

Exercise 11.3: Analyzing your Accomplishments

1. Completed a 10K charity run
 1. Skills/knowledge used: Endurance training, running technique, fundraising.
 2. Personal traits exhibited: Determination, discipline, physical fitness.
 3. What makes it personally satisfying: Achieving a physical fitness objective, making a donation to a worthy cause, and feeling proud of oneself for finishing the run and having a good influence.

2. Learned Ukulele during the pandemic just by watching videos
 1. Skills/knowledge used: Self-learning, musical aptitude, patience.
 2. Personal traits exhibited: Curiosity, self-motivation, adaptability.
 3. What makes it personally satisfying: Acquiring a new musical skill through self-learning, finding joy and creativity in playing the Ukulele, and feeling a sense of achievement and growth during a challenging time.

3. Spent Christmas at home after 7 years without doing it all the family together
 1. Skills/knowledge used: Family communication, planning, coordination.
 2. Personal traits exhibited: Family-oriented, patience, resilience.
 3. What makes it personally satisfying: Creating memorable memories during a wonderful time of year, visiting family members you haven't seen in a while, and experiencing fulfillment and connection with loved ones.

4. Volunteered in a Summer Camp
 1. Skills/knowledge used: Leadership, mentorship, event planning.
 2. Personal traits exhibited: Compassion, teamwork, patience.
 3. What makes it personally satisfying: Making a difference in the lives of kids by volunteering, witnessing the campers' delight and development, and experiencing a sense of fulfillment and purpose from helping the community.

5. Traveled to Puerto Rico on a weekend
 1. Skills/knowledge used: Travel planning, time management, cultural appreciation.
 2. Personal traits exhibited: Adventurous, open-mindedness, flexibility.
 3. What makes it personally satisfying: Exploring a new destination in a short timeframe, experiencing a different culture and environment, and creating memorable experiences and stories to treasure.

6. Enjoyed going on a mission trip to the Dominican Republic
 1. Skills/knowledge used: Cross-cultural communication, teamwork, service-oriented.
 2. Personal traits exhibited: Empathy, compassion, adaptability.
 3. What makes it personally satisfying: Making a difference in the lives of people who are in need, growing personally and culturally, and finding joy and purpose in helping others.

7. Organized a successful community group online of Christian people around the world
 1. Skills/knowledge used: Leadership, community-building, online communication.
 2. Personal traits exhibited: Visionary, inclusivity, perseverance.
 3. What makes it personally satisfying: Creating a group of people with similar interests, encouraging relationships and mutual support among them, and experiencing happiness and satisfaction in having guided a successful group.

8. Fell in love with my best friend and traveled to my home to introduce her to my family
 1. Skills/knowledge used: Emotional intelligence, communication, relationship-building.
 2. Personal traits exhibited: Authenticity, vulnerability, courage.
 3. What makes it personally satisfying: Making a leap of faith in a romantic connection, finding love in a close friend, and experiencing delight and fulfillment in sharing your happiness with your family.

9. Helped people to not give up and was able to change the mind of someone with suicidal thoughts
 1. Skills/knowledge used: Active listening, empathy, crisis intervention.
 2. Personal traits exhibited: Compassion, empathy, resilience.
 3. What makes it personally satisfying: Saving a life by offering support and intervention, making a positive impact on someone's mental health and well-being, and feeling a sense of fulfillment and purpose in being able to help someone in a difficult and vulnerable situation, and knowing that you made a difference in their life.

10. About to graduate from college debt-free and only because of God's grace
 1. Skills/knowledge used: Financial literacy, budgeting, time management.
 2. Personal traits exhibited: Determination, perseverance, faith.
 3. What makes it personally satisfying: Gaining the key milestone of graduating from college debt-free, conquering financial obstacles with meticulous planning and self-control, and attributing success to GOD, which inspires appreciation, humility, and a sense of achievement.

Exercise 11.4 Remembering What You've Done

1. Used facts and figures to gain agreement on an important point.
 - Details: Prepared a well-organized and logical presentation, supported it with facts and statistics, and used visual aids like graphs and charts.
 - General statement: I presented strong arguments and persuaded people to agree with my point of view using my analytical and persuasive abilities.

2. Identified a problem that a group or organization faced and developed a plan for solving the problem.
 - Details: Conducted research to determine the problem's underlying cause; obtained feedback from team members and stakeholders; produced a thorough strategy with specific goals, targets, and next actions.
 - General statement: I identified and addressed a situation that a group or organization was facing to show my strategic thinking and problem-solving abilities.
3. Made a presentation or a speech to a group.
 - Details: I extensively researched the subject, organized my ideas, and practiced giving the presentation; I effectively communicated with the audience; I also used visual aids and stories to enhance the presentation.
 - General statement: By giving a group of people a persuading and captivating presentation, I demonstrated my abilities in public speaking and communication.
4. Won the goodwill of people whose continued support was necessary for the success of some long-term project or activity.
 - Details: Through effective communication, active listening, and relationship-building techniques, created good connections with stakeholders; these relationships included addressing their concerns, providing frequent updates, and recognizing and appreciating their efforts.
 - General statement: I showed off my interpersonal and leadership abilities by winning the confidence and cooperation of significant stakeholders, which was essential for the accomplishment of a protracted project or activity.
5. Interested other people in something that was important to you and persuaded them to take the actions you wanted.
 - Details: Clearly communicated the significance of the cause or idea, shared personal anecdotes and experiences, appealed to emotions and values, provided compelling reasons and benefits, followed up with persuasive communication and negotiation.
 - General statement: I demonstrated my ability to influence and persuade people by encouraging them to act on a matter that was significant to me.
6. Helped a group deal constructively with conflict.
 - Details: In a group environment, acted as a mediator and facilitator, actively listened to all parties involved, promoted open discussion and cooperation, assisted in locating points of agreement, and helped develop solutions that benefit everyone.
 - General statement: I demonstrated my conflict resolution and interpersonal skills by successfully facilitating a constructive resolution of conflicts within a group.
7. Demonstrated creativity.

