

The background of the image features a light-colored, textured surface, possibly a wooden table. In the top left corner, there are several dried, brown leaves of various shapes and sizes. In the bottom right corner, a portion of a green, textured notebook is visible, with a gold-colored pen resting on it. A large, semi-transparent, light pink rectangular box is centered over the image, containing the main text.

Embrace Your True Potential

Step into your future with unwavering confidence

.....

WORKBOOK

email: Janet@JanetZavalaCoaching.com

2023 JANET ZAVALA COACHING. ALL RIGHTS RESERVED

Embrace Your Strengths & Authentic Power



Authentic empowerment comes from embracing your unique skills and strengths with unwavering confidence

Create a Vision for Your Future



Design a future that aligns with your personal values, interests, and passions.

Develop Your Roadmap to Success



Transform your ideal future into reality by crafting a blueprint to guide your journey.



01 Embrace Your Strengths & Authentic Power

You will standout and excel on the basis of your strengths.

Navigate your life and career, along with the inevitable challenges you will face, with self-assurance by embracing your unique skills and talents with unwavering confidence.

Create clarity around your personal values, priorities, and dreams to make informed decisions about your future that are in alignment with your authentic self.

Bring all of these attributes together with ***The 6 Pillars of Authentic Empowerment*** to do what you love, not just tolerate what you do and engage in a manner that doesn't downplay or suppress your skills and abilities.

The 6 Pillars of Authentic Empowerment

Your personal and professional well-being is enhanced when you get clear about and embrace *The 6 Pillars of Authentic Empowerment*. Align these unique attributes with your future vision to live a more fulfilled and meaningful life.



Natural, inborn abilities you possess from birth or early life. These are often skills or **capabilities that come effortlessly** or with minimal effort

Qualities or attributes that you possess, which enable you to perform well in specific tasks or activities. These are often **developed skills** that, if leveraged, contribute to your success

Deeply held beliefs and principles that guide and influence your attitudes, choices, and behavior. They reflect **what is important and meaningful to you**

Things that are **most important or deserving of your attention** and resources. They represent the order of significance to you related to your goals or responsibilities

Aspirations, visions, or goals you have for your future. They represent desired achievements, experiences, or states of being that you hope to realize

Intense, enthusiastic interests or **activities that bring joy, fulfillment, and a sense of purpose**. These are activities that you are deeply and emotionally connected to, often motivating you to invest time and effort

Authentic Empowerment Exercise

Write 1-3 response per statement / question:

1. I'm really good at: (the things you're proud of and have been complemented on)	
2. My top values are: (my non-negotiables about how I want to live)	
3. My passions and interests are: (Your inner voice keeps pointing you in this direction)	
4. I dream about doing: (If there were no limits, you would be doing this)	
5. To feel good at work, I need: (what gives you energy at the end of the day, not depletes it)	
6. I most enjoy doing: (I lose track of time doing these things, I can't wait for the time when I can do it again)	
7. The major categories of my life that need my attention right now are: (The responsibilities that you cannot delegate or needs attention before things fail; my priorities)	
8. The skills I want to cultivate are: (Skills or strengths that you need to spend more time and attention to sharpen)	
9. I'm curious about: (You've always wondered how this works, what it would be like to...)	
10. My personal purpose or mission is:	

Reflection Page

How is the job I currently have and the life I'm living out of alignment with my answers?

What actions do I need to take to bring me in closer alignment?

Were there any surprises when you answered the questions?

What other thoughts or feelings came up for you?



02 Create a 5-Year Vision

Creating a vision for your life and career with intention ensures that you are living the life you desire.

Creating a vision out of thin air when you haven't thought about it in a long time - or maybe ever, can be intimidating.

You may struggle with the need to "get it right". Let me assure you - you cannot get it wrong. Nothing you create here is set in stone. This is your vision. You have the power to change it at any time. In fact, you should revisit it at least yearly. As you pursue your vision you will get exposed to new experiences and your ideas about what is possible will expand.

Take the process seriously but also have fun. Think big. Your 5-year vision should scare or intimidate you a little.

Be creative and explore the possibilities of what your future might hold.

Visioning – What You Need to Know



Why 5 Years? Just about anything can be achieved in 5 years.



