

# FINDING LIFE'S DIRECTION

**Personalized Life and Career Planning Guide**



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

**Your FOCUS Determines YOUR Future**

# FINDING LIFE'S DIRECTION

## Personalized Career Planning Guide



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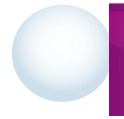
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# INTRODUCTION

Our Finding Life's Direction e-course will provide you with a process to get focused on your career path to be prepared for your future. This All-inclusive Development Tool includes the following:

## Creating a Vision Statement

Vision is where you are going in life. Many people do not take the time to identify where they want to go based on their interests, abilities, & personality. You will revisit your vision statement at the end of the course. At that time you will have an opportunity to rewrite your vision based upon the learning that you obtain from our course.

## Passion—What Motivates Me Most?

We identify your passion areas! Extracurricular activities are a critical component of your passions that can be beneficial for advancing in post- secondary education.

Placement – Identifying a Vocational Sphere

There are 7 vocational spheres that affect society. They include business/finance, government, media, education, family, religion, arts and entertainment. This tool and profile identifies what specific vocational sphere you are assigned to influence.

## Profession – Discovering a Career Pathway

This course includes a personal analysis of the DISC Focus Behavioral Style profile and descriptions of the 16 career clusters. The tool then matches a focus style with specific occupations in the 16 Career Clusters that helps save time and money in a career choice. In addition, it offers ways to gain real world experience so you can secure that perfect job.

## Peak Performance – Process for Fulfillment

By creating objectives and goals, you can gain personal fulfillment and greater levels of achievement.

The end result is an action plan to achieve your dream and fulfill your destiny!





## FINDING LIFE'S DIRECTION

In this performance manual, we will use the workbook to help you achieve your purpose in life while providing you with a clear vision. The personal focus areas we will be addressing are:

- ✓ Creating a Vision statement of where you are going in life
- ✓ Identify your personal passion areas with extra-curricular activities
- ✓ Match specific cultural spheres of influence based on your interests
- ✓ Pinpoint a career path to match your focus behavioral style with occupations
- ✓ Identify ways to increase your ability to perform at a high level
- ✓ Set an objective with goals and strategies to fulfill your vision

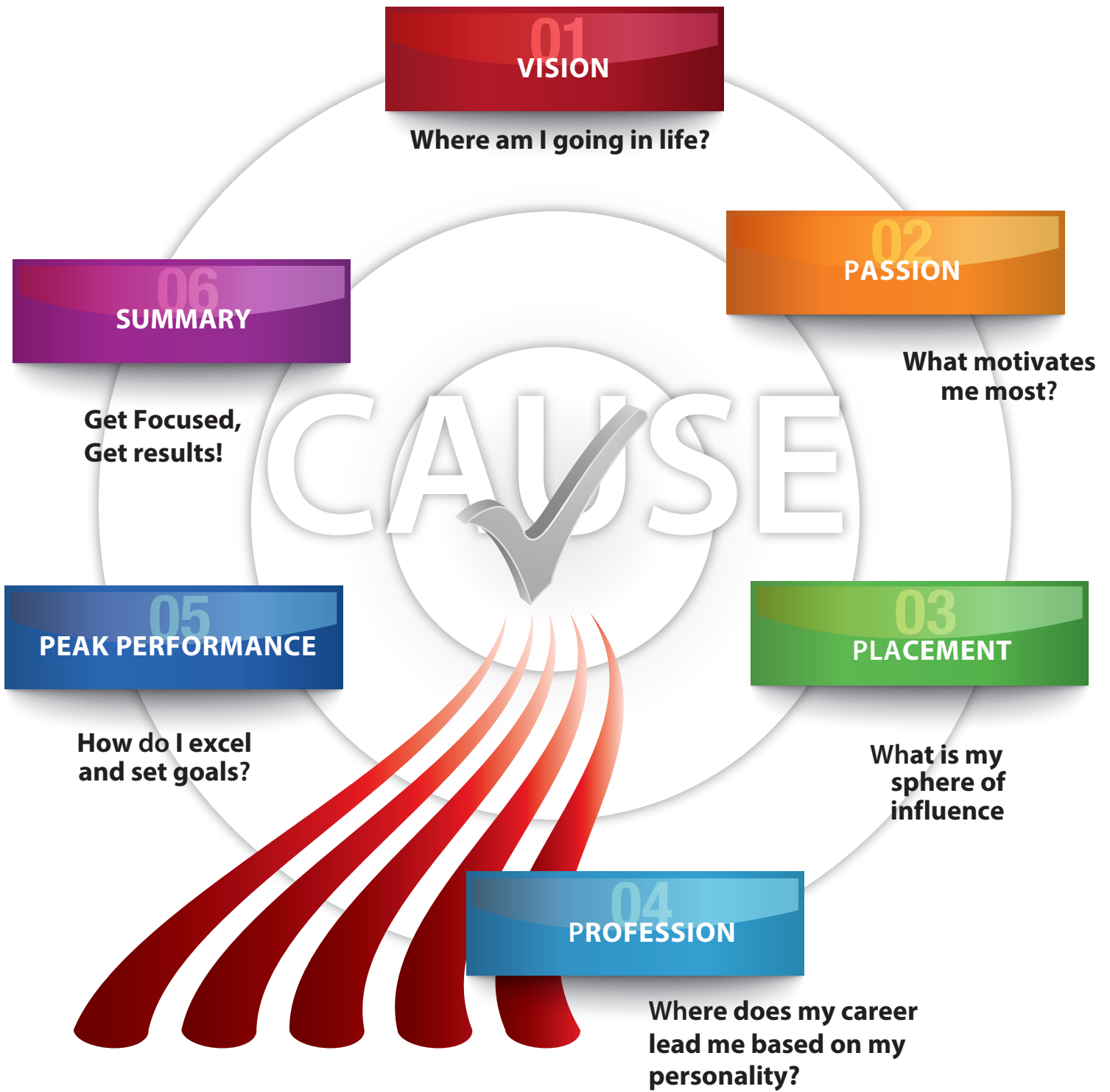


## Students Are Unprepared For Their Future

The statistics and research prove that out as follows:

- ✓ An estimated 20 to 50 percent of students enter a post-secondary education experience without declaring a major course of study. Source: Gordon
- ✓ Over 80% of students change their major course of study at least 1 to 3 times with an average cost of over \$10,000 per change leading to additional debt of the college investment. Source: National Center of Education Statistics
- ✓ Over 30% of students drop out of college within the first two years. Source: National Student Clearinghouse and the Organization of Economic Cooperation and Development
- ✓ Over 50% of students are not working a job or career in their major course of study. This is a waste of time and money if you are not working in a job or career based on your time and financial investment. Source: CareerBuilder
- ✓ Finally, for over the past 20 years, employers continue to say that graduates coming out of college, university or technical schools continued to lack the soft skills to be able to be successful within their company or organization. Source: PayScale
- ✓ This is a reason why we created the Focus Life Institute. Our purpose is to empower, equip and prepare you to become focused on your personal assignment and purpose in life to impact, transform and positively influence society! Our practical materials will help you to discover life's direction, develop career readiness and be prepared for the workplace.

# FINDING LIFE'S DIRECTION



## VISION

*The act of seeing, the power of anticipating what will come, imaginative conception.*

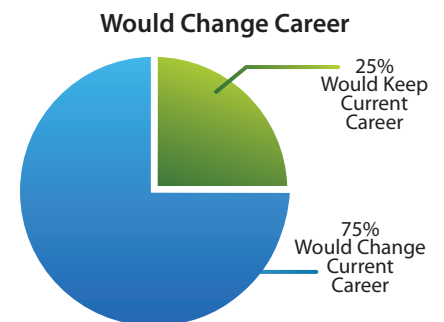
Vision is where you are going in life. Many people do not take the time to identify where they want to go based on their interests, abilities, and personality style. Let's begin the process by asking a few questions to help you create a vision statement. Think about what your life's dream would be—something you perhaps feel is too big to achieve, would take too much money to obtain, or is too hard to reach for.

