

# APPENDIX

## 1. YOUR GOAL LIST

Your *Goal List* comprises what you would like to do professionally and/or what you would like to accomplish in your job, position, profession, and/or your career. These are your aspirations. For example:

1. "I'd like to be a speech therapist"
2. "I'd love to run an art gallery"
3. "I'd like to work in some capacity for a magazine"
4. "I'd like to be a court stenographer"
5. "I'd love to make my college basketball team"
6. "I'd like to be a trial lawyer"
7. "I'd love to be an actor/actress"
8. "I'd like to work in the car manufacturing business"
9. "I'd love to be a physical therapist"
10. "I'd like to advance in my company"
11. "I'd love to be a makeup artist"
12. "I'd like to work at a fast-food restaurant and one day own one"
13. "I'd love to be a novelist"
14. "I'd love to be a sports agent"

On the following page, please list all of the job- and career-related *Goals* that you would like to achieve. Take your time and search deep down for your responses. Also, keep in mind that these are *your Goals* exclusively, not your significant other's, parents', siblings', teachers', or advisors' expectations for you.

## **YOUR GOAL LIST**

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## **2. YOUR DREAM LIST**

Your *Dream List* comprises your professional *Dreams*. Your *Dream(s)* is/are what you want most, professionally. It/they are what all of the steps you've carefully crafted lead to. They are your ultimate destination! For example:

1. "I'd love to own a McDonald's (or a chain of them)"
2. "I'd love to play professional tennis"
3. "I'd love to own a hair salon"
4. "I'd love to be a partner in my accounting firm"
5. "I'd love to be a speech therapist"
6. "I'd love to be a successful real estate broker"

7. "I'd love to play in a band and perform at cool venues"
8. "I'd love to be Miss America"
9. "I'd love to be a news anchor in my hometown"
10. "I'd love to own my own vacation resort"
11. "I'd love to be an educator at my old high school"
12. "I'd love to have an important position at the steel plant I work at"
13. "I'd love to be a merchandise manager for my department-store chain"

Once again, on the following page, please list *your Dream(s)*. These are the professional aspirations that truly would make your heart sing! And please keep in mind that these are *your Dreams*—not the *Dreams* or expectations of others that have been foisted upon you.

## **YOUR DREAM LIST**

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## **3. YOUR CLARIFYING LIST #1**

### **WHAT DO YOU LOVE/LIKE TO DO?**

Before working on this *List*, please review my *Clarifying List* on pages 31 and 32, as well as those of Heidi and Sarah in Chapter 4. These are excellent examples of how to make your *List*.

Now, take all the time you need to search your heart, mind, and soul to identify what you truly enjoy doing or would love/like to do in your job, profession, and/or career. This way, you will clearly recognize some of the things and qualities that you require for or want to incorporate into your professional life.

Once you have done this, please make your *List*.

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**4. YOUR CLARIFYING LIST #2**

**WHAT DON'T YOU LIKE DOING?**

As you did above, please review my *Clarifying List* on pages 32 and 33. Then, once again, dig deep and identify what you don't want to do and don't want in your professional life. By doing this, you will clearly know what you want to avoid in your job, position, and career.

Once you have taken the time to do this, please make your *List*.

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### **5. YOUR REVIEW PROCESS**

Once you have completed your two *Clarifying Lists*, put them aside for a few days, and then with fresh eyes review your responses to see if they truly reflect how you feel and what you want. If additions or modifications need to be made, please make them now.

After doing this, please review your responses and put a star after the ones that are your most important and compelling. For example, on my *Clarifying List #1*, I would star that whatever job or position I take must incorporate dealing with and having lots of

interactions with people. Why? Because I love being with and learning from people, as well as being a bright, encouraging light in their lives. Additionally, I have strong people skills and people trust me.

I would also star my love of marketing. I love marketing and figuring out compelling reasons why you should buy what I'm selling. Of course, I only represent the people and concepts I truly believe in, so the individuals with whom I interact feel my authentic passion for my client or the project that I'm marketing.

Additionally, I would star the fact that I love being an entrepreneur—designing my own path and strategies, and determining my own fate. Being an only child, playing singles in tennis, and having to get used to navigating things on my own certainly contributed to my highly valuing these abilities.

Okay, now it's your turn to star the things that are essential for you to enjoy in your job, position, and career. Or, put another way, these are your professional "must haves"! Please begin when you're ready.