You can't get it wrong, and you can change it as your life changes



Visioning trains your brain to take action



Creating a vision rewires and reprograms your brain for positive thinking



Big thinking precedes big achievements



Visioning forces you to clarify what you want



Creating a vision helps you overcome resistance to pursuing your goals



Thought Starters

These thought starters will help you refine and clarify your vision. Use these thought starters even if you know what you want to achieve in the future, they will help you clarify your goals. There are no wrong answers.

List some of the things that you've enjoyed doing most in the past (that you no longer find time for now). Why did you enjoy them? How did you feel when doing these activities? Why don't you do these things any longer?

Who do you most admire and why?

Using only your intuition and without much time or thought, where do you see yourself in the future?

More Thought Starters

What have been some of your greatest accomplishments?

If your life had absolutely NO limits, what would you choose to HAVE and what would you choose to DO?

What activity do you currently enjoy doing most?

What do you NOT like doing?

My 5-Year Vision

Create your vision!

See next page for an example.

By _____, I will ...
Year

Personal:

Professional:

5-Year Vision Example

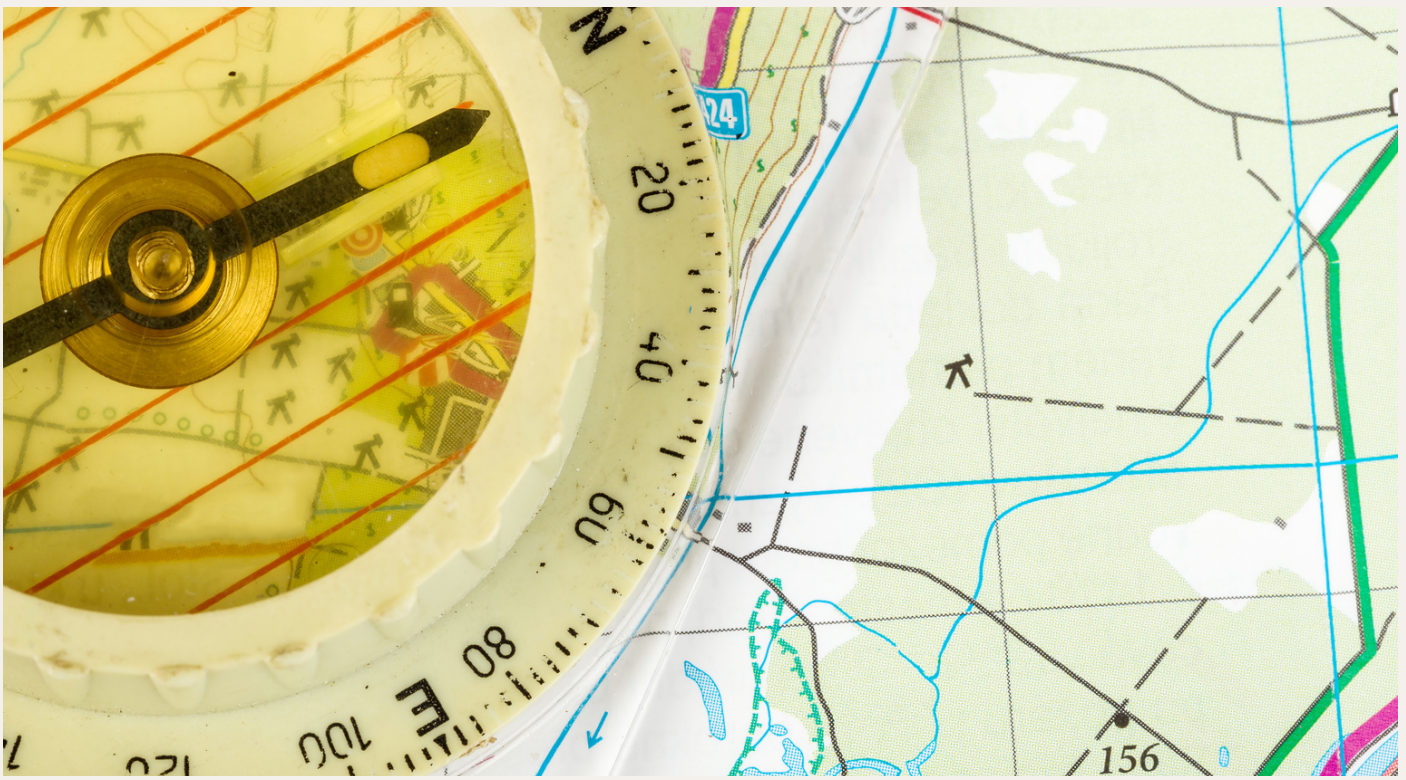
By 2029, I will ...
Year

Personal:

- I will have run my 2nd full marathon.
- I will have obtained my MBA from USC.
- I will have traveled to 10 different countries.