An ancient proverb states, "When there is no vision, the people get out of control, but whoever obeys instruction is happy." Today, every person faces challenges like never before in history. Without an understanding of your purpose (why you were created) and your vision (where you are going), many will live an unfulfilled life.



Right Management ran an online survey and discovered only 19% of people surveyed reported they were "satisfied" with their jobs. Another 16% said they were "somewhat satisfied." But the rest, nearly two-thirds of respondents, said they were not happy at work. 21% said they were only "somewhat unsatisfied" and 44% reported they were "unsatisfied." Over 75% of people stated that given the opportunity, they would have chosen a different career for their lives.

The *Finding Life's Direction High Performance Development Tool* was created to help you make the best quality decision about your future. Our assignment is to provide the best resources and tools to help you get focused and not waste time in determining your future.



## PERFORMANCE

*The execution of an action, something accomplished, or the ability to perform.*

People who are focused to perform at the highest levels understand their strengths and know how to apply them. They learn how to accurately assess their present situation and define the future they desire. With this knowledge they are able to set reachable goals and achieve success.

**Please answer the following success-driven questions:**

1. If earning a paycheck was not a concern, what would you want to do every morning when you got out of bed? (*Write this below.*)

## **DREAM**

*Write your big dream here.*

## **GOAL**

*Please write a specific goal that you feel you can reach in your lifetime.*

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## **CAREER DREAMS**

*Thinking in terms of career (it doesn't have to be your current job or even a job you have ever held), please list your likes and dislikes:*

### **PERSONAL LIKES**

*Example: I like to work with people.*

### **PERSONAL DISLIKES**

*Example: I do not like to be confined in an office working alone.*

---

2. What would it take to make this a possibility? (More education? More experience? Development of skills? Connections? Money? New location?)

---

3. How much money would you need to make from this endeavor in order to do it full-time?

---

4. What resources do you have available right now that you can use for the journey? (*You might be surprised at what is sitting within reach!*)



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5. What resources would you need to obtain in addition to what you already have available?

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6. What steps must you take to get to where you want to go?

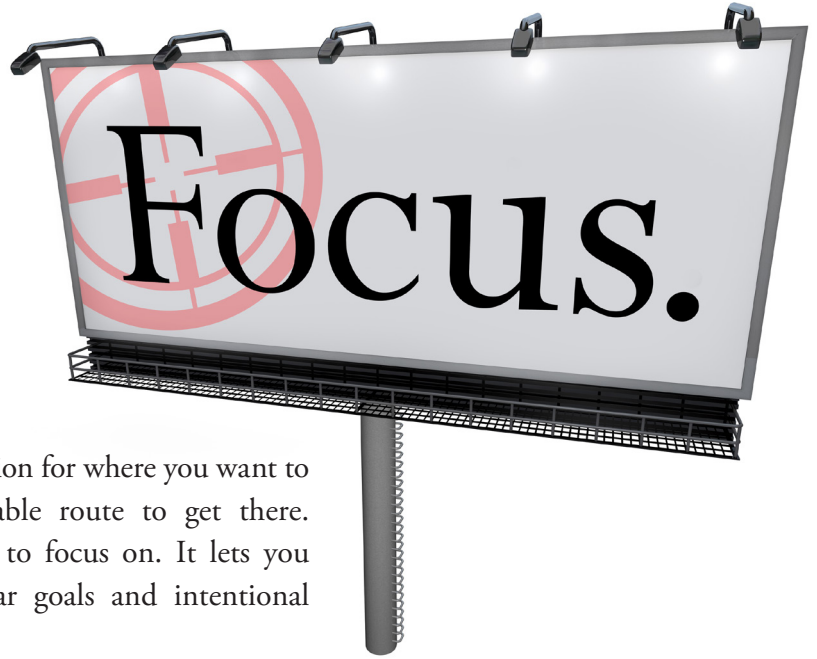
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7. When are you going to do these things? (Establish a realistic time frame to make positive action steps toward your goals.)



## FOCUSED DIRECTION

Imagine you got into your car with a full tank of gas and could drive 400 miles at top speed before you had to refuel. You could drive around aimlessly enjoying the ride and figuring out what to do as possible objectives flew by. OR, you could plan your course. You could start by choosing your destination—having a vision for where you want to go and the best, most efficient, most enjoyable route to get there. Creating a vision statement gives you a target to focus on. It lets you take aim and move forward in life with clear goals and intentional direction.



Now please write a vision statement.

**Remember vision is where you want to go in life—what you want to become.**

## VISION STATEMENT

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I would like to \_\_\_\_\_ in my lifetime because

\_\_\_\_\_.

To do this would require \_\_\_\_\_ to achieve.

**I commit to myself today to begin the journey!**

Now let's begin the process to look at the key areas that can help you achieve your vision.

# FINDING LIFE'S DIRECTION



02  
PASSION

## FOCUS ON PASSION

### PASSION

*Ardent affection; a strong desire for or devotion to some activity, object, or concept.*

You have a passion. You may not be able to define it yet, or layers of life's responsibilities may have covered it up so you aren't in touch with it any longer, but you have one. Something excites you. Something moves you. Something stirs you and makes you want to rise up and engage. Passion answers the question "why" you are motivated.

Functioning in an area where you are passionate provides deep satisfaction and gives you a strong sense of accomplishment. Your vision should contain an element of your passion—passion is like fuel to an engine.

**Here are some questions to help you get in touch with your passion.**

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1. What makes you feel really energized to talk about or participate in?

2. What topics (or activities) make you really joyful or really angry? What "pushes your buttons"?

3. What sorts of things make you feel really alive when you engage? What kind of moment do you wish would never end or you could experience more of?

---

4. What activities do you get involved with that make you lose track of time? What things cause you look up at the clock and you can't believe how much time has passed because you were so absorbed?

---

5. What sorts of things do you engage in that cause you to receive positive feedback? What brings you the most affirmation? The most compliments for a job well done?

---

6. What sorts of things do people seek you out for—want your expertise for?

---



**Vision encompasses something greater than yourself, it relates to a cause bigger than just meeting your own needs.** Following is a list of just some areas, some “big issues” people demonstrate a strong response to. Place a check next to the ones that elicit an emotional response—stir passion—in you.

Learning What You Love – Source: Big Future

Here's a big secret: When you're doing something you love, it doesn't feel like work. So what can you do now to find out what you're passionate about?

Here are some ideas:

- Find out now what you're passionate about.
- Write It Down: As in so many situations, writing down your thoughts — just for yourself — is a good way to get started.
- Think about the things you love to do. Be specific about what it is you love about something and what your role is in it. Also, think about your personality and how you do things. Review your personality traits from the prior session.

Answer questions like these:

- Do I prefer to give a speech or write a speech?
- Would I rather be an actor or a director?
- Would I rather listen to music or play music?
- Do I plan out everything before I take on a project or dive right in?
- Am I outgoing or introspective?
- Would I rather think up something new or improve upon something that already exists?
- Do I prefer to be a leader or a team member?
- Do I like working with children or my peers?

Write down your answers and any other thoughts you have about your personality and interests. Then list the classes you're taking now or have taken recently. Try to make connections between your notes about yourself and your classes. Which cover subjects or teach skills that relate to the things you love? Have any classes helped you recognize an interest you didn't know you had?

