

IOC ATHLETE CAREER PROGRAMME

PUBLIC SPEAKING

What is the purpose of the following fact sheet?

While some athletes possess a gift for public speaking, not everybody is born with a natural talent to command the attention of an audience. Despite the fact that it is one of the biggest phobias that most athletes suffer from, it's easy to overcome it if you know how.

Many a question can run through an athlete's mind before they go about giving a public speech. Will the audience think that my speech is boring? What if I am unable to say anything when I am standing in front of all those people? What if I forget my lines, what will I do? What if people do not find the jokes funny that I am planning to tell in the speech?

One of the keys to success is really believing in what you are talking about. Audiences get bombarded with so many different messages these days that they have reacted by developing sophisticated fraud detection capabilities. They can tell if you don't believe the words that you are saying.

It's all about how you present.

This all comes back to the basic point: what do you need to do in order to capture some of that public speaking magic for yourself? There are three things that you can do immediately to ensure your speeches have more impact:

- **Have a conversation:** The more that you are able to work a conversational tone into your speeches, the deeper the connection that you'll be able to make with your audience. Using fancy words or "talking over their heads" will only serve to increase the distance between you and them. Have a conversation with them and you'll be able to make your point.
- **Add some punctuation:** We generally only think about punctuation when we are writing, but politicians show us that it plays a role in our speeches also. Adding full stops/periods, semicolons and new paragraphs to the way that you deliver your speech will allow your audience to catch up and follow your thinking.
- **Pause for effect:** Some of the worst speakers never seem to take a breath when they are speaking. Adding more pauses to your speech is a fantastic way to give it more of an impact. Pausing allows your audience to laugh, consider a point, or just catch up and ponder what you've just said.

During the speech, really try to enjoy the experience.

Try to smile on a regular basis even though you may feel uncomfortable. Do not attempt to make the speech last too long.

Have confidence in your ability, and plan what you are going to say beforehand by practising in front of your friends and family.

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PUBLIC SPEAKING #2

What is the purpose of the following fact sheet?

No matter how much experience you have in giving public speeches, you must create a speech outline before giving a presentation, just like a training programme for your sport. This isn't to say that public speakers actually refer to the outlines while giving a speech, but they are fully aware of the outline that they took the time to create. Creating an outline for your speech guarantees that you are prepared to deliver a speech that will present you in a favourable light.

Preparation is not the only reason to create a speech outline before giving a speech.

Keeping your audience engaged is another important reason to create an outline. From an audience's perspective, there is nothing is worse than sitting at somebody's presentation and listening to continuous ramblings. When you take the time to prepare an outline for your upcoming speech, it will flow well, stay on track, and keep your audience on their toes just wanting to know what you're going to say next.

A speech outline is a good idea, even for seasoned public speakers.

It helps you to be prepared, keep to the point and flow from one topic to the next with ease, and keep a good tempo to your speech. These are key components of being perceived as a successful and engaging public speaker.

Public speaking exercises can really improve your public speaking abilities.

The first exercise is to record yourself with a voice recorder or video with a camera. Your mobile phone may have this capability. A video will give you the advantage of hearing how you sound in addition to seeing how you look when speaking. Recording and reviewing yourself will provide you with the fastest improvements in your public speaking. While this exercise will undoubtedly be your least favourite, it is the most effective and will provide the fastest improvements.

The second exercise is to practise tongue twisters before giving your speech.

You may think that sounds silly. After all, what do tongue twisters have to do with public speaking? Of all the public speaking exercises that exist, only by practising tongue twisters out loud can you improve your diction in such a short period of time. If nobody can clearly understand what you're saying, you can expect your audience to quickly tune you out and ignore what you have to say, no matter how useful or important your presentation is.

The final exercise is all about relaxation.

Relaxation can be achieved with purposeful breathing. Before going on stage, inhale deeply through your mouth and exhale very slowly through your nose. Breathing in this manner will help you to relax and calm your nerves. When you're relaxed, you appear very confident to your audience while simultaneously appearing as though you're a complete natural when it comes to speaking in front of groups of people. You may use other relaxation exercises that you already use before your sports competition and are familiar with.

Remember that most people fear public speaking and the fact that you are doing what they fear will automatically put you in a positive spotlight. Public speaking exercises like recording yourself, perfecting your diction, and focusing on your breathing will all contribute to you performing at a high level.