Professional:

- I will have obtained an executive level position in my current organization.
- I will have published my first book on the topic of effective leadership.



03 Your Roadmap to Success

Having a vision without creating a plan to get there ensures that your vision remain merely a dream.

In order to reach your 5-year vision, you need have goalposts along the way. When you are successful 5 years from now, where will you need to be in 3 years? In 1 year?

Your vision needs a compelling “*why*” to keep you motivated when life gets tough (and it will get tough).

There are tools you need to add to your tool bag and skills you need to enhance before your 5-year vision becomes a reality. Identify the skills, abilities, and resources that will help you achieve your vision.

And finally, you need a *Success Team* to help you along your journey. Identify people in your network including mentors, coaches, and sponsors to learn from and guide you.

Bonus: Create a 12-week plan using the template provided every quarter to keep you on track.

My Professional Roadmap

1 year Goals

1
2
3

3 Why's

1
2
3

3-5 Skills, Abilities
and/or Resources

1
2
3



3 Year Goals

1
2
3

3 Why's

1
2
3

3-5 Skills

1
2
3

My Personal Roadmap

1 year Goals

1
2
3

3 Why's

1
2
3

3-5 Skills, Abilities
and/or Resources

1
2
3



3 Year Goals

1
2
3

3 Why's

1
2
3

3-5 Skills

1
2
3

Overcoming Barriers

Smashing Barriers

Barriers to your success will arise. Some are expected, others are not. Your resiliency and how you are able to rebound from setbacks will be instrumental to create and maintain momentum.

Use this exercise to identify known barriers, anticipated obstacles, and potential solutions. Use the questions below to help you think through solutions.


Current Obstacles

Potential Solutions

Anticipated Obstacles

Proactive Solutions



- Is the problem solvable? Do you have control or influence over the situation?
 - Is the hurdle a perceived challenge? What assumptions have you made about the situation?
 - What steps have you taken so far?
 - What has worked in the past?
 - Do you have someone on your Success Team who can assist?
- 
- What fears or insecurities might be preventing you from progressing or solving the problem?
 - Are you motivated to solve the problem? Do you have a strong enough “why”?

Creating Your Success Team

Your Success Team



Your Network

People connected to you where information, resources, and opportunities are shared.



Accountability Partner & Groups

Individuals or groups formed to help you stay on track with goals and commitments.



Mentors

Someone with applicable experience who can share advice, guidance, and support to advance your career.



Coaches

A professional who assists clients in gaining clarity, setting, and achieving specific goals.



Sponsors

A senior or influential person in the organization who advocates for you, provides visibility, and opens opportunities for your advancement.

Your Network Map

Identify at least 5 people within each category.



Current Colleagues:



Former Colleagues:



Former Classmates:



PLMA Members:



Women of DM:



Friends & Family:

Systems of Accountability

Accountability is key. We are less likely to follow through on the actions needed to obtain our goals if we are only accountable to ourselves. When we commit to others, we are more consistent and reliable. Setting up systems of accountability is crucial to your success.



Accountability Partner

Find someone who has big goals and dreams like you. You don't have to share the same goals or professional field. Meet weekly or bi-weekly. Commit to actions you're going to take in the next week. Provide encouragement and celebrate each other's successes.

Coaching.

Coaches are trained to listen and ask the right questions. They will help you bust through your barriers to achieve results. They will hold you accountable for the actions required to meet your goals.



Tell people your goals

Once you develop your vision and the plan to achieve it, tell people about your dreams and what you want to achieve. Speaking life into your goals by telling people what you're working on will hold you accountable AND it will inspire others to do the same.

