



Helping You Make the Right Turn

Genius Action Step # 2 – Pre-Evolution A

Name:

Exercise A – Who’s In Charge?

To reach the 5th level of performance you need to become the boss of your own success. You have to decide to take a new role in your life and I don’t mean quit and get a new job, I mean add a new title to your other titles. That new title is what I call the SEO or, Self Executive Officer, which simply means that you will be the boss of your own life from now on. The exercise for this section will take you through creating your own job description for your new role as SEO.

The first thing you need to do whenever you take on a new role is to have a very good understanding of exactly what the duties and responsibilities of that role are. A good job description helps with this. Below you will create your own job description for your new role as Self Executive Officer. I recommend you print this out and keep it somewhere where you can see it from time to time, and refer back to it to help make sure you remember that this is one of the most important roles you will ever have.

Your Name:

Job Description

Title: Self Executive Officer

Purpose: (why does this position exist in the first place)

Example: The position of SEO exists to create my overall strategic vision and set overall goals and objectives that will guide me towards the achievement of those goals; to serve as the driving force and inspiration to align and coordinate all available resources and to be primarily responsible for my reaching the objectives I set.

Key Responsibilities:

- To myself (How will my taking control of my own success benefit me?):

- To my future (How will becoming my own SEO make my future brighter?):

- To those I love (How will my new role as SEO benefit my family and loved ones?):

- To my organization and community (How will my becoming a genius at something benefit those I work with or for?):

Your Name:

The second part of being successful at any role is setting good goals. Good goals share the following things in common: they are written, believable, challenging, measurable and have a defined deadline. Below you will be guided through an interactive goal building workshop where you will set your own goals for your new role of SEO.

Now that you understand why setting goals is so important, it is time for you to set your own goals for what you want to see as a result of completing the Managing application. You can set from 1 to 10 goals. I will coach you through this process to insure you have stated your goals in the most effective way by asking you a series of questions about your goal. This process will help you gain greater clarity about various aspects of the goal. Let's get started:

SEO Goal Building Workshop

This seven step goal building process will help you create your goal for becoming the boss of your own success and happiness.

1. Title: Choose a title for your personal goal of taking charge of your own success

- State what you desire: Set a goal that is meaningful to you and you feel is achievable.
- State your goal as a positive outcome: Know what you desire and focus on it, not what you don't desire.
- Be as specific as possible: Be able to see, hear, and feel the goal. Word it in a way you can believe and feels right for you.

SEO Goal:

Example of a well-formed goal: *"My goal is to take charge of my own success and become more authentic to who I really am and what I really can do well."*

2. Timing: When and where do you desire it?

Tips:

- Respect your own timing: What is a realistic timeline for the accomplishment of your Goal?
- Decide where it will happen: Where will you be when you accomplish your goal?

Considering the above tips, please define the timing of your goal below:

Example of a well-formed answer for When and Where: *"Within 12 months I will have assumed primary control over my own life and success by deciding on my own best way and implementing that way"*

Your Name:

3. Proof: How will I know I've achieved it?

Tips:

- Create an evidence event: What must happen for you to know you have reached your goal?
- Focus on the changes: What difference in your life would convince you that you had changed in a positive way?

Please enter your evidence event below:

Example of a well-formed answer for How You Will Know: *"When I can point to at least three major instances where I decided to change the prescribed way of doing something significant and important, and did it the way I felt was best"*

4. Resources: What **internal** resources do I require to achieve my goal?

Tips:

- Know your internal resources: What do you already have and what will have to be acquired/created?
- Be solely accountable: Take full responsibility for the accomplishment of your Goal.
- Be self-reliant: Your goal must be initiated and maintained by you and not dependent on anyone else.

Taking personal accountability for your goal, enter the resources you require below:

Example of a well-formed answer for Resources: *"I already possess the natural talents I need, and the commitment. I will also need to acquire the self-awareness for those talents and develop the ability to apply that understanding so I can maximize the resources I possess inside already."*

5. Obstacles: What stands between me and my goal?

Tips:

Identify your past barriers: What has stopped you from achieving this Goal in the past?

Understand what you have learned: Respect and appreciate what you have learned from the past.

After thoughtfully considering the points above, enter your thoughts and insights:

Example of a well-formed answer for Possible Obstacles: *"My habit for depending on management or others to show me the best way to be successful, instead of trusting my gut and natural instincts. I have to get out of my comfort zone and be brave."*

6. Action Steps: What actions are you prepared to take to achieve your goal?

Tips:

Take action: What is the first action step you will take to realize your Goal?

Continue moving toward your goal: Create steps and milestones that will indicate you are working toward your goal.

Enter the actions you are ready to take below:

Example of a well-formed answer for Actions: *"1. I will finish this book and complete all of the activities in it in order. 2. I will commit to telling at least one person close to me that I am going to change and why."*

7. Envisioning: What will it look and feel like once I have achieved this goal?

Tips:

- Be aware of the effects: Consider the consequences that achieving of your goal will have upon yourself, others, and the world around you.
- Congratulate yourself: Be sure to acknowledge your success and reward yourself for achieving your goal.

Imagining yourself in the future, once your goal is achieved, capture below what is different:

Example of a well-formed answer to What Will Happen: *"Once I take charge of my own success, I will be performing more naturally, more effectively and be more satisfied with what I do, how I do it and how it makes me feel. My success will be much greater!"*

Once you have completed this exercise please return to your book where you will build on this information. If you are taking part in the 5th Level Coaching program, make sure and share this work with your 5th Level Coach.

Your Name: