

- 2025 -
ECE PROGRAM

ESSENTIAL SKILLS FOR SUCCESS

Transforming young professionals into confident, value-adding, effective individuals.

WWW.TIMEFORCHANGEENGINEER.COM

ESSENTIAL SKILLS FOR SUCCESS

WELCOME



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President & Principal Engineer

The Essential Skills For Success program is a concise and interactive program designed to transform enthusiastic yet unsure early career individuals into confident, value-adding, effective professionals. After mentoring young professionals for over fifteen years, Mrs. Moody has combined her expertise into a proven eight week program to propel your career.

MODULES

PART **1**

BUSINESS BASICS

Laying the foundation for professional success + pursuing value-add results.

PART **2**

TIME MANAGEMENT

Time management tricks and tools will be shared to help you achieve work life balance through prioritization.

PART **3**

BEHAVIORS

Healthy boundaries, habits, strengths, and emotional intelligence will be analyzed in this module.

PART **4**

PERSONAL BRANDING

Marketing oneself effectively is crucial to land the next big role.

PART **5**

SYSTEMS

Helpful systems and processes will be shared to elevate your early career experiences.

MODULES

PART 6

NEGOTIATION + COMMUNICATION

Learn proven strategies to confidently navigate your next promotion or offer. Effective communication (written and verbal) is at the core of all interactions with others.

PART 7

PROJECT MANAGEMENT

Critical to successful execution of projects large or small, the foundations of PM will be covered.

PART 8

SUCCESS + PERSONAL FINANCE

A brief overview of personal finance including budgeting, investing, saving, and common benefits companies offer will be discussed.

PART 9

RECAP

To tie all the elements discussed in the program time for reflection is reserved.

PART 10

NEXT STEPS

Skills are only useful when applied so a specific approach to using the skills will be detailed.



ESSENTIAL SKILLS FOR SUCCESS

WHAT WE PROMISE IN THIS COURSE

Young professionals are enthusiastic assets to employers but often are missing essential skills to ensure success in the workplace. Employers are already stretched thin on time meeting other business operations. They lack the time to devote to young professional training. This proven program provides young professionals essential skill training for success in the workplace to yield valuable benefits to both the professional and the employer. We promise to transform you into a confident, value-adding, effective professional.

MODULE 1: BUSINESS BASICS

WHY BUSINESSES EXIST + VALUE PROPOSITION

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 1 aims to provide thought provoking content and application exercises to encourage the young professional to consider why and how businesses exist. These foundations can be applied to other professional positions as well as personally with the intention to add value to the employer and the individual.



NOTES:

A large, empty rectangular area with a light blue background, intended for taking notes.

MODULE 1: BUSINESS BASICS

1. Why businesses exist

a. My employer exists to

2. Business Organizations

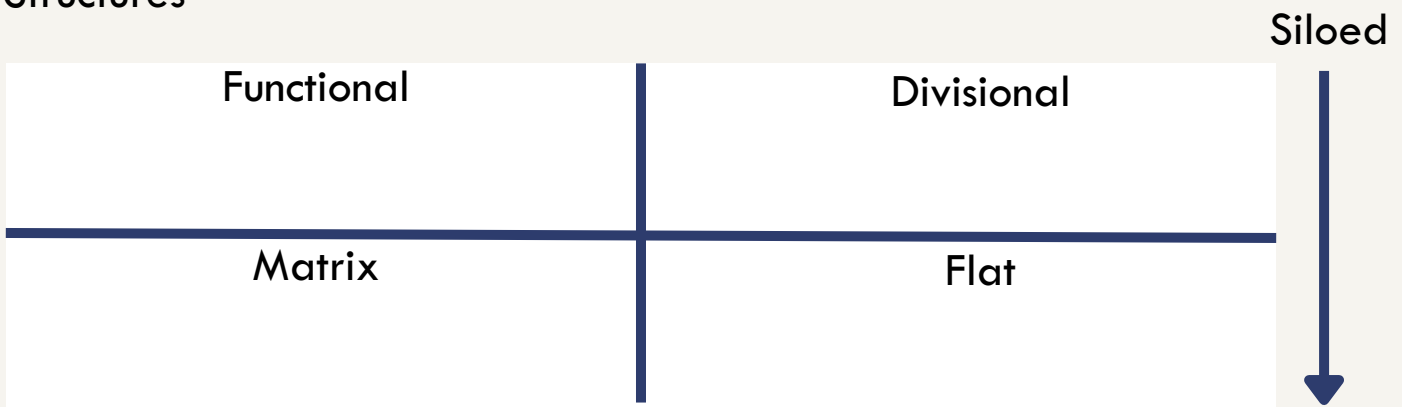
a. Functions

i. Notes

ii. Areas I need to further research:

iii. I would most enjoy which function(s)?

b. Structures



i. My employer uses a _____ structure

MODULE 1: BUSINESS BASICS

c. Metrics

i. Profit and Loss

ii. Balance Sheet

iii. Key Performance Indicators

iv. Business Plan

3. Application

a. Vision Exercise

b. SWOT Analysis

c. Goal Setting

d. Value Adding

VISUALIZATION EXERCISE

- Looking
- Environment
- Doing
- Being (Roles)
- Characteristics
- Living
- Routines
- Purpose
- Successfully
- Feeling
- Thinking
- Acting
- Vacations
- Personal growth
- Faith
- Attitude
- Self Care
- Health
- Leisure
- Duties
- Legacy
- Finances
- Already possess/accomplished
- Relationships (self, partner, children, parents, friends, neighbors, enemies)

FOCUS: When everything is important, nothing is.

Word/Phrase: _____

(C) TimeForChangeEngineer2022

MODULE 1

Module one begins by laying the foundation for professional success and pursuing value-add results. Why businesses exist was covered as well as organizational functions, structures, and metrics. The following exercises will develop personal skills related to business basics.

- ✓ Review the Essential Skills For Success Module 1 slides, handout, and recording.
- ✓ Using the Goal Sheet provide, write a S.M.A.R.T. goal for your summer internship. Consider drafting 3 month, 6 month, and 1 year goals.
- ✓ Complete and revisit the visualization exercise. Select your focus word or phrase for the next three months.
- ✓ Complete your Young Professional Value Proposition (YPVP)
- ✓ Perform an Young Professional Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of yourself as a young professional.
- ✓ Reach out to your mentor with questions.

NOTES:

One takeaway from Module 1 was...

SWOT ANALYSIS

Strengths

What do I do well? What separates me from others? What skills do I possess?

Type Your Answer Here

Weaknesses

What advantage does my competition have? What resources or skills do I lack?

Type Your Answer Here

Opportunities

What unmet need exists that I can meet? What can I innovate? What is the strategy?

Type Your Answer Here

Threats

What is the worst that could happen? What changes can be anticipated?

Type Your Answer Here

A smiling woman with glasses and a man in a suit sitting at a table with coffee and a glass of water.

”

**A goal with out
a plan is only a
dream.**

- Brian Tracy

GOAL SHEET

Goal: _____ Date: _____

Specific	
Measurable	
Attainable	
Relevant	
Timely	

A Assess	+	D Design	=	D Do
-------------	---	-------------	---	---------

Now	Steps	Achieved
Facts		Facts
Habits		Habits
Fears		Feelings

1	2	3

VALUE PROPOSITION



HOW DOES MY EMPLOYER MAKE \$

Type Your Answer Here



HOW DO I HELP MY EMPLOYER MAKE \$

Type Your Answer Here



TOOLBOX RESOURCES

What resources are in my toolbox to add value?

Type Your Answer Here

VALUE PROPOSITION



WHAT IS MY 5 YEAR VISION?

Type Your Answer Here



WHAT DO I NEED TO DEVELOP TO PROGRESS IN 3 MONTHS, 1 YEAR ...?

Type Your Answer Here



TOOLBOX RESOURCES

What resources are in my toolbox to achieve my dreams?

Type Your Answer Here

FEEDBACK FORM

Question 1

YES NO

1

I found the Business Basics Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session

The ESS Workbook

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 2: TIME MANAGEMENT

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 2 aims to present the case of effective time management being the result of clear prioritization. An expansion of the visualization exercise from Module 1 to develop the young professional's key core drivers is the starting point. Considering and articulating personal Mission, Vision, and Values is essential to making prioritization decisions and therefore time management. Several techniques and exercises to encourage the young professional to consider their existing time management practices and beliefs are presented. The grounding and guiding principles of the Mission, Vision, and Values can be applied to other professional positions as well as personally with the intention to add value to the employer and the individual.



NOTES:

MODULE 2: TIME MANAGEMENT

1. Module 1 Recap: Business Basics

My personal value proposition to my employer is

2. Time Management Tricks

A typical week for me involves

WEEKLY CALENDAR

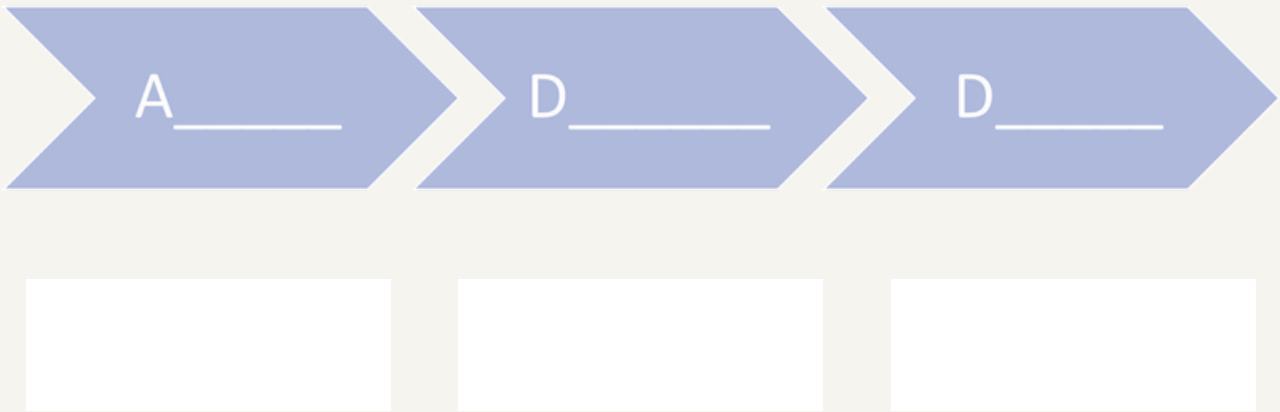
TIME	MON	TUE	WED	THU	FRI	SAT	SUN
EARLY MORNING							
LATE MORNING							
MIDDAY							
EARLY AFTERNOON							
LATE AFTERNOON							
EVENING							
NOTES							

When everything is important, nothing is important.

