

The Astonishing Accomplishments Playbook:

Unleash Your Potential for Personal
Fulfillment and Career Success



Welcome to your playbook, where we'll guide you through a transformative process aimed at uncovering both your life's purpose and the pathway to your dream career.

Many individuals underestimate the significance of reflecting on and recording their accomplishments, let alone documenting them. That's unfortunate.

Before embarking on your journey towards holistic personal and professional fulfillment, it's important to acknowledge and document your achievements.

Here's why...

Because it will help you...

- ***Focus Your Energies***
- ***Gain Confidence***
- ***Gain Clarity***
- ***Acknowledge Your Uniqueness***
- ***Build on Your Achievements***



A close-up photograph of a person's hand holding a blue pen and writing in an open notebook. The person is wearing a blue jacket and a gold ring. The background is blurred, showing what appears to be a desk and some office equipment.

Focus Your Energies



Maximize growth by channeling energy efficiently. Track activities, gain insights, and focus on positive actions.



Small wins pave the way for greater achievements, fostering focus on progress.



Recognizing fulfillment in achievements aligns both personal and professional paths.



Expanding your list of successes fuels a journey crucial for career and life progression.



Gain Confidence



Enter both interview and life pursuits with assurance, armed with your achievements in mind.



Identify strengths to showcase marketable skill for both career and life.



Recognize key skills for career transitions and life pursuits.



Acknowledge the narratives behind accomplishments to boost confidence and inspire trust.



Gain Clarity



As you track accomplishments, identify patterns of interests, values, traits, and strengths.



Highlight must-haves for both career and life pursuits.



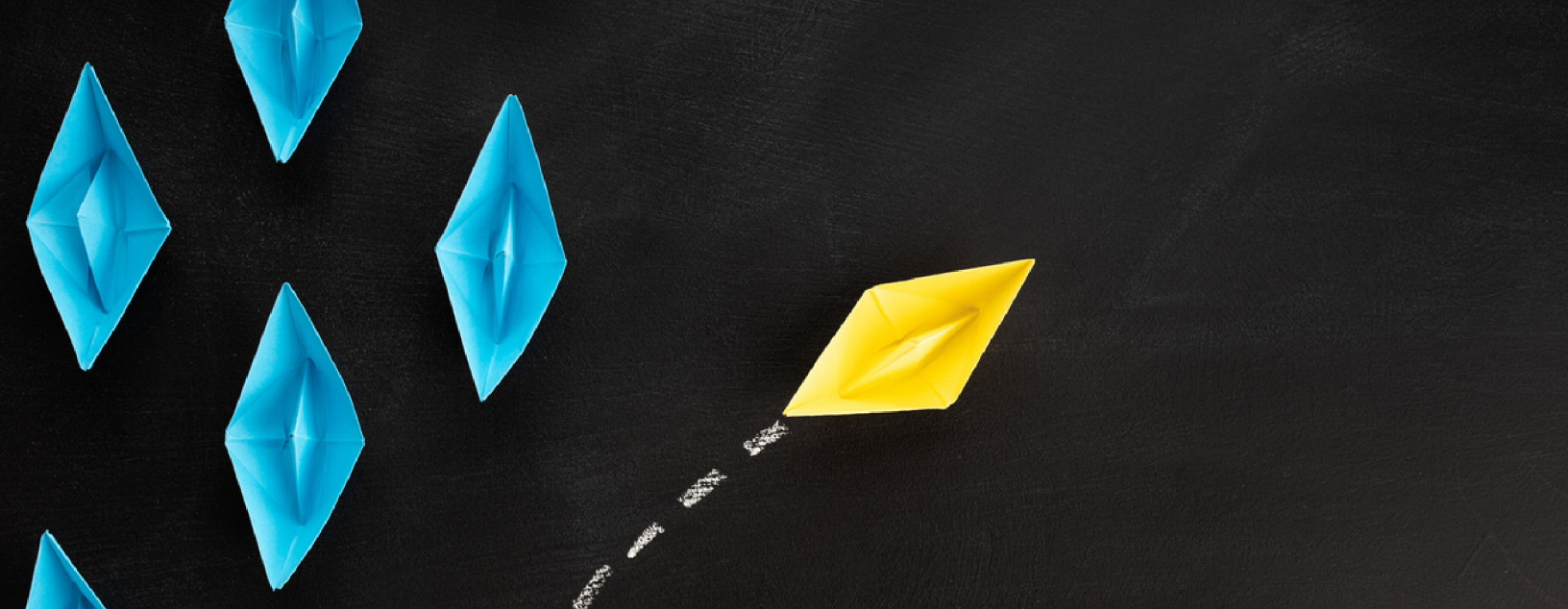
Recognize your valuable contributions for recognition and advancement.



Uncover insights into what excites you and fuels your commitment to achieve your goals.

Most importantly, discover hidden interests, values, traits, and strengths you may not have realized.





