, I can’t move.”

Sandy, HR Director

(Source: Gig: Americans talk about their jobs)



Do you have any physical symptoms that might be related to stress?



Have you had to deal with any of these as well as stress from work?

- Moving house
- Marital difficulties, divorce or break-up of a relationship
- Pregnancy and having a new baby
- Caring for a sick family member
- Death of a friend/family member/parent
- Personal illness or chronic pain

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Underpinning all of these are the financial concerns bound up with work stress because for most of us, work is our only form of income.

When you look at what most people go through, it is no wonder they sometimes struggle!



Do you feel that your work life is affecting your health as well as your happiness? What would you like to change about this situation?

Part 2: How to enjoy your job right now

It's pretty depressing reading that first section and realising the effect that your work situation can have on you.

Yet, until you look and analyse, you can't change your behaviour. You also need to acknowledge why you want to change before you are ready to act.

Once you are sure about what you want, **you can change your behaviour** and make your work life more enjoyable.

If you're ready... let's start!

Here are some strategies that have made a difference to my working life...

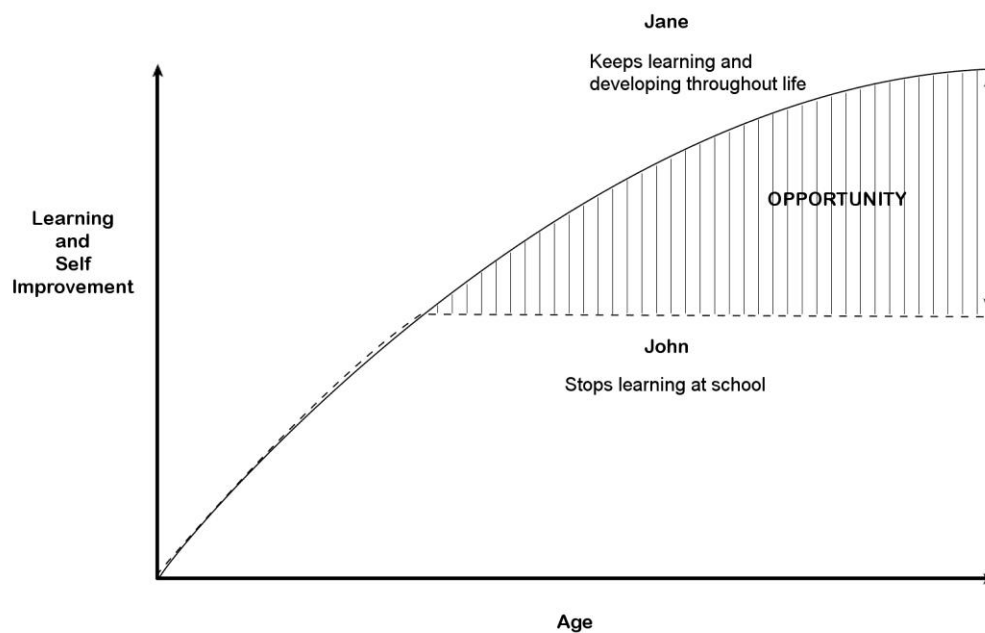
3. Develop Yourself



Is your work challenging for you? If not then analyse why not.

Did you take the job expecting it to be like this? Have you increased your skill level so it is now too easy for you?

In the diagram below, John stops learning in school and does not invest in self-development so his learning stays flat throughout adulthood. Jane spends her lifetime looking for opportunities to learn and develop new skills in different areas. The difference between the two lines is filled with increased opportunities and potential that Jane can take advantage of during her lifetime. These are opportunities that John will not even be aware of.



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Plot your own chart on the graph above. Do you feel you have continued learning since school? What are some of the ways you have improved your learning and development in the past?

“Formal education will earn you a living.
Self-education will earn you a fortune.”

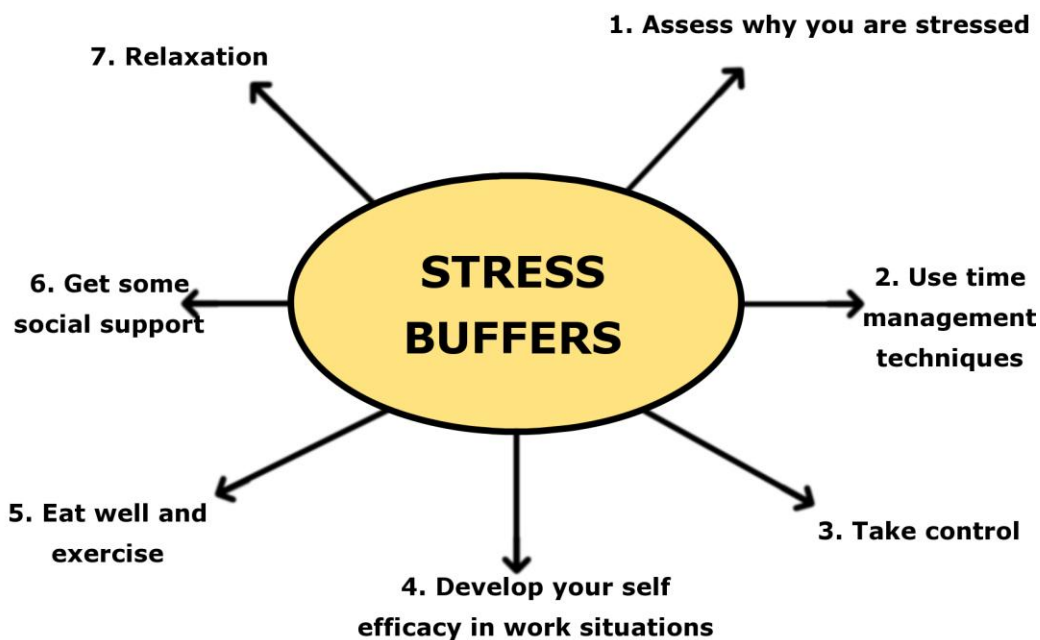
Jim Rohn



What areas are you interested in developing?
What are some of the ways you could develop yourself further?

