

LOOKING FORWARD TO A NEW JOB OR NEW HOME

Begin by listing some of the things that you appreciate about your life NOW.

5 (OR MORE) THINGS I AM MOST GRATEFUL FOR

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Now take a few moments and think about things that are causing you some concern about the move or the change.

5 (OR MORE) THINGS CAUSING ME CONCERN

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Now think about some of the opportunities the move or the change will present you with:

5 (OR MORE) OPPORTUNITIES I WILL HAVE IN MY NEW ENVIRONMENT

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Thinking about the future, what is it that you would like to do most?

I WOULD MOST LIKE TO

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And we all have something(s) we would not like to happen, so what is it/are they?

I WOULD NOT LIKE

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Now thinking about those things you would not like to happen, turn each of them into a positive opportunity.

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Focus on what would help you move on in your new life and achieve some of the new goals, list 5 or more things that would help you move on and make this a really positive move into a new job, new environment and learn from previous experiences (good and not so good):

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Having now given yourself some positive objectives think about when you could start planning in order that you give yourself time and resources to achieve all of these.

So now go back and read through the above objectives and against each of them put a date against each of them when you will start and when will you have completed each activity. If you need support from others to achieve them, you need to allow time to communicate your requirements and if you need resources such as packing materials, boxes etc leave yourself time to gather all of these well before completion date.

ABSOLUTE MUST LIST

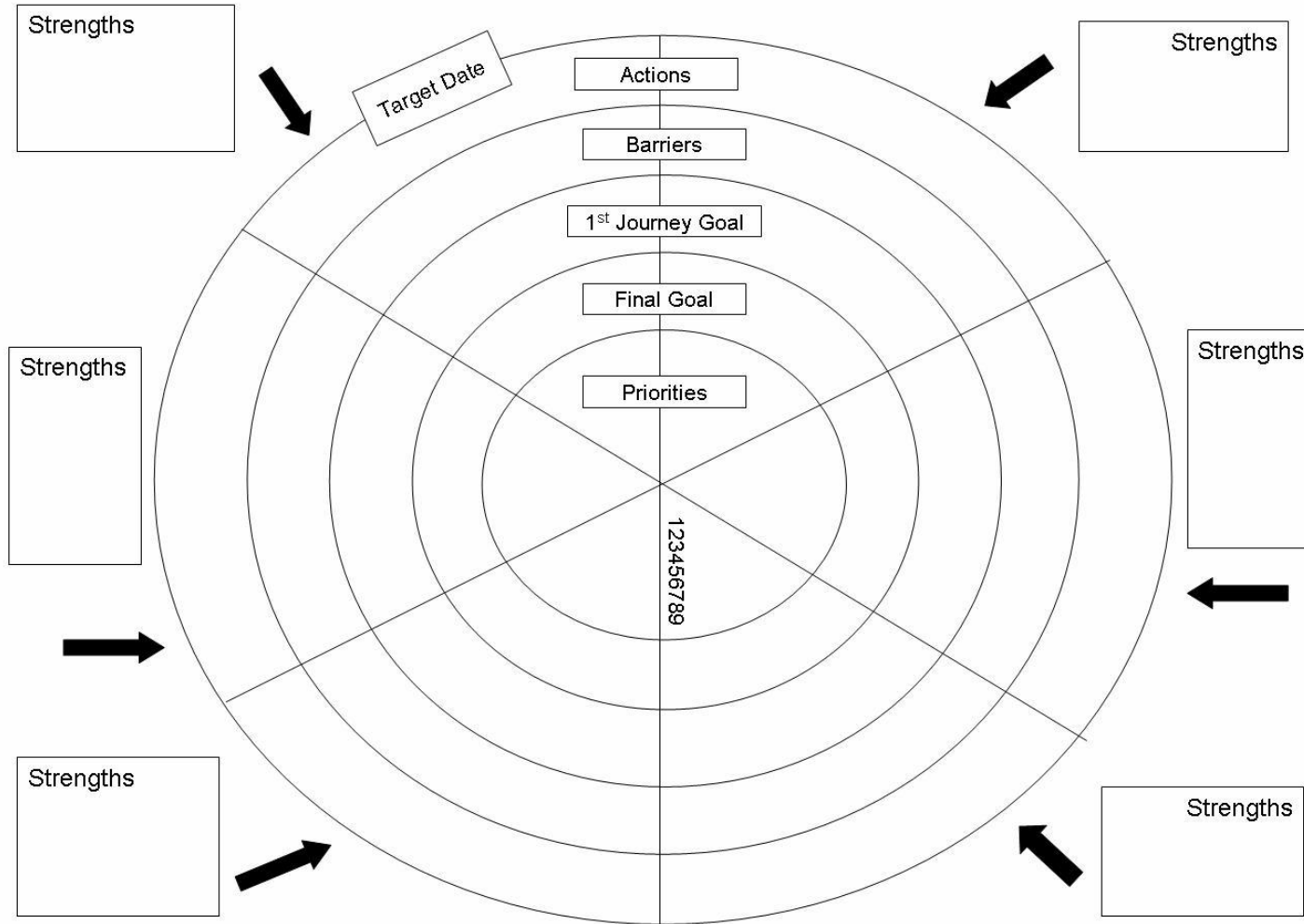
The aim of this section is to help you prioritise your objectives and put them in a logical order so you may wish to re-order and adjust your list. So start by thinking what is it that you must do if you want to achieve some of your dreams and desires? The idea here is not to overwhelm yourself but to take the first steps towards the lifestyle you know you want and deserve:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

