

BEFORE THE WORKSHOP

(1) Review the contents of this Handout.

- Possibilities, Risks and Comfort Zone ... are all self-explanatory.
- The article on FOCUS discusses the overall purpose of the workshop – understanding the need for and developing the ability to focus on those things most important in your life. What we focus on we move toward. The better we focus, the quicker we progress!
- Having been involved in the Boy Scouts of America for years, we've found that their merit badge program is an excellent introduction to a variety of careers, skills and hobbies. Included is a list of merit badge books available at the local scout office, which provide a great introduction to each topic. (Of course, the library is also filled with reference material you can access free) For a virtually complete listing of possible careers, check out the Occupational Outlook Handbook via the link at the bottom of the merit badge list.
- The hard copy of the workshop gives you the opportunity to think about what we'll be discussing and working on ... to get the "wheels of your mind" turning so you will be "in gear" when we start the first session.
- Choosing a Career gives great information you need to consider when making the important decision of what you will be devoting much of your life to. The O'Net Career Interest Assessment is a wonderful tool to help you decide on a career, based on the *type* of work you are most interested in doing. You will actually be doing this assessment online as part of the second session of the workshop!

(2) Start a Master List of Dreams/Goals that you'd like to accomplish in your life ... and bring it with you to the first session of the workshop. This is the starting point of all success in life, knowing what you want and where you want to go. Writing it all down [1] compels you to think more deeply about what you *really* want out of life, and [2] provides a document you can (and need to) read/review regularly (doing so focuses your thoughts on where you are going and how you are getting there ... indeed, thoughts lead to actions, which lead to habits, which lead to results, which make you the person you become; but thoughts tend to wander unless routinely focused)! One effective tool is a "vision board," consisting of pictures of your dreams/goals ... after all, your mind actually thinks in pictures. You look at the pictures and, with a mere glance your mind is instantly refocused in the direction you decided you want to go (your dreams/goals)!

There is an article in the Second Handout explaining principles and ideas* that will be discussed in the workshop. This will provide a great overview and reminder of some of the most significant points covered, and will assist you in using/applying them!

* One principle/idea is the power of knowing why we are doing something ... having good reasons for doing a particular task and striving for a particular dream/goal. Ever wondered why children are constantly asking their parents, "Why?" ... they're just looking for the reason/motivation they need to do what you are asking them to do! Sure, there are times when, for safety's sake, you need immediate obedience; however, more often than not, you can and should explain things to your children so they will know the "why" without having to ask. The last thing you want to do is stifle a child's curiosity.

LIFE'S FILLED WITH POSSIBILITIES

Life's filled with possibilities
that challenge us each day
To take a chance,
try something new,
see things a different way.
And it's through
these special moments
that we learn
to change and grow,
To explore
the precious gift
of who we are
and what we know.
For it's not until we try
that we find out
what we can do,
So don't wait
until tomorrow
to discover something new!
(Author: Unknown)

RISKS

To laugh is to risk appearing the fool.
To weep is to risk appearing sentimental.
To reach out for another is to risk involvement.
To expose feelings is to risk exposing your true self.
To place your ideas, your dreams, before a crowd is
to risk their loss.
To love is to risk not being loved in return.
To live is to risk dying.
To hope is to risk despair.
To try is to risk failure.
But risks must be taken, because the greatest hazard
in life is to risk nothing.
They may avoid suffering and sorrow, but they
cannot learn, feel, change, grow, love, live.
Chained by their attitudes, they are a slave, they
have forfeited their freedom.
Only a person who risks is free.
(Author: Unknown)

MY COMFORT ZONE

I used to have a Comfort Zone
Where I knew I couldn't fail.
The same four walls of busy work
Were really more like jail.

I longed so much to do the things
I'd never done before,
But I stayed inside my Comfort Zone
And paced the same old floor.

I claimed to be so busy
With the things inside my zone,
But deep inside I longed for
Something special of my own.

I couldn't let my life go by,
Just watching others win.
I held my breath and stepped outside
And let the change begin.

I took a step and with new strength
I'd never felt before,
I kissed my Comfort Zone 'goodbye'
And closed and locked the door.