Accountability Partner & Group

Identify individuals or groups who have similar goals and objectives. Meet with your accountability partners on a consistent basis.

Discuss your goals and objectives. Commit to the actions you'll take before your next meeting to advance your goals. Provide support, feedback, and encouragement.

Groups can be formed from your current organization, the Women of DM, courses/classes, or other areas where shared experiences can uncover new ideas and provide inspiration.



Potential Accountability Partners:



Potential Accountability Groups:

Mentors | Coaches | Sponsors

Identify the names of potential mentors, sponsors, and coaches.

A **mentor** guides you based on their experience.

Seek a mentor when you've identified your next desired role or want to emulate someone's approach. They can provide you guidance by telling you what worked for them.



A **coach** will help you gain clarity about what you want to do, overcome barriers, and provide accountability for goal setting. They are future focused, solution oriented and will co-create solutions with you.

Seek a coach when you need help getting clear and breaking through the barriers that keep you stuck.

A **sponsor** will provide you with visibility to advance your career.

Seek a sponsor when you need a champion, access to resources such as special projects and training. They will advocate for you when you are not in the room.



Bonus – 12 Week Planner

12-Week Planner

Instructions

You're now ready to create your tactical plan to get you where you want to go.

Only work 12-weeks at a time to avoid having an overwhelming number of tasks.

Create a new tactical plan every 12 weeks.

Review your vision and goals at the beginning of each 12-week period. Revise, add clarity or specificity as needed.

1

Referencing your 1-year goals, identify what you want to accomplish in the next 12 weeks. Some activities or projects may take longer than 1 week to complete and may carryover.

2

Create each task with as much specificity as you need to maintain focus.

3

Create a due date for each task. If your first task is to research programs or resources to educate yourself to reach your 1-year goal, put the date when you want that research to be complete.