You can also list your talents. Are you good at math? Can you sing or act? Are you able to teach yourself computer languages? A list of your skills and talents may help you discover a career path. This list may also help you with choosing your high school classes and improving your study skills.

### **Work Backward**

Think about the future you. Ask yourself what you want to do or be after college. Then figure out what you can do now to get there. Let's say that you want to be a marine biologist. Which classes will you have to take in college? Which of your current classes can help you build or improve skills you'll need? Do some research. Go to Major and Career Search to browse careers that interest you and pay close attention to the advice about making your education count.



## Take Action

Now you have some new insight and information. Here are some next steps.

**Try a New Approach:** See if you can approach homework in a way that allows you to explore your interests.

For instance, if you love art, you may be able to choose a topic for a history paper that investigates the connection between the art movements and key political events of a particular time period.

**Try New Things:** If you're open to stepping outside your comfort zone, you'll find yourself meeting new people, going places you never imagined and discovering skills and talents you didn't think you had.

New opportunities can come to you in many ways. You can:

- Sign up for a challenging class.
- Join a club.
- Try out for a play or a team.
- Say yes to a teacher, employer or mentor who suggests a special project.
- Make a new friend who expands your perspective.

The next time someone approaches you with a new opportunity, don't say no right away, even if it seems boring or hard. Think about it and ask yourself these types of questions:

- What will I learn from this?
- Whom will I meet?
- Where can it take me?
- Am I afraid to do this? If so, why?

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## Ask for Help

Your counselor, principal and teachers can help you figure out how to make the most of high school. Try asking these questions:

- Does our school offer elective classes that I may be interested in?
- Are there school clubs related to my interests? If not, how do I start one?
- Can I take a personality inventory?







## I FEEL ALIVE WHEN ...

Now consider your answers to the questions at the beginning of this section. Write down something that energizes you, elicits a strong response (joy or anger), makes you feel alive, makes you lose track of time, provides you with positive feedback, and others seek you out for.

I experience passion when I \_\_\_\_\_  
\_\_\_\_\_.

## COMPASSION

Compassion springs from a deep yearning that responds to the needs of people. It is a strong desire to alleviate suffering or make a situation better. Compassion motivates us to act on behalf of others. More than anything else in this world, compassion is the one thing all people need more of. Compassion is a great virtue and most truly successful people respond with compassion to areas that relate to their passion. In fact, passion that is not tempered by compassion can easily become misguided or self-serving. As you identify your areas of passion, begin to think how your passion can be demonstrated through responses of compassion.

Consider the list of causes and issues you reviewed online. List the top two passion areas that would inspire you to make a commitment that ties into your passion—serves your vision.

1.

2.

# FINDING LIFE'S DIRECTION



## FOCUS ON PLACEMENT

### PLACEMENT

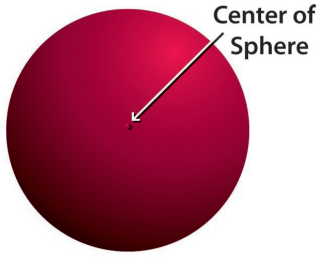
*Filling a position, choosing a location or arrangement.*



Where do you belong? What situation would provide you with the best circumstances to succeed? Placement is the assignment of a person to a suitable place—position. Each of us has a specific place where we will naturally thrive. There is a growing movement that recognizes seven unique spheres of social influence in society. They are: Education, Business & Finance, Arts & Entertainment, Media, Religion, Family/Social, and Government. Focused Vision has produced a 7 Sphere Profile™ to help you identify which sphere of influence best suits your vision.

## THE 7 SPHERES OF SOCIAL INFLUENCE STRATEGY

The 7 Spheres of Social Influence Strategy is a revolutionary, comprehensive plan to equip a generation of history-makers. Each of these 7 Spheres—Education, Business, Arts & Entertainment, Media, Religion, Family/Social, and Government—form the culture we live in.



### Sphere of Cultural Influence

our purpose, a mountain. Just as the center of the sphere was where the true impact could be found, it is at the top of the mountain where all the influence is concentrated.

It has been proven that culture is often shaped by only a few people operating at the top of a cultural mountain of influence. Our assignment is to raise up change-agents and provide them the resources to identify, quantify, and find their way to the center of the sphere (scale the mountain) based on their gifting and skill set to influence society.

Now turn this sphere sideways and you get a cone shape, or for



### Mountain of Cultural Influence

We talked about passion in the first section. Identifying your passion and linking that to your natural gifts, talents, and abilities is an important key to living a fulfilled life. We each have a responsibility to put our passion to work, using our gifts, talents, and abilities to positively influence and change our culture. Let's begin the process by taking a profile that will determine the interest level you have in each of these 7 Spheres. This profile is an effective tool to help you get focused on establishing a career path to impact your culture in your sphere of influence.



# 7 Spheres Definitions



**EDUCATION:** Acquiring and imparting knowledge or skills through a defined learning process.



**RELIGION:** Understanding and experiencing those things that pertain to worshipping and serving mankind.



**ARTS AND ENTERTAINMENT:** Utilizing personal talent and skills of art, music, dance and acting in such a way that people are pleasingly entertained.



**MEDIA:** The industry that refers to the news outlets of newspaper, radio, TV, magazines, and internet in such a way to report and establish news and current events.



**FAMILY/SOCIAL:** Those matters involving core family values, and social institutions and processes that deal with improving the quality of life and justice for humanity.



**BUSINESS:** Jobs in the business, commercial exchange and financial arena involve planning, organizing, directing, performing, and evaluating business functions essential to effective and productive marketplace operations.



**GOVERNMENT:** Those political institutions and processes that involve planning, managing, and providing government legislative and administrative and regulatory services at the federal, state, and local levels.

**Please review your graph from your online profile and list your top three spheres of influence.**

1.

2.

3.

**List your Top 3 Spheres (Mountains) of Social Influence**

## EXPERIENCE YOUR MOUNTAIN ...

Here is a list of specific ways that you can clarify which mountain or sphere you will enter into based on the 7 Spheres Profile you just completed.

**1. MENTOR:** Find a mentor who aligns with your sphere that you have chosen. A mentor is someone who teaches or gives help and advice to a less experienced and often younger person. They are a trusted counselor or guide to help you identify the attributes and skill sets needed to be successful in whatever sphere you have chosen to enter into. Some benefits you will gain from a mentor are:

- ✓ Learn from the mentor's expertise
- ✓ Gain knowledge about your sphere of influence
- ✓ Begin to understand how to communicate more effectively
- ✓ Learn how to work within a team and develop interpersonal relationships
- ✓ Recognize how to manage and deal with change
- ✓ Observe and discover leadership skills
- ✓ Improve professional skills to network with others
- ✓ Open dialogue to share issues that you might have to overcome within your sphere

**2. VOLUNTEERING:** Find an organization that aligns with your sphere of influence that you have chosen so you can begin to volunteer your time to support others. By volunteering, you can begin to develop the skills and experience that will be utilized in the future within your sphere of influence. This is a great way to capture your experiences and relationships that can later be used within the interviewing process. The intangible benefits alone—such as pride, satisfaction, and accomplishment—are worthwhile reasons to serve. In addition, the benefits of volunteering include:

- ✓ Development of the skill sets needed within your sphere
- ✓ The opportunity to explore your career choices within your sphere
- ✓ The experience to produce lifelong learnings that can help you grow in your personal and professional life
- ✓ The opportunity for you to begin to contribute to a specific cause by using your own unique skills, personality, gifting and attitude to impact others
- ✓ The feeling of being valued and chance to make a difference in your local community
- ✓ Improvement of your ability to connect with others and work within a team