4. Coping with Stress at Work

Finding positive ways of managing stress will provide a protective buffer so you can cope with the stressful situations. The stress buffer provides a cushion around you, protecting you from being overwhelmed. It won't stop stress happening, but it will enable you to survive whilst you plan for other things. **No-one is going to change this for you so you need to find ways to deal with your stress yourself.**



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1. Assess why you are stressed



What are the situations in which you get stressed? Who makes you feel stressed?

2. Use time management techniques



In what ways you could implement time management techniques to make your work life less stressful?

3. Take control

If you blame your stress on aspects of your life which are not under your influence, you will not be able to reduce or control your stress.

Take ownership of what is stressing you and be in control of it.

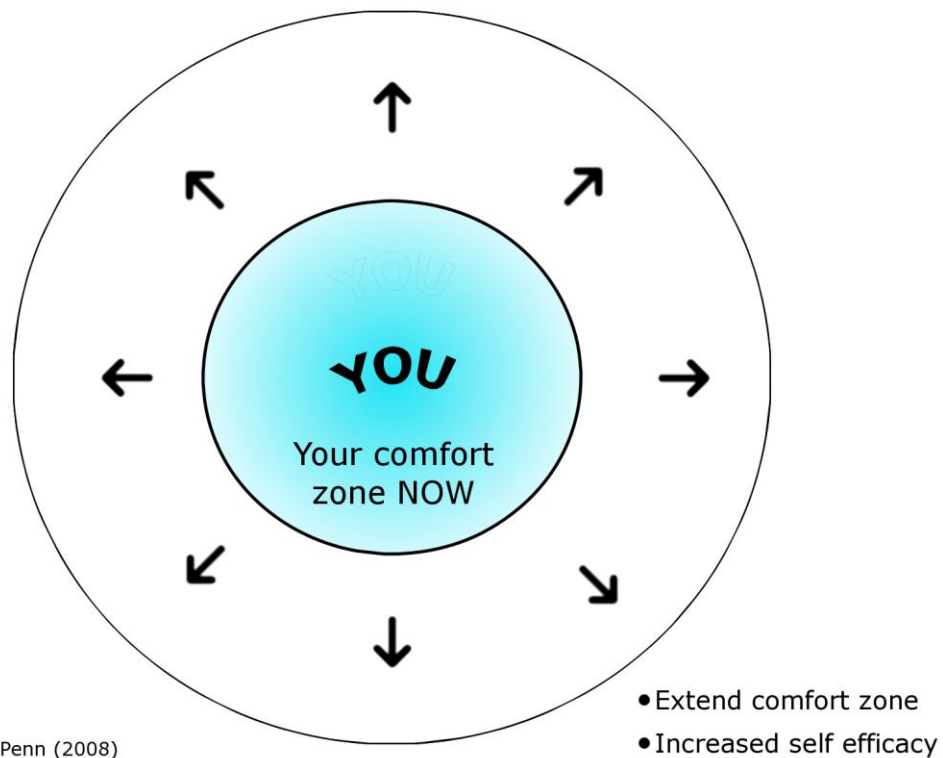
If you acknowledge that you have control over what stresses you, you can deal with it by actively solving the problem. If you believe it is someone else's fault or responsibility, then nothing will change. **Own it, change it.**

4. Develop your self-efficacy in work situations

Self-efficacy is your belief in your own capability to do something. It may be a proven capability based on something you have achieved or it may be the belief that you can do a new thing given the opportunity. If you believe you can do something, you will feel more in control and therefore less stressed.

Your comfort zone is where you are happy doing your work or using your abilities. Part of developing self-efficacy is to stretch these comfort zones and increase skill level so you can function without being stressed in the outer limits.

If you don't challenge yourself, you will never know what you are capable of.



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Add to this diagram the areas that are in your comfort zone now, and areas you would like to extend it. What will you actually do to extend these areas?

5. Eat well and exercise



Take a physical inventory of yourself now. Are any of your current physical problems related to stress?

6. Social support



Who acts as your support at the moment?
Who do you support in return? Would you benefit from seeing a professional?

