



MY MASTER SUCCESS – SELF COUNSELING FILE

Master The Art Of Successful Career

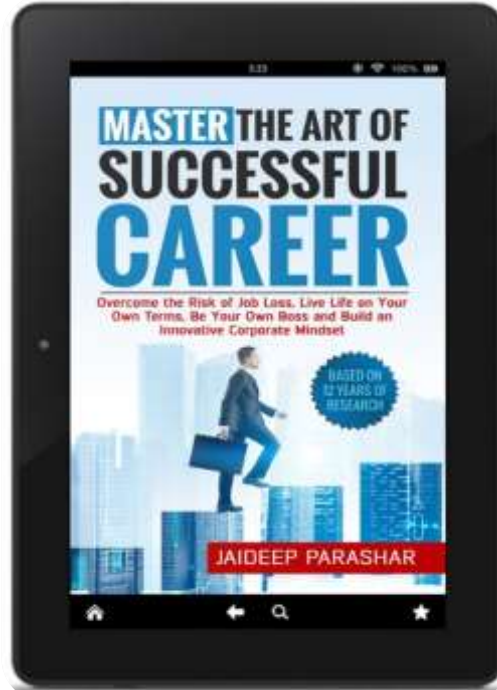
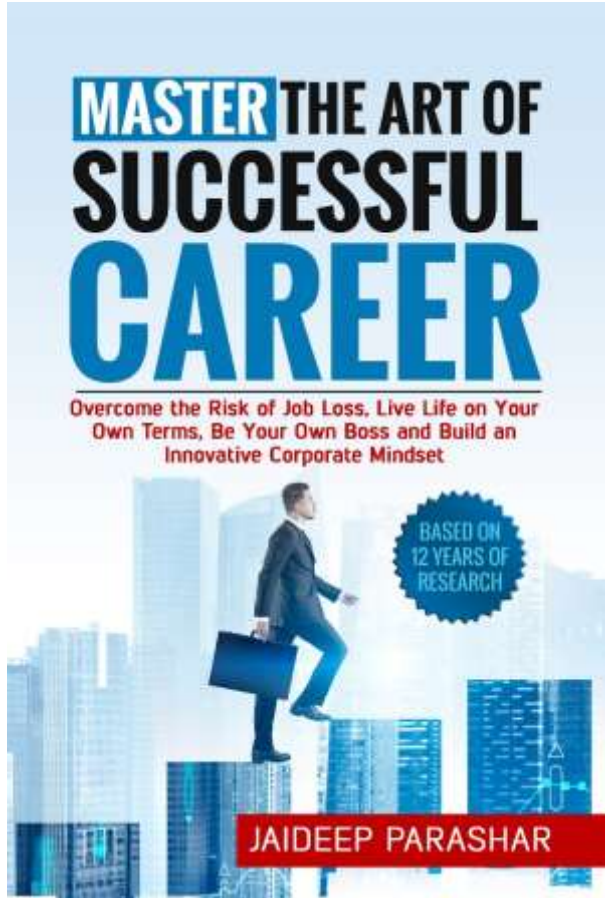
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Instructions

1. By finding the right career, values, business & purpose, we can balance our personal & professional life. This file has been designed with the chief aim to help people live a more meaningful and successful life. This file is based on self-counseling concept so that you can evaluate yourself regularly.
2. In life nothing works until we do so do all the exercise diligently, don't leave any question un answered.
3. Instead of reading, take a print out and write all the answer. Write all your answer with honesty as it will help you reach to the right answer.
4. If you are not sure about any answer then do proper research about your goal, values, purpose, and business.
5. Don't leave any exercise or chapter, as every chapter and exercise are important for you.
6. For the maximum growth, review yourself in every 3 months, after every 3 months write the answer and evaluate your progress.
7. My Master Success is an integral part of the book [Master the Art of Successful Career](#).



Know Yourself

The gist of every counseling is to know oneself:

1. Who are you?

2. What are your most important priorities?

3. What values are most important for you? Make the list of all your values.

4. What inspires you most in your life? It can be any friend or situation.

5. What demotivates you most in your life? It can be any situation or conditions.

6. What are your goals? Be specific about your goals. If you don't have any specific goal, then design your career goals in career goal design section (page no. 19).

