

WORKBOOK & JOURNAL



SETUP FOR YOUR STEP-UP EXECUTIVE COACHING PROGRAM

Developed & Facilitated by Muadi B. Dibinga





SETUP FOR YOUR STEP-UP!

**GET YOUR MIND
RIGHT**



MY INTERNSHIP IN REAR-VIEW

"Before you build your house, finish it on paper."

- Unknown

Having a clear vision of what you want to accomplish or create before you get started can significantly increase your chances of success. Your vision can serve as your personal GPS. It can get you moving in the right direction, help you get back on track if you take a wrong turn, let you know about shortcuts that may help you get to your destination faster, and point you in the right direction if you fall off course.

I invite you to take a few minutes to create a vision for your internship that will increase your chances of having a successful experience that benefits you and the organization in which you are placed. Use the space on page 4 to write a short statement about your internship experience. Use the questions below as a guide.

1. What do you want **your supervisors to say** about you?
2. What do you want **your colleagues to say** about you?
3. What do you want to **learn**?
4. What do you want to **share**?
5. What do you want to **improve**?



MY VISION FOR MY LIFE

"Pain pushes until the vision pulls."

- Dr. Michael Bernard Beckwith

Now that you've created your vision for the internship it's time to create a **vision for your LIFE**. The purpose of this exercise is to get you to start thinking (or think more deeply) about the kind of life experience you want to create for yourself in the future. However, it's not meant to TRAP you. The beauty of life is that you have the right to change your mind and shift directions as you make new discoveries. So rather than asking you to set specific goals of what you want to have or do in the future, the invitation is to identify how you want to FEEL about yourself and your life in the future.

On the next page, I invite you to identify three adjectives that describe how you want to feel about each area of your life. For example, here are some adjectives that you might use to describe how you want to feel about your finances:

Independent

Secure

Confident

Savy

Satisfied

What three words would you use to describe how YOU want to feel about your finance, health, career, and relationships?

MY VISION FOR MY LIFE

HEALTH



FINANCES



CAREER



RELATIONSHIPS





SETUP FOR YOUR STEP-UP!

**GET YOUR GAME
TIGHT**



MY BIG SUMMER GOAL

"Vision without action is delusion."

- Jim Rohn

Creating a clear vision of what you want and who you want to become is the first step towards success in any endeavor. The next step is to develop a plan of ACTION to make your vision a reality.

I invite you to think about a personal or professional goal that you like to achieve this summer. Do you want to get your driver's license? Is there an art project you'd like to complete? Do you have a fitness goal that you want to crush?

Take a few moments (longer if you need it) to create your action plan for YOUR goal using the planning sheet on the next page.



MY BIG SUMMER GOAL

PROJECT NAME: _____

GOAL: _____

DEADLINE: _____

WHAT SPECIFIC STEPS MUST I TAKE TO COMPLETE THE GOAL?

WHEN WILL I COMPLETE THEM?

TASK	DEADLINE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____



MY GROWTH PLAN

“The problem with many is that they keep expecting the world to change for the better, but at the same time failing to positively change themselves.”

- Edmond Mbiaka

If you want a new or different result in any area of your life, you must be willing to change and/or improve yourself. You may need to learn new skills, take specialized courses, and possibly get a mentor. Unfortunately, most people want their lives to change while they stay the same. Don't let that be you!

