

# FINDING YOUR RIGHT WORK BOOK

By Leni Miller



Action Items:

## MY WORK BOOK

---

Name

# Finding Your Right Work Book

## *Finding Right Work - Five Steps To A Life You Love*



- ✓ Do you have difficulty crawling out of bed in the morning?
- ✓ Do you count the minutes until your workday will be over?
- ✓ Are you at your happiest when you are not engaged in work?

If yes, read on! You are very likely in “wrong” work!

Don't worry, you're in good company. According to recent polls, over 80% of people in jobs are not satisfied with their course of work. The good news? You can find right work! I have always felt that I was in right work and have been so grateful for my success in doing something I love and for which I am ideally suited.

- ✓ If you are ready to find your own right work, this workbook is for you.
- ✓ If you are prepared to connect with who you really are and practice ruthless self-examination, this workbook is for you.
- ✓ If you are ready for change and are motivated to learn to better manage your own mind, this workbook is for you.

For more than three decades working in the executive placement arena, I have been interviewing candidates for my clients. Years later, when doing research for Finding Right Work, I interviewed many of those people again and learned that over time, there was a clear formula that identified right work for each of them. That formula is outlined in this workbook.

Here is a compilation of exercises that teach you the Finding Right Work formula, identify the parameters of your dream job, and give you a customized map to finding your right work.

I encourage you to read *Finding Right Work: 5 Steps to a Life You Love* prior to using this companion workbook to maximize the effectiveness of the program. The inspirational stories in my book plus the exercises herein will help improve many areas of your life, not just in the workplace!

Your goals, your dreams, and your vision for your life will not only become more clear, but actually seem achievable. This workbook is geared towards your success, both professional and personal. So get ready to read on and find your right work!

**The period of greatest gain in knowledge and experience is the most difficult period in one's life. Through a difficult period you can learn; you can develop inner strength, determination and courage to face the problems.**

*His Holiness the Dalai Lama*

# 1) Prepare to Be Prepared

*Finding Right Work, Page 136*



This first set of action items focuses on gleaning information from outside resources. Your commitment to actively work the smaller action items is critical to your success in finding right work.

To start, dedicate a defined amount of time in your day exclusively to the project. I recommend a minimum of 60 minutes per day as an initial commitment. *See your journey to find right work as a top priority.*

## ***Establish a System to Record Your Inner Journey***

Create a portable, easily accessible way to keep track of all that you're doing and learning as you work through the steps and the action items. Use this workbook along with handwritten notes, laptop computer, electronic notebook and/or your smart phone. Start with folders/sections for:

**Self-Reflection** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Assessments** (self, career autobiography, professional, other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Network** (friends, family, job associates, community) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resources** (LinkedIn, Facebook, Google+, other social networking) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *Evaluate Your Current Finances*

Assess your financial needs and identify what is necessary to keep body and soul together as you undertake your search for right work.

**Fixed monthly expenses** \_\_\_\_\_

**Incidental, variable expenses** \_\_\_\_\_

**Current income** \_\_\_\_\_

**Available savings, retirement accounts** \_\_\_\_\_

**Supplemental income from temporary or contract work** \_\_\_\_\_

## *Self-Evaluation - What Matters To Me*

**My top five priorities relative to work** (for example: financial - college tuition, mortgage payments, new car, saving for retirement; live close to children/grandchildren; do good work that gives back to the world)

---

---

---

---

---

**My strongest values in life** \_\_\_\_\_

---

---

---

---

---

**My strongest talents and skills in life** \_\_\_\_\_

---

---



---

---

---

---

---

## **My Formal Education**

**Priorities that led me to choose the direction I took in education** \_\_\_\_\_

---

---

**Areas of education I loved the most** \_\_\_\_\_

---

---

**Areas that were the greatest challenge** \_\_\_\_\_

---

---

**What my educators would remember as my biggest strengths and weaknesses** \_\_\_\_\_

---

---

**The three most important things I learned about myself because of my education** \_\_\_\_\_

---

---

---

## **My Work Experience**

**Jobs/assignments I have held** \_\_\_\_\_

---

---

---

**Types of work I loved the most** \_\_\_\_\_

---

---

---

**Types of work I did not enjoy** \_\_\_\_\_

---

---

---

## *My Dream Jobs*

Other jobs/professions that have always interested me \_\_\_\_\_

---

---

## *My Unpaid Work / Volunteer Experience*

Priorities in choosing my unpaid work/volunteer experience \_\_\_\_\_

---

---

---

My biggest challenge \_\_\_\_\_

---

---

---

My principal contribution \_\_\_\_\_

---

---

---

Unpaid work/volunteer experiences I'd love to repeat, and *not* repeat \_\_\_\_\_

---

---

---

The main lessons I've learned from unpaid work/volunteer experience \_\_\_\_\_

---

---

---

## *My Other Interests*

The strongest interests that I pursue and support and why \_\_\_\_\_

---

---

---



## 2) Take Time For Reflection

*Finding Right Work, Page 154*

Now go within and reflect on your past and present situations. There is no way of predicting how long your journey will take. It can be immediate; it can be a month; it may take a year or more.

### *Financial Resources*

**Ways I can save on expenses to stretch my income** \_\_\_\_\_

---

---

---

### *“Old Mind Habits”*

Our minds have been programmed - by parents, teachers, peers, culture, the media - to think in certain ways. By committing to these action items, you’ve already taken steps to change your life as you learn to reprogram your mind in a more positive way. Eliminate negative influences to release your inner potential.

