

# *Imaginarium*

LEARNING & DEVELOPMENT

# **Driving Your Destiny**

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With Excerpts from  
'Driving Your Destiny: Taking Control of your Career and Living Goals'



## *When Opportunity Knocks!*

*“Luck is at the crossroads,  
where opportunity and preparation meet.”*

What if more opportunities arise than we think? What if they are there... but we simply don't notice them?

Here are some quick do's and don'ts:

- Do not wait for someone to notice you: this rarely leads to ongoing success. Be prepared to *get* noticed.
- Do not expect someone to spoon-feed you with your career success. Be proactive and get in the driving seat.

The point here is... you never know where a conversation might take you. It may lead to nowhere... but it may open up a new doorway. And be prepared to push the door open. Do not stand and wait for someone else to open it for you. If you need to find or create a 'permission' (e.g. "is it okay if I call you?"), then get permission... and follow up!

If you think you might be (or going to be) in an opportune moment, ask yourself the following:

- What is the potential in this situation?
- Whose 'permission' might I need in order to develop this (e.g. who is the decision maker)?
- What does the other party need?
- How might I be of service or be a benefit to the other party?
- What could I co-create with the other party?

Do not simply wait for opportunities to happen. You need to be proactive and *make* opportunities happen! Remember, it is not just what presents itself at that moment in time, it is where your current situation might lead you. Be prepared to visit places you might not always go. For example, take a walk around your organisation and explore the floors you have not been before...

Trust your heart with opportunities – follow those that make your heart **sing** and be cautious of those that make your heart sink.

## *A Perpetual State of Readiness!*

*"If you were waiting for the opportune moment... that was it!"*

Captain Jack Sparrow

In order to grab opportunities fully and effectively, you will need to be ready and prepared for those magic moments as they arise. You will need to be able to recognise the opportune moments and utilise them!

You have (or will soon have) a set of life goals, career aspirations and chosen pathways (each with their own wonderful branches of potential and possibility). For every one of these pathways, what is your 'ASK' (Attitude, Skills, Knowledge)?

In order to take the next steps towards your desired outcome, how will you need to be, what skills do you need to develop and what do you need to know?

- **Attitude:** This includes your 'inner state' and qualities. For example: confidence, motivation, wellbeing, satisfaction, passion, persistence and loving what you do. Attitude is about preparing yourself psychologically. For each quality you need (or would like) to develop, ask yourself: "How would I know I had this quality?" Turn the inner states into behaviours and actions: "What would I do differently if I had that?"
- **Skills:** Your key skills are those abilities that will serve you and make your life easier, for example: presentation, assertiveness, leadership, negotiation, influencing, time management, networking, interviewing. How can you develop yourself (i.e. enhance your capability, productivity and ability to deliver)? Then, what technical/core/stem career skills do you need in order to be able to do a specific job?
- **Knowledge:** Your knowledge is the accumulated useable information you have gathered over time. It is about your ability to sort through data, to understand situations and to demonstrate wisdom in your decisions and actions. This may be technical/specialist knowledge, related to your profession, and knowing what and how to deal with a multitude of scenarios. Knowledge is also about your ability and commitment to learning and *learning how to learn!*

*What would I need to do to be ready for any opportunities that might come up?*

## *Where is Your Career Focus?*

Here, we introduce the PROMPT model (which can help you to determine your current career focus). Where are you now?



### *And the Journey Always Starts Here*

No matter where you are in your life and your career, there will always be places to go and things to do!

Do you have a 'bucket list'? Planet Earth is an amazing place and this life we have is an extraordinary gift! What dreams do you have... of things you would like to have happen?

In a reflective moment, consider the following questions (at different times, some questions may resonate more than others):

- *What would you like to do?*
- *Where would you like to go?*
- *What would you like to have?*
- *What would you like to make?*
- *What do you want to give?*
- *How would you like to contribute?*

And for the answers to each question, consider:

*What would doing/going/having (etc) that give you?*

This second set of answers will tell you more about *why* you want what you want and hence what is *really important* to you in achieving your goals.

On your journey, sometimes it is the unexplored sideroads and the unexpected adventures that make the story of your life even more interesting!

Will you be the person who looks back on their life and is glad they took action towards making their existence as extraordinary as possible?

Remember that today... right here, right now... you are at the beginning of the next step of what could be a life full of wonder.

