

*Love Your Work Today ~ and  
Love Your Life Forever!*



A Self-Discovery or Coaching Workbook created by:

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## Why You Are Here

The path of discovering your role in living a joyful expression of who you truly are begins within, and if sought with intention and a willingness to seek awareness to unlock the door to love. This love is the experience of wholeness, serenity, compassion, and celebration of yourself and for others which will call you into action to contribute your special gifts to where humanity most needs them. So, be willing to take this journey and overcome a culture now conditioned to self-gratification; accept the challenge of facing and letting go of reactive feelings based on false beliefs and limits you have unknowingly placed on yourself; and be willing to take those risks that will enable you to grow and expand your greatness while making a real difference in the world.

Call on this wisdom from time to time:

*“Our deepest fears are not that we are inadequate; our deepest fears are that we are powerful beyond measure. It is our life, not our darkness, that most frightens us. Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won’t feel insecure around you. We were all meant to shine, as children do. It’s not just in some of us; it’s in everyone. And as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our fear, our presence automatically liberates others.”*

(Quote taken from movie “Coach Carter,” but attributed to both Marianne Williamson and Nelson Mandela)

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## Warm-Up Questions

“This is a **time when** . . . “ (or “Now is the time to . . .”)

What is your most **pressing challenge**?

What is the **cost** of *not* overcoming this challenge?

If you could have exactly **what you want**, what would it look like?

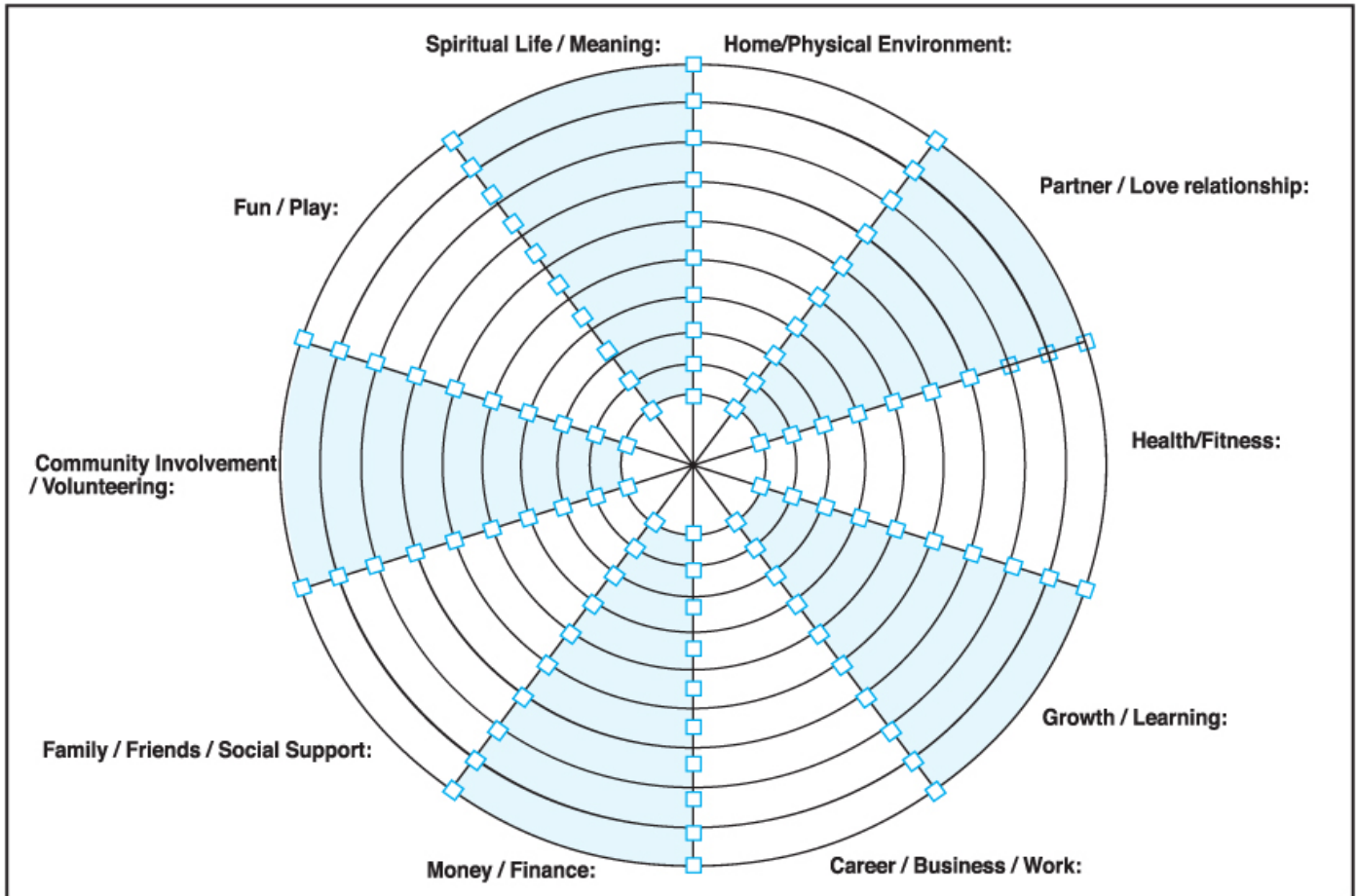
What **books** (articles, stories, magazines) or **courses** have you read or taken over the past 5-10 years that have inspired you to new thinking, or made a difference in your life?