-Patrick M. Lencioni

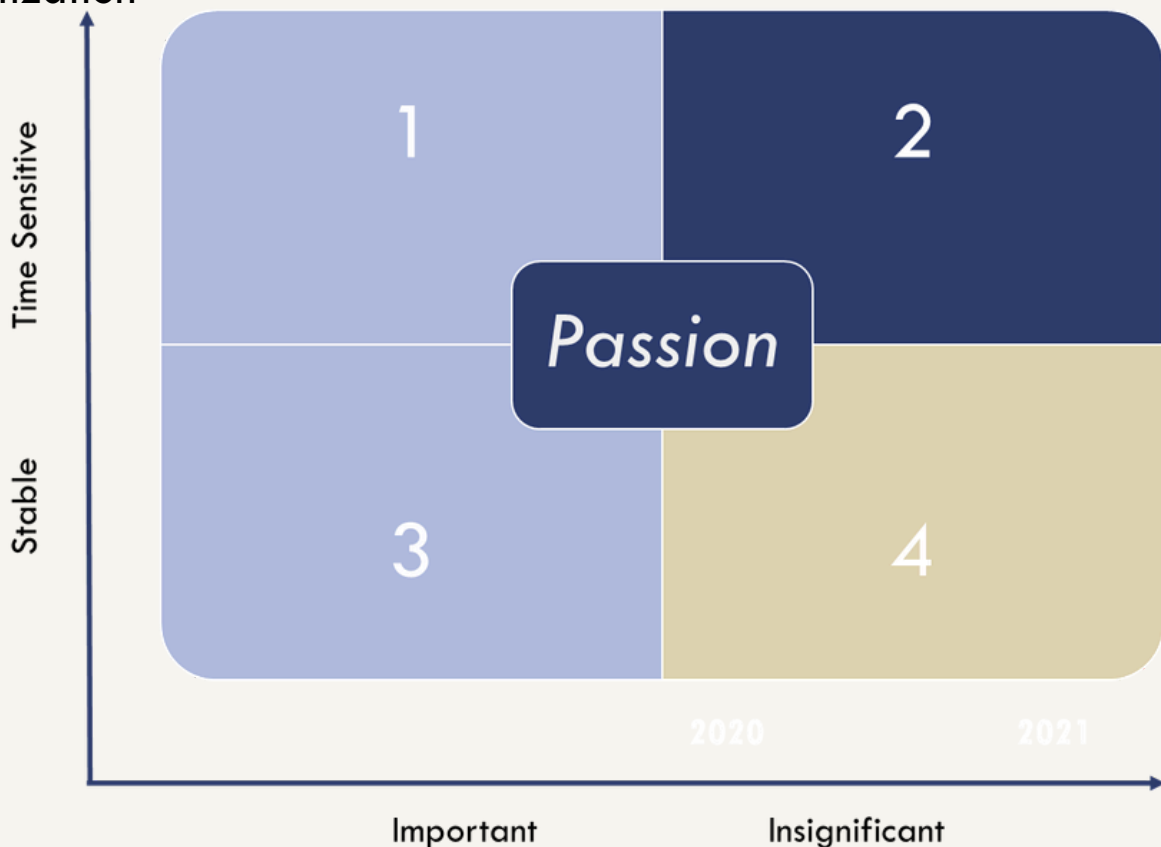
MODULE 2: TIME MANAGEMENT

3. The ADD Method



4. Time Management Tricks

Prioritization



MODULE 2

Module two builds on the business basics foundation for professional success and the pursuit of value-add results. A prioritization basis of time management was covered. Tools for focus and efficiency were presented. The following exercises will further develop personal skills related to Time Management as the personal Mission, Vision, and Values statements are considered and articulated.

- ✓ Review the Essential Skills For Success Module 2 slides, handout, and recording.
- ✓ Using the MVV Sheet provide, to articulate your personal Mission, Vision, and Values. Compare this to how you spend your time.
- ✓ Complete the detailed [Time Sheet.xlsx](#) for your week beginning on June 20, 2022. Note planned activities versus actual time consumption.
- ✓ Complete the Prioritization Matrix for the summer and identify your "One Thing." Bonus points for applying a Pomodoro Method to completing a task.
- ✓ Build on the visualization exercise by articulating goals by time and category.
- ✓ Reach out to your mentor with questions.

NOTES:

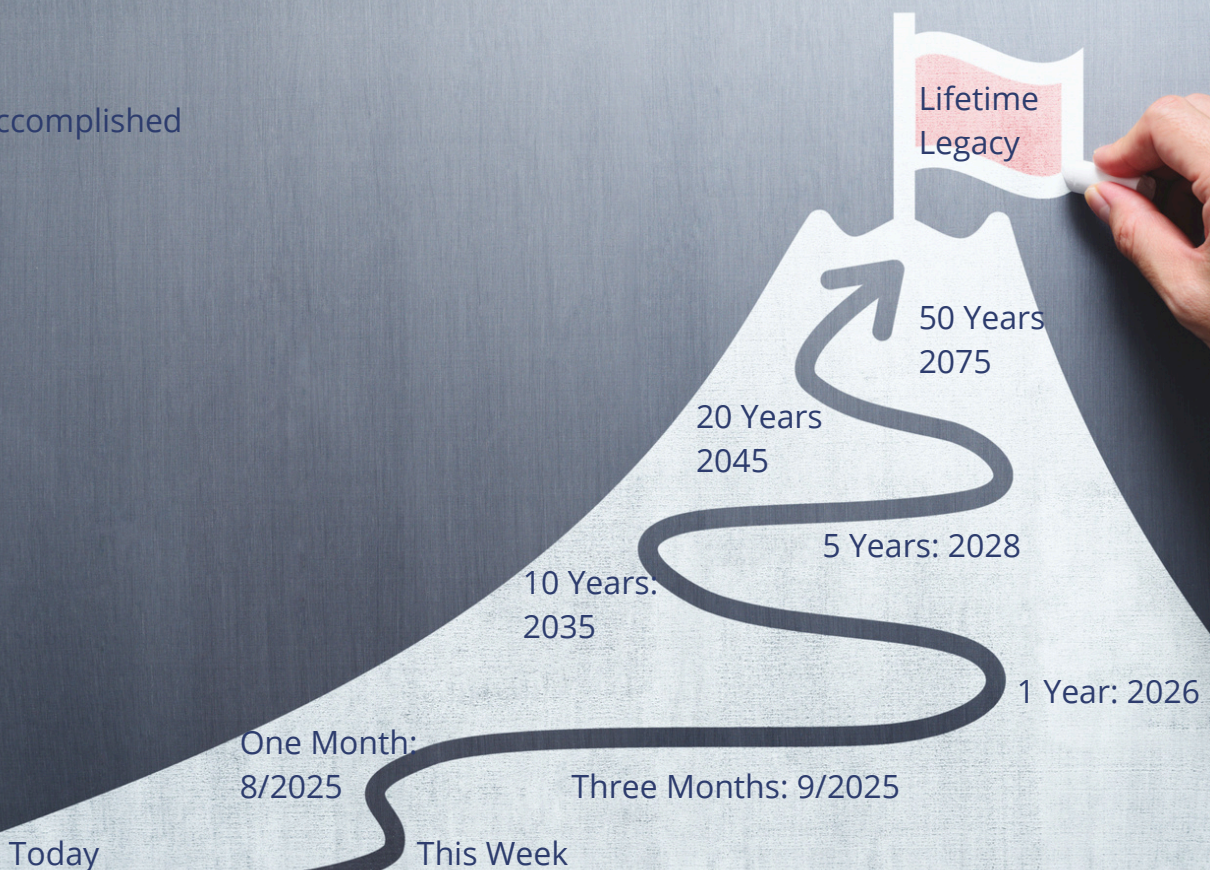
One takeaway from Module 2 was...

GOALS: TIME PERSPECTIVES

Building on the visualization exercise from Module 1 this activity will result in a written description of your aims throughout life. Use the items listed during the visualization exercise to populate both the timeline and the categorical perspectives of your future goals on the next two pages, Be sure to include things, people, or habits you have already accomplished that you'd like to remain part of your life

. Write your lifetime goals over a more granular time line using the figure below as a guide. Start with your ideal Eulogy describing your Lifetime Legacy and work backwards to the habits and actions that may be taken today to fulfill the fullest life you aspire to live. Post-It notes may be used to reduce redundancy in re-writing goals across the two perspectives.

Already Accomplished



GOALS: CATEGORY PERSPECTIVE

Using the items listed during the visualization exercise and the time perspective of goals, re-write your goals in the corresponding categories below to ensure no key elements to your ideal future life

Internal

External

FAITH

01

FAMILY

WELLNESS

02

SOCIAL

ATTITUDE

03

DUTIES

PERSONAL GROWTH

04

FINANCES

LEISURE

05

OTHER

CIRCLE YOUR TOP THREE

Consider the items you listed in the last two exercises and circle your top three most important goals to complete over the next year. These goals should progress you towards your lifetime legacy.



||

**When
everything is
important
nothing is.**

- Patrick M. Lencioni

MISSION, VISION, VALUES

Now, write a few sentences of what your lifetime legacy will be in the Vision section. Next, write what your present focus is.

Mission

Describe your lifetime legacy.



Vision

State what your present focus is



MISSION, VISION, VALUES

From the list of values presented below, mark the characteristics most important to you. Feel free to add your own. Reduce this list down to just five key values or priorities for you and write them in the space provided.

Values

State your FIVE core values.

01.

02.

03.

04.

05.

Accountable, Diversity, Independence, Simplicity, Achievement, Effectiveness, Integrity, Status, Authority, Efficiency, Knowledge, Structure, Balance, Fairness, Legacy, Teamwork, Change, Faith, Loyalty, Trust, Commitment, Family, Wealth, Urgency, Competence, Fitness, Passion, Service, Courage, Fun, Perfection, Wisdom, Innovation, Growth, Quality, Honesty, Recognition, Customer Satisfaction

Others:

PRIORITIZATION

Congratulations! You just completed the most important step in ensuring effective time management for the rest of your life. With your personal Mission, Vision, and Values clearly articulated you now are able to evaluate if the demands on your time are in alignment with your Lifetime Legacy. A solid understanding of your M,V,V will help you to identify the

next best steps as well as to develop habits to progress towards success. Knowing what is important to you is essential to protecting your precious resources of time and authenticity. Being able to communicate your priorities to others will prove invaluable in professional and personal relationships alike.



TIME SHEET

Open the [Time Sheet.xlsx](#) supplement shared with Module 2 and complete the "Planned Time Spent" and "Actual Time Spent" each day beginning on Sunday, June 19, 2022. Once the week concludes, compare anticipated activities and durations to one another using the guiding questions below. Be sure your Mission, Vision, and Values, are articulated prior to starting this page.



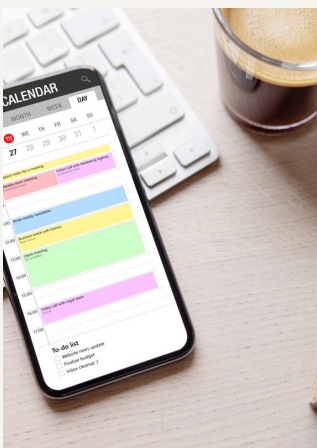
HOW DO MY PLANNED VS. ACTUAL CALENDARS COMPARE?

Type Your Answer Here



HOW DO THE ACTIVITIES FILLING MY ACTUAL CALENDAR COMPARE TO MY MISSION, VISION, AND VALUES?

Type Your Answer Here



WHAT ADJUSTMENTS SHOULD I MAKE TO ALIGIN MY PRIORITIES AND HOW MY TIME IS SPENT?