If you are in a Comfort Zone,
Afraid to venture out,
Remember that all winners were
At one time filled with doubt.

A step or two and words of praise,
Can make your dreams come true.
Greet your future with a smile,
Success is there for you!
(Author: Unknown)

READY, FIRE, AIM! (from the book The Success Principles, by Jack Canfield)

Most people are familiar with the phrase "Ready, aim, fire!" The problem is that too many people spend their whole life aiming and never firing. They are always getting ready, getting it perfect. The quickest way to hit a target is to fire, see where the bullet landed, and then adjust your aim accordingly. If the hit was 2 inches above the target, lower your aim a little. Fire again. See where it is now. Keep firing and keep readjusting. Soon you are hitting the bull's-eye. The same is true for anything. [www.PSLinstitute.com]

FOCUS

Ever say to yourself, "I'm just not motivated." What you really mean is that you're not motivated to do, at the moment, what you know you should be doing. Everyone is motivated ... every action we perform is motivated ... motivation is a "given" ... it is ever-present. Perhaps a definition is in order. What IS motivation? It is that which incites action. It is a present condition, circumstance, occurrence, or thought which impels one to take a particular action. The action one takes can be either beneficial or detrimental. ... So, the question is not IF we are motivated, but what DIRECTION is the present, existing motivation taking us ... in the direction we WANT to go ... or in the OPPOSITE direction?!

Now comes the "clincher." Since no action is taken without forethought, what we are presently THINKING "governs" our actions! In other words, that which we FOCUS our THOUGHTS upon dictates our actions at the present time!

All too often we are not focusing our thoughts on any particular thing ... that is ... we're not DIRECTING our thoughts proactively in the overall direction we desire. ... So, by "default," our thoughts typically dwell upon whatever gives us an immediate, and all-too-often, temporary pleasure. (i.e. "The idle mind is the devil's workshop.") HOWEVER, if we have decided AHEAD of time, what we most want in life, and have made step-by-step plans on how we will get "there," we have something worthwhile to focus our thoughts on. The difficulty so many encounter is that we put our goals/plans aside after we've made them (or, perhaps, we have not made them in the first place), not realizing that we need to "refocus" our thoughts upon them EACH AND EVERY day! This is why it is so important to START the day "right" through prayer, scripture study, and reviewing our plans/desires for that day ... deciding (or having already decided the day/week before) exactly what we want/need to accomplish today. Indeed, today is the only day we really have. Yesterday is gone and our goals/plans give us a vision of what tomorrow can/will be, but the only "way" to get there is by the ACTIONS we take TODAY! ... Today ... and each and every day, as they arrive. The point being is that today is the only time within which any action can be taken. So, therefore, it is incumbent upon us, if we want to reach our ultimate goals, if we want to live life to the fullest, that we take the steps necessary, one-day-at-a-time that will eventually get us there!

Decide what you really want out of life. Decide on a few worthwhile goals. Plan, step-by-step HOW you will get there (i.e. the "path" you need to/will take). In those things that involve someone else, like your family, be sure to involve them in this process. Put it all in writing (so you can refer to it at any time). Then focus your thoughts at the beginning of each day on what you've decided you need/want to do that day. If you do this, you will find yourself, at the end of the day, that much closer to your dreams/ desires/ goals... and by this means, along with your family & friends, find joy each day of your lives. ("This is the day which the Lord hath made; we will rejoice and be glad in it." – Psalms 118:24)

“Ultimately, what you accomplish in your life is a result of what you accomplish in a normal day.” *(Jimmy Calano & Jeff Salzman, founders of Career Track)*

Boy Scout Merit Badges (Feb 2011)