Describe a **strong or heartfelt desire** that you might have thought about over the years *but not acted upon*:

What Outcome do you want as a result of taking this workshop?

## *Life Wheel & Priority Intentions*

(Where to focus your next steps and actions)



Determine your level of satisfaction with each of the categories in the Wheel by filling in a value (1-10, with #10 the strongest value on the outside of the wheel) with regard to your level of satisfaction. This will enable you to step back and determine where you want to focus your priority attention and action in the coming months.

List three **General Intentions** you want to focus on in the coming months:

- 1.
- 2.
- 3.

## PERSONAL MISSION CHECKLIST

### A. Adjectives (pick 2)

- Dedicated
- Dependable
- Honest
- Enthusiastic
- Creative
- Innovative
- Conscientious
- Hard-Working
- Empathetic
- Committed
- Motivated
- Intuitive
- Positive
- \_\_\_\_\_
- \_\_\_\_\_

### B. Nouns (pick 1)

- Professional (specify if desired)
- Employee
- Worker
- Supervisor
- Salesperson
- Customer Service Representative
- Problem Solver
- Team-Player
- Consultant
- Leader
- Teacher/Trainer
- Project Manager
- Administrator
- Analyst
- Entrepreneur
- Communicator
- Writer
- \_\_\_\_\_

### C. Action Verbs (pick 2)

- Learns quickly
  - Is attentive to detail
  - Establishes customer loyalty
  - Works hard
  - Develops strong working relationships
  - Is comfortable with computers
  - Develops improved methods
  - Meets all deadlines
  - Solves tough problems
  - Facilitates learning
  - Designs materials
1. Produces quality work
  2. Achieves consistent results
  3. Motivates others
  4. Encourages team efforts
  5. Gets along well with others
  6. Achieves sales results
  7. Listens well
  8. Communicates well
  9. Takes positive action
  10. Sees the big picture
  11. Assists others in reaching their goals
  12. Develops programs

### D. Commitments (pick 1)

- Quality
  - Service
  - Excellence
  - Learning
  - Helping others
  - Making a difference
- \_\_\_\_\_
  - \_\_\_\_\_

*To create your own Personal Mission Statement, take the sentence below and insert the words you selected from the checklists above:*

I am a (an)     A     and     A         B     who  
    C     and     C     and is committed to     D    .

## *Identifying Lessons Learned*

### *What did you accomplish last year?*

Successes capture the good news of last year! Consider these as “fuel to the fire” of inspiration. Write down as many as come to mind. (Use the back of this sheet if necessary)

*Accomplishments:*

### *What were your biggest disappointments?*

Admitting to yourself the downside of last year frees you to learn from mistakes and move forward.