**3. NETWORKING ASSOCIATION:** There are many associations that you can join to gain information within your sphere of influence. The network itself will be of value if targeted in the correct area of interest that aligns with your specific sphere. Some of the typical advantages of professional memberships:

- ✓ Organizational and prestigious connections within your sphere
- ✓ Access to leadership within your sphere
- ✓ Networking opportunities at local, regional, national and international levels
- ✓ Opportunities to access resources through national publications and professional websites
- ✓ Professional certification opportunities that align with your sphere
- ✓ Programs offered for internship or apprenticeship

**4. INTERNSHIPS:** Internships are an opportunity to work for a period of time at a job in order to get experience and will help you understand the requirements for your specific sphere. They could be short-term and can be paid or unpaid, full-time or part-time, and are sometimes for academic credit; these factors vary by career field and employer. The benefits of internships are:

- ✓ Gain personal work experience and transferable skills
- ✓ Be able to experience what it would be like to work within your sphere
- ✓ Develop, refine and apply your skills
- ✓ Decide if this the perfect career within your sphere
- ✓ Gain confidence in your skills and your ability to use them
- ✓ Earn course credits, possible money and transition into a full-time job

**5. PART-TIME AND SUMMER JOBS:** Many employers are looking for a strong work ethic and individuals who will show up to work on time. A part-time or summer job can be an important way to show your future employer that you have the desire to work. A summer or part-time job will give you the ability to work with others and provide a competitive edge as you interview for a better job in the future.

**6. LEADERSHIP AND INVOLVEMENT IN ORGANIZATIONS:** Employers favorably view those individuals who get involved in local organizations. Your involvement as a participant or in a leadership position can be an essential qualification for certain types of work and career paths that align with your sphere of influence. The important things are what you accomplish and the skills you use and develop in this particular involvement.

***Go Take Your Mountain and Influence the World!***

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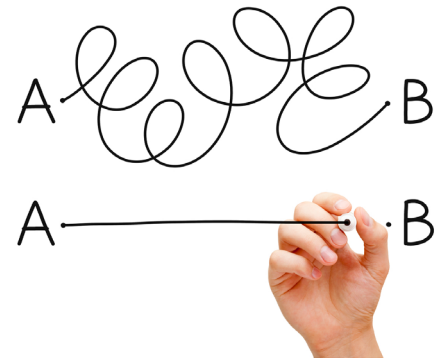


## FOCUS ON PERSONALITY

### PLAN FOR YOUR PROFESSION

*Method for achieving a desired end.*

Research shows over 85% of individuals do not have a plan. Of the 15% who do, only 5% are actively working that plan. A plan is simply a method for achieving a desired end. I believe the reason most people do not have a plan is because they have not taken the time to determine where they want to go—what is at the end. This workbook is designed to help you define what it is you want to achieve and then design a plan to get you there. When you create a specific plan and begin to focus on it, you will see greater results.



In this section on planning, we will determine your focus style. Consider an average person will work 43 years then retire. If you work fulltime for 43 years, averaging 40 hours per week for 50 weeks a year, you will spend 86,000 hours on the job or around 1/3 of your life. Wouldn't it be great if your work was enjoyable, energizing, and filled with purpose?

Here are some personal factors that impact a career choice:

1. Your focus behavior or the type of productive activity that someone with your focus style typically excels at and finds enjoyable.
2. Your capabilities or natural intellectual aptitude and physical abilities in a specific area.
3. Your interests or the type of work that motivates you and keeps you engaged so you can enjoy a fulfilled life.
4. Your talents or the natural gifts you use in specific areas such as sports, arts, music, negotiation, speaking, technology, or other areas.
5. Your experiences or already developed skills you can use to build your future.
6. Your circumstances (which include the time, money, energy you need to have, and relationships you already have or need to pursue) in order to develop and accomplish your personal desires.

## FOCUS STYLE

Focus styles are the language of observable behavior. If you take the time to just watch people, within a few minutes you can determine their focus or behavioral style.

As you enter the workplace, you will be exposed to a variety of focus and personality styles that can cause unity or conflict. Here is an example of some focus styles you might encounter.

1. Imagine a person who is very direct and wants to know the bottom-line. That individual wants everything done fast and prefers to be in total control. We call this the “D” style.
2. How about encountering a person who likes to dominate the conversation and constantly talks all the time? We call this the “I” style.
3. How about a person who has extreme patience and is very loyal to the other employees? We call this the “S” style.
4. Do you see a person who has to work out all the details and facts before he or she can make a decision? We call this the “C” style.

If we pay attention, we will notice people operating with these styles in our daily lives. Each of us exhibits elements of these behavioral styles as well. We can describe these type of focus styles as follows:

## DISC FOCUS MODEL

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The “D” focus style traits are:  
**Decisive, Doer, Direct, Dynamic, Independent, Individualistic**



The “I” focus style traits are:  
**Influencing, Inducer, People Interest, Enthusiastic, Colorful, Creative**



The “S” focus style traits are:  
**Steady, Stability, Status Quo, Sympathetic, Easygoing**



The “C” focus style traits are:  
**Compliant, Competent, Conscientious, Solutions, Standards**

In order to develop a plan that will highlight specific careers that match your focus styles, please take the next few minutes and review the questions in the Focus Style profile and capture your results.

## MY FOCUS STYLE

After taking the Focus Profile, please list your top two styles here.

- 1.
- 2.

Note: If your style has three motivators above the midline, find a career where the first two motivators are listed together plus the third motivator appears with your highest style. For example, if your profile shows an I/S/C style, find those careers that have an I/S style or an I/C style.



Now let's review all of the DISC Focus Styles. Understanding your own focus style is of great benefit; recognizing the focus style of others and learning how to adjust your communication to blend with their style is one of the most valuable skills you can develop. On the pages which follow, I have provided a quick-reference guide for each style.

## FOCUS STYLE "D"

*Decisive, Doer, Direct, Dynamic, Independent, Individualistic*

Focus Emphasis is on shaping the environment by overcoming opposition to accomplish results.

Focus Fear is being taken advantage of by others.

### "D" FOCUS TENDENCIES

- ✓ Task-oriented
- ✓ Getting immediate results
- ✓ Causing action
- ✓ Accepting challenges
- ✓ Taking authority
- ✓ Managing trouble
- ✓ Solving problems

### "D" FOCUS ENVIRONMENT

- ✓ Power and authority
- ✓ Prestige and challenges
- ✓ Wide scope of operations
- ✓ Direct answers
- ✓ Opportunity for advancement
- ✓ Freedom from controls and supervision
- ✓ Many new and varied activities
- ✓ Positive action

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### "D" FOCUS VALUE

- ✓ Likes to take active role and is task-oriented
- ✓ Good motivator, good at organizing events
- ✓ Values time
- ✓ Results-oriented

### "D" FOCUS DANGER ZONES

- ✓ Argumentative
- ✓ Oversteps authority
- ✓ Does not like routine
- ✓ Can be pushy

### "D" FOCUS WEAKNESSES

- ✓ Manipulative and possessive
- ✓ Busy
- ✓ Demanding
- ✓ Dominate
- ✓ Independent and does not need people
- ✓ Bored easily
- ✓ Impatient
- ✓ Work becomes god
- ✓ Does not analyze

### "D" FOCUS DISTRACTIONS

- ✓ Moves too quickly
- ✓ Multi-task ineffectively
- ✓ Impatient
- ✓ Unsympathetic
- ✓ Too busy for family
- ✓ Possessive
- ✓ Bored



D



# FOCUS STYLE "I"

*Influencing, Inducer, People Interest, Enthusiastic, Colorful, Creative*

Focus Emphasis is on shaping the environment by bringing others into alliance to accomplish results.

