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Chapter 1 : How to Develop a Performance Improvement Plan: 13 Steps

Showing up: an action plan for personal growth and following your bliss Item Preview.

Listen to your intuitive inner voice and find what passion stirs your soul. Wayne Dyer Perhaps in the course of raising your children or earning a living, your own dreams have gotten lost in the shuffle. A commonly held perception is that dreaming and following our dreams are for the young. However, logic points to the contrary. For many of us, we have tuned out our call to this Zone of Genius by age 40, but we end up "getting loud, repeated alarms when we do this, in the form of depression, illness, injuries, and relationship conflict," says Hendricks. If we can just lean into it, take one little step at a time, and embrace it, it can become quite an adventure. Am I doing that? Read books, take some classes, speak to people who are involved in various pursuits, or volunteer to help people in different ways. By jumping in and getting involved, we can find new meaning and purpose to our life and our "dream" may be revealed. For successful people, this zone is a seductive and even dangerous trap I spent a good bit of my life running around, trying to make everyone happy. That creates an imbalance and we experience disharmony with everybody with whom we relate. We need to take care of ourselves first. Put our own oxygen mask on and then we can help the people around us. We really need to make ourselves a priority and, when we do that, we show up better for everybody. Allow me to be present for everyone, including myself. Sometimes, an obstacle is a sign that we need to step back and be patient. The nature of life is that it always ebbs and flows. The time of ebb can be the time to rest and re-energize. Set Your Intention Barakah suggests that having clear intentions throughout each and every day is essential to remain optimistic and to reach our full potential. Keep in mind that every day is an opportunity to begin anew on our path toward fulfilling our dreams. Check out similar blogs by Dr. Mara, her internet radio show , and her YouTube videos!

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Chapter 2 : Sacred Journeys - Egypt

Showing Up is the Be Here Now of the twenty-first century, an original, powerful and more practical program for living each day to the utmost and achieving a state of absolute presence in every moment.

Based in the Washington, D. Getty Images A business plan is all conceptual until you start filling in the numbers and terms. You do this in a distinct section of your business plan for financial forecasts and statements. The financial section of a business plan is one of the most essential components of the plan, as you will need it if you have any hope of winning over investors or obtaining a bank loan. Realize that the financial section is not the same as accounting. Many people get confused about this because the financial projections that you include--profit and loss, balance sheet, and cash flow--look similar to accounting statements your business generates. But accounting looks back in time, starting today and taking a historical view. Business planning or forecasting is a forward-looking view, starting today and going into the future. They are going to want to see numbers that say your business will grow--and quickly--and that there is an exit strategy for them on the horizon, during which they can make a profit. Any bank or lender will also ask to see these numbers as well to make sure you can repay your loan. It should be a guide to running your business," Pinson says. One way, Berry says, is to break the figures into components, by sales channel or target market segment, and provide realistic estimates for sales and revenue. But if you break the guess into component guesses and look at each one individually, it somehow feels better," Berry says. For example, what you see in the cash-flow plan might mean going back to change estimates for sales and expenses. Start with a sales forecast. Set up a spreadsheet projecting your sales over the course of three years. Set up different sections for different lines of sales and columns for every month for the first year and either on a monthly or quarterly basis for the second and third years. Because you want to calculate gross margin. The best way to do that, Berry says, is to look at past results. Create an expenses budget. Berry likes to differentiate between fixed costs i. Berry recommends you go with simple math. He says multiply estimated profits times your best-guess tax percentage rate to estimate taxes. And then multiply your estimated debts balance times an estimated interest rate to estimate interest. Develop a cash-flow statement. This is the statement that shows physical dollars moving in and out of the business. You base this partly on your sales forecasts, balance sheet items, and other assumptions. If you are operating an existing business, you should have historical documents, such as profit and loss statements and balance sheets from years past to base these forecasts on. If you are starting a new business and do not have these historical financial statements, you start by projecting a cash-flow statement broken down into 12 months. Some business planning software programs will have these formulas built in to help you make these projections. This is your pro forma profit and loss statement, detailing forecasts for your business for the coming three years. Use the numbers that you put in your sales forecast, expense projections, and cash flow statement. You also need a projected balance sheet. Some of those are obvious and affect you at only the beginning, like startup assets. A lot are not obvious. Then figure out what you have as liabilities--meaning debts. The three-year income projection will enable you to undertake this analysis. How to Use the Financial Section One of the biggest mistakes business people make is to look at their business plan, and particularly the financial section, only once a year. And then use those comparisons to revise projections in the future. Pinson also recommends that you undertake a financial statement analysis to develop a study of relationships and compare items in your financial statements, compare financial statements over time, and even compare your statements to those of other businesses. Part of this is a ratio analysis. She recommends you do some homework and find out some of the prevailing ratios used in your industry for liquidity analysis, profitability analysis, and debt and compare those standard ratios with your own. You should be utilizing your financial statements to measure your business against what you did in prior years or to measure your business against another business like yours. This is a summary of your business from its start to the present. Sometimes a bank might have a section like this on a loan application. All of the various calculations you need to assemble the