*Disappointments:*

## *Lessons Learned*

Lessons (or what I learned from the past year):

- 
- 
- 
- 
- 

## *Turning Lessons into Guidelines*

Having completed your list of lessons learned, select **three** that would best guide you in achieving your greatest goals in the coming year. Short, action focused, memorable, 2-4 words:

*Guideline 1:*

*Guideline 2:*

*Guideline 3:*

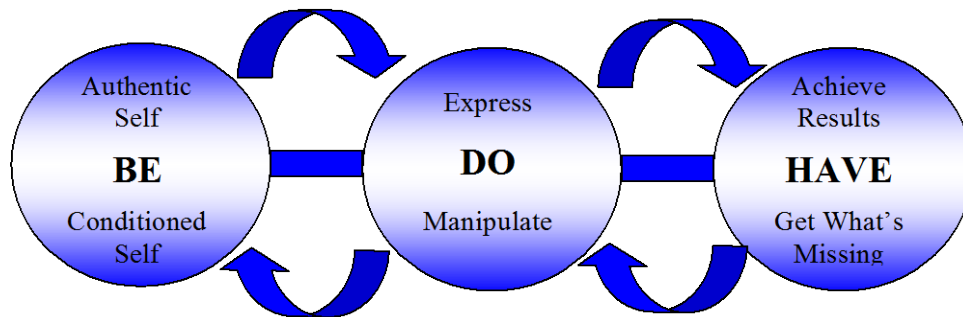
## *for Joy in Work & Life~*

### *C.R.E.A.T.E with TRUST!*



#### **BE-DO-HAVE Orientation to Life:**

Attuned to Universal Goodness & Wholeness  
 Oneness in the Present Moment  
 Inner to Outer Orientation  
 Rich in Abundance Consciousness  
 “The Universe is a Friendly Place”  
 Joy in Giving  
 Alive in Life as a Creative Adventure  
 Manifesting in Partnership with the Universe!



## *for Stress in Chasing after what you don't Have*

### *Operate from FEAR or LACK*



#### **Have-Do-Be Orientation to Life**

Missing what you don't Have  
 Past or Future Orientation  
 Separate from others and things  
 Outer to Inner Orientation  
 “Life is a Dangerous Place”  
 Possessing brings Happiness  
 Cycling between Pleasure and Suffering  
 Trying to achieve on your own



## Connecting to Your Authentic Self

### *Values*

What **Values** provide the strongest motivation and drive you in life? What do you care most about? These are the values that typically support and shape your actions.

✓

✓

✓

✓

✓

Think about when you have acted with integrity regarding your values, and when you failed to do so. What might you do about that?

### *Strengths*

(Skill + Interest = Strength)

For what are you known as the "go-to" guy or gal?

What do people go to YOU to get?

What do others admire about you?

What qualities about yourself do you most admire?

List Your Top Five Strengths:

•

•

•

•

•

## ***Passions***

After brainstorming answers to the following question circle your top five passions. These passions will typically align with categories such as Career, Finances, Relationships, Leisure, Education, etc. (Adapted from *The Passion Test*, by Chris & Janet Atwood.)

*“My life is ideal when I am . . .”* (if needed ~ turn page over to complete sentences)

My Top Five Passions:

- 1.
- 2.
- 3.
- 4.
- 5.

*Which of these Passions do you act on most of the time?*

*What Passions do you want to incorporate more into your life?*

**YOUR LIFE or SOUL PURPOSE**  
(or “*What is your Heart Calling you to do?*”)

The questions below will lead you to claiming your *soul* purpose, and align with the wonderful feeling of *Being Authentic*. By claiming your Soul Purpose and contributing your best self to others in need, you will typically experience profound Joy.

What do you love to do that makes the world a better place?
What is the most profound experience you would like someone else to receive?
What is the most important guidance you did not receive enough of as a child?
How does it feel when you share that quality or guidance with someone else?

(Adapted from Patrick Harbula)

- What makes you “come alive?”
  
- When I am living an authentic life (just feels right/flows/easy success/etc.), I am
  - ✓ Thinking:
  - ✓ Feeling:
  - ✓ Saying:
  - ✓ Doing:
  
- When I feel absolutely free to authentically be myself and knowing I could NOT fail, I would be doing . . .
 