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DO YOU GET NERVOUS WHEN SPEAKING IN FRONT OF OTHERS?

What is the purpose of the following fact sheet?

Nothing strikes fear into the hearts of many athletes than having to give a presentation or speech in front of a crowd, no matter the size of the audience. Taking the time to learn some public speaking tips can go a long way when it comes to calming the nerves of somebody who is about to speak in front of a group of people. This factsheet will cover three simple things you can do to prepare for your public speaking engagement and ensure that you deliver a smooth presentation.

One way to guarantee success when speaking publicly is to give speeches only on topics that you are familiar with – especially your sports performances.

You should think carefully about the topics you wish to share with your audience. The topic should ideally be something that you not only know about in depth, but you need to be sincerely interested in the topic. Your enhanced knowledge and passion for the topic will convey sincerity and excitement to your audience and keep them engaged. Research who will be in your audience and pitch your presentation to their level.

Practise your speech as often as you can.

Hearing yourself speak out loud can be awkward, but the simple act of practising your speech will help you avoid potential stumbles when you give your speech live. Be sure to also focus on your breathing and eliminating as many “hmms” as you can from your speech. Practising your speech over and over will help to make sure that your live presentation goes as smoothly as possible.

Use movement when giving your speech.

Avoid sitting or standing in a single place while speaking. Staying in a single position while speaking can make it more difficult for your audience to maintain interest. Move around, use hand movements, and use voice inflections to keep your audience engaged in what you are speaking about. It is even advisable to create audience participation if the topic or atmosphere warrants it. Look up at your audience to make them more engaged and look to a different spot each time to make the audience feel like you are talking directly to each and every one of them.

If you follow these three public speaking tips, you are sure to be viewed as a great public speaker by your audience. Know your topic inside out, practise out loud before your public speaking date, and move around and use voice inflections when speaking to your audience. No longer will you have to let public speaking strike fear into your heart when somebody asks you to give a speech to a small or large audience.

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DEALING WITH THE MEDIA

What is the purpose of the following fact sheet?

The following fact sheet on dealing with the media is designed to help you organise yourself to present to the media. It also includes tips on developing plans, organising your thoughts and presenting “the best of you”!

When dealing with the media, always prepare for interviews. No matter what the circumstances and situation, it is always possible to prepare for an interview. This may require practice, so when you finish a competition or race and someone from the media asks for an interview, you are ready. The following points provide a basic guide for you to work on:

- Who do you want to reach?
- What do they know or think?
- What impression do you want to leave?
- How do you convey credibility?
- What are the likely questions?

THE DO's

Facing the media can occur at various times. It can be a surprise or it can be a pre-arranged meeting. If you have a request for an interview, ask the media where, when, who will interview you and whether it will be for print, TV, radio, etc.

The following are eight tips for you to follow during the interview:

- Get your key message out early
- Be succinct
- Structure your answers – 3 things - 1,2,3
- Use proof to back up any claims – “I have trained well over the past couple of months because I have been supported with excellent coaching”
- Add something extra to your replies – “I am so excited about winning – and it is such a privilege to represent my country”
- Use bridging phrases to revert back to your agenda – “what is most important is...”
- Mind your body language
- Look at the interviewer, not the camera.

THE DON'Ts

The following are a few traps to avoid that other athletes have fallen into and therefore not presented their best side:

- If at all possible do not answer “no comment” or “off the record”
- Repeating negatives, speculation or blame can give a poor impression to many people
- Avoid “yes” or “no” answers, jargon or clichés such as – “I am going to take it one day at a time”
- If there is a misleading assertion in a question, it is advised that you correct it immediately at the start of your answer. Example question: “Even though your preparation was interrupted, you were still able to win easily.” Answer: “My preparation was not ideal but I have a fantastic support team to assist me. I thought the competition today was of a high standard.”
- Saying more than you planned to say – don’t respond to a long pause
- Do not lose your temper if the interviewer provokes you.

To present the best of you as an elite athlete always try to include passion and positive emotion when you answer the questions.

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STOP PROCRASTINATING

What is the purpose of the following fact sheet?

The following fact sheet will assist you to stay positive and set priorities. Time is always important to athletes; therefore it is very important to make the most of what time you have.

Have you ever said this?

- I'll wait until I'm in the mood.
- There's plenty of time to get it done.
- I don't know where to begin.
- I work better under pressure so I don't need to do it immediately.
- I've got too many things to do first.
- I'll do it when I get "around to it".

