

LifeStylePro™

PERSONAL PLANNING GUIDE



SELFMANAGEMENT
GROUP

Please print this Personal Planning Guide for your own use

LifeStylePro™ Personal Planning Guide

INTRODUCTION

The purpose of this planning guide is to allow you to take the valuable information contained within your personal Life Style Profile™ and turn it into something more tangible and practical. As such, this document will help you identify the key pieces of information contained within the report and then help you apply that insight through the development of an empirically-based action plan. Upon completing your personal planning guide, you will have a much more comprehensive understanding of your natural dispositions, and the types of careers and activities that are best suited to these attributes. Ultimately, this will allow you to be more strategic when making decisions regarding your current / upcoming lifestyle transition.

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Part A: Key Character Traits

This section of the personal development guide will help you extrapolate the relevant character trait information from the Lifestyle Pro™. You will be asked to transfer the information to this guide and subsequently apply it to several of the practical exercises that will follow.

Please turn to page 3 of your LifeStylePro™ report.

Personal Strengths

<p>Self Management</p> <p>You tend to manage yourself most effectively when following a process that provides for exercising your personal initiative. You would be described as somewhat competitive, enterprising, assertive and goal oriented. By building on your strengths in the areas of self evaluation and motivating yourself, you will be well suited to most environments that provide clear guidance and provide coaching when necessary. If new business ventures appeal to you, consider those that are somewhat familiar and take advantage of your self management style.</p>	
<p>Motivational Profile</p> <p>Your motivation is balanced between your concern for the needs of other people and meeting the goals which you have set for yourself. You are most comfortable in situations that offer the opportunity to do both. You would enjoy working in situations where you are able to meet short term targets which lead to longer term objectives.</p>	
<p>Team Orientation</p> <p>You are co-operative, obliging and conscientious. You can function effectively in a group which is well organized but allows room for your individual initiative. You will accept early supervision along with training but will expect less supervision after gaining the relevant experience. You will integrate well with organizations and systems that are relatively structured. You will evaluate the processes and may offer your offer suggestions for improvement when you think it is appropriate.</p>	
<p>Social Orientation</p> <p>You like to take your time to get to know people and would tend to build relationships over a longer term. Some people may even find you shy. You are most comfortable relating to a regular or familiar group of clients or contributing to projects that require little interaction with others.</p>	
<p>Analytical Orientation</p> <p>You are comfortable in situations that combine both technical and non-technical issues. You would enjoy a certain amount of analysis and problem solving but not exclusively. You might be willing to attend training sessions and would enjoy getting to know all of the basics that are needed to perform effectively but would not necessarily regard extra training as a bonus.</p>	
<p>Managing Conflict</p> <p>You are like the majority of the population who are comfortable with some conflict but would prefer to avoid it whenever possible.</p>	

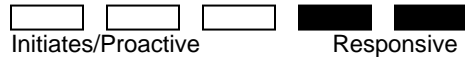
Each scale will be described in detail on the following pages.

A) SELF MANAGEMENT



Scores in these three boxes indicate that you are:

Proactive
Comfortable in a dynamic environment



Scores in these two boxes indicate that you are:

Responsive
Comfortable in a structured environment

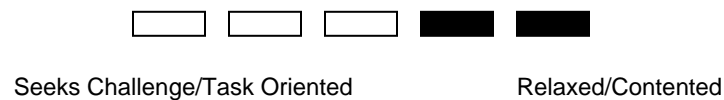
***Place these descriptors on the lines provided on page 10

B) Motivational Profile



Scores in these three boxes indicate that you are:

Motivated by Challenge
Risk Taker
High Sense of Urgency



Scores in these two boxes indicate that you are:

Motivated by Security and Predictability
Not a Risk Taker
Calm / Relaxed

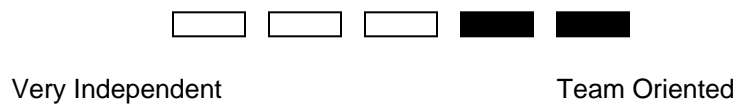
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C) Team Orientation



