

An aerial photograph of a city skyline at sunset. The sun is low on the horizon, casting a warm, golden glow over the city. The sky is a mix of orange, yellow, and blue. The city is densely packed with buildings of various heights and styles. The water is visible in the distance, reflecting the light from the sun.

Stop Searching for Jobs

Start Getting Offers

Workbook



OPRAH WINFREY



We're all called. If you're here breathing, you have a contribution to make to our human community. The real work of your life is to figure out your function—your part in the whole—as soon as possible, and then get about the business of fulfilling it as only you can.



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“ *A wise man will make more opportunities than he finds.* ”

- Francis Bacon,
The Essays

MARY'S STORY

I am Mary Legakis Engel, The Management Coach. I help managers and executives achieve their personal goals and aspirations faster.

Have you ever had these challenges?

- Feeling overwhelmed and frustrated with your job prospects
- Feeling embarrassed or guilty about having or wanting to find a new career
- Feeling worried that your financial infrastructure is at risk of collapsing and you have no safety net

I know how you feel. For the past 10 years I have been working closely with leaders and managers in your same shoes, and at one point I **was** the manager in your shoes. You see, I was a management consultant. Day in and day out I worked with managers to help them drive business results for their organizations. While I was doing that, I was also a manager trying to drive business results for my organization.

I was really great at my work. A high potential manager. On the cusp of tremendous achievement in my career.

But I was unhappy. I experienced conflict with colleagues. I was lonely and sad. I was feeling lost and unable to see through the fog of my circumstance.

All the while I was working with managers who seemed equally as frustrated and under-motivated as me.

So I began doing some research. I read books – a lot of them. I hired coaches – 2 of them! (Yes, I was **that** challenged).

And I began the journey of learning the fundamentals of life, the tools of happiness, and the unique collection of practices that could bring incredible fulfillment to people in my situation.

I realized that what I wanted in life could not be fully realized without success in business. I immersed myself in learning everything I could about feeling successful in business and life.

I learned from the masters: From Peter Drucker to Steven Covey, and from mainstream to spiritual wisdom. I began to create structures for myself that helped me succeed.

What I have learned most is this:

Happiness is the journey, not the destination. It is not a given. It is a direct result of the way in which you come at, interpret and recover from challenges. It is an intentional path that is created through attentive design. It does not come by chance, but by awareness and action on what you most desire.

A wise teacher of mine constantly reminds me: *“Your challenges are on the way, not in the way.”*

When you become aware of what you most want for your future, you can begin to put your challenges into context. You begin to see how your challenges are perfectly designed to direct you towards what you want. You begin to feel gratitude, balance, increased self-confidence, more clarity, and more happiness.

Over the past 10 years I have been helping businesses and individuals achieve incredible success by applying the frameworks I have assembled. Here is what I know:

Managers matter.

Matters of personal introspection and deep understanding are as crucial to your success in business as the work and the deadlines that people prioritize most.

Today, people can feel satisfied and engaged in the job they have, and valued in their roles, no matter what.

It's not 'life or work'; it's about living the life you'll love, including work.

Business schools don't have all the answers.

The quality of your life is directly proportional to the quality of the questions you ask yourself.

THIS WORKBOOK

This workbook will put you on course for lifelong fulfillment and success. In this workbook, you will be asked to work through several important tasks. It could take you anywhere from 2 hours to 2 months to master. I won't sugar-coat it... it may be a challenge.

So I ask you this: *Which challenge would you rather face?*

- a. A couple of months of healthy introspection and planning? or,
- b. A lifetime of continued frustration, conflict and imbalance?

When you complete this workbook you can expect a burst of energy. An internal inspiration and motivation to move forward.

But I caution you...

This is not a one and done thing. When you complete the activities in this workbook, it will be the beginning of your journey. These activities are not just activities – they are skills. You must repeat them over and over again over the course of your life so you can realize your full potential and achieve your aspirations.

Before you get started, I should advise you of the 5 most common mistakes made by managers that hold them back from feeling fulfilled and successful:

Being too superficial: Most managers are inclined to barely scratch the surface of what they truly want. Dig deep into your spirit and figure out what drives you. This is the only way to find real fulfillment.