## *Understanding the Political Game*

Even if you don't want to play the political game, it is still useful to understand it. Unless you run the show, you cannot necessarily control the game... but you *can* control your part in it... as long as you know what to be aware of.

There are two main ingredients in the political game: **ethics** and **intelligence**. Often, politics are associated with the unethical, manipulative and devious behaviours of those Machiavellian hobnobbers that may (or may not) be controlling things from behind the scenes. Many folks are not interested in political shenanigans, as it all seems to be too much effort... particularly when there is plenty of real work to be getting on with.

If you are reluctant to get involved, here is an easy guide to handling company politics (without necessarily needing to play the game!)

Firstly, consider the ABC of progression: do a good job, make sure the 'right' people see you in the 'right' way and build your connections.

Secondly, it is possible to be ethical AND develop your organisational intelligence. Here are some examples:

- Be thoughtful about your actions, but be prepared to stick your head above parapet. Expect criticism from those at the same level and below. Although this might seem hurtful at first, develop your resilience. Work with the criticism. Assess it as feedback... evaluate the credibility and motive of your critic, take any useful bits on board and choose to set aside the unhelpful or destructive. Take it as a sign that you are progressing and stepping up.
- Choose to keep on developing. Ask yourself: "what else could I do?"
- Seek to develop your ability to 'scope' (i.e. to take a big picture view *and* drill down into specifics when required)
- If you are a manager, as well as promoting yourself, speak also about your team's achievements.
- Seek a mentor, a role model... and offer to be a mentor to others.
- Promote the positives... talk about what is going well.
- If something is not going so well, recommend changes. If something is not liked or is perceived as unfair then talk about ideas for making it better
- Seek to build and maintain connection and credibility.
- Work smart... what are the small things that make a big difference (i.e. minimum input for maximum return).
- Manage priorities, boundaries and expectations.
- Collaborate with others and be empathetic.
- Seek to integrate ideas. Be a connector.
- Make your primary focus 'us' (i.e. others and self).

## *The A-B-C of Progression*

This majority of this *Bit* of the book is focussed on three key areas which become the A-B-C of progression:

### Achievement

Your achievements are those things you have delivered and completed with a good result. This is where you have demonstrated your value and worth to a company. It could include qualifications, performance, completed activities/projects, successes and wins.

### Brand

Your brand is how you portray yourself... a combination of how others see you and how you see yourself (i.e. your self-image and confidence). It is related to how you are perceived, remembered, talked about and treated. It is your reputation... being remembered for the *right* reasons!

### Connectivity

Your connectivity is about visibility... who that matters, knows what that matters, about you. Those with connectivity know a lot of people and a lot of people know them. In other words, they have a strong network.

You will find that positive Achievement is a good platform on which to build Brand... and then your Brand is the platform for Connectivity. It is easier to create a positive brand if you are an achiever.... And it is easier to build your network when you have a strong positive brand.

A classic example of *mis*-managing the *ABC* would be a member of staff (at any level) who is performing and making improvements (i.e. *Achieving*), but is not informing/updating their manager (i.e. no *Brand* or *Connectivity*). They are managing the reality (*A*) but not the perception (*BC*) of their work. If the manager does not know that something has been improved, they will assume it is still the same as before (hence, even the *Achievement* is not acknowledged).

If you have been *achieving* things... you need to find a way to let your manager know so that they actually hear you! What is the best form of communication *for them*? What do they respond to best... email, memo-note on their desk, face to face? Let your manager know the results of what you have been doing and the positive impact it has had. This will help to develop your *ABC* with the next level up.

## The Achievement Tracker

It is important that you have a mechanism for recording and keeping track of your achievements. Most companies have some sort of annual review process, so imagine being asked now: “What have you done over the past year?” Would you have a full answer? Most people cannot remember what they were doing last month, let alone eleven months ago! Life is busy and time passes on by...

Here is a simple and yet powerful tool to help you keep track of your achievements. I call it... The Achievement Tracker!

At the end of every month, use a table/spreadsheets to type up what you have achieved. If you are being measured by objectives (and company values), relate your achievements to your objectives and behaviours to the company values:

What have I done this month to *deliver* my objectives?  
 What have I done this month to *demonstrate* the values?