Some athletes believe they must turn in exemplary work, or may even wait until all available resources have been reviewed or endlessly rewrite draft after draft. Worrying about producing the perfect project could prevent you from finishing it on time. Some athletes will avoid the unpleasantness of having their skills put to the test, but the more you delay, the worse the discomforting problem becomes.

The following are a few tips to help you make the most of your time:

A good approach is to think:

- There's no time like the present.
- The sooner I get it done, the sooner I can do what I like.
- It's less painful to do it right now rather than wait until it gets worse.

It is important to:

- Set clear goals – Think what you need and want to get done.
- Stay positive – Jumping to negative conclusions will make a wall of fear and make it harder to start the tasks. Focus on the present and what positive steps you can take toward reaching your goals.
- Set priorities – Draw up a list, write down the things that need to be done and rate them in terms of importance. Break projects down to the smallest and most manageable sub-parts, worst first - Set a goal for the next five minutes to work - often you end up doing more than five minutes work because you get into the task and lose track of time. This is a great way to start something unpleasant.
- Get organised by listing the tasks of the day or week realistically, check off the tasks you have completed. Have all materials ready before you begin the task.
- Like sport, study requires commitment. It may help to write yourself a contract and sign it.
- **Reward yourself.**

Study Hints and Tips

- Do the hard stuff first.
- Break down work into chunks.
- Devise a plan.

Make sure you organise any technology needs (computer etc.) before you leave

- Enquire what service you will have for your computer while you are away.
- Corresponding with teachers/lecturers.
- Useful search engines.

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TIME MANAGEMENT

What is the purpose of the following fact sheet?

The following fact sheet will help you to start to manage your time effectively and set goals.

Time management skills are essential skills for effective elite athletes. Athletes who master these techniques routinely are the highest achievers, even under intense pressure, in all walks of life, from sport to business.

Firstly it is important to identify and concentrate on the things that matter most. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.

How often do you find there's just never enough time in the day to get everything done, from training and practice to study and work or even for family and friends? When you know how to manage your time you gain control. Rather than busily working here, there and everywhere (and not getting much done anywhere), effective time management helps you to choose what to do and when.

Try this quick quiz

Instructions: For each question tick the column that most applies to you.

	Never	Rarely	Sometimes	Often	Always
Do you successfully prioritise your tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you complete tasks as soon as you can and not leave things to the last minute or need to ask for extensions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan, prioritise and make 'To Do' lists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how much time you spend on each task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find yourself successfully dealing with unexpected interruptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set and regularly adjust your goal settings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you allocate ME time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give the tasks a value of "important", "not important", "would be nice", etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you are given an assessment item do you note the importance and weighting of the item and allocate time accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always get everything done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you happy with your time management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	0	0	0	0	0

Now add up the ticks in each of the columns. The answers and totals to the questions will now give you some insight into the areas where your time management skills may need attention.

To start managing time effectively, you need to set goals. When you know where you're going, you can then figure out what exactly needs to be done, in what order. Without proper goal setting, you will not make the most of your time and will be faced with conflicting priorities.

Athletes tend to neglect goal setting outside sport because it requires time and effort. What they fail to consider is that a little time and effort put in now saves an enormous amount of time, effort and frustration in the future.

Prioritising what needs to be done is especially important. Without it, you may work very hard, but you won't be achieving the results you desire because what you are working on is not of real importance.

Most athletes have a "to-do" list of some sort. The problem with many of these lists is they are just a collection of things that need to get done. There is no rhyme or reason to the list and, because of this, the work they do is just as unstructured. So how do you work on To Do List tasks – top down, bottom up, easiest to hardest?

To work efficiently you need to work on the most important, highest value tasks. This way you won't get caught scrambling to get something critical done as the deadline approaches.



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KEEPING IT TOGETHER WHEN THE PRESSURE INCREASES

What is the purpose of the following fact sheet?

When the pressure in life increases, we tend to let some things slip. At times, this happens without even noticing, things soon become major issues and everything starts to become too much.

Keeping things in balance - It is important as an elite athlete to look ahead and plan your day, week, month or year. It is also important to be positive and realistic about what you can achieve. It is also important to:

- Know your own capabilities and areas for further development
- Understand expectations and the benefits of teamwork, and
- See the people around you as helpers, guides or mentors.

