

Personal Baggage Checklist

From the time we enter this world, we develop traits and habits that will limit our potential. We will always be running with a few cylinders misfiring unless we fully understand our behaviour patterns and their impact on those around us. It is important to understand that to function well you do not have to have handled all of your personal baggage; the key is the awareness of your weaknesses.

Complete this checklist after you have read all the points in the following sections personal development.

Personal baggage checklist	Is it covered?
<u>Your life's purpose</u>	
Have you spent time planning out your life's purpose (your Ikigai)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have set your major goals for the next year? (your treasure map)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Fear</u>	
Have you processed your fears that are holding you back from participating?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Guilt</u>	
Is feeling guilty an uncommon emotion for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Regret</u>	
Are you able to move on without reliving regret?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Disorder</u>	
Have you processed what is behind the disorder you create in your life?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Inner critic</u>	
Have you got control over your inner critic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Post-traumatic stress disorder</u>	
Are you free of any post-traumatic stress disorder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Empathy</u>	
Are you able to make sufficient eye contact; at least 50% of the time while speaking and 70% of the time while listening?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you make friends and associates easily?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the mantra, "Love thy neighbour as thy self" evident in the way you live your life?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Expressivity</u>	
Are you in touch with your emotions and able to express them to your family, life partner, friends and colleagues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you freely express love when you feel it?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Anger management</u>	
Do you see anger as a negative trait rather than a good release valve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is losing your temper a very rare event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Grief and hurt</u>	
Have you dealt with any grief or hurt that was significant in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Adversity</u>	
Can you avoid taking adversity personally realizing that adversity is part of life?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you face adversity calmly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Addiction management and self-regulation</u>	
Are you free of any addiction that impacts your life negatively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to say you have a strong 'self-regulation' trait?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you controlled the habits that have adversely affected your health?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Closeness and intimacy</u>	
Are you comfortable with closeness and intimacy with your life partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Neediness</u>	
Have you processed any feelings of neediness so that you are not in need of constant reassurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Control</u>	
Have you processed any control tendencies so that you can go with the flow when it is right and appropriate to do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Haunted by history</u>	
Have you processed past events so they are not still replaying now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Abuse</u>	
Have you processed any abuse you received in the past? (in any of its forms)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any negative response would indicate some personal development work would help. If you have three or more areas where you answered in the negative book yourself into a self-development course as soon as possible. They are life changing.

Comparing Competing Job Offers Checklist

Always remember that the interviewer will have over sold the job. You need to make sure the next organisation is going to be a better fit, or at least part of your proposed career journey.

The checklist below may need re-categorization to suit your current situation.

Comparing competing job offers checklist	Rank jobs (1= greatest fit, 2= next best fit)		
	Current job	Offer #1	Offer #2
<u>Really important</u>			
Which position fits best with your Ikigai?			
Which position fits your five-year goal aspirations best?			
Which position will make the best use of your strengths?			
Which position offers the best career opportunities?			
Which job has the best boss? (Make sure you have checked out the bosses with someone who is now outside the organisation, so you can do an accurate comparison to your current boss.)			
Which job has the more competent staff reporting to your position? (Make sure you have checked this out with someone who is now outside the organisation, so you can do an accurate comparison to your current team.)			
Which position offers the best work culture?			
How does the job fit with your partner's career?			
How do the 'work life balances' compare?			
<u>Nice to have</u>			
How do the rates of pay compare?			
Which job has the best C-Suite? (Make sure you have checked this out with someone who is now outside the organisation, so you can do an accurate comparison to the executive team in your current organisation.)			
Which organisation has the more inspiring CEO?			
Which job has the best commute time?			
Which job has the most attractive office environment?			
Which job has the best employee pension contribution?			
Which job has the best holiday entitlement?			
Which job has the best health and well-being focus?			
Which job has the 'best fit' business travel component?			
Which position offers the greatest investment in 'protected' training hours?			

The Six Types of Friends Checklist

Having done some research I believe there are six types of friends:

- Your 'bury the body for' friends (I will explain later)
- Your 'hobby' friends
- Your 'mentor' friends
- Your 'love to see you kiss, kiss' energizer friends
- Your friends from work
- Your friends from your distant past

The key is to have balance and to rekindle some friendships you have left unattended.

