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[MY 2017 REFLECTIONS GUIDE FOR AN IMPROVED ME]

[To Help Me Achieve Success in the New Year]

[Mill Montejo & Suzanne Katz Kinzler] | [Head Start For 2017] | [December 27, 2016]

Adapted from the 12 Steps of Alcoholics Anonymous | Overeaters Anonymous

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1. Get Started Right Away

You can use this worksheet to replace help you work out how you can improve the job you currently have, or to correct what is stopping you from finding work and get motivated. But don't do that just yet!

First check out a few tips to help you get the most benefit from this checklist. You might be amazed at how easy it is.

2. It's okay to type right into this document and delete the lines

Just type your answers into the sections with the lines, or just next to or under each question.

It doesn't matter if the text moves onto the next page. The point of this document is to help you work through deep issues that may be blocking you from achieving career success. This document has been taken from a 12 step guide used by New Jersey local Overeaters Anonymous groups and based on the 12 steps of Alcoholics Anonymous.

GET STARTED

You might like the photo on the cover page as much as we do, but if it's not ideal for your report, it's easy to replace it with your own image for your personalized worksheet.

Just click on the placeholder picture, leaving the existing image there. Then, on the Insert tab, click Picture to select one from your files. That's it! You're ready to create your own success worksheet and road map that you can bring with you to career coaches and therapists to work with them on achieving your goals in 2017 and beyond.



****This by no means is a replacement for individual career counseling or even other types of therapy and we make no promises that this worksheet will help you get hired, since this is an entirely subjective process dependent on many moving parts.**

(Edited and re-written based on a 12 Step Work template used by local Overeaters Anonymous fellowships groups.)

1) Am I generally restless, irritable (which means "easily annoyed") and discontented (which means "never satisfied")? YES _____ NO_____.

• Do I experience these feelings often? YES _____ NO _____.

• Do I feel like I never belong or that I am not a part of, even at work or home? YES _____ NO _____.

• Am I usually uncomfortable in my own skin? YES _____ NO _____.

• Do I experience an ongoing sense of sadness? YES _____ NO _____.

• Do I often feel like "something is missing"? YES

Does there always seem to be the same thing bothering me? YES _____ NO _____.

• Can I easily solve a problem YES _____ NO _____.

• Or does the problem linger for months or even years? YES _____ NO _____.

2) Am I having trouble managing my personal relationships?

• Do I take care for others too much, to the point where I neglect to do the things I need to do to take care of myself? YES _____ NO _____.

• Is there anyone in my life that dominates my thoughts, my actions or how I feel? YES _____ NO _____.

• Is there anyone in my life who is controlling me through their actions?

YES _____ NO _____.

• Do I snap at people or talk harshly? YES _____ NO _____.

• Do I find I disagree with most people? YES _____ NO _____.

• Do I always want things my own way? YES _____ NO _____.

• Is there a personal or work relationship that ended that I refuse to give up on? YES _____ NO _____.

• If so, do I keep trying to find ways to contact or see this person or company?

YES _____ NO _____.

• Am I happy with the way things are in my current relationship or work status?

4) Am I prey to misery and depression?

- List areas of my life where I am miserable or the things that make me depressed.

5)

- List areas of my life where I am miserable or the things that make me depressed.

6)

Do I enjoy my job? YES _____ NO _____.

8) Do I feel useless? How do I manage this?

- Do I ask myself, "Why am I living anyway?" YES _____ NO _____.
- When I try to help people, do they take advantage of me? YES _____ NO _____.
- Do I feel like a martyr or victim? YES _____ NO _____.
- Do I know who I am? YES _____ NO _____.
- Do I feel I can be of help? YES _____ NO _____.
- Do I have a worthwhile goal I am working towards? YES _____ NO _____.
- What is that goal?

- List examples from my experience of feeling useful and/or useless.

9) How do I manage fear?

- List some of my fears. When am I usually in fear? How do I act when I am afraid? With each fear, ask myself if it is based in reality and, if it is, is it a result of self-reliance instead of God-reliance or trusted friend, priest, rabbi, or mental health professional reliance if I don't believe in God.

Do the same fears keep coming up again and again? YES _____ NO _____.

10) Am I unhappy?

- When I say that I am doing well, do I know deep down within that I am lying?

YES _____ NO _____.

- Could I be described as positive and upbeat? YES _____ NO _____

List examples from my experience.

What makes me happy?

• Are these things that "should" make me happy? YES _____ NO _____

11) Am I of help to other people?

• Do I go out into the world with the intention of helping someone else?

YES _____ NO _____.

• Are most of the things I do done with some ulterior motive?

YES _____ NO _____.

• Do I go that extra mile to help someone in need? YES _____ NO _____

• Do I offer my phone number and time to others that may need my help?

YES _____ NO _____

• or do I think that I have nothing to offer? YES _____ NO _____.

• Every week, do I reach out to someone in need or in pain (at work, social groups, in fellowships and outside of fellowships) and expect nothing in return?

YES _____ NO _____.

• When I try to help others, does it turn out as I intended? YES _____ NO _____.

12) Do I think I know what's best for everyone?