We may not all agree that things need to be done the same way, that one way has more advantages than another, but what we can do is change the way we think and behave in response to our ever-changing environments.

This process starts with the active choice to take control of our lives, and identify what is important to us.

Activity 1

Finding the balance

Sport, career, education, money, health, family, friends and others, as well as, "Me" time are all important areas of the life of an athlete.

Instructions: Rate your current situation, in each of the seven vital areas, from 1 ("terrible") to 10 ("perfect"). After you have rated your current position in each area, highlight what is going well and what may need attention.

Example:

Sport	9	
Professional Career	2	Needs attention
Education	3	Needs attention
Money	2	Needs attention
Health	7	
Family & Friends	3	Needs attention
ME time	3	Needs attention

Now you have identified areas that may need attention, you can adjust your plan to change your balance.



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THINGS TO DO – SNAPSHOT OF ATHLETE COMMITMENTS

What is the purpose of the following fact sheet?

It is important to have an idea of all your commitments, including both sport and education/work commitments. Below is a table to help you take a snapshot of what is in front of you. This table can be added to and deleted from as your commitments change. Also you may have a commitment which is not highlighted in the table, so just add the commitment to the other area at the bottom of the table.

Once you are happy that you have identified all of your commitments you can transfer important dates to the planning templates available on this website.

AREA	COMMITMENTS
Sport
School/University/Study	
Work	
General	
Other	

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GOAL-SETTING

What is the purpose of the following fact sheet?

Goal-setting is like a map – the big-picture goal is the destination, Goals should be straightforward and emphasise what you want to happen. Goal-setting will give you direction and help with your motivation, as well as increasing your satisfaction and self-confidence in your performance. The map will help you track your development towards reaching your full potential.

As an athlete, you will need to know where you are heading. A way to help you remember the make-up of effective goal-setting is to use SMART goals:

- **S**pecific
- **M**easurable
- **A**ction
- **R**ealistic
- **T**ime limited

Specific

Help us to focus our efforts and clearly define what we are going to do. Specific is the what, why, and how of your map.

The “what” section of your map is an outline of what you are going to do. When designing this section, use action words such as direct, organise, coordinate, lead, develop, plan, build etc.

The “why” section of your map covers why it is important for you to do this at this time. In simple terms, it is what do you want to ultimately accomplish.

The “how” section of the map is your plan of how you are going to do it. Ensure the goals you set are very specific, clear and easy. Instead of setting a goal to break a world record, set a specific goal to do a personal best on a number of occasions heading towards the record.

Measurable

If you can’t measure it, you can’t manage it. In the broadest sense, the whole map is a measure of what you would like to achieve; if the goal is accomplished, there will be success. However, it is beneficial to set measurable progress points along the way. Choose a goal with measurable progress, so you can see the change occur. Be specific! “I want to improve my personal best by the end of next month.”

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to the continued effort required to reach your goals.

Action

When you identify the goals that are most important to you, you begin to figure out ways you can make them happen. You develop the attitudes, abilities and skills needed to reach them. You probably will not be able to commit to goals you set which are too far out of your reach. Although you may start with the best of intentions, the knowledge that it’s too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best. A goal needs to stretch you slightly so you feel you can do it, and it will need a real commitment from you. The feeling of success which this brings helps you to remain motivated.

Realistic

Realistic, in your map, means “do-able.” It means that the learning curve is not a vertical slope and your plan includes all the factors that are needed to achieve your goal – including your progress goals (sometimes known as short-term goals).

Devise a map or a way of getting there which makes the goal realistic. The goal needs to be realistic for you and for where you are at the moment. A goal of being a world champion without the training, competition and hard work will not be realistic.

Be sure to set goals that you can attain with some effort! If they are too difficult, you set the stage for failure, but setting them too low sends the message that you aren't very capable. Set the bar high enough for a satisfying achievement!

Time limited

Set a timeframe for the goal: for next week, in three months, by the end of the competition season, etc. Putting an end point on your goal gives you a clear target to work towards. If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now. Time must be measurable, attainable and realistic.

Everyone will benefit from setting goals both on and off the sporting arena.

Goal-setting tips:

- Write your goals down
- Set short-, medium- and long-term goals
- Set a combination of sport and life goals
- Visualise yourself achieving you goals
- Frequently review your goals
- Always reward yourself when you achieve a goal.



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SCHEDULING

What is the purpose of the following fact sheet?