The six types of friends checklist						
	<u>'Bury the body for' friends</u>	<u>Hobby friends</u>	<u>Mentor friends</u>	<u>Energizer friends</u>	<u>Work friends</u>	<u>Distant past friends</u>
Pat Carruthers	√					

A Date Screening Checklist

With a good profile you will attract more wo/men that you might be interested in so you need to screen them with a checklist so you should only engage in conversation with those above a certain score, and only go out on a date with those with an even higher score.

The checklist below may need re-categorization to suit your current situation.

A 'date screening' checklist	Before meeting	After two dates	After three months
<u>Deal breakers</u>			
Attractive to me	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within my age range	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Similar values (morals, honesty, truthfulness etc)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plausible reason for dating	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Their photos on social media indicate that you are compatible	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Non smoker	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Happy to share their full name and organisation where they work	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Search in Google image search, LinkedIn, Twitter advanced search and Instagram and confirm their story	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has interests in activities/hobbies that I like	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Challenges and stimulates me		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Makes me laugh		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accomplished but humble		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social drinker not a periodic binge drinker		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a compatible lifestyle		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Not a drug user / alcoholic			<input type="checkbox"/> Yes <input type="checkbox"/> No
Compatible view on children			<input type="checkbox"/> Yes <input type="checkbox"/> No
Likely to be supportive of my career			<input type="checkbox"/> Yes <input type="checkbox"/> No
Close to their family			<input type="checkbox"/> Yes <input type="checkbox"/> No
Not possessive or jealous when I spend time with my friends			<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly to my friends			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is prepared to get a blood test done for STDs before we take it to a further level			<input type="checkbox"/> Yes <input type="checkbox"/> No
They have strengths which are your weaknesses			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Helpful characteristics</u>			

Does the person share your dislike for _____ (your pet hate)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Located with _____ miles from me	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Height between _____ and _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Weight within _____ and _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fitness level between _____ and _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Understands what I do for a living and is interested in it		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Already sorted out their career		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Romantic		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compatible with any children involved			<input type="checkbox"/> Yes <input type="checkbox"/> No
Compatible view on pets			<input type="checkbox"/> Yes <input type="checkbox"/> No
Not self-conscious – e.g. happy to dance with me			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have started to sort out their own personal baggage or is prepared to do so.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Willing to participate in new activities/hobbies			<input type="checkbox"/> Yes <input type="checkbox"/> No
Can get things done – a finisher who avoids procrastination			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No

Finding a Mentor Checklist

Only the foolish venture forward, without having a mentor supporting them, from behind the scenes. In business, many costly failures could have been averted if advice had been sought from a trusted and wise mentor. The key is the selection (and use) of your mentor/adviser and realizing that just because you have asked once, this does not preclude a second or third request for help.

Finding a good mentor checklist	Is it covered?
Understands the sector I am in	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has reached a senior position, not necessarily a CEO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has had a broad career experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a quick and incisive mind	<input type="checkbox"/> Yes <input type="checkbox"/> No
A person who knows me quite well	<input type="checkbox"/> Yes <input type="checkbox"/> No
A person I look up to and respect	<input type="checkbox"/> Yes <input type="checkbox"/> No
Normally significantly older than you	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is well connected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is well respected by others	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is well read	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is patient and tolerant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is accessible and commits to making meeting dates	<input type="checkbox"/> Yes <input type="checkbox"/> No

First Home Property - Know what you want Checklist

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First home property checklist – Know what you want	Must have	Like to have
The sunshine on the property matches your needs (late sun, early sun, sun all day)		
Location to good schools		
Sheltered from the main prevailing wind		
Location to amenities (shopping centres, supermarkets, sports facilities)		
Size of land		
Garaging		
Off street parking		
Number of bedrooms		
Ensuite for master bedroom		
Storage in master bedroom		
State of street e.g., tree lined , or lined with broken down cars		
Ration of front to back garden (best to have the back garden bigger than front garden as you never use your front garden).		
Finish of house (e.g, fully restored house or a 'doer-upper')		
Compatible neighbourhood		
Separate dining room or open plan		
Provision for a home office		
Provision for long staying guests		
The style of house, e.g., modern, townhouse, colonial etc		
Corner section so you can sub-divide		
Other_____		
Other_____		

Other _____		
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