**Fears, reasons, traditional ways of thinking that have kept me from finding right work** \_\_\_\_\_

---

---

---

---

**Limiting beliefs I have about work** \_\_\_\_\_

---

---

---

**Old thoughts that deplete my energy** \_\_\_\_\_

---

---

**New ways to think to enhance my energy** \_\_\_\_\_

---

---

---

## **Media Diet**

Spend allotted time alone without the noise of constant music, television and other electronics. Be quiet so you can actually hear your own inner voice.

**When and where I will *not* be tuned in to my smart phone, tablet, iPod, television** \_\_\_\_\_

---

---

---

## **Physical Fitness**

**I am committed to this consistent exercise/workout regimen** \_\_\_\_\_

---

---

---

## **Meditation**

**I commit to use meditation to calm my mind** (fixed time, place, circumstance) \_\_\_\_\_

---

---

---

## **Positive Thinking**

Develop conscious habits of mind that create and maintain positive expectations and thinking throughout the day. Don't allow negative thoughts and habits of mind to have a "voice." Write down your thoughts and allow yourself a level of excitement about the ideas and answers that begin to appear.

---

---

---

---

---

---

---

---

---

---

---





### 3) Find Your Right Work

*Finding Right Work, Page 177*

Now that you've taken the basic steps of learning more about yourself, while observing and learning to manage your mind and tapping into your own inner wisdom, it's time to develop your career autobiography and mission statement.

A career autobiography is a brief work-related history for your own use. It's a tight recap describing the jobs/work experiences you have held in your professional career in the past 10 years. Focus on your work as it relates to what you have done in the past and why.

#### *My Career Autobiography*

**Priorities that led me to take each job or assignment and why I stayed** \_\_\_\_\_

---

---

---

**Primary responsibilities** \_\_\_\_\_

---

---

---

**Biggest challenge I faced** \_\_\_\_\_

---

---

---

**My biggest contribution to each job/assignment and its contribution to me** \_\_\_\_\_

---

---

---

**Functional aspect of each job/assignment that was fulfilling** \_\_\_\_\_

---

---

---

---

**Functional aspect of each job/assignment with which I had difficulty** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Why I left my previous positions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What would those who knew me the best in my work say are my biggest strengths?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The strongest talents and abilities I bring to my work** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The three most important lessons I've learned about myself through work** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Creating My Future**

Now review your career autobiography to identify the recurrence of your strongest talents, values and an awareness of past priorities relative to work. (*A value is a guiding principle, such as a strong work ethic, compassion, service to others.*) Use this information to celebrate your talents and strengths while fully accepting your weaknesses.

**Based on what I now know, these are my five top life values relative to work** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Finding My Right Work**

Become your own campaign manager to identify and find your right work - ***right now!***

**My work structure parameters** (for example, self-employed or employed; location of employer or client; industry, profit or nonprofit; values of employer or client) \_\_\_\_\_

---

---

---

**Types of jobs/assignments that match my priorities, values, abilities and skills** \_\_\_\_\_

---

---

---

**My network of contacts and how I currently reach them** \_\_\_\_\_

---

---

---

**Ways to expand my network** (for example, LinkedIn, Facebook, other social media) \_\_\_\_\_

---

---

---

## **Tracking My Progress & Success**

---

---

---

---

---

---

---

---

---

---

**Do all you can with what you have,  
in the time you have, in the place you are.**

*Nikos Johnson (1989-2001)  
Zulo boy known for raising AIDS awareness*





### **About the Author**

Leni Miller knows right work. In nearly four decades as a job placement and search professional, as co-director of the television production, “Home Sweet Office,” and in her research for her book, *Finding Right Work: Five Steps To A Life You Love*, Leni interviewed multiple generations of people in all types of work.

She found that people who were successful and happy had practiced self-reflection and developed the willingness to move confidently in the direction of their dreams. And without exception, people who are enormously successful and fulfilled in their work have an unending source of energy and happiness.

An honors graduate of Columbia University, Leni is currently the president of EASearch, LLC, a national firm specializing in recruiting and consulting in the area of senior-level executive support. She has interviewed hundreds of clients in need of high-level executives and thousands of candidates in search of their right work. Whether it’s a tiny startup organization, a Fortune 100 company, or anything in between, Leni understands what is needed for increased success.

Leni’s commitment to helping others is also apparent in her many professional and volunteer roles and affiliations, both past and present. These include serving as director for Junior Achievement, National Association of Women Business Owners, World Business Academy, and the Center for Attitudinal Healing. She was among the first five women invited to join Rotary in the second oldest Rotary Club in the world, the San Francisco Rotary Club.

Leni has learned to celebrate life as it unfolds, being grateful for every moment and challenge. She lives on the Dragon Boat, a well known floating home in Richardson Bay, Sausalito, California. She is a kayaker and loves living on the water within the unique and close community of floating home residents. An avid hiker who loves to travel, Leni has trekked in Bhutan and pushed cattle in Montana.

Her daughter, Abby Tollefson, has definitely found her right work in executive coaching. Leni is confident that each of her three young grandchildren will also find their right work and join the chorus of people who can say, “I just love what I do. I can’t believe I get paid for this!”

**Finding Right Work  
3020 Bridgeway, #283  
Sausalito, CA 94965**

**Telephone: 415-331-0269  
Fax: 415-331-1429  
Email: leni@easearch.com**

***www.findingrightwork.com***

***www.easearch.com***