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Take Charge of Your Talent Participant Guide

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THE TAKE CHARGE OF YOUR TALENT™

PARTICIPANT GUIDE

This Participant Guide provides resources and worksheets for people who are reading and using the book, *Take Charge of Your Talent: Three Keys to Thriving in Your Career, Organization, and Life* (Berrett-Koehler, 2013), with a Certified Talent Champion (for individuals) or Certified Talent Leader (for groups).

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NAME

DATE

This Participant Guide is in an interactive PDF form so that you can either print it out for your handwritten entries or fill in items electronically as you proceed through the keys. Either way, engage and enjoy making the Guide a powerful tool for you.

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WELCOME

We're delighted that you have chosen to take charge of your talent. This is a wonderful opportunity to develop your talent and enjoy the benefits for yourself and others.

Thousands of individuals around the world, in organizations and personal settings, have used this process (even before the book became available). The book, *Take Charge of Your Talent: Three Keys to Thriving in Your Career, Organization, and Life*, describes the three keys in detail, explains why they work, and provides stories and examples of how they have made a difference for others. It's an important resource for you. This Participant Guide is not a substitute for the book. In fact, we note in [] where chapters in the book provide additional background information and insights. Rather, think of this Participant Guide as your companion for your personal journey. It gives you a solid path and set of exercises to realize your hopes.

One of the insights that we've gained over our decades of experience is how valuable other people are in helping us take charge of our talent. While you can read the book and complete this participant guide on your own, you will miss valuable insights and perspectives that generous listeners using a carefully designed structure can offer you. We've trained a special cadre of Certified Talent Champions to support your success. These are professionals who have studied the keys in depth and demonstrated effectiveness in helping others use them successfully. See www.TakeChargeofYourTalent.com for more details.



Be sure to capture summary notes (or use audio recordings) of your sessions. These will document your progress and encourage you with tangible evidence of the solid foundation you are building for lifelong growth. We encourage you to share your entries with the Certified Talent Champion working personally with you or the Certified Talent Leader working with your group. You'll see a check box for important items to share.

If you have any questions or comments about this Participant Guide or materials from the book, email us at requests@TakeChargeofYourTalent.com. We look forward to supporting your success. Finally, please share your successes on the website so that others will gain encouragement from your results and help build a take-charge talent culture from which everyone will benefit.

Best wishes,

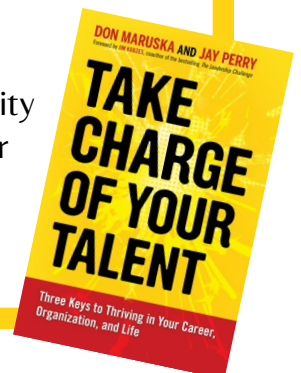
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Be sure to join the Take Charge Community at www.TakeChargeofYourTalent.com for additional resources and support.



GET STARTED

Pick Your Focus

In what area would you like the Take Charge of Your Talent program to serve you? *[for example, improving your current work situation, advancing in your career, leaving a legacy, growing your business, developing and enjoying personal interests, etc.]* If you are doing this as a group, pick a focus for your talent development that is relevant for the group. Describe your focus for the Take Charge of Your Talent program here.

What area of focus have you chosen?

SHARE YOUR RESPONSE

Chart Your Talent Opportunity Profile (“TOP”)

We’ve designed the Take Charge of Your Talent program to boost both your use of your talent and your satisfaction. In fact, we’ve learned that there is a close correlation between how much of your talent you are using and your level of satisfaction. When people are using more of their talent they experience greater satisfaction.

It’s valuable for you to take stock of where you are. Don’t feel badly if your current levels of talent use and satisfaction are low. That just means that you have more opportunities to explore. We’ve frequently found that even high performing people in excellent organizations start in the 60 to 70 percent range on both factors. Although it’s important to know where you are now, the more important question is where do you want to be?

Wouldn’t everyone want to be using 100 percent of their talent and be 100 percent fully satisfied? Not necessarily. If you find that another percentage, like 90 or 95, is more attractive, pick that one. In this situation 100 percent is subjective anyway. The value in this exercise is to identify

the gap between where you are now and where you’d like to be.

Take a few minutes to answer the following questions and then plot your results on the Talent Opportunity Profile (“TOP”) chart with your current use of talent and satisfaction as coordinates for one point and your desired use of talent and satisfaction as coordinates for another.

USE OF TALENT

How well is your current situation tapping your talents and what you are capable of delivering?

[0=grossly underutilized; 100=fully engaged] _____ %

What is your desired utilization target? _____ %

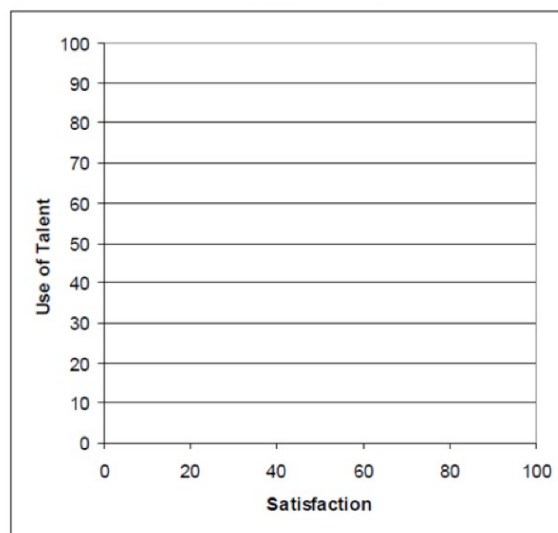
SATISFACTION

How satisfied are you with your situation?

[0=totally dissatisfied; 100=fully satisfied] _____ %

What is your desired satisfaction target? _____ %

TALENT OPPORTUNITY PROFILE



SHARE YOUR RESPONSES

Stake Your Claim – Complete Your Take Charge Checklist

Why do you want to take charge of your talent? Check the items on the checklist that would benefit you, your organization, your family, and the rest of your life.

I want to ...

1. Make better use of my talent
2. Gain more satisfaction from my talent
3. Move forward in my career with gusto
4. Know how to turn obstacles into stepping-stones
5. Identify and tap the resources I need to thrive
6. Develop the inner qualities I need to experience deep fulfillment
7. Enjoy a better balance at work where I'm neither bored nor overloaded
8. Build tangible talent assets that enhance my career and opportunities
9. Make a bigger contribution to others and receive recognition for it
10. Take pride in my work environment where everyone has opportunities to grow

Others:

SHARE YOUR RESPONSES

OK, let's get rolling to help you realize your objectives.

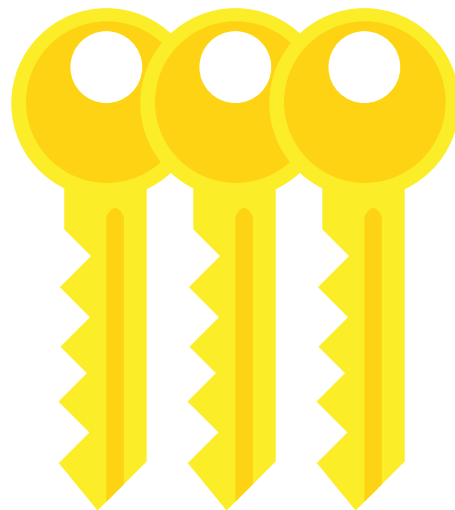
Use the Three Keys to Take Charge of Your Talent

In this guide we offer you a systematic approach to making the most of your talent. Although it is a formula, it is not formulaic. You will discover your own personal story, your own individual motivation, and your unique creations and contributions.

The three keys are designed to work together. Often people report great benefits from the stimulation of the Talent Catalyst Conversation in Key #1. It could be tempting to stop there. We urge you to keep going. There is a vast and critical gap between igniting your talent hopes and realizing them. Working with all three keys provides you with a powerful set of tools to bridge that gap.

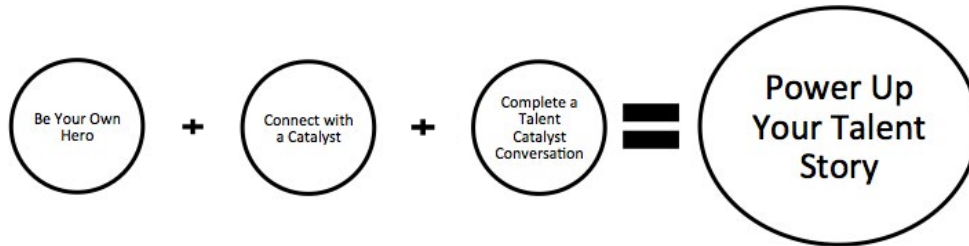
So, after you have taken some time to act on the results of Key #1 (typically two to four weeks), proceed to Key #2 to accelerate through obstacles. When you complete Key #2, follow up a few weeks later with Key #3 to multiply the payoffs for yourself and others.

Your talent is your self-expression — the joyful demonstration of your unique abilities that benefit both you and the world. Express yourself. Experience the joy. Make a difference. The perfect moment is NOW!



KEY #1 POWER UP YOUR TALENT STORY

You begin by shifting from victim of your circumstances to hero of your story.



Getting the Most from This Key

- Don't assume that things must remain the way they are.
- Think of how you are using your talent as a story that you can change.
- Be open to listening to yourself and others for fresh ideas and insights.
- Look for where your interests, energy, and motivation guide you.

Be Your Own Hero [Chapter 1]

What's your current talent story? Maybe you've already achieved many successes in your career and have wonderful chapters in your talent story about them and would like to add more. Or, perhaps you are just starting out or have hit some bumps in the road.

Which of the eight different stories in Chapter 1 sound like you? Check the situations below:

Ready to advance, but stuck where I am.

Want to do more meaningful and fulfilling work, but lack time and resources.

Have more to contribute, but I worry about compromising other priorities

Have a great opportunity, but struggling to make progress.

Started with lots of energy and ideas, but face major obstacles and constraints.

Have a chance to stretch, but I'm anxious that I'll fail and won't look good.

Ready for broader opportunities, but I'm pigeon holed by how people see me.

Successful, but a little bored or wondering what more could be possible.

Other elements of your current story:

Are you ready to change how your talent story unfolds from here? Maybe you want to use more of your talent and feel more fulfilled, but it feels scary. It's easy to say, "I want to change my talent story." Actually doing it can be another matter. Only you can make this choice.

Of course, you don't have to give up what you've already accomplished. You've already written those chapters. The question is how do you want the next chapters of your story to unfold?

The exercise on page 22 of the book gives you a way to make the choice more concrete. Take a few minutes to write out the following.

WHICH DID YOU CHOOSE?

Benefits I See in Keeping My
Talent Story Fixed in Place

Benefits I Foresee in Moving Forward in
New Chapters with Myself as the Hero

Let's explore how you can author the next chapters of your talent story so that they are fulfilling for you.

Connect with a Catalyst [Chapter 3]

As we've noted in the book and in the Talent Catalyst Conversation Guide, a Talent Catalyst has an important role, which needs to be played thoughtfully in order to unlock the benefits of the Conversation for you.

If you are participating in a one-to-one program with a Certified Talent Champion, you have someone who is trained and experienced in this role and can fulfill it for you. If you are in a group and another member will serve as a Talent Catalyst for you, let's review the basic criteria for a Talent Catalyst. Check off whether your prospective Talent Catalyst satisfies the criteria and jot down any concerns that you may have and need to clarify.

Is this person a good prospect as Talent Catalyst for you?

CRITERIA

ANY CONCERNS?

Willing partner

Agrees to follow the structured questions

Able to be a generous listener

Will allow you to stay in charge without a preconceived idea of the Conversation's outcome

Do you have a match?

Complete a Talent Catalyst Conversation [Chapter 2]

A major benefit of Take Charge of Your Talent is the carefully designed Talent Catalyst Conversation. It has yielded breakthroughs for thousands of people and activated productive changes in their talent stories. You'll want to read about these results in Chapter 2. The Resources section at the end of the book includes "Frequently Asked Questions about the Talent Catalyst Conversation" and a "Sample Talent Catalyst Conversation and Summary." As noted in the book, we've targeted the Conversation to be something that you can complete in about an hour.

Before the Talent Catalyst Conversation Begins

BECOME ACQUAINTED

If you don't know the person serving as your Talent Catalyst, take a few moments to become acquainted. A brief thumbnail sketch from each person will do fine. The Talent Catalyst doesn't need to know many details about you. Important information will arise as needed in the Conversation. Similarly, you don't need to impress one another with what you know or have accomplished. The purpose is simply to break the ice and achieve a basic level of comfort.

IDENTIFY THE FOCUS FOR THE CONVERSATION

Share the area you identified for where you would like to boost the use of your talent and your level of satisfaction.

DOING THE CONVERSATION: STEP-BY-STEP

The Talent Catalyst Conversation consists of ten steps that are organized into three rounds that track the critical components of hopes, opportunities, and actions. You can proceed straight through all the ten steps in the Conversation or use the rounds as convenient break points, as needed. When you follow the scripted format, the complete Talent Catalyst Conversation typically takes between forty-five minutes and an hour. We encourage you to keep the Conversation moving. Participants and Talent Catalysts have found that a pace of about five minutes or so per step works well. If you get stuck on a particular step, there is no need to dwell on it. Feel free to move on, as it is the sum of the steps that creates the impact, more than any one step in particular. Valuable insights and breakthroughs can occur at any point.

Decide who (you or Talent Catalyst) will read aloud the introduction for each step as you proceed. Then the Talent Catalyst asks the first question, reflects what you say, and proceeds to the follow-up question(s) for the step.

What follows is an excerpt from the Talent Catalyst Conversation Guide that appears in the book *Take Charge of Your Talent*. This excerpt only includes what you and the Talent Catalyst read aloud during the Conversation. (Cues for the Catalyst appear in the book.) The Talent Catalyst's questions for you are in italics.

Be sure to capture the results of your Conversation so that you can review the insights and build upon them. Ask your Talent Catalyst to take notes on your responses to the questions or consider recording the Conversation for later review. Remember, it is the Talent Catalyst's job to summarize the Conversation; you need to be able to speak freely.

Ready?

ROUND 1: ENLIVEN YOUR HOPES

This round helps you to focus on what's important, consider concerns, and build confidence in the prospects for success. In short, it initiates your constructive thinking to tap the creativity and motivation to move forward.

STEP 1: CONNECT WITH YOUR HOPES

You need energy to make positive changes in your life. When you connect with your deepest hopes (that is, your interests and aspirations about the topic you've chosen), the energy you produce will help you to see possibilities and opportunities around you with more clarity. You will be more likely to make sound, creative choices that lead to better use of your talents; greater personal satisfaction; and more powerful contributions to your family, community, team, and organization.

What are your hopes about the area you've chosen for this Conversation?

Why are your hopes important to you?

STEP 2: CONSIDER YOUR CONCERNS

When we focus on our deepest hopes, our brain often attempts to protect us from harm by generating stories of concern. Ignoring them could be dangerous; yet assuming they can't be overcome will also limit what is possible. For now, we suggest that you simply acknowledge their presence.

What's standing between you and realizing your hopes?

Which of your concerns seems most important to address now so that you can make progress toward your hopes?

STEP 3: TAP YOUR SUCCESS STORIES

We can look to the past to see how we have successfully dealt with similar concerns. Retrieving memories of past successes can provide clues to overcoming current issues, situations, or concerns.

