

COACHING GUIDE MODULE 2

LESSON 3: CREATE CLARITY

The exercises in **Lesson 3: Create Clarity** will help you generate more clarity for yourself about what you *really* want next. Now that you have a better idea of which path your inner guidance system is directing you towards (Lesson 1), and you have prepared a stronger foundation for yourself (Lesson 2), this lesson will demonstrate the most effective approaches to use to discover specifically what you want to do next. This lesson teaches a unique dual methodology to help you narrow down your options and identify THE one right thing that is worth pouring all your time and energy into.

To use as an example, let's say you want a new job. How do you make a decision as to whether you should do the same kind of work but in a different company, switch industries or try something completely new? Let's just agree that there are many great jobs out there for people with your abilities, skills and talents. How do you know which is the best direction for you at this moment in your life? That's the million dollar question. Once when I was a teenager, I was complaining to my mother about some boyfriend trouble I was having. I remember her saying, "Honey, there are many fish in the sea." I remember wondering, how will I ever know which fish is the right fish for me. Using the two approaches below will help you find your fish.

To turn an idea into reality, we must first be clear about what we really want and the reason why it's important to us. Because we care about a lot of things, choosing the right ones to act on is a process worth learning how to do for yourself in any situation.

So, let's get started. Use a notebook or journal to complete the exercises below and keep them together in one place so you can refer to them throughout the lessons and the entire series.

Continues on next page

EXERCISE 1: THE ACTION APPROACH

The action approach is a logical method that can be used to obtain some clarity for yourself about what is the next right thing for you to do. This behavioral approach is primarily focused on moving forward one well thought out step at a time. The action approach values logical analysis to determine which action to take, however, any action at all is preferable to doing nothing, as long as one is taking action and moving forward with measurable results. This methodology uses a ready, aim, fire type of style to clarifying or getting something done and to do so involves planning, setting goals and then actively executing on them.

Let's see how we might apply this in terms of looking for a new job, as an example. As we know, there are many job options and career directions you could select for yourself. Since the action approach loves a good plan to execute on, a reasonable way forward would include, making a list of possible jobs both within your current organization (if you wanted to stay) or with a new company or even start your own gig and go into business for yourself. To start, you could make a list of jobs you would consider as good options as well as companies you might like to work for. You get the idea...make a list of all possible options to consider. Second, weigh your options to narrow them down, set goals with target dates to accomplish each one, and then execute the heck out of your plan. You can see that the action approach makes you feel like you are doing and accomplishing something of value to you.

The action approach in a nutshell – List options, weigh options, set goals and targets, execute, and measure results. The additional exercises in Module 1 – Who Are You and What Do You Want will be very helpful as an additional resource to help you clarify and inform your choices and actions.

- Journal a list of possible options that resonate for you regarding what you might do next.
- Next, weigh your options. There are many ways to do this. Select the one(s) that resonates for you or do them all.
 - Option 1: Make a list of pros and cons and notice which item has more pros than the others
 - Option 2: Pick your top 3
 - Option 3: Categorize the items on your list by assigning the letter A if it seems exciting and or interesting, B, if it is moderately interesting, and C, if the item on the list is really not all that interesting
- Next, identify some goals with steps to check out the whether your options above are viable. Every one of these should have due dates and a way to measure your completion or success. Example: Look on LinkedIn to see who in my network works at ABC or has a similar job title that interests me. Make a list of 5-10 people and contact each one by March 10th.
- Lastly, populate your calendar with your goal and steps and the due dates. Everything from your goal list goes onto your calendar as an appointment with yourself to increase the chances you will do them.
- Give yourself a time frame to assess where you are. When I made a career change years ago, I gave myself six months to work my plan and then see where I was at that point and re-assess my situation.

STOP: It is important to do this exercise before going on to the next exercise.

Continues on next page

EXERCISE 2: THE INTUITIVE APPROACH

The intuitive approach is an instinctual and inborn method to making decisions and determining what fork in the road is the right next move. The intuitive approach is primarily focused on checking in with your gut feelings and paying close attention to what matters most to you.