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and in the process helping

 others to . . . 

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## ***Your Life Purpose Statement***

The simplest way to think about your Purpose is this:

1. Identify your Gifted Talents and Core Passions;
2. State the Purpose of why you do this (helping, serving, or contributing to others in a particular way); and
3. Sharing your Vision or change you intend (to achieve a stated outcome).

For **example**, my own Life Purpose is this:

*"My Life Purpose is to use my twenty years of coaching experience along with my insights regarding human behavior and achieving success, to guide those who feel frustrated or out of sync in their work or life, so that they may discover and express their authentic self and feel the joy of contributing their unique gifts to those in need."*

Now pause for a moment, and take a stab at identifying your Life Purpose. Do not be concerned if you "get it right" or not. Just write down the sentence that comes to mind which combines your strengths, passions, and desire to help others.

**My Life Purpose is to . . .**

**Now that you have initially written down your Life Purpose Statement, what is it you *might* take action toward doing? Are you inclined now to "make your life matter"?**

## CREATING a GRAND VISION

### *Guided Meditation*

Close your eyes and envision being at a beautiful place and totally at peace. Take three slow deep breaths and let your mind take a rest. Now picture yourself at your 80<sup>th</sup> birthday celebration! It is a joyous occasion and you are surrounded by many loved ones and wonderful friends. Someone rings a bell and your best friend begins to address the crowd. What your friend recounts are your biggest achievements, your kind and thoughtful manner toward others, your great adventures, and how compassionate you were in helping those in need. You feel totally blessed; your heart is full. For over the years you know you have expressed your highest self in the world, and have given life your best shot. You have been courageous, taken risks, and contributed your gifts to humanity. People are crying tears of joy, and now clapping wildly. You feel great joy for what you have done, who you have been, and tremendous gratitude for being in this place today — filled with love from others and joy in your heart . . . (pause to absorb)

The noise and accolades fade, and you are left with the opportunity to write down those accomplishments you achieved, and the risks you took that got you here. You now think back to the day you decided to take that big step, even in the face of fear, that enabled you to wind up where you are today. You now decide to make some notes to yourself about the life you have fully lived, and that one decision that made it all possible — the commitment you made to be true to yourself.

Notes:

## MOVING FORWARD

### *Developing Goals*

List no more than *five* goals you want to accomplish in the coming year as a result of looking ahead to how your life turned out. Now is the time to focus on the stepping stones to get you to your next chapter. Make your goals as **smart** as best you can! That is: **S**pecific, **M**easurable, **A**ttainable, **R**easonable, and **T**ime bound. Crucially important: make sure your goals inspire you, and that you are excited about charging into action! Said differently, make the achievement of each goal as if it was a Christmas gift you are giving yourself!

1.

2.

3.

4.

5.

### *Action Steps*

Consider your highest priority goal. Knowing you can't "do a goal" but you can take action steps toward your goal, think about what those steps are that you want to take in the next 30 days. Write them out below:

- 
- 
- 

(Suggestion: do the same for the other four goals you want to achieve in the coming year.)

### *Keeping on Track*

Just as an airplane is off track most of the flight and still arrives at its destination, we humans also get off track. The key to achieving your goals is in making little corrections as you go, not whopping big corrections. So it is best to have a system to stay accountable to those short term actions that will enable you to get to your destination as well. Committing to your goals is step one, but sharing them with a trusted friend or cheerleading coach with whom you can check in on a regular basis is often the crucial difference between accomplishing and drifting along.

## OVERCOMING LIMITING BELIEFS

### *Shifting Paradigms*

One way to address the issue of underlying and limiting beliefs is with the Turnaround Process developed by Jinny Ditzler in her book, *Your Best Year Yet*.

#### 1. How do you limit yourself and how can you stop?

This question, while challenging, promises to make the biggest difference to your success. Again, be thoughtful in discovering how you make assumptions about yourself that lead to poor outcomes instead of success.

“I limit myself by \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_.”