For athletes, having a plan and knowing how to prioritise is one thing. The next issue is understanding what to do to minimise the interruptions you face during your day. There are phone calls, information requests, questions from other athletes, family or friends, and a whole host of events that crop up unexpectedly. Some do need to be dealt with immediately, but others need to be managed.

“I’ll get to it later” has led to the downfall of many good athletes. After too many “laters”, the tasks pile up so high that any task seems insurmountable. Procrastination is as tempting as it is deadly. The best way to beat it is to recognise that you do indeed procrastinate. Once you know why you procrastinate, then you can plan to get out of the habit. Reward yourself for getting jobs done, and remind yourself regularly of the horrible consequences of not doing those boring tasks!

Scheduling

Much of time management comes down to effective scheduling of your time. When you know what your goals and priorities are, you then need to know how to go about creating a schedule that keeps you on track, and protects you from stress.

This means understanding the factors that affect the time you have available for training, travel, competition, studying and work. You not only have to schedule priority tasks, you have to leave room for interruptions, and contingency time for those unexpected events that otherwise cause chaos with your schedule. By creating a robust schedule that reflects your priorities as well as supports your personal goals, you have a winning combination: One that will allow you to control your time and keep your life in balance.

Time management is an essential skill that helps you keep your work under control, at the same time that it helps you keep stress to a minimum.

We would all love to have an extra couple of hours in every day. Seeing as that is impossible, we need to work in a smarter way on things that have the highest priority, and then create a schedule that reflects our work and personal priorities.

With this in place, we can work in a focused and effective way, and really start achieving those goals, dreams and ambitions we care so much about.

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PRIORITISATION

What is the purpose of the following fact sheet?

Prioritisation is the essential skill athletes need to make the very best use of their own efforts and those of their team. It is particularly important when time is limited and demands are seemingly unlimited. This is the world of an elite athlete. It helps you to allocate your time where it is most needed and most wisely spent, freeing you and your team up from less important tasks that can be attended to later.

With good prioritisation (and careful management of de-prioritised tasks), you can bring order to chaos, massively reduce stress, and move towards a successful conclusion.

Simple Prioritisation

At a simple level, you can prioritise based on time constraints, on the potential profitability or benefit of the task you're facing, or on the pressure you're under to complete a task.

- **Prioritisation based on your value or what you think you need to achieve.** This is probably the most commonly-used and rational basis for prioritisation. Whether this is based on a subjective guess at value or a sophisticated evaluation, it often gives the most efficient results. Yearly, monthly and weekly planners are available on this web site.
- **Time constraints** are important when other people are depending on you to complete a task, and particularly when this task is a critical part of an important project. Here, a small amount of your own effort can go a very long way.
- Also, you may have to link into other people's plans or requirements. This may be your coach, family or friends or your employer. Sometimes it is very important to consider these external factors.

Prioritisation tools

While these simple approaches to prioritisation suit many situations, there are plenty of special cases where you'll need other prioritisation and time management tools if you're going to be truly effective. We look at some of these below:

1. **The Action Priority Matrix:** This quick and simple diagramming technique asks you to plot the value of the task against the effort it will consume. By doing this, you can quickly spot the "quick wins" which will give you the greatest rewards in the shortest possible time, and avoid the "hard slogs" which soak up time for little eventual reward.
2. **The Urgent/Important Matrix:** Similar to the Action Priority Matrix, this technique asks you to think about whether tasks are urgent or important. Frequently, seemingly urgent tasks actually aren't that important. And often, really important activities (like working towards your life goals) just aren't that urgent. This approach helps you cut through this.

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CAREER PATHWAY PLANNING

What is the purpose of the following fact sheet?

As an elite athlete, your focus is towards your sports development and performance. With a little planning, it is possible to have an idea of your options for your career after sport. Through identifying passions, motivators and interests, it becomes easier to be excited about making plans for a future that integrates a career in sport and an alternative career option.

Attempt this quick quiz to start thinking of your options:

My current skills

List your current skills and qualifications. It will help to think about transferable skills from sport, voluntary or paid jobs you've held, natural talents, etc.

hhhh

My current interests

Think about subjects you like, other people's jobs that sound interesting, and industries you'd like to know more about. There are numerous career development web sites that can help you gather information.

My "Wish List" for the perfect job

Think about the type of conditions, with whom, responsibility, salary, etc. Your school or university career adviser may be able to assist you. Also, job guides are available on the internet which help to outline the requirements of each job.