Scores in these three boxes indicate:

A disposition towards Independence
Comfort with creating your own ways of doing things
That you do not prefer to receive feedback or guidance

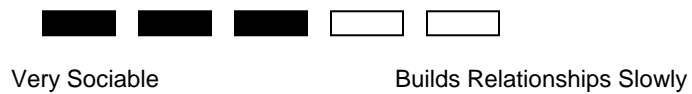


Scores in these two boxes indicate:

A disposition towards working with others
A comfort working within an established process
A preference for feedback and guidance

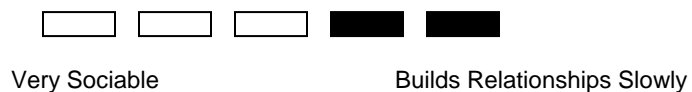
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D) Social Orientation



Scores in these three boxes indicate:

You are outgoing
You enjoy meeting new people



Scores in these two boxes indicate:

You are naturally a little more shy and reserved
You prefer to develop social relationships over time

*****Place these descriptors on the lines provided on page 10**

E) Analytical Orientation



Scores in these three boxes indicate:

You are detail oriented
You enjoy learning for intrinsic reasons
You prefer thorough explanations



Scores in these two boxes indicate:

You are more of a high level thinker
You enjoy learning if it will help you improve your performance
You prefer high level explanations (just the important points)

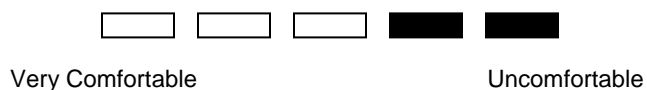
*****Place these descriptors on the lines provided on page 10**

F) Managing Conflict



Scores in these three boxes indicate:

You are comfortable with conflict
Conflict in the workplace is something you could handle



Scores in these two boxes indicate:

You do not prefer situations of conflict
An environment where conflict was the norm would not be enjoyable for you

*****Place these descriptors on the lines provided on page 10**


Part B: Attitudes

This section of the personal development guide will help you extrapolate the relevant information pertaining to your current attitudinal state. You will be asked to transfer the information to this guide and subsequently apply it to several of the practical exercises that will follow.

Please turn to page 4 of your LifeStylePro™ report.

Attitudes

Self Confidence




Your profile shows that your feelings of confidence and being in control are consistent with the general population. Confidence is something that can be addressed through specific techniques such as those mentioned below.

Building Self Confidence (Techniques that work with virtually everyone)

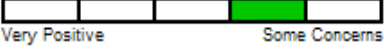
- Learn to accept (and deliver) compliments by identifying a specific achievement or quality.
- You are a hard worker.
- That was a very good proposal.
- Silence the internal critic (learn from mistakes but do not dwell on them).
- Silence the external critic by learning how to deal with criticism:
- Seek clarification so that criticism becomes useful or critic stops
- Accept or reject without debate and episode will pass quickly
- Avoid least effective approach which is to confront critic
- Learn to report the facts (I made an error) but not judge them (I am a loser).
- Learn to market yourself by creating expectations, dressing appropriately, avoiding negativity and other positive approaches that help you to see yourself as successful.
- Become consciously competent (aware of your strengths).
- Build on your strengths first to develop the right mindset before working on your weaknesses

Networking and Self Promotion



You are somewhat comfortable networking and promoting yourself. Build on your existing comfort by creating short, interesting versions of any new business or other venture that involves you.

Attitudes About Service



Your responses indicate that you have a neutral attitude about customer service people. If you feel that customer service people are unappreciated, you may wish to avoid any kind of service oriented roles in your future activities.

