

# Good Time Planner

This activity will help you come up with more motivated skills (remember you need at least 10 of these that you would have kept a log of on the previous resource)

I want you to think about the times...

- When you feel engaged. (Think about activities that you can concentrate on easily).
- When you feel energised. (Think about activities when you feel motivated and energetic).
- And when you feel in flow. (fully immersed in a feeling of energised focus, full involvement, and enjoyment in the process of the activity - basically when you could blink and hours have passed before your eyes).

When you notice yourself doing something that makes you feel like the above?

Take note and write it down if it made you feel energised, engaged or inflow.

You can use the planner below to capture your thoughts or just use a notes application on your phone.

**ACTION: I want you to come up with at LEAST 10 skills/activities you enjoy using/doing at work.**

For example, I find a lot of people in retail love organising things.

Whether it's people or warehouses.

We all seem to LOVE it (I know I do!).

Catch the time flying when your organising?

Then stick it down, that's a skill you enjoy using and you're probably pretty good at it too!

I don't want you to filter anything!

Just because you don't think it's an important activity.

Doesn't mean that's the case.

Don't you think there's a job out there that's sole job is to organise things?

Of course, there is!! (e.g event planning, trip planning, logistics, co-ordinators and so on!)

**Here's a tip if you're getting stuck.**

Try looking at the following...

Environments - what around you made you feel that way?

Interactions - what people (or types of people) made you feel that way?

Objects - what tools or things were using that made you feel that way?

Here are a few ideas from past clients of mine..

Leading people.

Managing people.

Delivering excellent customer service.

Helping people.

Organising people or things.

Problem-solving.

Analysing numbers.

Spreadsheets (definitely not mine ha!).

Working as part of a team.

Working on your own.

Being creative.

Communicating with people (be it written, visual or audio).

In summary, a day is made up of many moments.

And it's your job to try and capture what made that day at work great or bad.

The best thing about this task?

Is that it will start to give you potential career ideas.










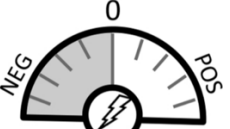

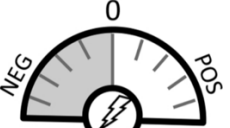

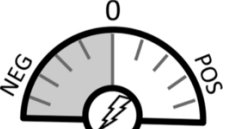

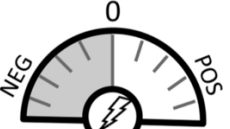

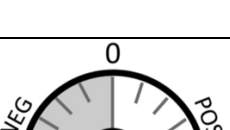
Say you feel in flow when your organising things...
















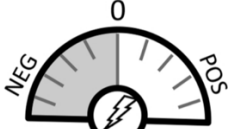

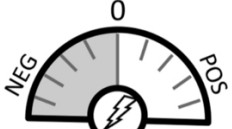
Well, type "organising" into a job search website and it will bring up jobs with that keyword.

You'll start to discover jobs you've never thought of using this approach!

But more on that later in the course!

# Good Time Planner

	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy

	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy
	 Engagement	 Energy