

MY TIME TO SHINE

**Helping you take steps towards**

**meaningful career change**

**www.mytimetoshine.online**

## Welcome!



I'm Helen Garland, a Fireworks and Careershifters accredited career coach; and I specialize in helping people who are mid-career to make meaningful career change and find work that they love!

I made my career change over 15 years ago when I left a highly paid job with a global corporate that was quietly killing me; it was making me anxious, stressed and it was job that I fell into in my 20's and by late 30's it simply wasn't where I wanted to be anymore.

I was scared to move as the job gave me a sparkly set of golden handcuffs and I loved the status of my role (and the company car!) but it didn't meet my urge to "give something back", I didn't like the panic attacks it gave me, or the corporate culture that had been fun in my 20's but now felt wrong for me.

I felt truly "stuck" and unable to move forward, a chance introduction to a career coach, and a series of coaching sessions opened my eyes to how my life might feel outside of that particular role and company and most importantly how to make that change possible.

Those initial coaching sessions led me to being a business owner, and entrepreneur. And ultimately to career coaching.

I use a proven career change program to help you manage your career move and to guide you through the stages of career change, using a career change map to help you manage the process, mitigate the risks and plan your way forward.

Let's start your journey by booking a 30 minute call to discuss how we can work together and make your career change dreams a reality.  
   
Please feel welcome to [Book a FREE call](https://calendly.com/helengarland/30min) in my diary.

I offer a variety of programs to suit your budget and needs. Look forward to speaking to you and helping you on your career change journey.

**Helen x**

**ITS TIME TO Discover.**

**The Discovery phase is the first step in the career change map that I use to help career changers, it is an important stage to stop and take some time to understanding where you have been, and how your previous experiences have shaped you.**

**You’ll find in this work book a series of exercises to help you dig deep; take time to consider each exercise and write down the answers as if you are going to give them to someone to read.**

**The process of writing can be helpful to clarify your thoughts and the action of “verbalising” what is happening in your head can be really helpful.**

**Need help? Get in touch** [helengarland@mytimetoshine.online](mailto:helengarland@mytimetoshine.online)

**I offer a free 30 min call to discuss how coaching can help you; please feel welcome to book a call in my diary.**

https://calendly.com/helengarland/30min

# Discovery.

## AUTOBIOGRAPHY

Write a short autobiography highlighting 5 or 6 peak experiences or difficulties you’ve encountered in your life that you believe have shaped who you are (think “whole life” here, not just career). Include key life achievements and how you overcame adversity, if appropriate (limit yourself to around 500 words).

If you’re not too keen on writing, you might for example draw the river of your life with bends and waterfalls denoting highs and lows.

### Thinking Point …

**Are you surprised by any of the items that you’ve highlighted? Are they primarily home or work achievements or a balance of the two?**

# Discovery.

## PEAKS AND PASSIONS, LOWS AND LESSONS

Please answer the following questions; We want to look for what has worked in the past and is working now so you can appreciate the best of your experience and build on that

The questions below will help you think about your whole life, not just your working life.

#### What is the greatest achievement of your life and why?

#### Describe any significant achievements that went well without a great deal of effort on your part

#### What are your greatest accomplishments in past jobs? What was special about them? Why are they important to you?

#### What excited you about your past/present jobs/ the high points of your life?

#### When have you made a stand in your life? For what? How did it feel to make a stand?

#### What have you learned from the highs of your life? Is there a lesson from the lows?

#### Was there a time when some people told you that you couldn’t do something but you did it anyway? What was this and how did you feel. What motivated you?

#### When in your life were you at your most creative / committed / decisive / passionate / inspired?

#### What attracted you to each of the jobs you have done?

#### What’s been missing in your current and previous jobs?

#### What’s inspired you in your current and previous jobs?

# Discovery.

## INTERESTS AND PASSIONS

When we do what we feel passionate about, we lose ourselves, feel totally motivated, and often do it very well. This exercise and the coaching that follows will help you get clear about what you’re passionate about. Write your answers to the following questions:

#### How do you use your leisure time?

#### What would you rather be doing?

#### What are you passionate about now?

#### What inspires you these days?

#### What past passions have you lost touch with? What did you love doing when you were aged 7, 13, 18, 24?

#### When have you been so absorbed that you didn’t notice the passing of time? What were you doing?

### Thinking Point …

**Select those interests and passions which have the potential to get your pulse racing today! Are they a clue to what is next?**

# Discovery.

## Revealing Your Life Purpose

Clarity around what your life purpose is can really be a powerful guide and driver towards what you want from your life; it can help you feel in control and committed to living your life purpose**.**

Read the visualization and then make notes on the areas below;

It’s your 95th birthday; your happy, healthy & strong. There is a party in the garden of your home. Lots of people have come from all areas of your life – past, present and future, dead or alive... family, friends and people you’ve enjoyed working with. You are sitting watching them mas they enjoy your party. Every so often one or another of them will give you some hug and thanks you for what you’ve done for them and what you have meant to them during your life. Just sit and listen to them for a moment. Listen to what you’ve done for them.