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Auto Mechanics
- Aviation
- Backpacking
- Basketball
- Bird Study
- Bugling
- Camping
- Canoeing
- Chemistry
- Cinematography
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Climbing
- Coin Collecting
- Collections
- Communications
- Composite Materials
- Computers
- Cooking
- Crime Prevention
- Cycling
- Dentistry
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- Emergency Preparedness
- Energy
- Engineering
- Entrepreneurship
- Environmental Science
- Family Life
- Farm Mechanics
- Fingerprinting
- Fire Safety
- First Aid
- Fish and Wildlife Management
- Fishing
- Fly-Fishing
- Forestry
- Gardening
- Genealogy
- Geology
- Golf
- Graphic Arts
- Hiking
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Journalism
- Landscape Architecture
- Law
- Leatherwork
- Lifesaving
- Mammal Study
- Medicine
- Metalwork
- Model Design and Building
- Motorboating
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- Personal Fitness
- Personal Management
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Rowing
- Safety
- Salesmanship
- Scholarship
- Sculpture
- Shotgun Shooting
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- Swimming
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Waterskiing
- Weather
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

This workshop is one of the most powerful/effective programs of its kind. Years of research and “experimentation” have culminated in what you are about to “get your hands into.” Don’t let its simplicity “fool” you ... USE these principles and discover your unlimited potential! Study – Learn – Apply -- & Succeed !

PERSONAL SUCCESS & LEADERSHIP WORKSHOP

1ST ONE-HOUR SESSION

RECIPES

What is a recipe?

Ever followed a recipe?

If 2, 6, 10, or 100 people follow the same recipe, will they get the same results?

(Hint: IF they follow it precisely)

RECIPE FOR SUCCESS

1. Decide what you want (dreams/desires/goals)
 2. Determine needed resources (knowledge/people/equipment/etc.)
 3. Determine the steps to take (plans/do lists) (www.PSLinstitute.com/plans.html)
("By the mile, its a trial; by the yard, its hard; by the inch, a cinch!")
 4. Set up a time-table (calendar/schedule)
 5. What do I need to do Today? ... First? Second? ... morning? afternoon? evening?
 6. Visualize the day in your mind, doing each task, one-after-the-other.
 7. Take ACTION! (Start ... “act out” what you visualized)
- (There’s not enough time to do everything; but plenty to do the most important things! -- You must decide)

HOW YOUR MIND WORKS

Your mind is an automatic goal-striving "mechanism" ([Psycho Cybernetics](#), by Maxwell Maltz)

When consistently/routinely focusing on a goal, the mind will automatically "work out" the "path" to it
Long Range Goals provide DIRECTION

Short Range Goals provide MOTIVATION (go to www.PSLinstitute.com/success.html)

Goal Completion instills SELF-CONFIDENCE (Success breeds Success)

Focusing on goals/plans must be a daily routine ... especially at the start of each day

At the end of the day, review progress and feel the "exhilaration" of small successes!

CREATE A MASTER LIST OF DESIRES/GOALS

This will include what you want to become, do, have, where you want to go, people you want to know/get close to, habits you desire. Share a few of these with the rest of the class (if you so choose)! This list can/should be organized into categories (family, physical, educational, spiritual, financial, social, career, etc.)

ASSIGNMENTS

1. Write your Life Script (pretend you are at the end of your life and you have accomplished all your desires. Write down a "history" of what you did and how/when you did it (and, perhaps, who you did it with)!

2. Select a specific goal (or set of goals) that you can/will complete in one week. This can be a step goal or series of step goals toward a major goal. Take action during the coming week to complete this goal/these goals!

Be prepared to share portions of your life script and the goal(s) you accomplished (if you so choose) at our next session in one week! Have FUN in fulfilling these assignments. No one is going to "make" you do them. Your success in life rests solely on YOUR shoulders! ("If it is to be, it is up to me!")

Why Report Back?!

Probability of Implementation –

1. Hear an idea that you like (**10%**)
2. Consciously decide to adopt the idea (**25%**)
3. Decide when you will do it (**40%**)
4. Plan how you will do it (**50%**)
5. Commit to someone else that you will do it (**65%**)
6. Have a specific future appointment with the person you committed to, at which time you will report to him whether you have done it. (**95%**) (“This above all: to thine own self be true ...,” Shakespeare [[Hamlet](#)])
(www.PSLinstitute.com/followup.html)

2ND ONE-HOUR SESSION (1 week after the 1st session)

REPORT BACK

1. Life Scripts (all or portions, depending on length)
 2. Goal(s) Accomplished (how you did them, and any feelings you'd like to share about achieving them)
- This reporting is voluntary ... we want to hear about your successes (& celebrate together)!

ACHIEVING ANY GOAL REQUIRES FOCUS ...

HOW DO YOU FOCUS? ... TRY "IMPRINTING" --

1. Visualization (get/display pictures of your goals)
 2. Affirmations (for each picture/goal) (ex: "I am a great violinist. I play for large audiences.")
 3. Feel the Emotion (imagine/feel the emotion you would at the time each goal is being fulfilled!)
- (from the book, Advanced Formula for Success ... go to www.PSLinstitute.com/imprinting.html)

ONE GOAL – YOUR CAREER (... UNDECIDED?)

Review the article, "10 Steps for Choosing a Career" (www.PSLinstitute.com/career.html)

Check out online resources (click the link at the bottom of the above webpage for a number of surveys, inventories, tests that will help you determine your interests & related career possibilities)

Other Resources: Guidance Office of your high school (and of local colleges/universities), the library, etc.

O*NET CAREER INTEREST ASSESSMENT

(based on the O*NET Interest Profiler)

Explain the 6 basic career-type areas --

Enterprising (Influencing*) Investigative (Analyzing*)

Social (Helping*) Realistic (Producing & Adventuring*)

Conventional (Organizing*) Artistic (Creating*) (* Campbell Interest & Skill Survey)

Get input from a few students to actually demonstrate two or three of these searches online!

(again, click the last link on www.PSLinstitute.com/career.html, then click on "The Career Zone")

ASSIGNMENTS

Review/Update your Life Script & Master List of Desires/Goals each month (try Goal Mapping!)

Continue the goals & plans reviewing/scheduling/implementing process each year/month/week/day.

Take the O*NET Interest Profiler, Holland's Self-Directed Search, or the Strong Interest Inventory.

A FINAL WORD

The greatest "tool" to assist you in your journey of success* is a gift given to you free – your mind! USE it, and it will serve you well! Also realize – love is the greatest power in the universe. Do something nice for others ... and they will bend over backwards to "return the favor." (i.e. the "Golden Rule")

* Indeed, success is a journey, not just a destination. It is a "mode of travel" ... a daily habit!

Personal Success & Leadership Institute

www.PSLinstitute.com

Handout -- A few days Before the Workshop (www.PSLinstitute.com/misc/WorkshopHandout.pdf)

1. "Life's Filled with Possibilities," "Risks," "My Comfort Zone"
2. "Focus" (the underlying purpose of this workshop ... to assist your focus)
3. List of Possible Careers, Interests, Hobbies
4. Hard copy of the Workshop (www.PSLinstitute.com/workshop.html)
5. "10 Steps for Choosing a Career"
6. "O*NET Career Interest Assessment Themes"

Workshop Follow-Up (www.PSLinstitute.com/misc/WorkshopFollow-upComments.pdf)

ATTENTION: Any organization, educational or otherwise, is welcome to use this presentation (free) – as long as it is left intact, as is, including this statement of permission ... and it is given to the participants without charge (except to cover minor, incidental costs). An excellent book you might consider making available to your students, as an additional "resource," is How To Succeed in Life, Ideas and Principles They Don't Teach In School, by Ned Grossman.

For discounts, send the publisher, Diamond Publishing, an email -- admin@grossmanconsulting.com

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The Top 10 Steps for Choosing a Career

Career choices may well be more difficult today than at any time in history, for three reasons: there is infinitely more to choose from; career definitions are more fluid and changing; and the levels of expectation are rising. Most men and women entering the workforce today can expect to change careers three or more times during their working lives. Here are ten steps that will help ensure that your choices are good ones.