My current network

Think about who you could talk to who works in areas that are of interest to you.

Resources

Think about resources you can use to give you more information about career options. Remember there are numerous resources and ways to discover assistance in this process, such as the internet, career advisers, family and friends.

Decisions

This is sometimes a difficult part of your career planning. A good way to start is with “what you would like to do”, followed by identifying what barriers could stop you achieving your career goals.

Career Planning Summary

The areas I am most interested in are:

What skills/qualifications/knowledge/experience do I need to gain?

My plans for integrating sport and career plans are:

Year	Sport Goals	Career Goals



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PROBLEM SOLVING

- SWOT ANALYSIS

What is the purpose of the following fact sheet?

SWOT Analysis is a powerful technique for understanding your strengths and weaknesses, and for looking at the opportunities and threats you face.

Used in a personal context, it helps you develop your career in a way that takes best advantage of your talents, abilities and opportunities.

What makes SWOT particularly powerful is that, with a little thought, it can help you uncover opportunities that you are well placed to take advantage of. It also helps you understand your weaknesses, so you can manage and eliminate threats that would otherwise catch you unawares.

To carry out a SWOT Analysis, write down answers to the following questions:

Strengths:

- What advantages (for example, skills, education or connections) do you have that many others don't have?
- What do you do better than most anyone else?
- What personal resources do you have access to?
- What do other people (and your coach in particular) see as your strengths?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest; be as objective as you can. If you are having any difficulty with this, try writing down a list of your characteristics. Some of these will hopefully be strengths!

Weaknesses:

- What could you improve?
- What should you avoid?
- What things are the people around you likely to see as weaknesses?

Again, consider this from a personal and external basis: Do other people perceive weaknesses that you do not see? Do other athletes consistently out-perform you in key areas? It is best to be realistic now, and face any unpleasant truths as soon as possible.

Opportunities:

- Where are the good opportunities facing you?
- What are the interesting trends you are aware of?

Useful opportunities can come from such things as:

- Changes in technology, markets and your company on both a broad and narrow scale
- Changes in government policy related to your field
- Changes in social patterns, population profiles, lifestyle, etc.
- Local events

A useful approach to looking at opportunities is also to look at your strengths and ask yourself whether these open up any opportunities.

Alternatively, look at your weaknesses and ask yourself whether you could open up opportunities by eliminating them.

Threats:

- What obstacles do you face?
- What are the people around you doing?
- Is your job (or the demand for the things you do) changing?
- Is changing technology threatening your position?
- Could any of your weaknesses seriously threaten you?

Carrying out this analysis will often be illuminating - both in terms of pointing out what needs to be done, and in putting problems into perspective.

Key points:

A SWOT matrix is a framework for analysing your strengths and weaknesses, and the opportunities and threats you face. This helps you to focus on your strengths, minimise weaknesses, and take the greatest possible advantage of opportunities available.

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PROBLEM SOLVING – “5 Whys”

What is the purpose of the following fact sheet?

Athletes, like the general population, face issues or problems that need to be solved.

The “5 Whys” is a simple problem-solving technique that helps athletes to get to the basis of the problem quickly. The “5 Whys” strategy involves looking at any problem and asking: “Why?” and “What caused this problem?”

Very often, the answer to the first “why” will prompt another “why” and the answer to the second “why” will prompt another and so on; hence the name the “5 Whys” strategy.

Benefits of the “5 Whys” include:

- Helping to quickly determine the base cause of a problem
- Easy to learn and apply.

How to use the “5 Whys”

When looking to solve a problem, start at the end result and work backward (reverse engineering), continually asking: “Why?” This will need to be repeated over and over until the base cause of the problem becomes apparent.

The “5 Whys” process consists of simple techniques that can help you quickly get to the basis of a problem. But that is all it is, and the more complex things get, the more likely it is to lead you down a false trail. If it doesn’t quickly give you an answer that’s obviously right, then you may need more sophisticated problem-solving techniques.

Example:

The following is an example of the “5 Whys” analysis as an effective problem-solving technique:

1. Why is my coach unhappy? Because I did not arrive at training when I said I would.
2. Why was I unable to meet the agreed timeline or schedule for training? School took much longer than I thought it would.
3. Why did it take so much longer? Because I was talking to friends.
4. Why did I underestimate the time talking to friends? Because I did not realise the time and did not have training on my mind.
5. Why didn’t you have training on your mind? Because I was bored with training and wanted to catch up with friends.