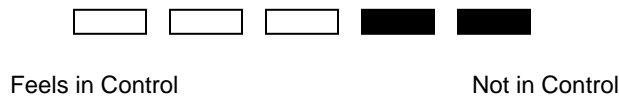
Each scale will be described in detail on the following pages.

B) Self Confidence



Scores in these three boxes indicate:

**You currently have a strong belief in your ability to be successful
You feel in control of your environment**



Scores in these two boxes indicate:

**You currently have doubts about your ability to be successful
You currently do not feel in control of your environment**

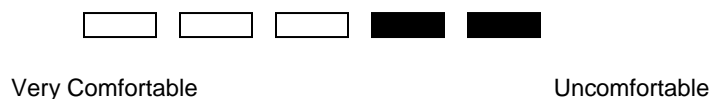
***Place these descriptors on the lines provided on page 10

B) Networking and Self Promotion



Scores in these three boxes indicate:

**You are a strong self promoter
You are comfortable talking about business in social situations**

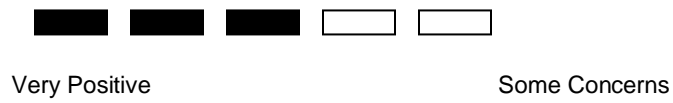


Scores in these two boxes indicate:

**You do not prefer to self promote
You don't regularly discuss business in social situations**

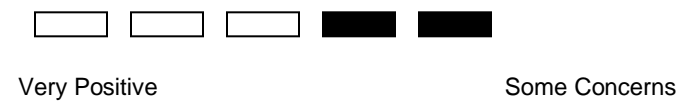
***Place these descriptors on the lines provided on page 10

C) Attitudes About Service



Scores in these three boxes indicate:

You perceive service positions to be important
You value service positions



Scores in these two boxes indicate:

You do not place a high degree of importance on service roles

*****Place these descriptors on the lines provided on page 10**

The Lifestyle Path you are on is a multi-lane highway. Each lane is a job or interest within a given lifestyle path. One destination contains your professional desires and the opposite destination contains the options you do not want. Most people are in a lane on this highway, but do not know, or think about, where that lane is leading.

Effective lifestyle management involves 4 essential steps:

Step 1: Define what you want.

Identify your employment/lifestyle desires, both quantitatively and qualitatively. Quantitative components include salary levels, working hours, and vacation allowances. Qualitative issues include working conditions, career prospects and where you are situated in the chain of command.

Step 2: Define what you don't want.

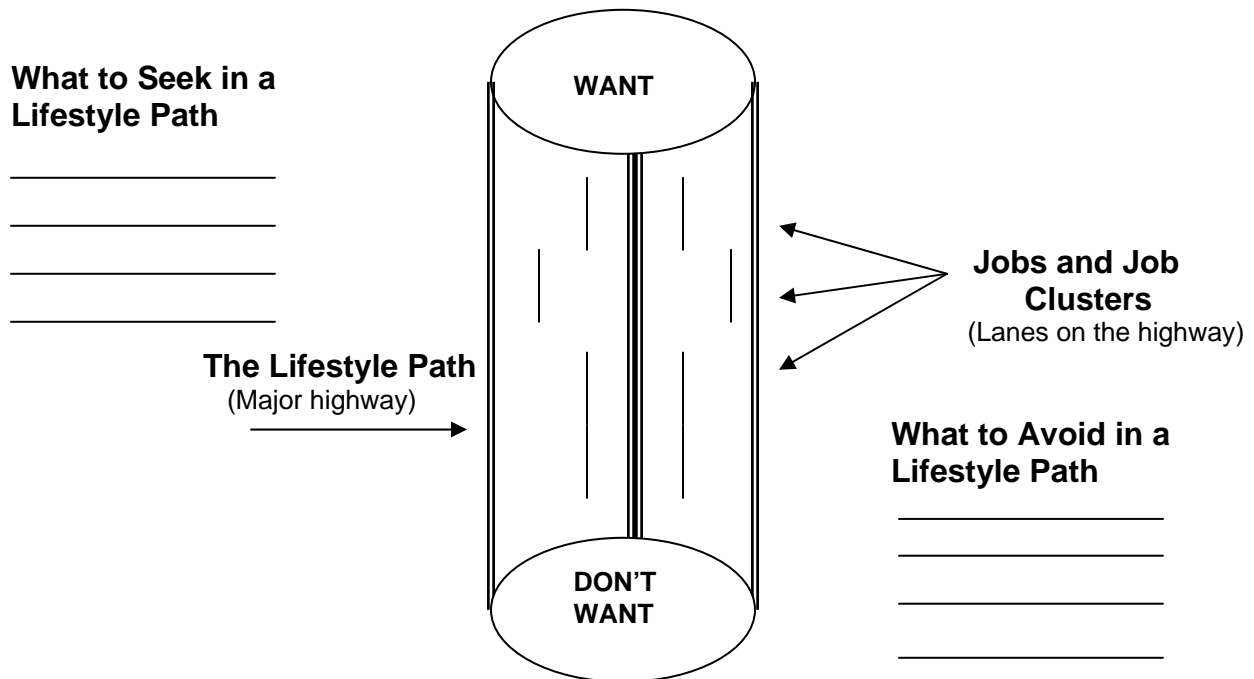
These are independent issues, and not always the flip side of what you do want. It may be important that you have your own office, but this may not exclude a desire to work with others.

