

2020

# PITZER COLLEGE

## Career Development Series



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### FOR MORE INFORMATION:

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## **WEEK #2 WORKSHEET**

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### **PART 1 - BUILDING SELF AWARENESS**

## WEEK #2 WORKSHEET - BUILDING SELF AWARENESS

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This Worksheet will help you identify what you're focusing on and if that focus is serving you, filter the facts from your thoughts, change your thoughts to positive ones, and create action steps that serve you.

**Fact** (what are the things that you know are 100% true and are set in stone)

**Thought** (what are the thoughts around the above facts)

**Feeling** (what are the feelings around the above thoughts)

**New Thought** (what are some new thoughts you could have around the same facts)

**Action** (what are actions steps you can take with the above new thoughts in mind)

## WEEK #2 WORKSHEET - BUILDING SELF AWARENESS

This Worksheet will help you to understand your impact on others and the way you are perceived, a key step towards better Self Awareness

**Choose 3 people you that value you personally and professionally. Write their names down here.**

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**Call, Email, or Text the person and ask them for feedback. Ask them for specific feedback on the following and write down their responses so you can have access to it at anytime in the future.**

What do you think are my greatest strengths and qualities?

What do you think I do really well?

Where do I need to improve?

## **WEEK #2 WORKSHEET**

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### **PART 2 - BUILDING SELF MANAGEMENT**

# WEEK #2 WORKSHEET – BUILDING SELF MANAGEMENT

## 25 Ways to Develop a Growth Mindset: Based on Carol Dweck's Research

### **1. Acknowledge and embrace imperfections.**

Hiding from your weaknesses means you'll never overcome them.

### **2. View challenges as opportunities.**

Having a growth mindset means relishing opportunities for self-improvement.

### **3. Try different learning tactics.**

There's no one-size-fits-all model for learning. What works for one person may not work for you.

### **4. Follow the research on brain plasticity.**

The brain isn't fixed; the mind shouldn't be either

### **5. Replace the word "failing" with the word "learning."**

When you make a mistake or fall short of a goal, you haven't failed; you've learned.

### **6. Stop seeking approval.**

When you prioritize approval over learning, you sacrifice your own potential for growth.

### **7. Value the process over the end result.**

Intelligent people enjoy the learning process, and don't mind when it continues beyond an expected time frame.

### **8. Cultivate a sense of purpose.**

People with a growth mindset had a greater sense of purpose. Keep the big picture in mind.

### **9. Celebrate growth with others.**

If you truly appreciate growth, you'll want to share your progress with others.

### **10. Emphasize growth over speed.**

Learning fast isn't the same as learning well and learning well sometimes requires allowing time for mistakes.

### **11. Reward actions, not traits.**

Tell people when they're doing something smart, not just being smart.

### **12. Redefine "genius."**

The myth's been busted: being a genius requires hard work, not talent alone.

### **13. Portray criticism as positive.**

You don't have to use that hackneyed term, "constructive criticism" but you do have to believe in the concept.

### **14. Disassociate improvement from failure.**

Stop assuming that "room for improvement" translates into failure.

### **15. Provide regular opportunities for reflection.**

Reflect on your learning at least once a day.

# WEEK #2 WORKSHEET – BUILDING SELF MANAGEMENT

## 25 Ways to Develop a Growth Mindset: Based on Carol Dweck's Research

### **16. Place effort before talent.**

Reward hard work before inherent skill.

### **17. Highlight the relationship between learning and “brain training.”**

The brain is like a muscle that needs to be worked out, just like the body.

### **18. Cultivate Grit**

People with determination will be more likely to seek approval from themselves rather than others.

### **19. Abandon the image.**

“Naturally smart” sounds just about as believable as “spontaneous generation.” You won't achieve the image if you're not ready for the work.

### **20. Use the word “yet.”**

Whenever you are struggling with a task, just tell yourself you haven't mastered it yet.

### **21. Learn from other people's mistakes.**

It's not always wise to compare yourself to others, but it is important to realize that humans share the same weaknesses.

### **22. Make a new goal for every goal accomplished.**

You'll never be done learning. Just because you have achieved something doesn't mean you should stop being interested in a subject. Growth-minded people know how to constantly create new goals to keep themselves stimulated.

### **23. Take risks in the company of others.**

Stop trying to save face all the time and just let yourself goof up now and then. It will make it easier to take risks in the future.

### **24. Think realistically about time and effort.**

It takes time to learn. Don't expect to master every topic under the sun in one sitting.

### **25. Take ownership over your attitude.**

Once you develop a growth mindset, own it. Acknowledge yourself as someone who possesses a growth mentality and be proud to let it guide you throughout your career.

## **WEEK #2 WORKSHEET**

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### **PART 3 - BUILDING SOCIAL AWARENESS**

# WEEK #2 WORKSHEET - BUILDING SOCIAL AWARENESS

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This Worksheet will help you identify ways to improve your social awareness and prove it in an interview

The components needed for Social Awareness are:

- Empathy:** Truly hearing others needs and concerns and reflecting back to them that you understand them and are supportive of them
- Understanding your impact on others:** How do you come across to others? What are the things that help others approach you and build trust with you?
- Giving importance to listening:** making sure that when you are speaking with someone, you are not distracted but are giving them your full attention
- Paying close attention to interactions between people:** noticing how dynamics between people are unfolding, are they positive? Are they negative?
- Identifying the emotional states of others:** Is what this person saying based on being triggered? Is the person wanting to share good news that is making them happy and do I need to take time to acknowledge and celebrate with them?
- Diversity makes us better:** How inclusive am I of people that are different from me? Do I make an effort to create relationships with people of diverse backgrounds? How tolerant am I of different viewpoints?

