



Excellence

Excellence is doing the best you can at whatever you're doing while simultaneously learning how to do it better the next time.

BBJ

January 6, 2020

Clarify your Career Strategy and your Action Plan

Action Guide

by Dan Coughlin

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Tool #1: Clarify Your Boundaries

Establish Parameters for Your Work Week

Write down your answer to this question:

What is the maximum number of hours you are going to work in a week to find your next job?

Then write down your answers to these questions. These are the answers we will share and discuss.

1. In order to not exceed that number in any week what will you have to keep doing the same and why?

2. What will you have to stop doing and why?

3. What will you have to start doing and why?

4. What will you have to communicate to other people?

5. What do you see as the benefits of working within a predetermined number of hours?

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Tool #2: Set Your strategy

A strategy defines the business you are in,
the three primary objectives you want to improve for your customers,
the three main objectives you want to improve for your organization,
and what you will do as an organization to achieve those objectives.

Strategic Questions for Finding a Job

1. What type of organization do you want to work for?

2. What are the three primary objectives that this type of organization wants to achieve or improve?
 - i.

 - ii.

 - iii.

3. What are the three primary objectives that you want to achieve as a result of working for that organization?
 - i.

 - ii.

 - iii.

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4. What four actions will I take to help this type of organization to achieve those desired objectives for them and to help me achieve my desired objectives for myself?

Action #1:

Action #2:

Action #3:

Action #4:

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Tool #3: Plan Your Actions and Your Approach

A plan is a written statement of what you intend to do and how you intend to do it in order to achieve your desired objectives.

Careful planning of actions and approaches increases efficiency and effectiveness.

What will you do and how will do it?

Action #1:

Approach for Action #1:

Action #2:

Approach for Action #2:

Action #3:

Approach for Action #3:

Action #4:

Approach for Action #4:

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Tool #4: Execute with Discipline

The 1 - 3 - 6 Exercise for Focusing Your Activities

What is one important goal you want to achieve at work over the next month, and why do you want to achieve it?

What three things can you personally do that you believe will have the greatest positive impact on making progress toward achieving that goal?

What six things do you need to stop doing or spend a lot less time doing so you have the time and the energy to do the three things that you believe will matter the most toward achieving the goal?

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corporate & career catalyst

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About Dan Coughlin

As an executive coach, seminar leader, keynote speaker, and strategic guide, Dan Coughlin equips business executives to consistently deliver excellence in management, leadership, and teamwork.

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Dan Coughlin's clients include RE/MAX, McDonald's, Shell, Cisco, Cardinal Health, GE Capital, Toyota, Coca-Cola, Subway, BJC HealthCare, Anheuser-Busch InBev, Marriott, Abbott, Prudential, St. Louis Cardinals, Boeing, the U.S. Military, and more than 200 other organizations.

Dan is the co-author of the book, **The Any Person Mindset: Be Accountable to the Difference You Can Make.**

He has provided more than 4,000 Executive Coaching sessions for clients in six countries and invested more than 3,000 hours on-site observing and coaching executives and managers in over 40 industries.

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