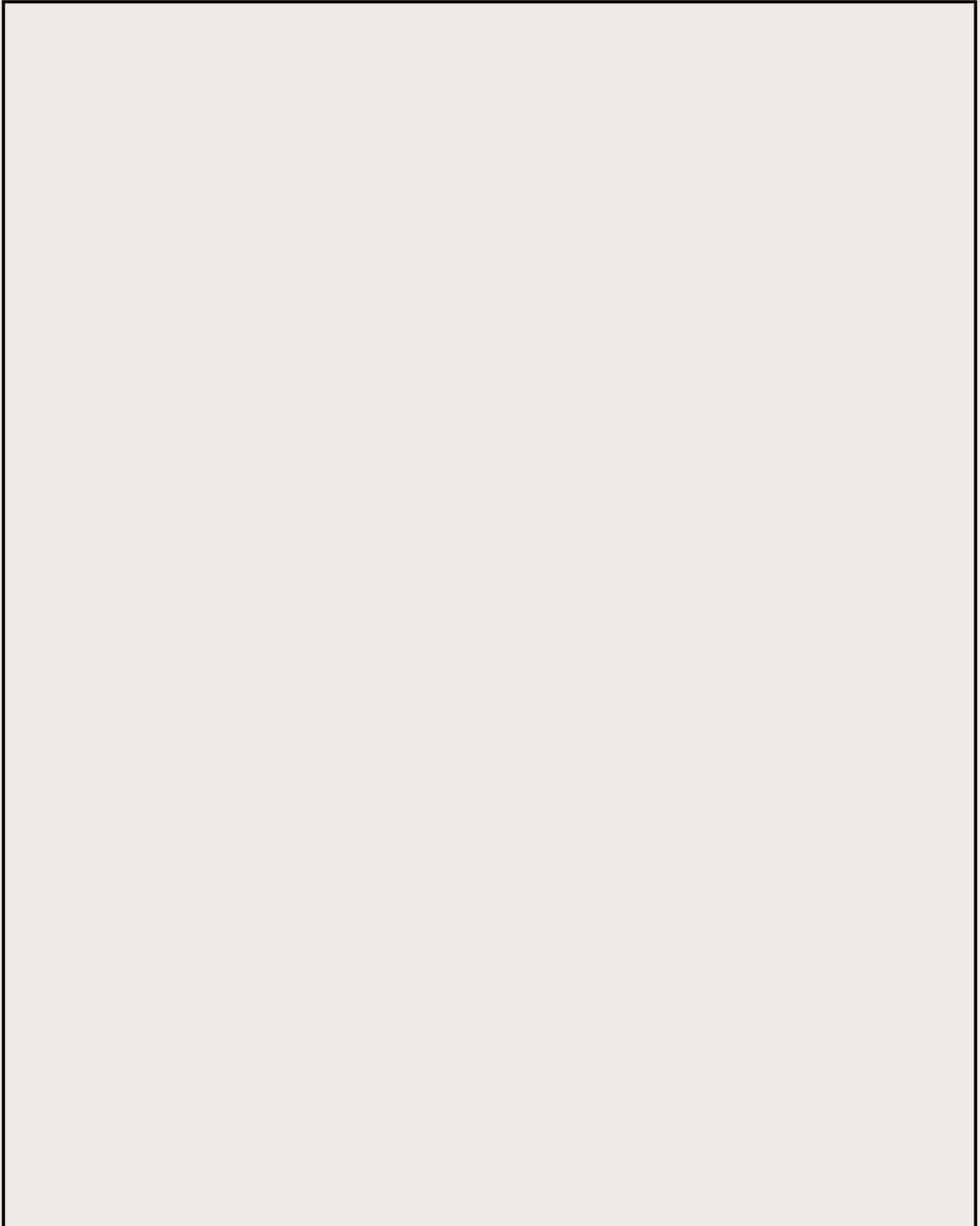
12 Week Planner

WEEK	TASK	DUE <small>xx / xx / xx</small>
1		
2		
3		
4		
5		
6		

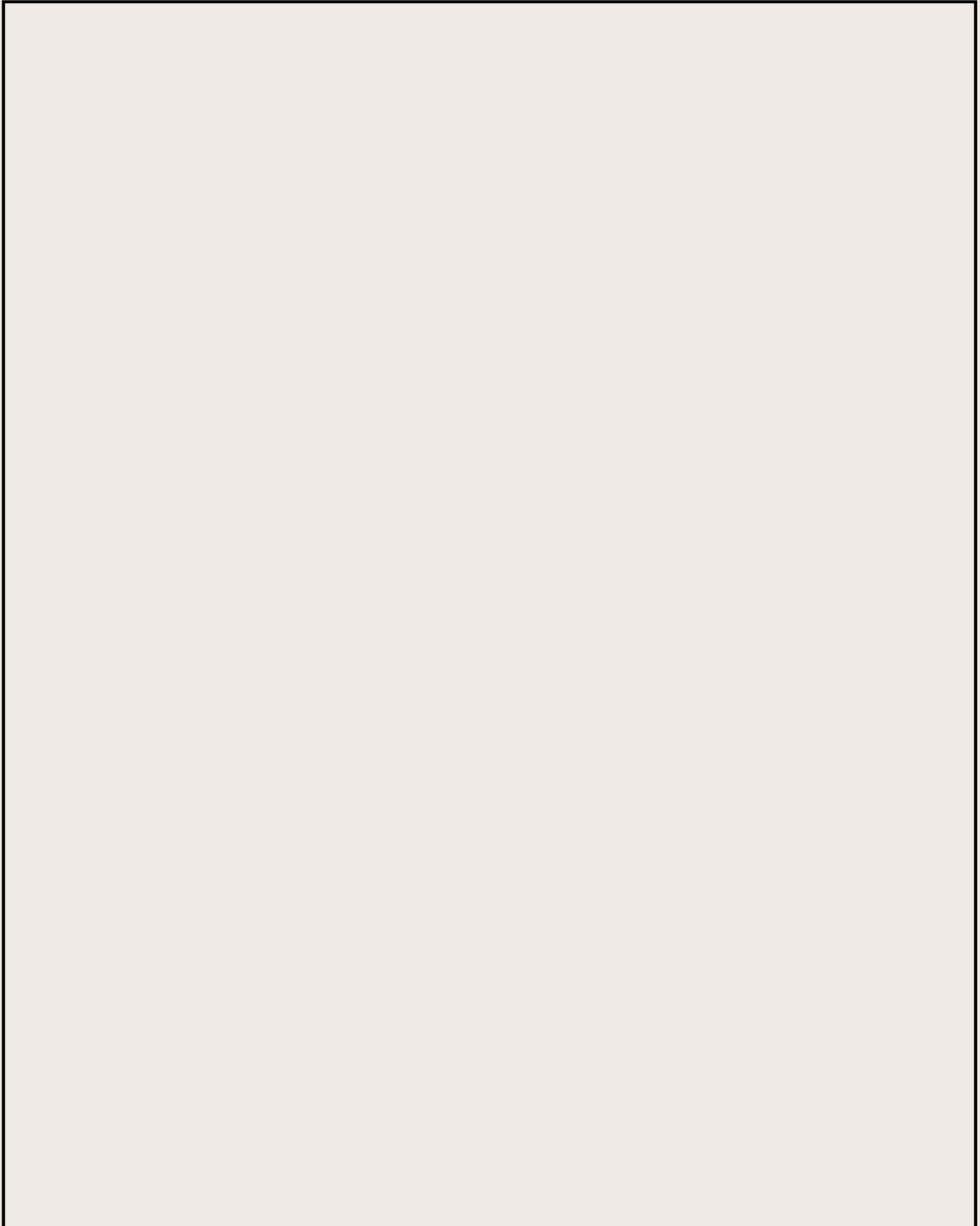