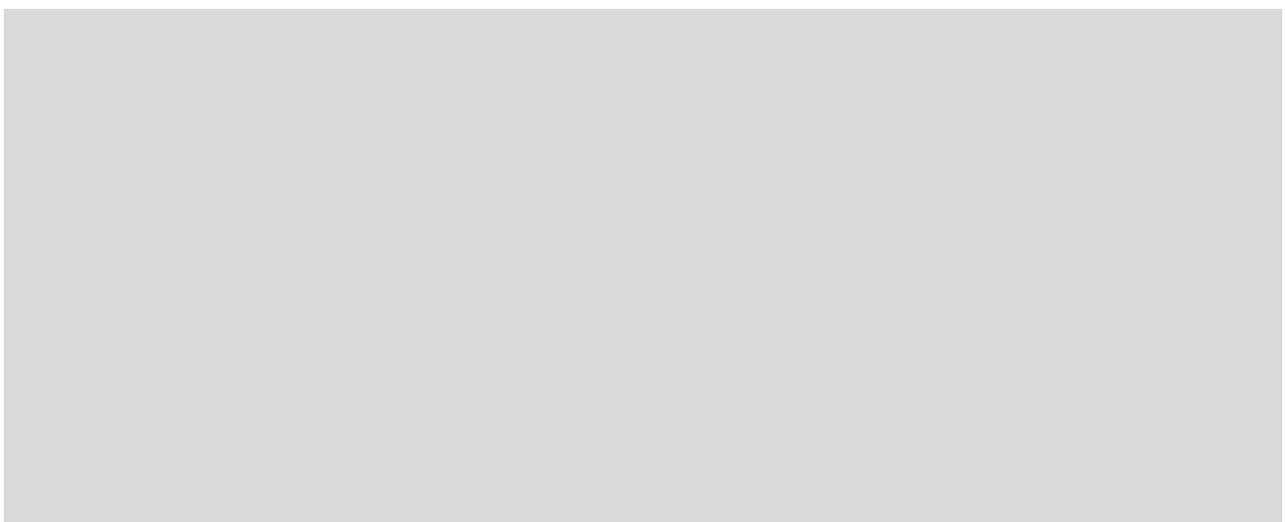
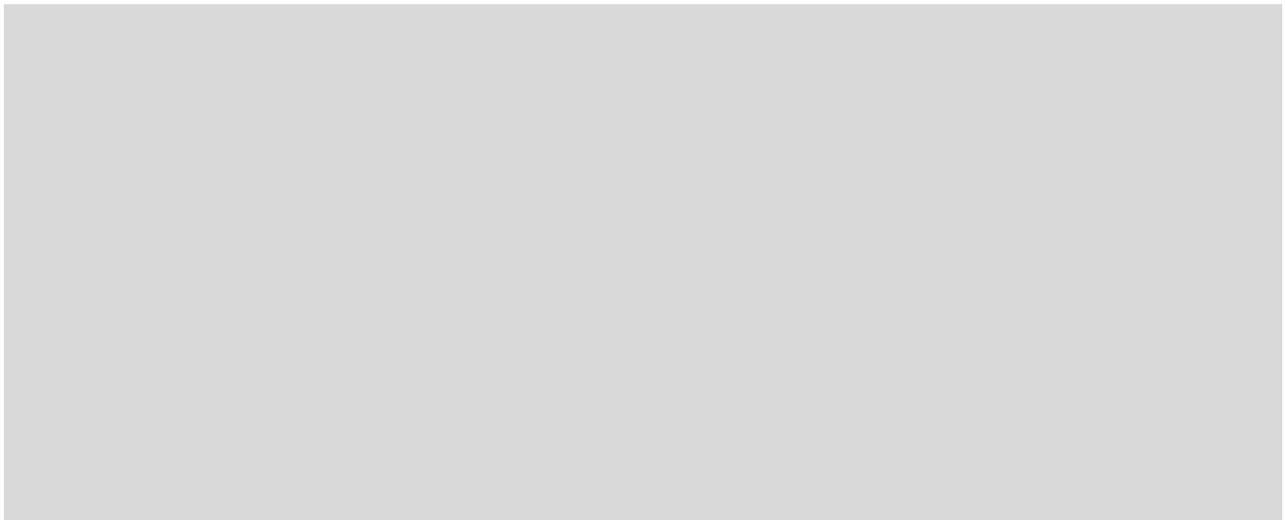
**How good are you at these components which ones and which ones do you need to drill down on?**

# WEEK #2 WORKSHEET - BUILDING SOCIAL AWARENESS

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This Worksheet will help you identify ways to improve your social awareness and prove it in an interview

**Identify at least 3 ways you can put these principles into practice**



# WEEK #2 WORKSHEET - BUILDING SOCIAL AWARENESS

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This Worksheet will help you identify ways to improve your social awareness and prove it in an interview

**How can you make yourself better?**

**How can you prove in an interview that you are good at these things?**

## **WEEK #2 WORKSHEET**

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### **PART 4 - BUILDING RELATIONSHIP MANAGEMENT**

# WEEK #2 WORKSHEET - RELATIONSHIP MANAGEMENT

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This Worksheet will help you assess your skills in the 7 competencies of Relationship Management and focus on ways you can speak about your performance and improve on them in the future.

These are the 7 competencies:

**Leadership - Influence - Developing Others - Change Catalyst  
Conflict Management - Building Bonds - Teamwork - Collaboration.**

For each competency, ask yourself the following questions:

**How have you performed this competency well? Write down as many examples as you can.**

**How can you develop this competency? Identify some actions that will help you improve in this area and give yourself a deadline for when you will complete the action.**