

ExecutiveCoachNY

Career strategies for the competitive edge

www.ExecutiveCoachNY.com

Executive Checklist

Go through this Executive Checklist item by item. Give yourself a check mark for any point you agree with, have completed, or do consistently. Areas needing attention or improvement can become part of your career/life strategy.

What we do in coaching is set goals, create a timeline, and establish a way to measure success. You will be amazed at the time you will save, the freedom and sense of contentment you will feel once you start accomplishing some of these simple, but important tasks and actions.

Your Career > Career Strategy

- I have rewarding and interesting work.
- I have a career strategy for this year, five years and later.
- I know my value in the job market.
- I have regular contact with my supervisor and my supervisor's supervisor.
- I have attained the credentials and training necessary to achieve the next level.
- I seek out and attend education forums that will enhance my knowledge base.
- I have copies of my recent performance appraisals.
- I have published in my field.
- I formally or informally mentor someone.
- I have articulated my most important work goals to my supervisor and have gotten his/her buy-in.
- The people with the ability to make it happen know my career aspirations.
- I have strategized how to obtain full bonus and have an action plan mapped out to achieve it.
- I check the status of my bonus action plan a minimum of once a month.
- I am in contact with at least one search firm on a regular basis.
- I am an active member of a minimum of two professional/industry societies or organizations.
- I am an active member in my alumni association(s).
- I read a minimum of one professional journal, and five websites and blogs a week.
- I read a minimum of one general business or news publication/website daily.
- I know my market worth with regard to salary, bonus, stock options and other executive benefits.
- I have a complete understanding of my company benefits and use them appropriately.
- I know my organization's stock price, annual volume, and number of employees, corporate owners, and other information of importance.
- I have read the annual report of my company and our competitors.
- My title accurately describes what I do and my level in terms of the organization and the industry.
- Others know what I do and how to do it.
- I work hard and add value to the organization.
- I am proud of what I do and where I work.
- I attend company events even if I dislike them.

Your Career > Professional Interactions

- I express appreciation to my staff when they least expect it.
- I share recognition with all who have contributed to the success.
- I address problems with others in a timely manner and keep it the focus of the conversation.
- I participate in at least one networking event per week

Your Career > Work Environment

- My workplace has sufficient daylight.
- My workspace is clean, orderly and looks professional.
- I know two emergency routes out of my office.
- I would know how to contact security.
- My chair is the best for the type of work I do.
- My technology functions at top performance.
- I have "thinking time."
- I can find private workspace.
- I have a system for controlling my e-mail and I stick to it.
- I respond to most e-mails within 24 hours even if it is to tell the author I need more time.
- I always use spell check.
- My computer files are clear of outdated or duplicate information.
- I know the birthdays of everyone in the office and most of my customers.
- My office lights are of sufficient wattage and from various sources.
- I have read many of the books on the business bestseller list.
- I plan my day so there are few surprises and when they occur, I have time and energy to address them.

- I receive respect from everyone I work with.
- I show respect to everyone regardless of how they treat me.
- I never gossip at work.
- My direct reports know where they stand with regard to their performance and the future.

- I am aware of current sports happenings, movie and television shows, blogs, and websites as well as other popular culture items that are often the topic of casual conversation at work.
- I avoid using sports analogies when speaking with staff.
- I am current in filing my business expenses.
- I answer my phone in a manner that is professional and welcoming.
- My voicemail message is current, specific, and helpful.
- My language at work would not offend anyone.
- I say "no" to unreasonable requests.
- I take all the vacation time I am due.
- I plan vacation time into my schedule well in advance.
- I encourage constructive criticism.
- I eat healthy meals when traveling for business.
- I stay home when I am sick.
- I drink alcohol moderately or not at all during business events.

Your Career > Career Toolbox

- My resume is up-to-date and accurate.
- My bio is current and printed in a way that is easily read by a person introducing me.
- I have a quality photo of myself as a professional.
- I have a personal e-mail address and use it for all non-business matters.
- I have at least one outfit I look very well in and feel comfortable wearing at a business event where I am the speaker or guest.
- I keep in touch with former colleagues at least twice a year.