Type Your Answer Here

MY ONE THING

APPLICATION

Translating your Lifetime Legacy into meaningful, yet targeted actions to take today can be challenging. Consider the Time Sheet exercise, your personal Mission, Vision, and Values and state specifically what your ONE thing is. Ask yourself: "What's the ONE thing I can do such that by doing it, everything else will be easier or unnecessary?" Record your answer below. Make sure your Actual Time Sheet for next week prioritizes your ONE thing. Refer to Gary Keller's book titled The ONE Thing for additional context.



NOTES:

FEEDBACK FORM

Question 1

YES NO

1

I found the Time Management Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 3: BEHAVIORS

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 3 aims to challenge the young professional to evaluate their personal behaviors to improve their business presence. An expansion of the personal understanding developed through Modules 1 and 2 through crafting a personal Mission, Vision, and Values statement helps to develop the young professional in propelling their career. Several techniques and exercises to encourage the young professional to assess their current behaviors, design areas for improvement, and execute are presented with the intention to add value to the employer and the individual.



NOTES:

MODULE 3: BEHAVIORS

1. Module 2 Recap: Time Management

My ONE thing is:

My Time Tracker exercise showed:



I defined my personal Mission, Vision, and Values Statement

2. Behaviors

A. Emotional Intelligence

Circle one:

- I would say I'm strongest with **self/social** awareness.
- I can improve on **self/relationship** management.

Based on what I circled, I will apply:

- Self/social observation strategy:

- Self/relationship response strategy:

MODULE 3: BEHAVIORS

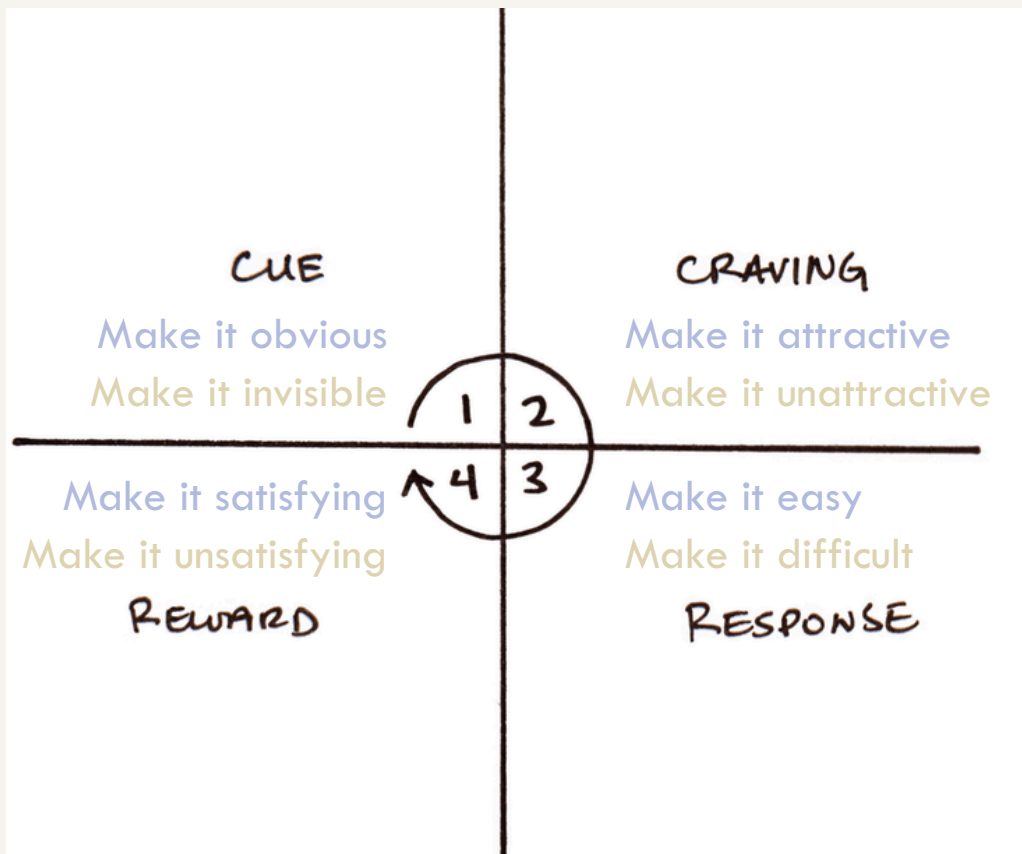
B. Boundaries

D. Strengths

C. Habits







One habit I can improve upon is:

The Habit Loop



MODULE 3

Module three focuses on behaviors to ensure professional success. Emotional intelligence (EQ), boundaries, habits, and strengths are covered in detail with application activities and options for further self assessment are introduced. The following exercises will develop personal skills related to business behaviors.

-  Review the Essential Skills For Success Module 3 slides, handout, and recording.
-  Relate your M,V,V to a behavior outcome. Using the habit loop prompts, identify one habit you can improve upon this week.
-  Take either of the suggested Emotional Intelligence assessments and identify an applicable strategy for improvement this week using a SWOT format.
-  Consider taking the StrengthsFinder 2.0 assessment to develop your strengths. Select a domain of strengths and invest in your talent this week.
-  Review the linked post on Boundaries and reflect using the ADD Method or the PDCA Cycle.
-  Reach out to your mentor with questions.

NOTES:

One takeaway from Module 3 was...

ESSENTIAL SKILLS FOR SUCCESS

EQ

Emotional Intelligence (EQ) is the ability to recognize, understand, and manage our own emotions as well as the emotions of others.

	Observe	Respond
	Self Awareness	Self Management
Personal Competence	Your ability to accurately perceive your own emotions in the moment and understand your tendencies across situations. A keen understanding of your tendencies is important; it helps you quickly make sense of your emotions	What happens when you act or do not act. It is dependent on your self-awareness. It is your ability to use your awareness to stay flexible and direct your behavior positively; managing your emotional reactions to situations and people.
	Social Awareness	Relationship Management
Social Competence	Your ability to accurately pick up on emotions in other people and understand what is really going on with them. This often means perceiving what other people are thinking and feeling even if you do not feel the same way. Listening and observing are the most important elements of social awareness.	This skill often taps into your abilities in the first three emotional intelligence skills. Relationship management is your ability to use your awareness of your own emotions and those of others to manage interactions successfully. This ensures clear communication are effective handling of conflict.

EQ STRATEGIES

Emotional Intelligence (EQ) is the ability to recognize, understand, and manage our own emotions as well as the emotions of others.

	Observe	Respond
	Self Awareness	Self Management
Personal Competence	<ol style="list-style-type: none"> 1. Notice feelings rather than labeling as "good" or "bad" 2. Observe the ripple effect from emotions 3. Lean into discomfort 4. Feel your emotions physically 5. Know who and what pushes your buttons 6. Watch yourself like a hawk 7. Journal your emotions 8. Don't be fooled by a bad mood 9. Don't be fooled by a good mood either 10. Stop yourself and ask WHY you do the things you do 11. Visit your values 12. Check Yourself 13. Seek feedback 14. Spot your emotions in books, movies, podcasts, and music 15. Get to know yourself under stress 	<ol style="list-style-type: none"> 1. Breathe right 2. Create an emotions vs. reason list 3. Make your goals public 4. Count to ten 5. Sleep on it 6. Talk to a skilled self-manager 7. Smile and laugh more 8. Set aside time in your day for problem solving 9. Take control of your self-talk 10. Visualize yourself succeeding 11. Clean up your sleep routine 12. Focus on your freedom rather than your limitations 13. Stay synchronized 14. Speak to someone who is not emotionally invested in your problem 15. Learn from all encounters 16. Schedule mental recharge into your calendar 17. Accept that change is just around the corner

EQ STRATEGIES

Emotional Intelligence (EQ) is the ability to recognize, understand, and manage our own emotions as well as the emotions of others.

	Observe	Respond
	Social Awareness	Relationship Management
Social Competence	<ol style="list-style-type: none"> 1. Greet people by name 2. Watch body language 3. Make timing everything 4. Develop a back-pocket question 5. Don't take notes at meetings 6. Plan ahead for social gatherings 7. Clear away the clutter 8. Live in the moment 9. Go on a 15 minute tour 10. Watch EQ at movies 11. Practice the art of listening 12. Go people watching 13. Understand the rules of the culture game 14. Test for accuracy 15. Step into their shoes 16. Seek the whole picture 17. Catch the mood of the room 	<ol style="list-style-type: none"> 1. Be open and curious 2. Enhance your natural communication style 3. Avoid giving mixed signals 4. Remember the little things that pack a punch 5. Receive feedback well 6. Build trust 7. Have an "open-door" policy 8. Only get mad on purpose 9. Don't avoid the inevitable 10. Acknowledge other person's feelings 11. Complement other's emotion or situation 12. When you care, show it 13. Explain your decisions, don't just make them 14. Make your feedback direct and constructive 15. Align your intention with your impact 16. Offer a "fix-it" statement during a broken conversation 17. Tackle a tough conversation

SWOT ANALYSIS

Personal Assessment

1. Free, qualitative option: Test Your Emotional Intelligence, Free EQ Quiz, EI Test
<https://www.ihhp.com/free-eq-quiz/>
1. Not-free, quantitate option:
 - a. \$15 Purchase the Emotional Intelligence 2.0 kindle edition and receive the passcode by email good for TWO tests (before and after assessments)
 - i. The test is taken here once you have the passcode:
<http://www.talentsmart.com/test>
 - a. \$49 purchase the Emotional Intelligence Appraisal alone.
<https://www.talentsmarteq.com/assessments/>

Strengths

What EQ areas do I do well? What separates me from others? What skills do I possess?

Type Your Answer Here

Weaknesses

What areas am I lacking EQ in? What resources or skills do I lack?

Type Your Answer Here

Opportunities

What situations may I apply EQ to? Which strategies can I apply for improvement?

Type Your Answer Here

Threats

By not considering EQ, what's the worst that could happen? What changes can be anticipated?