Upon completing the *Clarifying List #1* starring process, please go to your *Clarifying List #2*, and star the things that you *do not* want and those you need to avoid in your job, position, and career. For example, as I discuss in Chapter 4, once I worked for a corporate law firm, I realized that I *do not* want a job where I deal mostly with documents and projects; I *do not* want to work in a noncreative, conformist, fear-driven work environment; and I *do not* want to work for individuals who don't view me and my talents as special and/or don't highly value me, as I know that I am exponentially more effective when I work with and for individuals who believe in me.

Now it's your turn to star the things that you *do not* want in your professional life.

Once you have starred your essential *wants* and *don't wants*, please look them over carefully, as this review will clarify what kinds of jobs, positions, and professions are the

most appropriate, satisfying, and heart- and soul-nourishing for you, as they tap into and make the most of your professional preferences and passions.

## 6. YOUR SHORE UP LIST

Now, please compile your *Shore Up* List so that you clearly identify, recognize, and keep at top of mind what professional and educational experiences you need in order to develop your strongest professional foundation. By doing this, you put yourself in the very best position to secure the right job or profession for you, and once you secure it, you enjoy sustained success and fulfillment.

As you have done earlier with your *Clarifying Lists*, please think carefully and honestly about what professional and educational experiences you need to shore up your skill-set foundation and resume, so that you put the percentages strongly in your favor that you will secure the job or position you covet and then shine in it.

Once you're ready to fill out your *List*, please do so below.

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When you have completed this *List*, with great gusto, start figuring out how to have these essential experiences and thereby make yourself the most attractive job candidate and professional you're capable of being.

## **7. YOUR CHOREOGRAPHY LIST**

When filling out your *Choreography List*, there are some helpful steps that you can take.

1. At the top of your *List*, write down your *Goal* or *Dream*. This *Goal* or *Dream* is what all of the steps that you take are meant to lead up to and help you to achieve.
2. At the bottom of your *List*, please write where you are starting from today. For example: I am out of work and want to find a job that makes the most of my skills; I'm just finishing college/grad school; I'm working, but I need to make a beneficial change of jobs or professions, as I'm not happy (enough); I've been out of work for many years to raise my child/children and I now want to find a job that's fulfilling.
3. Your next step is to seek out credible advice from those who should know and from those you trust, as to what they perceive accomplishing your career *Goals* and living your career *Dreams* will or might entail. The more homework you can do, the more you can learn, and the fewer false starts you make, the better.
4. Looking at what you aspire to accomplish (#1 above) and where you're starting from (#2 above), ask yourself and write down, line by line, what professional and educational experiences you need to give you the qualifications and the very best chance to land the job or position you want.

For example, do you need to take courses or get a degree in a certain area to lay the best foundation for success? And/or do you need to get certain on-the-job experiences to shore up your skill set and résumé? If the answer is yes, please add it/them to your *List*.



5. As you get going on your choreography journey and are immersed in the process, continue to ask questions, observe others in your chosen field, and learn as much as you can from every experience and everyone. This should give you excellent insights as to what your best future choreography steps need to be.
6. Your next step is to creatively use everything you learn to put the percentages squarely in your favor that you will achieve your *Goals* and live your *Dreams*. For example, figure out who your allies are; who believes in you; who benefits from your career growth; who your detractors are; and so on. At the end of the day, it will be a certain few individuals who have the power to advance your career or stall it; make sure you know who has that power, and who's on your side. Also, make sure that the individuals in the decision-making positions and your allies know everything good that you're doing and accomplishing for them.
7. As you continue to learn, grow, and evolve, keep modifying your choreography so that you are taking the wisest and most effective steps toward achieving your professional *Goals* and living your *Dreams*.

As we discuss throughout *Career Choreography*, even the most adept choreographers take missteps. When this happens, don't let it get you down; it's part of the process. Just learn from the experience and figure out a better and more beneficial next step and take it. Put your mistakes in your rear-view mirror, and with great optimism and focus drive forward!

From time to time your choreography may have to be modified or completely abandoned if your values, *Goals*, and/or *Dreams* change. So please keep monitoring any changes in your aspirations and values. Also, as you accumulate more knowledge and have additional experiences, your choreography steps may need tweaking. Remember, this is a positive part of your choreography process.

Once you're ready to fill out your *Choreography List*, please do so below. Here's to you securing fantastic results!

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