How have you successfully dealt with concerns like these before?

like curiosity, assertiveness, or compassion. This process is likely to be energizing and pleasurable, as it opens up fresh possibilities to express your talent more fully.

How will you need to grow, and what will you need to learn to address your concerns and realize your hopes?

What did you learn from the situation that might help you now?

What inner qualities may you need to develop to support you?

ROUND II: EXPAND YOUR OPPORTUNITIES

While your success stories may provide some approaches that you can build upon, significant progress requires new growth and learning. This round focuses on growth and learning, as well as the resources and expanded hopes that will help you to develop your talent. Note that chapter 5 explores these issues more deeply. For now, you are developing an outline that will focus further thinking and action.

STEP 4: IDENTIFY OPPORTUNITIES TO LEARN, GROW, AND DEVELOP

As you work toward realizing your hopes, you will have many opportunities to learn, grow, and develop. This growth may be in knowledge, skills, or inner qualities

STEP 5: USE YOUR RESOURCES

Resources feed our hopes. Everything we accomplish, we accomplish by using our resources: the people, places, and things that surround us and the capabilities within us. Often, concerns arise because we worry that we lack the resources to realize our hopes: “I hope to do X, but I don’t have enough of Y (time, money, connections, ideas, education, skill, space, etc.)” When we recognize the abundance of our resources, our brain responds with a sense of possibility. We are emotionally, energetically, and creatively in a great place to move into our future.

What resources do you have that can help you to realize your hopes?

How would you express your hopes now?

How can you use these resources?

STEP 6: REVISIT YOUR HOPES

Time to check back in with your hopes. Remember, we suggested that when you connect with your deepest hopes, the energy you produce will help you to see possibilities and opportunities around you with more clarity. You may wish to revise your hopes, either by articulating them in a different way or by prioritizing differently.

At this point in the Conversation, do you have some greater clarity about your hopes?

ROUND III: ENERGIZE YOURSELF THROUGH ACTIONS

It's time for action! However, before you launch off with the first idea that comes to mind, this round invites you to consider a healthy stretch you might like to make: an objective you can reach for that is challenging without causing unproductive stress or pain. Then it proceeds to who can support you and the actions you'd like to take to get started.

STEP 7: MAKE A HEALTHY STRETCH

One path to engage your talents is to honestly and joyfully make a stretch. This approach loses its power if the participant undertakes a stretch out of obligation or duty. You don't need to know in advance how you would accomplish the stretch. (After this Conversation, you can follow the guidance in Chapter 6 to pursue your desired stretch successfully).

Is there a particular stretch you would like to make?

Is there a way that you could start now to enjoy greater fulfillment of your hopes?

STEP 8: ENLIST A TALENT FULFILLMENT TEAM FOR RESULTS

Imagine that you have a Talent Fulfillment Team of people who can support and inspire you. The world is full of people who can bring out your best and fill in your gaps of knowledge, skill, experience, and expertise. These can be people already in your circle and others beyond it. Think as big as you'd like. Later you can use the "Enlist Your Talent Fulfillment Team" section in chapter 6 for guidance on how to reach and engage the people you seek.

Who would be ideal to have on your team?

Who could help you to play as big as you'd like?

Can you visualize these people cheering for you as you fulfill your hopes?

STEP 9: TARGET CONCRETE ACTIONS

Critical to any success is taking appropriate, concrete actions. Take some small actions or make a big leap. Either way, act!

What forward-moving actions would you enjoy taking now toward realizing your hopes?

STEP 10: REFLECT ON YOUR POSSIBILITIES AND PROGRESS

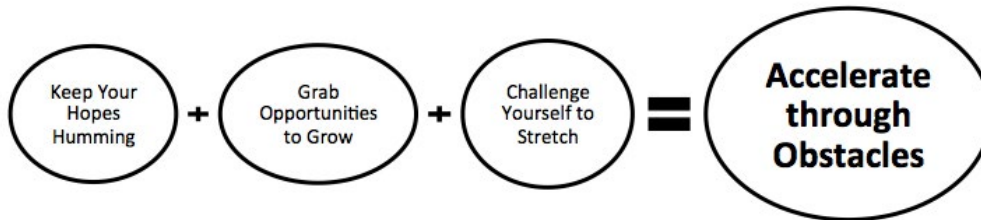
Take a few minutes to digest the experience you've just had. As participants explore these questions with thoughtful Talent Catalysts, they often gain insights and identify opportunities and actions in the Conversation itself. For other participants, the Conversation creates ripples that may require more time to demonstrate their effects.

What have you gained from this Conversation?

What will help you to follow through on your intentions?

KEY #2 ACCELERATE THROUGH OBSTACLES

Obstacles appear in every good story. Great stories are those about people who have overcome the obstacles to fulfill their hopes. The exercises in this key guide you to identify and successfully take advantage of the abundant opportunities around you.



Getting the Most from This Key

- Note how your hopes and actions build upon one another.
- Embrace obstacles as opportunities to engage and express your talent.
- Find people who can prompt you to use the right tools and sustain your progress.
- Translate your intentions into a concrete plan and steps to fulfill it.