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financial section of a business plan are a good reason to look for business planning software, so you can have this on your computer and make sure you get this right. Software programs also let you use some of your projections in the financial section to create pie charts or bar graphs that you can use elsewhere in your business plan to highlight your financials, your sales history, or your projected income over three years.

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Chapter 3 : Individual Personal Development Plan: Your Key to Success

An Action Plan for Personal Growth and Following Your Bliss Showing Up! An Action Plan for Personal Growth and Following Your Bliss. Internet Archive Books.

One What is Professional Development? Professional development can help you advance in your career and may come in the form of formal learning, which includes coursework and internships or apprenticeships, or informal learning, which may include activities such as attending conferences and seminars or networking. Career counsellor and Assistant Director of the Wackerle Career and Leadership Centre Stephanie Kinkaid believes that everyone can benefit from the development of professional skills. It might include training sessions or graduate classes, spending time with a mentor to observe how others handle conflict or challenges, or mentoring someone else who might be new to the field," she says. Sometimes, says Kinkaid, the learning process also occurs when employees are away from the workplace. Of course, how you choose to tackle your professional development depends on your personal career goals and preferred style of learning. Your industry, level of experience and position within a company should also factor into your professional development plan, as managers often need to tackle their professional development in a different way than employees would. Professional development for employees As an employee, much of your professional development will focus on setting personal professional goals and putting the training provided by your company to good use. It can also be helpful for the entire team to attend personality assessment activities, as this allows both managers and employees to learn about the dynamics of the group. Two How can I develop in my career? But how exactly should you go about it? Here are a few ideas. See if your company is willing to support your professional development Some companies provide opportunities for professional development as a way of improving employee retention, and taking advantage of these programs can help you continue to grow professionally while saving time and money. Author and career consultant Rich Grant notes that ideally, human resource departments would serve a function similar to that of college career services offices on campuses by helping employees find the right career fit. Of course, money helps too, and companies should budget money for employees to take courses or specialised training and attend professional events. Find out if he or she would be willing to have you shadow them for a few hours a week in order to learn from their experience. Attend conferences and workshops Attending conferences or hands-on workshops will give you a chance learn about the latest developments in your field and keep your skills and knowledge up to date. It can also be a great way to meet and exchange ideas with other professionals in your industry. Aside from allowing you to develop new skills for free, another big benefit of volunteering is the networking opportunities it will open up to you. Your success is not only dependent on what you know, but also who you know, and volunteering gives you the chance to widen your professional network and gain valuable references that will strengthen your resume. Join an online community Technology has made networking easier than ever before, and online communities and platforms have become important tools for professional development. Look for courses that are relevant to your job and will help you build on your existing skills or perform your job more effectively. Alternatively, you may want to branch out and learn something completely new in order to showcase your versatility as an employee. Remember that the whole point of professional development is to continue learning and growing, so this should be your primary goal regardless of what you choose to study. Career coach Hank Boyer notes that there are two kinds of professional growth; intentional growth and unintentional growth. Identify your career goals Consider what professional roles and positions, job responsibilities, income levels, and other factors define your desired outcomes. To do this, Boyer suggests speaking with professionals who are currently in the roles and positions you want. Try reaching out and requesting informational interviews. To do this, Boyer suggests answering the following questions: What specific skills will I need to acquire to reach my goals, and how will I acquire and develop them? Which of my natural talents and abilities will I need to further develop and apply? Who can help me, as a teacher, mentor or