Putting others first: Most managers subordinate their own needs and desires to satisfy what others need from them. To suppress yourself in this way is the main source of your current challenges. Re-prioritize what you want and move it up the list.

Believing they don't have to change themselves: People always ask me if people can change. I believe people don't really change, they only become better or worse at who they really are. Usually that means uncovering skills and qualities that have been buried deep inside. In reality, although you have not really changed (rather you have expanded), it may appear to others that you have changed. So my usual answer is, yes, people can change and should change if they want to be happier in life.

Waiting for others to provide (or making excuses): If you are telling yourself "if only so-and-so would do this or do that", then you are waiting for someone else to do something for you. The fastest road to frustration is trying to control people, emotions, or outcomes. Now's the time to control the controllables. That means you, and how you perceive the world. No more excuses. Your time is now.

Pursuing pleasure without pain: The greatest cause of human suffering is the quest for pleasure without pain. The idea that we can be happy and not have to pay some price or face some challenge is a myth.

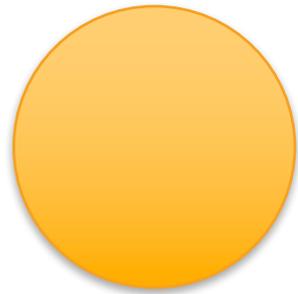
I wish you lifelong success and fulfillment. If you have any questions as you complete this workbook, I can be reached at mary@themanagementcoach.com.