Type Your Answer Here

BOUNDARIES

READ ABOUT BOUNDARIES

Boundaries are defined by Dr. Cloud and Dr. Townsend as what is me and what is not me. Read more about boundaries here:

<https://www.timeforchangecoach.com/boundaries/>



ADD Method on Boundaries

Type Your Answer Here



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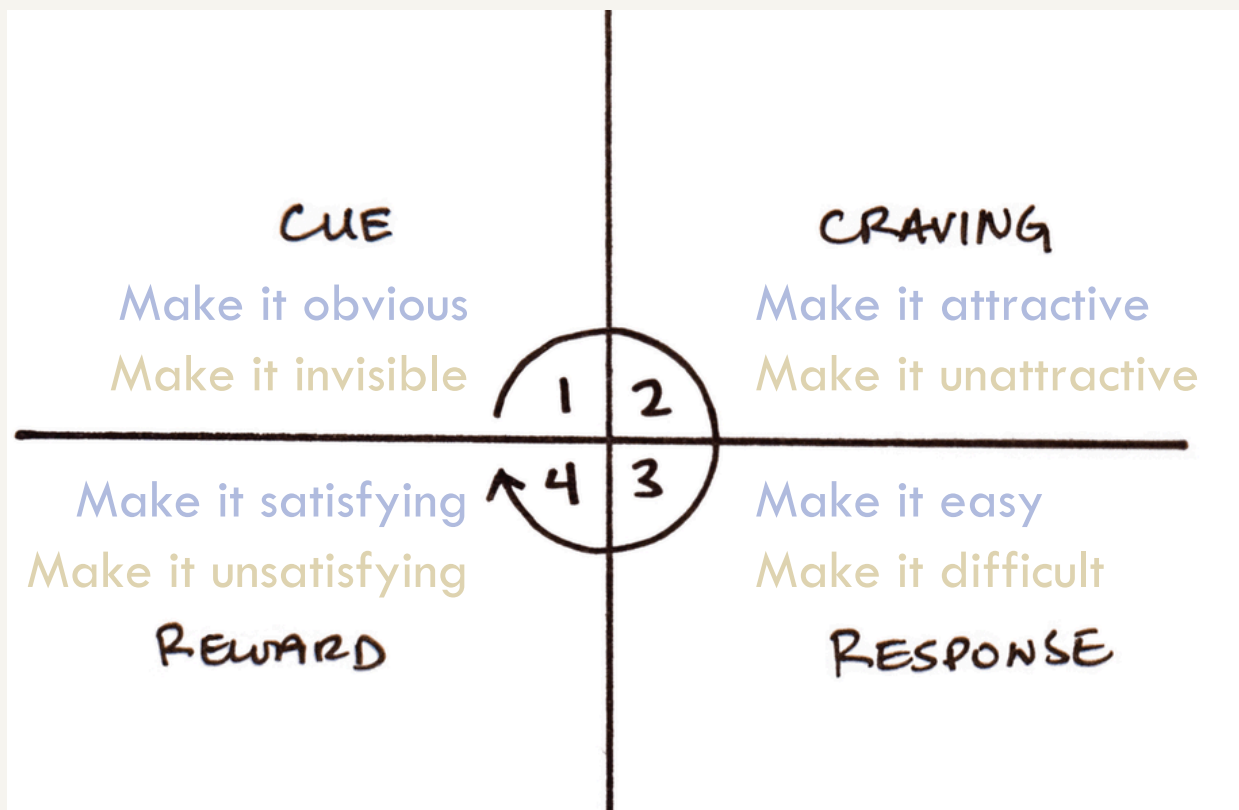
**Do not despise
these small
beginnings, for
the LORD
rejoices to see
the work begin**

- Zechariah 4:10

HABITS

PERSONAL APPLICATION

Considering the visualization exercise and your personal mission, vision, and value statements to identify a specific behavior or outcome you would like to improve upon. Fill out the Habit Loop components below as they apply to your targeted behavior.



The Habit Loop

Type Your Answer Here

STRENGTHS

ASSESSMENT

Which statement best describes you:

YES NO

- | | | | |
|----------|--|--------------------------|--------------------------|
| 1 | I tend to know how to make things happen. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | I know how to take charge, speak up, and be sure the team is heard. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | I have the ability to build strong relationships and strengthen teams that are stronger than the sum of their parts. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | I help teams consider what they could be. I absorb analysis and information that can inform better decisions. | <input type="checkbox"/> | <input type="checkbox"/> |

Ones are Executing, Twos are Influencing, Threes are Relationship Building, and Fours are Strategic Thinkers. Consider taking the StrengthsFinder Assessment after reviewing the ESS Module 3 Slides to determine your personal strengths.

[StrengthsFinder 2.0 Assessment](#)

Strength A: _____

Strength B: _____

How can I leverage my strength?

How can I leverage my strength?

Type Your Answer Here

Type Your Answer Here

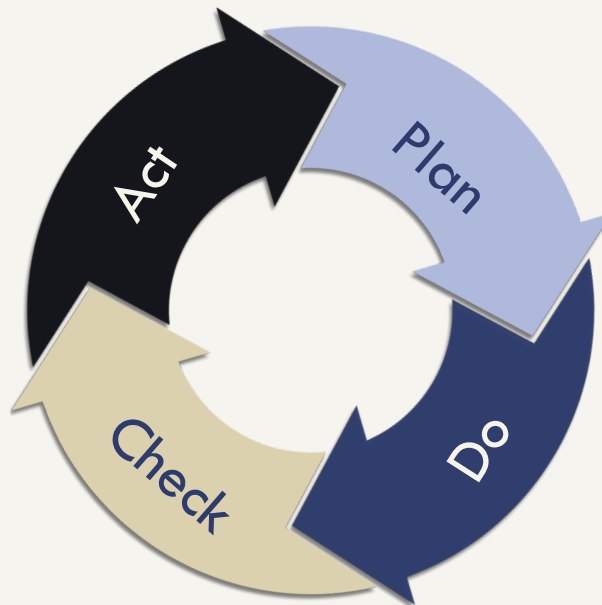
BEHAVIORS

PERSONAL APPLICATION

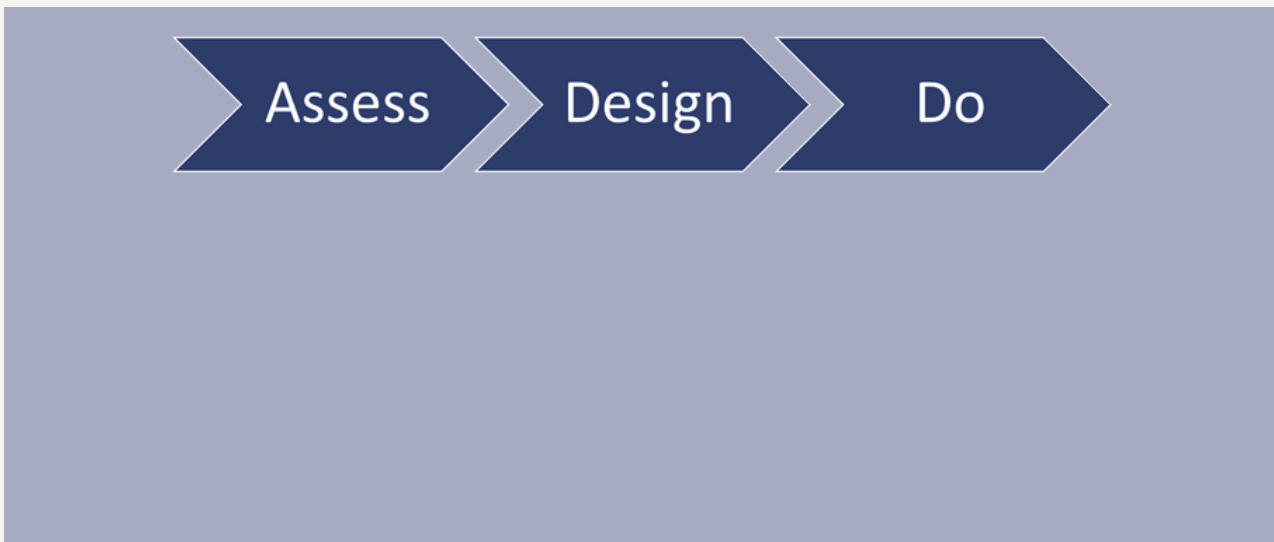
Considering the four behaviors covered in this module. Apply either the Plan-Do-Check-Act Cycle or the ADD Method to your behavior of choice to focus on improvement beginning this week.

PDCA CYCLE

Behavior:



The ADD Method



FEEDBACK FORM

Question 1

YES NO

1

I found the Behaviors Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 4: PERSONAL BRANDING

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 4 aims to challenge the young professional to develop their personal brand to improve their business presence. An expansion of the personal understanding developed through all previous Modules helps the young professional articulate the trajectory of career concisely. The Donald Miller StoryBrand framework is the basis to assess the career landscape, design an effective pitch, and execute the necessary communication channels with the intention to add value to the employer and the individual.



NOTES:

MODULE 4: PERSONAL BRANDING

1. Module 3 Recap: Behaviors

An area of improvement for me personally is:

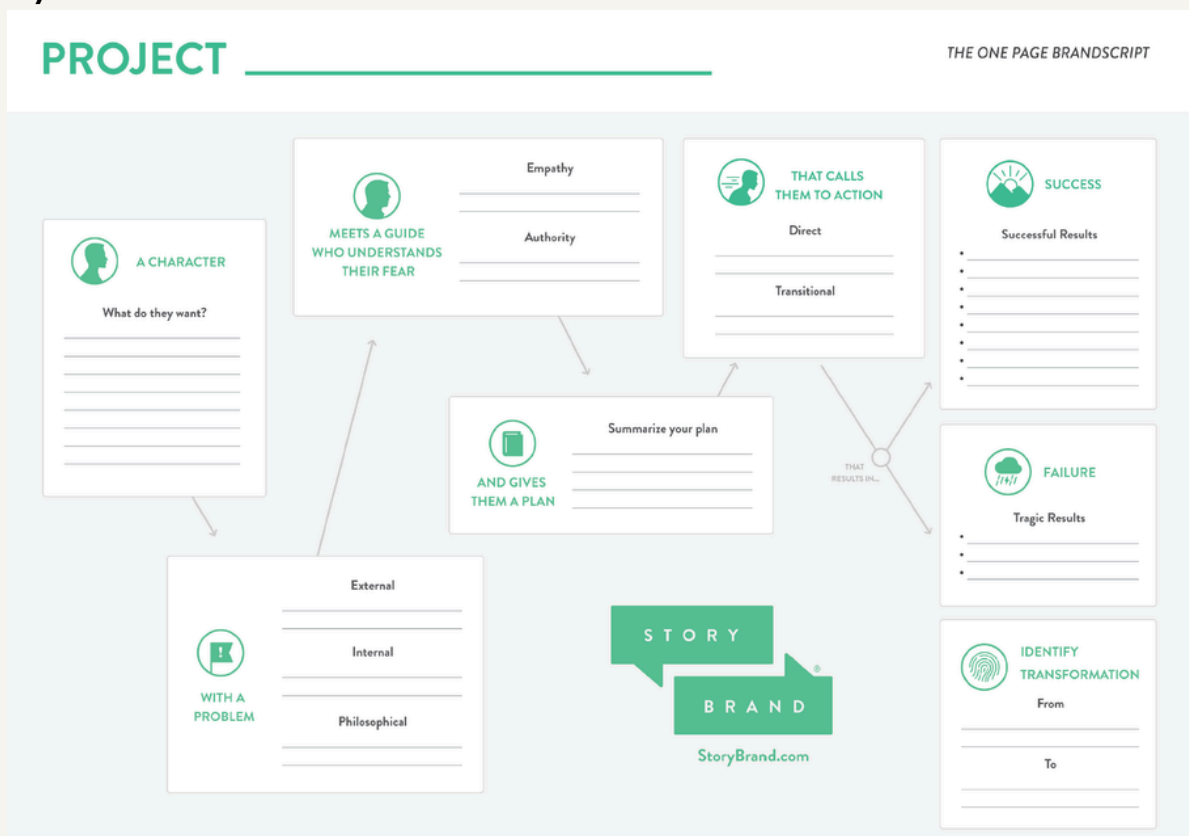
A personal strength of mine is:



I identified a behavior or outcome to improve upon and filled out the corresponding Habit Loop.

2. Personal Branding

A. StoryBrand Framework



MODULE 4

PERSONAL BRANDING

Content is primarily from Building A Story Brand by Donald Miller.