Me & My Values

1. If I ask your best friend about you. Then, how will they define you?

2. What are your top priorities? Write the top 5 priorities.

3. Every person has some set of values in his/her life. What values are most important for you?
Write top 10 values of your life.

4. Do your values help you in your life? Do your personal values contradict with your professional values?

5. When have you formed all these values in your life? Do you regularly evaluate all your values?

6. Are you emotional about your values? If yes then why and if no then how.

7. Often, our few values contradict with each other in different aspect of life. Like values of health contradict with values of finance or values of finance contradicts with relation and so on. So, to solve all the inner conflicts of your life and to balance your personal and professional life, set the values of every field.

Set top 10 values of all the aspect:

	Career/Learning	Relationship	Health
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
	Finance	Spiritual	
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	
4.	_____	_____	
5.	_____	_____	
6.	_____	_____	
7.	_____	_____	
8.	_____	_____	
9.	_____	_____	
10.	_____	_____	

Role Model

When we consider someone our role model, our role model effects our every choice and decision.

Let's pick the right role model for you:

1. Who is your role model and why?

2. Do you really want to be like your role model and why?

3. What will you achieve after being like your role model?

4. Will you be happy after being like your role model? Give proper explanation:

5.

- a. If the answer of last question is yes, then why do you think that you will be happy?
- b. If the answer of the last question is no, then why do you want to be like your role model. If you will not be happy, then there is no point in being like your role model.

6. Are you sure that your role model is happy in his/her life? Don't go on the outside appearance as outside appearance can be temporary. In real life, I have seen many people who look successful from outside and from inside they are totally sad and alone.

7. How do it feel if you will be your own role model?

8. What do you need to be your own role model?

Time Management:

1. Our time is our most important and limited asset. How we spend our time decide everything in our life. Let's divide your 24 hours in activities. Write how much time do you spend in each activity?

	Time (in hours)
a. Learning:	_____
b. Career:	_____
c. Exercise:	_____
d. Relation:	_____
e. Entertainment:	_____
f. Sleep:	_____
g. Self:	_____
h. Others:	_____

2. Do you spend more time on entertainment than learning? If yes, then write how it stopping you from growth and how you can avoid it.

3. Do you get good results from the time you invest in your career? Write about your results, don't consider being busy as being productive.

4. What is the one step, which you can take to take the complete control of your time?

5. Do you often tell people that you don't have time?

a. If yes, then the problem is not the lack of time but the lack of efficiency. Write how can you improve your efficiency so that you can do more work in less time?

Purpose

Your life purpose is the chief determining factor in your life. So, how to find your true purpose? Let's do all the exercise to fine your life purpose.

1. Find your purpose:

- a. If you go broke tonight, then what would you do tomorrow? This is just a question to help you in finding your purpose.

- b. If you win \$10 million tonight in lottery, then what would you do tomorrow?

- c. If you get \$10 billion tonight from government, then what would you do tomorrow?

If the answer of all the question is not similar than most probably you are not working for your purpose.

2. What is the one thing that you really want to create in the world? Maybe you don't do it right now but you continuously think about it.

3. Can you find a way to earn money from this creation? Here we are not focusing on money but can you earn enough to live a comfortable life.

4. How do you want to achieve it? Your method should be legal, ethical and moral.

5. What is your initial plan to achieve your purpose in your life? There is no need to have final road map as you can develop your road map on your way.

6. How many/much resources do you have? Make a list of all the resources you do have. Your resources can be even your knowledge, experience, team, family support or any friend, who can help you in your life.

7. If I offer you \$10 billion to leave your purpose, would you leave it? If your answer is yes, then it means you don't have a strong enough purpose. Go to question 4 and set your purpose again. If your answer is no then go to the next question.

8. Will you be really happy in your life after achieving your purpose? Think about the definition of your happiness. What is the meaning of happiness for you? If the answer of this question is yes, then this is right purpose for you.

Let's Solve the Life Challenge

1. When you admire some people, do you admire what people look from outside or do you believe in the inner happiness?

2. What is the biggest problem in your life and why? Don't consider work related stress/pressure as a big problem, they are effects of any unknown cause.