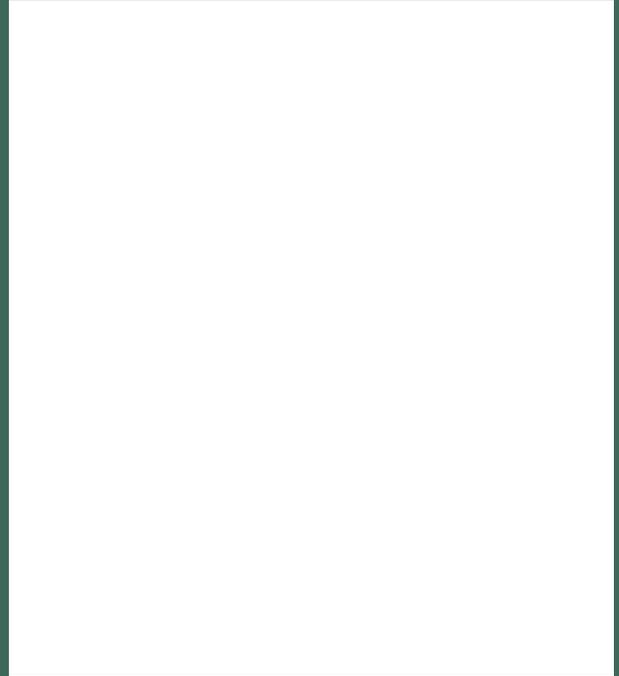
I invite you to take a few minutes to think about your big summer goal and identify steps you can take to improve your chances of success. Referring back to your notes from our discussion about planning, write your personal growth plan for your summer goal on the next page.

MY GROWTH PLAN

NEW SKILLS

A large, empty white rectangular box intended for writing or drawing information related to new skills.

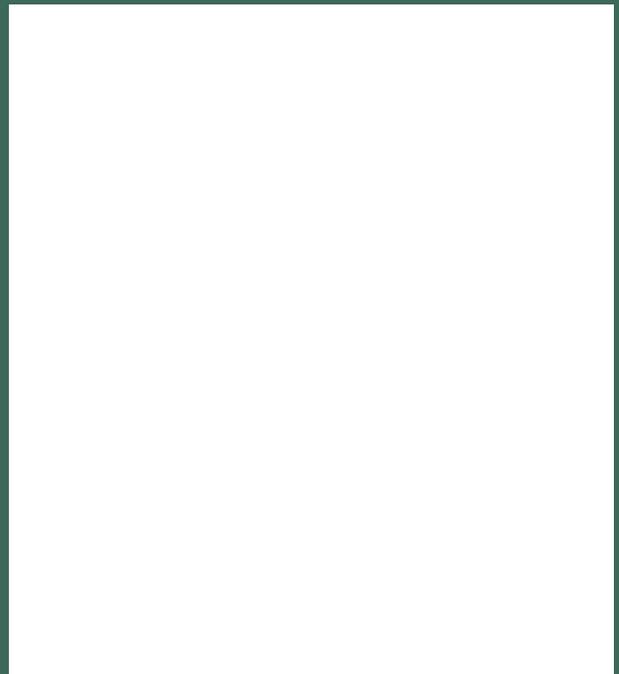
CURRICULUM

A large, empty white rectangular box intended for writing or drawing information related to curriculum.

SYSTEMS

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PROGRESS REVIEW

A large, empty white rectangular box intended for writing or drawing information related to progress review.



BUILDING MY SUCCESS HABITS

"First you make your habits, then your habits make you!"

- Lucas Remmerswaal

A 'habit' is "an acquired behavior pattern regularly followed until it has become almost involuntary." Some habits move us towards success, while others can move us away from success. For example, the habit of being on time at work can help you develop a positive reputation which can, in turn, lead to opportunities for advancement. On the other hand, chronic tardiness can earn you the reputation of being a 'slacker' that can't be counted on, which, in turn, can keep you from advancing in the company or worse, can get you fired. We become what we do most of the time. How can you adjust your habits to increase your chances of becoming the most successful version of yourself?

On the next page, I invite you to reflect on the vision you created for yourself for your summer placement and take an inventory of habits and identify any changes that you can make to increase your chances of success. What do you need to START doing? What do you need to STOP doing? What current habits should you CONTINUE? Developing new success habits and giving up those that don't serve you can be challenging. But your future is worth it!

SUCCESS HABITS

START

STOP

CONTINUE



SETUP FOR YOUR STEP-UP!

**WATCH YOUR
CREW**



MY PROFESSIONAL NETWORK

“Your NETWORK determines your NET WORTH.”