#### 2. What do you say about yourself to explain your failures? What are the assumptions you have about yourself that lead away from success?

We probably hold these assumptions which start with the word “because.” Remember—no one is looking, so be completely honest! As we operate from these assumptions, they become the **limiting beliefs** that keep us from fully manifesting our heart’s desire and creative success. (Example: “I can’t be a good writer **because** I have nothing to offer”)

My “**Beauses:**”

- 
- 
- 

#### 3. Which assumption has the strongest influence over you?

This is the paradigm that keeps you repeating old patterns, and not succeeding in the way you want. Consider all of your limiting beliefs, and choose that one that seems to “run you” the most. *My strongest limiting paradigm:*

#### 4. Shifting Paradigms:

While your limiting paradigm has guided your course to this point, you can consciously change it in a heartbeat! Want to change your life? Then change your paradigm! Try turning your paradigm upside down and knock it on the head using these criteria: Make sure that your New Paradigm meets these 5 criteria:

**Positive; Personal; Present tense; Powerful (simply stated); Pointing to an exciting future.** *My new paradigm:*

If your new paradigm is more than five words, shorten it. And if your new paradigm doesn’t inspire you, re-write it until you want to shout it out so everyone can hear you say it!

## ***The Pivotal Technique Method***

As you become aware of negative thoughts having a field day in your mind (false interpretation having become mind habits over time) try using various strategies to first *interrupt* the old story. Here are some strategies to *interrupt* “rut thinking” as soon as you become aware of having fallen into a hole:

- Stand up, move about, take a walk, get physical
- Stop and engage the moment with a few breaths, and notice how your body feels
- Look up, look around, and notice where you are *in the present moment* rather than being lost in thought or planning

After interrupting your pattern, you can then return to the situation and discover more clearly what is going on, the thoughts you were making up, and the feelings that resulted. Then start the process of taking back your authority. Choose and empower the thoughts **you** want to think by using this ***Seven-Step Pivotal Technique*** to release and replace the false story you had been conditioned to make up:

1. Notice how you are feeling, how your body has reacted.
2. Experience the feeling as fully as you can. (For five minutes even try playing out the worst case scenario in your mind.)
3. Surrender to the Universe – an all powerful loving Source. Feel the gift of this love coming your way. Ask for assistance in releasing the old unwanted pattern; then take a few deep breaths, and let go. (Some call this “Casting the burden.”)
4. Now determine whether your feeling/belief is actually true.\* What is the information you have to base your decision on?
5. Notice how the old belief ***felt absolutely real***, although it was ***not actually true!*** Claim this as a mantra anytime you are confronted by experiencing an old limiting belief: “*real but not true!*”
6. Take authority over your reactive mind and create a new empowering belief, possibly just the opposite of the limiting belief you are letting go. Then imagine a new end result, with inspired feeling, as if it has already occurred in the present moment. (This practice will let the Universe get busy and start creating the possibilities into which you will step and act to manifest the new result you want.)
7. Experience a moment of deep gratitude, then get active, and move on!

\*Rather than believe what you are thinking is actually true, check it out. By uncovering the truth it becomes much easier to step out of negative thinking. For example, if you are haunted by unworthiness ask yourself, “Is not being good enough what others tell me, do the facts support it, or am I making it up out of a habit?”

*On the next page is an “Overcoming Limiting Belief Worksheet” to use when you want to check out your limiting thinking and turn it around. I suggest you use it frequently in the beginning to get in touch with how your mind can limit your reality, or conversely expand your possibilities!*



What is something you want but do not have?	
How does it make you feel to not have it?	
List the beliefs you hold that create this current reality. Think of the reasons <i>why</i> you can't have what you want. These reasons usually begin with the word "because".	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Pick the one that comes up most often	
How do you react or behave when you believe this is true?	
Now think and decide: is this belief <i>actually</i> true? Really true?	<p>Yes? Are you sure, really sure?</p> <p>List 2 or 3 examples of how it is possibly <u>not</u> true:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Who would you BE if it were impossible to attach to this belief?	
Turn the limiting belief around to its opposite, or create a new empowering belief. This phrase is about who you <b>truly</b> are, without a limiting belief running your mind.	
Now, how do you <i>feel</i> ?	
List 3 action steps that you can take this coming week with this new empowered thinking	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
How do you envision your life expanding as a result of your new paradigm?	