Acknowledge Your Uniqueness



Recognize both small and significant victories to reinforce your sense of achievement.



Demonstrate inherent creativity, capability, and resourcefulness.



Use your wins as reminders of your remarkable abilities.



Trace what sets you apart to unveil your unique brilliance, making you memorable and valuable in both personal and professional realms.

Most importantly, integrate your achievements, values, and interests to sculpt an authentic, powerful, and holistic life and career path.





Build on Your Achievements



The skills acquired from achievements transcend careers, enriching both your professional path and life's purpose.



View small successes as stepping stones towards your desired destination in both life and career.



Continuously harness your achievements to add value and foster a positive impact in both your career and life's purpose.



Skillfully communicate your remarkable accomplishments on your resume, cover letter, and during interviews, whether for career advancement or personal fulfillment.

Your dream career and life purpose await!



With the Astonishing Accomplishment Playbook, I'll lead you through a comprehensive self-inventory, capturing all the unique accomplishments shaping both your life and career journey. This playbook serves as your roadmap to realizing your dream job and life purpose.

Accomplishments need not be monumental; they can range from small victories to significant milestones. Your list isn't confined to professional achievements; it can span from childhood to the present. Whether it's mastering the art of walking or contributing to community organizations, every experience counts.

Reflect on moments of joy, fulfillment, and growth. Each encounter and experience has the potential to impart valuable lessons, enriching your journey towards personal and professional fulfillment.

Accomplishment Playbook Tracker: Pre-School

Don't forget walking, feeding myself, learning to read, tying my shoes

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: Pre-School

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: Gradeschool

Don't forget the important social and emotional skills!
(If you can do math and write you can get all sorts of great jobs.)

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: Gradeschool

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: Middle School

Don't forget to include the times you helped out friends and family!
or learned to play an instrument.

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: Middle School

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: High School

Don't forget critical thinking skills, after school activities and hobbies!

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: High School

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: College or other interests

Don't forget the life lessons! Not everyone sees the world the way I see it.

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: College or other interests

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: First Job

Don't forget the best things you learned! It's good to get paid! Everyone starts as a beginner. Showing up every day and being excited about what I can learn is what is required to excel in my career!

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: First Job

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: Second Job

Don't forget the things you have utilized at every job since!
No matter what the task is, there's dignity in a job well done.

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Accomplishment Playbook Tracker: Second Job

(Continued)

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

Accomplishment Playbook Tracker: Every Job Since (by decade)

Take each job chronologically up until your current position. Include volunteer work, internships, family, organizations, classes outside of school, and hobbies!

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?

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What transferable skills can I take to my next position?

CLARITY & CONFIDENCE BOOSTER

Add your strengths, talents, and abilities below. Keep this sheet with you at all times. Pull it out when you need a boost of clarity or confidence.

Experience:

What I learned (knowledge, skills, what I liked and disliked)

Skills developed:

Did I use any of my natural abilities, talents and strengths?

What transferable skills can I take to my next position?



Engaging with the Astonishing Accomplishments Playbook provides clarity on both your life purpose and career aspirations, marking just the start of your transformative journey.

Now that you've identified your astonishing accomplishments, it's time to leverage them further:



Analyze and align the themes of your accomplishments with roles ideally suited to both your life purpose and career goals.



Compile and arrange your unique achievements to craft a cover letter that invites consideration for both career prospects and life purpose alignment.



Format your resume to showcase your most notable achievements, emphasizing your expertise in both career and life purpose pursuits.



Ensure you enter your interviews with confidence, ready to demonstrate precisely how you bring value to both your career and personal aspirations.

I know it sounds like a lot!

That's okay. That's what I'm here for.

Embarking on a journey to align both your life purpose and career may feel overwhelming but fear not—I'm here to offer guidance at every turn. Drawing upon my 15 years of experience as a human resource professional, HR and Leadership Instructor, Sr. Trainer & Development Specialist, and Career Coach, I've developed a proprietary framework. This framework is designed to streamline the process of uncovering your true-life purpose and finding a career that fulfills both your professional ambitions and personal aspirations.

I possess...



Guidance on life purpose aspirations and career success strategies.



Skills in aligning values with culture, connecting passion with purpose, and leveraging calling by:

- *Align values and passions for fulfillment*
- *Fuse passion with meaningful purpose*
- *Harness one's calling to drive impactful careers and life*



The ability to provide clarity in career and life direction.



Practical career decision-making insights for both career and life.

When partnering with me, you'll clarify your ideal career path, become equipped for it, and gain insights applicable throughout your professional and personal journey.

Excited to delve into your dream job or life's purpose? Let's chat! Book your free 45-minute call now. You choose your adventure: Career Design or Personalized Life Design.

**Yes, I'd love to
map out my ideal
career.**

Click HERE

**Yes, I'd love to
design my ideal
life.**

Click HERE

Thank
You!

Joyce King

COACHING