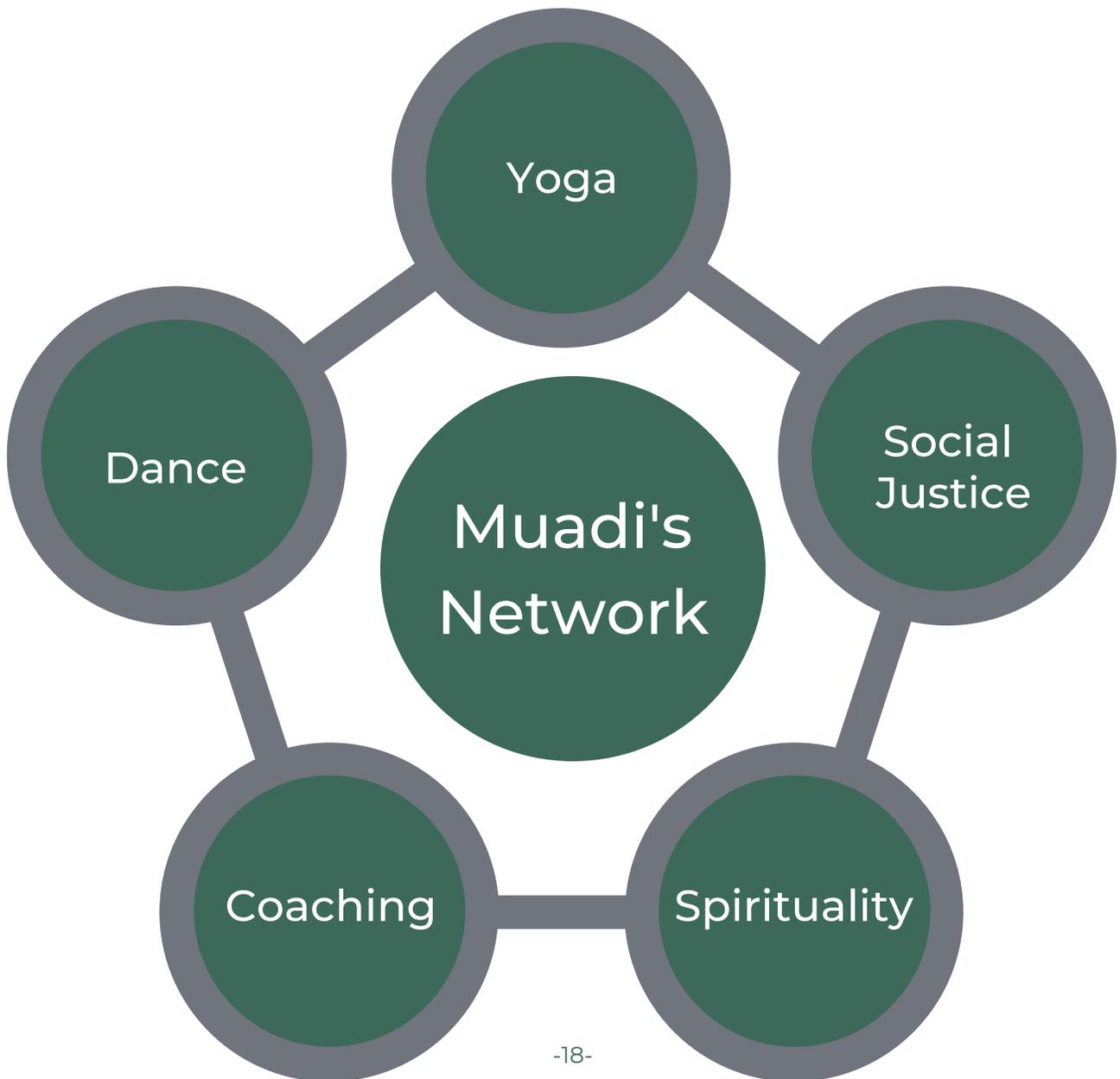
- Porter Gale

A professional network is a group of people who connect for career or business-related reasons. People in your network can share information about job leads, scholarships, and resources and give you professional advice. Referring back to our session on networking, I invite you to identify your network 'bubbles', and complete the diagram following page. Be sure to think 'outside the box'. In addition to your teachers, coaches and counselors consider family members and family friends as potential leads. Your primary physician or dentist may help you get an internship in a hospital if you're interested in pursuing a career in medicine. The professional who does your family's taxes may have advice on becoming a tax advisor or preparer. The owner of the yoga studio where you practice may help you pursue your yoga teacher's certification.