As with the Talent Catalyst Conversation, you will benefit from a Certified Talent Champion for one-to-one work or the facilitation of a Certified Talent Leader for groups about the topics in Keys #2 and #3. So, we've written them in a question form that will allow you to stay in charge and remain the hero of your talent story. [See these questions in italics.]

How are your hopes evolving? Are there new thoughts, ideas, or images that you have about them? How would you articulate your hopes now?

Do a Quick Check In

The first few questions provide a quick check in before diving into the central theme of Key #2.

How have your hopes developed since your Talent Catalyst Conversation?

How have your hopes begun to flourish? Are there even little glimmers of them becoming real? What are you observing?

What actions have you taken and what results have occurred?

Which actions that you identified in your Talent Catalyst Conversation have you taken? What thoughts or reflections do you have about the results?

Focus of Key #2: Accelerate through Obstacles

Identify Your Obstacles and Find the Tools

How can you translate your intentions into results when obstacles are in the way? Take a few moments to check the obstacles you face. Choose the ones you feel are most relevant. Then, you can target the tools in the book *Take Charge of Your Talent* to help you accelerate through them. (Page numbers are in “[].”)

OBSTACLE	TOOL
CONCERNS KEEP SQUASHING MY HOPES – MY INSPIRATION WANES	CHAPTER 4: KEEP YOUR HOPES HUMMING
I WORRY that I won't realize my hopes.	Take 5 – spend 5 minutes at day giving focused attention to your hopes. [p. 64]
I get DISTRACTED and don't follow up on my intentions.	Make your hopes visible—create images and reminders in your environment to keep your deepest hopes in mind. [p. 65]
This seems like TOO MUCH to do on my own. I need others to encourage me.	Have your very own Hope Holders—ask the right people to tend the flame of your inspiration and never let you give up on yourself. [p. 66]
I want to move forward, but many things stand IN MY WAY .	Get your “but” out of the way—examine how you think about things that get in your way. Remove what is interfering. [p. 68]
My concerns WEIGH ON ME and keep me from feeling free to move forward.	Flip your concerns into hopes—explore your concerns to see what hope underlies them. [p. 70]
I feel STUCK in my story and am not sure how to change it.	Craft an inspirational story with yourself in the lead—write a story that describes how you want your hopes to come to fruition. [p. 72]

OBSTACLE	TOOL
LACK OPPORTUNITIES.	CHAPTER 5: GRAB OPPORTUNITIES TO GROW
I'm NOT SEEING the opportunities that I'd like.	Try the Recipe for Growth—look for opportunities to grow, question what feels fixed, and challenge yourself to keep open. [p. 81]
I'm NOT ATTRACTING the people and resources that I need.	Develop your INNER QUALITIES —observe and model, prepare and remind yourself, learn and practice, enlist and tap others. [p. 82; and an exercise appears later in this Guide.]
I don't have the RESOURCES to get what I need.	Enjoy the RESOURCE POWER-UP —expand your resources, use them more effectively, and create potent combinations. [p. 87; and an exercise appears later in this Guide.]
UNSURE HOW MUCH I CAN PURSUE.	CHAPTER 6: CHALLENGE YOURSELF TO STRETCH
DON'T KNOW how big of move to make.	Determine what a HEALTHY STRETCH is for you—with support, it may be bigger than you think. [p. 93; and an exercise appears later in this Guide.]
I already feel OVERLOADED .	Take care of yourself—reexamine your story, do more of what you like, create or enlist a team of support people, drop or delegate to make space. [p. 98]

OBSTACLE	TOOL
How can I get people to HELP ?	Enlist your Talent Fulfillment Team—use intention, observation, request, and confirmation to make big requests successfully. [p. 100]
I'm NOT CLEAR about next steps.	Develop your TALENT ACTION PLAN —take a few minutes to outline your approach and brainstorm with others. [p. 104; and an exercise appears later in this Guide.]
How can I GET ROLLING ?	Take consistent action with a Daily Action Pack. [p. 107]
It all seems OVERWHELMING ; I lack the time that I need.	Slice through overwhelming workloads with a surgeon's schedule. [p. 109]

SHARE YOUR RESPONSES

Which of the tools do you think will be useful for you?

Which tool(s) would you like to give attention to first?

May I offer some observations or ideas?

Tap Frequently Useful Tools

The tools outlined below are some of the most frequently helpful ones.

A. DEVELOP YOUR INNER QUALITIES (IQS) TO STRENGTHEN YOUR SUCCESS [PAGE 82]

As you look at how you want to use your talent and enjoy it more, which inner qualities will be most important? Which ones do you have? Which do you want to develop? Who can help augment them for you? See the list below and fill in the chart that follows it.

HEAD—MENTAL PROCESSES

WISE Use intelligence with a big-picture view.

