

COACHING GUIDE MODULE 6

LESSON 4: BEHAVIORS THAT HOLD YOU BACK

PUTTING YOUR JOB BEFORE YOUR CAREER - BEHAVIOR #4

Women, more than men, put too much focus on perfection in their day-to-day work. Of course, it is important to execute with excellence and do a good job but remember every one of us has two jobs at the same time.

Job 1 is to do your job to the best of your ability given any constraints or circumstances you have professionally and/or personally.

Job 2 is to focus on your career and advancement.

If you are solely focused on just your job, your career will fall by the wayside and others will try to steer it in the direction in which they think it should go. Don't lose sight of your career while focusing on your work. Both are equally important. I want you to be the captain of your own career and don't want others navigating you because you have forgotten to pay close attention. Find the time and make an appointment on your calendar with yourself to plan your next move, your development, and the specific actions you need to take now to move yourself forward. Make sure you have a plan and you're working it. Use your coach to help you do this. I recommend you take one day a month minimally and designate it as strategic thinking day where you can focus on yourself professionally – potential ideas are to read some industry trends, learn about something new that holds interest for you, and think about your future.

Remember focusing on just your job performance will hold you back from moving your career forward.

EXERCISE 1: Make a list of 3-5 things you have done in the last 6 months that you identify as focusing on your career versus your job. Discuss this list with your sponsor, coach and mentor to get feedback and input.

STOP: It is important to do this exercise before going on to the next Lesson and Coaching Guide.

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JOURNAL AND REFLECTIONS

This exercise will help you think strategically about where you are and where you want to go next by focusing on not only doing your job as best you can but also taking the time to focus on your career and the future.

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 the exercise above, answer the following...

What top 3 observations do you have?

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.