	January	February	March	April	May	June	July	August	September	October	November	December
Objective 1												
Objective 2												
Objective 3												
Objective 4												
Objective 5												
Value 1												
Value 2												
Value 3												
Value 4												
Value 5												

By keeping a track of your good performance and helpful behaviours, you will then have a rich source of data to talk about at your annual review! This can also help you to ‘embed’ the company values and get a stronger understanding of how they translate to your job role. In addition, you will find that the examples you write down will (a) give you a sense of accomplishment and (b) be an excellent source of examples for answering interview questions.

*Driving Your Destiny can be purchased through: [Bookshop.org](http://Bookshop.org), [Hive.co.uk](http://Hive.co.uk) or other bookshops.*

**WHO STOLE MY PIE?**



How to manage priorities, boundaries and expectations

Joe Cheal

**Driving Your Destiny**



Taking Control of Your Career and Living Goals

Joe Cheal

**SOLVING IMPOSSIBLE PROBLEMS**  
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*The Relationship Dance*



A Guide to Loving Gracefully

Joe & Melody Cheal

**Becoming Happy!**  
Lessons from Nature



Melody Cheal

# Imaginarium?

An imaginarium is a place of wonder... a safe place to learn...  
to test out and develop practical ideas for application 'back in the real world'.

Imaginarium Learning & Development is a consultancy that specialises in inspiring the imagination and potential of organisations, leadership, management and individuals through OD, L&D and Executive Coaching.

Since 1993, we have worked with a wonderful collection of companies, always seeking to work in partnership... enhancing the profile of leadership, learning, training and development in our client's organisation. As well as leading the market in our specialist fields, we are serious about continuous improvement and ongoing learning, keeping up to date with leadership, management and HR issues. Each key trainer has over 20 years training experience and has worked with over 10,000 people from a range of industries and cultures.

Our aim is to provide flexible, high quality training and learning solutions to all of our clients. Our mission is to oil the wheels of development... making life easier for people in a time of ever-increasing complexity... engaging and empowering people to be the best they can be...

## Courses

Imaginarium Learning & Development offers a range of L&D consultancy services including needs assessment, design and provision of training courses. Courses can be adapted from a half-day to two-days in length and many topics can be presented as short 'spotlight' sessions.

### WELLBEING & MENTAL HEALTH

- Coping with Change
- Dealing with Pressure
- Positive Mental Health Toolkit
- Resilience: Developing the 'Bounce Back' Factor
- Staying Positively Happy
- Stress Management
- Wellbeing: Staying Psychologically Healthy

### LEADERSHIP DEVELOPMENT

- Change Leadership
- The Complete Leader: Inspirational & Practical
- Delegate!
- Feedback for Effectiveness
- Developing People: Leader as Coach
- Having tough conversations
- Leadership in Action
- Managing People Successfully
- Making Meetings Work
- Motivate!
- Project Leadership
- The Supportive Manager
- Team Building and Development

### PERSONAL IMPACT

- Career & Profile Development
- Innovation: Getting Creative
- Making Your Life Work 4U: Confidence
- Networking Skills
- Personal Power
- Time Management
- Understanding/Managing Unconscious Bias

### IN FRONT OF THE AUDIENCE

- Advanced Presentation Skills
- The Essential Presenter
- Persuasive Presentations
- Train the Trainer

### EXECUTIVE DEVELOPMENT

- Advanced Negotiation Skills
- Becoming a Mentor
- Strategic Change Management
- Making NLP Work
- Organisational Development
- Organisational Politics
- Troubleshooting: Problem Resolution
- Working with Transactional Analysis

### RESULTS AND RELATIONSHIPS

- Assertiveness: Clarity and Focus
- Building Partnerships
- Conflict Resolution
- Customer Care
- Dealing with Difficult People
- Delivering the Message: Communication
- Handling Conflict in Meetings
- Influence and Persuasion
- Magic of Mediation
- Negotiation Skills
- Understanding Personalities

### HR SKILLS FOR MANAGERS

- Appraisal
- Capability & Disciplinary
- Controlling Absence
- Dealing with Poor Performance
- Dealing with Bullying and Harassment
- Introduction to Counselling
- Interviewing Skills

### CERTIFICATIONS

- Coaching Diploma
- NLP Business Diploma
- NLP Practitioner
- NLP Master Practitioner
- NLP Trainer's Training



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