

5 goals

- 1 I have goals to achieve that support my lifetime vision or purpose statement.
- 2 All my goals are aligned with my values.
- 3 My goals are written down - "I ink what I think".
- 4 I read my goals at least three times a week.
- 5 My large goals are broken down into small and manageable tasks.
- 6 My goals are SMART (Specific, Measurable, Attainable, Realistic, Timely).
- 7 I enrol my friends and family to support me in realising my goals.
- 8 I plan time each week to progress towards achieving these goals.
- 9 I celebrate my success when I achieve each goal.
- 10 I have goals for my physical well-being.
- 11 I have goals for my mental well-being.
- 12 I have goals for my emotional well-being.
- 13 I have goals for my spiritual well-being.
- 14 I know that a balanced goals program is far more likely to be achieved than having goals that only address one area of my life.
- 15 I review my lifetime vision or purpose statement on a yearly basis.
- 16 I am flexible and easily change a goal if it no longer makes sense for me or becomes irrelevant.
- 17 If I do not achieve a goal I learn from the experience and do not punish myself.
- 18 I do not use goals to 'should' on myself.
- 19 I use visualisations, success maps or affirmations to motivate me toward my goals.
- 20 I do at least one thing every day towards one of my goals.
- 21 My goals do not overwhelm me.
- 22 I have a session every six months where I review my goals and success for the past six months and revise my goals for the coming six months.
- 23 I have fun working towards my goals.
- 24 I trust that if I set the goal and do the footwork, I will reach it.
- 25 If I am struggling to reach my goals I talk with my coach or mentor to uncover the obstacle(s).

6 communication

- 1 I accept that everyone communicates differently.
- 2 I know my preference for visual, kinaesthetic or aural communication.
- 3 I am aware of the message my body is sending when I communicate.
- 4 I consciously choose when to use email, SMS, fax, phone call or face to face communication.
- 5 I always use spell check on emails and documents as well as reviewing them manually.
- 6 When communicating I minimise my use of acronyms and mnemonics (aids to the memory).
- 7 I always start any written communication with a salutation and finish with an appropriate signature.
- 8 I consider the other person in the communication and the context of the communication.
- 9 I listen generously to the other person with intent to understand and not just respond.
- 10 I let people finish their own sentences without interrupting.
- 11 I am comfortable with silent pauses in communication.
- 12 I am honest with my communication especially when communicating my feelings.
- 13 I am willing and able to give presentations or speeches when asked.
- 14 I use peoples' names wherever possible in all communication.
- 15 I smile whenever I communicate to others.
- 16 I confirm my verbal communication to be sure that the person has fully understood my request.
- 17 When someone else is angry, I focus on what they are saying, not how they are saying it.
- 18 When asking for something, I make my request as clear and simple as possible.
- 19 I am sincere in all of my communication.
- 20 I listen to my own intuition.
- 21 I am open to perspectives that are different to my own.
- 22 I am quick to correct any of my miscommunications.
- 23 I share my experience versus telling people what they should do.
- 24 I listen at least twice as much as I talk (two ears, one mouth).
- 25 In all forms of communication I strive to keep it simple.

7 leadership

- 1 I have a leadership role model who represents who I am evolving into.
- 2 I read at least three leadership books a year.
- 3 I lead by example and don't ask anyone to do something I would not be prepared to do myself.
- 4 My leadership skills are supported by my management skills.
- 5 I am humble enough to ask for help when I don't know how to approach a situation.
- 6 I have a vision for my group/team/family that I am actively enrolling them in achieving.
- 7 I communicate at least weekly with my group/team/family to keep them informed of any information they need to know or would be interested in.
- 8 I know my values and have reflected on how they impact my leadership style.
- 9 I am an inspiring role model for my direct reports/family/team.
- 10 I do not tolerate poor performers - I work with them to improve or ask them to move on.
- 11 I am decisive and do not procrastinate.
- 12 I am unafraid to make the tough decisions.
- 13 I have a regular one on one meeting with my group/team/family members where I listen to their needs, wants and views and then act on them where necessary.
- 14 I am willing to grow and change.
- 15 I am open to all ideas my group/team/family present to me.
- 16 I have mastered effective management.
- 17 My group/team/family feel they are all equal members with different strengths and skill sets.
- 18 I am professional in my behaviour and in my appearance.
- 19 I am honest with my group/team/family at all times.
- 20 I have earned the respect of my group/team/family.
- 21 I am generous in giving verbal feedback to different members of the group/team/family.
- 22 I do not gossip about what happens either at work or in the other group/team/family members' lives.
- 23 I genuinely care about others' well-being and personal and professional development.
- 24 I am self disciplined with the action that I take.
- 25 I take responsibility for my actions.

8 innovation

- 1 I know how to brainstorm and have the tools and the ability to use this method frequently.
- 2 I use seemingly silly ideas as a starting point for more realistic solutions.
- 3 I consider myself to be a creative person.
- 4 I know what the terms "think outside the square" and "think outside the nine dots" mean.
- 5 When I am not sure of the outcome I trust the process.
- 6 I look at my situation and then consider it from another's perspective.
- 7 I can look at each piece of a problem separately to find a solution.
- 8 I can look at the big picture and see the situation in its context.
- 9 I can see the positive contribution from each suggestion given.
- 10 I listen to what is not being said as well as what is being said.
- 11 I take time out to sit quietly and let ideas come to me.
- 12 I trust my instinct to give me solutions.
- 13 I have fun as I explore my creativity.
- 14 I write morning pages or write in a journal regularly.
- 15 I schedule quiet time/down time each week.
- 16 I practise a discipline that nurtures my creativity (meditation, yoga, connecting with nature ...).
- 17 I actively learn about innovation and creativity.
- 18 I don't dismiss ideas that come to me and initially may seem useless.
- 19 I know that I am honouring my spirit by expressing my creativity.
- 20 I allow my creativity to flow.
- 21 I accept that I am an entrepreneur in my own life.
- 22 I ask for help when I feel my creativity blocked.
- 23 I am an explorer of life and have the colleagues and equipment to support me in my journey.
- 24 I am not afraid to discover new and alternative ways to do something.
- 25 I totally trust my intuition.

Use this guide to discover your **WorkStyle**. Review each item and highlight the ones that are true for you (we recommend you use a pink highlighter!) Items that are not suited or are not relevant to you can either be changed or highlighted. For example, if you work in a corporate office, you may not need to backup your computer as it is done automatically. You could change this item to "I back up my personal files regularly" or highlight it if you will never need to do this and thus it is irrelevant.

After you have gone through the list with a highlighter, select two un-highlighted items to focus on. Once they are true for you, highlight them. Then select another two un-highlighted items and focus on them. Continue until your two pages are fully highlighted. Give yourself one year to highlight all 100 items.

If you need any assistance, contact us at:
belinda@belindam.com