

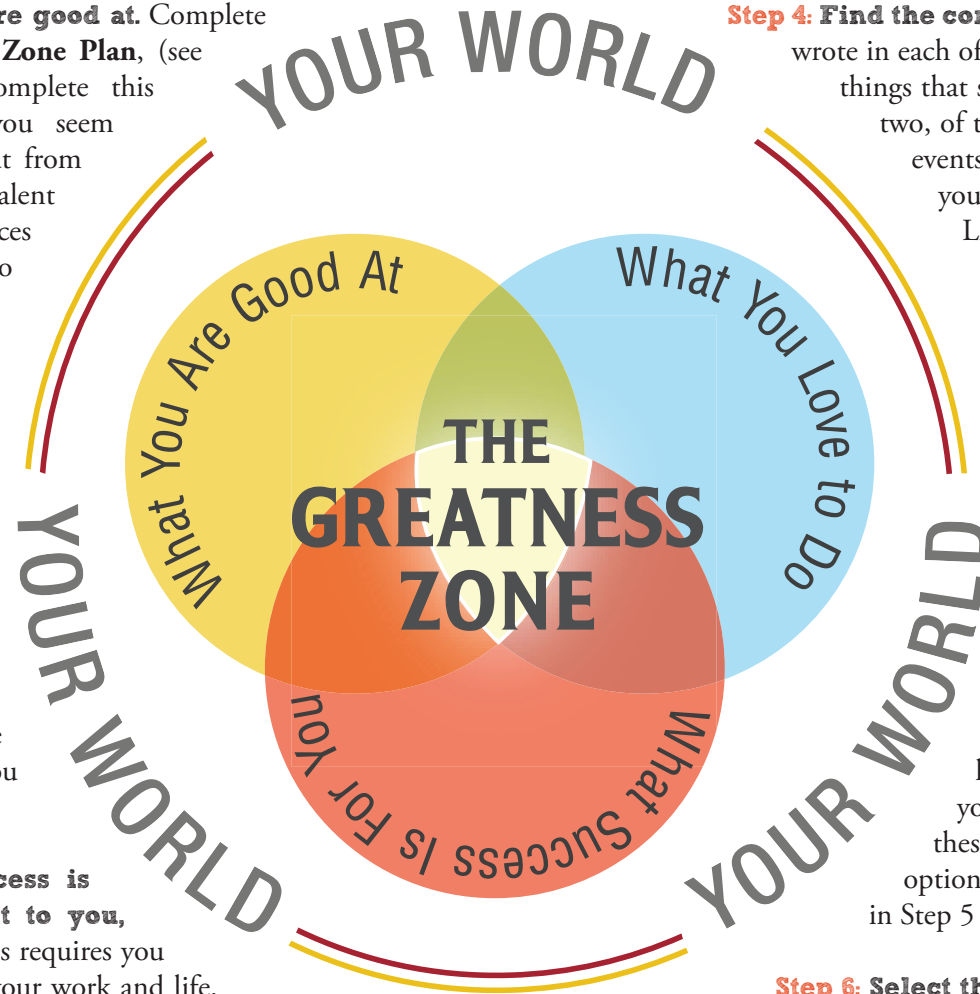
Step-by-step Instructions

for your Greatness Zone Plan

Step 1: Identify what you are good at. Complete column 1 on **Your Greatness Zone Plan**, (see other side). To help you complete this column, notice the things you seem naturally good at, ask for input from others who know you, or take a talent assessment. For outside resources to help you with this step, go to www.TheGreatnessZone.com and click on Resources.

Step 2: Identify what you are passionate about doing. Complete column 2 on **Your Greatness Zone Plan**. To help you with this, keep a journal, notice your feelings as you do things, and check with others to get their perspectives. You must start to notice how *you* feel about the things *you* do—which inspire you and which do not.

Step 3: Identify what success is for you, what is important to you, what makes you happy. This requires you to make some decisions about your work and life. Because you know yourself better than anyone else does, give yourself permission to record the things that are important to *you*. Complete column 3 on **Your Greatness Zone Plan**. There are no outside resources to help you with this step; *you* must decide for yourself what makes *you* happy, what is important to *you*, and what makes *you* feel successful. Listen to your own voice.



Step 4: Find the common areas. Compare what you wrote in each of the three columns; identify those things that show up in all three, or in at least two, of the columns. These are the things, events, or roles that will encourage you to be in your Greatness Zone. List what is common to two or three columns in Step 4 on **Your Greatness Zone Plan**.

Step 5: Brainstorm options. For each idea you wrote in Step 4, brainstorm options that will allow you to live and work in your Greatness Zone. Record every option you think of. Have a friend or family member help you brainstorm ideas. For help, go to www.TheGreatnessZone.com and click on Resources for links to job title sites to expand your list of possible career options; these will likely also create more life options for you. List all of your options in Step 5 on **Your Greatness Zone Plan**.

Step 6: Select the best option and build your plan. Review the list of options you created in Step 5 and select your best option. To build a plan, create the specific steps needed that will let you live and work in your Greatness Zone, and list them in Step 6 on **Your Greatness Zone Plan**. Then live your plan each day.

Review this process regularly because life and work constantly change. This way you will always have a plan to live and work in your Greatness Zone.

Your Greatness Zone Plan

Complete your plan using the step-by-step instructions on the reverse side.

| Step 1: What you are good at: | Step 2: What you love to do: | Step 3: What success is for you: |
|-------------------------------|------------------------------|----------------------------------|
| COLUMN 1 | COLUMN 2 | COLUMN 3 |
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Step 4: Find the common areas: List the things that are common to two, or all three, of the columns.

Step 5: Brainstorm options: List all of the options you considered that will help you live and work in your Greatness Zone.

Step 6: Select the best option and build your plan: Select your best option from Step 5 and list the specific steps needed to implement a plan that will let you live and work in your Greatness Zone.