Focus Fear is being rejected or loss of social approval.

## "I" FOCUS TENDENCIES

- ✓ Contacting people
- ✓ Making a favorable impression
- ✓ Verbalizing with articulateness
- ✓ Creating a motivational environment
- ✓ Generating enthusiasm
- ✓ Desiring to help others
- ✓ Participating in a group

## "I" FOCUS ENVIRONMENT

- ✓ Freedom of expression
- ✓ Public recognition of ability
- ✓ Democratic relationships
- ✓ Freedom from control and details
- ✓ Opportunity to verbalize proposals
- ✓ Coaching and counseling skills
- ✓ Favorable working conditions
- ✓ Popularity and social recognition

## "I" FOCUS VALUE

- ✓ Likes to take active role and is people-oriented
- ✓ Encourager
- ✓ Sense of humor
- ✓ Peacemaker
- ✓ Creative problem-solver

## "I" FOCUS DANGER ZONES

- ✓ Inattentive to details
- ✓ Prefers popularity to tangible results
- ✓ May be disorganized
- ✓ Does not listen at times
- ✓ Feelings of rejection from others

## "I" FOCUS WEAKNESSES

- ✓ Does not follow through
- ✓ Forgets obligations
- ✓ Undisciplined
- ✓ Priorities out of order
- ✓ Easily distracted
- ✓ Wastes time talking
- ✓ Confidence fades fast
- ✓ Would rather talk than work

## "I" FOCUS DISTRACTIONS

- ✓ Restless and naive
- ✓ Controlled by circumstances
- ✓ Dwells on trivia
- ✓ Compulsive talker
- ✓ Insecure
- ✓ Easily angered



## FOCUS STYLE "S"

*Steady, Stability, Status Quo, Sympathetic, Easygoing*

Focus Emphasis is on cooperating with others to carry out the task.

Focus Fear is loss of security and sudden changes.

### "S" FOCUS TENDENCIES

- ✓ Easy-going and relaxed
- ✓ Quiet but witty
- ✓ Reluctant leader
- ✓ Practical
- ✓ Conservative and competent
- ✓ Tasks that can be completed one at a time

### "S" FOCUS ENVIRONMENT

- ✓ Security of the situation
- ✓ Status quo unless given reasons for change
- ✓ Credit for work accomplished
- ✓ Traditional procedures
- ✓ Minimal work infringement on home life
- ✓ Identification with a group or team

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### "S" FOCUS VALUE

- ✓ Has administrative abilities
- ✓ Steady
- ✓ Organized
- ✓ Efficient and dependable
- ✓ Good under pressure
- ✓ Loyal

### "S" FOCUS DANGER ZONES

- ✓ Resistant to change
- ✓ Difficulty prioritizing
- ✓ Unmotivated
- ✓ Hard to get moving
- ✓ Dampens enthusiasm
- ✓ Overly sensitive

### "S" FOCUS WEAKNESSES

- ✓ Not goal-oriented
- ✓ Undisciplined
- ✓ Unchangeable
- ✓ Resents being pushed
- ✓ Lacks self-motivation
- ✓ Judges others
- ✓ Too compromising

### "S" FOCUS DISTRACTIONS

- ✓ Fear
- ✓ Avoids responsibility
- ✓ Takes life too easy and laid back
- ✓ Too many projects
- ✓ Pushy people
- ✓ Conflicts
- ✓ Arguments and confrontation



S

# FOCUS STYLE "C"

## *Compliant, Competent, Conscientious, Solutions, Standards*

Focus emphasis is on working with existing circumstances to promote quality in products or services.

Focus Fear is criticism.

### "C" FOCUS TENDENCIES

- ✓ Perfectionist
- ✓ Sensitive
- ✓ Accurate
- ✓ Asks many questions
- ✓ Gathers facts and data
- ✓ Does it right the first time

### "C" FOCUS ENVIRONMENT

- ✓ Attention to key directives and standards
- ✓ Needs a process to be effective
- ✓ Concentrates on key details, checking for accuracy
- ✓ No sudden or abrupt changes
- ✓ Working under known circumstances
- ✓ Critical thinking
- ✓ Complies with authority

### "C" FOCUS VALUE

- ✓ Good organizer
- ✓ Follows direction
- ✓ Even-tempered
- ✓ Clarifies situations well

### "C" FOCUS DANGER ZONES

- ✓ Critical
- ✓ Finds fault easily
- ✓ Focused on details and may miss the big picture
- ✓ Too tasked-oriented
- ✓ Hard to please
- ✓ Sets unrealistic standards and expectations

### "C" FOCUS WEAKNESSES

- ✓ Moody and negative
- ✓ Spends too much time planning
- ✓ Unforgiving
- ✓ Too meticulous
- ✓ Antagonistic and vengeful
- ✓ Deep need for approval
- ✓ Hesitant to start projects

### "C" FOCUS DISTRACTIONS

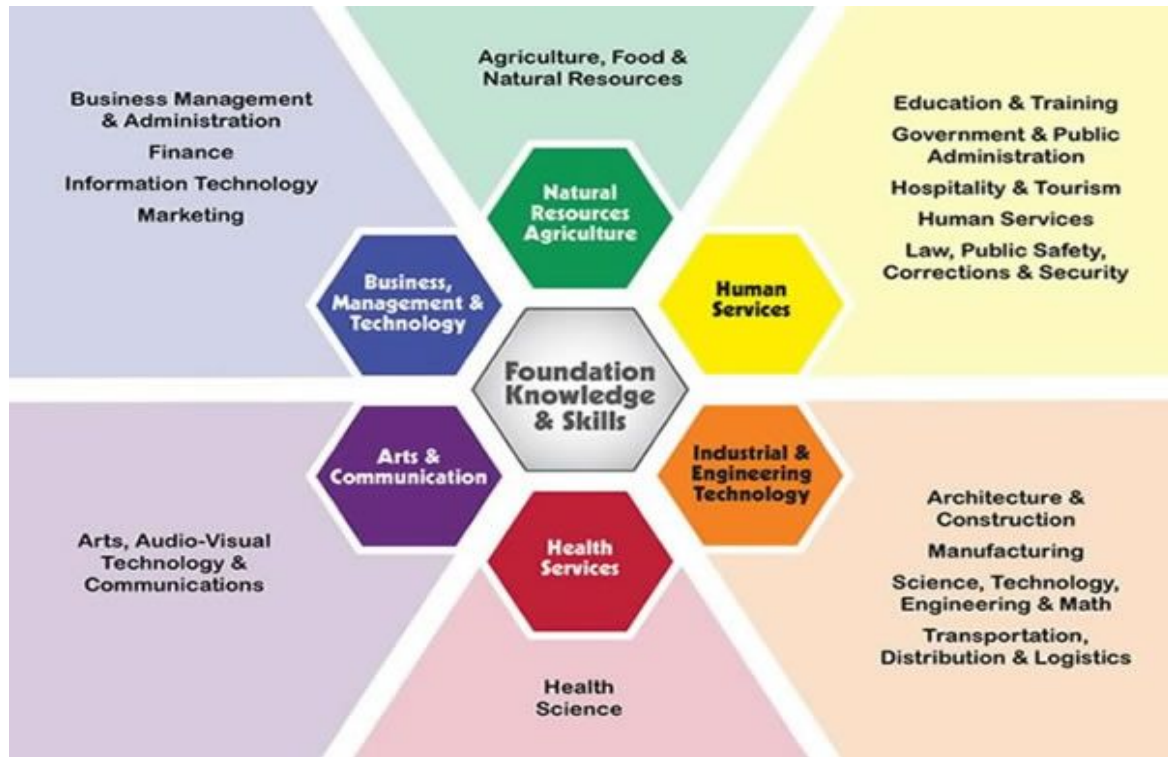
- ✓ Caught up in too many facts and details
- ✓ Fast decisions
- ✓ Gets bogged down easily
- ✓ Lack of processes
- ✓ Chooses too difficult work



# FOCUS ON PROFESSION

## CAREER CLUSTERS

The following are career clusters that match your focus style. Please take the time to review and further investigate those careers which match your focus style.