3. Do you have enough knowledge to solve this problem?

4. Can you solve this problem after getting help from your team mate, colleague or batchmate?
What do you expect from them so that you can solve this problem?

5. Can you share this problem with others? If yes, then most probably you are facing a material or general problem. If no, then you are facing an intrinsic problem or you don't have trusted people to share your problem. (Advice: Always have at least one trusted member in your network).

Synchronize Goals: Synchronize Goals means set your goals in such a way that one goal supports another goal. Don't set random individual goals. Let your short-term goal support your mid-term goal and mid-term goals support your long-term goals.

1. **Short Term goal:** Short-term goals (STG) are also known as base builder. Here, we set our goals for the next two years. These goals build the base of our career. These goals aim to manage both crisis and important work.

If you don't have any idea about which goals you should focus, then pick the top goals from this list. Here, I have picked the top 25 goals for the short term.

- Salary hike
- Paying debt
- Career switch
- Improve rating
- Location change
- Balance your life
- Read more books
- Launch a new app
- Getting promotion
- Become an expert
- Improving efficiency
- Skill improvement
- Learn new language
- Starting a new project
- Learn new technology
- Manage your cash flow
- Expand your network
- Reconnect with family
- Personal development
- Break your comfort zone
- Launch new product/service
- Connect with your customer
- Improve relations with team
- Create more ideas for your business
- Start your own business/open a new branch

1. Short term Goal: up to 2 financial years

Short Term Goals (Base Builder)

S. No.	Focus	Goal	Date
1			
2			
3			
4			
5			
6			
7			
8			

Procedure:

- Write the name of the goals that you want to achieve in next two years? Here, you can include all your goals like building a new team, review new product, shifting to new place, taking new challenges, changing career, promotion, networking, business training, improving feedback, hiring new employee, opening new branch or goals about your personal life.
- Write the date when you want to achieve these goals? This date will vary from career to career.
- If you want to increase the number of goals, then you can increase as per your requirements, but have at least 8 goals for short term.

How to achieve the STGs:

- Analyze your goals list and see which goal creates the maximum impact on your career.
- Now, target your entire focus to this goal only.
- After achieving this goal, look for the next goal and so on.

2. **Mid Term goal:** Mid-term goals (MTG) are path designers. All goals beyond two years and up to five years come under the MTG category. In STG, the entire focus was on crisis management and immediate work, but here the focus lies on building your road map.

Mid-term Goal: up to 5 financial years

Goal's Name	
Brief Detail:	
Time Line	

Goal's Name	
Brief Detail:	
Time Line	

Goal's Name	
Brief Detail:	
Time Line	

- Write the name of goal which you want to achieve in five financial years? These goals will depend on your career, passion, and overall strategy.
- Write the date when you want to achieve these goals?
- If you want to increase the number of goals, then you can increase as per your requirements. If you need more sheets, then download My Goal Planner from my website.

How to achieve the MTGs:

- Analyze your goals list and see which goal creates the maximum positive impact on your career.
- Now, take one small action today to make this goal more compelling. Come up with some plan or strategy or buy a new book to read about this goal. The key point is to take one action today.

In MTGs you can design as many goals as you need, but you must align your goals with your long-term goal and overall strategy.

3. **Long Time Goal:** Long Time Goal (LTG) is used to design the path for the next decade. LTG works around the vision of your life. Career is not about earning money for next 30 years so that you can retire with some cash in your bank, career is about how to live a meaningful life without any worry.

1. Write the Lifetime Goal which you want to achieve in next 10 years?

2. Write the SWOT analysis of your goal and add remarks?

Strength: 1. 2. 3. Remarks:	Opportunity: 1. 2. 3. Remarks:
Weakness: 1. 2. 3. Remarks:	Threat: 1. 2. 3. Remarks:

3. Why do you want to achieve this Goal?

4. When do you want to achieve this goal (Write the exact date and place)?

Date:
Place:

5. How is this goal going to help you in the long run? (write 3 points)

1
2
3

6. Remarks (if any):

NOTE

These exercises have been designed on the basis of 12 years of research.