- I know five people who would happily give me an excellent reference. I have been in contact with each of them in the past three months.
- I have a current business card and carry it with me.
- I feel confident about my ability to speak in front of a group of colleagues or strangers.
- My business luggage suits my needs and is clean and attractive.
- Someone could sit at my desk or computer and find what they need if given permission.

Your Life > Life Plan

- I have a financial plan.
- I am up-to-date in filing my taxes.
- I live within my means.
- I pay my bills on time.
- I do not have debt or I have a plan to get out of it.
- I live in a home I love.
- I give to those less fortunate on a regular basis.
- I save at least 10% of my income for retirement.
- I fully participate in my company's 401K.
- I know my net worth.

- My life and my property are adequately insured.
- I have health insurance for myself and for those who depend upon me.
- I have an updated will.
- I have authorized power of attorney to someone in case of emergency.
- I have designated a health care proxy.
- All my vital statistics are in a place where someone could find them.
- Someone knows the state of my affairs and would execute my wishes.
- I have a complete list of all of the professionals I depend upon.

Your Life > Extreme Self Care

- There is something special about my appearance that makes people remember me.
- I apologize, quickly, without blame or excuse, when I am wrong.
- My personal e-mail address would not offend anyone or make them think less of me.

- I have had my eyes examined in the last two years.
- I participate in cultural activities.
- I have had a full physical within the past two years.
- I take care of dental needs at least every six months.

- My blood pressure and cholesterol are within the acceptable range.
- I have been tested for STDs.
- I am at my ideal weight.
- I exercise a minimum of 30 minutes three times per week.
- I avoid toxic people.
- I volunteer.
- My hearing is good and my listening is even better.
- My wardrobe fits my look and my lifestyle.
- My clothing is clean and none of it requires repair.
- I have a flashlight and batteries.
- I have a first aid kit and a supply of basic pain relievers.
- I eat meals at a set table.
- I do not use illicit drugs.
- I drink alcohol in moderation.
- I do not smoke tobacco.
- I never drink and drive.
- I pay attention to the safety instructions on planes.
- I wear a helmet when playing dangerous sports.
- I seek professional help when I am anxious or depressed.
- I never abuse prescription medicines.
- I have told the people who are important to me "I love you."
- I have a sense of my family heritage.

- My photographs are organized.
- I write thank you notes.
- My hands and nails always look great.
- I have a haircut that suits me.
- I vote.
- My driver's license is current and for the state in which I live.
- I have paid any traffic fines on time.
- There is no one I would be afraid of running into.
- I acknowledge those I care for on birthdays, anniversaries, and holidays.
- There is romance in my life.
- I hire people to do the tasks I do not like or are not able to perform.
- I voice my opinion to my elected officials.
- I have a positive relationship with my neighbors.
- There are kids and the elderly in my life.
- There is fun in my life.
- I have a positive relationship with my relatives.
- I have hobbies.
- I read for pleasure.
- I avoid people who drain my energy.
- I ask for help when I need it.
- I am grateful for everything I have.
- I learn something new every day.

Your Life > Your Environment

- I have nutritious, fresh food in my refrigerator.
- I sleep on a high quality mattress with high quality sheets.
- I have an extra supply of basic toiletries.
- I travel with the personal products I love, and rarely rely on hotels giveaways.
- The windows of my home are clean.
- I have bottled water in the house at all times.
- I have emergency cash at home and work
- My home is clean and clutter free.
- I limit my web surfing.
- My computer files are backed up and in another location.
- My car is clean and in excellent working order.
- I have access and drink quality water throughout the day.
- I recycle.

So, how did you do? Better in some areas than others?

Why not make a commitment to keep up the areas where you are doing well and begin to address some of the opportunities? Schedule time to do it.

I assist many coaching clients in making significant progress with getting their lives into or back into shape. The checklist is part of the assessment.

Check out the rest of my website to learn about the programs I offer and to hear what my clients have to say about coaching from client testimonials.

Thanks!

Jane

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