

QUICK START GUIDE



START BY EMBRACING YOUR CURRENT JOB!

Ready to improve your current situation? Explore the following techniques:

Embrace your 9-5

It is amazing how things change when you change your perspective!

Start by writing down five things you like about your current job. Then write down five things you hate about your job. Then write down a way you might change your perspective about each thing you wrote down. What is something good that can come from each item?

Volunteer at work

Write down five areas at your job where you can volunteer.

Sign up for trainings that are offered by your company

Write down possible trainings you might be able to do through your job. If your work doesn't offer trainings, look for trainings that are compatible to your work. Take the training to your boss to see if perhaps your employer will pay for it. Or take a few classes on your own.

Go the extra mile

Write down five ways you can improve the things you do at your current job.

Identify resources at work

Write down five things at work that might be able to help you accomplish your goals.

Watch the leadership of others

Write down five positive traits about the leaders at your current job. Who is someone you would like to emulate? Who is doing what you would like to do? How did they get there? This doesn't have to be someone at work. It can be someone you don't personally know that inspires you.

Appreciate your coworkers

Write down five positive traits about the people at work that you see most often.

Make connections

Write down five people at your work or related to your work that you'd like to meet. Determine how they might help you in your current position and/or how they might help you move forward.