The action approach is linear; the intuitive approach is non-linear and uses unconscious reasoning. Where the action approach values logical analysis and action, the intuitive approach is just the opposite and values how an idea or thought *feels* in order to decide which direction or action to take. The action approach uses your head to make decisions; the intuitive approach uses your heart to guide you. What is intuition? Intuition is the subtle knowing we have about something without ever having any idea why we know it. Steve Jobs, most well-known as the chairman, chief executive officer, and co-founder of [Apple Inc.](#) referred to intuition as [“more powerful as intellect.”](#)

This intuitive methodology uses a ready, aim, listen, listen some more, sit with the idea, sleep on it, and let it simmer some more to make really certain you're on the right track. No action is required here, yet using this methodology. It doesn't have to be a slow long drawn out process and sometimes we use our intuition to guide a quick decision. As an example, research done in the U.S Military reports intuition helping troops make quick judgments during combat that ended up saving lives.

One could say intuitive guidance is what we do first to help guide which actions are the right and best ones for us to take.

Let's see how we might apply this in terms of looking for a new job. Again, we know there are many job options and career directions you could select for yourself. Since the intuitive approach appreciates inner knowing, a reasonable way forward would include quieting ourselves down to hear our inner thoughts and feelings on the subject. Years ago, even though I loved my current job, I started to feel like I was ready for a new career adventure. I did not know what I wanted to do next but I knew something else was out there if I could just figure out what it was. Before I started calling my network and informational interviewing to sort through the details, I spent a fair amount of time sitting on the idea, dreaming about what it could be possible, and noticing that the idea of leaving my really great and wonderful current job was so exciting (I know, this makes no sense), I could hardly sleep at night. My inner knowing knew the time was now, even though my logical brain thought it was a crazy idea.

The intuitive approach in a nutshell – get quiet, listen to your inner voice, filter out inner chatter, notice what's happening around you, pay attention to your dreams, and listen to your body (feel excited butterflies or sick to your stomach?).

Continues on next page

Ask your heart the following questions and journal your feelings in your journal.

- What do I really care about?
- What am I really good at?
- What do I really want?
- What would make my heart sing?

The answers to these questions might help you identify what's next for you. Research shows how going with our gut instincts can help guide us to faster, more accurate decisions. Rumi, one of the most influential Persian poets of the 13th century said, "Let yourself be silently drawn by the stronger pull of what you really love." This strong pull is indeed our intuition.

STOP: It is important to finish this exercise before going further.

In order to make our best decisions, we need a balance of the Action and Intuitive approaches, where we source our decisions by using our intuition -- which serves to bridge the gap between instinct and reasoning -- and then use our rational thinking to put our plans into action.

More detail about how to learn to develop some rigor around getting clear for the game ahead can be found in my book, *Your Next Bold Move for Women* in Chapter Five.

JOURNAL AND REFLECTIONS

These exercises are meant to work together synergistically to help you gain clarity and move towards what's next by getting clearer about what's next. It will require practice on using both methodologies to get proficient at it. Usually, like handedness, we are wired to be naturally stronger in one approach over the other. Journal your answers to the questions below. Journaling is more about writing stream of consciousness versus getting it right or making it sound pretty. Journaling is a process that unearths curiosity and wonder within us. After completing all the exercises above...

What top 3 observations do you have?

How, when and what specifically will you practice?

What patterns, if any, do you notice?

What specific things resonated most or seem right on target for you? And why?

What resonated least or seems less relevant for you? And why?

What are your biggest ahas or take-aways?

What did you learn about yourself that delighted you most?

What are 1-2 next steps you will take with this information you now have?

FOLLOW UP

Want more help understanding what this all means and how it relates to where you are or where you're going, reach out to me at Wendy Capland, wcapland@visionquestconsulting.com to schedule a one hour 1:1 Coaching Session. Investment-\$500.