

Work Life Compass Workbook

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Inspiring The Leader in YOU



Work-Life Compass

Introduction

We're all on a journey. Just like any good traveller we need a compass. We need a 'Compass' to show us where we're going, as opposed to a 'Clock' showing us the way we spend our time.

This Process

This process is about developing clarity about yourself and what's important to you and how you are going to achieve it. You will identify what you want and what roles you need to play to achieve what you want. You will finish with a balanced action plan and planning framework to use every week to make it happen.

The role you play in contemplating the answers to the questions in this workbook is that of private investigator. The premise is that the answers to most of the questions here already exist within you. As a private investigator you are going to discover them today. Do try to answer all the questions but don't get bogged down with any. Enjoy the process.

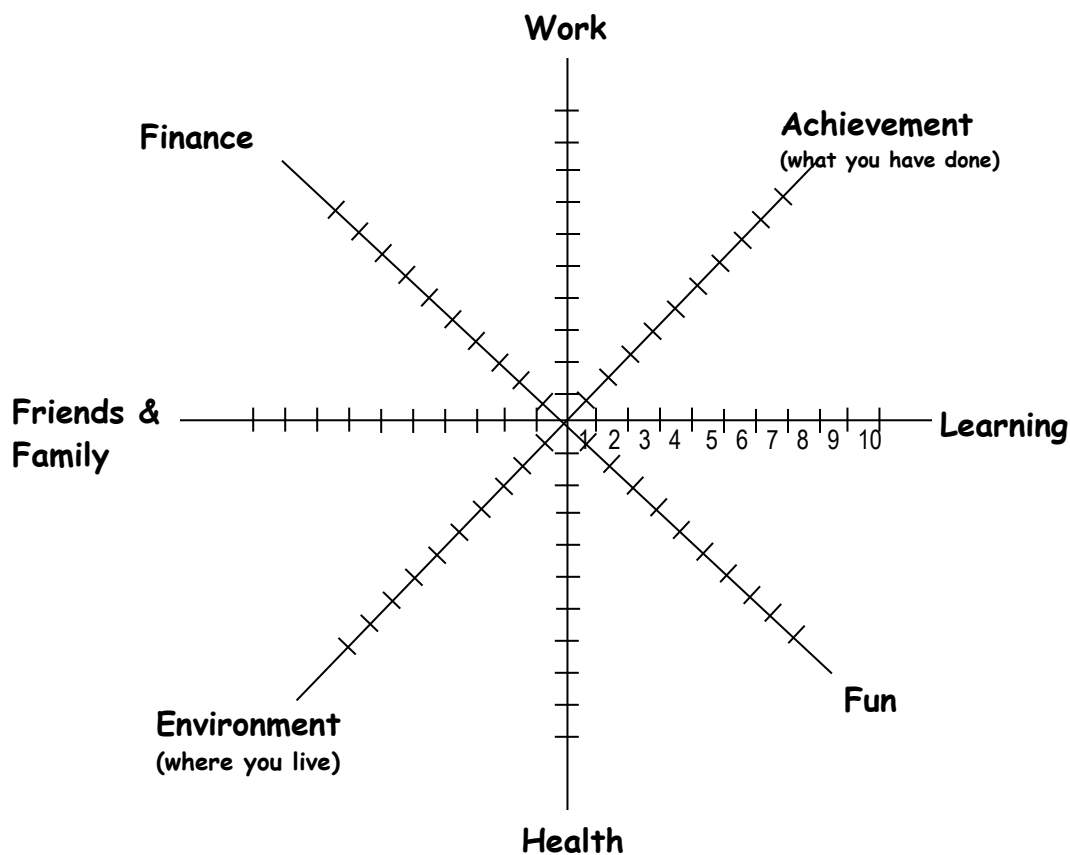




1. LIFE NOW

The Wheel of Life

Each line represents a particular aspect of your life. On a scale of 1 - 10 indicate your level of satisfaction with each aspect, 10 being happiest. When you have marked all of the eight aspects then join the dots together. A perfect circle would indicate perfect balance, however this is very rare. Examine to see how balanced or unbalanced your life is?



You can use the above exercise to help determine the important roles in your life that you want to concentrate your efforts in achieving your vision, but at the same time maintaining a balance. These roles define your character and help guide every decision you make. You will veer off course occasionally; accept this and make small but meaningful corrections to get back on track. Think of roles that are really



2. LIFE IN THE FUTURE: CORE ROLES

important to you. To help you I have listed some core roles to consider at the bottom of this page¹, but first try to think about these yourself.

Assign a small symbol or sign to each of your roles, something that will represent that role for you, e.g. Health = Ω

The roles I will play in my life to support my purpose and achieve my vision are ...

Role	Symbol
1.	
2.	
3.	
4.	
5.	
6.	

¹ Some core roles you might want to consider are Wife/Husband, Mother/Father, Daughter/Son, Spiritual, Wealth, Health/Wellbeing, Work e.g. banker, Personal growth, etc.



No doubt you are not starting from scratch; hence you have most likely been making some progress on these roles up to now. This is a good opportunity to acknowledge what progress has been taken place.

Don't hold back, give yourself credit.



Role	Symbol	I have made the following progress up to now
1		
2.		
3.		
4.		
5.		
6.		

Now you can establish something to aim for in the shorter term for each of your roles. By reflecting on where you want to be in three years with regard to each of your roles (possibly career, health, family, relationships, finances, spirituality and service to others, etc.) Be visionary, creative, and optimistic. No part of your plan is written in stone, including your purpose and vision. My three year goal for my 'Parenting' role is to have influenced a child that is strong in good qualities - kind hearted, cherishes others, is confident, & light hearted.

