

The workshop will be offered at Mission College on
February 24th - 10AM to 1PM AND April 28th - 10AM to 1PM

To register:

Call: 408-855-5112

Online: http://missioncollege.org/comm_ed/register.html

Personal Pilot 2007: Life Skills for a Successful Life Resource Guide – Part I – Building the Foundation & Removing the CCC

Objectives:

- Establish a starting point in building your personal foundation
- Identify the three primary obstacles to success
- Gain a greater self-awareness of how these obstacles block your success

Topics:

- Personal Foundation: Analogous to a building's foundation; *it must be strong for success*
- Clutter: Becoming the Bulldozer
- Tolerations: That which we put up with, sometimes, on a daily basis
- Distractions: Getting clear of the past; what I shoulda, coulda, woulda done; revenge
- Chaos: Good Morning Chaos - Great Disorder or confusion
- Chatter: The World Around Us - The DIN of Chatter

Once we have addressed, reduced or eliminated, something amazing happens: A certain calm comes over us; a quiet occurs that allows us to reflect on what is really important that allows us to become more creative and focus on positive thoughts.

Why? – We **can** focus on what's truly important for our success and happiness

The distraction of clutter is more distant

The chaos doesn't seem so overwhelming

The chatter becomes more manageable

References:

NAPO.com

Jim Tracy, "Eat That Frog."

Jim Rohm, "Either run the day or the day will run you."

To get a summaries of *Clean Sweep Assessment* and *200+ Tolerations*, send your requests to Support@TransitionAuthority.com

Personal Pilot 2007: Life Skills for a Successful Life

Resource Guide Part II

Life Arenas

Objective: Gain insight into at least one thought or inspiration that leads to greater self-awareness of 6 life areas and how that awareness can help to deal with the challenges life presents.

Career & Work References:

Forbes Online, Definitions of Career: www.forbes.com/workspecial
Dr. Marsha Sinetar, "Do What You Love, The Money Will Follow"
Sigmund Freud, "Work and Love are What Defines Us"

Three top categories of work beyond career: Homemaker, Benevolent, Caregiving

Homemaking: According to an article penned by Al Neuharth, the founder of USA Today, in its May 11, 2006, edition, "Salary.com compensation experts estimate that stay-at-home moms work an average of 91.6 hours a week." That's more than double the number of hours the average office worker puts in. He went on to say, "That should be worth \$134,121 annually." He quoted the compensation analysts as figuring the lowest-paying parts of a mother's job are "housekeeper, laundry machine operator and janitor. Higher-paying categories include computer operator, facilities manager, psychologist and CEO." With a 91.6-hour work week, 52 weeks a year, it works out to be \$28.16 an hour.

Benevolent: Rosabeth Moss Kanter, Harvard University, "Ending a Career May Soon Mark the Start of a New Life" AARP Magazine, July/August 2006, p76.

Caregiving: Double Bind; Baby Boomers Juggle Work, Children and Aging Parents, May 2006 AARP Bulletin, p18

The 6 work personalities developed by career developmentalist John Holland:

Realistic, Conventional, Enterprising, Social, Artistic, Investigative

Health & Wellness Resources

How well have I addressed my seven self-care requirements?

Tobacco, Diet, Stress, Sleep, Ideal Weight, Use of Alcohol, Exercise

How well have I addressed the eight vitality blockers?

Unresolved distress (emotional, psychological, spiritual), Negative beliefs, ability to love, lack of humor, lack of power of choice, physical needs, suffering, denial

FINANCE & INSURANCE Self Evaluation #3

What is my financial level of knowledge?

Understanding financial concepts: 20 to consider and determine their importance to you
Examples: Annuities, Life expectancy, compound interest, bond/stock indexing, reverse mortgage, etc. will better prepare you to answer the next questions

FAMILY & RELATIONSHIPS Self Evaluation #4

If things are not working personally there's a good chance they are not working professionally.

Are things working personally?

Do I view family as a source of support, safety and comfort?

What is my definition of family?

What is my biological and extended family?

GP, P, Siblings, C, GC and all the U, A and Cousins

Do I have a family of communities? What are they?

The community / family continuum: "You join a group – a community, you make friends, you find some very best friends and then you consider them family."

LEISURE & SOCIAL Self Evaluation #5

How do I rank my six leisure categories?

Intellectual Stimulation, Spectator Appreciation, Social Interaction, Solitary Relaxation, Physical Exercise, Creative Expression

PERSONAL DEVELOPMENT Self Evaluation #6

Consider Investing in Your Life

Start by determining the strength of your self confidence and self esteem.

The Concentric Self – Me and the 4 S's to Success - ACER

What is the Altitude of my Attitude?

Keith Harrell; *Attitude is Everything*

The Law of Attraction:

Like attracts like – what am I attracting?

Lynn Grabhorn; *Excuse Me, My Life is Waiting*

Michael Losier; *The Law of Attraction*

The Power of Communication: Become a Language Artist

Am I a good communicator?

Speaker? Listener? 6 Levels I P S E R C Writer?

Reserves

You need more than you think you need in four key areas: Time, space, energy and love reserves

Jeffrey Artz, owner of **Transition Authority LLC**, offers life and career transition coaching based on the development of one's personal foundation. Jeffrey values life change and has used change to find his life passion. He draws on his life experiences and coach training in working with others to develop and implement strategies to make their transitions successful.

Comments and questions and requests for more information on coaching or my programs
Call Jeffrey at 408-720-1137 or email Coach@TransitionAuthority.com