7. Relaxation

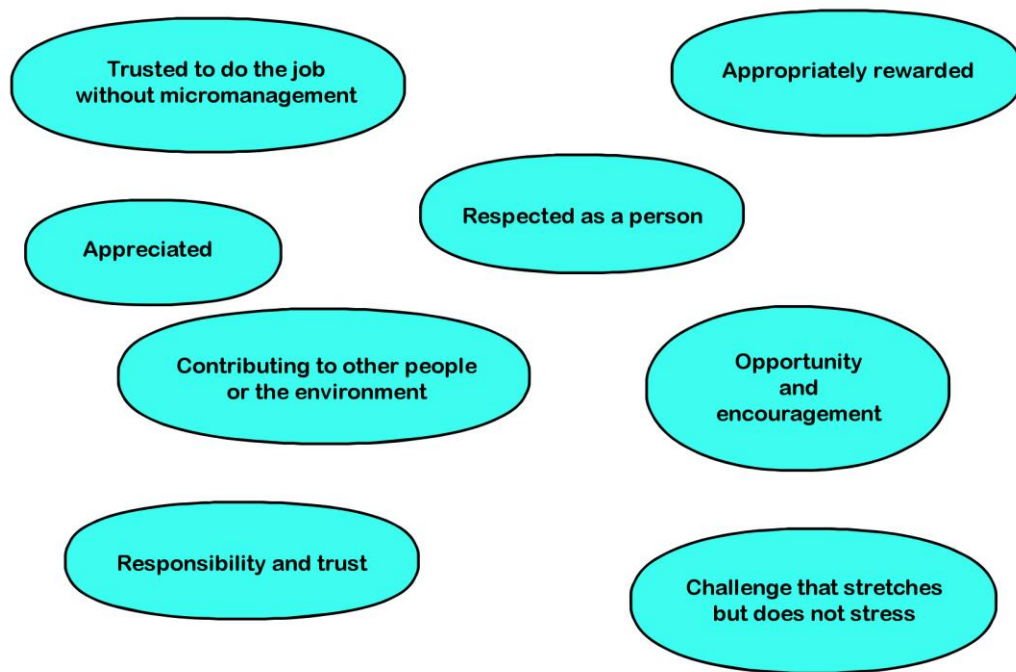


Which of the relaxation techniques do you think could help you? What three steps could you take right now to incorporate these into your life?

5. Being Valued and Appreciated

What kind of work will make us feel valued?

People have feelings, aspirations and something to add to companies if given a chance to express themselves. The following areas contribute, in part, to making work more positive and demonstrating that people are valued.



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Which of these would make you feel valued at work? Are there ways you could improve any of these areas for yourself?

Gratitude as an extension of being valued

Gratitude can often sometimes seem in short supply in many companies, but thanking people helps at every level of the organisation. Gratitude focuses the mind on the positive in your life and whatever your situation, you can find a great deal to be thankful for. **It is important to be grateful about where you are now, in order to be grateful about where you are going.**



What do you have in your life to be thankful for?

“What you think about, and thank about, you bring about.”

Dr John de Martini

6. Escaping the Trap

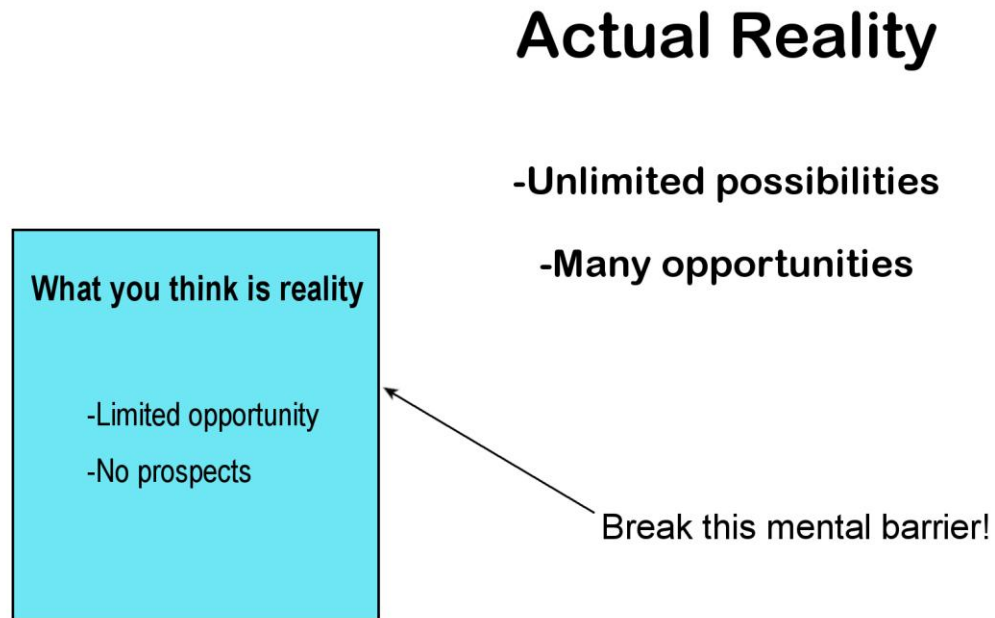
These are the most common reasons people feel trapped in their jobs.

- **Money:** The job brings in the money needed for the rest of life. It gives us income security and may be within an industry that pays well. When people are qualified for a job they are paid more than for a job they are new at. Starting at the bottom again means less income and families rely on the money for living. Escaping the money trap will be covered in detail in Chapter 8.
- **Status:** If people have a certain status based on how much they earn, or the job they do, they may also feel trapped by the need to live up to what other people think of them. For example, going from an accountant to a dressmaker may be considered a status drop as well as an income drop, even though it may be what someone really wants to do.
- **Perception:** Sometimes people are trapped by their own idea of what opportunities they have and they don't know how to get out of the situation. They perceive that there are no other options for them other than to stick with the job they are in.



Do you feel trapped in your job? What are you trapped by?

What you perceive is just a tiny piece of the actual reality. There are unlimited possibilities; you just need to break down the mental barrier that stops you seeing them. The picture below illustrates how you can become stuck in your own perceived situation, but if you can just break down the walls, you will see there is a different reality out there.



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What are some of the thoughts that control your situation?

Are there ways you could change your thinking to alter how you see the world? How can you break those mental barriers?



Are you trapped into your job because it is expected of you? Are you behaving in ways that are expected of you but do not fit with what you really want?

Getting out of the trap

First, you need to look at what your current reality is.

Are you constrained by your own thoughts and expectations?

If so, read Chapter 3 and start developing yourself so that new opportunities open up. Learn more about yourself, about money and work possibilities and your situation will start to change.

If you are trapped by status or the desire to fulfil how others see you, then you have a choice. Continue with the job and find other ways to enjoy your life (Part 3), or to change your job and perhaps even your friends to free yourself (Part 4).



What will you do to get out of the trap?

7. Coping with Other People at Work

People do not work or live in isolation. Even if you are in a dream job, it can be marred by the presence of someone who upsets, frustrates or bullies you. This conflict can dominate your work life and spill over into your private time. The situation can be intensely stressful and can make the working days hell.