Note: There is one rule for goals that you should observe. A goal should never be stopping, getting rid of, or reducing something undesirable. Instead it should be starting or increasing something desirable. For example if you've been thinking



3. GOALS FOR YOUR ROLES

about 'reducing weight' you should convert it into something along the lines of 'improving eating habits'. My three year objectives for each of my roles are

Role	3 Year Goal
1.	
2.	
3.	
4.	
5.	
6.	

Make your goals something you will and can achieve.





4. INSPIRE YOURSELF

The following exercises should help you to inspire yourself to achieve your goals.

The benefits of achieving each of my goals will be

These are important
especially when you look
back for inspiration, and
you'll need it!



3-Year Goal	Benefits for Me	Benefits for Others
1.		
2.		
3.		
4.		
5.		
6.		



You will need to be aware of the difficulties that you will overcome so here you can acknowledge what makes achieving your goals difficult and the reasons for optimism.

Remember your strengths,
have a look back now.



3-Year Goal

**Facts that make achieving
your goal difficult?**

Reasons for optimism
**What reasons do you
have to believe that you
will reach your goal?**

1.

2.

3.

4.

5.

6.



5. RECRUITING SUPPORTERS

This can be a very lonely journey unless you have others to support you. The purpose of 'Supporters' is to be humble enough to ask two or three people to assist you on your journey, you will inform them of your plan (or aspects of your plan) and the roles you are developing. You only need to disclose what you are comfortable with, maybe you select someone that could help you on a specific role, then it may only be necessary to discuss this role with them - you're the best judge. What you're asking them to do is to be one of your supporters by discussing progress with you, helping you overcome any obstacles, and/or encouraging you. You may wish to recruit a professional coach, friend, or work colleague. If one of your supporters is someone very close to you such as your wife/husband then maybe they can give you feedback on how they feel you're progressing. It's good to touch base with your supporter specifically on this subject on a monthly basis - you should note this in your diary.

I will ask the following people to be my supporters.. Accepted

- | | |
|----|-------|
| 1. | Y / N |
| 2. | Y / N |
| 3. | Y / N |

You've done incredibly well to get this far. The next step is the most courageous and important, i.e. to take action and to keep focused on what you truly want to do. Make a strong determination now.





6. WEEKLY ACTIONS

To achieve your goals you will need to keep your plan handy (I use my electronic diary) to monitor and drive on a weekly basis and review formally every quarter to make any necessary adjustments, just like you would a strategic business plan. For the weekly review you should set aside approx 20 minutes each week (I do it on Sunday morning) to review progress you made in the previous week, then learning from this, plan actions for some or all of the roles for the coming week. Remember, these actions are what you need to do to achieve what you really want in your life - they should get the appropriate priority and importance - you should inspire yourself by remembering this. If you find it difficult at first then start with one or two roles to develop.

Each week remind yourself of your purpose, vision, roles & goals, then look at your strategies to help guide what actions you will plan for the week. If something is not working then reflect on why and find a solution - 'if you keep doing things the same way you will get the same result'. Remember to reflect on the 'Inspire Yourself' section of this workbook.

This process requires two qualities in abundance; 1. Realism - be realistic; don't expect miracles overnight, this process is life-long, which leads to the second quality, 2. Patience - You will forget, you will be distracted, you will get lazy. But that's OK as long as you're learning. Don't rubbish this process just because you're not working it, be patient with yourself by not expecting too much. Once you're trying and moving in the right direction then that's all that matters.

Yes, this is a lot of work. Yes, it will take time. And yes, you owe it to yourself—you deserve it. You will be astounded by the power of your Work Life Compass and wish you had created one long ago. Once you realise the benefits and satisfaction that you are doing what you truly want to do then you will be inspired to make this 'second nature' a 'healthy habit'. Once developed, it's a life framework you can build on for years to come. If I fall off a step ladder and get hurt, my fitness goal will have to be delayed. If you start a new relationship, have an unplanned child or get laid off, many things could change. With a plan in place, you simply make some revisions and roll with what life brings your way.

The very best of luck,

Barry Walsh


If you can make a commitment to do your weekly review for the next four weeks, you will see the results and will then want to make it a weekly habit..





21 DAY ACTION PLAN

The commitment suggested here is that you will for the next three weeks sit down and decide on what actions you will take to make progress on all or some of your roles so that you are headed towards your one year goal. All the time keeping in mind your values, purpose and vision.

My Commitment to Myself: I will complete the above for the next three weeks. Each time I will review how I got on the previous week. I will become a learner  in the process of inspiring myself to do what I truly want to do

Signed _____

Date _____

You can begin by planning next weeks actions right now!

Role	Action Week 1	Action Week 2	Action Week 3
1.			
2.			
3.			
4.			
5.			
6.			

Remember, progress in the right direction is SUCCESS

Please continue to inspire yourself to do what you truly want to do



Reference Sources

- Jane Sanders, President of Authentic Leadership Resources.
- Stephen R. Covey, Author of 'First Things First' (excellent book to support above process in much more detail (after you subtract the 'filler' element!))
- Ben Furman, Creator of Reteaming, Reteaming International.
- Brian Bacon, Oxford Leadership Academy, Self Managing Leadership.

Suggested Reading

- Who moved my cheese? (Well told fable for understanding why we don't change, can be read in an hour!)
- My Best Year Yet (similar to this process, focuses on year ahead)
- The Emyth Revisited - Michael E. Gerber (excellent for business owners), and
- The Emyth Manager (excellent for managers working for someone else)
- Living Leadership: A Practical Guide for Ordinary Heroes (Leadership book)
- Yoga - David Swenson ISBN 1-891252-08-9 get video too. (Astanga only)
- Transform Your Life - Geshe Kelsang Gyatso (Buddhist Monk)
- The Art of Happiness - Dali Lama