The premise of StoryBrand is to clarify your message so customers will listen.

Two common mistakes:

- Failure to focus on aspects of offering that help others survive and thrive.
- Complex communication

Character

- What does the hero want? (problems/needs)
 - Examples: save money, be efficient with time, gain status, accumulate resources, be generous, have purpose/meaning.
- What do you offer? (solutions)

Has a problem

- The villain is the device storytellers use to give conflict a clear point of focus (Ch 5).
- A villain is a root source, relatable, singular, and real.
- Companies tend to sell solutions to external problems, but people buy solutions to internal problems.

Notes

Type Your Answer Here

MODULE 4

PERSONAL BRANDING

Content is primarily from Building A StoryBrand by Donald Miller.

Meets a guide

- Customer is hero; My brand is the guide
- The guide must display:
 - Empathy: understanding and compassion
 - Authority: trustworthy past experience succeeding
 - Display through testimonials, statistics, awards, and logos

Gives them a plan

- Explain the steps/process to buy our use our product

Call to action

- Direct
- Transitional

Helps avoid failure

- Prospect theory: people are more likely to be dissatisfied with a loss than they are satisfied with a gain

And ends in a success

- compelling image of an achievable future
- Define the transformation
 - Win power or position
 - Unified with someone/thing making them whole
 - Experience a self-realization that makes them whole

Notes

Type Your Answer Here

MODULE 4

Module four focuses on personal branding to ensure professional success. The StoryBrand framework by Donald Miller and several applications are covered in detail. The following exercises will develop personal branding related to business success.



Review the Essential Skills For Success Module 4 slides, handout, and recording.



Update your digital communication including your resume, social media, and any cover letters.



Using the StoryBrand (SB) Framework, craft a specific Project to improve your personal branding for your next career ambition.



Consider your relationships and apply the hero/guide principles to these instances.



Draft a thirty second elevator pitch using your SB Framework



Reach out to your mentor with questions.

NOTES:

One takeaway from Module 4 was...

PROJECT

 **A CHARACTER**


What do they want?

 **MEETS A GUIDE WHO UNDERSTANDS THEIR FEAR**

Empathy

Authority

 **AND GIVES THEM A PLAN**

 **WITH A PROBLEM**

External


Internal

Philosophical

 **THAT CALLS THEM TO ACTION**

Direct

Transitional

 **SUCCESS**

Successful Results

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Summarize your plan




 **FAILURE**

Tragic Results

- _____
- _____
- _____



StoryBrand.com

 **IDENTIFY TRANSFORMATION**

From

To



||

**They may
forget what you
said-- but they
will never
forget how you
made them
feel.**

- Carl W. Buehner

PERSONAL BRANDING

Take these steps

01

COMPLETE THE ONE PAGER



02

DRAFT YOUR 30 SECOND PITCH



03

UPDATE YOUR DIGITAL COMMUNICATION



04

PRACTICE IN RELATIONSHIPS



ESSENTIAL SKILLS FOR SUCCESS

ELEVATOR SPIEL

CRAFT YOUR 30 SECOND INTRODUCTION

Using the StoryBrand Framework, craft an introduction of yourself tailored to your target audience.



My Young Professional Intro

Type Your Answer Here

FEEDBACK FORM

Question 1

YES NO

1

I found the Personal Branding Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 5: SYSTEMS

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 5 aims to challenge the young professional to create and implement systems to improve their personal and professional presence. An expansion of the personal understanding developed through all previous modules helps the young professional articulate the trajectory of career concisely. Various systems will be presented with the intention to add value to the employer and the individual.



NOTES:

MODULE 5

Module five focuses on creating systems to ensure professional success. A variety of suggested systems to consider as well as others to investigate are covered in the lesson and the workbook. The following exercises will develop relevant systems related to business success.



Review the Essential Skills For Success Module 5 slides, handout, and recording.



Perform a periodic (monthly, quarterly, semi-annual, etc.) review.



Revisit the prioritization matrix as a starting point for what type of systems would be helpful.



Make a "Good Stuff" folder. Begin populating it with your past project achievements.



Using the TimeSheet exercise information from Module 2, apply the Calendar Blocking method to your week.



Reach out to your mentor with questions.

NOTES:

One takeaway from Module 5 was...

7 DAYS SYSTEMS CHALLENGE

PRIORITIZATION MATRIX

01

Complete (or revisit) the Module 2 Prioritization Matrix for a monthly or three month time period.

SYSTEMS EVALUATION

02

Review the prioritization matrix and select which systems would be most beneficial to you.

GOAL REVIEWS + METRICS

03

Review a time period (month, quarter, semi-annual) and begin documenting your personal review process. How do you define "success?" How will you measure success? What is your system for tracking progress over time?

CALENDAR BLOCKING

04

Based on your priorities and your periodic review, calendar block your next week with your key priority categories.

FEEDBACK

05

Based on your priorities and your periodic review, initiate a meeting with your mentor or supervisor to solicit feedback. Prepare talking points.

GOOD STUFF FOLDER

06

Create a digital or paper "Good Stuff" folder to easily document your achievements. Populate this folder with projects or feedback.

OPTIMIZATION

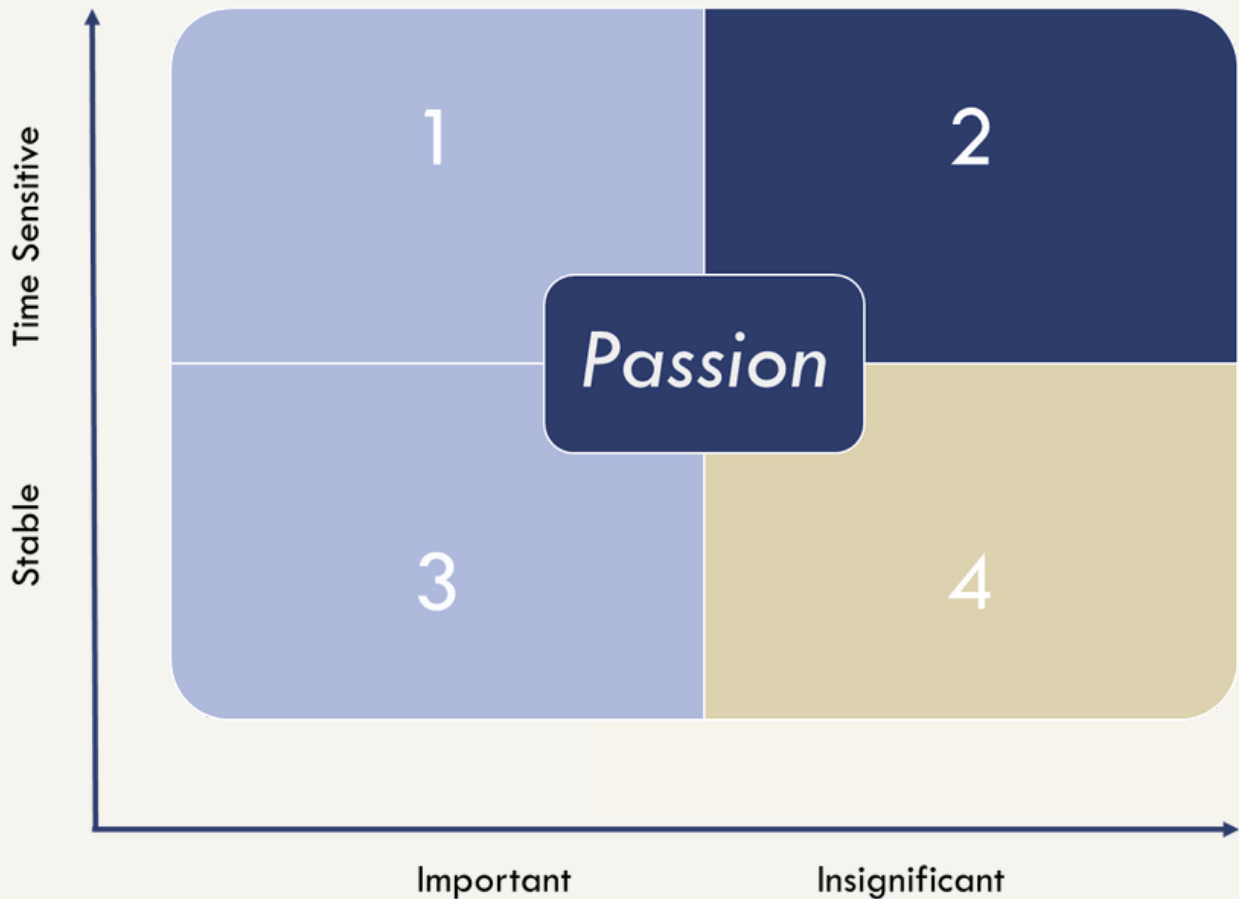
07

Identify activities done often or at a recurring frequency and brainstorm ways to optimize them.

PRIORITIES

1.ASSESS YOUR PRIORITIES

Using the prioritization matrix below, write down all activities for the next four to twelve weeks in the quadrants below. Focus on eliminating, outsourcing, or automating quadrants 2 and 4. Consider systems for recurring or frequent activities.



My key priorities

Type Your Answer Here

Blank area for writing key priorities.