On the next page, I have shared a sample of a graphic that lays out my network bubbles. Following that page is a blank graphic for you to layout YOUR network. If you have trouble getting started begin with the places you go and the people you see most often and build from there. Your network may be bigger than you know!



SAMPLE PROFESSIONAL NETWORK





MY PROFESSIONAL NETWORK





MY THRIVE TRIBE

“You are the average of the five people you spend the most time with.”

- Jim Rohn

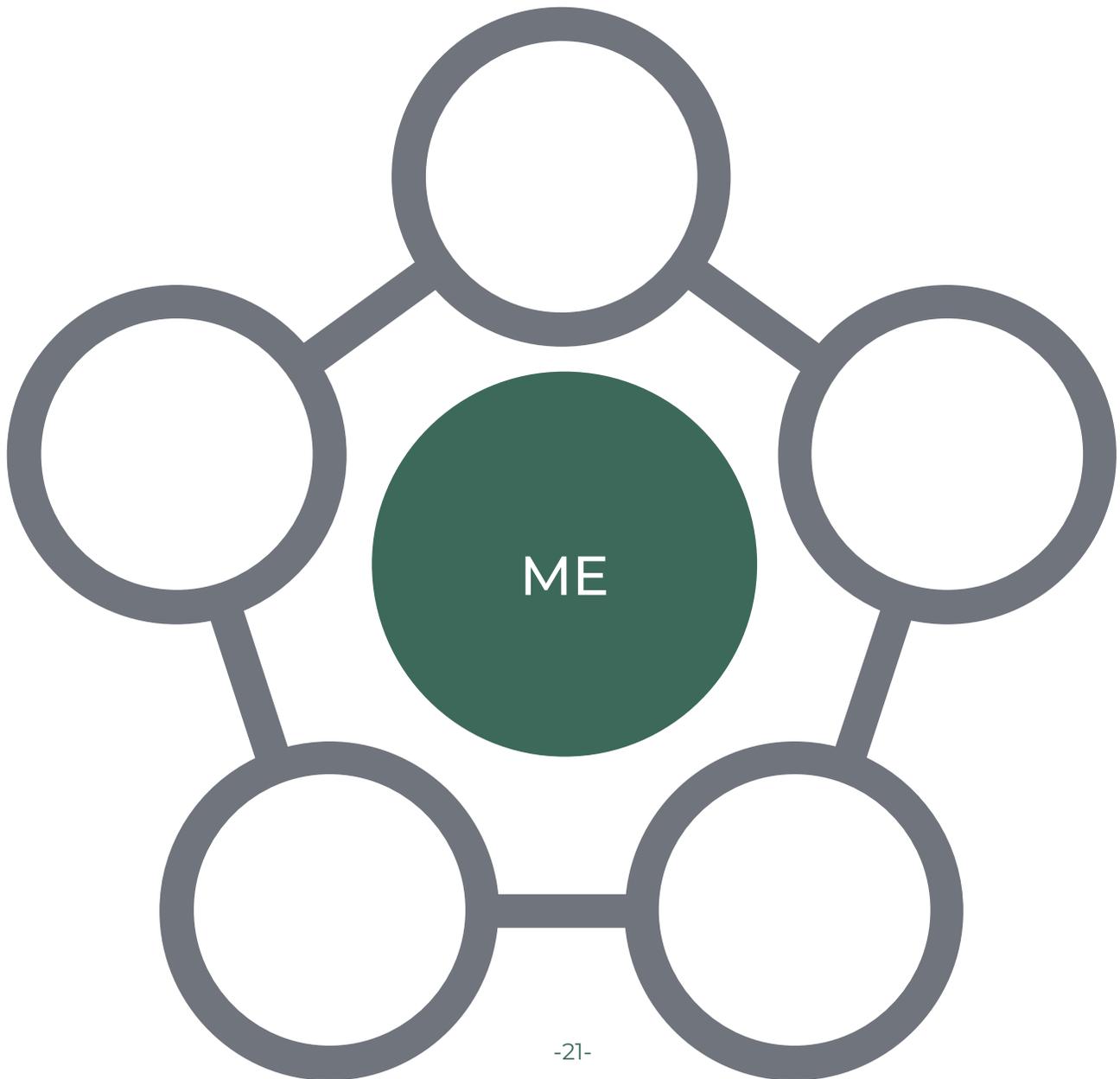
The people you associate with in your personal life can have a HUGE impact on your ability to succeed in the workplace and beyond. People who don't have goals or visions for themselves can't help you climb higher. It's common for some people to become envious of their friends' success to the point that they sabotage or turn on them. Your crew can elevate you or drag you down. It's your responsibility to surround yourself with people who see the best in you and want you to grow.