What was that visualization like for you? How did it feel?

What did you hear/ see/ feel?

What did people say?

How where peoples live changed?

What was the most critical driving force there?

What difference where you making to people, the earth, in business?

What was your unique contribution?

### Thinking Point …

**Is there anything that surprised you? Does it give you an inspiration or focus for the next stage of your life? What do you need to focus on next?**

# Discovery.

## PERSONAL STRENGTHS AND PROFESSIONAL STRENGTHS

Our greatest satisfaction tends to come from doing what we do best – from playing to our strengths. It’s important to identify your strengths so that your life and work will be fulfilling and enjoyable.

Pick five significant people – at least two of whom know you in a work capacity - and ask each of them to tell you what they believe are your three greatest strengths. Give them time to think about it. Make a written note of what they tell you.

Pick three professional and three personal strengths that strike you as both true and enjoyable. For each of the three, provide an example from your life or work which demonstrates how you have used it successfully. Look for what was enjoyable and came easily to you.

# Discovery.

## Work Motivators

## In this exercise, we’re going to explore what’s motivating you to work. We’re looking for the conscious and unconscious drivers that make work fulfilling for you. Knowing this will help you tailor your next career move to match these so you get greater satisfaction and feel highly motivated.

## Look at the list of work motivators below. Take a moment to consider each motivator and its importance to you personally when you think of why you work at all - not to be confused with how well your current work motivates you!

## For each motivator, ask yourself is it (1) not at all important (2) fairly important (3) very important (4) extremely important.

## Against each motivator, in the right hand column, mark 1, 2, 3 or 4 depending on its importance. When you’ve finished going through the table, if you feel there’s something else that motivates you which isn’t listed, please add that to your list and score it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Altruism |  | Autonomy |  | Taking risks |  |
| Independence |  | Creativity |  | Recognition |  |
| Leadership |  | Creating change |  | Money |  |
| Physical challenge |  | Beauty |  | Being appreciated |  |
| Inspiring others |  | Producing a product |  | Helping others |  |
| Advancement |  | Intellectual challenge |  | Security |  |
| Collaborating |  | Forward movement |  | Personal responsibility |  |
| Status |  | Making a difference |  | Leaving a legacy |  |
| Freedom |  | Excellence |  | Entrepreneurial challenge |  |
| Lifestyle |  | Fun |  | Being of service |  |
| Ethical issues |  | Team work |  | Personal development |  |
| Achievement |  | Learning |  | Competing |  |
| Other: |  | Other: |  | Other: |  |

Cont ..

Pick out the motivators you’ve marked with a 4. If there are 4 or less, look at those marked with a 3 and try to identify the most important of those, to create a list of the five most important Work Motivators for you.

If you’ve got 6 or more motivators marked with a 4, look at those again and identify the Top 5. If necessary, ask yourself “If I had to choose between (motivator A) and (motivator B) which would I choose?”

List your Top 5 Motivators;

1.

2.

3.

4.

5.

# Discovery.

## Blue Sky thinking

You’ve joined a Government funded scheme; for the next 2 years you’ll receive an allowance that covers all your bills and gives you spending money. For the first year you travel, catch up with friends and do all the things you’ve been meaning to do for ages.

The second year is all about YOU! What do you do with your second year? What have you always wanted to study or learn? Where would you be? Would you learn a new trade? Start up a business?

Really think big about how you would use that time and space.

No limits and no pressure to earn an income. You are totally free to do what you have always wanted to do! Start writing …

### Thinking Point …

**This exercise isn’t so much about the what but the why ... drill down... why is studying that course so important to you? Why does that particular activity appeal so much? What can you learn from asking “why?” to each and every item on that list?**

# Discovery.

## How did you find the exercises?

Let me know how you got on….

[helengarland@mytimetoshine.online](mailto:helengarland@mytimetoshine.online)

**I offer a free 30 min call to discuss how coaching can help you; please feel welcome to book a call in my diary.**

**https://calendly.com/helengarland/30min**