



WANT TO BE GREAT



Self Development Journal

SAMPLE SECTIONS

SAMPLE SECTIONS

This document is a small sample of content, taken from the Self Development Journal that is issued, free of charge, to all WantToBeGreatManager subscribers.

The full Self Development Journal acts like a virtual coach and helps subscribers like you to create their own, personalized, development program, supported by the content that we release monthly (Topic-specific Videos, Workbooks, and GreatAble tools and supporting materials).

If opened with Adobe Acrobat reader or other suitable PDF readers, the document is editable so that you can enter your responses to the questions and then save the result for future reference. Alternatively, you can print the document and maintain a hard copy.

Why not subscribe now and take control of your own development at:

www.WantToBeGreatManager.com

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“The aim of life is Self Development. To realize one's nature perfectly - that is what each of us is here for,” Oscar Wilde

“There is only one corner of the universe you can be certain of improving, and that's your own self,” Aldos Huxley

“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self,” Ernest Hemingway

“Each person holds so much power within themselves that needs to be let out. Sometimes they just need a little nudge, a little direction, a little support, a little coaching and the greatest things can happen,” Peter Carroll

“Self Development is the belief that you are worth the effort, time, and energy needed to develop yourself,” Denis Waitley

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INTRODUCTION

The need for Self Development has never been greater:

- The rate of change continues to accelerate;
- The average education level of the workforce continues to rise. Therefore, so does the competition for jobs;
- The level of competition for jobs also increases with globalization and virtual, cross-cultural operations;

BUT

- The level of investment in Self Development for employees by many employers has dropped - and looks likely to continue dropping, or to become much more selective;
- Most employers continue to fund Health & Safety, Compliance, and core technical skills Self Development. After those, they typically focus on High Potentials (or HiPo's for short). Unfortunately, they don't even tell you if you are considered a HiPo. And, they definitely don't tell you if they don't think that you are one.

Self-led Self Development is critically important, especially if you WantToBeGreat. This Self Development Journal is your personal resource, specifically designed for you to take control of your own Self Development. It explains a process for planning and implementing a Self Development plan, tailored to meet your unique needs. A more comprehensive version is available in the WantToBeGreatManager store.

HOW TO USE THIS SELF DEVELOPMENT JOURNAL

At each step of your Self Development Journey, we provide an explanation of what needs to be done and why. You then simply need to record your responses to the questions and statements ***presented in italics***, and take the actions suggested.

At various points throughout the Self Development Journal, mention is made of a potential coach. These are the points at which it is most helpful to engage a coach.

However, you can complete the entire process without a coach. This Self Development Journal is effectively your mini coach.

References to other tools, workbooks, materials etc available on the WantToBeGreatManager in the “GreatAbles” section are shown in **orange**.

“Planning is bringing the future into the present so that you can do something about it now,” Alan Lakein

YOUR ROLE

This Self Development Journal and the WantTeBeGreatManager program will help you to be the best you can .

In order for this Self Development Journey to get you to your destination, you need to make a serious commitment to see it through. Therefore, your role is to:

- Enter the program with, and sustain, an open-mind – willing to self-assess objectively; to listen to and seek to understand feedback; to challenge your beliefs; and to consider a wide range of Self Development options;
- Work collaboratively with your manager to agree a challenging Self Development goal(s) which, when achieved, will enable you to achieve higher performance yourself and/or through your people;
- Engage energetically with your coach, if you have one, and seize on the opportunity to bring rigor to your Self Development planning;
- Commit to a rigorous and challenging Self Development Journey (within the capacity that you have available to devote to Self Development without damaging your work or your personal circumstances) and goal(s);
- Periodically review progress against the plan yourself, with your coach, and with your manager; and make adjustments to the goal(s) and plan as needed;
- Keep this journal updated.

YOUR SELF DEVELOPMENT JOURNEY

1. GETTING READY

Review the pros and cons of Self Development; who might be involved, why and how; and make the commitment.

2. WHAT I BRING TO MY SELF DEVELOPMENT JOURNEY

Identify your relative strengths and limitations.

3. LOOKING AHEAD

Clarify your challenges, aspirations, and opportunities.

4. THE DIRECTION I WANT TO TAKE

Decide where you want to focus your Self Development effort; on what do you want to focus?

5. MY RESOURCES

Review the time, energy, and resources you can devote to Self Development (your Self Development capacity). Identify those how may be able to assist you, and how.

6. WHERE TO BY WHEN?

Set your Self Development goal(s) and how you will feel when you achieve them. Challenge yourself; use the rope rule; plan to be the authentic you.

7. MY SELF DEVELOPMENT ROUTE OPTIONS

Identify available Self Development options; assess their potential impact, and determine their fit with you and your Self Development capacity.

8. MY SELF DEVELOPMENT ROUTE

Plan your Self Development in terms of specific actions.

9. ENGAGE A SUPPORT TEAM

Engage others to assist you; don't work with jerks; surround yourself with successful people; network.

10. SET-OFF

Let go of bad habits; plan for success; set up triggers; just-do-it; can-do attitude; ...

11. MY SELF DEVELOPMENT JOURNEY

Act; do the right things first; Eisenhower model; persist; persevere; be agile; stay focused; practice, practice, practice, one step at a time; keep a look-out (open-minded, read, listen to others); protect your time.

12. CHECK ON MY PROGRESS

Frequently check progress and make changes as needed.

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1. GETTING READY

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1. GETTING READY

Many individuals jump into Self Development without sufficient forethought. As a result, they waste time, energy and money. Let's avoid falling into that trap.

Before you go any further, let's make sure that you are clear about why you want to invest in Self Development, what you hope to gain from it, and who around you might offer some support.