SYSTEMS

2. CONSIDER THINGS TO OPTIMIZE FROM YOUR PRIORITY MATRIX



ITEM: _____



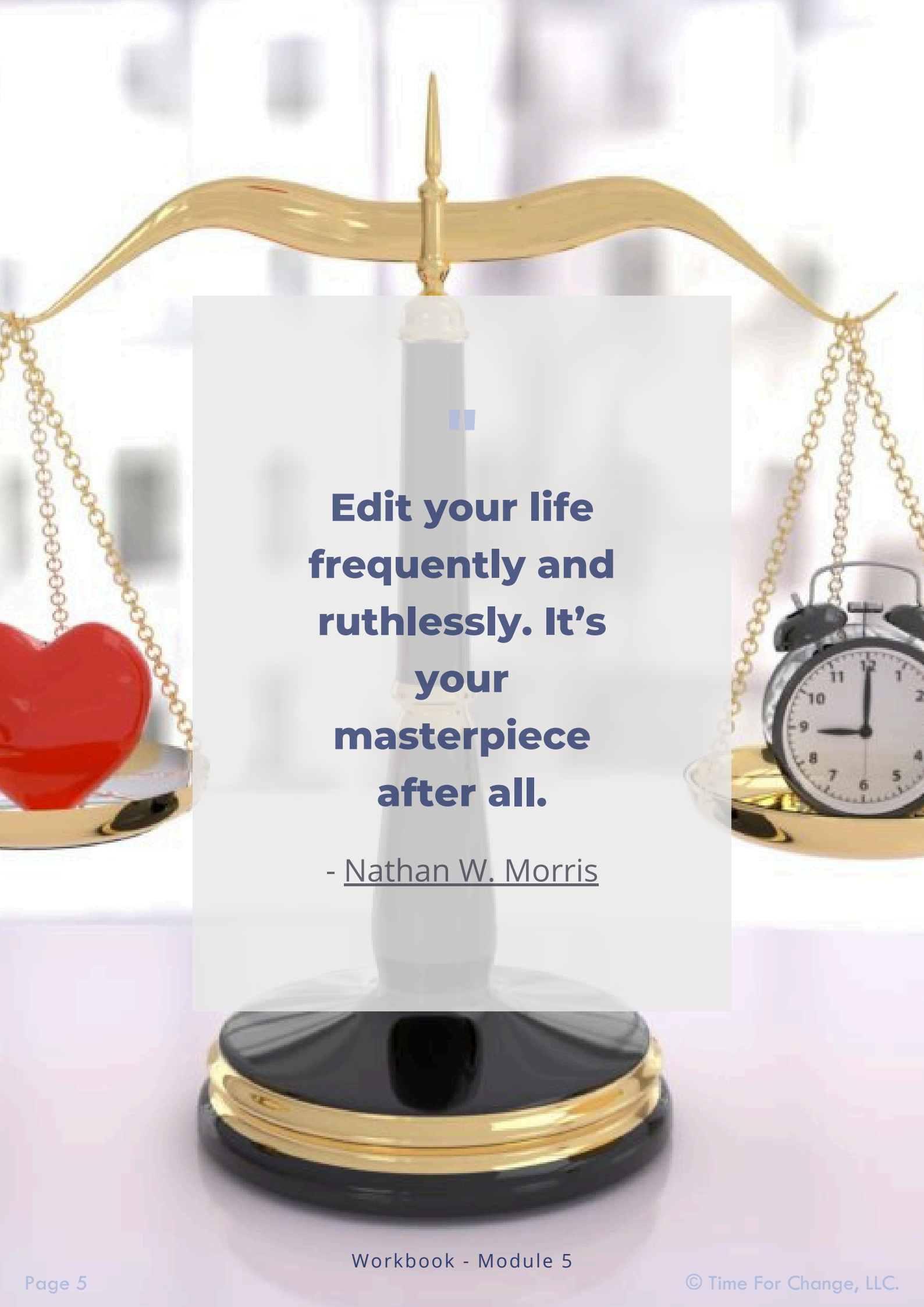
ITEM: _____



ITEM: _____



ITEM: _____



”

**Edit your life
frequently and
ruthlessly. It’s
your
masterpiece
after all.**

- Nathan W. Morris

3. GOALS

Mid Year Goal Setting Guide



1 Brainstorm two to three goals which, if achieved, would progress you **MOST** towards your best life. Define the conditions of past (facts guiding change), present (pain points), future (desired state). Reflect on your feelings and daily life and write

	Past January 2021	Present June 2021	Future December 2021
Goal 1: _____ (Personal)			
Goal 2: _____ (Professional)			
Goal 3: _____			

Assess

2 Consider the actions, habits, education, or training that can be done to get from your present state to the desired future state and record key activities in the box below by each respective goal listed above. Consider the boxed best month on the Mid Year Assessment and replicate actions.

In order to achieve the desired future state I can take the following actions...

Goal 1 _____

Goal 2 _____

Goal 3 _____

Design

3 From the possible activities listed above, select the most impactful activity and write in the space below. Select a time to take this first step and schedule it in your planner.

The first logical step towards Goal 1 is _____ I will do/start on _____ (date/time). I have placed an alert on my planner for _____.

The first logical step towards Goal 2 is _____ I will do/start on _____ (date/time). I have placed an alert on my planner for _____.

The first logical step towards Goal 3 is _____ I will do/start on _____ (date/time). I have placed an alert on my planner for _____.

I have blocked out a _____ (duration) on _____ (date/time) in the next two weeks for evaluating and establishing the next steps to take for each goal in my planner. I have placed an alert on my planner.

I intend to maintain the following positive actions and habits: _____

I will reach out to _____ (name) to hold me accountable on _____ (date).

Do

3. GOALS

Mid Year Assessment



Start here and consider your accomplishments and shortcoming over the last six months. Write them below then box your "best month." What shifted to make this month the best: _____

Mid Year Assessment	Accomplishments I am most proud of	Shortcomings or opportunities I left on the table
January		
February		
March		
April		
May		
June		
Q1 + Q2		

Assess

Mid Year Report Card
A B C D E F

Lessons & Skills Learned

Habit Evaluation

Inspirational Factors

Serving/Sharing

My Values

My progress towards my goals so far this year, Consider successes, short comings, and identify next steps.

Design

Overall, how did I choose to spend my time as compared to my values and priorities _____

I persisted and overcame adversity when _____

In the remaining time I will take the following actions to accomplish my goals _____

Do

Date: _____

Start with the Mid Year Assessment prompts to begin you mid year review. Next, continue to the Mid Year Goal Setting Guide. If you are short on time, jump to the Rapid Planning Guide to quick start your actionable results plan for the remaining time period.

3. GOALS



Rapid Planning Guide

If you have 5 minutes reflect and write below.

Recent accomplishments I'm proud of: _____

Pesky, not *yet* achieved item: _____

Assess

- _____
- _____
- _____

- _____
- _____
- _____

Things going well



Things weighing me down

Something pressing (Important and/or Urgent)...

I want to do is _____ (a)

I should so is _____ (b)

I enjoy doing is _____ (c)

Design

The first logical step towards (b) is _____
_____ I will do/start on _____ (date/time).

I have placed an alert on my planner for this activity.

The first logical step towards (a) is _____
_____ I will do/start on _____ (date/time).

I have placed an alert on my planner for this activity.

I have blocked out a _____ (duration) on _____ (date/time) in the next two weeks for (c).

I have placed an alert on my planner.

Do

If you have 10 minutes

Fill out the monthly Goal and Action Steps box for item (b) above in your Prioritization Planner.

GOALS

Based on your mid-year goal evaluation what your priorities are and how you spend your time (See Module 2), consider the following questions.



WHAT ARE SOME METRICS THAT I CAN USE TO PERIODICALLY EVALUATE MY PERSONAL GOALS?

Type Your Answer Here



HOW OFTEN WILL I REVIEW MY GOALS? WHAT WILL A REVIEW LOOK LIKE?

Type Your Answer Here



HOW DO I PERSONALLY DEFINE "SUCCESS?" HOW WILL I KNOW WHEN I'VE "ACHIEVED" IT?

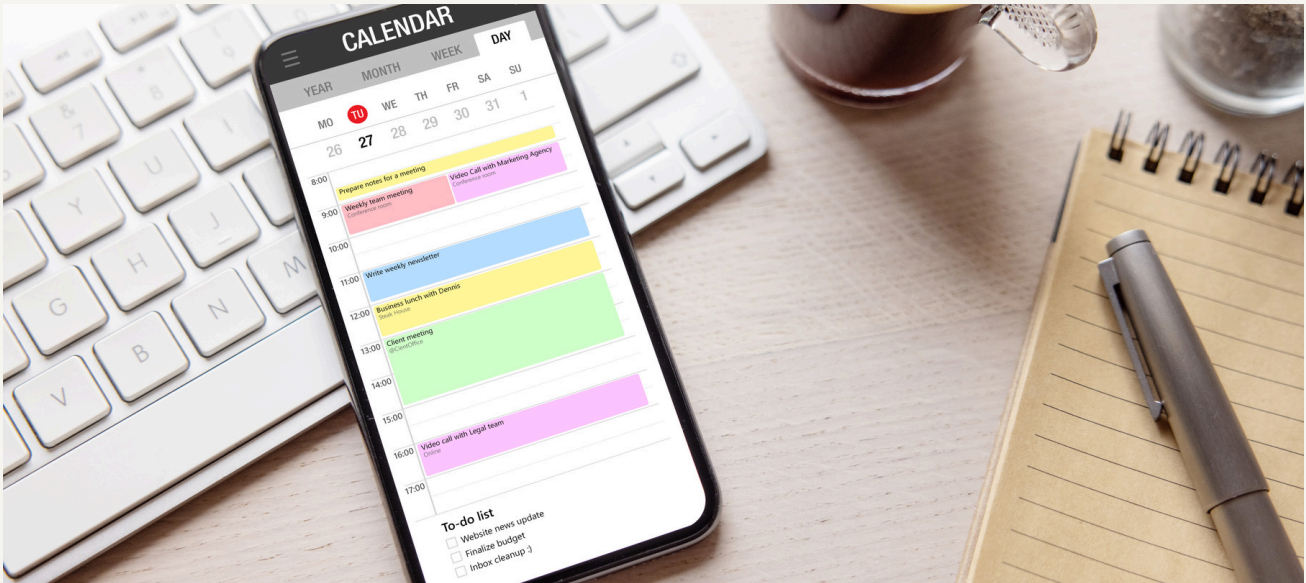
Type Your Answer Here



Decide how frequently you will evaluate your goals and metrics. Place a recurring calendar invitation on your calendar. Make a folder to compile review materials and metrics.

4. CALENDAR BLOCKING

APPLY YOUR DISCOVERIES



Using what you've learned about your priorities and how you spend your time, select your categories and color code your calendar for the next week. If you don't already have a print or digital calendar, email Cassandra for a free resource. Consider your most productive work periods. Be sure to include personal and professional activities in one single calendar location to achieve balance.

MY CATEGORIES + COLORS:

01.

02.

03.

04.

05.

06.

07.

08.

09.

10.

5. FEEDBACK

Mid-Year Self Evaluation Form

Date:		<input type="checkbox"/> First Half Review <input type="checkbox"/> Second Half Review
Name:		
Evaluation Criteria	Notes	Rating
1.		<input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excellent
2.		<input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excellent
3.		<input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excellent
4.		<input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excellent
5.		<input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excellent
Overall Comments		
Past Accomplishments		
Future Focus		



Initiate a feedback review meeting with your mentor after completing this form. Add this review to a folder called "Feedback" and populate with subsequent reviews and action plans.

6. GOOD STUFF

CREATE A FOLDER STRUCTURE



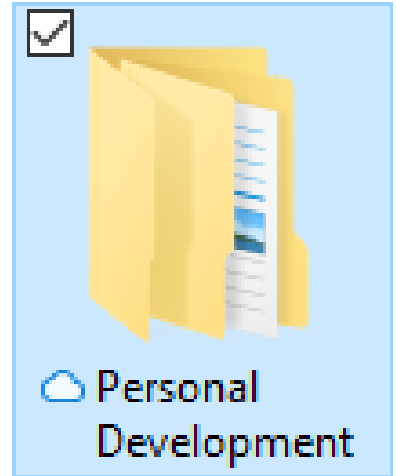
00 Goals



01 Feedback



02 Good Stuff



If you haven't already, create a personal development folder. Within the folder create three sub folders for Goals, Feedback, and Good Stuff. Begin to populate these folders with your periodic reviews, metrics, feedback, criticism, project samples, and completed projects to showcase your improvement over time. Decide the frequency of your review and put calendar reminders in your calendar.

My personal development philosophy

Type Your Answer Here

7. OPTIMIZATION



WHAT DO I SPEND A LOT OF TIME ON?

Type Your Answer Here



THE FIRST SYSTEM I WILL IMPLEMENT IS...

Type Your Answer Here



WHAT IS MY PASSION AND HOW AM I PROTECTING THIS IN MY DAILY HABITS?

Type Your Answer Here



Block out time for your passion in your calendar.



Consider researching the 5 Choices to Extraordinary Productivity.