These can now become your personal goals which require commitment, resources and determination in order to make your job move a real success. Fill them in to the centre of the Circle of Life on the next page. As you move out from the centre of the circle, complete each section for each priority e.g. one priority may be organise your finances, and the final goal would be to understand how much you need and when, the first journey goal might be getting some quotes for van hire, removals, etc. Barriers are what might limit our progress e.g. it will take time to get them, lack of motivation, don't know how to plan. Next you think of actions to overcome these barriers e.g. planning, get some help from some one who does know, staying focussed as this will help in the long run. Finally, as you make progress towards your goal, your natural strengths and abilities shine through, and these are listed in the Strengths box e.g. good organiser. You made need to print more than one copy of the next page depending on how many objectives you have.

Now it's time for you to start planning and remember there is always someone to help you should you need it!.

TARGET



HONOUR YOUR PRIORITIES

The most important thing now is to honour your new priorities and give yourself permission to plan your new job/life around what is important to you. This will involve:

Saying “no” sometimes

Re-scheduling your life around your new priorities

Making these goals become reality

It is often at this point that you may need a some support to help you work on these goals but then again you may feel strong enough to see them through.

First you must learn to say “no” so begin by developing different ways of saying “no” that will explain to others why you cannot meet their commitments. Here are some to get you started and then you can think of others you could use:

1. This isn't one of my priorities right now.
2. Sorry I already have plans – I am
3. That sounds really great but
4. I will have to say no this time as
5.

You should not feel guilty about doing what you want to do and need to do rather than just doing what others expect of you. This approach will reduce your stress, frustration and give you more fulfilment as you will be achieving you objectives and planning for a stress free enjoyable move. Now is the time to live your life and not other peoples.

There are 3 ways you can achieve these tasks:

Take care of it yourself – just do it

Give it to someone else to do – hire someone to do it

Throw it out – chuck it

Now review your list again and decide how you can tackle your items and then

JUST DO IT!

YOUR NEW LIFE

So where do you want to start? Home or work?

You have now begun to change your way of living both at work and at home. You have turned your obstacles into stepping-stones and found new ways of making choices and sticking with them. Not only will the quality of your life improve but also your health and well-being. You will also see the fruits of your labours around you, your environment (work or home) will be more organised, you will be more secure financially and socially, as you have made best use of the resources you have.

You will have more time to do things as you will have eliminated procrastination and stopped doing the things you don't want to do or need to do

You will feel more relaxed most of the time as you know what is going on in your life and you have more control

You can enjoy quality time with friends and family

You will be easier to be around (at work and/or at home)

You will have fewer conflicts and frustrations in your life

Your physical health will improve

You feel more secure about yourself and feel hopeful about the future

After a few weeks, it is important to review your objectives and see that you are on track for success. Am I moving towards my goals or away from them? Do they need revision?

You have made some great changes, now you can continue to review this process and move towards your goals more easily and effectively than ever before. Help is always at hand from friends and family or you may feel you want a personal coach to help you. What ever it is good luck!