## MANIFESTING OUTCOMES

Creating what you want in life does not need to be hard or difficult. What is hard, however, is letting go of the only way we have been taught to get what we want: go after it, take action, and do whatever it takes. The effect this has is often for your ego to rebel against what you are trying to force it to do, which is to subvert your desired loss of 10 pounds on January 1 into a 3 pound weight gain by January 31!

What science is discovering regarding brain functioning, however, has led to new insights around using thoughts to *manifest* outcomes. The more we hold to what we truly want and believe is possible in our **creative mind**, (in physics called the quantum field of all possibilities) the more opportunities come our way to take action that turns thought into physical form.

**Manifesting** the results you want (rather than trying to force the ego into compliance) occurs by planting powerful seeds with clear intentions, picturing and feeling the results you want *as already having occurred* during a visioning period; then responding to opportunities, hunches, insights, and inspired ideas as they occur.

“What if I take action and things don’t go as planned or work out the way I want?” First know this: don’t try to change what already occurred, or as Byron Katie says, “If you argue with reality, you are only wrong 100% of the time!” In other words, it’s impossible to change what is into something different. Better to let go of your expectation and “give in” to what happened, accept what is, and stop resisting. Then return to your intended vision to again prompt the Universe to take on the duties of lining up the possibilities for you to charge into with full force. If you try to figure out all the details and precisely plan your way to success, it is easy to get mired in too much muck. But if you turn the “cursed how’s” over to the Universe, (as Mike Dooley says), life can get a lot easier.

Remember, this doesn’t mean giving up on pursuing your heart’s desires. It only means feeling and fully experiencing whatever comes up, learning the lesson, going back to the intention you held, determining if you were being stopped by a limiting belief, and, if so, changing it to one that supports you. Or maybe you need some additional resource to assist you in taking that step the next time. Then release any frustration you might have had, imagine once again your Vision as already accomplished, and renew your commitment to success (“*I can do this!*”). Then hit the ground running with a new idea or inspiration that the Universe hands you!

### The Steps:

1. Commit (excitedly) to your inspired vision — whatever it is that you clearly desire.
2. Sit in quiet meditation picturing the result you want as already present. Feel the joy of it wash over you. Do this for 5 minutes in the morning.
3. Feel gratitude (like “*Thank you God!*”) for having what you *will be* receiving before you actually have it in physical reality!
4. As inspired insights and ideas pop into your mind, know that the Universe is busy orchestrating things going your way. But you, too, have a role to play as the “*Doer:*” take immediate action whenever and wherever you can.
5. Feel gratitude as your vision takes shape, and keep going until it is fully *Manifested!*

## SUMMARY

### *Quotes to Remember*

#### Power of **Commitment**:

“Until one is committed, there is hesitancy, the chance to draw back, always ineffectiveness. Concerning all acts of initiative (and creation) there is one elemental truth the ignorance of which kills countless ideas and splendid plans: **That the moment one definitely commits oneself, then providence moves too.** All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision raising in one’s favor all manner of unforeseen incidents and meetings and material assistance which no man could have dreamt would have come his way. Whatever you can do or dream you can, begin it. – W.H. Murray on a Scottish Himalayan Expedition

#### Regarding taking **Risks**:

“To laugh is to risk appearing the fool, to weep is to risk being called sentimental, to reach out to another is to risk involvement, to expose feelings is to risk showing your true self, to place your ideas and dreams before the crowd is to risk being called naïve, to love is to risk not being loved in return, to live is to risk dying, to hope is to risk despair, to try is to risk failure.

But risks must be taken, because the greatest risk in life is to risk nothing. The people who risk nothing do nothing, have nothing, are nothing and become nothing. They may avoid suffering and sorrow, but they simply cannot learn to feel, and change, and grow, and love, and live. Chained by their servitude, they are slaves—they’ve forfeited their freedom. Only the people who risk are truly free.”

– Anonymous