

Coaching2Grow

Personal Growth Workbook

Name _____

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Introduction

Your *Coaching2Grow Workbook* is designed for you to record your reflections as you work your way through *Coaching2Grow*, review them as desired and plan your personal growth course of action.

Why should you explicitly manage your personal growth?

Compare it to managing your finances. The more proactively you manage your investments, the better return you should get – assuming you manage them well! Personal growth planning is not necessarily about changing yourself. It could be a matter of becoming clearer about what is most important to you and taking any action you need to create a better match between where you are now and where you want to be. This might entail doing something different. It might just amount to thinking differently about where you are now.

Thinking systematically about what you want out of your career and life, what you have to offer and how to achieve your goals should increase your chances of satisfaction. The idea is to help you feel you are getting the best return on your life that you can. Devising a specific plan with measurable outcomes increases the chances of getting wherever you want to go. Remember the old saying: "what gets measured gets done."

Uses for the *Coaching2Grow Workbook*

- Record your reflections and insights as you think through issues while exploring *Coaching2Grow*.
- Take stock of what's most important to you – your values.
- Review your strengths and strategic assets, other resources and development needs.
- Plan and manage your personal growth journey.
- Think of this workbook as a project planning and management tool.

Managing personal change

The intent of *Coaching2Grow* is to help you manage personal changes that add value to your life and career. Personal growth entails changes of some sort in at least one of the following areas:

- How you behave.
- How you think about your situation.
- Your external situation, like your job or other circumstances.

Changing how you behave doesn't mean making fundamental personality changes. You could just be adopting some new techniques for managing your time, for example. Or you could be trying to develop a more positive attitude when faced with setbacks. This would be an example of changing how you think about your situation. Learning how to be more assertive might mean a combination of acquiring some new techniques, changing how you think about yourself and developing some new skills. Even in this case, however, you won't be changing your personality. Your approach to asserting yourself should be one that you adapt to your personality. Changing yourself more fundamentally is not easy and not necessary to obtain a significant return on your efforts.

Putting the emphasis on "managing" means setting targets and monitoring your progress. This is the primary purpose of the *Coaching2Grow* workbook.

Overview of contents

The first section below focuses on what's most important to you - your values. This is the obvious starting point for any personal growth initiative. You need to decide what you want before looking at how well placed you are to get there. It's like planning a holiday. First you choose your destination. Then you look at what it's going to take to get you there. With personal growth, the second stage involves looking at your personal resources - strengths and other resources at your disposal that you will need to take you to your destination - aligning yourself with your values.

Following the clarification of your values, you might want to assess your strengths and development needs. This is the topic of the next section. Then it is a matter of formulating your action plan. This is the heart of the *Coaching2Grow* workbook because its primary purpose is to help you monitor your progress as you implement your personal growth plan.

Your personal values – what's most important to you

This section covers the range of personal values covered in depth within *Coaching2Grow*.

1. Explore the values section of *Coaching2Grow* for more detail on the meaning of each value below.
2. Rank order your values in the boxes to the right.
3. Revisit your rankings regularly in case you want to adjust them.

My Personal Values

Ambition	Climb the ladder; achieve power, wealth, status.	
Personal achievement	Achieve results through your own efforts; be a professional rather than a manager.	
Leadership	Achieve things through others; influence change.	
Excitement	Do new and exciting things, have variety.	
Helping others	Work in the interest of others to improve their wellbeing and life satisfaction.	
Meaning	Contribute to society; do socially meaningful work.	
Integrity	Work with honest people; live by clear principles.	
Balance	Balance work with family, leisure, relaxation.	
Innovation	Be creative; new ideas, products, services.	
Security	Achieve job and financial security; avoid high risk.	
Learning	Develop yourself continually; grow as a person.	
People	Work with others; foster teamwork; network.	

Questions to ponder

1. What are the main ways that my values coincide with what I am doing now or want to do?

2. What inconsistencies are there between my values and what I am doing now or would like to do?



3. What adjustments, if any, do I need to make in either my values, what I am doing now or what I would like to do?



4. How are my values likely to change in the future and what impact will that have on my career and life choices?



My Strategic assets - circle or underline your generic strengths

Career Values	Possible Related Strengths		
Ambition	<ul style="list-style-type: none"> • Confidence • Determination 	<ul style="list-style-type: none"> • Competitiveness • Energy 	<ul style="list-style-type: none"> • Focus • Resourcefulness • Resilience
Personal achievement	<ul style="list-style-type: none"> • Initiative • Problem solving 	<ul style="list-style-type: none"> • Follow through • Ownership 	<ul style="list-style-type: none"> • Expertise
Leadership	<ul style="list-style-type: none"> • Vision • Influence skills 	<ul style="list-style-type: none"> • Directing & motivating 	
Excitement	<ul style="list-style-type: none"> • Spontaneity • Liveliness, animation 	<ul style="list-style-type: none"> • Enthusiasm • Adaptability • Risk taking 	<ul style="list-style-type: none"> • Optimistic • Task juggling
Helping others	<ul style="list-style-type: none"> • Empathy • Warmth 	<ul style="list-style-type: none"> • Caring • Patience 	<ul style="list-style-type: none"> • Listening • Encouraging
Meaning	<ul style="list-style-type: none"> • Social conscience • Perspective 	<ul style="list-style-type: none"> • Intrinsic motivation • Selflessness 	
Integrity	<ul style="list-style-type: none"> • Honesty 	<ul style="list-style-type: none"> • Principled 	<ul style="list-style-type: none"> • Trustworthy
Balance	<ul style="list-style-type: none"> • Breadth of interest 	<ul style="list-style-type: none"> • External support 	<ul style="list-style-type: none"> • Stress tolerance • Resilience
Innovation	<ul style="list-style-type: none"> • Creative • Experimenting 	<ul style="list-style-type: none"> • Initiative 	<ul style="list-style-type: none"> • Change orientated
Security	<ul style="list-style-type: none"> • Consistency • Responsibility 	<ul style="list-style-type: none"> • Planning & organization 	<ul style="list-style-type: none"> • Loyalty
Learning	<ul style="list-style-type: none"> • Open 	<ul style="list-style-type: none"> • Inquisitive 	<ul style="list-style-type: none"> • Current
People	<ul style="list-style-type: none"> • Social confidence 	<ul style="list-style-type: none"> • Networking • Participative 	<ul style="list-style-type: none"> • Sociable • Communicative

Questions to ponder

1. Which of the above strengths are strategic for your present job or future career and give you a competitive advantage over others?

2. What areas are your potential pitfalls or development needs?

My transferable and organizational skills

Clearly your generic strengths or strategic assets as discussed in the last section are transferable to any industry and any role, some being more important and hence more strategic for some roles than others.

The potential strengths listed below are slightly more specific, but most of them will be transferable across many roles and industries. You should regard this list as no more than suggestive. Add to this list any other strengths you can think of. Ask for feedback from others who know you well to help expand your list.

Broad organizational skills - mark your strengths and use the blank spaces to add to your list

Strategic planning	Negotiating deals	Project management
Serving customers	Cutting costs	Managing change
Developing products	Developing people	Improving efficiency
Presentation skills	Building teams	Improving quality
Achieving results	Troubleshooting	Improving processes
Resolving conflict	Motivating others	External relations
	Leading a team	Using new technology

More specific skills - indicate strengths and add others

contract negotiation	closing sales	website development
change management	public relations	union negotiation
product development	market planning	improving safety
running ad campaign	purchasing	system design
international exposure	customer service	programming
business development	training people	other languages
budgeting	waste management	re-engineering
selecting people	P&L accountability	maintenance

There are several gradations between very generic strengths like planning and being skilled in the use of various computer programming languages. Using 3 levels of generality is arbitrary. The main point is to

Managing your personal growth

As you work through *Coaching2Grow*, list your main personal growth initiatives below, thinking of them strategically. This means focusing on the 1, 2 or 3 areas that are most important relative to your goals and for which improving them would add most value to you. Better to focus on a few key areas than try to make too many changes at once.

Personal growth changes to make	How I'll make them happen	By when	How am I doing?	What do I need to do differently?

The personal growth changes you plan to make might fall under any of the following headings:

- Addressing development needs or acquiring completely new skills.
- Building on strengths or using them differently.
- Career changes.
- Role adjustments.
- Changes in your attitudes or perspectives.
- Other changes in your external circumstances.

In the second column - how you plan to make your personal changes - state specifically what you are going to do in future that differs from what you are doing now. Then note by when you want to have fully made a successful change. Decide how often you will monitor your progress between now and the time you have chosen to complete the change. Commit yourself to actual review dates. Put these dates in your diary/calendar. At your review dates, use the "How am I doing?" column to record both what is going well and what is not. Then, in the final column, note what you want to do differently to address the obstacles that are preventing you from sustaining your personal growth momentum.

Reflections – what are you learning?

Use the table below to make notes on what you are learning about yourself and your values as you work through *Coaching2Grow* and as you implement your personal growth plan. This is action learning – making changes on a trial and error basis, then reflecting on your progress and making further adjustments as necessary.

<u>What am I learning?</u>	<u>What should I do differently?</u>

Other Notes or Reflections

Record any other notes or reflections that occur to you as you progress through Coaching2Grow.

<u>Reflections</u>	<u>Implications</u>