## THERE ARE 16 NATIONAL CAREER CLUSTERS® + TECH PREP

According to Career Technical Education (CTE®) there are 16 Career Clusters® representing a distinct grouping of occupations and industries based on the knowledge and skills they require. This information is based primarily on U.S. occupations and is available at [www.careertech.org](http://www.careertech.org).

For our purpose, we are attempting to intersect your natural gifts and passion with the sphere of influence you feel called to and help you create a strategic path for the development of skills and education which best allow your career choices to align. It is our hope that you will make wise decisions that lead you down the most fulfilling path. The 16 Career Clusters® are:

- 1. AGRICULTURE, FOOD & NATURAL RESOURCES** — The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. *(See pg. 45.)*
- 2. ARCHITECTURE & CONSTRUCTION**—Careers in designing, planning, managing, building and maintaining the built environment. *(See pg. 46.)*

3. **ARTS, A/V TECHNOLOGY & COMMUNICATIONS**—Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. *(See pg. 47-48.)*
4. **BUSINESS, MANAGEMENT & ADMINISTRATION**—Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. *(See pg. 49.)*
5. **EDUCATION & TRAINING**—Planning, managing and providing education and training services, and related learning support services such as administration, teaching/training, administrative support, and professional support services. *(See pg. 50.)*
6. **FINANCE**—Planning and related services for financial and investment planning, banking, insurance, and business financial management. *(See pg. 51.)*
7. **GOVERNMENT & PUBLIC ADMINISTRATION**—Planning and executing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations. *(See pgs. 52-55.)*
8. **HEALTH SCIENCE**—Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. *(See pgs. 56-57.)*
9. **HOSPITALITY & TOURISM**—Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions. *(See pgs. 58-59.)*
10. **HUMAN SERVICES**—Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services. *(See pgs. 60-61.)*
11. **INFORMATION TECHNOLOGY**—Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services. *(See pgs.62-63.)*







**12. LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY**—Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services. (See pgs. 64-66.)

**13. MANUFACTURING**—Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. (See pg. 67.)

**14. MARKETING**—Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research. (See pg. 68.)

**15. SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS**—Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services. (See pgs. 69-70.)

**16. TRANSPORTATION, DISTRIBUTION & LOGISTICS**—The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance. (See pgs. 71-72.)

**17. TECH PREP:** Tech Prep is a nationwide career development system that provides a student with a planned program of study that incorporates academic and career-related courses articulated between the secondary and postsecondary levels leading to a diploma, degree, or two-year apprenticeship certificate. (See pgs. 73 - 77)

**18. DISC GENERAL OCCUPATION:** This a list of general occupations based on the DISC Focus Behavioral Profile. (See pg. 78)



## NARROW THE CHOICES

Follow these simple steps below to narrow your career choices and identify opportunities:

**STEP ONE:** Identify three career clusters that interest you from the online course. Then write them in the space provided below.

CAREER CLUSTER ONE

CAREER CLUSTER TWO

CAREER CLUSTER THREE

**STEP TWO:** Identify three jobs within those clusters that both match your focus style and your interests.

CAREER CLUSTER ONE

- 1.
- 2.
- 3.

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CAREER CLUSTER TWO

- 1.
- 2.
- 3.

CAREER CLUSTER THREE

- 1.
- 2.
- 3.



**STEP THREE:** Begin to research these to gain a better understanding of the nature of the occupation along with the job responsibilities, salary, growth opportunities, educational and skill requirements.

Now recap your top two spheres from the Placement section by listing them here. Then take your career choices and research how these careers will fit into your spheres.

In order to find out every aspect of your career choices, please visit the following websites:

**[www.onetonline.org](http://www.onetonline.org)**

**[www.bls.gov/ooh/](http://www.bls.gov/ooh/)**

**<https://www.careeronestop.org/>**

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INSTITUTE



## HOW TO GAIN REAL WORLD EXPERIENCE

Many college graduates do not get a good job after they graduate because they do not have any real-world experience—experience which most employers are looking for. I am including my personal story how I got hired right out of college by Lever Brothers, a Fortune 500 company, and the largest package goods company in the world. I was hired as a sales representative in a specific territory.

During my college years, I gained real life experience by developing in the following areas:

- a. **WORK ETHIC:** I worked in a steel mill and as a house painter for three years in hard labor to pay for part of my education. In addition, I worked part-time in the gym during my college years cleaning and setting up for events.
- b. **SALES EXPERIENCE:** In my junior and senior year of high school, both during the summer and the holidays I worked in a retail store to gain sales experience.
- c. **VOLUNTEERISM:** I volunteered to go to Mendenhall and Jackson, Mississippi and work in an impoverished community to restoring a home for a family who had never had a home before.
- d. **INTERVIEWING:** I developed confidence and people skills through all those opportunities. When it came time to interview I had real world experience to draw from and that helped me secure a sales position with Lever Brothers over 120 other applicants.

Here is a list of specific ways that you can gain real life experiences during high school or college to secure an entry level position in the career field of your choice. *Source: Virginia Tech Career Placement Office*

1. **EXTERNSHIPS:** Externships can be a bridge between exploring career options and getting a look at a real- world environment. They may be short-term or long-term in duration: a few hours to a few days, or perhaps a few hours per week over a semester or year (similar to an internship). You have a pre-arranged time to spend at a work environment to watch and learn from people in the career field or type of work environment that interests you. Individuals and organizations who host externs are contributing their valuable time to give you a free learning experience; typically you neither receive compensation nor do you pay for the learning experience. Externships are mostly for the purpose of learning more about a career field or work environment, but if you make a very good impression on the people you meet, it could open the door to another experience (internship, co-op, summer job, etc.) later.
2. **INTERNSHIPS:** Internships are usually one-term experiences and are often in the summer, though not always. Internships can be paid or unpaid, full-time or part-time, and are sometimes for academic credit; these factors vary by career field and employer. Internship eligibility varies by employer; some offer internships to students who are freshmen; others require a higher academic level. Note that academic credit can only be granted by an academic department, and involves paying tuition. You should absolutely make yourself aware of opportunities and requirements in your academic department.
3. **COOPERATIVE EDUCATION:** Co-ops are typically full-time, multi-term work agreements with one organization. For example you might work for your employer the summer after your sophomore year, and

the following spring and fall semesters. You might change departments or projects within your organization. Note that some employers use the term co-op to refer to other kinds of work arrangements.

