

Stella Frances

Find Your Happy



SKILLS

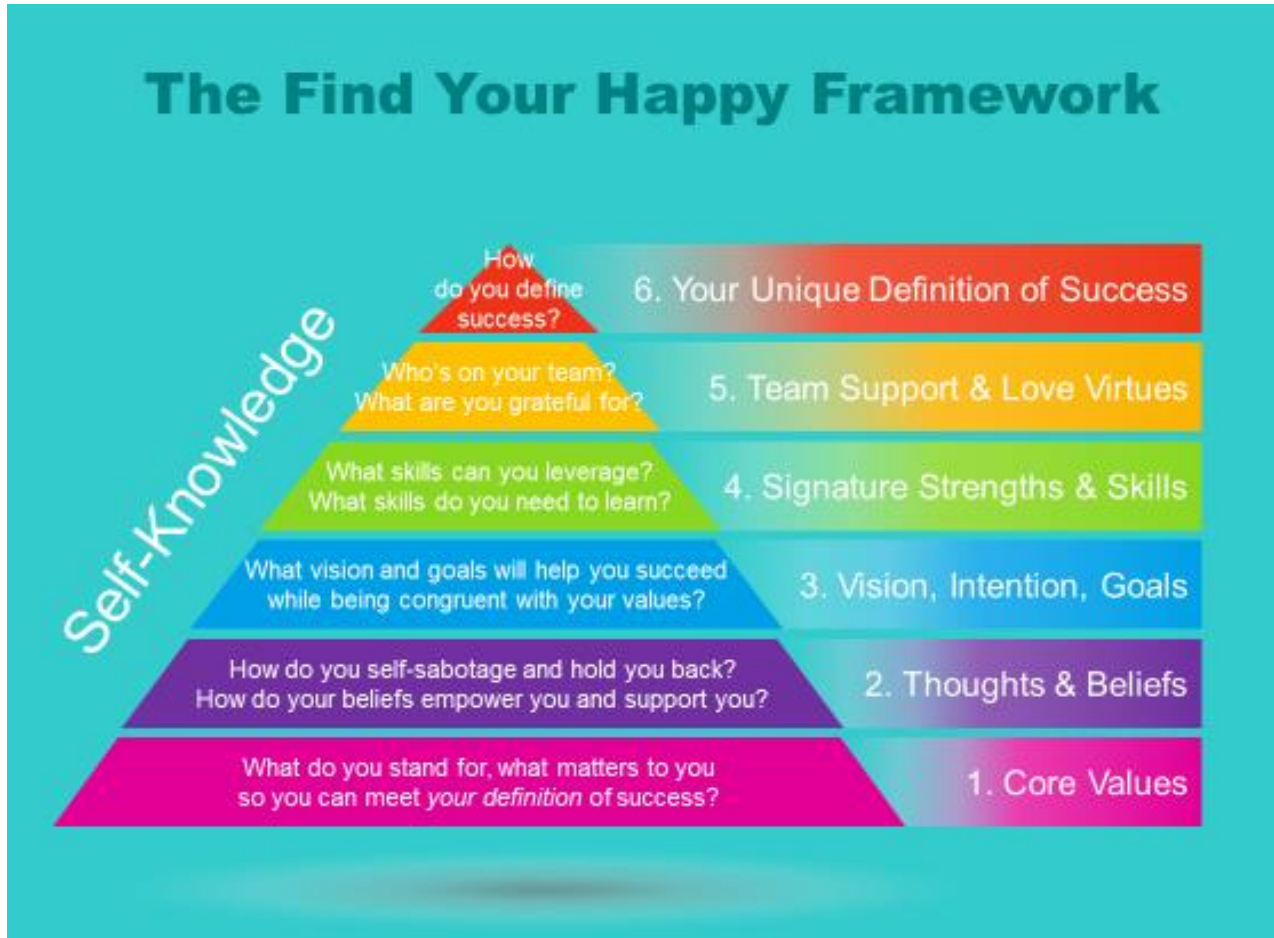
“Most people are defined by their titles, their cars, their house, where they came from, their color, their race, their religion. And so it's up to you to take control of your own life and define you. As long as you understand who you are and you have a solid foundation of understanding what your talents are, what your skills are.”

Stedman Graham

COMPLETED BY:

DATE:

The Find Your Happy Framework



The Find Your Happy program will assist you to open up the way you think about yourself, the way you think about the world and set the stage for new beginnings and personal success.

Skills

Now that you have explored your values, beliefs and goals you are ready to look at the next layer of the Find Your Happy Success Framework: skills.

The times when we are the happiest are when we are utilizing our natural talents and skills to perform something that we are excited about. In these situations, time somehow ceases to exist and we are living in the moment – living in the flow.

This section helps you to identify your natural talents or strengths, as well as your weaknesses, through a series of self-assessment exercises that will culminate in your very own personal development goals.

Focus on Your Strengths



Some people spend a lot of time trying to improve their weaknesses, with the result of being mediocre to average in these areas. Instead, hone your strengths and become exceptional and stand out among the rest.



"Great talent finds happiness in execution." **Goethe**

1.1 Qualities and Interests

Rate yourself for each of the following statements by drawing a tick in the low, medium, high or Olympian column. For the best results be honest and exaggerate your gut feeling. Rates can be given on or between rating levels.

	Low	Medium	High	Olympian
Ability to evoke enthusiasm				
Ability to love and be loved				
Appreciation of beauty				
Calmness and self-control				
Concern for community				
Creativity				
Curiosity				
Emotional intelligence				
Fairness				
Forgiveness				
Honesty and integrity				
Humility				

Humor	
Inspiring leadership	
Kindness	
Optimism	
Perseverance	
Spirituality	
Teamwork	
Being trusted	
Zest for life	

	Low	Medium	High	Olympian
Academic intelligence				
Analysis				
Art				
Broadcasting				
Cooking				
Communications				
Computers/IT				
Economics				
Engineering				
Entertainment				
Gambling				
Hospitality				
Literature				
Management				

Movies/theater	
Music	
Numerical skills	
Raising children	
Science	
Sport	
Starting businesses	
Teaching	
Understanding people	
Verbal Skills	

Exercise from Living the 80/20 Way by Richard Koch

 *What are your high and Olympian qualities and interests?*



*"The true way to render ourselves
happy is to love our work and find in
it our pleasure."*

Francoise de Motteville

1.2 Leadership Skills

 When was the last time you deliberately sought feedback on your behaviour and leadership qualities and what did you learn?

 How do you reflect on your behaviour and how often do you do this?

✍ In the course of a typical workday, how much attention do you pay to your feelings?

✍ Give three examples of how you modify your communication style to suit a situation.

*✍ Think of three examples of when you were in a conflict situation.
What did you do and how did you feel at the time?*


✍ How do you recognize what others are thinking and feeling?

How do you describe yourself?

What do you consider the essential or critical qualities of a leader?

Qualities of a great leader	Rate yourself from 1-10 on each	How would your colleagues rate you?

Thinking Style

 *How do you rate yourself on a scale of 1-10 for each of the following qualities?
(1 = need development, 5 = average, 10 = have mastered this)*

I display genuine curiosity	<i>1 2 3 4 5 6 7 8 9 10</i>
I am non-judgemental	<i>1 2 3 4 5 6 7 8 9 10</i>
I never make assumptions	<i>1 2 3 4 5 6 7 8 9 10</i>
I analyze data quickly and efficiently	<i>1 2 3 4 5 6 7 8 9 10</i>
I am aware of the impact of my decisions on short- and long-term goals	<i>1 2 3 4 5 6 7 8 9 10</i>
I think laterally and 'out of the square'	<i>1 2 3 4 5 6 7 8 9 10</i>
I am always genuine and 'myself' when with others	<i>1 2 3 4 5 6 7 8 9 10</i>
I have the knowledge and skills to lead myself and others through change	<i>1 2 3 4 5 6 7 8 9 10</i>
I am solution-focused rather than problem-focused	<i>1 2 3 4 5 6 7 8 9 10</i>
I regularly update my professional knowledge	<i>1 2 3 4 5 6 7 8 9 10</i>
I am good at solving problems	<i>1 2 3 4 5 6 7 8 9 10</i>
I am comfortable with the unknown	<i>1 2 3 4 5 6 7 8 9 10</i>
I am receptive to new ideas	<i>1 2 3 4 5 6 7 8 9 10</i>
I rapidly process information	<i>1 2 3 4 5 6 7 8 9 10</i>
I communicate my ideas clearly and succinctly	<i>1 2 3 4 5 6 7 8 9 10</i>

1.3 Your Personal Development Goals

Take a few minutes to reflect on all that you have learned about yourself by reviewing the activities in section 4 and then answer the following questions.



What strengths will you hone over the next six months?



What new skills will you develop over the next six months and what impact will they make for you and those around you?



What resources do you need to help you to develop these skills?



What obstacles are likely to get in your way? will you overcome them?
