

# CREATE IT

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9 SKILLS YOU NEED TO SUCCEED IN YOUR AMAZING CAREER

Amazing career success requires mastery in not only your unique area of expertise, but in numerous other core skill areas as well. To have fantastic success and love what you do, you need to connect with others, articulate your visions well, engender loyalty and support, take appropriate risks and make critical decisions, balance your life and work effectively, and more.

**To succeed in your amazing career you need to master 9 Key skills:**

- Self-Awareness and Emotional Intelligence
- Communication Skill
- Building Relationships
- Decision Making
- Leadership
- Advocating and Negotiating
- Work-Life Balance
- Boundary Enforcement
- Career Planning and Management

For more on the importance of these skills, read Kathy's Forbes post:

*[What You Don't Know WILL Hurt You](#)*

## KEY TAKEAWAY

You need 9 essential skills to succeed in a huge way in your work today. Do you possess the skills you need?

## How do you know if you need work in these areas?

Review the chart below to find out:

1. What skills you need to work on, and how you know
2. What first step to take to move you forward

SKILL AREA	HOW YOU KNOW YOU NEED WORK	FIRST STEP TO TAKE TO ADDRESS IT
Self-Awareness and Emotional Intelligence	You have chronic problems with interpersonal relationships. You're not connected to others in a deep and mutually satisfying way. You don't feel much concern, empathy or understanding for others. People often tell you, "You don't understand"	Read Daniel Goleman's work on Emotional Intelligence. Take his <a href="#">EI Assessment</a> , and watch his <a href="#">Social and Emotional Intelligence TED TALK</a> for ways to increase your EI
Communication Skill	Your communication doesn't generate the results you need or want.	Gain awareness of where and how your communication falls short (get feedback from people you trust about this). Work with a mentor or outside helper to reframe your language and communication style to connect more effectively with others.
Building Relationships	You feel unsupported or alone, and others tell you that you're not as supportive to them as they'd like.	Start with your inner circle of family and friends and look at the quality of your relationships. Which relationships need to be repaired or improved? Take a step today to rebuild a bridge that needs mending.
Decision Making	You feel at sea with the decisions in front of you, and don't know how to process through the many options and choices.	Check out this helpful post on Forbes by Mike Myatt on <a href="#">6 Tips for Better Decisions</a> . Begin to create your own methodology for sound decision making.

<p>Leadership</p>	<p>You're more self-focused than other-focused, excited more by growing yourself, your career and your success than expanding the enterprise or organization you work for, or supporting the success of others.</p>	<p>To lead an amazing life, you need leadership skills, including decision-making, envisioning a new future, inspiring others, coping with change and transition, and more. Check out this interesting Harvard Business School piece on <a href="#">What Makes a Good Leader</a>. Take a critical look at where you stand in terms of the key domains of leadership. Ask for help from your coach, mentor or sponsor to move you towards becoming a stronger leader.</p>
<p>Advocating and Negotiating</p>	<p>You're challenged with speaking up, advocating and negotiating for yourself and others in ways that get your needs met.</p>	<p>Examine your past for cues about how your voice was suppressed. Bring your voice forward to say what you want to say from this day forward. Heal any past suppression you've experienced, and practice using more positive, proactive and powerful language.</p>
<p>Work-Life Balance</p>	<p>Balancing your personal and professional needs and wants seems virtually impossible right now.</p>	<p>Determine your uppermost priorities in life and work, and begin to honor them more fiercely and with staunch commitment, every day.</p>
<p>Boundary Enforcement</p>	<p>You find it hard to stand up for yourself, and when others say negative things to you, you take them in without filtering them. You're not able to articulate and enforce your needs and wants, and people seem to push you around or get their way.</p>	<p>Identify where your boundaries are being violated or ignored. Take one step today to: 1) address the violation, 2) have that tough but critical conversation that you've been postponing, and 3) Start saying "No" to what you don't want.</p>
<p>Career Planning and Management</p>	<p>You don't have short- or long-term career plans and goals and aren't sure what you want in the next chapter of life and work.</p>	<p>Determine precisely what you want, and create a S.M.A.R.T. plan for getting it. <b>You're doing that here in the Amazing Career Project!</b></p>

Determine the top three skills from the list above that need the most development, and make a plan for addressing your challenges as soon as possible in these areas.

## Make Four Essential Agreements for More Personal Power

Finally, I highly recommend reading the transformative little book *The Four Agreements* by Don Miguel Ruiz. This practical guide to personal freedom was a true life-changer for me, and I use its concepts and recommendations daily, in my own life and with my clients. I hope you will find it just as beneficial in your life.

Harness the power of The Four Agreements to help you:

- Be Impeccable With Your Word
- Don't Take Anything Personally
- Don't Make Assumptions
- Always Do Your Best

Based on ancient Toltec wisdom, The Four Agreements offer a powerful code of conduct that can infuse your life with new experiences of freedom, joy, and connection.

*Great job! Thank you for committing yourself fully to a life of passion, power, and purpose, and to doing the work of building an amazing career!*

**– Kathy Caprino**