12 Week Planner

WEEK	TASK	DUE <small>xx / xx / xx</small>
7		
8		
9		
10		
11		
12		

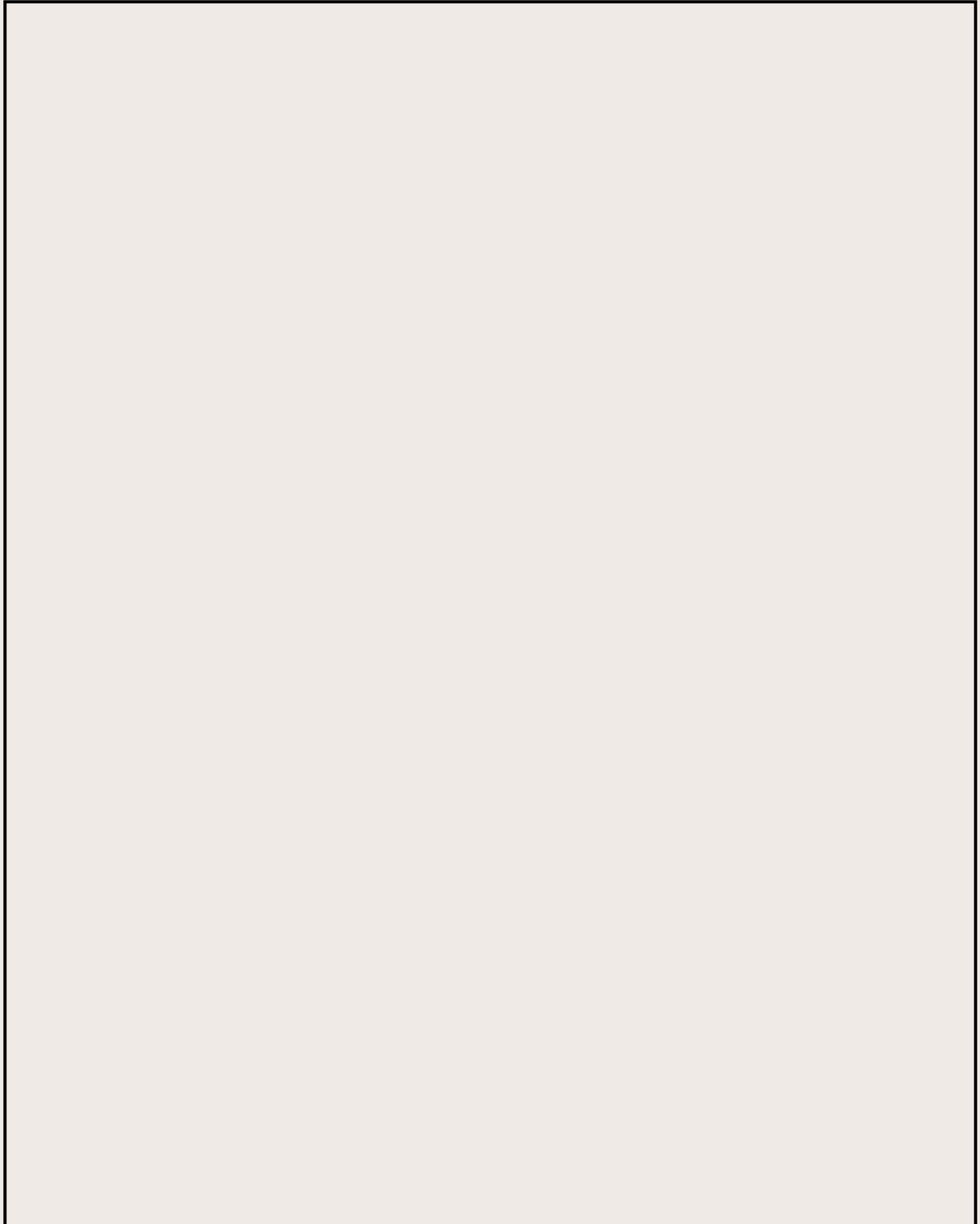
Notes:

A large, empty rectangular box with a black border, intended for taking notes. The box is centered on the page and occupies most of the lower half of the page area.

Notes:



Notes:



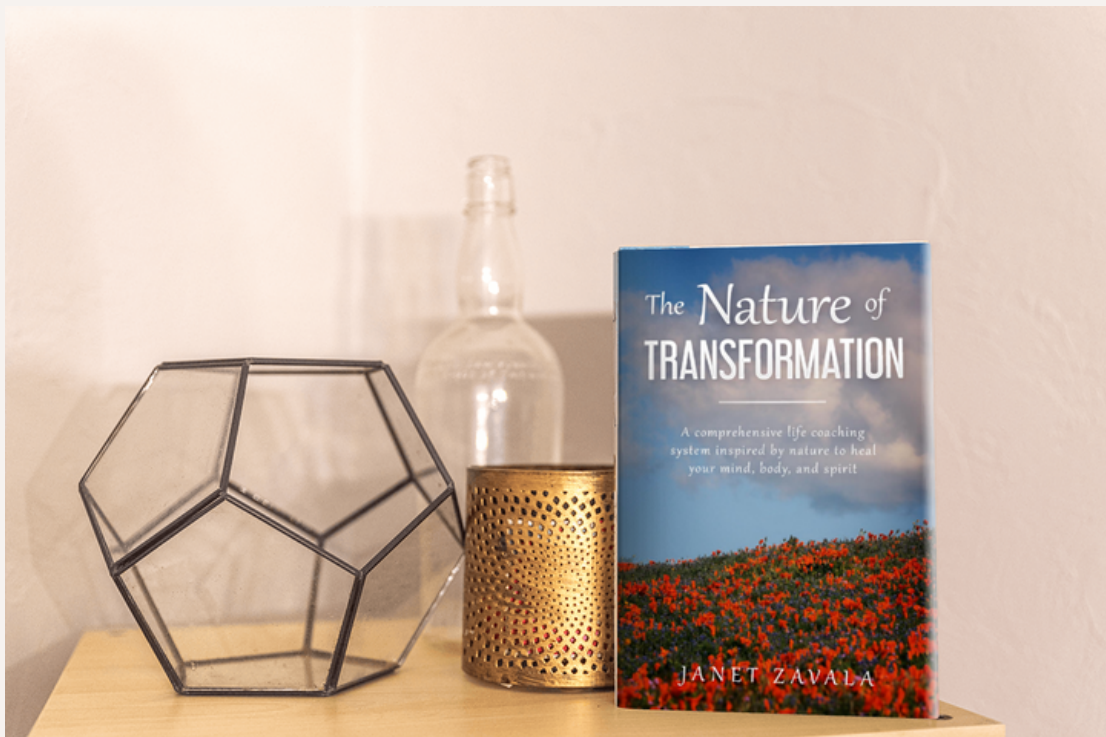
Resources, How to Reach Me, & More

About Janet

Janet Zavala is a Certified Empowerment Coach, Workshop Creator and Facilitator, and Motivational Speaker with over 30 years' experience in the corporate environment. With 23 years working at Southern California Edison, she has spent 20 years working in Demand Response in a variety of positions.