To increase your chances of creating the life you want, avoid toxic people, trouble makers, and people who ridicule your dreams. Instead, cultivate a Thrive Tribe - a network of close friends who strive for excellence, check you when you mess up, and celebrate your victories. Distancing yourself from toxic people is a difficult but necessary step in your journey to success. Love yourself enough to create and maintain high standards for people in your inner circle. If they don't want the best for you, they don't need to know you.

I invite you to identify the top 5 people in YOUR Thrive Tribe. Who can you count on? Who can you grow with? Write their names in the graphic that appears on the following page and keep them close so you can *ride and rise* together.



MY THRIVE TRIBE





SETUP FOR YOUR STEP-UP!

OWN YOUR BRAND



OWN YOUR BRAND

**“Personal branding begins the moment you
begin to discover yourself.”**

- Bernard Kelvin Clive

During our discussion about personal brands, we explored how your brand can impact your success (in and outside of the workplace) and the importance of being intentional and consistent in how you present yourself in all situations.

I invite you to take a few moments to reflect on our discussion and complete the branding exercise on the next page by writing down 3 adjectives for each pillar.

Give yourself permission to see yourself at your best. Create a high vision for yourself and then develop a plan to close the gap between who you are and who you want to become. If you can visualize it, you can achieve it. The power is and will always remain within you!



MY PERSONAL BRAND

SEE

FEEL

HEAR



BEFORE YOU GO...

"Wherever you go there you are."

- Dr. Ngolela wa Kabongo

The summer after my senior year of high school, my mother said something that I didn't appreciate until much later in life. She walked in on the tail end of a heated argument that I was having with one of my brothers. She intervened but appeared to take his side. In actuality, she was trying to be neutral. But when she didn't give him the verbal tongue lashing I thought he deserved I lost it!

It was a few weeks before I was to leave for college. I turned to her and shouted, "I can't wait to get out of here!" She calmly replied, "Wherever you go, there are you are." and walked away. At that moment I was too angry and frustrated to pretend to get what she was saying. It clicked years later. In short, she was telling me that I was the common denominator in my life. Wherever I go, my problems would follow me. My life would not change unless I changed, AND I had the power to change.

The same is true for you. No matter what circumstances you find yourself in now, you have the power to change it for the better. You can create a life that you love and loves your back. It won't be easy, but YOU are worth it!



About EdVestors

EdVestors' mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. We drive toward our vision by 1) activating people and resources, 2) learning and iterating in context, and 3) influencing system change. We believe that continuously attending to all three drivers ensures our programs and initiatives - the School on the Move Prize, School Solutions Seed Fund, Boston Public Schools Arts Expansion, Zeroing in on Math, and Career Pathways - will create impact.

Bloomberg Arts Internship Program (BAI)

The BAI program exposes high school students to the wide variety of career opportunities that exist in the creative sector and connects arts organizations with passionate young people who may one day pursue a career in the field. Interns develop essential skills necessary for transitioning to postsecondary and career opportunities through executive coaching, writing support, networking with arts professionals, and specific worksite responsibilities. The **Bloomberg Arts Internship Program** is generously supported by **Bloomberg Philanthropies**.

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About Muadi B. Dibinga

[Muadi B. Dibinga](http://www.muadidibingaunlimited.com) is Life Strategist and Executive Coach who specializes in helping her clients get clear about what they want and create a plan to get there. Visit www.muadidibingaunlimited.com to learn more about her work.

BAI Logo Created by **Sara Rhouate**, BAI 2020