



Your **Ideal** Work Sheet

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This worksheet is about getting the clarity you want from knowing what you don't want. Get ready to respond the next time you are surprised with the question: "Tell me what you want [for work] and it's yours."

It happens more often than you'd think + you definitely need to know the answer before you're asked the question. Career fairy tales need preparation too.

You know a lot of the answers already, you've just never been asked the question ... or been offered the sections or categories to think through seriously. So let's begin ...

On a fresh, clean, page – here's how to write your ideal imaginary job description (paper +pen OR computer screen – up to you). Whether you work for yourself or not. Whether you work for someone else or not. Whether you collaborate with others or not.

Below are the questions and sections to help create your content for your ideal work. Answer in any order, but just do this one thing. Do answer:

Title of position: Make up a title that appeals to your ego and your soul.

Examples:

In-house Marketing Materials Specialist?

Director of Hospitality?

Designer and Vintage Curator?

Corporate Mentor and Peace Maker of Differing Perspectives?

Healer of the Body and Bringer of Peace to Regions of War?

Entrepreneurial Educator for Women in Africa?

Professional "Explorationist"

Mother of Making Things Happen

My ideal work title(s) is/are : _____

Hours of Your Operation: Make up hours that would appeal to your ego + your soul.

Consider what's ideal and what works best with the natural rhythm of your body. Think about your hours of operation not just in terms of 'face time at the office,' but in a way that considers the value and quality of what you produce or create. Take into consideration that while you may not be on paid time, you often 'work' on things for work in the quiet of your life so that when you arrive at your actual task, what you produce flows. Take all this into account when you design your ideal hours of operation.

Ideas:

Working up to 20 hours a week any time I choose?

Working less than 20 hours a week?

Working by project up to 12 hours a day for up to 4 weeks and then two weeks 'off' before the next project begins?

Working at home or having weekly office hours once or twice a week?

Working 10 or 30 or 50 hours a week and never taking work home?

Four hours a day with a daily nap and time to walk with my dog from 3-5pm?

And now a specific example:

I work 15 – 35 hours per week, depending on the week and the project. I work both from home and occasionally in an office setting – mostly for meetings, appointments, and workshops. I have the ability to work from anywhere in the world, the flexibility to rearrange work schedules and to take time for holidays and adventures.

Everything I spend my time on in my life is related to my life's work and my soul's purpose: climbing, running, reading, writing, sharing, consulting, speaking, sewing, crafting, building, baking, errand-ing, listening, and more. I am paid for being who I am, for sharing my own end results, and for assisting clients in achieving desired end results of their own.

My ideal hours of operation:

Task Umbrellas: Create a list of tasks and put the percentage of your total work time next to each task. You can't make anything equal to or greater than 100% of your working time (because there's no such thing and saying that you give "110% to your work" is just a figure of speech).

It's best to think in terms of "chunks" of time that reflect the percentage of tasks in a given week or month rather than in terms of how you want to spend your time in a single day – hour by hour. Aim for "big picture" here. **So how is your ideal job broken down into task umbrellas over the period of a week or month?**

An example of a one month chunk of ideal tasks + percentages presented as task umbrellas:

Researching for writing (aka getting and staying inspired and refreshed) – 20%

Authentic connecting and marketing (letter writing, tea over Skype, dog walks with new contacts) – 15%

Writing, editing and publishing content – 30%

One-on-one client sessions – 25%

Administration – 5%

Reviewing, revising and reflecting on business and personal strategy – 5%

Next - take one of your task umbrellas and explain to yourself exactly what is involved in considering task umbrella complete.

Example task umbrella: Researching for writing - 20%

- Write 3 morning pages each morning, every day, by hand;
- Source one new self-development read each month (guided by client sessions) and take notes;
- Note discoveries and how to turn their content into useful exercises for clients and newsletter readers;
- Read one book a month, one website a month or watch one movie a month related to the writing of my memoir;
- Walk for 60-90 minutes each day with my dog (this helps my mind to naturally sort out what I'm doing and be present to my process);
- Attend yoga 1-2 times a week;
- Stop and write an article when it "arrives" in my consciousness or create a skeleton article to develop for later.