Step 3: Define your career path (highway).

A career path is a group of jobs that all head in the same direction. The education/training field is a career path. The jobs (lanes) along this highway include teacher, principal, trainer, professor, seminar leader, lecturer, etc.

Step 4: Define the job on the career highway that appeals to you.

If you are new to the workforce, choose a career path and then find a job that lets you enter the highway.



Informed Lifestyle Selection

Now that you have identified your chosen lifestyle path and the qualities that you are looking for from this opportunity, it is time to use your personality information (p. 10) to narrow and refine the search.

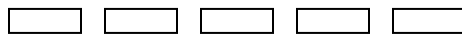
General Lifestyle / Career Interest	<hr/>
Personality Strengths (list the qualities from page 10 that make this a good choice / natural fit for you)	
Occupation / Activity List (create a list of jobs or activities that fall under your lifestyle path and then evaluate according to how they match up with your personality)	<p style="text-align: right;">Rate Each / 10</p> <hr/> <hr/> <hr/> <hr/> <hr/>

Once you have refined your search and identified your number one selection, begin searching for local opportunities. Pay particular attention to any credentials or qualifications you may need to pursue this opportunity.

Part C: Lifestyle Management

This section of your personal planning guide will help you diagnose the factors in your life that will be facilitative in your lifestyle change, and also those that you will need to work on in order to make this transition a success.

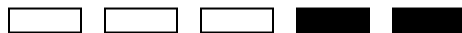
Please turn to **page 7** of your LifeStylePro™ report. The next six pages (pp. 8 – 13) of the LifeStylePro™ evaluate you across a number of factors that comprise and contribute to your overall sense of well being. This section is intended to provide you with a quick snapshot of your strengths and growth opportunities in the areas of physical and psychological well-being.



All of the scales are measured on a 5 point continuum, similar to the one presented above.



Scores in these three boxes reflect aspects of your personal well being that you are effectively managing, and which will help facilitate your ability to navigate this lifestyle transition. If your score appears in one of these boxes, please report it as a strength on page 14 of this guide.



Finally, scores in these two boxes reflect growth opportunities. Addressing these issues will help improve your overall state of well-being and will put you in a more advantageous position to effectively navigate your current lifestyle transition. Please report these as growth opportunities on page 14 of this guide.

Part D: Well Being Checklist

Using the scoring instructions provided on the previous page, evaluate yourself on these 8 constructs that comprise your personal well-being by placing a checkmark in the appropriate box.