FEEDBACK FORM

Question 1

YES NO

1

I found the Systems Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 6: COMMUNICATION + NEGOTIATION

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 6 aims to improve the young professional's ability to communicate and negotiate key ideas professionally. An expansion of the personal understanding developed through all previous modules helps the young professional articulate their message concisely and effectively. Real world examples will be presented with the intention to add value to the employer and the individual.



NOTES:

Blank area for notes.

MODULE 6

Module six focuses on effective communication to ensure professional success. A variety of communication modes to consider as well as specific applications to investigate are covered in the lesson and the workbook. The following exercises will calibrate communication skills related to business success.



Review the Essential Skills For Success Module 6 slides, handout, and recording.



Apply the communication lesson to your individual intern presentation.



Assess your individual communication patterns.



Work through a hypothetical negation example for a salary negotiation.



Design a communication plan and execute.



Reach out to your mentor with questions.

NOTES:

One takeaway from Module 6 was...

SWOT ANALYSIS

Personal Assessment

YES NO

- | | | | |
|----------|--|--------------------------|--------------------------|
| 1 | I would describe my ability to understand and relay an idea to others as "strong." | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | I am an effective active listener and am able to empathize with other's perspectives, even when they differ from my own. | <input type="checkbox"/> | <input type="checkbox"/> |

Strengths

In terms of verbal, non-verbal, and written communications, my strengths include:

Type Your Answer Here

Weaknesses

What areas of communicating am I lacking? What skills can I improve upon?

Type Your Answer Here

Opportunities

What situations and strategies may I apply communication principles to?

Type Your Answer Here

Threats

By not considering a change in my communication habits, what's the worst that could happen?

Type Your Answer Here

COMMUNICATION PLAN

APPLY YOUR DISCOVERIES

Using what you've learned about your communication habits select one communication area of focus for the next quarter. Write your plan.



COMMUNICATION FOCUS What skill/area I'm going to work on.	COMMUNICATION IMPROVEMENT What I'm going to do, when I'm going to do it, who is holding me accountable, and any relevant metrics.	COMMUNICATION RESULT What effective communication looks and feels like. How it improves my life.

PRESENTATION COMMUNICATION



WHAT SKILLS DID/DO I BRING TO MY INTERNSHIP PROJECT? HOW DOES MY PROJECT ADD VALUE TO MY EMPLOYER?

Type Your Answer Here



CONSIDERING THE AUDIENCE AND PURPOSE OF MY INTERNSHIP PRESENTATION SHOULD SAY...

Type Your Answer Here



HOW CAN I MAKE MY PRESENTATION INTERESTING AND OUTSTANDING?

Type Your Answer Here



Consider financial gains, time saving, efficiencies, new markets, business SWOT analysis related to your intern project and TFC.



Consider a StoryBrand application to your project presentation. TFC as the "character" and You as the "guide" with your project as the "plan." Also consider TFC as a potential future employer and your personal branding.



”

**The most
important thing
in
communication
is to hear what
isn't being said.**

-Peter Drucker

NEGOTIATION

NEVER SPLIT THE DIFFERENCE

Negotiation is just a special application of communication where two parties are aimed at reaching an agreement. Review the principles presented and the book summary of Chris Voss' book [Never Split the Difference.](#)

Content is no longer available



NOTES:

NEGOTIATION APPLICATION

My negotiation application scenario is (select one:)

- Negotiating a full time job offer package
- Advocating for a salary increase
- Other: _____

Desired job title: _____

Research

A salary range (min, max, & average) from salary.com, payscale.com, glassdoor.com, indeed.com, or other internet resources for this specific, target role is:

Typical job functions, duties, and responsibilities in the job descriptions or open job listings including this specific posting are:

My specific skill set, related to this specific job including my past performance examples:

What other, non-monetary, job roles/experiences/training opportunities/etc. can be added to the negotiation in alignment with my personal Mission, Vision, and Values and personal Strengths?



I defined my personal Mission, Vision, and Values Statement

ESSENTIAL SKILLS FOR SUCCESS

NEGOTIATION APPLICATION

Calculation

Considering the average salary range, job description, and your qualifications arrive at a target amount and back calculate negotiation offer values. Note, in Module 8 Personal Finance budget considerations and total compensation packages will be reviewed. This calculation should be revisited and adjusted accordingly.

Target Annual Salary Amount:

Offer	Equation	Example Amount (\$)	My Desired Salary Amount (\$)
Target	Tsalary (\$, Dollars) (round value)	\$95,000	
First (High)	Tsalary x 1.35	\$128,250	
Second (Medium)	Tsalary x 1.15	\$109,250	
Third (Low)	Tsalary x 1.05	\$99,750	
Final (Target)	Tsalary (\$, Dollars) (obscure value)	\$95,750	

Target Annual Salary Anchor Range: Using round numbers, round up from your Final (Target)and round up from First (High) to achieve a range. In the example above \$96-129k/year.

NEGOTIATION

Complete the Negotiation One-Sheet on Pages 9 and 10 to prepare you for the specific discussion you will have with your potential or current decision maker boss. This information is from Chris Voss.

Negotiation One-Sheet

Goal:

- Identify specific scenario that represents best case.
- Set an optimistic but reasonable goal and define it clearly.
- Write it down.
- Discuss your goal with a colleague (creates commitment and consistency).
- Carry the written goal into the negotiation.

Summary:

- A couple of sentences about the known facts that have led up to the negotiation. Intended to produce a *that's right* response.

3-5 Labels to Perform an Accusation Audit:

- *It seems like* _____ *is valuable to you.*
- *It seems like you don't like* _____
- *It seems like you value* _____
- *It seems like* _____ *makes it easier.*
- *It seems like you're reluctant to* _____

NEGOTIATION

3-5 Calibrated Questions to Reveal Value and Overcome Potential Deal Killers:

For your counterpart:

- *What are we trying to accomplish?*
- *How is that worthwhile?*
- *What's the core issue here?*
- *How does that affect things?*
- *How does this fit into what the objective is?*

To identify and diffuse deal-killing issues:

- *What are we up against here?*
- *What is the biggest challenge you face?*
- *How does making a deal with us affect things?*
- *What happens if you do nothing?*
- *What does doing nothing cost you?*
- *How does making this deal resonate with what your company prides itself on?*

To identify behind-the-table deal killers:

- *How does this affect the rest of your team?*
- *How on board are the people not on this call?*
- *What do your colleagues see as their main challenges in this area?*

3-5 Labels to Follow Up After They Answer Your Calibrated Question:

- *It seems like _____ is important.*
- *It seems you feel like my company is in a unique position to _____*
- *It seems you are worried that _____*
- _____
- _____

Non-cash offers:

- **List of non-cash items possessed by your counterpart** that would be valuable to you.
- What could they give you that would make you do this for free?

FEEDBACK FORM

Question 1

YES NO

1

I found the Communications and Negotiation Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 7: PROJECT + CHANGE MANAGEMENT

ADD METHOD + TOOLS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 7 aims to improve the young professional's ability to manage projects and changes professionally. An expansion of the personal understanding developed through all previous modules helps the young professional lead and anticipate project execution effectively. Real world examples will be presented with the intention to add value to the employer and the individual.



NOTES:

A large, empty light blue rectangular box intended for taking notes.

MODULE 7

Module seven focuses on effective project and change management skills to propel professional success. A variety of project and change management models to consider as well as a practical application to investigate are covered in the lesson and the workbook. The following exercises will sharpen management skills correlated to business success.



Review the Essential Skills For Success Module 7 slides, handout, and recording.



Revisit and wrap up prior lesson modules.



Apply the "It's time for change" one pager template to an upcoming change in your life.



Finish your summer internship presentation and PRACTICE your slides.



Consider applying project and change management skills to upcoming group projects.



Reach out to your mentor with questions.

NOTES:

One takeaway from Module 7 was...

PROJECT + CHANGE MANAGEMENT



HOW CAN AN UNDERSTANDING OF PM SET ME APART FROM MY PEERS?

Type Your Answer Here



AN UPCOMING SITUATION WHERE I CAN APPLY PM + CM IS...

Type Your Answer Here



WHEN HAS A PROJECT "FAILED" DUE TO POOR PM AND CM?

Type Your Answer Here



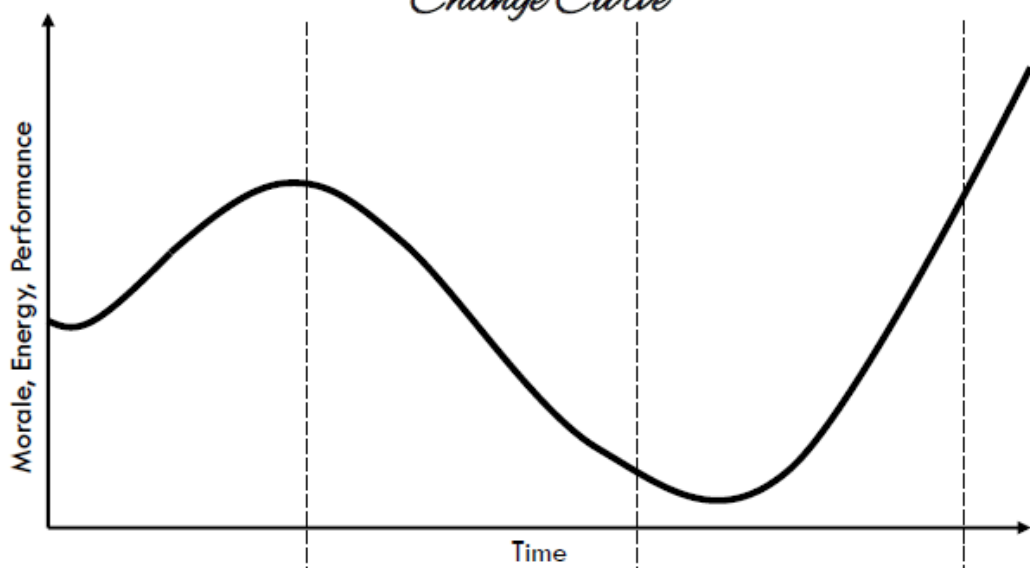
Complete the "It's Time For Change" one pager for your upcoming situation.



Summary

Type	Timeline	Scope/Span
-------------	-----------------	-------------------

Drivers



Preservation

Change Stage	Shock & Denial	Anger, Blame & Bargaining	Depression & Confusion	Acceptance, Problem Solving & Integration
Innovative Ideas	<ul style="list-style-type: none"> • Early involvement • Awareness • Communication • Lead by example • Relevance to stakeholders 	<ul style="list-style-type: none"> • Urgency • Listen with empathy • Understanding • Realize capabilities • Provide training • Don't take personally 	<ul style="list-style-type: none"> • Ask questions • Listen, empathize, understand • Survey different perspectives • Pivot, as needed 	<ul style="list-style-type: none"> • Celebrate big and small victories • Track progress • Communicate appreciation
PDCA Stage	<i>Plan</i>	<i>Do</i>	<i>Check</i>	<i>Act</i>
Intentional Actions	<p>Now (A)</p> <p>Future Vision (B)</p> <p>Stakeholders</p>	<p>Steps A → B</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ <p>Communication Plan</p>	<p>Empower</p> <p>Short Term Wins</p> <p>Metrics</p>	<p>Anchor</p> <p>Optimize</p> <p>Praise</p>



”

**By failing
to plan,
you are
preparing
to fail.**

- Benjamin Franklin

FEEDBACK FORM

Question 1

YES NO

1

I found the Project + Change Management Module helpful to my early career development.