What is your problem with the people at work? Who is the person who makes your work life difficult? Identify the particular issue you have.



What are your specific problems with your manager? How do you want to be treated by your manager?

My colleague annoys/frustrates/upsets me



- Are other people at work annoyed/frustrated/upset by this person?
- Is this a problem with the person, or with the way you perceive them?

What can you do about it?

You need to focus on the areas you can actually control as this is where you can make changes. You cannot change someone else's behaviour. You can only alter your own behaviour by avoiding that person, refusing to engage with them and not reacting to situations.



What can you control about the situation you are facing? What is within your power to change?

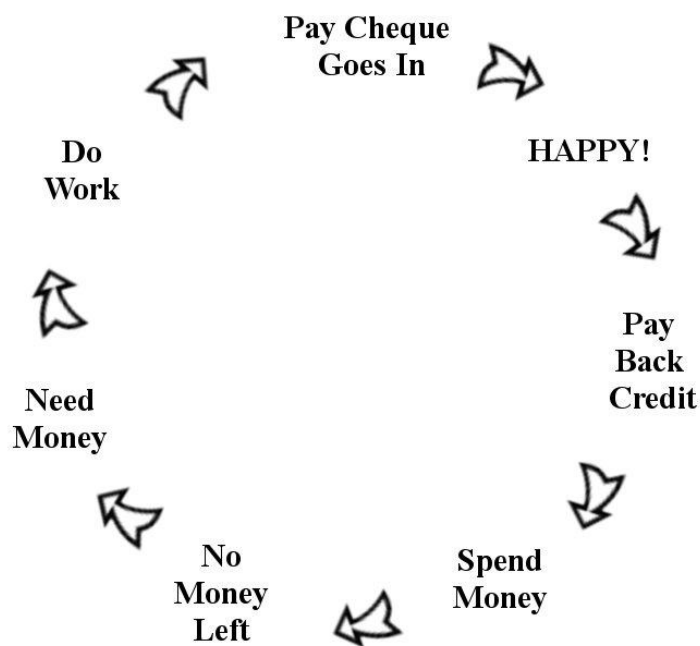


What are the three steps you will take to address your situation at work?

8. Making Money...and Keeping Hold of It

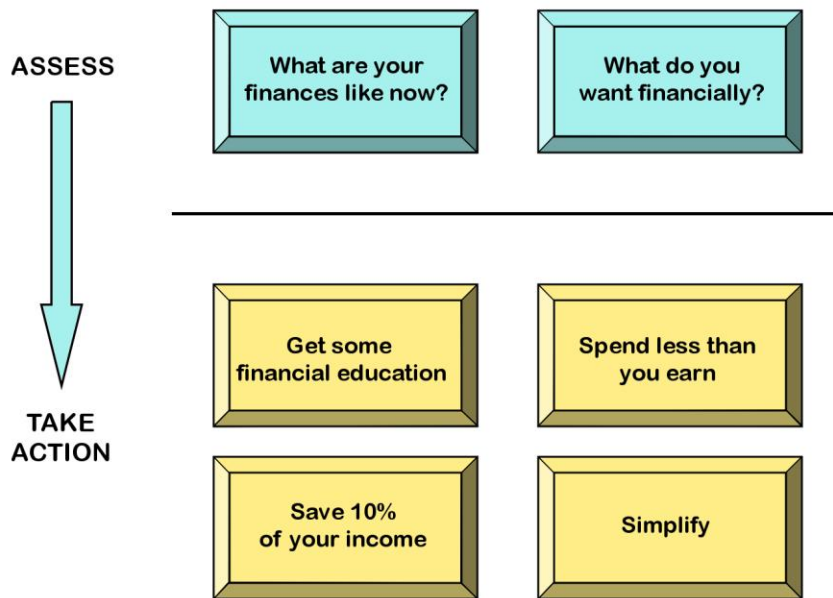
Escaping the money trap!

Many people would say that they have to do their job for the money, and that spending at the weekend is part of the reward. But most spend too much, and it becomes a cycle of being trapped into waiting for the next pay cheque. Once people are trapped financially, it becomes difficult to break out of this cycle.



Do you see yourself in this cycle? How does it make you feel?

How can you make the most of the money you earn?



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Assess: What are your finances like now?

Be honest! You are only trying to fool yourself if you exaggerate any of the figures or reduce your debt levels on paper.



Give yourself a financial health-check and answer the following questions.

- How many days/weeks could you live with your present lifestyle if you had to stop work tomorrow?
- How much have you saved for emergencies?

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- What is the value of your assets? (what you own e.g. house, car, investments)
- How much is your total debt? (what you owe other people e.g. mortgage, personal loan, car finance)
- What are you worth? (total assets – total debt)
- What is your income every month? Are you dependent on your job, your spouse, or the government for this income?
- What are your expenses every month?
- What are you left with every month? (income – expenses)

Assess: What do you want financially?



Have you thought about what you want in retirement? Or if you want to be financially independent before then, how much would you need to accomplish that?

- What do you want your life to be like in the future?
- How much money will you need to live that life?
- How far are you away from retirement?
- How much money do you need to save to have a great lifestyle when you retire?

Get some financial education



What are some of the questions you have about money and investments?
Where can you find out the answers?

Take Action: Spend less than you earn



Is it possible to do things differently?

- **Think before you buy.** Do you really need this? What does it add to your life right now? Are you buying it because of what you want other people to think? Will you still want it in six months? If not, is it worth it?
- **Analyse your credit card bill.** Go through the paper copy or download it. Categorise and total it based on the expenses e.g. supermarket shopping, takeaways and restaurants, entertainment etc. Look at how much you spent on things that weren't necessary. How many items on your bill do you not even remember? Are you surprised by how much it adds up to?
- **How many of those expenses could you scale back** and how much would it save you per week or per month?