She is a 4-time best-selling author of her first solo book: **The Nature of Transformation** and 3 compilation books. She is passionate about empowering women to navigate life and career transitions, discover their true potential, and create a life they love.



Offered by Janet Zavala Coaching



COACHING & MENTORING

Janet is passionate about working with clients one on one and group settings. She offers 3 Signature Coaching Programs:

- Awaken Your Midlife Magic
- Breakthrough Career Coaching
- Just in Time Coaching



WORKSHOPS

Janet creates customized group workshops and training programs. Based on your needs, she designs a workshop to satisfy your personal or professional objectives. See website for more information.



BOOKS

As the bestselling author of **The Nature of Transformation** and a contributor to the bestselling compilation books: **Own Your Awesome, Be Bold. You were Never Meant to Fit In,** and **Ignite Your Inner Fire,** Janet combines engaging storytelling along with proven coaching techniques to empower and inspire the reader.

For more resources, visit
JanetZavalaCoaching.com

Client Testimonials



Janet is warm, genuine, and makes me feel very comfortable during our coaching sessions. She has helped me to understand what motivates me and what I want to do versus what I think others think I should do. This clarity has given me the courage to pursue goals with confidence. Janet's coaching is actionable, positive, and provides real results. I highly recommend Janet Zavala Coaching!

Janet Zavala is an excellent coach that I highly recommend. Janet is a caring and kind person that helps you envision what you want in more tangible terms. I have benefited more than once over the past three years using her structured approach to help me figure out my why, keep me accountable and the use of her exercises and templates helped me make more than one career move.

Janet is an incredible coach and it is evident that she really loves helping others realize their full potential! I came to Janet at a time where I felt unfulfilled professionally and personally, felt like I lost my way, and kept looking in the wrong places for my purpose. She helped me see things from a completely different perspective and lens. I've since regained my confidence and have been more intentional about pursuing what aligns with my goals and aspirations. Her authenticity, kind-heart, and amazing leadership qualities shine through in every conversation and session that we've had. Whether you are feeling like you aren't sure what to do next in your life and nothing you're doing now is fulfilling your purpose, or you're simply seeking guidance and just need a sounding board, call Janet, it will be the best decision you make.

Final Words of Encouragement:

*Your dream life
is calling*

START NOW

- True empowerment is having the ability to be authentic, owning and leveraging your strengths, while intentionally designing the life you want to live.
- NO ONE feels confident when starting something new. Confidence is achieved through action and builds over time.
- There will never be a better time than NOW to start creating the life and career you desire.
- Focus on consistently taking action, no matter how small. Consistent action over time brings results.
- Don't let the need for perfection steal progress.

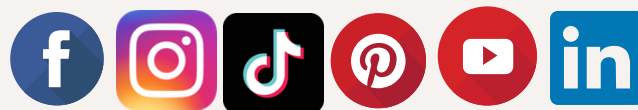
Schedule a FREE introductory coaching session at:
janetzavalacoaching.com

How to Reach Me:

Website: JanetZavalaCoaching.com

Email: Janet@JanetZavalaCoaching.com

Follow Janet Zavala Coaching on Social Media:



The Fine Print

This workshop material is the original work of Janet Zavala, and it is protected by the principles of intellectual property and copyright law. All rights are reserved.

You are granted a limited, non-exclusive license to use, access, and benefit from the Embrace Your Potential Workshop material for your personal or internal purposes. This means you can use this material for your own learning and development.

You are expressly prohibited from:

- Reproducing, distributing, or transmitting this material to the public or third parties.
- Modifying, adapting, or creating derivative works based on this material.
- Claiming this material as your own or using it for commercial purposes without prior written consent from Janet Zavala.

Unauthorized use, reproduction, or distribution of this material beyond the permitted uses specified above may result in consequences and legal action.

By using or accessing the Embrace Your Potential Workshop material, you acknowledge and agree to abide by the terms and restrictions outlined in this notice. Your compliance is appreciated.

For inquiries or requests related to the use of this material beyond the scope of this notice, please contact Janet Zavala at Janet@JanetZavalaCoaching.com.

2023 Janet Zavala Coaching. All Rights Reserved.