

Welcome back to the “Amazing Career Project.” So glad you’re here! We are on Video #15 and we are going to be talking about the nine skills you need to succeed amazingly in your career. This is a video in the “create” step in our five-step program. At this point I’m hoping that you feel like you’ve made amazing traction from where you are -- stuck, unfulfilled, wanting more -- to having amazing career success, and you see it. You see the path and you see yourself clearly on it, going forward.

The takeaway for today is this: You need nine essential skills to support you in your amazing career. Do you know how well you are doing in these nine skills and do you know how to develop them? So let’s talk about them. How did I choose these nine? This is in coaching with hundreds of people, in doing lots of corporate training where people are coming to me telling me what their challenges are and what’s holding them back and getting in the way. So are there more? Probably. Are there fewer? Yeah maybe, but these nine, to me, do seem to be the essential skills. If you don’t have them all working at some level, you’re not going to be able to succeed. You’re not going to be able to move forward in the way that you truly long.

So let’s look at them. The first is self-awareness and emotional intelligence. Briefly, self-awareness is your ability to understand what you’re thinking and what you’re feeling; emotional intelligence is just that. You’re intelligent about your emotions and you’re connected with others and understand their emotions. You have empathy. You’re able to understand their inner condition. Right? And have empathy for it. You’re able to stand in their shoes.

So how do you know if you’re not firing on all pistons with that skill? Here’s a quick way: If you have, chronically, the sense that you’re not connected to people; that they don’t get you and you don’t get them, or if people tell you, “You don’t understand,” “You don’t understand what I’m going through” “You don’t understand me at all,” then that skill needs some building. We can’t talk about it all today, but in the resources link and in your homework, I will connect you with resources that will help you build this skill if you need to.

The second is: Communication skill. All along this video series, we’ve been talking about the importance of communicating, and that you can’t not communicate. Everything you do -- your face, your body language, your stance, your energy, your words, your language -- everything is communicating. If you’re skilled in communicating; how you express what’s on your mind, your ideas, your vision, who you are, and how you engage with others through communication. If it’s not what it needs to be, you can’t move forward the way you want. So how do I know?

Here’s one test: Do you find that your communication -- and I mean speaking, writing, everything. Do you find that you generally achieve the results you long for in your communication? Look at your e-mails. Look at your letters. Look at your blogs. Look at

your articles. Right? Look at your presentations at work? Look at your branding materials. Is it connecting with whom you want to connect to? Is it aligning with whom you want to align with? Or is it falling short? Or does it create misunderstanding, tension, and conflict? If so, then it's time to look at your communication skills.

The third is: Building relationships. We've talked about it and we've talked about it. Time to talk about it again. You can't do what you want alone or in a vacuum or an island, right? You've got to build these support relationships. A community that loves what you do benefits from what you do. It's symbiotic. You nurture each other. How do you know if you need help here? If you feel you're alone. If you feel you don't have what it takes. If you feel you don't have the skills to keep moving forward. If you feel unsupported, or if the people around you do not bolster you up and make you feel like you're able to do whatever you want to do, you need to shift your relationships. That means empowering yourself in the existing ones, change them, detach from people that are putting you down, keeping you stuck. It's all of that.

The fourth is: Decision-making. If you want to have amazing career success, you're going to be a leader in your own life and a leader in your enterprise, most likely. Whether you're a manager or an assistant or whether you're running your own business or starting a new career, you've got to be a leader, and a leader that makes decisions that move you forward. So how are your decision-making skills? And how do you know if they need help? Well, quickly, it's do you know how to prioritize? When you're faced with decisions, what's that competitive edge that's going to help you decide what your priorities are and, "How do I make this decision?"

So the question is: Do you find yourself overwhelmed with the options in front of you and you just don't know where to begin? It's about prioritizing and it's about a process of elimination. When you've got ten things in front of you, what you start doing is, "What are the ones that I am clear that I don't want?" Don't want this, don't want this, don't want this, and why. That's how we do it. But if your decision-making skills need help, it's time to focus on those.

The fifth is: Leadership. We just mentioned that but how do we lead an enterprise to move forward? We've talked about it being other-focused not self-focused and we've said that you need to have a vision for where you're going so that you can inspire others to follow you in that vision. So the key thing to leadership is vision. I have a great book to suggest for you, Full Steam Ahead, by my friend and colleague, Jesse Lee Stoner and Ken Blanchard. It's an awesome book to help you create mission or understand your mission with values and purpose. You'll need that as you want to lead.

The sixth is: Advocating and negotiating. How are you with this? Are you able to negotiate everything from the needs of your staff to your salary, to your benefits, to what you need

with that consultant. Or if you're hiring an expert, negotiating the term of their agreement. How are you with that? Many, many women struggle with this. They don't know how to stand up for themselves. They don't know how to present it. And if they do, sometimes they come across too pushy and they push what they want away. Sometimes they're too soft and they feel like a pushover. So, how's it going for you? Are you able to look at what you want and speak up for it and ask for it and get it? If not, that's a skill you'll need to develop even further.

The seventh for women is: Work/life balance. It's the deepest challenge working women face today. As I mentioned, there are 12 hidden crises working women face. Work/life balance is at the head of it. What do you need to do? No matter where you go, no matter what new job, what new direction, or what new career, if you don't have your prioritizations set and your boundaries clear, and if you're still struggling with perfectionism or with over-functioning, you are going to struggle with work/life balance no matter what job you get. So it's about making your partner a partner at home. It's about enforcing boundaries and knowing what matters most to you; what you would give up everything for, and prioritizing around that.

Number eight: Boundary enforcement, just what we're talking about. So do you feel like you're being pushed on? Do you feel exhausted, drained, strained? You've launched to this new level but you're finding you don't have enough to give to keep pushing it forward, right? You feel like, "I'm not sure I can continue with this." A lot of people express that to me when they've launched a new business that there was an intense resurgence and they burst this thing and now they're exhausted and burnt out because they can't keep up with it and they haven't created the boundaries around themselves and around this endeavor to support and sustain it to grow forward. So look at your boundaries and you can tell in a minute where you're resentful, where you're angry, where you're drained, where you're mad. That's a boundary that needs to be addressed.

Number nine: Career planning. We're doing that right here in "The Amazing Career Project," but I want to always attend to it, right? Always think about, "Where am I today, what am I assimilating and transitioning to, where am I growing, and what do I want next?" I want you to always be thinking and moving forward. I want you to understand as well that it's important to be in the present. It's important to feel and live in the moment. It can't always be about the future. If our orientation is just the past or just the future, we're not here in the present, right? I want you to be in the present, but all the while hold the space for the future-you that hasn't hatched yet. Hold that space. Visualize it, plan for it, have your five-year plan and make sure you're moving towards that and not away.

So those are the nine skills. It's a lot and I know for a fact that you are highly competent in quite a number of these but none of us has all of these going at the same time at the same amazing level. Look to the top three. What are the top three of these that you feel

you really need support on? Get the support you need with a coach, with a mentor, with resources, or with a class. It's all out there for you. So don't forget. Click the link. Do your homework, and I'll see you next time.

Thank You.