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accountability partner? What new relationships will I need to form, and what current relationships do I need to more deeply develop? What specific experiences will I need to undergo to develop wisdom and expertise? Opportunities may come in the form of education offered by an employer, professional or community organisation, or in the form of participation in volunteer organisations. Both of these are also great ways to expand your professional network. If the answer is not apparent, consider not participating. The key is to remain flexible but fixed on the objective. Just get started Planning and goal setting are certainly necessary if you want your professional development to pay off, but getting started is the most important and difficult step. Focus on your weaker areas, but also on your strengths A lot of your professional development will probably focus on strengthening your weaker areas, whether you need to become more organised or learn to communicate more effectively with certain members on your team. But while this is certainly a sound strategy; developing skills or talents you already have and would like to learn more about or specialise in can make the process more enjoyable. Keep track of your progress Carefully tracking your progress will help you to determine whether the short and long-term goals you have set for yourself are realistic or whether you need to make adjustments. So here are a few important signs that it might be time to invest in your career. Your industry is changing Industries and business practices are changing quicker than ever before, and this means some of the things you may have learned in school five or ten years ago may no longer be relevant or applicable. This type of self-directed learning will help you keep your knowledge current, and can even boost your confidence at work. Are your colleagues being promoted and moving up through the ranks while you continue to perform the same tasks you were originally hired to do? Take out your resume and read it as critically as possible. Does it still accurately represent your current skill set and expertise? Would it convince a new employer that you possess the know-how to excel in your job? Rather than throwing in the towel and looking for a different type of job, you should consider how you can work towards meeting those requirements. You have no idea what your career might look like in five years The best thing about focusing on your professional development is that it gives you a chance to think about your career goals. What skills are required in your field? Do you stick to a task? Do you see the bigger picture so you can predict what tasks you could be doing next? Do you understand yourself well enough to be realistic about your strengths and weaknesses? Do you ask for help and input from others? The list is endless. Some of the most important soft skills they said they look for when hiring included: A strong work ethic.

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Chapter 4 : How to Discover Your Passionate Purpose and Transform Your Life

Compre o livro Showing Up: An Action Plan for Personal Growth and Following Your Bliss na calendrierdelascience.com: confira as ofertas para livros em inglês e importados Showing Up: An Action Plan for Personal Growth and Following Your Bliss - Livros na Amazon Brasil-

So how do you discover your passionate purpose? Here are a few clues. Steven Spielberg Steven Spielberg has followed his bliss and his contribution to the world is there for all to see with Jaws, ET and Jurassic Park just some of his creations. This is what he had to say about following your bliss and discovering your dream. This is who you are. This is what you must be for the rest of your life. The hardest thing to listen to, your instincts, your personal intuition. You need to listen. But finding that adventure and bliss is not given to us at birth with a mission written out in big black letters. So what is a hero? The hero can be someone who had found or achieved beyond the normal range of achievement and experience. A hero is also someone who has given his life to something bigger than themselves. But according to Campbell there are 2 paths. It is chosen for you or you choose it yourself. When it is chosen for you it is like a soldier being drafted and becoming a hero on the battlefield. Or you can choose your passionate purpose by listening to that small voice that lies within and start the journey. But the most powerful insight from Joseph Campbell for me? Some insights It starts with being aware of who you are. It is a book written over 30 years ago by Benjamin Hoff. It is a simple overview of an ancient Chinese philosophy of Taoism. Everything has its own place and function. You are who you are. And you are who you are. And I was not an accountant. Instead of having them work against you and get in your way. Then limitations can be your strengths. A chicken is a chicken. Trying to be an eagle is not going to work. The brain can be fooled. Inner nature, when relied upon cannot be fooled. But many people do not look at it or listen to it. And consequently do not understand themselves very much. And it is not what your parents or friends tell you. So where do you start? It starts with listening to that whisper. Learning to say no to others and yes to you needs to be learned. Do what it takes and start. A good idea without action is just an idea. Then you will need to persist. Show up every day. Strap yourself in and do the work. Tough times will show up. You will need to press on and routines can provide the framework. Entrepreneur lists him among 50 online marketing influencers to watch. Oanalytica named him 1 Global Content Marketing Influencer.