See how specific you can get on a task?

Qualities and Qualifications: Who are you and what have you already got to offer? This is about reviewing what you already have, not about lamenting what you don't have or want that you don't have. Be in the now. You're good enough now to offer something meaningful to others. Always.

Qualifications of Client Sample 1:

- Three time Food & Beverage Director;
- University degree in Business – because a hotel restaurant is a business;
- Spent half my life in the industry and five years ago realized it really was the one for me;
- Level two sommelier training;
- Specialize in Human Resources and Accounting – meaning that I can write job postings and interview people in an industry not known for having great standards. I have and offer great standards.

Qualities for above client:

- Actually like wearing a shirt and tie;
- Natural born and further cultivated leader;
- Extremely liked and always respected;
- Don't do the easy thing – known for doing the right thing;
- Forgiving of myself and others (the show must go on in this business);
- Love learning about food;
- Culinary traveler – always have been, always will be;
- Young for my industry and line of work, but possessing an air of old world charm;
- Focused on the magic that the details make for others;
- Love helping people to celebrate.

Qualifications of Client Sample 2:

- University degree in Health Studies; did not complete a dedicated minor in favour of pursuing a multiple perspective educational experience;
- Certificate in Mediation, Negotiation, and Conflict Resolution;
- Seven years of leadership experience in assisting organizations with cultural and organizational change;
- Five years of experience producing and managing events ranging from 50 – 1000 people in attendance (that's a lot of people!);
- Adept at creating with my hands and DIY experimentation (with a high rate of success!);
- Experienced and resourceful traveler.

Qualities for above client:

- Multi-passionate, and highly adept at managing multiple priorities simultaneously;
- Thrive in environments with changing schedules and flexible work arrangements;
- Am equally comfortable working in active wear or business attire;
- Deeply enjoy physical activity - regularly engage in activities like climbing, running, skiing, snowshoeing, hiking, workouts, yoga;
- Natural leader - am often the wearer of many hats;
- Friendly, approachable, and well-liked;
- Sensitive, empathetic, and naturally gifted at "reading" a room to determine the best methods of communication;
- Love to question the status quo, research and explore new ideas, trends, possibilities;
- "Big picture thinker" with respect to organizational structure, policies, creating change;
- Incredible attention to detail with finances, and hands-on projects (DIY, sewing, etc.);

- Thoroughly passionate about animals, and openly admit that my dog is my best friend and biggest teacher in this life;
- Always open to learning and furthering my education in a variety of ways;
- Flexible and accommodating; happily willing to adjust to the schedule of others when possible.

And just by reflecting on all of this, what you’ve done is prepared for your career fairy tale to come true at any moment. You are ready.

Remuneration Package: This is how you value being compensated for your work and includes all manner of things.

Samples of things from past clients that were requested and/or included:

- A monthly or annual monetary salary – what dollar figure do you want to bring home to make this work worth your while? Be real here. Not fake- modest or grandiose. Read about your happy price vs. your sad price [here](#).
- An amount to cover the cost of laundry services;
- Technology or a technology expense account (for a mobile phone, computer, etc.);
- A certain amount of uninterrupted time off each week or each year or perhaps each quarter (this isn't vacation time – it's more like sabbatical time especially if you're not paid by the hour and you prefer to work without breaks until you're done);
- Meals;
- Accommodations;
- Gift cards for gas or to a particular store;
- Vacation time.

And voila – now when someone asks or when you're looking at job postings, look for what matches what you've shared in this exercise with yourself.

Be your own best friend and lobby for your interests because obviously you want to work because you have responses to these sections.

The “secret” to making your career fairy tale come true now is to just start finding ways to share this information – whether covertly or openly.

Sabrina



Hi, I’m **Sabrina** and I’m a Career Counselor. I specialize in the career needs of professionals and executives under 40 that feel unfilled by the career that they worked so hard to achieve success in.

Through my articles, digital road map (called the Bliss Kit) and one-on-one work, I teach my readers and clients how to become their own Career Advisor. The result is confidence, clarity and authenticity in navigating their career path while being true to themselves.

Join me at MakeBelieveForReal.com to stay in touch or [connect](#) today.