My decision to commit to Self Development was triggered by:

e.g., a discussion with my manager, my partner suggested it, I realized the need to build my skills, ...

“The following could be consequences of not developing:

e.g., losing my job, career stagnation, bored, unhappy, ...

The following could be benefits of developing:

e.g., better at my job, promotion, pay rise, happy ...

1. GETTING READY

SAMPLE SECTIONS

GETTING READY (Cont.)

Now think about those who need to be involved or may be affected. It is a good idea to engage actively with them early on, to elicit their ideas and gain their support.

- If you work for someone else, it is usually wise to get input from them. He/she may be able to offer guidance and support during your journey. You may also wish to seek input from any employees.
- You may also want to discuss your ideas with any partner or family as they may be affected, and personal circumstance impact you at work.
- Peers and colleagues are another useful source of input as well as support. So, engaging them early can prove valuable.
- Also consider engaging one or more friends or other contacts (e.g., customers, suppliers, etc) through work or non-work activities (they are often more willingly to be open and objective).

Be prepared with each of them to explain clearly and succinctly:

- That you plan to engage in significant Self Development;
- Why you are speaking to them about it e.g., to elicit ideas, to ask for support, to warn them you will be spending time on it, ...;
- What specifically you want from them and by when;
- What's in it for them (why they should help you);
- What will happen next.

"I will discuss my Self Development Journey with..."
Enter those you feel are appropriate, and why. Consider (if you have them) your manager, partner, coach, peers, employees, ...

NAME

REASON FOR INVOLVING

1. GETTING READY

SAMPLE SECTIONS

GETTING READY (CONT.)

Self Development should not be entered into lightly. There are no quick fixes. Self Development demands behavior change, and changes do not come easily. Any change requires time, energy and perseverance. Are you willing to make the commitment and make the commitment now?

Before making that final decision think about any major commitments that you have already made (or have been made for you) which will demand your time, energy or other resources in the foreseeable future.

The following could inhibit me from engaging in Self Development:

Can you continue? If not, then stop here until that situation changes. If you can continue, let's go!

MY COMMITMENT

I commit to undertaking a Self Development Journey

I will complete this Self Development Journal to:

- ***Help me think through what I need to develop and how***
- ***Make sure that I don't miss out anything important***
- ***Ensure that I monitor progress and involve others who might assist me or who may be affected by my Self Development.***

Signature:

Name:

The signature above affirms your commitment and creates a binding contract with yourself

NOTE: We recognize that you may wonder why we've asked you to sign above. Research has shown that those who are willing to make a commitment and sign to that effect are substantially more likely to see the commitment through. We want you to succeed.

SAMPLE SECTIONS

2. WHAT I BRING TO MY SELF DEVELOPMENT JOURNEY

We can now pull together the information above and, in the context of your circumstances:

- Your role
- The aspirations that you have;
- The challenges you face;
- How you are perceived.

It is now time to complete a self-assessment. You might do this against one or more frameworks:

- The Profile – **There is a “Self-Assessment” available to you in the GreatAbles section of the WantToBeGreat-Manager website**
- Your employer’s competency model
- Your professional body’s competency model
- The technical skills associated with your role
- [Other]

We are now aiming to identify significant relative strengths and significant relative limitations, or derailers. You should make the most of the first but, the latter, if not addressed in some way can inhibit our performance and career.

SELF-ASSESSMENT

Against each competency or behavioral indicator, determine, in the context of your circumstances:

- It’s importance to you, your work and/or your personal life (High, Medium, Low)
- Your competency level

Think in terms of your relative strengths and relative limitations. In respect of each competency, behavioral indicator or performance standard, asses the level you are at:

Strength This is something on which you can capitalize; it is one of your very positive characteristics.

OK This is something that you can do well.

Limitation This is something that could hold you back; it may need improvement.

Derailer This damages your work and potentially your reputation. It needs fixing or serious damage-limitation.

- The urgency of any Self Development e.g.:
 - o High, if it is a Derailer
 - o High, if it is important and not sufficiently strong.
 - o Low, if you have compensating competency. mitigating solutions or it is not important for the foreseeable future.

WHAT I BRING TO THE SELF DEVELOPMENT JOURNEY (Cont.)

I believe these are my significant relative strengths:

I need to make the most of this strength(s):

I need to develop or mitigate the impact of this limitation(s) and/or derailer:

I believe these are my significant relative limitations and/or derailers:

I need to correct the following false perceptions of me:

BACKGROUND

WantToBeGreat was born out of a realization that the majority of employees, especially those in large organizations, leave the direction and speed of their personal development primarily in the hands of others. Many wait for training and development to be initiated. Many are dependent on their supervisors or managers for career guidance and support. Most only have access to training and development that their employers sees as valuable ... to the employers. And, more and more, those employers are trying to achieve more for less - reducing the training and development volume, duration, and spend- focusing it on a select group of high potentials ("HiPOs"), most of whom would develop on their own anyway.

In today;s rapidly changing and increasingly competitive and challenging world, we realized that individuals, especially managers need to take control of their own development. There is a proliferation of material available ... but that makes matters worse! What do I use, where do I go, how do I use it? We realized that there is also a need for guidance and support. WantToBeGreat was born - an affordable service that first equips each member with a Self Development Journal, a Go-It-Yourself step by step manual for managing your own development. Second, WantToBeGreat provides rich content in easily digestible formats, sequenced to meet known high impact development needs, guiding you to develop in areas that will pay back quickly. Thus, it gives you access to a growing toolkit of templates, articles etc to enrich your development and enable you to develop efficiently and effectively. You are always in control.

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