- 4. VOLUNTEERING:** This is sometimes a first way to get a foot in the door of an organization or career field. Volunteer work can be something you do as an individual, or as part of club or organization involvement. Volunteering can develop skills and experience that you can list on your resume and thus can be a stepping stone to help you get other kinds of experience. Volunteering shows initiative; always a good thing. Volunteering has intrinsic value and can be a source of personal reward. Viewed by others, consider both the amount of time and your responsibilities in your volunteer work. A volunteer position that spans a semester or a year or longer, involves several hours per week, and allows for increasing responsibility may be just as beneficial as another experience that is labelled as an internship. This will depend on the career field and the nature and scope of your work.
- 5. FIELD STUDY:** These are typically done through your academic department, for academic credit, and are sometimes required for certain majors.
- 6. UNDERGRADUATE RESEARCH:** What: Frequently a one-on-one arrangement between you and a faculty member, usually in your academic department, that may be for academic credit. Increasingly there are formal, ongoing, publicized opportunities within the university that you can find described on your department or college web sites. Additionally, organizations external to the university, such as research centers, offer undergraduate research opportunities. How to find opportunities? Professors may advertise undergraduate research opportunities, but don't wait for this to happen. Approach professors whose research topics interest you. Read the web sites of your college and your academic department. Many opportunities are formalized and explained online. These opportunities are continuously expanding within the university. External to the university: Research centers (which may be independent or affiliated with other universities, government, nonprofit, and/or for-profit organizations) also offer undergraduate research opportunities. Watch for information in your academic department and take initiative to research opportunities related to your interests.
- 7. PART-TIME AND SUMMER JOBS:** Part-time and summer jobs can be important ways to get experience; a job does not have to be labelled as an internship or a co-op to be valuable. The value hinges on the job's relevance to your career field or industry, the skills you develop, and the level of responsibility you earn. These can be a stepping stone to getting a competitive internship later.
- 8. LEADERSHIP AND INVOLVEMENT IN STUDENT AND COMMUNITY ORGANIZATIONS:** Leadership in student and community organizations is viewed very favorably by employers, and can be an essential qualification for certain types of work and career paths. You don't have to be president to be a leader. You could be the volunteer recruiter, the fundraising chair, an event planner or budget manager. The important things are what you accomplish and the skills you use and develop.
- 9. LOOK FOR DEPTH:** Get involved and take on a role, serve on a committee, run a project or event, or be an officer. Avoid just joining. Having "member of..." "member of..." on your resume won't look substantive.

In addition, Kristen Durkin, lists five ways students can increase their depth of experience and stand out on a resume:

**1. SEARCH FOR COURSES WHERE PARTICIPATION IS RELIANT ON A STUDENT CHALLENGE:**

Great professors look for unique ways to expose their students to the real world. Be proactive, search for classes whose professors are offering a unique experience, such as competing in a student challenge. Some professors may have students compete in case study challenges; others may favor hands-on competitions such as the Google Online Marketing Challenge or the Dow Sustainability Innovation Student Challenge.

**2. ENROLL IN A CLASS THAT AWARDS CERTIFICATIONS UPON COURSE COMPLETION:**

Relevant certifications look great on a resume, portfolio or LinkedIn profile. Almost every college major can be enhanced when accompanied with certifications and fortunately, many colleges and universities offer to prepare their students for certifications upon particular course completion. Whether a teacher with CPR, an MBA with Six Sigma or an HR student with PHR, all will spruce up a resume and help new graduates stand apart from peers within their major. Find ideas for certifications here, but make sure not to pay for a certificate, which can be acquired through a course offering.



**3. JOIN A NETWORKING ASSOCIATION:**

Networking associations often offer membership rates with student discounts and participating in networking associations can offer an array of benefits to college students. As a student, the network itself will be of value if targeted in the correct area of interest. Ask a career counselor which associations are most frequented by alumni within the appropriate major or try searching LinkedIn to find associations mentioned on the profiles of professionals within the appropriate industry.

**4. LOOK FOR A MENTOR AND ASK TO VOLUNTEER OR INTERN:**

The transparency offered in social networking on the web with websites like Twitter make it much easier than it used to be to find a mentor, engage in conversation, introduce oneself and develop a relationship that can result in volunteering or interning. Any relevant experience is good experience while a student is still pursuing a degree; just remember to have realistic expectations of how much time a mentor can invest in students and stay even more realistic regarding any financial stipends offered.

# FINDING LIFE'S DIRECTION



05  
PEAK PERFORMANCE

## FOCUS ON PEAK PERFORMANCE

### PEAK PERFORMANCE

*Sustained excellence in execution of objectives and the achievement of goals.*

Where many individuals miss the mark is that they do not know the character qualities required to be successful. In this series, I want you to succeed! There are characteristics or core values that you need to gain an understanding of in order to become successful.

I have listed some core values below. A core value is a fundamental belief of a person or organization. Core values determine your behavior—how you conduct yourself. Most of our core values are already a strong part of our makeup and mindset. These have been established by how we were brought up, our education, and our experiences.

Most people never take the time to think about what their core values are, and even fewer consider what they might like for them to be. I have provided a list of some essential core values.

Underline those core values you feel are related to your personal growth and development in order to reach your goals. For example, if you don't have courage or perseverance, you might give up before you reach your goal.



Check which values you feel you already operate in.

Circle any value you feel that you might need to work on by getting some books or online articles to help you improve this value. Engaging a coach or accountability partner can also be extremely valuable in this process.

INTEGRITY

LOYALTY

RESPECT

DISCIPLINE

COMPASSION

RESPONSIBILITY

HONESTY

COURAGE

JUSTICE

FAIRNESS

EXCELLENCE

INDUSTRIOUSNESS

TRUTHFULNESS

VERSATILITY

COMMITMENT

PERSEVERANCE

INNOVATION

CREATIVITY

OPTIMISM

BOLDNESS

EDUCATION

POSITIVITY

PASSION

DETERMINATION

## DEVELOP AN OBJECTIVE

The first way to prepare yourself to achieve peak performance is to develop goals and objectives. Over 86% of the population needs a process to be successful. That is why I need for you to begin to set goals and begin to work this process into your daily life. It will take discipline, but those who have dedicated themselves to this process have seen greater results from their efforts. As you gain an understanding of the power of living a focused lifestyle, I need to share the process that you will implement each day. The process is straightforward. If you will put this plan in action, you will begin to see results!

### **1. Make a total commitment to stay focused on specific key areas in your life both personal and/or professional.**

The key is to continue the process of focusing on achieving your goals that you about to set in this section. There will be days when school, work or family commitments will keep you from your focus, but the main objective is to remain as focused as possible and be consistent. Consistency is how you will succeed with this process. Above all, do not quit.

### **2. Set goals that are measurable and attainable.**

The reason you need to set goals is because your goals propel you forward to action. Goals give you a sense of purpose and reveal your full potential. Goals give you a direction and provide a clear course of action. This resolves indecision and helps you stay on a course that is headed for success. Many have dreams that they will never realize. Why? No goals. A goal is a dream with a deadline. Set goals.

### **3. Incorporate strategies that include identifying specific actions necessary to achieve your objectives and goals to see results.**

The key to meeting your objectives is having the right strategies in place to accomplish each element of the objective and be able to reach your goal. Nothing is more frustrating than working without a strategy or working with an unproductive or poorly planned strategy. In business, in science, and in the military, significant resources and time are dedicated to developing effective strategies. This is another area where I suggest you find a coach or accountability partner and discuss your strategy with them. Allow them to provide counsel and insight to help you refine your strategy for maximum effectiveness.

### **4. Execute the strategies daily.**

Stay focused until you achieve your results. DO NOT GIVE UP — remain focused.

### **5. Tell others about your results. Be thankful!**

When you tell others about your successes, it builds your confidence and helps others as they are looking to become successful. As you rehearse your success, you will be encouraged and find positive momentum building in your life.

## Let's Reflect on Your Past Successes

It is always a good thing to capture your successes. When a goal was accomplished, you feel good about yourself. You can learn a lot when you accomplish a goal especially what it takes in your attitude, discipline and focus to be successful. As you review the questions, below capture the key learning's you discovered while achieving your goals. A key learning is something that worked to achieve the goal. However, it could also be something that you did that you would not do again while focusing on that particular goal.