Save 10% of your income

I first read this suggestion in “The Richest Man in Babylon” years ago, but I didn't take action. 10% seemed such a small amount at the time that I just didn't do it as it didn't seem worthwhile. I didn't set aside a separate account, but said to myself “I'll just put some money away when I have some left over at the end of the month”. Of course, that never happened!

Finally, I started a separate account called “Cash” and started putting 10% of my income into it AS SOON AS the money appeared in my account rather than at the end of the month. It was pretty pathetic at first but I had at least started. Now that account has a tidy sum in it and I like watching it grow in small increments each month.



What is 10% of your income now? Will you commit to putting that into a lifetime account? How much will you have in this account after five years?

Simplify



What are some of the ways that you can simplify your current lifestyle to free up more money?

Life is not all about money, but it certainly helps with the quality of our lives.

Therefore, being happy in our work is tied to the money received for it.

It is important to understand the flow of money through our working lives. Planning for the future will help you to enjoy your job more now.

For more detail on money and wealth, see the Wealth page on www.HowToEnjoyYourJob.com. This contains more detail on some of the books you can read to become more financially educated, as well as a calculator for the 10% savings account.

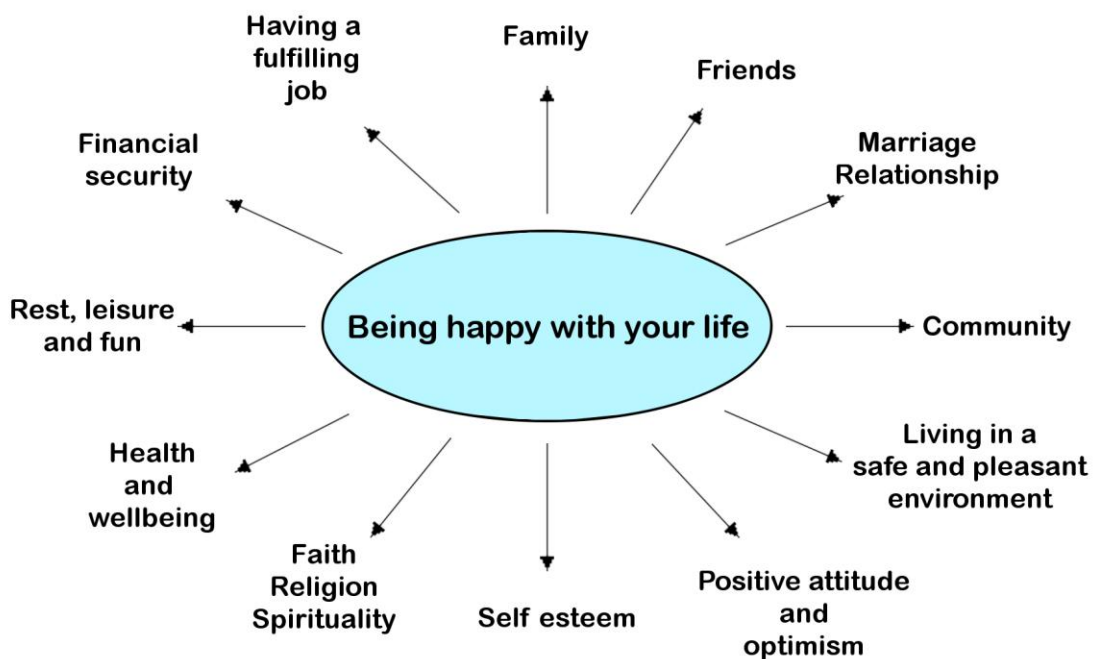
Part 3: How to enjoy the rest of your life

9. Being Happy with the Rest of your Life

If you need to keep your existing job for the moment, at least you can focus on changing other parts of your life to make it happier overall.



Assess each of these areas on the diagram. Identify which areas you are happy with now, and which could use some improvement.



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“The great essentials for happiness in this life are something to do,
something to love and something to hope for.”

Joseph Addison



Are you happy with how your family is right now? Are there ways you can improve your family situation? Do you treat your friends well? Are there friends who need your help?



What can you do to improve your personal relationships?



Living somewhere safe and secure in a positive environment is important for your physical and psychological health. Does your space feel like your safe haven to come home to after work? Can you improve the place where you live right now?

“So plant your own garden and decorate your own soul, instead of waiting for someone to bring you flowers.”

Veronica A. Shoffstall, “After a While”



Can you join or promote a sense of community locally? Are there ways you can help other people?

If you believe that the future will be better, it will hold more opportunities for good things to happen, rather than for adversity and stress.



Are you optimistic and positive about your life and your future?

Self esteem is what you think of yourself, how you feel you are as a person, and how happy you are with yourself.



In what ways can you improve your self esteem?



Do you feel spiritually well? How can you improve this?



Are you looking after your physical health? What can you do to improve it?



Do you get enough sleep? Do you have enough fun? In what ways can you improve these areas?



Do you compare yourself to others? How can you be happy with who you are and what you have now?

“Success is getting what you want;
Happiness is wanting what you get.”

Ingrid Bergman

10. Being Creative

“In ordinary life, creativity means making something for the soul out of every experience”.

Thomas Moore

Finding ways to express yourself brings greater joy to what you do because you are enjoying yourself more, inside or outside of work. Everyone has different ways to express themselves, and you can be creative with basic materials and little money. You don't even have to create things yourself, you can go and look at other people's creativity and at least find some escape there.

Fill yourself up with ideas in order to be creative. If there is nothing left inside because you have used it all as part of your work, then don't be surprised if you find it hard to be creative. You need to go and have a look at what is happening in the world.



