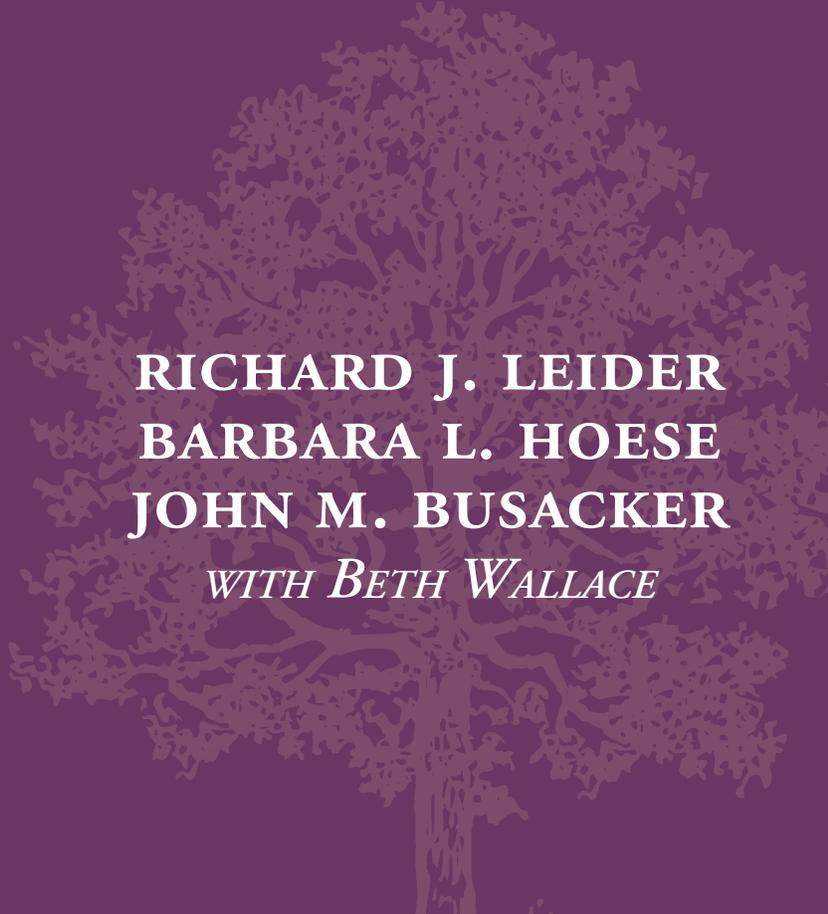




EXPLORING  
what you  
LOVE TO DO

with the *Calling Cards* Guidebook



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*WITH BETH WALLACE*



*Now you've completed the Calling Cards. You know a little more about what you love to do than when you started.*

## WHAT'S NEXT FOR YOU?

When people use a tool like the *Calling Cards* to find out more about themselves and their best work in the world, usually they are at a crossroads of some kind. Perhaps there's a change in their work or home life. Perhaps they're entering a new stage in their lives. Perhaps they're just realizing that they want something different. Something brought you to the *Calling Cards*. What was it?

- Your current work is growing stale. You're uninspired. Surely there's more you could be doing. How can you re-invent your job to do what you love to do?
- You just retired from the company where you worked for thirty years. You've still got a lot to contribute. How are you going to make a difference with the next part of your life?
- You've just been laid off. You still need to pay the bills, but it is time for something new. What direction should you go?
- You've launched your children into the world. For years, your calling was raising them and making a home for your family. Now there's a shift. What will the next part of your life look like?

Regardless of the situation, what's facing you now is opportunity—a chance to rediscover a part of yourself you've forgotten, or that might never have been named.

## UNDERSTANDING YOUR CALLING MAKES IT EASIER

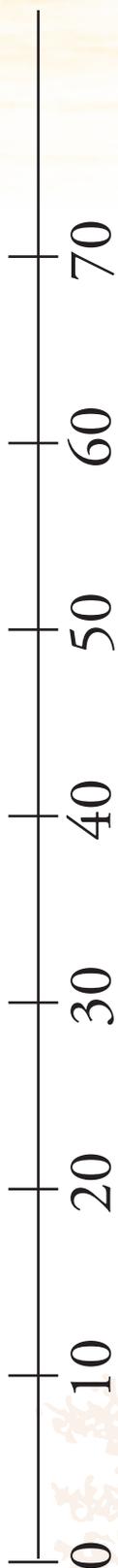
In the midst of change, the possibilities—or the lack of possibility—can seem overwhelming. Where could your knowledge and skills make the biggest difference? What kind of work would pay the bills, and satisfy you? Where would you even start to shift into a new life?

Understanding your calling can make the path clearer by structuring what might seem chaotic at first glance. Working with the *Calling Cards* through this guide, you'll see patterns you might otherwise have missed in what's most deeply satisfying to you. Exploring your calling will help you make sense of your intuition about what's next for you, and provide insight into what has worked for you in the past, and what might work for you in the future. Most of all, the *Calling Cards* offer a place to start, and a direction to move in.

The exercises in this guide will help to give you a sense of where you want to be in the next phase of your life. This might be as simple as a feeling of “thataway,” as intuitive as a compelling image or metaphor, or as concrete as a job title or job description.



Positive



Neutral

Negative



Pg. 4

## WHAT IS CALLING?

Your calling is both an inner urge and your capacity, expressed in work that's right for you—the work you love to do, the work that satisfies you—at this stage of your life. It's that simple. It may be a career or a volunteer position. It may be working for yourself or a nine-to-five job in a cubicle. It may be the work that pays the bills or the work that holds your family together or the work that transforms your community. Your calling may change over time, but will probably always contain familiar elements, rearranged in a new way.