• Am I often like the actor who wants to run the whole show; is forever trying to arrange the lights, the ballet, the scenery and the rest of the players in my own way? Do I believe that everybody, including myself, would be pleased and that life would be wonderful if only they would do as I say? Can I sometimes be quite virtuous, kind, considerate, patient, generous, even modest and self-sacrificing; yet at other times be

mean, egotistical, selfish and dishonest (depending on which will work in getting MY way)? YES _____ NO _____.

13) Am I often a victim of the delusion that I can wrest (which means "to take away by force") satisfaction and happiness out of this world if I only manipulate well?

YES _____ NO _____.

• Do I spend a lot of time getting frustrated when others don't behave the way I think they should? YES _____ NO _____.

• Do I find myself at odds with people because I think I know how they should live and what they should do? YES _____ NO _____.

• Do I compromise? YES _____ NO _____.

• Or does everything have to be my way? YES _____ NO _____.

• Is there anyone that I refuse to forgive? YES _____ NO _____.

• Am I driven by a hundred forms of fear, self-delusion, self-seeking, and self-pity?

• Do I often wonder why I do what I know I shouldn't be doing and don't do what I know I should be doing? YES _____ NO _____.

• Do I often feel sorry for myself? YES _____ NO _____.

• Do I feel people should be doing more for me or that I should have more than I have? YES _____ NO _____.

• Do I think the worst will always happen? YES _____ NO _____. If yes, is this based on experience or just my own thinking?

• Do I have trouble showing up on time? YES _____ NO _____.

• Do I suffer from "addictions" in other areas in my life that are out of balance or out of control? YES _____ NO _____. Explain

14) Am I an extreme example of self-will run riot, though I usually don't think so?

• Do friends and relatives sometimes say that I am selfish? YES _____ NO _____.

- Do I end relationships only because the other person doesn't act the way I think they should? YES _____ NO _____.
- Am I a "team player"? YES _____ NO _____.
- Do I spend most of the time thinking of myself instead of thinking of what I can do for others? YES _____ NO _____.
- Is my motto "what's in it for me"? YES _____ NO _____.
- Do I exhibit signs of or participate in "road rage"? YES _____ NO _____.
- Would other drivers describe me as considerate? YES _____ NO _____.
- Do I pay my own way? YES _____ NO _____.
- Do I take responsibility for my actions and words? YES _____ NO _____.

15) Am I leading a double life?

- Am I very much the actor, presenting to the outer world my stage character, which is the one I like my fellows to see? YES _____ NO _____. Do I want to enjoy a certain reputation, but know in my heart that I don't deserve it? YES _____ NO _____.
- Am I under constant fear and tension because of this, worrying that I may be found out? YES _____ NO _____.
- Am I lying to or keeping something from my sponsor/spiritual advisor/recovery network? YES _____ NO _____.
- Do I usually do what I say and say what I do? YES _____ NO _____.
- Do I pretend to have it all together when I am out in the world?
YES _____ NO _____.
- Am I really doing the work necessary to really be a better person?
YES _____ NO _____
- If not, what work do I still need to do?

- Am I involved in relationships (romantic or illegal) that I shouldn't be?

YES ____ NO ____.

- Do I expect others to do things that I won't do myself? YES ____ NO ____

16) Am I like a tornado roaring through the lives of others?

- Do I have a habit of breaking hearts, sabotaging sweet relationships, and uprooting affections? YES ____ NO ____.
- Have I avoided making amends to my family and those closest to me?

YES ____ NO ____.

- Do I have difficulty keeping friendships for more than a few months?

YES ____ NO ____.

- Do I have a habit of pushing people away? YES ____ NO ____.
- Am I pursuing new co-workers, friendships, or other connections for something selfish instead of only helping them in their lives and career growth?

YES ____ NO ____.

- Do co-workers, family, and fellow 's find me unapproachable?

YES ____ NO ____.

- Do I cause hurt feelings in my dealings with others? YES ____ NO ____

17) Are my selfish and inconsiderate habits keeping my home in turmoil?

- Am I more interested in my own needs and wants than I am with the needs and wants of my family? YES ____ NO ____.
- Have I made amends to my family but continue the behavior I originally made amends for? YES ____ NO ____.
- Do I sometimes hide away at meetings to avoid responsibilities at home?

YES ____ NO ____.

- Do I spend "quality time" with my spouse/family on a regular basis?

YES ____ NO ____.

- Would my spouse/family agree with my previous answer? YES ____ NO ____.

• Has anyone in my household recently said to me, "The only person you ever think of is yourself."? YES _____ NO _____.

• Do I play judge (both of what other people do and say as well as what I do and say)?

YES _____ NO _____.

• Do I feel I have to punish others or myself for not being perfect?

YES _____ NO _____.

• Do I play the victim? YES _____ NO _____.

• Do I find that the same problems keep happening over and over again (either with the same people or different ones) without anything significant changing?

YES _____ NO _____.

After evaluating these areas, can I now admit that I may not be currently

running my life (especially my inner life) in a manageable way that I may be able to find work, be approachable for work, be attractive to future employers?

YES _____ No _____.

What can you do to change?



We can help with interview practice!

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