Find a modern art gallery near you and make a date to go there. Write down what you experience there.



What has inspired you to be creative in the past? Where can you find ideas for inspiration now? What would you like to do in the future for creative expression?

If you don't think you have any talent, or that you can't do it well, it doesn't matter!



Are there ways you can incorporate creativity into your workplace?

“Art is the set of wings to carry you out of your own entanglement.”

Joseph Campbell

11. Escape is Sometimes Necessary



When do we ever really stop?

When do you actually have time to really relax and spend time in your own head just considering your life?

Do you allow time for those internal changes that help us to make sense of our lives?

Do you have real time for your family, time for thinking about important things?



What can you see on your commute that is different or unusual?



What areas of your city/town have different cultures in? Make a date to go and walk there/ go for a meal.



Where can you go locally that will help you escape into nature?



Are there places that you have always wanted to go?

Travel allows you to literally leave your baggage behind. Travellers take the bare minimum and acquire what is necessary on the journey. You often don't need as much as you think. Travel enables you to live in the moment. There may be plans for where you are going, but there is no stress because it doesn't matter if you don't get there. On the journey, you can be late or early, or change direction and not go there at all. There is a form of healing in travel, taking you from your comfort zone into a place where you have to live on the edge. Stereotypes are questioned, you are the foreigner and simple things become more difficult. When you don't know the language and you need a bed for the night, you can find out the life skills you really have, or need to learn. You reach out to other people for help. **It is in being closer to the edge that you learn more about yourself.**



Is there an opportunity for travel in your life?

“Change is the only thing worth living for. Never sit your life out at a desk. Ulcers and heart condition follow.”

Bruce Chatwin

Part 4: How to enjoy your future

12. What do you Really Want to Do?

In asking people what they really want to do, there are usually only two answers.

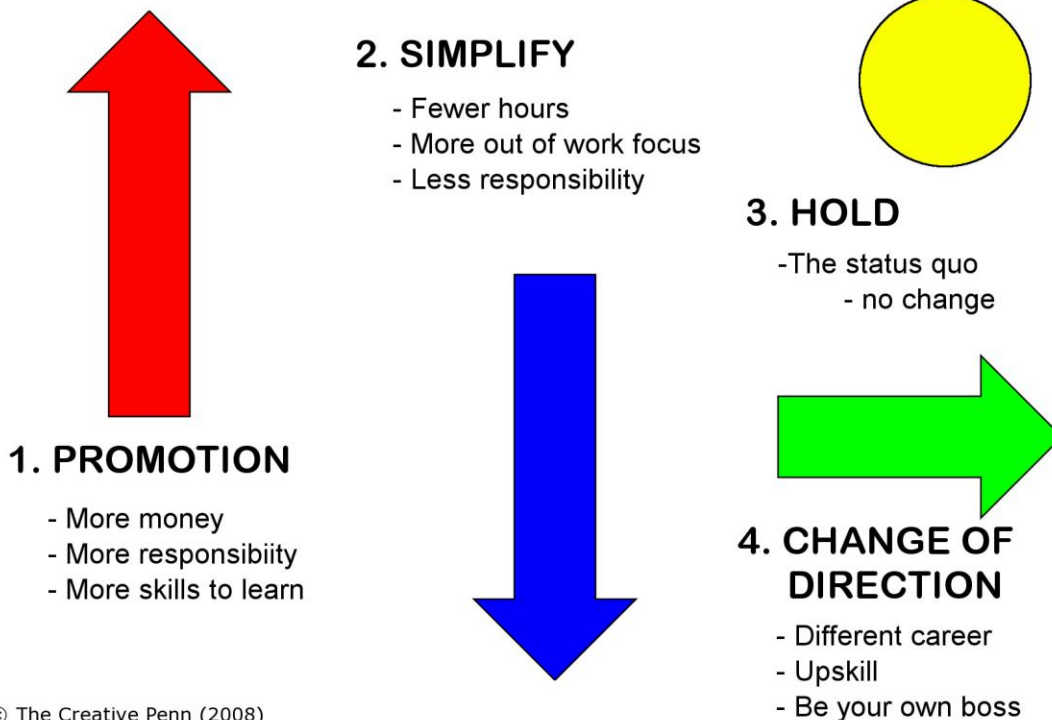
- a) I know what I want to do; I just don't know how to get there.
- b) I just don't know what I want to do – but I do know it is not what I am doing right now!



Which one are you?

Think about these four broad directions.

WHAT DO YOU WANT?



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Which category do you fit into?



If you are aiming for promotion, what specifically do you need to focus on to get there?



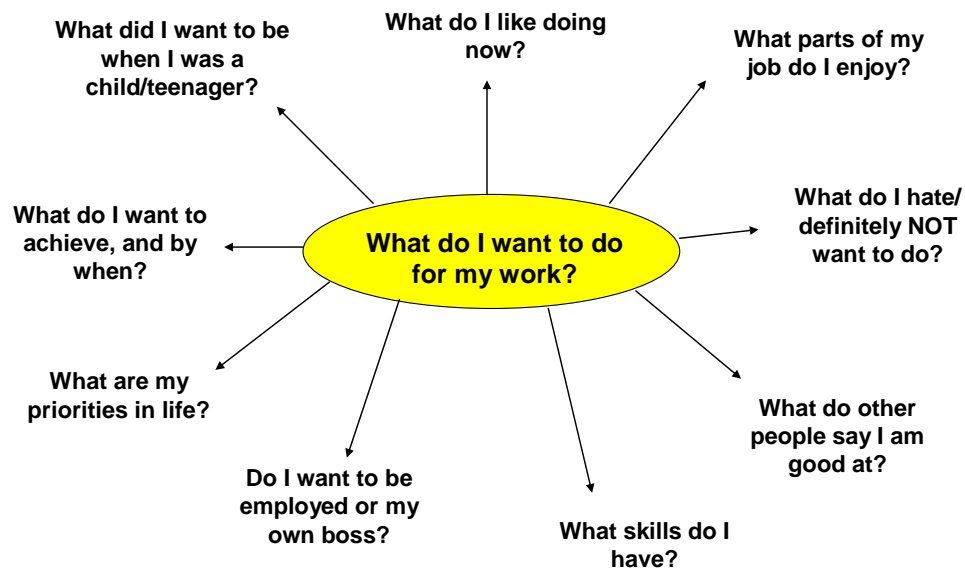
If you would like to simplify, what options could you consider to make this happen in your working life?