CURIOS Approach the world with wonder and the love of learning

FOCUSED Stay on task and free from distractions

MINDFUL Be present to the opportunities at every moment

HEART—EMOTIONAL PROCESSES

COMPASSIONATE Recognize and care about others' feelings and needs

GENEROUS Give and receive freely

PASSIONATE Care deeply and lovingly about an idea, person, or activity

VULNERABLE Allow others to make a difference to me

HEALTH—PHYSICAL PROCESSES

VITAL Feel alive and energetic

GRACEFUL Dance with difficulties and challenges

JOYFUL Appreciate life with a smile on my face

PEACEFUL Maintain balance without undue stress

INGENUITY

CREATIVE	Use resources inventively
INSPIRED	Engage stories, values, and people that move me
UNCONVENTIONAL	Examine limiting assumptions
VISIONARY	See and communicate possibilities for the future

RELATIONSHIPS

AUTHENTIC	Behave in an open and honest manner
RESPECTFUL	Treat others as they wish to be treated
SUPPORTIVE	Actively help others succeed
GRACIOUS	Acknowledge others and accept acknowledgment

STRENGTHS

ASSERTIVE	Meet my needs without aggression
COURAGEOUS	Take action in the face of adversity
FAITHFUL	Remain true to my values
PROMOTIONAL	Communicate benefits effectively to a community

Other possible IQs might include patient, collaborative, trusting, trustworthy, energized, flexible, light, fun, fresh, playful, serious, attentive, organized, in touch, adult, sober, persistent, and so on.

Key #2 Accelerate Through Obstacles

Which IQs will help you realize your hopes?

INNER QUALITIES YOU HAVE	INNER QUALITIES YOU'D LIKE TO DEVELOP	INNER QUALITIES YOU WANT TO TAP FROM OTHERS

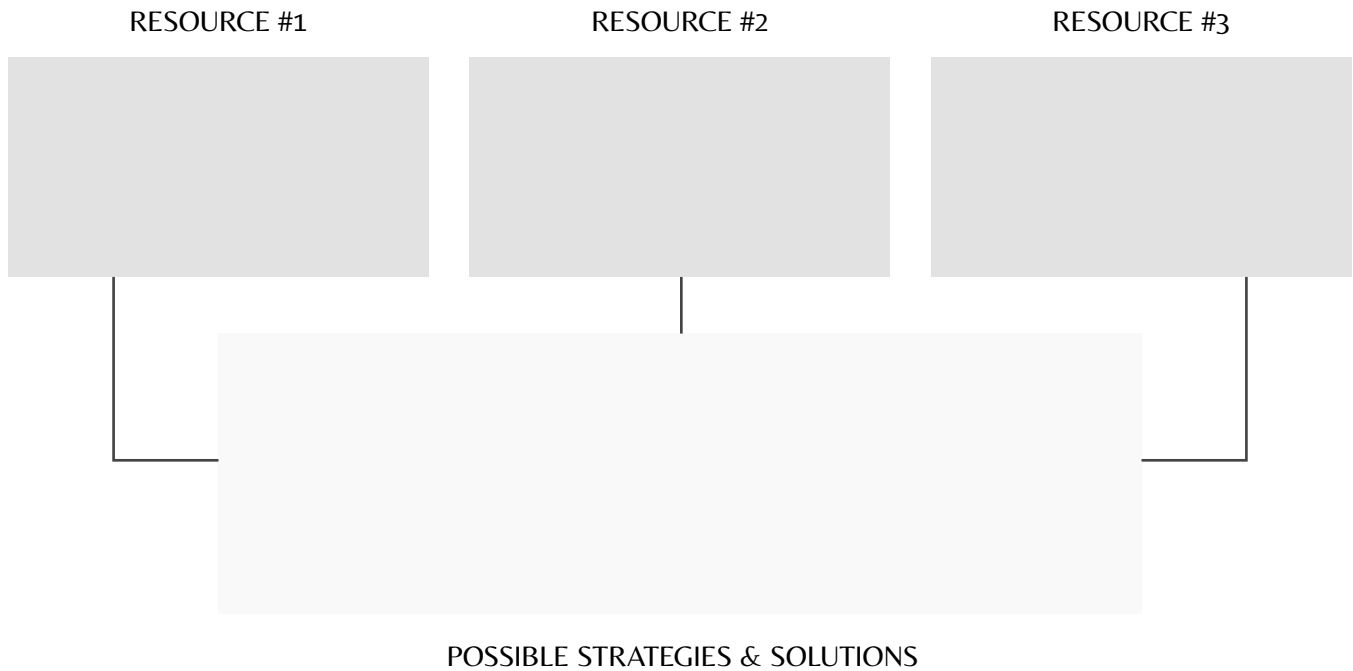
B. EXPAND YOUR RESOURCES [SEE PAGE 87 IN THE BOOK.]

Many people think of resources in only one dimension—you have them or you don't. We suggest you think of them in three different dimensions: quantity, usage, and combination potential. Use the 3-D Resource Matrix below to 1) identify a good sized sample of the resources you have, 2) make a frank assessment of the percentage of each resource that you are currently using accompanied by actions you can take to get more from each resource, and 3) combine several different resources to see what creative solutions and strategies might result. [See page 88 in the book for more details.]

100 RESOURCE CHALLENGE (begin your list here and continue on additional sheets)	CURRENT RESOURCE USAGE %	ACTION TO INCREASE RESOURCE USAGE %

RESOURCE MASH-UP

What creative strategies and solutions can you come up with by combining three different resources?