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Chapter 5 : Home - Meg Nocero

An Action Plan for Personal Growth and Following Your Bliss by Stratton Horres () by Stratton Horres;Michala Perreault (ISBN:) from Amazon's Book Store. Everyday low prices and free delivery on eligible orders.

And most important, have the courage to follow your heart and intuition. Stuck in the middle of our decision-making mode. Our heart tells us one thing, while our mind tries to keep us safe. Two totally different directions. One feels right, while the other is the most logical option. What have you been following in the past? Do your decisions sound right or feel right? Take a look at where you are right now. Your life might be filled with logical and safe decisions. Engaging with the uncomfortableness of not having a plan, but at least it felt right. If only you could be here more often. Not bad, but we can only predict so far. As humans, we love falling back on routine. Our same thoughts and habits pervade our everyday existence. We can either let these thoughts and beliefs, based on our past, direct our lives or we can inject new life into them. The decision is up to you. This route or that route to work. Take the new job, or move across the country. By adding more space and deeper feeling into your decision-making process you bring more possibility into your life. All you need to do is balance two aspects of your being, the heart, and mind. We can see the dominance of rationality, fear, and control throughout the world. From global issues such as global warming to the governments of repression. Worldwide issues can give us a glimpse into where our inner worlds have gone wrong. In this case, an imbalance of logic over the subtleties of an intuition based language. Instead of following our heart and operating with trust at the forefront we place a higher degree of value on conforming and what makes the most sense. The biggest issue here is our individual nature is lost in fear of rebellion from the whole. Rebellion is met with resistance and a lot of times that resistance wins. We can only forecast our lives based upon the information we have at the present. By strictly living in the realm of rationality we cut off contact with the deeper source of life and the random events that change us and the course of history. The freewheeling nature of a heart-centered decision reaches farther than the contents of our mind can follow. Bring the Power Home and Awaken the Heart In utilizing your heart you open an entirely new stream of possibility into your life. By making decisions with your heart wide open you develop the trust muscle. In doing this a new source of self-love and trust emerges where there was only emptiness before. Big changes and shifts in your life seem a little less scary as you begin to become familiar with the presence of uncertainty in your life. The feeling of uncertainty is simply the mind trying to grapple with your decision. Obviously, this is easier said than done. The process of building your inner trust muscle takes time and can only blossom through action. Just as an iron sword is forged in the heat of a fire. In bringing your heart to life you awaken a fire within that has more force than all of the willpower you could ever muster. A gust from a big bad wolf will knock it down in an instant. The following steps will start to build a momentum of their own if you engage with them daily. For some, that means building routines, while for others that means setting aside some time or space or even setting a reminder on your phone to step back into your new decision-making mechanism. A proper foundation takes time Trying to make any lasting change takes time. We all wish for habit changes to be as simple as turning on a light switch, but sadly this is never the case. Think about it, what holds more value, a handcrafted good, every stitch made with love, or a mass produced burlap sack? If you were to start weight lifting or any kind of training, it would be impossible to start lifting heavy or training intensely right away. You need time for lasting growth. Set aside some time every day and commit to it. Every day push it a little farther. Start the process by continuously asking yourself the following questions: Where do I feel this decision? Is this in tune with the best version of myself? How do I feel moving forward? By asking these questions you start to allow the mind and heart to play together nicely. You enable the mind to take a back seat through asking questions laced with deeper purpose and feeling. Definitely, a sink or swim moment! Think of this process along the same vein. If you really want to become fluent you have to immerse yourself as frequently as possible. You must cultivate drive, persistence, and inner-trust, soon it will become easier to