Do you need to hold your present situation? Why is this?

If you want to change direction, try the following questions.

What do I want to do for my work?





Write down all the things you wanted to be or do when you were young. Think back, it doesn't matter how impractical the ideas are. What do your early choices reveal about your personality and what you might want to do now?



List everything you love doing now. Don't censor yourself.



What parts of your job do you enjoy? What do you want in your perfect job?



What do you hate doing? What will you not compromise on?



What do other people say you are good at? Write down what those things are. Are they actually things you like being good at? Why are you good at them? Is it because you have spent time gaining these skills? Or is it a personality trait e.g. being good at listening?
Are these things you would like to incorporate into your future work?



What specific skills do you have? List everything, even if you don't think it is that important. You don't know yet where these answers might lead to. Again, don't censor or underestimate yourself. Just get it all out on the page.



Do you want to be employed? Do you want to work for yourself? What are the pros and cons of both of these options for you personally?



What are your priorities? What practicalities and constraints do you need to consider?



What do you want to achieve? When do you want to achieve this by?

Now Collate the Results

You should by now have spent quality time thinking about yourself and these questions and you should have a lot of notes. These will give you an insight into you, your skills and preferences as well as what you currently want and don't want in a job.



Read back over your answers and add anything else that comes to mind.

It is very unlikely that you will have a perfect job at the bottom of the list, but you probably have some better ideas as to the type of job you might be looking for.

These results are important to hold onto, even if you don't use them right now. Keep them somewhere safe and add to them when you can. If you open your mind up to the opportunities and potential jobs around you, you will see jobs you had never thought of before, or answers to add to your various questions.

“Destiny is not a matter of chance; it is a matter of choice. It is not a thing to be waited for; it is a thing to be achieved.”

William Jennings Bryan



Look at your results from the last chapter. Distil your answers into concise, positively worded sentences. Think of the possibilities for you. Write down any ideas you might have at this stage about job options.



Make a plan and stick to it. Write down the first few steps of your Plan. What will you achieve by what date?



Where can you find information about what you are interested in?
Complete this sentence. “I want to _____”. Update your plan with how you will research.



When you decide on an option, have a go/ volunteer/ talk to someone about the reality of the job.

Is this what I want to do or is there something else that fits me better? What did I enjoy about the experience? What did I not enjoy?



Do I need to re-train in order to change my career/role or job? How do I achieve this re-training?

Always remember that you have choices. You can repeat the process if you decide you want to do something different, or you can always return to what you know as a safety net.

Underpinning the whole process is commitment and persistence.



Are you committed to this process of change? Why is it so important to you this time? What will happen if you do not go through with this? How can you keep yourself committed?

There is no such thing as failure, only results.

Anthony Robbins



What “results”, both good and bad, have you experienced that have made you into who you are today? What lessons have you learnt from these experiences?

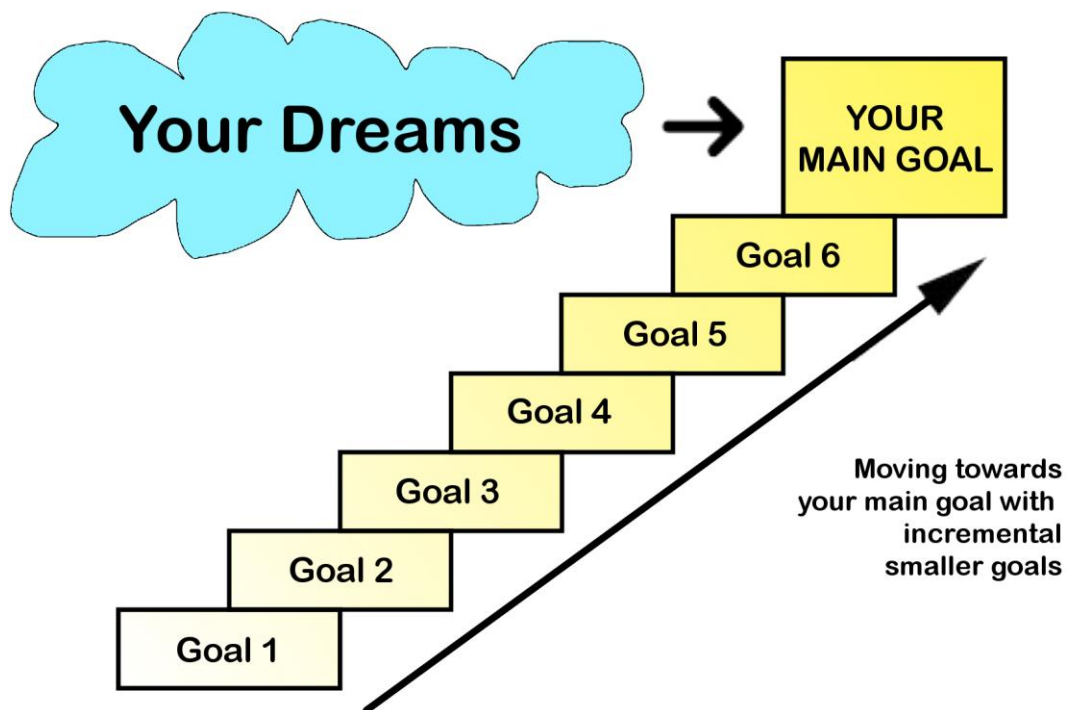
14. Setting and Achieving Your Goals

“The only thing that stands between a man and what he wants from life is often merely the will to try it and the faith to believe that it is possible.”

