

INTRODUCTION

Welcome to the **Discovering Your True Potential** Workbook.

Congratulations! You have just taken the first step to achieving your professional goals.

Together we can take you step by step closer to identifying your professional goals and then reaching them. How wonderful will it feel to actually be doing all those things you have only dreamed of doing one day! Well, it is only a few steps away ... along with a bit of commitment and hard work! This workbook sets out an eight week programme to assist you in the development of new improved work performance.

There is an 'Actions and Insights' page at the end of each section. These are there for you to record any learnings and insights you may have had while doing the exercises, and then to come up with some actions that may help reinforce your new learnings. Actions are 'doing' things that are both measureable and achievable.

GET OUT WHAT YOU PUT IN

Just like anything in life, you only get out what you put in. This is not a magic book that will provide you with all your answers and the professional life you have always wanted. Instead, it is a tool that can assist you in creating a path that will strategically lead you to your desired destination. All the creativeness, initiatives, ideas and habits are created by you. This workbook will lead you to discovering them. It is not meant to replace the benefits of having a professional coach working beside you, but as an alternative tool that can be used independently with the guidance of a coach close by. Here, you will need to rely on your own self management and the encouragement within the workbook. ***Included with this workbook are 8 free email contact services with the Principal Coach*** throughout the series to assist you where needed. If you do require additional assistance, please refer to any of the contact details listed at the back of the book.

ABOUT TRUE POTENTIAL DISCOVERIES LTD

True Potential Discoveries Ltd is a coaching service aimed at working with professionals who are looking to improve their work performance, with the intention of promotion or recognition.

Nicki Hayward is the principal coach and owner of True Potential Discoveries Ltd. Nicki's background in Human Resources Management and professional coaching has assisted in the design and content of this workbook.

The ideas, opinions and resources for this book have been created by True Potential Discoveries Ltd. For further information and assistance, please refer to contact information at the back of this workbook.

LET'S GET STARTED!

Without any further ado, let's get started on this journey to discovering your ***True Potential***.

GOOD LUCK AND BEST WISHES FOR YOUR JOURNEY

Nicki Hayward

WEEK ONE: IDENTIFYING YOUR KEY AREAS FOR IMPROVEMENT

Let's get started by discovering the particular areas you would consider as key areas for improvement. We all have talents and skills that we know we are good at, but sometimes we lack some of the skills we need to help us succeed in the smooth transition of promotion, or taking on a new task or responsibility and this stands between us and success!

We don't know what we don't know, so before we can go any further, we need to identify or learn the main areas that are holding us back.

To do this, complete the following '**Work Performance Self Assessment**' and discover the main areas that you need to develop or change. Make a score, on the right hand side of each section, out of six and reflect on the '**Coaching Questions**' on page 5 to help you highlight the areas you want to focus on during this workbook series.

This assessment will take approximately 5-10 minutes and you should be as honest as you can be to gain the best results. Try not to think too hard on an answer. Keep an open mind and trust your instincts and first impressions.

Work Performance Self Awareness Questionnaire:

How do you rate your overall Work Performance?

Circle True or False to each of the following statements. Write your score out of 6 at each section.

Organisational Management:

I always meet my deadlines	True/False	
I am always on time to work	True/False	
I am always on time to meetings	True/False	/6
I am always well-prepared for meetings	True/False	
I work to a clear, organised daily plan	True/False	
My work space is always clean and tidy	True/False	

Organisational Participation:

I participate well in a team	True/False	
I participate in 'out-of-work' activities	True/False	
I contribute to meeting discussions	True/False	/6
I initiate new ideas to help the business/workplace	True/False	
I volunteer to work outside my 'job description', when needed	True/False	
I regularly seek input from those more experienced than me	True/False	

Performance Management:

I understand what is expected of me in my role	True/False	
I always work to my full potential	True/False	
I always meet my work targets	True/False	
I believe I add value to the workplace	True/False	/6
My boss values my work	True/False	
My peers/colleagues value my work	True/False	

Work Satisfaction:

I am satisfied in my current role	True/False	
I am satisfied working in my current workplace	True/False	
I have sufficient training/education to do my job well	True/False	/6
I am satisfied with my daily input into my work	True/False	
I am satisfied with my daily output of my work	True/False	
I have great work-life balance	True/False	

Relationship Management:

I work well with my boss	True/False	
I work well with my team/colleagues	True/False	
I form great working relationships easily	True/False	/6
I have no hostile relationships at work	True/False	
I am comfortable in work-social activities	True/False	
I am always helpful to my clients/colleagues	True/False	

WORKSHEET:

Reflect on the answers in your self assessment and answer the following questions as fully as you can.

What did you learn about yourself?

What key areas do you want to focus on?

What impact are these key areas having on your work performance now?

What impact are these key areas having on other areas of your life?

What do you believe is holding you back from achieving better results in these areas?

What 'habits' do you have around these areas?

What could you do differently in these areas?

Great! Have you defined the areas of your work performance that you would like to improve on? Are you now ready to start working on setting goals to achieve greater performance in these areas? How great will it feel to have improved your level of performance and satisfaction?

If you feel the desire to increase your level of performance and satisfaction in these areas of your work, why don't you try the '*Discovering Your True Potential Workbook*' or for one-on-one Coaching, contact me through www.truepotentialdiscoveries.co.nz.

Remember: Success doesn't come to you, you go to it!