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flow through life and your decision-making process. Instead of having a decision come in the form of a weighing of good and bad, it will show up with a feeling. You need the courage to let this deep feeling impulse directly you. Make sure to watch out for the emotional swings we all feel. The deeper current is where you want to swim. Feel it and run with it. Start small and develop a toolkit of feeling. As you continue to ask yourself questions on a daily basis certain patterns might start to show up. Try to take notice of these. Life is a grand experiment anyways, so you might as well conduct your life in the same manner. In this case, action is key. You can either act based upon these or let them float by. The choice is always in your hand when you let your mind override these feelings. Try recognizing your deeper feeling current and act from it. As you take action, confidence in your ability to trust the greater workings of the universe will begin to arise. Our mind is a tricky beast and has the ability to allow us to diverge from where we truly want to be. You must make time to reflect, on the process, in your life, and on your new path of learning. The strength of this way of feeling through life will allow you to override your mind. Reflect on your path as often as possible. I really want to know what are your thoughts on this. You can share your insights by joining the conversation in the comment section below. Sharing is caring!

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Chapter 6 : Why You Should Follow Your Bliss Tony Fahkry | Personal Growth and Self-Empowerment

If you're following your bliss, I wish you continued success and joy. If you're not there yet, I hope this article ignites a deep desire to take inspired action. You are never too old, unqualified, set in your ways, lacking talent or whatever justification your ego uses to convince you otherwise.

What are you most passionate about? To follow your passion, you not only serve others, you serve yourself. By aligning with your authentic nature you explore your gifts, talents and wisdom. This is the foundation to awakening the authentic self: The intricate fractal design comprised of symmetrical structures reveals the shimmering wonder that lies beneath. Sadly, most people never experience the joy of becoming their best since they fail to acknowledge their genius. They believe they are undeserving of such gifts. To highlight the misleading basis of this belief, consider snowflakes refusing to fall in winter because they are inferior to other snowflakes, much more brilliant in design. The analogy though simple, illustrates that your bliss is symbolic of your personal story. I am not inviting you to believe in reincarnation or otherwise, simply that you recognise your presence serves a purpose in the grand scheme of things. Have you been to the ballet and observed dancers gracefully move on stage as though floating on thin air? Audiences are captivated by their poise and the ethereal state in which they effortlessly glide through a performance. They are present, grounded and in sync with their repertoire. If you were to ask a dancer why they perform, they tell you that dancing is a way of life, emanating from their inner being. Dance is the performance art in which they express their soul. It is their passion and purpose that gives meaning to their life. A dancer does not refer to their performance as something they enjoy, for such a description is much too passive. They inform you I am a dancer, choosing to embody it at a deeper level. Consider a similar standpoint in your life. Do not associate with your skills or passion alone since these are fleeting states. Many people have multiple careers throughout their lifetime, so to equate with them all is misleading. Your bliss is what you are willing to chase irrespective of financial gain. You cannot wait to engage in your passion after waking up each morning since you are entirely consumed by it. Your friends and loved ones notice how much time you devote being absorbed in this pursuit. You are oblivious to time, a quality particular to being in Flow. It feels as though you are caught in a black hole as time passes. Your bliss may represent your calling. If you find joy conveying happiness and fulfilment to others, your bliss is a blessing. Artists and creative people experience this enthusiasm when undertaking their vocation. The hours are long, with sacrifices along the way to gain mastery. It is an uncontained ambition that no undertaking is too big, given that time is always available to pursue your passion. When you follow your bliss, the path reveals itself. Obstacles which impede your success gradually fall away. The right people show up to help you advance ahead. Take a moment to consider friends or loved ones in jobs, relationships or circumstances they dislike. Reflect on the energy they spend caught up in circumstances that do not serve them. They are consumed by their life-force; forlorn and exhausted. It is echoed in their words and reflected in their body language. Yes, many have obligations to their families or business, yet they chose the path. Some opted not to pursue their bliss for various reasons and yet those same people criticise others who set out to follow theirs. They support the erroneous belief it is impossible to follow your bliss. In contrast, consider those people joyfully pursuing their bliss. I venture to say despite the obvious challenges, they carve out a unique place in the world. Challenges and obstacles are part of the journey, they illuminate the path to success and none are immune to it. Make a steadfast declaration on what you seek to attain in this life. You are never too old, unqualified, set in your ways, lacking talent or whatever justification your ego uses to convince you otherwise.

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Chapter 7 : How to Write the Financial Section of a Business Plan | calendrierdelascience.com

Author of Showing Up: An Action Plan for Personal Growth & Following Your Bliss and I Am You Are Me Stratton Horres: "In my late thirties, after fifteen years of.

