

10 Essentials for Personal & Professional Success

- Brainstorm: What qualities make a good parks & recreation professional?

- Consider the other roles you have in life (ex: son, daughter, wife, husband, mother, father, friend, brother, sister, etc). What makes you good in these roles?

- Hard skills vs. soft skills. In your organization, do you focus more on hiring for hard skills, certifications, & degrees, or do you consider the person's character? Describe why each is important.

- Quality #1: Vulnerability. Vulnerability is showing your authentic self; being relatable; able to accept feedback. This quality builds trust.
- What is the value of trust in your personal relationships? How about your professional relationships?

10 Essentials for Personal & Professional Success

- Think of a relationship where there was an absence of trust. How would you describe that relationship?

- Vulnerability is not a sign of weakness, but actually a sign of strength. Consider how you can be a more authentic version of yourself.

- Quality #2: Hungry. Hungry people have a strong work ethic & embrace hard work, consistently, over the long haul. They must be productive & like to see results. Hungry people have a desire to contribute.

- Think about your own team. Who would you describe as hungry? Why do they fit the description above? What contributions do they bring to the table?

- Now imagine the opposite. Think of someone whose ego was most important to them. What impact did they have on the team?

10 Essentials for Personal & Professional Success

- Quality #3: Confidence & Humility. Humble people focus more on others than themselves; they also do not discount their own value. Confidence is the firm belief & trust in yourself; an appreciation of your own ability.
- Confidence & humble work together. Notice confidence is not the same as ego. Think of someone in your life who is truly humble AND confident. How do confident people make us feel?

- What do you know to be true about your own strengths? When you are most confident in your ability, what are you doing? This can be in your personal or professional life.

- Quality #4: Excellent Communicator. This includes the ability to express yourself, listen & respond to others with attention & intention, as well as the ability to understand & respond within the other person's frame of reference.
- Consider your communication style. Where are you strong? Where can you grow?

10 Essentials for Personal & Professional Success

- Quality #5: Accountability & Ownership. Accountability is about follow through-getting done what you said you would do. It's also about holding others accountable.
- Ownership is the focus on what I can control. It's about finding solutions instead of excuses. It means that I own the role I play in the situation & take responsibility.
- Consider a problem you are facing right now. Instead of blaming anything & anyone, put the excuses aside. What role do you play in this? What solution do you have to solve the problem?

- Think about a time when a problem didn't get solved because no solution was found. How did you feel about that situation & the people involved?

- Quality #6: Emotional Intelligence. This is a high level of self awareness, self control & regulation. It is the innate motivation to listen & understand others. People with high emotional intelligence are empathetic (understand & share other's feelings). Their high social skills allow them to appreciate others with sincere enthusiasm.

10 Essentials for Personal & Professional Success

- Think of someone that has a high level of emotional intelligence. What makes others gravitate towards that person? Where could you grow in your own emotional intelligence?

- Quality #7: Life Balance. This is the ability to set appropriate boundaries, as well as respect other's boundaries. In the best seller book, "Take Back Your Time" Christy Wright lays out 5 ways to achieve better life balance. Fill these out for yourself.

- Decide what matters.

- Stop doing what doesn't matter.

- Create a schedule that reflects what matters. How?

- Protect what matters. How will you do that?

- Be present for what matters. Where do you want to be 100% present?

10 Essentials for Personal & Professional Success

- Quality #8: Life Long Learner. Reading is powerful! It's benefits include imagining the possibilities, expanding our knowledge, exercising our brain, inspiring, connecting & so much more.
- Investing in our continued learning is critical to growth. How do you invest in your growth? Consider how you would like to grow in the next 12 months. What do you need to make this happen?

- Quality #9: Contentment, Joy & Gratitude. These three qualities go hand in hand. Contentment is peace, happiness & satisfaction because there is an understanding of needs vs. wants. Joy is great pleasure & the ability to experience moments that make us feel alive. Gratitude is thankful appreciation & the recognition of value & something positive.
- Think of someone who brings joy to their work. What do you love about them? Consider what brings you sheer joy in your own work.

- List 3-5 things you are grateful for right now.

10 Essentials for Personal & Professional Success

- Quality #10: Kindness & Generosity. To be kind is to be human. It's extending courtesy, understanding & compassion to others. Generosity is greeting others with an open hand. Generosity can be time, talent and/or treasure.
- Is it easy to be kind? How could your workplace be kinder & more generous? What role do you play in making that change?

- These 10 essentials come together to build better relationships. Imagine better relationships with your team, organization & with the broader community. Imagine the possibilities!

- How can I grow in these areas? How can I help my family, my team & the people I serve grow?
