



FUTURE FOCUS
clarifying your options
www.careerdynamic.com

FUTURE FOCUS *clarifying your options*

THESE CARDS ARE FOR ANYONE WHO IS:

- In their twenties or thirties and wanting to keep career in perspective by maintaining work-life balance.
- In their forties or fifties and reprioritising, wanting to take back control of life, starting to think “there must be more to life than just work” or considering stepping back from work gradually over the next few years.
- In their fifties, sixties or seventies and considering retirement or wanting to develop a ‘bucket list’.

The cards are also for anyone who is:

- Seeking general well being.
- Looking for motivation after time out, illness or injury.
- Wanting fun, challenge, purpose, connections outside work.

USING THE CARDS

CONTENT AND CHOICES

The cards fall into six main categories: *Achievement, Engagement, Enjoyment, Meaning, Relationships, & Earning.*

The pack also includes 20 header cards (block orange-coloured). These provide alternative ways of describing categories.

You may choose cards from the full set.

Or you may choose cards according to category. For instance you may decide to focus on the Meaning cards. You can always look at the wider range later.

Are you looking at longer term thinking? Go to Page 3.

Are you looking at short term planning? Go to Page 6.

LONGER TERM THINKING

Use the **SGL (seagull)** method to fly out and **SPIA (spy)** over the options. The acronyms may help you remember the process.

SSELECT

Consider each white card and ask yourself, “Do I want this to be part of my IDEAL future?”

Don't worry about being realistic at this stage.

Decide how far ahead you are thinking when you think “future”. Is it 1 year, 5 years, 10 years?

You are looking for two things:

- Things that you are doing already and enjoy doing.
- Things that you are not doing but would love to be doing.

Decide YES or NO each time you view a card.

If you end up with a “Maybe” pile, it will be looked at later.

GROUP

Pick up the cards of interest and

EITHER:

- **Put the cards together that you feel belong together.**

OR:

- **Sort according to category (the orange line at the bottom of each card).**

Move them into the category that feels best. There is no right or wrong about this. Go with your instincts.

Look again at your “Maybe’s”. Decide which to keep and which to discard. Add the keepers to the groups it feels right to put them in.

LABEL

(If you grouped according to the category on the cards, you may skip this step.)

If you have sorted into your own groups, now:

Choose a block orange header card that best describes each group. You do not have to use all the headers. Choose only those that mean something to you.

Did you choose more than one label for each group?

EITHER:

- Choose the one that best suits each group.

OR:

- Split the group again under the two or three headers you have chosen.

Reduce each group to a maximum of one to two headers.

SUMMARISE

Start with your IDEAL.

Show on a pie chart how important each group is. (Use the “future focus *summary circles*”, download from www.careerdynamic.com).

Label each pie piece.

Show how important each group is right now on a pie chart labelled CURRENT.

Do you need an extra pie piece in your CURRENT? (There may be something that currently takes up your time but is not part of your IDEAL)

EITHER:

- Highlight your choices on the “future focus *clarifying your options*” Master List (request from www.careerdynamic.com).

OR:

- Photograph your choices (see example on Page 7).

PRIORITISE

(You may wish to skip this step.)

Put the cards in order of priority within each group.

Write 1, 2, 3... beside each highlighted choice on the “future focus *clarifying your options*” Master List to show its order of priority.

INSIGHTS

What new ideas have you gained? Ask:

- What is this telling you?
- Can you say out loud what this triggers for you?
- What do you mean by (some specific point)....?
- What does it mean if the IDEAL and CURRENT are very similar?
- Are there any pieces in the CURRENT pie but not in the IDEAL one? Why?
- Are there any pieces in the IDEAL pie but not in the CURRENT one? Why?
- How do you feel about the differences between your IDEAL and CURRENT?
- What issues is this highlighting for you?
- How would it make a difference to you to be living your IDEAL?
- How would it make a difference to you if you achieved some progress towards your IDEAL?
- And what else will be different?
- And how would that make a difference?
- Etc.

ACT

Consider what you can do with this information. Ask:

- What is one thing you could do to move towards your IDEAL?
- How can you make sure you will actually do that one thing?
- What needs to change to make that happen?
- Is there anything that you
 - need to do?
 - would like to do?
 - can give yourself permission to do?
- Plan one small concrete step to take – tomorrow!

Make a note of your learning and what you will take away from this.

SHORTER TERM PLANNING

1. Decide how far ahead you are thinking. Is it 1 week, 1 month, 3 months?
2. Decide which category/s (the orange line at the bottom of each card) that you want to focus on over this period.
 - Achievement (activities which challenge)
 - Earning (ways of continuing or creating income if desired)
 - Engagement (being absorbed, in the flow)
 - Enjoyment (pleasurable activities)
 - Meaning (purpose, something greater than self)
 - Relationships (the ways we wish to interact with others)
3. Choose cards that you would like to focus on from those categories of interest.
4. Look through your discarded categories and choose cards that you would like to include.
5. Sort your chosen cards by category.
6. Choose one or two orange header cards for each group.
7. Move cards into the group that feels best. There is no right or wrong about this. Go with your instincts.
8. Place the cards in order of priority under each header.
9. Capture (photograph them, see example below, or write out as a list) the groups and individual cards you have chosen.
10. Write specific steps / tasks / reminders beside each card to create your plan.
11. Write dates or deadlines on your plan, if helpful.
12. Prioritise further by numbering specific actions 1, 2, 3..., if helpful.
13. Start now!
14. At the end of the time period you chose, review your progress and then repeat process from Step 1.

I hope you enjoy using FUTURE FOCUS *clarifying your options*