Reality Check This tool gives you a snapshot of where you stand right now in specific areas of your life. By breaking down the different aspects that make up your whole life, you can see where it makes sense to put energy and seek change. **Targeted Inquiries** In this section, you take what you discovered in the Reality Check and choose an area of your life where you would like to see change. There are specific and targeted questions to help you focus on eight different parts of your life and then begin to make productive changes. You will discover who you are, what you really want and why, and who you would like to become. Celebrate your decision to take this on and enjoy in the process. Especially with the Clarity Wizard, sink into the process like a warm bath, not a race to the finish. The more open you are to the process and the deeper you look, the more rewards you will find. Make every effort to be open and honest with yourself. As human beings we can be very skilled at deceiving ourselves. If you think that might be happening, ask yourself without judgment why you might be doing that and what you are trying to protect. The hard truths are sometimes the most freeing. If you are like most people, you have set many goals in your life. You have reached some, but not all. The difference here is that this time you will set goals that are powered by your life vision, adding meaning and purpose to all that you do. **Goals Wizard** is divided into four sections: In this section, you will define two or three major goals that will help you create the life you want. Goals Wizard walks you through this process to ensure that these goals are specific, measurable, challenging, and value driven. In this section, you will create the medium and short-term goals that will be the stepping stones to achieve your long-term goals. These smaller, more manageable goals will create a roadmap and will give you clear targets and satisfaction of achievement on your way to reaching your dreams. In this section you will create a detailed action plan to give structure and momentum to your journey. Keeping your commitments and staying true to your values is key for living a happy and satisfying life. In this section, you will re-balance your activity plan and verify it is aligned with your values and all other aspects of your life. This module is designed to get you moving towards your goals. We are easily distracted and often fall into the trap of living by different priorities every day. **Action Wizard** provides you with the structure to create a concrete plan, stay focused on your goals and most important tasks, monitor your progress, resolve problems, and overcome obstacles. By sticking to a clear and consistent course of action you become much more productive and effective. You just need to show up and act on your plan every day and success will be yours! Action Wizard is divided into three sections that help you stay focused, be more productive and accomplish more: The Morning Routine will prompt you to look at the day ahead, and make sure that your actions are aligned with your goals. Throughout the day, the All-Day Action Plan reminds you of your planned activities and commitments. It also allows you to take notes and record your insights as you work, so you can review and process them later. The End-of-Day Routine allows you to reflect on your day, learn from it, and plan your following day. By going through the guided Action Wizard process every day, you will consistently be moving towards achieving your goals and the success you desire! Bestselling Author Yuval has created a masterpiece of a coaching program with the Wizard

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Chapter 8 : How to Listen to Your Heart, Even If Your Mind Disagrees – Purpose Fairy

Following your bliss doesn't mean. Because you like watching Netflix that you become a movie critic. You love running you and so you become a professional athlete.

Do you have an individual personal development plan? I listened to Dr. Maxwell, leadership guru, in a recent leadership podcast. In the interview, he stated that the key success factor in everything he has accomplished to date is due to his personal growth plan. Growth is does not happen by chance. If you want to be sure to grow, you need a plan—something strategic, specific, and scheduled. Maxwell powerfully sharing the Why and How of Personal Growth. I agree that the present and future are important, especially when thinking about growth and hope. But too many of us live shackled by anger, hurt, trauma, and bitterness from the past. Develop Your Character Benjamin Franklin identified key virtues to strive for in his daily life. He had a notebook in which he would keep track daily of how he was progressing in a particular virtue. Examine each of these areas and rate it on a scale of , with 10 signifying your highest satisfaction with your results in that area. For example, I need to focus more on my family relationships. So I need to make an individual personal development plan to grow deeper relationships with my son, my daughter, and my wife. Can you find one area that needs special attention? For example, I am a therapist, a blogger, a father, a husband, a friend, a clinical specialist my full-time job , a Sunday School teacher. If not, think about some small actions you can take to improve that role. Develop Your Strengths Have you identified your strengths? If not, buy Strengths Finder 2. But we all have them! Are you familiar with your weaknesses? Are you aware of vices, habits, or character flaws you need to address? Or areas you struggle with as an entrepreneur? In the past and sometimes in the present , I am either too proud or too ashamed, or too lazy, to do something about it. Then develop your plan to go to work on them. Putting It All Together: Just pick one thing. Like a snowball rolling downhill, momentum in one area of your life will turn into an avalanche of positive personal growth when you set specific goals for growth in one area of your life. What are my development objectives? Read This Individual Development Plan Sample I searched and found this individual development plan sample so that you can get a feel for what it might look like. Please join me with being intentional about personal growth and development. Write your individual personal development plan today!