C. MAKE A HEALTHY STRETCH [SEE PAGE 93 IN THE BOOK.]

Your talent is like your body. It needs exercise to grow. What would be a healthy stretch for you? Is it a series of small steps, regularly taken? Or, do you need to make a big leap (and want to have the people and support you need to do it safely)?

D. PREPARE YOUR TALENT ACTION PLAN **[SEE PAGE 104 IN THE BOOK.]**

A Talent Action Plan (TAP It!) gives you a quick road map for your next chapters in your talent story. It also gives you something concrete to discuss with people who can help you pursue your objectives. While you can sketch out responses to the questions on your own, you will gain added value with a Talent Champion to interview you and offer additional insights and ideas.

What does your Talent Action Plan look like? If it feels daunting to complete a draft, ask someone to interview you with the questions below and record the answers for you. As with the Talent Catalyst Conversation, a generous listener will help unlock valuable insights for you.

YOUR TALENT ACTION PLAN (TAP IT!)

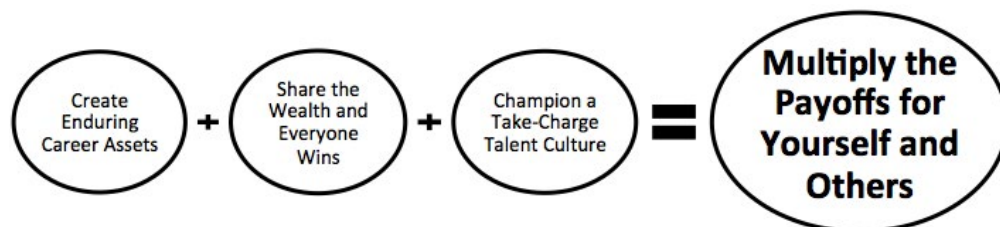
Your hopes: [brief statement of your aspirations that the Plan will address]

1. What needs to be learned or developed for you to realize your hopes?
2. Why does it need to be done?
3. How will it occur?
4. Who needs to be involved?
5. When will it be completed?
6. Projected resources (number of hours, cost, coaching support, etc.) to complete it?
7. Impact on other priorities?
8. Reporting needs and coaching support to track progress and sustain results?

SHARE YOUR RESPONSES.

KEY #3 MULTIPLY THE PAYOFFS FOR YOURSELF & OTHERS

We want all of your efforts to payoff for you. What's more, when you create enduring career assets and share them with others, they multiply opportunities for everyone. This is the power of the Talent Wheel described on page 128 of the book.



Getting the Most from This Key

- Note how your hopes and actions continue to build upon one another.
- Review which tools are helping you accelerate through obstacles.
- Focus on what will make your results concrete and valuable.
- Decide how you would like to boost a take-charge talent culture to support yourself and others.

Do Quick Check In

The first few questions provide a quick check in before diving into the central theme of Key #3.

How have your hopes developed further?

What are examples of your hopes taking root and growing?

How would you describe your hopes now?

What further actions have you taken and what results have occurred?

Where are you seeing progress? How is this making a difference for you?

How are you accelerating through obstacles?

Which tools are helping you?

Are there other obstacles you are encountering and tools that you want to engage?

Key #3 Multiply the Payoffs for Yourself & Others

Focus of Key #3: Multiply the Payoffs for Yourself and Others

Make Your Talent Tangible [See page 119 in the book.]

What knowledge and skills have you developed? How can you make your talent tangible in the form of personal or career assets? Is there a way that the “see one, do one, teach” approach might help you?

KNOWLEDGE AND SKILLS

CAREER ASSETS

SHARE YOUR RESPONSE

Build a Powerful Personal Brand ... and Prove It [See page 122 in the book.]

Your Brand: Think of your personal brand as a “promise that creates a preference” for what you have to offer. It differentiates you from others, tells the world what it can expect from your talent, and attracts desirable opportunities. Since it is your personal brand, you’ll want it to be a promise for which you’d like to be known and something that you want to wake up to every morning.

What is your distinctive promise?

Your Proof Points: Talk is cheap. People want to see concrete actions and tangible evidence of your promise.

What are the proof points or examples of your brand delivering value? What can you show that demonstrates the distinctive ways you fulfill your promise?

Opportunities for You to Enjoy: When you have your brand and proof points solidly in place, you’ll attract opportunities. Remember, you also can start with the opportunities you want and then see how you need to authentically define your brand and demonstrate it in order to secure your objectives.

How are your brand and proof points attracting the opportunities you want? How can you fine tune them to get more of what you want?

Use the formula below to put your brand into action.

YOUR BRAND + YOUR PROOF POINTS = Opportunities for You to Enjoy

(your promise)	(career assets)	(what you want)

SHARE YOUR RESPONSES

CHAMPION A TAKE-CHARGE TALENT CULTURE

As you complete the Take Charge of Your Talent program, give attention to how you've progressed and what's next for you.

Chart Your Progress to the "TOP"

What progress have you made in making greater use of your talent and enjoying more satisfaction? What are your new targets? Fill in the results below.

USE OF TALENT – NOW

How well is your current situation tapping your talents and what you are capable of delivering?