Live well, learn lots and be kind,

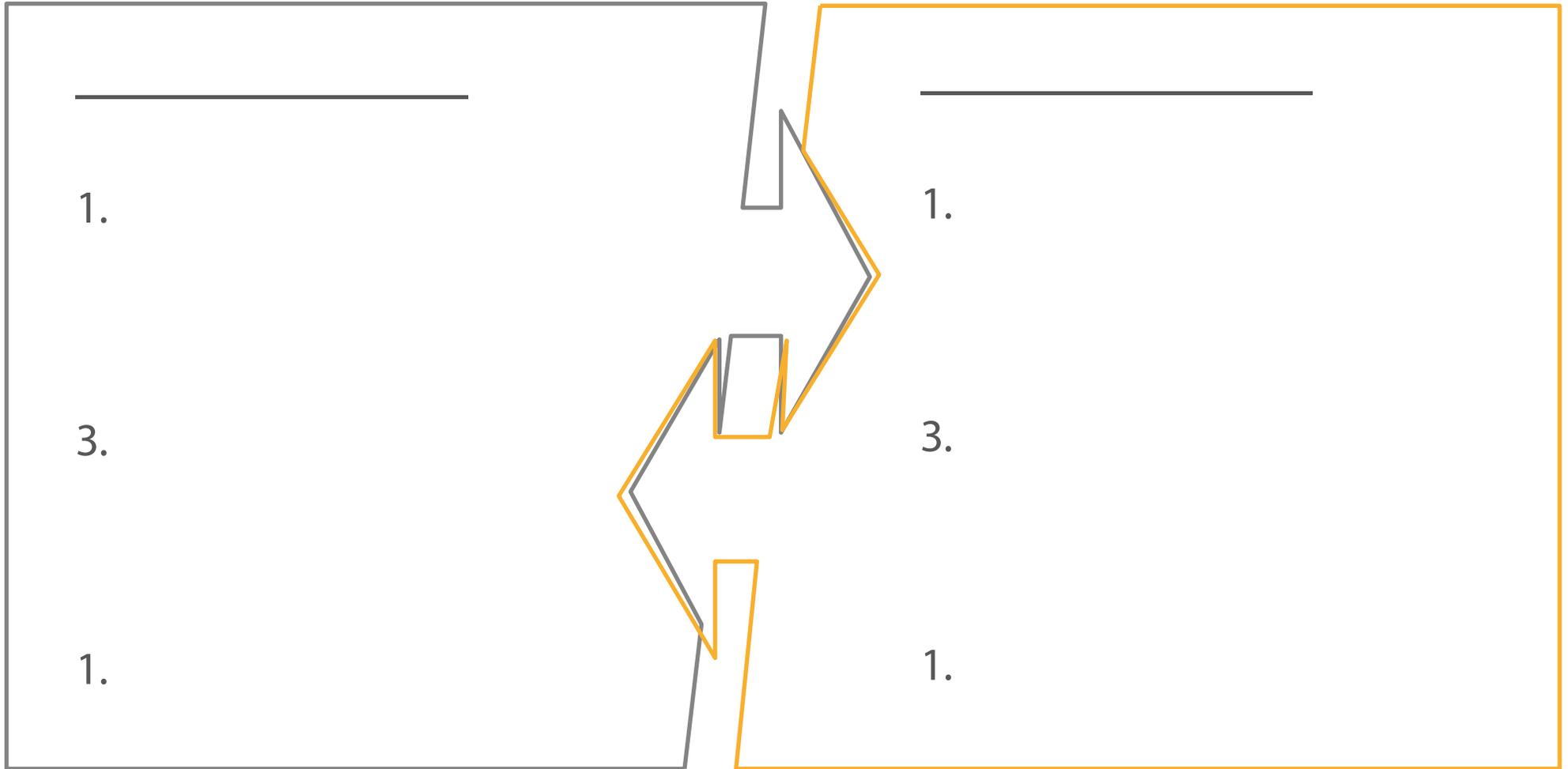
Mary

QUESTION: _____

Where are you? What does it look like? What do you see? Who is around you? What are you doing? What are you wearing? What are you saying? What do you hear? How do you feel? What do others say about you? What gifts, strengths, and abilities are you using? What is their impact on others? What personal values are you honouring, and how? What are you choosing? What lies in the future for you, from this vantage point? Try to get in as much detail as possible. Really imagine that you are sitting in that place, being that person. Visualise.



Networking Structure



The purpose of networking is to build a relationship, not get a job.





So Good They Can't Ignore You

Working right trumps finding the right work. He didn't need to have a perfect job to find occupational happiness – he needed instead a better approach to the work already available to him.

Cal Newport

3 LinkedIn Profile Changes to make immediately

1.

2.

3.



Never start with what you want

The single most important change you must make to your resume is



Exercise: The Brand Called You

If you're going to be a brand, you've got to become relentlessly focused on what you do that adds value, that you're proud of, and most important, that you can shamelessly take credit for.

What can you shamelessly take credit for?





Big Magic

She said: “We all spend our twenties and thirties trying so hard to be perfect, because we’re so worried about what people will think of us. Then we get into our forties and fifties, and we finally start to be free, because we decide that we don’t give a damn what anyone thinks of us. But you won’t be completely free until you reach your sixties and seventies, when you finally realize this liberating truth—*nobody was ever thinking about you, anyhow.*”

Elizabeth Gilbert

EFFECTIVENESS CHECKLIST

Personal Effectiveness

- Am I procrastinating?
- Am I doing things and not getting the results I want?
- Am I having to force myself to do the things that need to get done?
- Am I overwhelmed?
- Am I frustrated?
- Am I feeling alone or isolated?

If NO then...

If YES then...

Action Plan

What are three things you will do in the next week to support your goal?

What are three things you must do in the next month to support your goal?



MARY LEGAKIS ENGEL



Mary Legakis Engel is Founder and CEO of The Management Coach. Certified coach, speaker and business executive, Mary has been advising, consulting and coaching leaders and managers on effective management and how to grow their businesses while continuously engaging their employees for over 15 years.

She has helped get countless managers promoted, and placed dozens of leaders in jobs they love in record timeframes.

Mary is the Managing Director and Co-Founder of the Global Women's Leadership Summit. She also co-created The Emerson Suite™ – a mobile management toolkit for managers who want to be more effective.

Mary has worked closely with managers and leaders in financial services, technology, telecom, construction, property management, retail, mining, manufacturing, logistics, not-for-profit and other industries. She has extensive experience working with global brands, start-ups, public and private companies, and family-owned businesses.

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