

THE YEAR OF INFINITE POSSIBILITIES

Professional Dreams to Outcomes
Hand Book
2018





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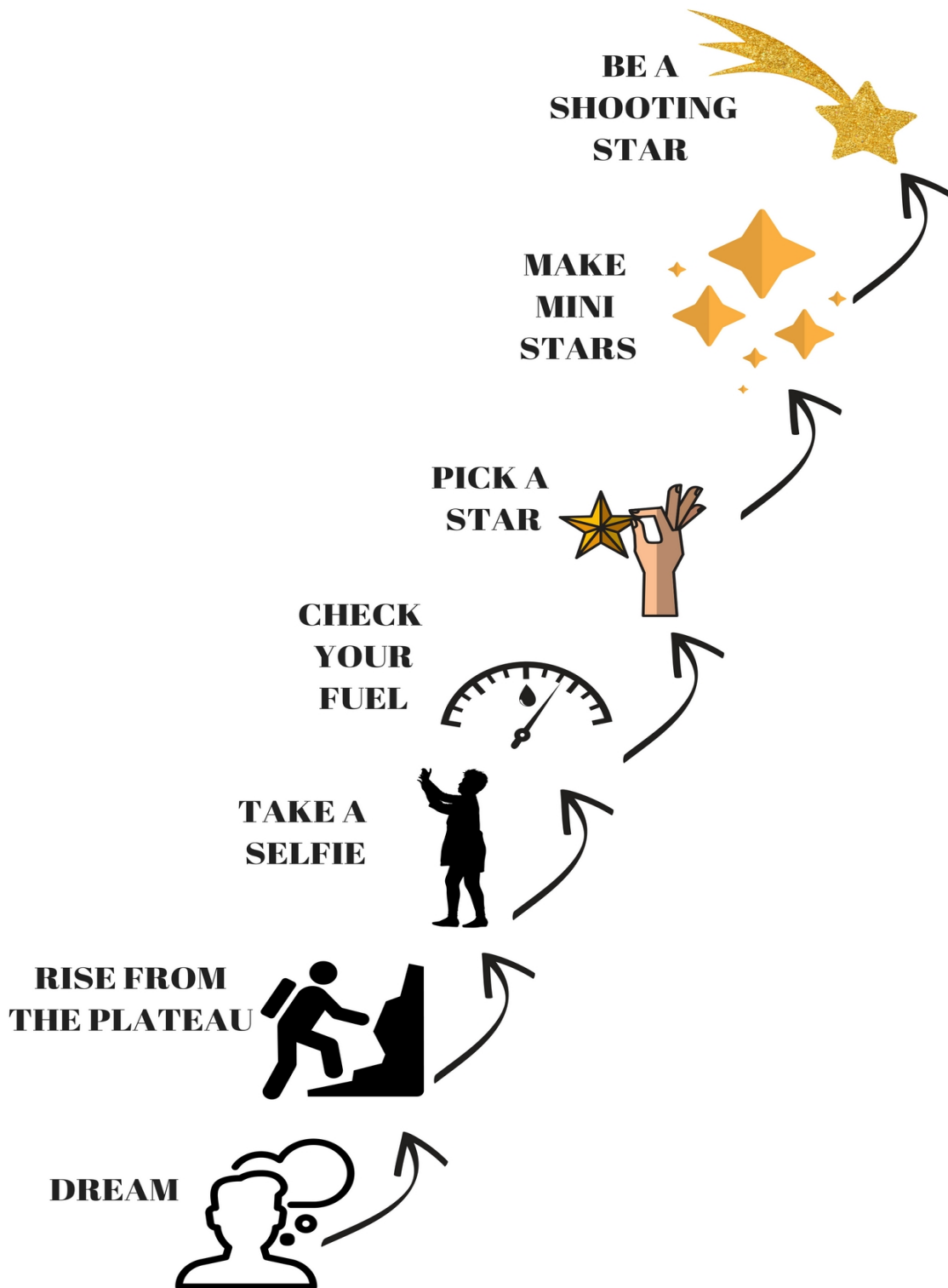
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Manjiri's Profile

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*A Dream Becomes a Goal When Action Is Taken Towards Its Achievement -
Bo Bennett*

The Goal of this Book

My last Blog was on “Goals” in which I shared my experience of creating goals with regards to professional aspirations, and how it benefitted me. As a Coach, I work with professionals who are looking to improve their performance at work, produce results and be successful in their own way. Since I work with people, I get to meet a lot of wonderful professionals who are incredibly talented and doing well in their jobs. As we have conversations about their career growth, a few of them express their desire to reach a particular position in their organization while some are not sure of how to advance in their career. When they share their hopes and plans for the next few years, I cannot miss noticing a keenness in them. This eagerness to move forward that I sense in them is something similar to how you would feel when you have traveled to an exceptional destination. You know that there are many places waiting to be explored, stops to make, discover, but just don't know where to begin. You want to ensure that you do not overstay at places or miss on a few experiences. Plan the journey ahead and move to the next destination.

But what happens in everyday work life? The mind is so engaged and occupied that we toss an idea of what we want, probably call it a goal, and keep hoping that all that we are doing will lead us there. Some of us may come up with a plan but then taking out time for ourselves each day to work towards a Goal

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with a plan feels too much to do, and so we put it ahead of us saying I would like to someday. We say, next year I will, or once I get my mind free from the current tensions, then I will definitely find time for it. But then, that time may or may never come.

So, I thought

“What if we could work on our professional goals by setting them in a way where we blend them in our day to day life and activity? What if rather than feeling the pressure or being miserable that we are not finding the time, we could design our own vehicle, speed, and route to success? Without feeling burnt out, what if we could back our goals with self-committed actions? The results would be marvelous. This book intends to do exactly that, help you identify one area of your work life that you can turn into something outstanding by the end of the year. That’s the Goal of this Book.”

“Either you run the day, or the day runs you” - Jim Rohn

Introduction:


As a Trainer and Coach, I have observed that writing or even thinking of a goal sounds exciting to a few, scary to some and useless, time-consuming activity for many. I had been a part of the latter categories till a few years back. I realized how biased my thinking had been until I actually started defining my goals. After writing my goals and visualizing them, I was feeling a sense of calm determination and confidence within me as there was a lot of clarity. Every day at work, as I took actions, my body and mind felt light and in total sync irrespective of the wins and misses. It was almost like though I knew I had no guarantee of getting exactly what I wanted, I was sure that there was something beautiful I am headed towards.


Since the New Year has just begun, I thought, why not write something that gives a coaching experience to all those professionals who wish to get a sense of growth and learning while at work and achieve more by setting goals to accomplish. Your wishes, dreams, and aspirations get shape and life when you create goals because you stop juggling in the air, and put down what you want to focus on, and what you focus on, expands. Also, the process of Goal setting sculpts our vague ideas, because writing goals is a process in which we decide what is it that we truly want and that gives us clarity in our vision. It is backed by Intention and leads to Action.


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So the idea of this book is that it helps you to think through various areas of your work life and identify spots for growth, improvement, and change. This is not about a quick fix to any problems you may be facing. Instead, it is about you taking responsibility for creating a successful professional life that you want and just getting better and better with it.

This book takes you through **Seven Simple Steps** to create an action plan to translate your dream into reality. The steps are

1.  - It begins with a dream

2.  - Select three areas of your work Life

3.  - Get familiar and assess the areas you have selected

4.  - Write goal statements for each area, knowing

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your intention/purpose



**PICK A
STAR**

5.

- Select one goal Statement and define your Goal for the year.



**MAKE
MINI
STARS**

6.

- Bite-sized goals. Break down your yearly Goal into smaller monthly outcomes.



**BE A
SHOOTING
STAR**

7.

- Setting it up: Prepare an Action Plan

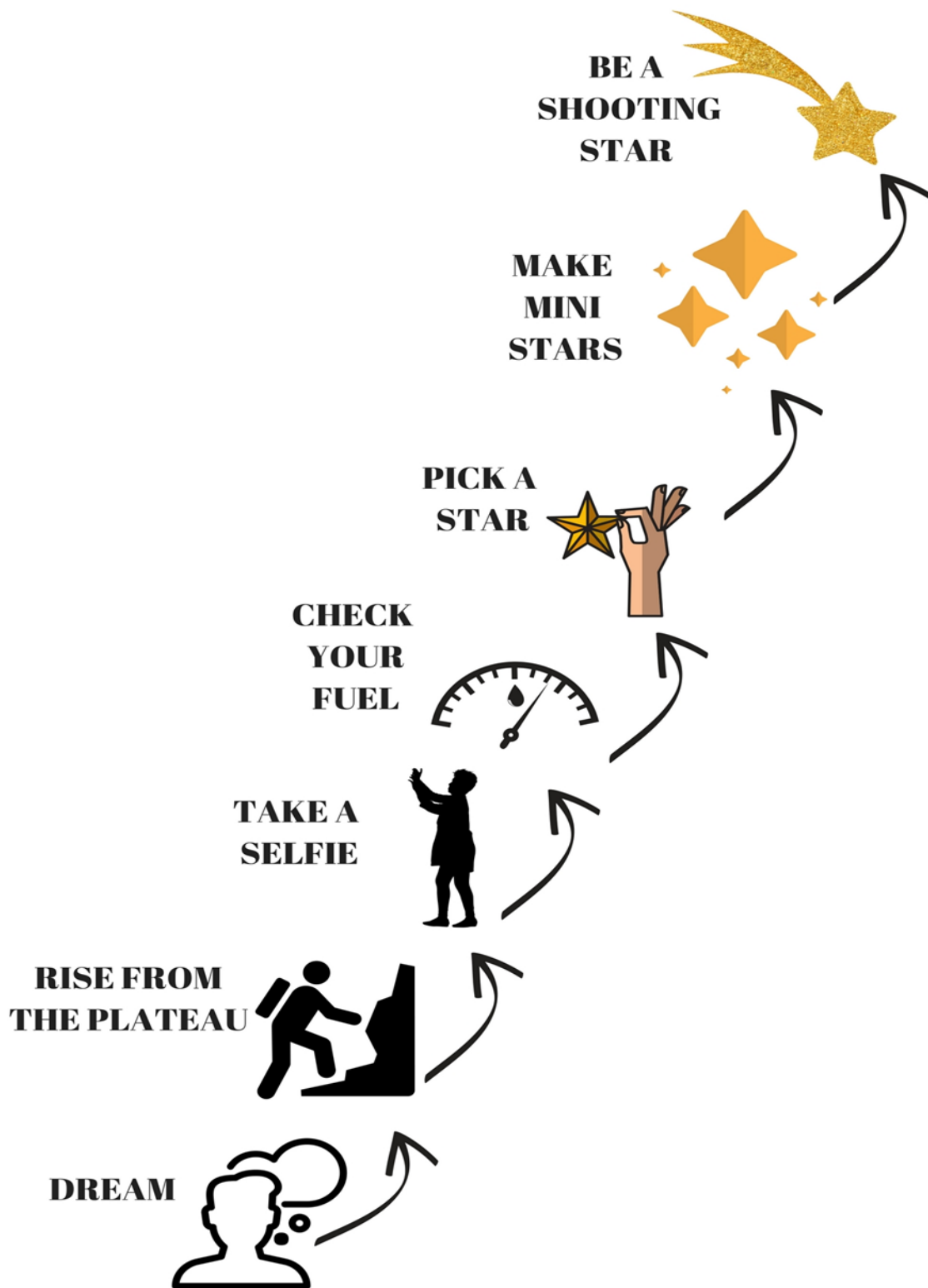
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You can use this book for your own success or make a copy and give it to your colleagues, or your team, to map their outcome journey.

As you read the book and do the exercises, it may happen that as you search for answers, certain uncomfortable and some beautiful instances come up. Stay with them and take a good look at them. Allow yourself to go deeply inward and if not many, consider that one dream that you may have been playing with for a while now and begin your adventure with it!

“You want to set a Goal that is big enough that in the process of achieving it you become someone worth becoming” - Jim Rohn

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Step 1

Dream

It begins with a Dream

As kids, we all had dreams, secretly wishing it came true. I was a very avid reader and all the Enid Blyton books, Tintin series, made me think that I was born to be a Detective. The beauty then was that we allowed our mind to run freely thinking of millions of possibilities. We believed everything was possible and curious about everything. The dreams were so vivid that they seemed very real to us. But then as we grew up, we started exercising more of our left brain and began to get logical and realistic in a worldly sort of a way. I believe our dreams are a part of our unconscious, hinting what we are seeking in life. So just take a paper and pen and begin putting down your dreams on paper. It could be about a position you want, income to generate, some awards you may want to win, your ambition as a speaker, author, own a business, a country you want to live in, a dream for family, a company to work in, an industry to work for, anything! They need not be specific or make perfect sense, just let your pen flow. Make a list, draw it out or just write them randomly. One dream or a few ideas may stand out for you. There could be that one dream or desire, that has kept coming back to you again, and again, and you have kept moving it aside

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thinking as not possible. Keep your eye on that. Don't think possible, not possible, what excites you is essential.

*In all these years and through all these experiences, the most important lesson I have learned is, one must keep dreaming at various phases of life, and then work hard to realize those dreams. If we do so, then success is imminent. To the many people I meet, I always say, '**Dreams are not those that we see in our sleep; they should be the ones that never let us sleep.**'*



Kalam, A.P.J. Abdul.

Work Book

Step 1

Make a List, Draw, Scribble – Don't stop at 1, 2, 3 or 4. Keep writing and then mark that one dream that stands out for you! Go on, make the choice

Step -2

Rise from the Plateau

(Select three areas of your Work Life)

Work is such an essential part of our life, and a lot of joy and satisfaction comes from that space. For more than a decade, I worked for a company that was founded by my husband before I got into training and coaching. In our business, I kept doing my work and giving my best. Without knowing, what's my best, and where I was headed, I kept working hard every day. I was getting results, and in some areas, I knew I could get better. But on the whole, it was a journey where I was moving ahead, so all was well.

I did not realize that I was on a **Plateau**. But today when I look back I know I could have proactively worked on some of my skills or behaviors. With focused actions, I could have achieved outstanding results and also had a more fulfilling career.

Just experiencing movement is one thing but moving forward with an intention, taking mindful efforts, leaping and marching forward has its own flavor. I once met a general manager of a manufacturing company who said to me, "I really think this coaching will benefit youngsters who have a full career ahead of them, what will people like me having spent 20 years in an organization, work

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on?” For a few of us, initially this may be the first thought. But take a moment, and mentally visualize your days at the office, experience at meetings, conferences, working alone, your thoughts while observing seniors, qualities or abilities that you admire in a few people, any position you are looking at having. You will definitely see or hear something that you would want to achieve or get better at.

Any growth requires a temporary loss of Security - Madeline Hunter

Some areas of Work life could be viewed as:

1. Communication Skills
2. Emotional Wellbeing/ Stress
3. Promotion/ Designation/ Career Graph
4. Income
5. Relationships at work
6. Learning/ Intellectual growth
7. Performance & Result
8. Time Management
9. Leadership Abilities
10. Professional Presence
11. Technical Skills
12. Work-Life Balancing

Work Book



Step 2

To take you closer to your dream, select three areas for growth in your work

Example – My Fabulous 3 are:

You may select from above or write your own

1. Chosen Area: Communication
2. Chosen Area: Relationships at Work
3. Chosen Area: Learning

Your selection of the Fabulous 3

1. Chosen Area :
2. Chosen Area:
3. Chosen Area:

Step 3

Take a Selfie

(Get familiar and assess your selected areas of Professional Growth)

Is Communication on your list? The word communication is comprehensive and involves our language skill, voice, body language, listening skills, speaking skills, writing skills, public speaking and so on. Write down your meaning of each term that you have selected. What does Leadership mean to you or Results indicate to you and so on?

Example: Write it in the first person as *“Results mean when I commit and take responsibility for an activity I complete them without being reminded. I look at the evidence in the figures that are generated at the end of each month. When results are as per my expectation, I take note of things that went well. Sometimes when the results are not that good, my disappointment stays for a long while and then....., I believe to get results planning, delegation and time management are important. Out of these three areas, time management is*”

It may feel unnecessary, but all of us have our own experience of an expression. We have our own perception and a context to it. Let your thoughts flow around the meaning of that term in your work life. As you write your definition, you

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may begin to see or recall some specific instances. After writing all of them, you may find they are interlinked in some way.

The day you decide that you are more interested in being aware of your thoughts than you are in the thoughts themselves – that is the day you will find your way out – Michael Singer

Workbook

Step 3 (A)



My Meaning of the Fabulous 3 areas for Professional growth

1. _____ (1st Chosen Area)

means _____

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2. _____ (2nd Chosen Area)

means

3. _____ (3rd Chosen Area)

means

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Last year I worked with a client who has had several years of experience working in an organization. He was in a good position and very content in the work he was doing. When we sat down to set a few goals for him, he spoke about his struggle with meeting deadlines at work. He felt he could achieve his perfect time management only if his team members performed their responsibilities better. I asked him to look at this situation from a perspective as to what could he could do differently or stop doing. I coached him for a while in this area and what got clearer for him was that he has been blaming the team for inefficiency for a while now. He realized the team review meetings were one of the sources of certain misunderstandings and that his communication needed to change considering the current team he had. So he got one communication goal that he set for the next three months. He was a good speaker/ presenter, but when it came to writing, he said he was unsure of his style and the interest it generated since he had recently started writing technical blogs. So that was another goal he took to get better at, under communication.

The 3 areas that you have decided to work on: Look at each area and ask yourself the following questions.

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Step 3 (B)



My Self -Assessment of the Fabulous 3 areas I have selected for Professional Growth.

1st Chosen Area _____

1. A) What is my current experience on a scale of 1-10?

B) Where do I want to be?

2. What am I doing well here?

3. What are some things I would want to get better at?

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2nd Chosen Area_____

1. A) What is my current experience on a scale of 1-10?

B) Where do I want to be?

2. What am I doing well here?

3. What are some things I would want to get better at?

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3rd Chosen Area_____

1. A) What is my current experience on a scale of 1-10?

B) Where do I want to be?

2. What am I doing well here?

3. What are some things I would want to get better at?

Out of the above three, mark, circle, pick out and note what would be great to take up for this year.

Step 4

Know the intention/purpose of your Goal

Check your fuel

Begin by writing one goal statement for each specific chosen area. These would be goals that would take you closer to that one dream of yours. At this stage, the statement will be in its initial raw form, which we will refine in the later step.

Check if it is Inspiring.

It is so true, isn't it? My teacher used to tell me that the Goal of a Goal is to motivate/inspire and if it does not, then change the goal or change the way you are thinking about the goal.

One of the worst places to be is to set a goal and then find ten reasons not to work on it. When you state the goal, in its raw, unrefined form, check if that is what you really truly want, know your objective.

When we become aware of the purpose for which we are pursuing a goal, then it gives the entire vision a new energy. Because now we know "Why" that goal is important to us, and what is important to us, puts us into Action. Our sense of purpose is what drives us, motivates us, and without it, any goal you set will seem stressful. Our purpose is our fuel which keeps us motivated to

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achieve our goal. Most times, we are aware of the result we want but not the purpose, and without fuel, we won't last long.

Do you know what is the intention /purpose of your Goal?

This is the experience of one of my earlier clients, a student, who was not an avid believer in the traditional education system but yet wanted to have a degree to build his work profile. His goal initially was "I just want to finish my education." The thought of just wanting to finish something was taking him even further away. It was not helping him as it was not pulling him into action. So then he redefined his goal as "I want to study to score 50% grades in each semester and explore other ways of learning as per my interest." This statement was such a respite for him that he immediately started planning some classes and tuitions to attend in college. In the rest of the free time, he made arrangements to learn skills, get experience, that he thought was important for his future. His purpose was creating a Legacy and Contribution(By creating employment opportunities), and this newly stated goal aligned with that.

"Goals. There's no telling what you can do when you get inspired by them"

– Jim Rohn

Workbook



**CHECK
YOUR
FUEL**

Step 4

Ask yourself these questions to be aware of your Purpose

Q1. “When I achieve this goal, in what way will it make a difference to my life?”

Q2. “What else will improve when I achieve that goal”?

Example of Goal Statements(Fabulous 3) and Purpose

1. 1st Chosen Area: Communication

Statement: Improve my writing skills for publishing

Purpose: Sharing Knowledge and freedom to express

2. 2nd Chosen Area: Relationship:

Statement: Have a better rapport and connect with my Team members and Peers

Purpose: Achievement, growth, and satisfaction on the job

3. 3rd Chosen Area :

Statement: I want to learn negotiation skills

Purpose: Feel confident and become an Expert

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My Goal Statements:

1. 1st Chosen Area : _____

Statement

Purpose/Objective/Intention :

2. 2nd Chosen Area: _____

Statement

Purpose/Objective/Intention:

3. 3rd Chosen Area: _____

Statement

Purpose/Objective/Intention:

Step 5

Define your goal. Take your raw goal statement, refine it further to get your Final goal statement.

How?

Now, out of the fabulous three, **select one Goal Statement**, that you will take up for the next year.

Take this goal through the following process

1. Check for the other areas of your life that may get affected or get better as you work with this goal.
2. Let the goal be stated for the Year 2018.
3. While defining your goal, make sure it is stated in the positive
4. Let the goal have a specific context.
5. Decide, how will you measure the success of the Goal?
6. Know what would be the evidence you need to check to know that you are moving in the right direction.
7. Make sure your Goal states about what you want and will do, not someone else.
8. When you read the goal statement, check if you can visualize it as a picture or see it as a movie. If it is not clear, then write the missing parts.

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Example

1. I want to be the Leader I know I can be in the next year.

vs

I will be the Leader I would have wanted to have, to my reporting team, in the next year. By being a Leader, I mean•

2. I want to begin writing my own book this year.

vs

I will start to write my own book by second quarter April this year on a compilation of Management Case Studies for young entrepreneurs and publish it before 31.12.2018. Once I complete the research by March for which I have identified necessary study and interviews, I will get the first draft out in August on my birthday, and take feedback from a few experts I know. To ensure that the book gets published by December

The trouble with not having a goal is that you spend your life running up and down the field and never score

– Bill Copeland

Workbook



Step 5

Define your Goal:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Give it a Movie Name. A name that sets the Theme for the year:

When we get creative and do things such as giving a movie name, an emotional theme or even a theme song that captures the essence of what we are doing, the activity becomes delightful. We engage the creative side of our brain, and that guides us in our journey unconsciously. It brings fun, excitement, joy, determination through the whole process and sets the mood as we take actions.

Example: You may Create one like “The Best flight of the Eagle,” or a have a known one like “Man of Steel” or “Daredevil.”

Movie Name

Theme

_____ , _____

Step 6

Bite-sized Goals: Break down your Goals into smaller outcomes:

Imagine, just imagine, you bake a large chocolaty, melt in your mouth divine chocolate cake. Your goal is to finish the entire chocolate cake by yourself. Is it possible, yes it is! Think of having it in one go. Go on, put the whole cake in your mouth! Not a good idea. But if you plan to cut it into small pieces and eat those over a period of time, then it feels quite comforting, isn't it?

I have been working with individuals since 2011. When I started, initially I worked primarily on communication skill goals and discovered that after setting the goal, some of my clients had a challenge completing the actions that they had planned. Considering the kind of travel and work schedule, plus extra work on the weekends, they either avoided the actions or did them and felt exhausted. Few of them found it difficult to stay consistent, especially after a couple of weeks. Just one deduction seemed to make life simpler, and that used to be the Goal. Chucking it out and saying it is not possible now or taking up a new deadline seemed so much easier. When I started working on my skills as a Coach, my mentor helped me to break down my Goal into smaller goals or outcomes. These outcomes were stated for over months or weeks with planned

actions. Most importantly they were supported by assigning a minimum and maximum time for it each day.

Break your Goal into smaller Outcomes: Examples

(Unrefined goal statement: Represent the Company/As an Individual Speaker at National Level events/Forums that I have listed)

- I will work on my confidence in my Q& A sessions after any presentation at the office.
- I will read and watch videos to improve my knowledge of my subject matter.
- I will explore and connect with people about opportunities to speak at the forums.
- I will create a mock presentation this week, based on the last attended AGM.

(Unrefined Goal statement: Have a healthy relationship with my team and improve our team performance)

- I will take feedback from with my staff and boss regarding my current method of delegation.
- I will be aware of my current rapport and connect with each person I meet, note it, observe and improve.
- I will observe and take specific actions to improve our review meetings in January.

(Unrefined Goal statement: To have a passive income of Rs XXXX and investments of Rs XXXXX next year)

- I will save an “X” amount of money at the end of every month
- I will give Guest Lectures on specific days.
- I will learn and improve some of my skills for a promotion in the next year
- I will study and talk to experts

Workbook



Step 6

Break your Goal into smaller Outcomes

Monthly Outcomes - OPTION I

Begin by writing one outcome per month, for all months, initially

1.Jan:

2.Feb:

3.March:

On 31st March review and check

4.April:

5.May

6.June:

On 30th June review and check

7.July:

8.August:

9.September:

On 30th September review and check

10.October:

11.November:

12.December:

Bite-sized Goals: Break your Goal into smaller Outcomes

Monthly Outcomes - OPTION II

Begin by writing one outcome for every Quarter, initially

Jan- Feb-March:

On 31st March review and check the outcome for the next quarter

April-May-June:

On 30th June review and check the outcome for the next quarter

July-Aug-Sep:

On 30th Sept review and check the outcome for the next quarter

Oct-Nov-Dec:

Step 7

Setting it up – Action Plan

This is the time to now actually allot specific actions and time for each outcome.

Think of this as designing your life or your growth. Ask yourself, **How much am I willing to commit each day towards what I want?** You may dedicate one hour daily, or half an hour on weekdays or fifteen minutes each day. Then ask yourself, **What time of the day?** You may say the first half, or say post-dinner, or may say post lunch at the office. Allot a maximum and a minimum time for taking action each day or few days in a week or month.

You may want to take two outcomes a week or three outcomes a month or have just one action plan weekly for one outcome per month. That is perfectly fine.

As I mentioned earlier design your professional life with these outcomes.

Initially, it may seem a bit of a strict practice, but this is homework you give to yourself. You are the master and the student. And discipline in action is the key to achieve your Goal. This discipline in action will help you grow, as each time you do something, you learn. On this journey, you will begin to get clearer about what you truly want and also absolutely don't. Slowly you may redefine your goal, outcomes and even the action plans as you reflect and see how far you have come. That is absolutely fine and essential too.

Congratulations on completing the first six steps successfully!

As the next and last exercise, you will have to plan your weekly actions. Write your weekly activities at the beginning of the week and review the sheet at the end of the week. Store the workbook in your office drawer or in your office bag.

The secret to the success of this exercise is YOU!

“Discipline is not a mystery. It’s the simple and dedicated practice of aligning your vision with your actions ” - Jim Bouchard

Example



Step 7

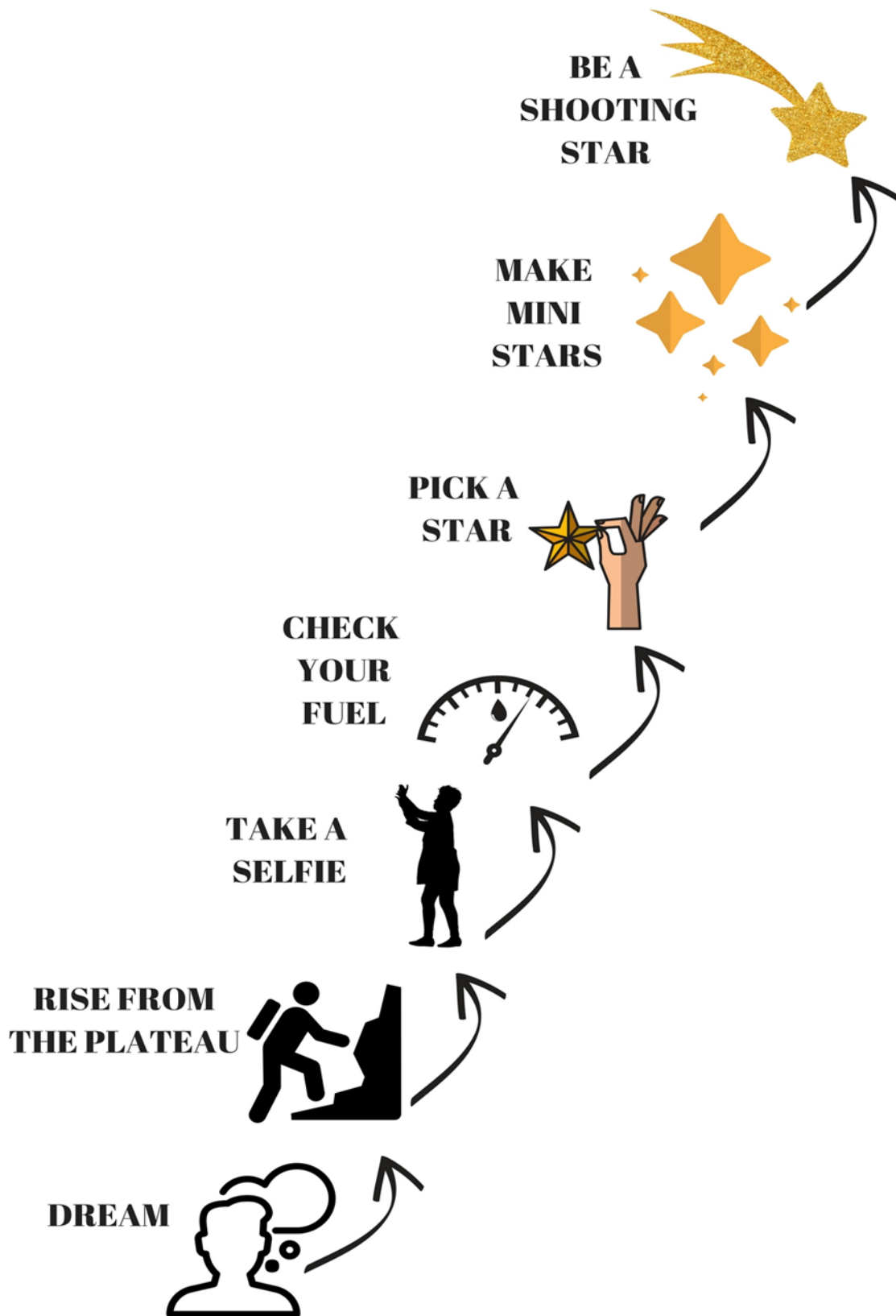
Month: January; Outcome: I will observe and take specific actions to improve our review meetings in January.

Week (Mon – Friday)	Min Time/ Max time	Time of the Day
1st Week Actions: I will take verbal feedback from my current team, individually, about their experience of the current daily review meetings Review on Friday: Completed as Planned	Daily 10 to 20 minutes	Post Lunch Between 2 to 4
2nd Week Actions I will record my voice while the review meeting is on and then listen to it. Request one of my colleagues to watch the meetings and give feedback Review on Friday : Colleague observation pending	Twice during the week. 10 to 20 minutes	After Lunch (At office) After Dinner (At home)

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2nd Week Action: Review:		
3rd Week Action: Review:		
4th Week Action: Review:		

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Summary

Once you have written down your goals and outcomes, you need to back up your decisions, and that's the only way forward!!

When I started working on my Professional Goals and outcomes to get skilled as a Coach, it took time to bring in the daily habit. I slipped and missed too. I felt looking at the bigger goal and just doing a simple thing such as recording my own voice and listening to it for a week seemed too small an action. I wondered when I will get there? Would I ever? Probably I need to work harder. This was pulling my energy down. So I stopped looking at the big picture all the time and focused on commitment and discipline towards my weekly and monthly outcomes. I began to ask myself -

What is it that I have become better at? How am I looking and doing things differently as a result of the daily actions? What are some of the insights I am having as I cross each milestone in my journey? That kept me going and wanting more. Today it's a habit, to put out outcomes and move towards them with focus.

“Joy comes to us in ordinary moments. We risk missing out when we get too busy chasing down the extraordinary”

– Brene Brown

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Just as a doctor orders a checkup, it is good to visit our goals, outcomes every quarter and check with how we are moving ahead. Like someone said, be stubborn about your goals but flexible about your methods.

We need to remember that life is continually happening within us and outside of us. Plans may not actually go according to what was planned. Be flexible to notice what's working and what is not, make those changes and get back on track. What is most important is that you keep the momentum going by taking actions regularly.

Success starts with dreams and materializes through Ongoing Effort

- Robert W Lucas

Tips

1. Use the handbook to write a draft initially as you read the book. Then use the workbook to monitor and track your journey.
2. Keep the workbook handy.
3. In case you want to take up 2 – 3 goals, make 2-3 copies of the workbook pages from step 5.
4. Your sense of purpose will give you motivation, but habits will take you forward. So develop simple routines that will take you forward.
5. Take help of apps, alarms or Apple voice guide Siri to remind you of your actions till the habit sets in.
6. Allow yourself to feel the satisfaction and joy at the end of each week on completion of your plan
7. Be flexible and if you want to redefine your goals or actions, do it.
8. There will be times when you will not complete something or give a long gap between an activity. Happens, but don't stop or give up. Just pick up from where you had left.

Manjiri's Profile :

Hello! My name is **Manjiri Jawadekar**. I have my own consulting and coaching firm in Bangalore, Reivent Coaching, and Consulting. I am a certified NLP Life & Executive Coach, NLP Master Practioner, Image Consultant and Extended DISC administrator. I work out of my office in Wilson Garden and also travel for work.

As an NLP, Life & Executive Coach I work with leaders, managers, executives, entrepreneurs, and interns to progress in their career, produce outstanding results and reach their fullest potential. I help professionals to experience transformation, sense of well-being, joy and fulfillment at work and in life. To know more about my work, please visit <http://www.manjiricoach.com>

As a **Facilitator**, I conduct corporate workshops in Bangalore, and the focal point of these programmes is on how you behave, how you communicate, how you are perceived and how you are experienced. The intent of these sessions is to make you feel more self-assured, confident and at ease while interacting with people and assist you to naturally be your best. To know more visit <http://www.reivent.com>

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If you want to experience a brilliant, meaningful life and a successful career, I would love to partner with you on your journey. To experience the power of coaching, call me on the number below for a free discovery coaching session.

Call me on : +918880423157

Write to me at: info@reivent.com

You can subscribe to my Blogs on <https://blogmanjiri.wordpress.com/>

CORPORATE PROGRAMS:

Facilitator : Manjiri

- **Professional Presence Programme –**

In this program, learn to have a presence wherever you go by being a Professional. Advance in your career and also feel tremendous personal satisfaction because of the respect and recognition.

- **Executive Coaching (Group coaching / Individual coaching)**

I work with leaders, managers, executives, entrepreneurs, and interns to produce outstanding results, progress in their career and reach their fullest potential.

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- **Life Coaching (Individual Coaching)**

As a Life Coach, I help individuals experience a sense of well-being and personal transformation by addressing various areas of their life.

- **Business Communication**

This is a customized program based on the need of the Organisation.

- **Presentation skills**

Learn the skill to design and present a topic before any audience with confidence and be an engaging presenter.

- **Email Writing Skills**

The participants will get an overview of modern email writing skills for Business and learn how to draft an email, respond to emails, correct grammar usage, the tone of the message, proper use of words and phrases with the dos and don'ts of appropriate emailing.

- **Business Etiquette**

Learn the essential Business Etiquette to ensure you come across as a pleasant and respectful Professional.

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Note - Book

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Thank you

Hope you have a truly memorable and incredible journey this
year!

More smiles to you :)

Manjiri

*a year to
remember!*