Richard M Devos

Goal setting is commonly discussed and often not implemented. People plan and set goals for things they love to do and want to achieve, such as holidays and leisure time, but often not for their working lives. You may have planned and achieved a number of things in your life, but you also may have never sat down and actually set goals about your job or how you want to earn your living.

Goal setting as a process is incredibly important, especially around career change or progression. It gives a target to aim for and a specific date to achieve it by. It focuses the mind and allows your ‘mental filters’ to adapt to new realities. Dreaming about possible futures is important as it gives you somewhere to aim for, but goal setting is a more practical activity that actually maps the path to achievement. The diagram below outlines the relationship between dreams and goals.



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What dreams do you have about the life you want or your ideal job?



Fill in your Main Goal and at least the first step on the smaller goals ladder in the diagram above.

Our greatest weakness lies in giving up.

The most certain way to succeed is always to try one more time.

Thomas Edison, “failed” 10,000 times before inventing the light-bulb



What could you do to support your persistence when you start to feel discouraged? Write a flashcard on why achieving your Main Goal so important for you.

“People often say that motivation doesn’t last. Well, neither does bathing
– that’s why we recommend it daily.”

Zig Ziglar

15. Creating a Great Resume



What are the five most useful tips for you in creating or improving your resume?

16. Enjoy your Job Interview

The 4 Keys to Interview Success



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What are some of the ways you will prepare for your interview?



What impression do you want to give your interviewer? How should you dress for interviews within your chosen industry?



What can you do to practice your interview technique?



How can you make your personal attitude positive prior to and during the interview?

“If you think you can, or if you think you can’t, you’re right.”

Henry Ford



During the interview itself, what ways will help you perform to the best of your ability?

17. Take Advantage of the Future



Is your company keen to retain you? How can you align the trends in the work marketplace with your individual goals? Can you use these to your advantage in order to be happier at work?



Would you like to work from home? What options are there in your industry for flexible working?



What type of company do you want to work for?



Are your skills able to be automated or outsourced? How do you add value in your current role?

Those that act on their life early on will be able to choose their future path based on these trends. We cannot know what the future will hold for us, but we can try to be prepared.

Your Challenge...Your Future

“Twenty years from now you will be more disappointed by the things you didn’t do than by the ones you did. So throw off the bowlines. Sail away from the safe harbour. Catch the trade winds in your sails.

Explore. Dream. Discover.”

Mark Twain

You bought this book because you don’t enjoy your job, it affects the rest of your life and you wanted some help.

You now have plenty of ideas to implement right now and many more that will be useful as you move forward with your journey. If you have filled in the Companion Workbook, you will have lots of information about yourself that can help you continue your development.

The most important thing is for you to **take responsibility right now for your life**, and take action to make it better for yourself. Whether this is a small change, or a big step into a life-changing decision, start now because life is too short to not enjoy what you do.

Make a commitment to yourself and your future. Make a plan of action and take steps towards the job you really want to do, towards the life you want, where you can smile and say enthusiastically, “I LOVE what I do!”.

“First you jump off the cliff
and then you build wings on the way down.”

Ray Bradbury

Recommended Reading

You can find a full listing of my source material including links to the studies cited in the following Reference section. I would recommend the following in order to understand more about the key concepts. Some of these are profiled on the website Wealth page.

Money

- Rich Dad, Poor Dad – Robert Kiyosaki
- The Richest Man in Babylon – George S. Classon
- Why we want you to be rich – Robert Kiyosaki and Donald Trump
- How to make a hell of a profit and still get to heaven – Dr John de Martini

Positive Psychology

- Think and Grow Rich – Napoleon Hill
- The Secret – Rhonda Byrne
- Awaken the Giant Within – Anthony Robbins
- The Success Principles – Jack Canfield

Creativity

- The Artist's Way - Julia Cameron
- Jump Start Your Brain - Doug Hall
- A Whole New Mind - Daniel Pink
- The Google Story - David A. Vise

Many of the quotes throughout the book are from “The Challenge of Words” available from <http://www.outwardbound.org.nz/239.0.html>. This is a book full of quotes and short readings based around the key themes of the Outward Bound adventure courses.

About Outward Bound

10% of the profits from the book “How To Enjoy Your Job” will go towards funding teenagers to go on Outward Bound adventure courses.

The mission of Outward Bound is to inspire character development and self-discovery in people of all ages and walks of life through challenge and adventure, and to impel them to achieve more than they ever thought possible, to show compassion for others and to actively engage in creating a better world.

I have undergone tremendous personal change during Outward Bound and I am committed to seeing young people develop and gain self esteem as well as a belief they can achieve anything. We can all achieve so much if we just have confidence in ourselves and have a go. Outward Bound fosters this “can do” attitude and is a time of achievement in unexpected ways as well as personal growth.

Outward Bound was founded on the assumption that:

- One reveres life for having experienced it in very real and dramatic terms;
- From successful experience in an elemental setting, one can learn better to respect self;
- From respect of self can flow compassion and concern for others;
- From compassion for others one draws the commitment for service to man;
- In genuine service to the benefit of others one best expresses on a day-to-day basis his reverence for life itself.

Kurt Hahn, Founder of Outward Bound.

www.outwardbound.org