Your calling is based on doing what you love, because so often what you love to do is also what you do best. When looking for the next job, the next career, or the next place to make a difference, it's far more effective to build on what you do well, what comes easily to you, than to try to remediate what you struggle with. We tend to think that work has to involve effort to be meaningful. Actually, the reverse is true. When we are most effective is often when the work is the most enjoyable or even effortless.

In the United States, there are strong cultural stories about succeeding against the odds. Still, if you feel as if you are swimming upstream, you might be on the wrong track. True calling feels more like going with the current. There is still work to do, but you don't have to struggle against an overwhelming force pushing the other way.

How can you make the shift to going with the current? Exploring your calling is the place to start.

*There are two kinds of talent, man-made talent and  
God-given talent. With man-made  
talent you have to work very hard.  
With God-given talent, you just touch it up once in a while.*

*—Pearl Bailey*



Your calling comes from within you. You answer the call by listening to the knowledge within you, rather than the opinions of other people or the world around you. Your calling is made up of these three critical elements:

- your gifts (and the environments that support them)
- your passions
- your values

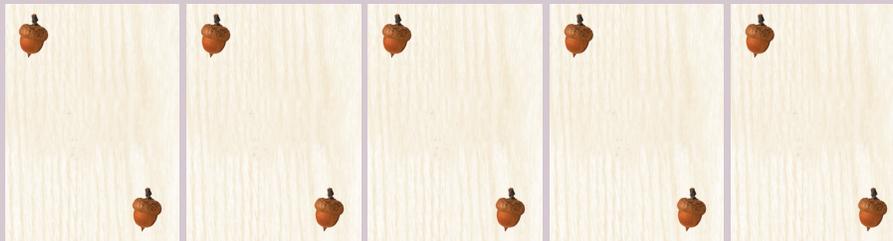
The *Calling Cards* themselves clarify your gifts, and point to the environments that suit you best. This guide will also help you explore your passions and values.

## GIFTS

Your gifts are the special aptitudes you were born with—those things that you can't remember learning, seem to do effortlessly, and truly enjoy. There is a natural connection between your gifts and the most satisfying aspects of your work. The *Calling Cards* show you your gifts as they relate to your work.

### Exercise: OPENING YOUR GIFTS

Below, record your top five *Calling Cards*:



Then, record your number one *Calling Card*:



What do you notice? What's your first reaction?

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### Exercise: WHAT I LOVE NOW

How are these gifts playing out in your life right now? Use the chart below to reflect on your life. Fill in the column on the left with your gifts. On the right, make some notes about where you notice each gift in your daily routine—with your family, in your work, when you are volunteering, in your hobbies, or wherever they pop up. Leave the third column for later.

MY GIFTS	WHAT DO I LOVE TO DO?	WHAT MATTERS?

### Exercise: PEAKS AND VALLEYS

Look back at your lifeline on p. 4. Highlight, or add, the best job you ever had, the time in your life you enjoyed the most, or when you were doing your best, most meaningful work (whether working out of the house or not). Highlight, or add, the worst job you ever had, the time in your life you enjoyed the least, or the work that felt meaningless (again, in or out of the house).

Evaluate your high and low points using your top five *Calling Cards*. What do you see now about what was out of sync or missing in your worst times? What connections do you see between your gifts and your best work?

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## ENVIRONMENTS

Each of your *Calling Cards* is associated with a particular type of work environment that best supports that gift. In this case, we are not primarily talking about physical environment—for example, an office cubicle or outdoors, a busy cafe or a quiet room. Instead, these environments refer to the kind of work that’s being done and the factors that a person is mostly dealing with there. The environments used in the *Calling Cards* are commonly called the Holland Codes because they reflect the work of an American psychologist named John Holland.

In his work on vocation, Holland identified six personality types and environments associated with them. Think of the personality type as who you are, and the environment as the condition that supports you to be the best of that type that you can be.

Holland also said that even if they have strong preferences for one or two of the environments, every person has some interests in each of the six areas. Also, environment is very important to some people. For other people, it’s not as significant. Which is true for you? The *Calling Cards* will help you figure that out.

Here are Holland’s six environments (shown on the *Calling Cards*) with the associated personality types:

ENVIRONMENT	PERSONALITY TYPE
• Realistic	• Doer
• Investigative	• Thinker
• Artistic	• Creator
• Social	• Helper
• Enterprising	• Persuader
• Conventional	• Organizer

The environments are often arranged on a hexagon, with the types or environments at the points:



Notice that people in each environment are primarily working with two elements, which are written along the edges between the points. For example, in the social environment, people are primarily engaged with other people and with feelings. In the artistic environment, people are primarily engaged with feelings and ideas. Here are the six elements that Holland identified:

- people
- feelings
- ideas
- things
- data
- tasks

How these work together is what creates the environment or personality type. Looking at the list, you may have some idea already which ones are most comfortable for you.

It's helpful to look at the environments on the *Calling Cards* to determine, first of all, what kind of environment best supports you and your gifts, and secondly, how important the environment is to you.

### **Exercise: WHERE ARE YOU?**

In the spaces below, write down the environments associated with your top five *Calling Cards*. Write an environment for each *Calling Card*, even if you've already written that environment for another card.

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What do you notice?

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It's typical for a person's *Calling Cards* to reflect two or three environments. However, some people may notice that each of their top *Calling Cards* reflects a different environment, or that four or even all five of their cards reflect a single environment. What can you make of this?

If your cards reflect three, four, or five environments, environment or type is probably not the strongest factor for you in living out your calling. You may be equally at home working with things, ideas, people, and feelings, for example. You can still benefit from exploring the environments using the exercises below, but something else matters more to you. Explore the passions and values sections below to find out what that might be.

If your cards reflect one or two environments, this is a sign that environment or type is a significant part of what satisfies you and brings out your best work. Pay attention to the exercises in this section—for you, this is key.

### Exercise: TAKE A LOOK AROUND

On the hexagon below, please plot your top five Calling Cards. Write the name of each gift on the line by the point of the hexagon for its environment.

The diagram is a purple hexagon with a yellow border. In the center, it says "Calling Card™ Environments". The six vertices of the hexagon are labeled with the following terms, each in a different color:
 

- Top: Things (dark blue)
- Top-right: Ideas (purple)
- Bottom-right: Feelings (pink)
- Bottom: People (dark blue)
- Bottom-left: Tasks (brown)
- Left: Data (teal)

 Outside the hexagon, each vertex is associated with a personality type and three horizontal lines for writing:
 

- Top: **Realistic/Doer** (dark blue)
- Top-right: **Investigative/Thinker** (red)
- Bottom-right: **Artistic/Creator** (purple)
- Bottom: **Social/Helper** (pink)
- Bottom-left: **Enterprising/Persuader** (brown)
- Left: **Conventional/Organizer** (teal)

What do you notice? Where is there overlap? Where is there an outlier? Notice if your cards are bunched on one side of the hexagon. What might that tell you?

Notice what factors you might engage with in these environments. Are you mostly about ideas? people? things? Play detective. What's interesting here?

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If you have one outlying card, ask yourself under what circumstances this environment might work for you. What do you need to be happy here?

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How does this information support what you already know about yourself?

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Take another look at the high and low points (or the best and worst jobs) you marked on your life-line. Mark the environments for each of the points that's farthest from the line. How did the environment affect your experience then? Remember that we're not talking about physical environment here, but about what you were doing and how you were engaging.

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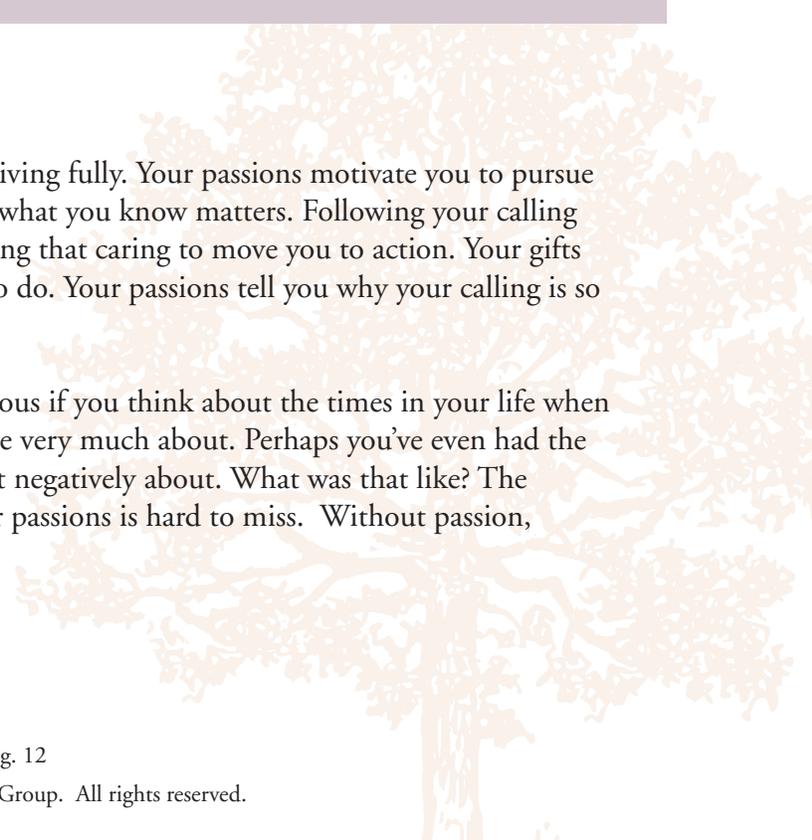
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## PASSIONS

Passion, what you care most about, is the key to living fully. Your passions motivate you to pursue your calling. Passions create the inner urge to do what you know matters. Following your calling means finding what you care most about, and using that caring to move you to action. Your gifts describe what you're good at and what you love to do. Your passions tell you why your calling is so important.

The importance of passion to your calling is obvious if you think about the times in your life when you've spent time doing something you didn't care very much about. Perhaps you've even had the experience of being involved in work that you felt negatively about. What was that like? The deadening effect of work that doesn't engage your passions is hard to miss. Without passion, there's no reason to pursue your calling.



What else do we know about passion? Use this list to think about your passions:

- Passion is personal. It comes from the deepest part of you. It stirs your emotions.
- Passion is energizing. When you are working with passion, it gets you going in the morning.
- Passion is bigger than you. Though it may not be your initial motivation, other people or the world in general often benefit from your passion in the long run.
- Passion engages others. When you are working with passion, other people want to know what's giving you so much oomph.

### **Exercise: WHAT MATTERS?**

You may already know what matters the most to you. It may also be hard for you to figure out what you care about that much—or you might have trouble choosing one or a few passions from everything that engages you. These are all normal reactions. If you're having trouble identifying your passions, use these exercises to explore what matters to you.

1. Spend a little time writing or drawing about these questions:

- If you just had six months left, what would you do? Why? What's important about that?
- If you had as much money as you need to live comfortably without working, what would you do? Why? What matters about that?
- What problems in the world do you think most need solving? If you were the queen or king of the world, what would you fix? What would be your solution? What difference would it make?
- What really moves you? What kinds of problems make you want to roll up your sleeves and get to work? Why are they important?

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2. Go back to the chart “What I Love Now” on p. 8. Look at each of your *Calling Card* gifts and where it's appearing in your life now. What matters to you about each one? Why is this in your life now? Why is it important? Why have you made time for it? What do you get from it? Fill out the third column, “What Matters?”

When you've filled out the chart, notice where there are similarities. If this was someone else's chart, what would you say is important to that person?

Too often we are apt to think of passion as a grand purpose that changes the world, like the passion of the obvious examples, Gandhi or Mother Theresa. It's true that many people have a deep desire to make changes in the world, to make things better. Passion is just as important, though, and just as effective, when it's simpler—or when it looks smaller.

For example, imagine a person with a passion for order. She loves detail. She likes order, and loves to keep numbers, facts, information and stuff organized. When every t is crossed and every i is dotted, she feels a sense of completion, satisfaction, and comfort—even joy.

How might this passion show up in her life? She might be the person who keeps the household accounts and holds it all together financially. Having things under control is good for her family. There's a sense of certainty and calm about money, about what they can or can't afford. They know the bills will be paid.

Now imagine this same person in a volunteer position. Her passion for order may be what she uses to handle the logistics and make sure all the paperwork is complete. It might lead her to ensure that all the committee members are contacted, or that the minutes are clear and complete. How does the organization or the group benefit from her passion?

You can imagine how her passion for detail and order might affect her work outside the home. How many programs, organizations, churches, and offices depend on this kind of passion? What kinds of good does her passion make possible?

You can follow this trail for every passion. Don't fool yourself into thinking that what you really care about, and what really floats your boat, doesn't matter. Don't dismiss it if it doesn't seem grand enough. Human society is possible because people care.

### **Exercise: PEAK ACHIEVEMENTS**

Look back at your lifeline. What are you the most proud of? When did you think you were having a huge impact? Label or color in these peak achievements. They may or may not coincide with your high points.

Now, ask yourself what inspired you in those moments. What were you trying to achieve? Why did it matter? What were you passionate about then?

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## Exercise: SOUNDING BOARD

Sometimes we can't see the patterns in our own lives. When this happens, people who care about us and know us well often have a clearer perspective than we do.

Invite at least three people who know you well to coffee, or make a phone date with them. Ask each of them what they think you are most passionate about. What have they seen in the time they've known you? What do they know about what you really care about? Ask for examples. What have they seen that bears out their point of view? Write their names and what you gleaned from your conversations with them below.

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Be careful who you choose in this exercise. Pick people who are clear-sighted and thoughtful, and people who don't have an axe to grind. Look for people who like you and appreciate what you bring.

Remember that your sounding board may not be right. You are the expert on what matters to you. What they have to say may ring a chime for you, or give you insight, even if it's not quite right. If they are wrong, ask yourself what they are missing. Add that above.

## VALUES

Values are the expression of your deepest truths. If passion is the wind in your sails, values are the compass that tells you where you are. Passion blows you out to sea to new adventures. Values help you find the way, and hold you steady on your course.

Your values underpin your life choices—where you live, where you work, who you are connected to, how your relationships work, how you spend your time and money. All of these choices reflect your values—and so does your calling.

Following your calling is one clear way that you bring your values into the world. Other people know who you are, what you think, and what you stand for through your calling. Work that supports your core values feels good. Your calling sustains what you believe in.

When your work is out of joint with your values, the biggest trouble is internal. You may feel like a fraud, or inauthentic. You may also feel as if you're just putting in time. You might struggle getting to work in the morning, or finishing your tasks. You may have an overwhelming feeling of "What's the use?"

## Exercise: MINING THE MOTHERLODE

Go back to your lifeline. Look at the high points. What value was strongest for you when you were at the top of your game? See if you can pick one, or at the most, two, for each high point. List them below.

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Now look at the low points on your lifeline. What was being denied or devalued when things were tough in your life? Which value was being stepped on? Find one or two values for each low point. List them below.

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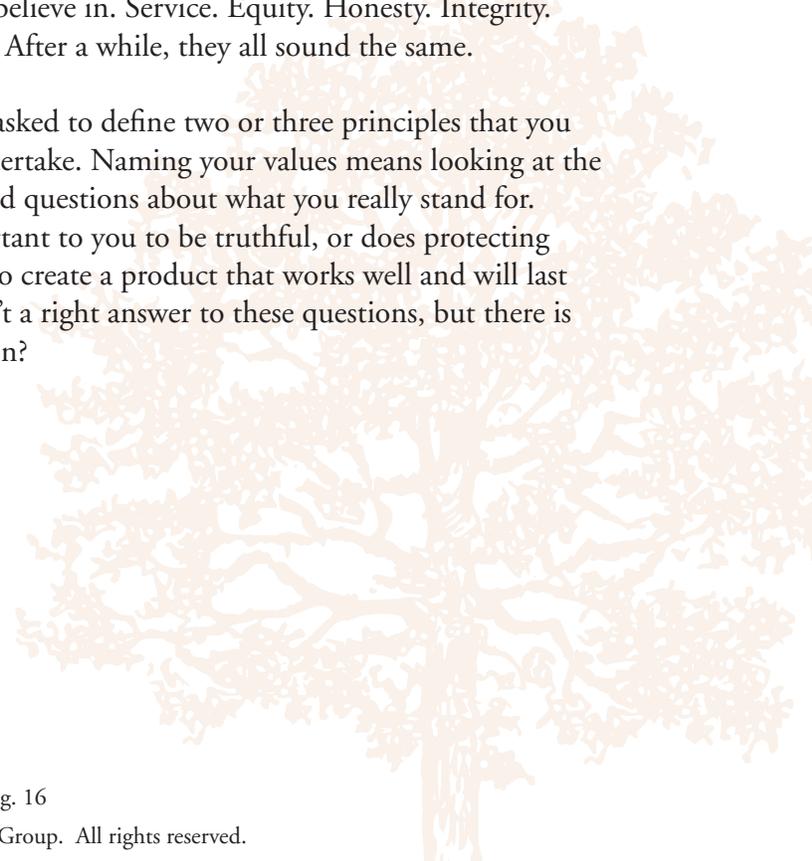
What do you notice?

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Most people have come across a lengthy list of corporate “values” that seem meaningless. We can all put together a long list of the good things we believe in. Service. Equity. Honesty. Integrity. Efficiency. Harmony. Quality. Justice. Reliability. After a while, they all sound the same.

Where the rubber meets the road is when you’re asked to define two or three principles that you live by. These aren’t new resolutions that you undertake. Naming your values means looking at the patterns of your life and asking yourself some hard questions about what you really stand for. When it comes right down to it, is it more important to you to be truthful, or does protecting relationships matter more? Is it more important to create a product that works well and will last forever, or does efficiency matter more? There isn’t a right answer to these questions, but there is YOUR answer. What is the rock that you stand on?



## Exercise: REFINING

Here's a beginning list of possible values. Read through it. What's missing? Add that to the end.

achievement  
adventure  
affection  
authenticity  
collaboration  
compassion  
connection  
decisiveness  
efficiency  
excitement

expertise  
faith  
harmony  
honesty  
independence  
integrity  
justice  
knowledge  
leadership  
order

pleasure  
quality  
reliability  
security  
service  
truthfulness  
vitality  
wisdom

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Put a checkmark by the values that are important to you. Choose as many as you like.

Now, of the values you've chosen, pick eight that really matter to you. Write them below.

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Prioritize those eight values by writing the numbers 1 through 8 next to them on the lines above.

Now write the first five below:

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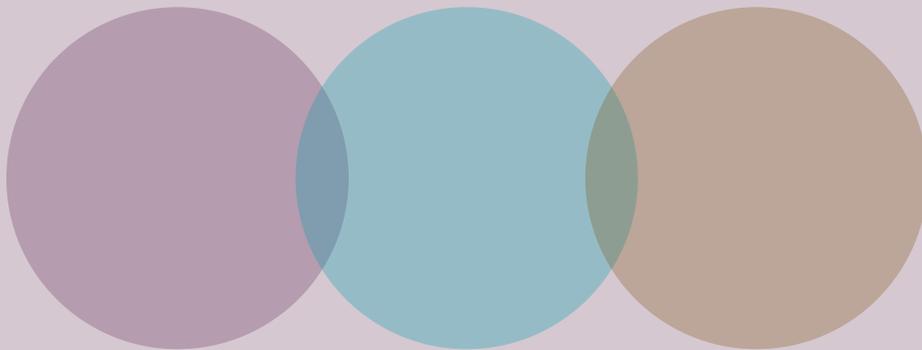
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Go back to your lifeline. Of those five values, which three do you see represented most often—either because they are present, or because they are missing? (These might be different than the values identified above. That's okay.) Write those three in the circles below:



Looking at those three values, what do you notice?

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How are they reflected in the changes you're making in your life? How are you moving toward them?

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Remember this: The goal is not to judge or change your values, but to see them clearly and live in congruence with them. When your values guide your life and work, you are on course. When your values aren't expressed in what you do every day, you begin to feel adrift.

### **Exercise: WALKING THE TALK**

Write your three values where you'll see them daily. It might be in your phone or on your laptop, or you might post them by the bathroom mirror, above your desk, or in the kitchen.

Each day, notice where those three values come into play in your life.

Where do you act out of them?

Where do you avoid them?

What parts of your life are completely disconnected from your values? What's happening there?

Take notes below once a day for a week. What did you find out?

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## **PUTTING IT ALL TOGETHER**

There's a lot of information in the work you've done so far. How does it all come together? Here's an easy map that you can use to put all your new knowledge in one place.

The map will give you a sense of the whole. You've been looking at the parts of your calling; this is the place where you can put them together and have a sense of the landscape. What does it look like when all the pieces are assembled?

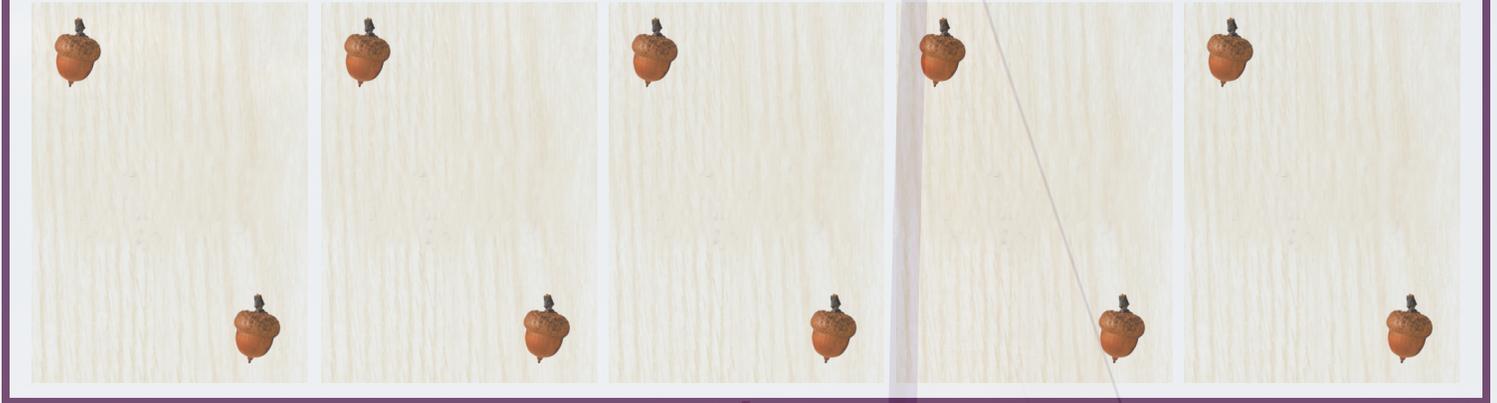
The map is a reference. It doesn't show you where to go, or what it will be like when you get there. It shows you what your country looks like. How you explore it and where you go is up to you.

*Even though a map is an artifact, something made, it is not arbitrarily imposed on the land. It comes out of careful observation and accurate recording of what is actually there. It is required that maps be honest . . . Studying the map doesn't provide experience of the country. The purpose of the map is to show us the way into the country and prevent us from getting lost in our travels.*

*—Eugene Peterson*

# CHARTING YOUR CALLING

## CALLING CARDS OR GIFTS



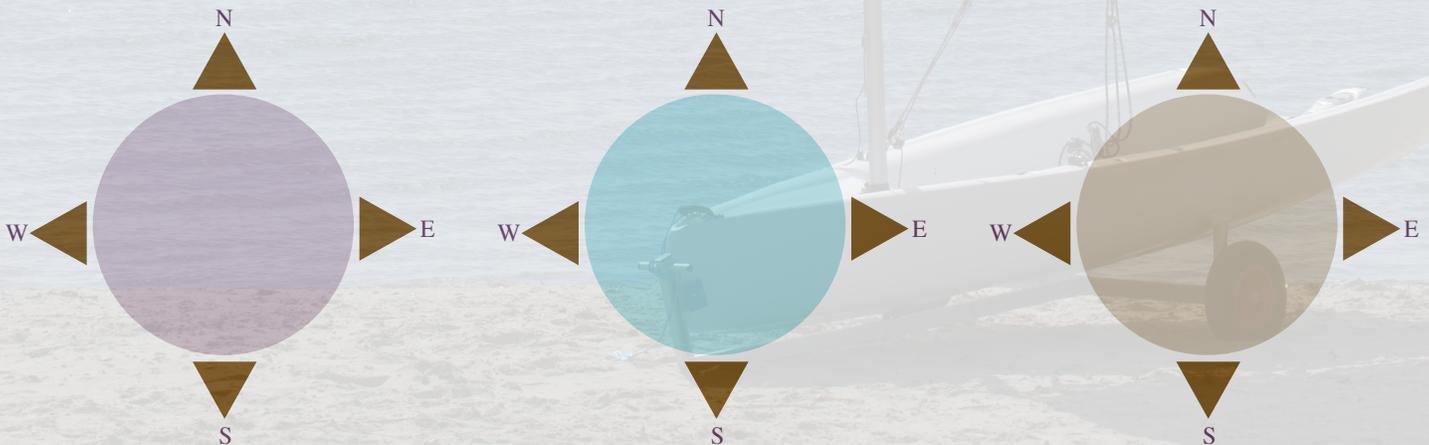
## ENVIRONMENTS

\_\_\_\_\_ 1 2 3 (CIRCLE IMPORTANCE - 3 BEING MOST IMPORTANT)  
\_\_\_\_\_ 1 2 3 (CIRCLE IMPORTANCE - 3 BEING MOST IMPORTANT)  
\_\_\_\_\_ 1 2 3 (CIRCLE IMPORTANCE - 3 BEING MOST IMPORTANT)

## PASSIONS

\_\_\_\_\_  
\_\_\_\_\_

## VALUES





### **Exercise: HOW CAN I BE SURE?**

At this point, many people look back at their goal, and think, Oh no. How can I be sure? What if I have the wrong goal? What if I'm moving in the wrong direction for thirty days?

Take a deep breath. Goals make a lot of us nervous.

Here are three ways to check on your goals:

1. Look back at your lifeline. How does your goal fit with the high points of your lifeline? How does it reflect your *Calling Cards*? How might it lead you to your best work?
2. Ask your sounding board. Remember those three people who know you well, the folks you asked out for coffee? Run your goal by them. What do they think?
3. Plot it on your map. How does your goal reflect your understanding of your calling? Which pieces are showing up in it?

In the end, the best test is to close your eyes, take a few deep breaths, and hold your goal in your mind. What happens in your body? Trust yourself to know when you're looking in the right direction, even if it's a little scary. And remember, you can adjust your direction any time you need to.

## **MOVING AHEAD**

In this section, you'll create a plan for making progress in your chosen direction, and follow the plan, tracking your progress for thirty days. At the end of thirty days, check in about your plan—and if you want to, make a new plan and start over again. This process can serve you for a month, just while the winds of change are blowing, or for life.

Why thirty days? There's evidence to suggest that it takes at least that long for our habits to change, to incorporate something new, or to see the result of sustained effort. For thirty days, put your wondering and your judgment on hold. Just try to keep up your simple actions for thirty days—and then look back to see what has changed since you started.

For this plan, we're asking you to select three practices for the month, five to ten tasks for each week, and at least one way to get support each week.

## PRACTICES

What can you do every day to spend time with yourself and help you stay on track? Some people do yoga or chi gong. Some people meditate, or pray, or do the Sufi practice of remembrance. Some people write Morning Pages, or walk for 20 minutes every day. Some people run, or sketch for a few minutes every morning. Some people make their beds, or put their lace-up shoes on in the morning instead of spending the day in slippers. Some people turn their phones off on the commute, so that they spend that time in touch with themselves and their surroundings instead of multi-tasking or worrying about the day to come. Some people keep a gratitude list every day of the things they are thankful for or that go right. Some people explicitly forgive themselves every day. Some people leave their email closed except for one specific time a day when they address all of it.

You're looking for a small daily action that will help you stay in touch with yourself and your calling. What is it?

Here's a list of other practices that you might consider:

- Get up ten minutes early and plan your day
- Review your list of values and choose one to pay attention to each day
- Write a thank you note to someone and post it in the mail (not e-mail!)
- Leave work at a set time every day
- Drink 8 glasses of water a day to keep you feeling refreshed
- Actually take a lunch break away from your desk
- Have a friendly, face-to-face chat with someone you like
- Keep one hour open on your schedule each day for "think time"
- Read a story to a child
- Take a 20-minute walk in the middle of the afternoon
- Read an article, story or magazine that is totally unrelated to your field
- Turn off the television

Pick three daily practices to focus on this month. Keep it simple and easy. What would nurture you this month? How would you enjoy staying connected to the core of who you are?

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## TASKS

What is your first step towards your goal? It might be as simple as researching a company, writing an email, or finding an address. The most overwhelming goals can be reached when they are made concrete in bite-size chunks. That's what tasks are for.

Above all, a task is concrete. Many of us tend to assign ourselves tasks that are vague and contain a lot of steps. For example, "Apply for 5 jobs" really has many steps in it. For example, you may need to revise your resume. That might mean contacting references. You may need to research job openings. You might need to draft a cover letter for each job and tweak your references. Do you see how "apply for 5 jobs" gets overwhelming?

Instead, break each job down. What is the first one thing you need to do? Maybe it's "find the most recent resume." Then put that on your task list. If you can break it down farther, it's probably not a task any more.

This is especially true if the job ahead of you is frightening. I know one out-of-work woman who gave herself the task, "Open the laptop," every day. Once the laptop was open and turned on, she could take the next step, but anything else was too overwhelming for her.

In this exercise, you'll identify 5 to 10 tasks every week that will move you toward your goal. Each week you'll check in with yourself. How did you do? Are all the tasks done? What is the logical follow-up? Do some undone tasks need to be moved to the next week? In the next week, you'll start again with a list of 5 to 10 concrete steps to move you in the direction of your goal.

If you are consistently leaving some tasks undone, consider assigning yourself fewer tasks for the next week.

If you are consistently finishing them all off, consider giving yourself more tasks, or ones that are a little more complex.

Either way, err on the side of giving yourself doable tasks. Allow yourself the comfort of checking them all off and finishing in the black.

Below, write your tasks for the first week of the program:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## SUPPORT

It is very, very difficult to make change alone. Yes, people do it—but most of us need support to do something new or change our habits. It helps to have someone else ask about our progress, or check in about a difficult task. Knowing that they'll have to confess that they haven't made any progress is enough to make many people get up early and get stuff done. Support is an important part of the thirty-day program.

When you're considering where to seek support, look again at your sounding board. You've already involved them in your big changes. Is there anyone there who can offer you a regular perspective?

You may have a close friend who lives far away. Can you phone or Skype with that friend weekly for the duration of the program?

Maybe someone you know would also like to make a change. Can you partner with them for the thirty days of the program? Perhaps you can set aside an hour a week to spend together, and each take half the time to talk about your progress and get some feedback. Maybe you'd even like to form a group to work on the program together.

Whoever you choose for support, look for people who don't give you advice, but ask you good questions. Look for people you enjoy being around. Look for people you think of as smart or perceptive. And above all, look for people who support you, who think you are the best thing going.

Write your plans for weekly support below:

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## USING THE PLAN

Now that you've identified your practices, tasks, and support, you are ready to put together your plan. Use the Weekly Plan at the end of the guide to mark your progress daily and weekly. The Plan is simply a tool for you to keep yourself honest and help you both track your progress and continue to plan for what's next. It's a way for you to keep yourself in the current, charting your course.

Simply turn to the first Weekly Plan and write your goal from page 21, and your Practices, Tasks and Support. Choose a start date, and add that to the plan, as well. Then keep your Plan where you will be able to see it to help remind you of your plan. It might be on your refrigerator, in your work planner, your desk, or your nightstand. You might want to keep it with your map, so you will be inspired to work on your tasks and complete your practices every day.

Each day, review your Plan and check off those Practices and Tasks that you've completed, and how you used your Support system. You may want to dress up your weekly plan – buy a packet of gold star stickers and give yourself a gold star for each task completed. Make the Plan your own by adding your unique personality to it. Make it a fun and interesting project so you feel engaged and rewarded when you can check something off.

At the end of the week, take a few minutes to review your progress for the week. How many check – or gold stars – do you have? What went well? What surprised you? What do you want to continue to work on?

Take a few minutes to think about these questions, or talk them over with a member of your sounding board. Make it a part of a weekly check-in with a supporter. Questions at the end of each tracking form can help you think about how to mark your progress and make adjustments for the next week.

# Weekly Plan

Goal:

Week 1 - Start Date: \_\_\_\_\_

Day	1	2	3	4	5	6	7
<b>Weekly Practices</b> List your practices below, and then put a check mark for each day you completed your practices.							
1.							
2.							
3.							
<b>Tasks</b> List your weekly tasks below - no more than 10! – and check each day you made progress on your tasks. When you complete a task, cross it off or put a check mark by the task below.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>Support</b> Who will you call on for support? What is your plan? Check each day you get the support you needed to succeed!							

After completing the last day on your Weekly Tracking Plan, reflect on your progress.

How are your practices are working? Do you need to make any adjustments?

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What tasks did you complete? Are there any you need to revise or add to next week's plan? Remember, if you are moving quite a few to next week, you may want to give yourself fewer tasks. Or, if you completed them all, you may want to add one or two more, or give yourself a more complex task to complete.

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When did you most need support? What did you notice about having a support plan in place?

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Based on your notes, what do you need to keep, add or change for next week? Take a few minutes now to complete next week's plan.

# Weekly Plan

Goal:

Week 2 - Start Date: \_\_\_\_\_

Day	1	2	3	4	5	6	7
<b>Weekly Practices</b> List your practices below, and then put a check mark for each day you completed your practices.							
1.							
2.							
3.							
<b>Tasks</b> List your weekly tasks below - no more than 10! – and check each day you made progress on your tasks. When you complete a task, cross it off or put a check mark by the task below.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>Support</b> Who will you call on for support? What is your plan? Check each day you get the support you needed to succeed!							

After completing the last day on your Weekly Tracking Plan, reflect on your progress.

How are your practices are working? Do you need to make any adjustments?

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What tasks did you complete? Are there any you need to revise or add to next week's plan? Remember, if you are moving quite a few to next week, you may want to give yourself fewer tasks. Or, if you completed them all, you may want to add one or two more, or give yourself a more complex task to complete.

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When did you most need support? What did you notice about having a support plan in place?

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Based on your notes, what do you need to keep, add or change for next week? Take a few minutes now to complete next week's plan.

# Weekly Plan

Goal:

Week 3 - Start Date: \_\_\_\_\_

Day	1	2	3	4	5	6	7
<b>Weekly Practices</b> List your practices below, and then put a check mark for each day you completed your practices.							
1.							
2.							
3.							
<b>Tasks</b> List your weekly tasks below - no more than 10! – and check each day you made progress on your tasks. When you complete a task, cross it off or put a check mark by the task below.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>Support</b> Who will you call on for support? What is your plan? Check each day you get the support you needed to succeed!							

After completing the last day on your Weekly Tracking Plan, reflect on your progress.

How are your practices are working? Do you need to make any adjustments?

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What tasks did you complete? Are there any you need to revise or add to next week’s plan? Remember, if you are moving quite a few to next week, you may want to give yourself fewer tasks. Or, if you completed them all, you may want to add one or two more, or give yourself a more complex task to complete.

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When did you most need support? What did you notice about having a support plan in place?

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Based on your notes, what do you need to keep, add or change for next week? Take a few minutes now to complete next week’s plan.

# Weekly Plan

Goal:

Week 4 - Start Date: \_\_\_\_\_

Day	1	2	3	4	5	6	7
<b>Weekly Practices</b> List your practices below, and then put a check mark for each day you completed your practices.							
1.							
2.							
3.							
<b>Tasks</b> List your weekly tasks below - no more than 10! – and check each day you made progress on your tasks. When you complete a task, cross it off or put a check mark by the task below.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>Support</b> Who will you call on for support? What is your plan? Check each day you get the support you needed to succeed!							

After completing the last day on your Weekly Tracking Plan, reflect on your progress.

How are your practices are working? Do you need to make any adjustments?

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What tasks did you complete? Are there any you need to revise or add to next week's plan? Remember, if you are moving quite a few to next week, you may want to give yourself fewer tasks. Or, if you completed them all, you may want to add one or two more, or give yourself a more complex task to complete.

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When did you most need support? What did you notice about having a support plan in place?

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Based on your notes, what do you need to keep, add or change for next week? Take a few minutes now to complete next week's plan.

## WORKING THE PLAN

There is something happening in your life right now that drew you to the *Calling Cards* exercise. Whether it was a search for a new job, a transition to a new phase of life, or simply wanting to get out of a rut and re-energize yourself, the *Calling Cards* are a way to help you achieve that end.

This guidebook provides you with a process and plan. The plan will work, if you work the plan. There are no hidden secrets. However, there will be wonderful moments of insight that will bring clarity to what matters most to you. Heartfelt support and joyous celebration can keep you moving forward. And perhaps there will be a few surprises as you learn what you are capable of giving and getting in your life, and the lives of those around you.





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