- Details: Brainstormed creative concepts and solutions, addressed issues from several angles, attempted new strategies and approaches, experimented with unconventionally ideas, and shown ingenuity and resourcefulness.
 - General statement: I demonstrated my creativity by thinking creatively and developing original, innovative approaches to difficulties or issues.
8. Took a project from start to finish.
- Details: Created a detailed project plan, set clear goals and objectives, assigned tasks and responsibilities, monitored progress, resolved issues and obstacles, ensured timely completion, delivered the final product or outcome.
 - General statement: I effectively led a project from start to finish while attaining the necessary results, demonstrating my project management and organizational abilities.
9. Created an opportunity for yourself in a job or volunteer position.
- Details: Recognized a need or gap in the company or community, put out a proposal for a solution or initiative, won the support of pertinent stakeholders, took the initiative and carried out the plan, and received compliments and incentives.
 - General statement: I demonstrated my pro-active and entrepreneurial approach by making a difference at work or as a volunteer, opening up new options for myself.
10. Used good judgment and logic in solving a problem.
- Details: Analyzed the situation objectively, evaluated pros and cons, considered different perspectives, applied critical thinking and decision-making skills, arrived at a well-reasoned solution, and implemented it effectively.
 - General statement: By effectively resolving an issue with good judgment and reasonable thought, making informed judgments, and acting appropriately, I showed my capacity for problem-solving and reasoning.

Exercise 12.11: Performing a Needs Analysis

Identify a specific job posting you are interested in and list its requirements. Analyze the needs of the job and identify your personal strengths and qualifications to obtain it.

Job Posting: Entry-Level Financial Advisor at Standard Capital Advisors

Requirements:

1. Bachelor's degree in Finance, Economics, or related field
2. Strong analytical and quantitative skills
3. Excellent communication and interpersonal skills

4. Ability to work independently and as part of a team
5. Basic knowledge of investment products and financial planning
6. Familiarity with financial regulations and compliance
7. Proficiency in Microsoft Office Suite
8. Professionalism and ethical conduct
9. Willingness to obtain relevant certifications such as Series 7 and Series 66
10. Sales-oriented mindset

Analysis of Job Needs:

A strong educational background in financial ideas is required, as shown by the job posting's need for a Bachelor's degree in Finance, Economics, or a comparable discipline. To assess financial data and propose wise investments, one needs strong analytical and mathematical abilities. In order to develop connections with customers and successfully communicate complicated financial information, it is essential to have excellent communication and interpersonal skills. For managing client portfolios and communicating with colleagues, it's critical to have the capacity to operate both independently and as a member of a team. For the purpose of giving customers entry-level advice, a basic understanding of financial planning and investment products is needed. To make sure that legal requirements are followed, it is crucial to be familiar with financial rules and compliance. For data processing and reporting, Microsoft Office Suite proficiency is required. The reliability of the financial advisory industry depends on professionalism and moral behavior. Last but not least, a sales-oriented attitude and a desire for pertinent certifications like the Series 7 and Series 66 point to the necessity of a proactive strategy for attracting and keeping clients.

Identification of Personal Strengths and Qualifications:

1. Education: Recognized a need or gap in the company or community, put out a proposal for a solution or initiative, won the support of pertinent stakeholders, took the initiative and carried out the plan, and received compliments and incentives.
2. Analytical Skills: I demonstrated my pro-active and entrepreneurial approach by making a difference at work or as a volunteer, opening up new options for myself.
3. Communication and Interpersonal Skills: Used critical thinking and decision-making techniques to objectively assess the problem, weigh benefits and drawbacks, take into account many viewpoints, come up with a well-supported solution, and apply it successfully.
4. Team Player: By effectively resolving an issue with good judgment and reasonable thought, making informed judgments, and acting appropriately, I showed my capacity for problem-solving and reasoning.

5. Knowledge of Investment Products: Through my studies and internships, I have learned the principles of financial planning and investment products, giving me a strong foundation.
6. Compliance and Regulations: Because I am educated about financial rules and compliance, I can be sure that I follow both legal requirements and business standards.
7. Proficiency in Microsoft Office Suite: Excel and PowerPoint are two programs in the Microsoft Office Suite that I know how to use efficiently, allowing me to analyze and display financial data.
8. Professionalism and Ethical Conduct: In order to preserve the integrity of the financial advice industry, professionalism and ethical behavior are priorities in every part of my job.
9. Willingness to Obtain Certifications: I'm committed to my professional growth and I will be ready to get necessary certifications, such as Series 7 and Series 66, to solidify my knowledge and reputation.
10. Sales-oriented Mindset: I have a proactive, sales-focused attitude that enables me to actively attract and keep clients and contribute to business development.