1. **Begin with your values.** What's really important to you? What turns you on? What do you like to do so much that you would almost feel guilty getting paid to do it? These questions are designed to help you get at one of the key elements in career choice: values. Your values are the emotional anchor of all that you do. Satisfying careers are built upon the notion of a high correspondence between one's personal values and the work they will be doing. Begin your career search by sorting out your values and writing them down as clearly and succinctly as you can.
2. **Identify your skills and talents.** A skill is something you've learned to do. A talent is something you've been born with, or at least that you seem naturally qualified to do. It's important to recognize the difference between the two. You may be skilled at something and still not find it interesting. Chances are, however, if you are naturally talented at something, there will be a correspondence between that particular talent and your values. Put another way: you are more apt to enjoy doing what you do well naturally than what you have simply been taught to do.
3. **Identify your preferences.** From early on, we approach the world with certain personal preferences--how we perceive others, how we think and make decisions, whether we prefer concepts over people or vice versa, and the extent to which we are comfortable with uncertainty in our lives. For many, these preferences operate at a subconscious level, but they strongly influence the way we function with others. Some questions may help: Do you regard yourself as highly intuitive? Are you outgoing or reserved? When faced with a decision, do you rely primarily on facts or feelings? Your answers to these questions can tell you much about the kinds of work you will find interesting and challenging. One way of sorting this all out is by taking the Myers-Briggs Type Indicator a self-assessing instrument that helps clarify these issues. If you haven't taken it in the past year, or at all, I strongly recommend that you take it and include your results in your career deliberations. [Also recommend taking the Strong-Campbell Interest Inventory]
4. **Experiment.** There's no substitute for experience, the more the better. It's probably safe to say that nearly every career looks vastly different from the outside than from within. If you're new to the job market or if you are considering a career change, get out and talk to people who are actually doing it. Take a job in the field or industry and see for yourself if it's really all you thought it would be. And don't rely on a single authority or work experience. Within the bounds of the area you've picked, try to get as much and as varied experience as you can. If you're committed to finding out about a certain career, you may want to consider volunteering in order to gain work experience. That way, you'll be able to test out whether it fits your values and preferences. If you aren't getting paid to do it, chances are you won't stay with it unless you like it.
5. **Become broadly literate.** In this high tech information world, there is an incredible pressure to specialize, to know more and more about less and less. That's dangerous, because it increases your chances of being obsolescent immensely. Many people lose their jobs and scuttle their careers because they have gradually developed tunnel vision about who and what they are and what their capabilities are. The old debate over specialist versus generalist is being tempered by a new term: the generalist/specialist. That's the individual who has been able to grasp the large picture while, at the same time, becoming expert on several of its parts. That's what becoming broadly literate is all about. Learn as much as you can about what interests you and about the jobs and careers you're considering--not just what those involved are currently doing, but about where the industry or profession is heading.
6. **In your first job, opt for experience first, money second.** If you're at the top of your class graduating summa cum laude, you may be able to combine both in a single package, but for most new entrants into the workforce, it's a matter of priorities. A good way of sizing up several opportunities is to ask yourself: "Which position will offer me the best chance of becoming excellent at what I do?" And that may not be the one that pays the highest initial salary.
7. **Aim for a job in which you can become 110% committed.** Modest dedication and average performance are unacceptable today. The problem is, with downsizing becoming fully acceptable you aren't likely to discover the truth of that statement until you're out of a job! So, how to protect yourself? If you aren't able to commit 110% to what you are currently doing, start NOW to find something in which you can.
8. **Build your lifestyle around your income, not your expectations.** Recruiters are famous for courting desirable applicants with promises such as: "Why, in two years, you could be making X thousands of dollars". The problem is that many new entrants into the job force buy into this line and begin living as though they were making the kind of money promised in two years. A better way is to begin, right with your first job, to structure your lifestyle in such a manner that you can put away ten percent of every paycheck. Starting early and investing regularly and wisely are probably two of the greatest secrets of wealth accumulation.
9. **Invest five percent of your time, energy, and money into furthering your career.** In terms of a forty-hour week, that's only two hours per week. The point is, you cannot rely on your employer to spoon feed you. Employers today are oriented towards immediate returns on their dollar. They will invest in you only when they can see an immediate or relatively quick expensive benefit, or when they see extraordinary potential. Better to not count on either. Dedicate yourself to getting ahead by keeping ahead, and you do that by controlling the one thing you can control: your dedication to being the best that you can be.
10. **Be willing to change and adapt.** If you re-read the preceding steps in this list, you'll note an absence (refreshing, I hope) of emphasis upon goal-setting and a substitution instead, of words like "values", "skills", "talents", and "preferences". It's not that goals aren't useful, but rather that they should emerge naturally from these other factors and, even though you may write them down and paste them on your mirror, they should not obscure the need to be willing to change and adapt to new conditions, your own growth, and developing opportunities. The distinction here is between "direction" and "plan". An ant has a direction, but not a plan. The ant knows where it wants to go and is willing to turn around, back up, and change course in order to get there. But the ant hasn't written it down, posted it on a bulletin board, or gained concurrence from all the other ants. The ant just knows, with absolute certainty, the general direction in which it's heading and that it WILL get there. That's what modern day career direction is all about.