[0=grossly underutilized; 100=fully engaged] %

What is your desired utilization target? %

SATISFACTION – NOW

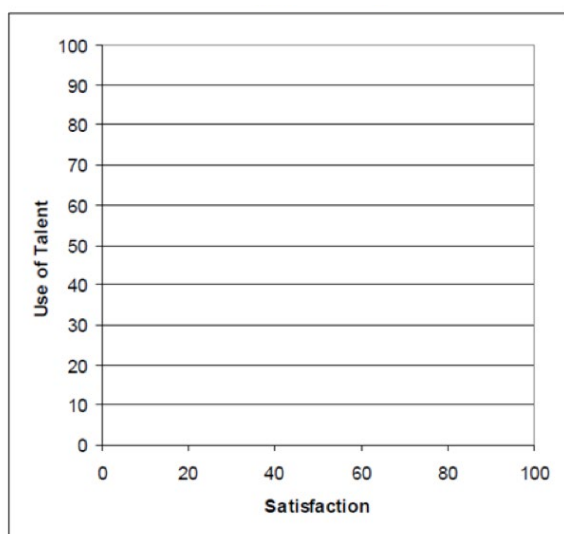
How satisfied are you with your situation?

[0=totally dissatisfied; 100=fully satisfied] %

What is your desired satisfaction target? %

What movement have you seen on your TOP chart?

TALENT OPPORTUNITY PROFILE



SHARE YOUR RESPONSES

Celebrate Your Successes – Revisit Your Take Charge Checklist

a. Where have you enjoyed results in what you wanted from the Take Charge of Your Talent program? Revisit your Take Charge Checklist. Check the statements where you've experienced progress.

YOUR TAKE CHARGE CHECKLIST – REVISITED

I now ...

1. Make better use of my talent
2. Gain more satisfaction from my talent
3. Move forward in my career with gusto
4. Know how to turn obstacles into stepping-stones
5. Identify and tap the resources I need to thrive
6. Develop the inner qualities I need to experience deep fulfillment
7. Enjoy a better balance at work where I'm neither bored nor overloaded
8. Build tangible talent assets that enhance my career and opportunities
9. Make a bigger contribution to others and receive recognition for it
10. Take pride in my work environment where everyone has opportunities to grow

Where would you like to gain more value? You always have more opportunities to grow.

b. Whom would you like to tap from your Talent Fulfillment Team and other resources to support you on the road ahead? How might your Certified Talent Champion (for one-to-one) or Certified Talent Leader (for groups) assist you to progress further?

b. For whom might you be a Talent Catalyst to help them and reinforce your own learning?

c. Which of the following might you enjoy doing to advance the hope that all people have the keys to take charge of their talent? [See www.TakeChargeofYourTalent.com for details.]

c. What will help you sustain your momentum through the obstacles you face?

Tap the Take-Charge Community: sign up for the complimentary email newsletter

Share the Take Charge of Your Talent Manifesto with others

Share your story: write a book review, offer a testimonial, comment on a blog item, etc.

Gain additional training to deepen your understanding

Become a Certified Talent Champion or Certified Talent Leader to make talent development your business

Other ideas:

Encourage Others

a. How can you be the change you want to see? What actions might you take that would demonstrate to others the talent culture you desire?

*ENJOY THE BENEFITS FOR
YOURSELF AND OTHERS!*

REFLECT ON YOUR PROGRESS AT SIX MONTHS

We stay engaged, alive, and fulfilled with continual development of our talent. Think about what is working for you and where you'd like to give additional attention.

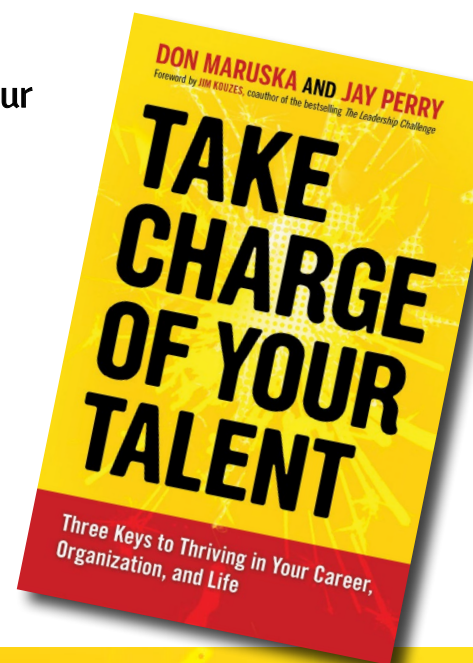
What accomplishments or value do you credit to your work with Take Charge of Your Talent?

Please send information about your experiences to results@TakeChargeofYourTalent.com

What's next for you? The world awaits.

THE TAKE CHARGE OF YOUR TALENT MANIFESTO

- 1.** We each have untapped talents and opportunities for greater satisfaction.
- 2.** Accessing our hopes stimulates better results.
- 3.** We can be talent catalysts for one another to generate new ideas and precipitate action.
- 4.** Abundant resources are available to help us realize our deepest hopes.
- 5.** We can find the time to fulfill our hopes.
- 6.** We can self-organize to create enduring assets for ourselves and our organizations.
- 7.** Everyone can participate with the “see one, do one, teach one” approach.



Unlock the greatness in yourself and others.

TAP THE TAKE CHARGE COMMUNITY

www.TakeChargeofYourTalent.com

PARTICIPANT GUIDE

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