



# *Career Coaching* *Workbook*



A workbook designed to help you improve yourself  
and manage your career effectively.

[www.thegoalslayeracademy.com](http://www.thegoalslayeracademy.com)



# *Boost Your Strengths*

Write down your personal strengths below. For each strength, ask yourself these questions:

- What opportunities are out there for me?
- How could I use this strength more in life or work?
- What is underneath this strength?
- How could I turn this strength into an opportunity?
- What ideas have I had that I've been putting off?
- Where could I use this strength to make a difference in my life?

My Personal Strengths are:	I could boost them by:
<i>What personal qualities do you like the most about yourself?</i>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>
<i>Do your strengths make you stand out from others?</i>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>
<i>What are your greatest strengths?</i>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>

# Overcome Your Weaknesses

Read the 5 Weaknesses-Zapping Strategies below, then identify at least one strategy and action for each weakness.

- Lower your standards. Stop expecting so much of yourself.
- Design a support system that helps you manage your weaknesses.
- Overwhelm the weakness. Be good at something else.
- Find a partner. Think of someone who loves doing what you don't and you love doing what they don't - and swap.
- Stop doing it! Why try so hard at something you're not good at?

My Weaknesses	My Strategies and Actions
	<i>Strategies:</i> <i>Actions:</i>
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# SWOT Exercise

Do your personal SWOT analysis. Use the results to recognize your unique skills, strength, and talents. Plan strategies to manage your weaknesses and take advantage of any opportunities!

## Strengths

- What do you do well?

- What do others see as your strengths?

## Weaknesses

- What could you do better?

- What do others likely see as your weaknesses?

## Opportunities

- What are the opportunities?

- Which strengths could you turn into opportunities?

## Threats

- What obstacles do you have?

- What trends and threats could harm you?

# *Empower Yourself at Work*

In order to manage your career effectively, you need to understand what you enjoy and what you don't enjoy. Then, you can ponder and take action on alternative careers or new directions.

What % of your time at work are you feeling:

Enjoyment ...%



In Between ...%



Misery ...%



What would you say most contribute to your enjoyment at work?


What would you say most contribute to your misery at work?


What will you do to empower yourself at work?

1st Action \_\_\_\_\_ By when \_\_\_\_\_

2nd Action \_\_\_\_\_ By when \_\_\_\_\_

3rd Action \_\_\_\_\_ By when \_\_\_\_\_

Notes

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