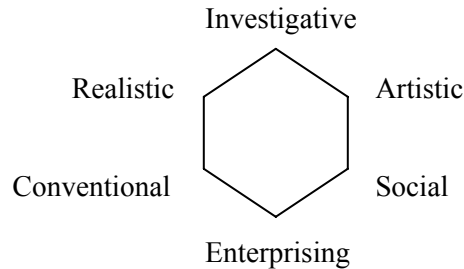
About the Submitter

This piece was originally submitted by Shale Paul, Executive Coach, and may be found at <http://topten.org>. Shale Paul wants you to know: I work with individuals who are committed to getting ahead, changing direction, or simply growing! The original source is: Written by Shale Paul. Copyright 1996, Coach University. May be reproduced or transmitted if done so in its entirety, including this copyright line.

O*NET Career Interest Assessment

THEMES

Types of people can be represented by points on a hexagon. People closer to one another on the hexagon are more similar to one another. Although people tend to be mixtures of types rather than single types, the meaning of the types is best expressed by considering extremes or exemplars of each type. First, the picture:



1. **Realistic.** Like real, tangible things. Extreme examples are rugged, robust, practical, physically strong, and frequently aggressive in outlook; such people usually have good physical skills, but sometimes have trouble expressing themselves in words or in communicating their feelings to others (quoted from the SCII, 1978). They enjoy driving large machines. They enjoy creating things with their hands. They like occupations such as mechanic, construction worker, fish and wildlife management. They prefer working with real things rather than ideas or people.

2. **Investigative.** Includes science and scientific activities. Extremes of this type are task oriented; they are not particularly interested in working around other people. They enjoy solving abstract problems and feel a need to understand the physical world. They like ambiguous challenges, but not highly structured work. They like occupations such as design engineer, biologist, social scientist, technical writer, and meteorologist.

3. **Artistic.** These people like to work in artistic settings where there are many opportunities for self-expression. They have little interest in problems that are highly structured or that require gross physical effort. They describe themselves as independent, original, unconventional, expressive and tense. They like jobs such as artist, author, cartoonist, composer, singer, dramatic coach, etc.

4. **Social.** Social people are sociable, responsible, humanistic, and concerned with the welfare of others. They usually express themselves well and get along with other people. They like attention. They don't like working with machines or physical exertion. They like solving problems by discussions with others or by changing relationships with others. They describe themselves as cheerful, popular, good achievers. They like occupations such as school superintendent, clinical psychologist, high school teacher, and speech therapist.

5. **Enterprising.** The extreme types have a great facility with words, which they put to effective use in selling, dominating, and leading; frequently they are in sales. They see themselves as energetic, enthusiastic, adventurous, self-confident, and dominant. They like social tasks where they can take control. They don't like prolonged mental effort in solving problems. They like power, status, and material wealth, and working in expensive places. Some typical jobs include business executive, buyer, hotel manager, industrial relations consultant, political campaigner, realtor, and television producer.

6. **Conventional.** Extremes of this type prefer highly ordered (structured) activities, both verbal and numerical, that characterize office work. They fit well into large organizations but do not seek leadership; they like to work in a well established chain of command. They dislike ambiguity, liking to know exactly what is expected of them. They value material possessions and status. They like jobs such as bank examiner, bookkeeper, some accounting jobs, financial analyst, tax expert, statistician, and traffic controller.

Review points on the hexagon. Take a look at scores on RIASEC. Most people are more than one type, but it's rare to have people similar to opposite points (e.g., realistic and social).