The “5 Whys” strategy is an easy and often effective tool for uncovering the basis of a problem. Because it is so elementary in nature, it can be adapted quickly and applied to almost any problem. Bear in mind, however, that if it doesn’t prompt an intuitive answer, other problem-solving techniques may need to be applied.



IOC ATHLETE CAREER PROGRAMME

BUDGET PLANNER CALCULATOR

What is the purpose of the following fact sheet?

It takes just 3 simple steps to find out how much more you can put away regularly to meet your goals sooner

1. Enter your current **income** and expenses in the amount column
2. Select the **frequency** that you spend or receive your money
3. Hit the **calculate** button to find out how much extra you could save (or if you are blowing your budget!!!)

You can try varying the amount you spend to see how it affects your savings dollars.

Remember - when you are finished with the planner today - print off a copy of your budget so that you can refer back to it next time.

Budget Items

INCOME	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Net salary/Wages (after- tax)		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Bonuses (after-tax)		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Dividends/Income from Investments		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Interest		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Other		Montly	0,00 <input checked="" type="checkbox"/>	0,00
Total Income			0,00	0,00

Household Expenses

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Rent/Mortgage		Select Frq	0,00	0,00
Council Rates		Select Frq	0,00	0,00
Water Rates		Select Frq	0,00	0,00
Power and Heating		Select Frq	0,00	0,00
Telephone		Select Frq	0,00	0,00

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Mobile Phone		Select Frq	0,00	0,00
Internet Services		Select Frq	0,00	0,00
Child Care		Select Frq	0,00	0,00
School Fees		Select Frq	0,00	0,00
Motor Vehicle/ Transport		Select Frq	0,00	0,00
Loan repayments		Select Frq	0,00	0,00
Registration		Select Frq	0,00	0,00
Registration		Select Frq	0,00	0,00
Insurance		Select Frq	0,00	0,00
Petrol		Select Frq	0,00	0,00
Maintenance/ Repairs		Select Frq	0,00	0,00
Other Transport Fares		Select Frq	0,00	0,00
Other		Select Frq	0,00	0,00

Food and Personal Expenses

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Groceries		Select Frq	0,00	0,00
Clothing		Select Frq	0,00	0,00
Pharmacy		Select Frq	0,00	0,00
Health (Doctor, Dentist etc)		Select Frq	0,00	0,00
Health Insurance		Select Frq	0,00	0,00
Other Insurance (Life, Income Protection)		Select Frq	0,00	0,00
Entertainment		Select Frq	0,00	0,00
Holidays		Select Frq	0,00	0,00
Memberships (eg. Gym)		Select Frq	0,00	0,00
Gifts		Select Frq	0,00	0,00
Donations to Charity		Select Frq	0,00	0,00
Current Regular Savings		Select Frq	0,00	0,00
Regular Investments		Select Frq	0,00	0,00
Other		Select Frq	0,00	0,00
Total Expenditure			0,00	0,00

Additional money that you could save	0	0,00
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[Reset](#)



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IOC ATHLETE CAREER PROGRAMME

DAILY PLANNER

MON TUE WED THU FRI SAT SUN Date: _____

TIME	SCHEDULE
4am	
4.30	
5am	
5.30	
6am	
6.30	
7am	
7.30	
8am	
8.30	
9am	
9.30	
10am	
10.30	
11am	
11.30	
12noon	
12.30	

Commitments	Time

Things to do	Priority A B C D

Other things to remember	Time

TIME	SCHEDULE
1pm	
1.30	
2pm	
2.30	
3pm	
3.30	
4pm	
4.30	
5pm	
5.30	
6pm	
6.30	
7pm	
7.30	
8pm	
8.30	
9pm	
9.30	
10pm	
10.30	
11pm	
11.30	
12mid.	

Commitments	Time
	bkjbk

Things to do	Priority A B C D

Other things to remember	Time



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IOC ATHLETE CAREER PROGRAMME

WEEKLY PLANNER

	DATE	ACTIVITY	AM	PM
MONDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
TUESDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
WEDNESDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		

	DATE	ACTIVITY	AM	PM
THURSDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
FRIDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
SATURDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
SUNDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		

IOC ATHLETE CAREER PROGRAMME

2010 YEAR PLANNER



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	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T																
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																		
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
April				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T								
June		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					