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Chapter 9 : Personal Growth and Development | Online Life Coaching Programs - Liferay

Follow your bliss and don't be afraid, and doors will open where you didn't know they were going to be.1" What it isn't Following your bliss doesn't mean.

Strategies Targets and agents of change e. The plan should be complete, clear, and current. Additionally, the action plan should include information and ideas you have already gathered while brainstorming about your objectives and your strategies. What are the steps you must take to carry out your objectives while still fulfilling your vision and mission? While the plan might address general goals you want to see accomplished, the action steps will help you determine the specific actions you will take to help make your vision a reality. Here are some guidelines to follow to write action steps. Members of the community initiative will want to determine: What action or change will occur Who will carry it out When it will take place, and for how long What resources i. What action or change will occur: Hanging posters, displays, and other information about contraception and the facts about unwanted pregnancy in the hallways of the local high school. The posters and other information will become a permanent part of the high school. Posters and information will be regularly changed as new materials become available. Who will carry it out: A sub-committee comprised of parents and guardians, teachers, students, and coalition members will be responsible for maintaining the displays. The coalition as a whole will work towards finding funding to purchase the materials. Maria and Alex of the schools action group will be responsible for researching and ordering the materials. By when will it take place, and for how long: What resources are needed to carry out the step: The coalition will approach the school district to request funding for the project. Otherwise, the group will seek funding from other sources such as foundations and local businesses to finance the program. Communication about the action step. The school principal and leadership of the Parent-Teacher Organization PTO should be given information about this planned change. Things to note about this portion of the RTR action plan: Although this step seems fully developed, we would need to review the entire action plan to see whether all community and system changes that should be sought are included. We know who will do what by when. We would need to know more about other current work and new opportunities and barriers to judge whether this portion of the action plan is up-to-date. Review your completed action plan carefully to check for completeness. One hard part figuring out what to do is finished. Now take your plan and run with it! Remember the rule: Communicate to everyone involved how his or her input was incorporated. No one likes to feel like her wit and wisdom has been ignored. Always keep track of what the group has actually done. Keep several questions in mind for both yourself and others: Are we doing it well? Is what we are doing advancing the mission? You can address these questions informally ask yourself, chat with friends and other people , as well as formally, through surveys and other evaluation methods. Celebrate a job well done! Celebrate your accomplishments; you and those you work with deserve it. Celebration helps keep everyone excited and interested in the work they are doing. Getting members to do what they said they would Every community organization has undoubtedly had this happen: Everyone agrees maybe they even offer to do certain tasks, and you all leave with a great feeling of accomplishment. At the next meeting, nothing has been done. Besides tearing out your hair, what can you do? Fortunately, there are several things you can try. Still, you can make it easier for members to get things done and harder to avoid work without acting like the mean neighbor down the street. Some of these gentle reminders include: Regular phone calls from staff members or dedicated volunteers asking others how they are doing with their tasks. The person calling can offer emotional support "how are you doing? A friendly call such as this can be seen as helpful, give the member the sense that he is a very important part of the group, and serve as a great reminder to do what he said he would do. Distributing the action plan in writing to all members, with names attached to specific tasks. Additionally, this can be a great time to ask for feedback before the plan becomes "official. At regular group meetings, such as committee meetings or board meetings, ask members to report on accomplishing the tasks they have set out to do. Consider making this a regular part

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of the meeting. Celebrate the accomplishment of tasks. Follow up on the action plan regularly. You are asking members to be accountable, and to get things done on a regular basis. If they have agreed, you should help them fulfill their commitment as best you can.