Well – Being Constructs	Strength	Growth Opportunity
Body Mind well-Being (page 8 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Fulfillment (page 9 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Stress Control (page 10 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Worry Control (page 11 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Overall Satisfaction (page 12 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Work Stress (page 13 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Work Satisfaction (page 13 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>
Engagement With Career (page 13 of the LifeStylePro™)	<input type="checkbox"/>	<input type="checkbox"/>

Part E: Developing an Action Plan

The final section of the LifeStylePro™ evaluates the quality of the social resources at your disposal. Previous research has shown the quality of one's resources can significantly impact their ability to go through a difficult lifestyle transition.

Please rate yourself on these constructs according to the scoring guide that was presented on page 13 of this personal planning guide.

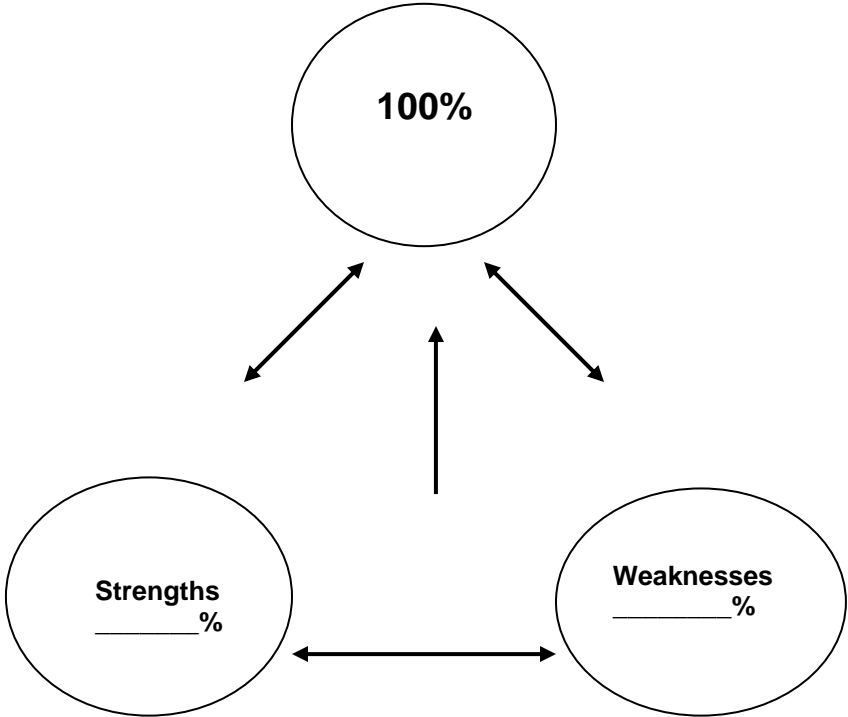
Personal Resources	Strength	Growth Opportunity
Family <small>(page 15 of the LifeStylePro™)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Friends <small>(page 16 of the LifeStylePro™)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development <small>(page 17 of the LifeStylePro™)</small>	<input type="checkbox"/>	<input type="checkbox"/>

Part F: Developing an Action Plan

The remainder of this personal planning guide is devoted to helping you leverage the information pertaining to your personal well-being and resources, in a way that will allow you to effectively navigate your current or upcoming lifestyle transition. Please use the scores and information contained on pages 14 and 15 of this guide.

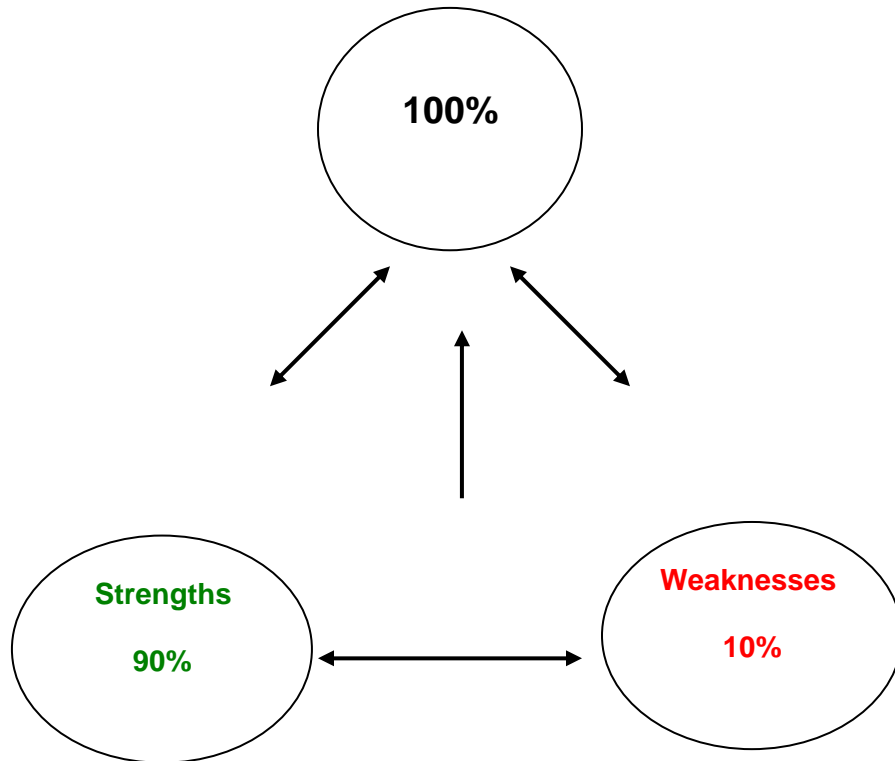
Building on your Strengths or Working on Your Weaknesses

When creating a personal development plan you must decide how much time and effort you are going to spend on certain attributes. These attributes can be broadly classified as either your strengths or growth opportunities. In the following diagram, outline what proportion of your total time and energy you would realistically spend on building your strengths and working on your weaknesses. Remember, the two numbers must add up to 100%.



***Please right your responses on the respective lines. Once completed, continue to page 17.

Ideal Time / Energy / Resource Allotment



It is a common misconception that we should focus on our weaknesses in order to improve. However, why would you stop doing the things that made you successful in the first place (i.e., your strengths)? Therefore, when developing this action plan, focus **90%** of your time and effort on your strengths, and the remaining **10%** on your growth areas.

Referring to your checklists on pages 14 and 15, identify one strength that you want to continue to leverage as you navigate this lifestyle transition. Once identified, please complete the following table.

Priority #1

My first priority is to work on:
The benefit of focusing on this area will be:
Actions to develop Priority #1 I will strengthen/explore this area by:
I will measure my progress in the following way(s) When? My goal is to....?

Again, referring to the checklists on pages 14 and 15, identify one growth opportunity that you would like to develop. Once identified, please complete the following table.

Priority #2

My second priority is to work on:
The benefit of focusing on this area will be:
Actions to develop Priority #2 I will strengthen/explore this area by:
I will measure my progress in the following way(s) When? My goal is to....?

Part G: 6 - MONTH FOLLOW UP

Now is the time to review your progress on your priorities and your lifestyle/career interest plan. The chart below will help you assess your results, and if necessary, help you adjust your plan so that you can achieve your goals. If you have successfully completed all your objectives, it is then crucial that you reward your success.

Development Area	List Objectives Achieved	List Any Outstanding Objectives	Actions to Complete Outstanding Objectives	Timelines to Complete Outstanding Objectives
Priority #1:				
Priority #2:				

Career Transition Interests:	Successful Transition? <input checked="" type="checkbox"/>		If No, carefully reflect on your ACTION PLAN and identify main challenge(s) to overcome:
	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	Challenge(s)
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	