List and explain two goals you have set and accomplished in your life.

- What have you learned about yourself through the process of achieving these goals?
- Is there any key learning that you can use while you set your new goals?

Goal #1

Goal #2



## Putting Effort and Energy Into Your Goals

Many people set goals based on where their desires are in life. The desire to achieve your goals might include one of the following:

- Expertise – I want to become an expert in \_\_\_\_\_.
- Duty – I feel I am obligated to a higher cause.
- Prestige – I want to attain fame.
- Security – I want a job to support me and my future family.
- Service – I want to serve the public.
- Leadership – I want to be respected and lead others.
- Parenthood – I want to develop fine children.
- Love – I want to share love and companionship.
- Pleasure – I want to enjoy the good life.
- Power – I want to be in control.
- Wealth – I want to become personally wealthy to do good.



- Independence – I want to be free to think and express myself.
- Personal Fulfillment – I want to have a purpose and fulfill it in life.

Please review the list above and list your top three choices of your desires in life.

- 1.
- 2.
- 3.

Let's begin by setting the following goals in two main areas.

- Career Goals
- Educational Goals

### **Career Goals**

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It is a fact, many people today are not happy with their current career. Perhaps they never asked themselves the simple question, "If I could be anything, what would I be?" What is your dream? If you have never stated or written your career desires, now is a good time to start.

Use the space provided to state your top two career goals and explain your ideal role and function in each. Remember, be realistic.

1. Your Primary Career Goal - Your dream career job or position. In other words, your ideal way to make a living.
2. Your Secondary Career Goal - If your dream job becomes difficult to attain, what alternative career would you consider?

My Primary Career Goal - My dream career/job/position is:

My Secondary Career Goal: My alternative career/job/position is:

### **Educational Goals**

Today, a quality education and targeted training is necessary for all employment endeavors. Take a look at your career goals and try to determine the level of education, skills, and training you need to succeed in your perspective career. (Please refer back to the Profession session) Please list your educational goals explain why these goals are important to your career. When explaining these goals please answer the following questions:

1. What type of degree will you need to succeed in your chosen career? ( i.e. BA, MA, MBA, Ph.D, or specialized degree etc.)



2. What skills will you need to acquire? (i.e. Language, organizational, communication, sales, intercultural, technical, artistic, writing, etc.)

3. What hands on training will you require? ( i.e. Computer, research methods, medical, etc.)

4. What people and resources (specific or general) can help you to achieve these goals? (i.e. parents, teachers, mentors, internships, student organizations, volunteer work, professional contacts, specialized publications, trade or academic journals, libraries, computer software, etc.)

Please list your goals below:

Educational Goals for Primary Career Goal

Educational Goals for Secondary Career Goals

In summary, on average, a person makes about 1400 decision (choice) per day. In fact, because of the “information explosion” and our seemingly endless access to data, (via Internet, television, computers, and smart phones) we process more “bits” of information in a single day, than people just a century ago were exposed to in their entire lifetime.

A key to moving forward in life and realizing the goals you have set, lies in your ability to overcome or change habits. As you move ahead to achieve your goals, we recommend the following:

- Determine to change your destiny by changing habits that prevent you from achieving success.
- To be successful, develop relationships with others that will hold you accountable to achieve your goals.
- From the beginning, please understand that change is a process and will take a day by day, step-by-step approach to achieve your desired changes.
- Stay focused on your dreams and goals. Eliminate and reduce the distractions in your life and you will see greater results.





# FINDING LIFE'S DIRECTION

## SUMMARY

Congratulations, you have completed all areas of Finding Life's Direction! You are one of the few individuals in the world who have put time and effort into getting focused to walk out your vision and live your destiny. Here are a few statistics that will encourage you that the work you just completed puts you ahead of your peers.

- ✓ Only one-third of the population has mapped out their careers early in life.
- ✓ 75% of people stated that, given the opportunity, they would have chosen a different career for their lives.
- ✓ 54% of college graduates are not employed in the discipline in which they received their degrees.

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Now let's focus on a summary of all the areas that you have worked on to start seeing greater results within your life. **Review your Vision Statement.** Now with the benefit of all the information you have gathered, rewrite your vision statement here—it is perfectly normal for this to have changed from where you began.

## VISION

*Where I am going.*

## MY VISION STATEMENT

I would like to \_\_\_\_\_ in my lifetime because

\_\_\_\_\_.

To do this would require \_\_\_\_\_ to achieve.



## 02 PASSION

# FOCUS ON PASSION

## PASSION

*Ardent affection; a strong desire for or devotion to some activity, object, or concept.*

Review the list of causes and issues. List the top two passion areas you indicated would inspire you to make a commitment that ties into your passion—serves your vision.

1.

2.



## 03 PLACEMENT

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# FOCUS ON PLACEMENT

## PLACEMENT

*Filling a position, choosing a location or arrangement.*

List your Top 3 Spheres of Social Influence.



1.



2.



3.



# FOCUS ON PROFESSION

**PROFESSION** - *A paid occupation, especially one that involves prolonged training and a formal qualification.*

## FOCUS STYLE PROFILE

Please list your top two styles here.

1.

2.



## CAREER CLUSTERS

Identify three career clusters that interest you and write them below.

1.

2.

3.

## CAREER MATCH

List the three jobs within each cluster that both match your focus style and your interests.



1.

2.

3.

In order to find out every aspect of your career choices, please visit the following websites:  
**[www.onetonline.org](http://www.onetonline.org)**  
**[www.bls.gov/ooh/](http://www.bls.gov/ooh/)**



## PEAK PERFORMANCE

*Sustained excellence in execution of objectives and the achievement of goals.*

Identify Your Top 2 Goals in Career, Education and Personal

### CAREER GOALS

- 1.
- 2.

### EDUCATIONAL GOALS

- 1.
- 2.



### LIST ANY PERSONAL GOALS

- 1.
- 2.

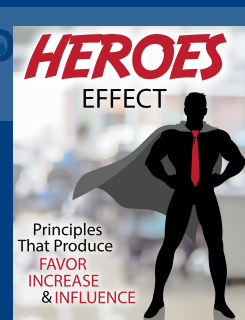
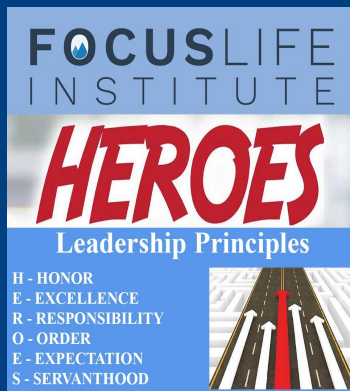


# CONTINUE YOUR FOCUS PROGRESSION

The Skills for Success Course was designed to help you improve your soft skills to gain greater levels of success.



According to employers, graduates are not prepared for the workplace. Many companies have reported that graduates lack essential (soft) and critical thinking skills. Our Skills for Success Course offers skills training in communication, collaboration, conflict resolution, confidence, creativity and character. In addition, we provide critical thinking skills of decision making and problem solving. Included are time management and interviewing skills that produce greater levels of achievement and advancement within the workplace. This high-performance development tool will help you:



Includes e-book

## THE HEROES LEADERSHIP PRINCIPLES COURSE

*H - HONOR*

*E - EXCELLENCE*

*R - RESPONSIBILITY*

*O - ORDER*

*E - EXPECTATION*

*S - SERVANTHOOD*

The HEROES Principles helps individuals identify what specific virtues you need to improve on to be effective in the workplace. Included are practical applications for each virtue and personal stories.

Applying these virtues will produce favor, increase in opportunities for influence and advancement within your personal and professional life.

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