Question 2

YES NO

2

I would recommend this Module to a friend.

Question 3

Describe how you gained a new perspective or learned something new during this module.

Type Your Answer Here

Question 4

State what you enjoyed most about the components of this module.

The ESS Session:

The ESS Workbook:

Question 5

State what you enjoyed least about this module.

Type Your Answer Here

Question 6

What else should be included in this module?

Type Your Answer Here

MODULE 8: SUCCESS

PERSONAL FINANCE + THOUGHTS

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 8 aims to provide a brief discussion for consideration by the young professional on critical components of adulting. Full time salary negotiations are elaborated on from Module 6 and related to a discussion of personal finance. Real world examples will be presented with the intention to add value to the individual.



NOTES:

MODULE 8

Module eight focuses on defining success to propel professional success. A variety of related considerations as well as a practical application to investigate the individuals objectives are covered in the lesson and the workbook. The following exercises will sharpen management skills correlated to business success.



Review the Essential Skills For Success Module 8 slides, handout, and recording.



Calculate your "needed" full time salary from the zero dollar budget.



Reflect and define what success means to you individually.



How do your priorities compare to where your dollars land? Compare budget versus actual.



Explore a time when you "failed"



Did you eat the fish or are you going fishing?

NOTES:

One takeaway from Module 8 was...

SUCCESS



SUCCESS TO ME LOOKS AND FEELS LIKE...

Type Your Answer Here



SUCCESS CAN BE MEASURED OR EVALUATED BY...

Type Your Answer Here



HOW DO MY DAILY ACTIONS SUPPORT MY DEFINITION OF SUCCESS?

Type Your Answer Here

**"Success is getting what you want.
Happiness is wanting what you get."**

-Dale Carnegie

FAILURE



A TIME WHEN I "FAILED" WAS ...

Type Your Answer Here



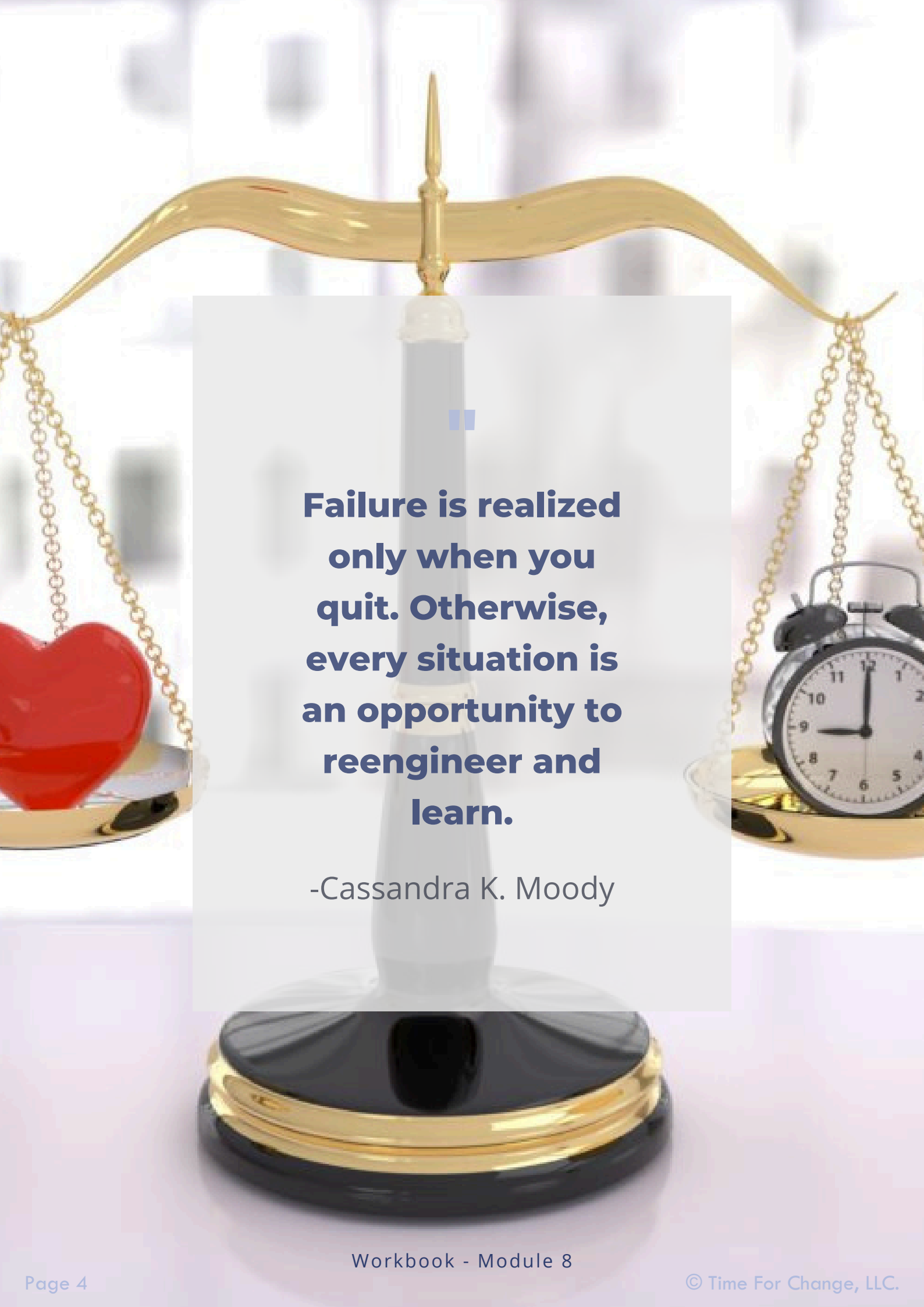
RETROSPECTIVELY, I WOULD APPROACH IT DIFFERENTLY...

Type Your Answer Here



HOW CAN "FAILURE" BE AVOIDED WITH A GROWTH MINDSET?

Type Your Answer Here



**Failure is realized
only when you
quit. Otherwise,
every situation is
an opportunity to
reengineer and
learn.**

-Cassandra K. Moody

PERSONAL FINANCE

ZERO DOLLAR BUDGET

Use the provided excel sheet on Zero Dollar Budget worksheet to evaluate your monthly budget.

1	Zero Dollar Budget Worksheet			
2				
3	Month:	July	2022	
4				
5	Income			
6		Expected	Actual	
7	Paycheck	\$ 6,000	\$ 2,000	
8	Bi-Weekly			
9	Investments	\$ 1,000	\$ 1,567	
10	Child support	\$ 1,250	\$ 1,250	

BACKCALCULATE SALARY REQUIREMENTS

After entering expense requirements and projections adjust the expected income amount to achieve a zero dollar budget. Take the monthly expected income total and multiply by twelve to get your annual salary target. Multiply this number by 1.24-1.32 to cover taxes. Use this value in the salary negotiations in Module 6.

Target annual salary

NOTES:

PERSONAL FINANCE

FINANCIAL PRIORITIES

Use the provided excel sheet on Zero Dollar Budget worksheet to evaluate your financial priorities. Plot the respective categories and percentages on the pie chart below.



NOTES:

FISHING

APPLICATION

Give a man a fish, and you feed him for a day. Teach a man to fish, and you feed him for a lifetime." - Unknown proverb



REFLECT

What are you doing with the fish you've been fishing this summer?

Type your thoughts here

MODULE 9: RECAP

ESSENTIAL SKILLS + TOOLBOX RESOURCES

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 9 reviews all previous modules to reinforce the professional skills cultivated and consolidate the toolbox resources presented in each lesson.



NOTES:

A large, empty light blue rectangular area intended for taking notes.

RECAP

BUSINESS BASICS

Laying the foundation for professional success + pursuing value-add results.

TIME MANAGEMENT

Time management tricks and tools will be shared to help you achieve work life balance through prioritization.

BEHAVIORS

Healthy boundaries, habits, strengths, and emotional intelligence will be analyzed in this module.

PERSONAL BRANDING

Marketing oneself effectively is crucial to land the next big role.

SYSTEMS

Helpful systems and processes will be shared to elevate your early career experiences.

NEGOTIATION + COMMUNICATION

Learn proven strategies to confidently navigate your next promotion or offer. Effective communication (written and verbal) is at the core of all interactions with others.

PROJECT + CHANGE MANAGEMENT

Critical to successful execution of projects large or small, the foundations of PM will be covered.

SUCCESS + PERSONAL FINANCE

A brief overview of personal finance including budgeting, investing, saving, and common benefits companies offer will be discussed.

HIGHLIGHTS

PART **1**

BUSINESS BASICS

PART **2**

TIME MANAGEMENT

PART **3**

BEHAVIORS

PART **4**

PERSONAL BRANDING

PART **5**

SYSTEMS

HIGHLIGHTS

PART 6

NEGOTIATION +
COMMUNICATION

PART 7

PROJECT MANAGEMENT

PART 8

SUCCESS + PERSONAL FINANCE

PART 9

RECAP

PART 10

NEXT STEPS

ESSENTIAL SKILLS FOR SUCCESS OBJECTIVES

Through the past eight modules, it is our hope you have absorbed and applied the following skills in order to transform you into a confident, value-adding, and effective young professional.



Increased knowledge of business operations, principles, and professional behaviors.



Awareness of personal branding and enhanced communication.



A reflective understanding of your personal mission, vision, and values to relate to your professional presence.



This eight week investment in yourself, coupled with the tools and systems may be applied to propel you toward success



Your daily actions and behaviors require no skill, but have implications for future success.



Understanding what "success" means to you helps chart your course of action today.

NOTES:

Type your thoughts here

MODULE 10: NEXT STEPS

ACTION

To bridge the knowledge gap young professionals often possess from their educational training and early career experience, Module 10 aims to encourage the young professional to act on the information presented to them now and again in the future.



NOTES:

A large, empty light blue rectangular area intended for taking notes.

WHAT'S NEXT?

ACTION

Typically fewer than four percent of the professionals apply the lessons presented in personal and professional development seminars and courses. Don't be part of the majority, be extraordinary! Given all of the lessons, tools, and exercises record your next steps below.



My next step is:

My next check in is:

My next book and start date is:

CHANGE

"If you want something you've never had,
you must be willing to do something you've never done."
-Thomas Jefferson

List five things you'd like to change in the next year.

01

CHANGE:

Details:

02

CHANGE:

Details:

03

CHANGE:

Details:

04

CHANGE:

Details:

ESSENTIAL SKILLS FOR SUCCESS



ESSENTIAL SKILLS FOR SUCCESS

SIGN UP AND GET YOUR FREEBIES

You are 95% more likely to achieve your goals when you engage an accountability partner. I've been helping interns land full time, high paying, enjoyable and fulfilling entry level positions for over thirteen years now and I can help you too. Feel free to reach out to me for questions or formal coaching support at a discounted rate.

[SIGN UP](#)

THANK YOU!

I appreciate your commitment to the Essential Skills For Success program. It is my sincere hope you are confident and encouraged in realizing your own value in order to communicate and leverage this knowledge to propel your professional path forward!

Don't be a stranger :)

Cassandra

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