## 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? |
| Your life’s purpose |  |
| Have you spent time planning out your life’s purpose (your Ikigai)? |  Yes No |
| Have set your major goals for the next year? (your treasure map) |  Yes No |
| Fear |  |
| Have you processed your fears that are holding you back from participating? |  Yes No |
| Guilt |  |
| Is feeling guilty an uncommon emotion for you? |  Yes No |
| Regret |  |
| Are you able to move on without reliving regret? |  Yes No |
| Disorder |  |
| Have you processed what is behind the disorder you create in your life? |  Yes No |
| Inner critic |  |
| Have you got control over your inner critic? |  Yes No |
| Post-traumatic stress disorder |  |
| Are you free of any post-traumatic stress disorder?  |  Yes No |
| Empathy |  |
| Are you able to make sufficient eye contact; at least 50% of the time while speaking and 70% of the time while listening?  |  Yes No |
| Can you make friends and associates easily? |  Yes No |
| Is the mantra, “Love thy neighbour as thy self” evident in the way you live your life? |  Yes No |
| Expressivity |  |
| Are you in touch with your emotions and able to express them to your family, life partner, friends and colleagues? |  Yes No |
| Can you freely express love when you feel it? |  Yes No |
| Anger management |  |
| Do you see anger as a negative trait rather than a good release valve? |  Yes No |
| Is losing your temper a very rare event? |  Yes No |
| Grief and hurt |  |
| Have you dealt with any grief or hurt that was significant in the past? |  Yes No |
| Adversity |  |
| Can you avoid taking adversity personally realizing that adversity is part of life? |  Yes No |
| Can you face adversity calmly? |  Yes No |
| Addiction management and self-regulation |  |
| Are you free of any addiction that impacts your life negatively? |  Yes No |
| Are you able to say you have a strong ‘self-regulation’ trait? |  Yes No |
| Have you controlled the habits that have adversely affected your health? |  Yes No |
| Closeness and intimacy |  |
| Are you comfortable with closeness and intimacy with your life partner? |  Yes No |
| Neediness |  |
| Have you processed any feelings of neediness so that you are not in need of constant reassurance? |  Yes No |
| Control |  |
| Have you processed any control tendencies so that you can go with the flow when it is right and appropriate to do so? |  Yes No |
| Haunted by history |  |
| Have you processed past events so they are not still replaying now? |  Yes No |
| Abuse |  |
| Have you processed any abuse you received in the past? (in any of its forms) |  Yes 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 |
| Really important |  |  |  |
| 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? |  |  |  |
| Nice to have |  |  |  |
| 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 |
|  | ‘Bury the body for’ friends  | Hobby friends  | Mentor friends | Energizer friends | Work friends | Distant past friends |
| Pat Carruthers | √ |  |  |  |  |  |
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## 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 |
| Deal breakers |  |  |  |
| Attractive to me | □ Yes □ No | □ Yes □ No | □ Yes □ No |
| Within my age range | □ Yes □ No |  |  |
| Similar values (morals, honesty, truthfulness etc) |  | □ Yes □ No | □ Yes □ No |
| Plausible reason for dating | □ Yes □ No |  |  |
| Their photos on social media indicate that you are compatible | □ Yes □ No |  |  |
| Non smoker | □ Yes □ No |  |  |
| Happy to share their full name and organisation where they work | □ Yes □ No |  |  |
| Search in Google image search, LinkedIn, Twitter advanced search and Instagram and confirm their story | □ Yes □ No |  |  |
| Has interests in activities/hobbies that I like | □ Yes □ No | □ Yes □ No | □ Yes □ No |
| Challenges and stimulates me |  | □ Yes □ No | □ Yes □ No |
| Makes me laugh |  | □ Yes □ No | □ Yes □ No |
| Accomplished but humble |  | □ Yes □ No | □ Yes □ No |
| Social drinker not a periodic binge drinker |  | □ Yes □ No | □ Yes □ No |
| Has a compatible lifestyle |  | □ Yes □ No | □ Yes □ No |
| Not a drug user / alcoholic |  |  | □ Yes □ No |
| Compatible view on children |  |  | □ Yes □ No |
| Likely to be supportive of my career |  |  | □ Yes □ No |
| Close to their family |  |  | □ Yes □ No |
| Not possessive or jealous when I spend time with my friends |  |  | □ Yes □ No |
| Friendly to my friends |  |  | □ Yes □ No |
| Is prepared to get a blood test done for STDs before we take it to a further level |  |  | □ Yes □ No |
| They have strengths which are your weaknesses |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ No |
| Helpful characteristics |  |  |  |
| Does the person share your dislike for \_\_\_\_\_\_\_ (your pet hate) |  | □ Yes □ No |  |
| Located with \_\_\_\_ miles from me | □ Yes □ No |  |  |
| Height between \_\_\_\_\_\_\_ and \_\_\_\_\_\_ | □ Yes □ No |  |  |
| Weight within \_\_\_\_\_\_\_ and \_\_\_\_\_\_ | □ Yes □ No |  |  |
| Fitness level between \_\_\_\_\_\_\_ and \_\_\_\_\_\_ | □ Yes □ No |  |  |
| Understands what I do for a living and is interested in it |  | □ Yes □ No | □ Yes □ No |
| Already sorted out their career |  | □ Yes □ No | □ Yes □ No |
| Romantic |  | □ Yes □ No | □ Yes □ No |
| Compatible with any children involved |  |  | □ Yes □ No |
| Compatible view on pets |  |  | □ Yes □ No |
| Not self-conscious – e.g. happy to dance with me  |  |  | □ Yes □ No |
| Have started to sort out their own personal baggage or is prepared to do so. |  |  | □ Yes □ No |
| Willing to participate in new activities/hobbies |  |  | □ Yes □ No |
| Can get things done – a finisher who avoids procrastination |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ No |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | □ Yes □ 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 |  Yes No |
| Has reached a senior position, not necessarily a CEO |  Yes No |
| Has had a broad career experience |  Yes No |
| Has a quick and incisive mind |  Yes No |
| A person who knows me quite well |  Yes No |
| A person I look up to and respect |  Yes No |
| Normally significantly older than you |  Yes No |
| Is well connected  |  Yes No |
| Is well respected by others |  Yes No |
| Is well read |  Yes No |
| Is patient and tolerant |  Yes No |
| Is accessible and commits to making meeting dates |  Yes No |

## First Home Property Checklist - Know what you want

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.

|  |  |  |
| --- | --- | --- |
| 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |