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Unfold Your Road Map

**6 Simple Steps to
Creating More Meaningful Work (& Life!)**



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Unfold Your Road Map

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Unfold Your Road Map

You're on a Journey, But Where Are You Headed?

You know you have something more to offer to the world, but you aren't quite sure what steps to take. You're ready to take a stand for who you are and what you care about. But sometimes it all feels a little overwhelming.

I'm really excited and glad that you decided to take a step by downloading this workbook. **The world needs you out there**, doing what you're most passionate about.

Every day, I work one-on-one with people just like you around these issues. I created these exercises to help my clients take meaningful and manageable steps toward the career (and life) of their dreams.

My clients have gotten so much clarity and forward momentum from these exercises that I knew I had to share them with more people. That's why I'm now offering this workbook for free.

Just because it's free doesn't mean it isn't valuable!

In fact, **think of this workbook like a mini coaching session**. I outline the steps the same way I would with my paying clients. Feel free to think of me sitting alongside you, cheering you on as you work your way through.

I encourage you to **do this work at your own pace**. (It'll probably take about 15 to 20 minutes to complete the workbook.) No more getting overwhelmed, no more confusion about what next to do.

If you do the steps in order, one at a time, at your own pace, you'll be well on your way to charting your own authentic path.

Ready? Let's get started.

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Step 1: You Are Here

To begin, respond to these questions below:

1. Think about a peak moment in your life – a time when you were at your best. Where were you? Who was with you? What was happening? How did you feel?
2. Who inspires you? A person in your life, real, historical or fictional hero/heroine. What draws you to this person? What qualities of theirs inspire you?
3. What makes you angry, upset, or frustrated? When you think about those times, what's important in those situations that is being ignored, overlooked or stepped on?
4. What do you have to have in your life or you feel like part of you may die?

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Step 2: Power Up Your GPS

From your responses to the previous questions, you've probably noticed some themes starting to emerge.

Are you all about connecting with other people and relationships? Are honesty and integrity a critical part of what makes you tick? Are service and stewardship core to how you do your work?

Look for themes in your responses, and summarize them into 5-7 values.

Different than morals or ethics, which are usually externally defined by our family, culture, profession or society, **values are personal: who we are at our core.** Values are like your internal GPS or North Star. They guide you and help keep you from flying off course.

Your core values might be described best by single words ("natural") or by strings of words that represent a related idea ("connection/relationships").

Be sure to keep your words personal to you. The actual dictionary definition isn't as important as what your word or phrase means to you.

You may also choose to use a meaningful metaphor. For example, I have a value I call "All 88 Keys". This represents all the keys on a keyboard, and is important to me because I value creativity, possibility and that there are many pathways to a goal or end.

Write out a first draft of your values as single words, word strings or metaphors below (one per line):

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Step 3: Choose Your Navigational Markers

From your list of values on the previous page, which are most important to you? If you had to pick, which ones must come first, second, etc.?

1. Write your values (as single words, word-string or metaphors) in rank order of importance in the *grey column* in the table at the bottom of this page (1st being most important value, etc). Excellent.

Step 4: Start Your Engines

Now you have a list of your values (yea!), but how well are you living them?

1. Assess how well you are living each value right now by giving it a score 1-10 (1 is low, 10 is high). There's no right or wrong answer here, just an opportunity to observe. If you step back, what do you notice?
2. From here, dream a little: what could it be like if you were fully living each of these values full-out? How do you *want* to be living these values? What would be happening in your personal or professional life if each value was operating at a "10"?

Note: If this step gets you excited, or perhaps a little nervous, great! Even if dreaming feels difficult or even a little silly right now, pay attention to that. And do it anyway. Remember that we are more likely to get to where we want to go if we at least know what it is!

Value	Score (1-10)	What would be happening at "10"?

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Step 5: Take off!

Remember your values are your inner GPS or North Star – guiding you, helping you find your way to your destination.

Here are a number of ways to use values to help you define and live a life of meaning and purpose:

- Post your list of values where you can see it. Daily. On a Post-it, as a screen saver, on your mobile phone. In your office wall, your bathroom mirror, or in your wallet. One client of mine wrote his values on the back of his security badge. Where ever you will see them as a reminder and visual cue. Do this so you can check in with them regularly: how well am I living these values right now? What's one thing I could do right now to be more in alignment with my values?
- Review your values at the start of your day, and see if there are one or two particular values that would be helpful to you in your upcoming day. Perhaps you have an important meeting today and it could use a bit of your value around "truth telling". See how you can bring that value as an attitude or behavior into your day. And then check in with yourself at the end of the day: how did I do? What impact did using this value have?
- If you're job hunting, or evaluating next steps in your career, your values can work as a set of criteria. If you choose option A, which values are honored? If you choose option B, what values are honored?
- If you feel like you aren't fitting within your organization, see how well your personal values are in alignment with the organizational values (which are often implicit – within the culture of the organization - rather than explicitly stated). Often, frustration or stress at work is a result of a mismatch between your personal values and the values of the organization.
- If you noticed a mismatch in how you are currently living your values, and how you want to be living them, what short-term goals you could set to close the gap? Consider signing up for one of my coaching packages to help you put these plans into action!

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Step 6: Celebrate!

Congratulations! Woohoo!

If you've done all the steps so far, I trust that you're a bit clearer about your own road map and how to use it to help you create the work and the life you want. This is something to celebrate!

And it's just a beginning: values clarification is an on-going process and can be a way to continue to renew and remind yourself of what is most important to you.

If the ideas here have started your wheels turning and you're looking for more ways to craft and live from your own authentic plan I hope you'll visit me at www.hannacooper.com. I'd love to hear from you with questions, comments and success stories!

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About Hanna



Hi. I'm Hanna Cooper. I'm a coach for non-profit leaders and teams committed to making a difference: do-gooders who want to do more good.

I work with people who want to **make big changes in their organizations and big impact in their projects** but feel **unsupported, frustrated and overwhelmed.**

I help leaders and teams create a **road map and clear plans for moving forward** so they can be **more successful, energized and confident** in their next steps.

I love coaching government and non-profit leaders and teams because I share **your passion and dedication** for public service, and I understand the frustrations you face.

Before starting my coaching business in 2004, I spent more than a decade overseeing public health programs in local and state government and in non-profit organizations.

I loved my work, but I spent far too long waiting for someone or something to give me "the sign" that would point me in the "right" direction for my career, until it was too obvious to ignore.

What I want you to know is: you don't have to do it like I did. **You don't have to wait, suffer, or feel underused or bored any longer.**

I'd love to help you or your team chart the path that's right for you. **Find out more at www.hannacooper.com.**