

LIVE YOUR POTENTIAL

Exercises for Personal &
Professional Success

MARCREKLAU



DISCOVERY QUESTIONNAIRE

What would you most like to achieve with your coaching?

What are your dreams / ambitions in life?

At the end of your life, what do you think you would most regret not having done for yourself?

If time and money were not factors, what would you like to do, be or have?

What motivates you in life?

What limits you in life?

What have been your biggest wins in the last 12 months?

What have been your biggest frustrations in the last 12 months?

What activities are you enjoying most, hobbies, areas of interest?

What kind of moments bring you joy and fulfillment?

What do you do to please others?

What do you do to please yourself?

What would you like to be really good at?

Do you know where your limits are?

What repeated illnesses or discomforts do you have

What do you pretend not to know?

What can't you put up with?

How would your life be without that what you can't put up with?

What has been your best work that you have done in your life until today?

How exactly do you know that this was your best work

How do you see your work today in comparison to what you did 5 years ago? What's the relationship between the work you have now and the work you had before

In what part of your work do you enjoy most?

What is it that you like least?

What activity or thing do you usually postpone?

When you were young what did you want to become?

What do you value most?

Who is a person you admire?

Who is the most significant person to you right now and why?

List the 5 people you spend the most time with: (do you feel you are surrounding yourself with like-minded people? Or do you keep the people in your life because they have been there for a long time?)

What are you really proud of?

How would you describe yourself?

What are your principal gifts and talents?

What aspects of your behaviour do you think you should improve

At this moment in time, how would you describe your commitment level to making your life a success?

At this moment in time, how would you describe your general state of well being, energy and self-care?

At this moment in time, how would you describe how much fun or pleasure you are experiencing in your life?

If you could put one fear behind you once and for all, what would it be?

In what area of your life do you most want to have a true breakthrough?

What else would you like your coach to know about you – your fears, hopes, goals?

Evaluate yourself on a scale from 1-10 (10 = highest) in the following aspects

Social _____

Work _____

Family _____

Interpersonal _____



VALUES

Getting clear on your values is one of the most important steps to getting to know yourself better. Knowing them you will be able to attract more of what you want in your life. So find out which are the most important for you? Which bring you joy, peace and fulfillment? Once you found out your values you will be able to understand yourself and your actions a lot better.

From the list of values choose 10. You might find that you can group values. Then narrow down to your four top values.

Achievement	Adaptability	Beauty
Adventure	Comfort	Commitment
Competitiveness	Control	Cooperation
Communication with others	Creativity	Democracy
Change and variety	Caution	challenge 0
Dedication	Distinction	Dialogue
Economic benefit	Enthusiasm	Esteem
Ecological awareness	Ethics	Fame
Economic security	Easy job	Family
Health	Growth	Honesty
Help Society	Help others	Honor
Intellectual Status	Influencing others	Innovation
Knowledge	Humility	Joy
Loyalty	Integrity	Leadership
Meaningful work	Merit	Motivation
Professional development	Nature	Order
Peace at work	Life purpose	Personal development
Religion	Quality	Quality Relationships
Responsibility and liability for it	Respect	Reputation
Risk avoidance	Reliability	Recognition (respect and status)
Service to others	Security	Stability
Serenity	Sophistication	Supervise or teach others
To be competent, to be efficient	Social status	Social position
Truth	To be useful	Transcending, leave a legacy
Work alone	Vocation	Wealth
Wisdom	Work with others	Work under pressure

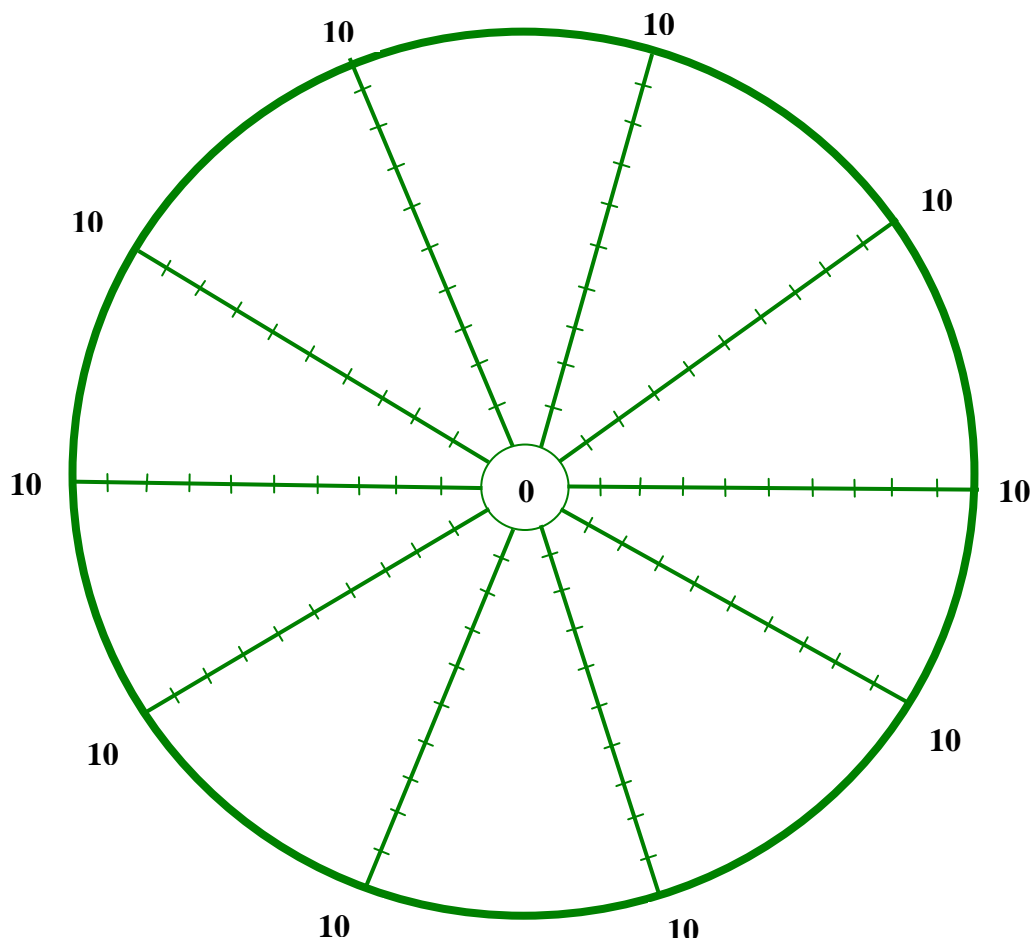
My top 4 values are:

- 1) _____
- 2) _____
- 3) _____
- 4) _____



Wheel of Life

You have before you the Professional Wheel of Life. All of its 10 sections or parts represent life balance. Find out for which are the pillars that must be supported so that you are happy (for example Family, Friends, Health, etc.) in your life and place each next to one of the numbers 10 of the outer circumference. Once you elected all rate your current level of satisfaction in each of the areas of your life from 0 to 10. The center of the wheel represents the lowest level zero and the outer circumference the highest, 10.



SOME POSSIBLE AREAS: Family, Friends, Work, Money, Partner, Health and Personal Care, Success, Leisure and Fun, Spirituality, Love, Education, Freedom, Security, Self Esteem, Self-Empowerment and Personal Development, Physical environment, etc.



GOALS

When you make this exercise I want you to not limit yourself. I want you to write down what is your goal in 10 years. Your imagination is free. Don't question yourself if it's possible to reach it, just write down, what you would like to have achieved in 10 years. How do you want your life to be?

10 years

Now think about what you would have to have achieved in 5 years to reach your goal of 10 years and write it into the next box.

5 Years

And what you would have to have achieved in 1 year to get closer to your goal of 5 years?

1 year:

...and in three months to get closer to your 1-year-goal

3 months

And what are the things that can you do **NOW** to reach your 3 month goal?

Write down at least three things and **TAKE ACTION!!**



Journal

It has been scientifically proven that it is very helpful to write down your thoughts every day.
Answer the questions below each day before going to sleep in your journal and relive the respective feelings.
Do this for two weeks and tell me what effects it has on you

Date: _____

I am thankful for:

- 1)
- 2)
- 3)

What 3 things have made me happy today:

- 1)
- 2)
- 3)

What 3 things did I do particularly well today:

- 1)
- 2)
- 3)

Affirmations:

- 1)
- 2)

How could I have made today better?

What is my most important goal for tomorrow?



Resources and Assets

Please respond to each question in the space provided. What do you have going for you?

Personal and Professional Strengths

Evaluate your strengths on the Strengths Inventory and list the top five below.

Most Significant Personal and Professional Accomplishments

What are you most pleased and proud of having accomplished?

Personal and Professional Assets

Who do you know? What do you know? What gifts do you have? What makes you unique and powerful?



About Marc Reklau

MARC REKLAU

Marc Reklau is the author of the international #1 bestselling and award-winning book “30 Days - Change your habits, change your life”. As author, speaker and coach he's dedicated to help people to transform their lives and achieve greater success and satisfaction in every area of their life using the power of habit.

For more than 20 years he has studied the work of philosophers, scientists and psychologists to learn what makes people tick. Whether you want to get rid of an unhealthy habit or you want to create a new one enhancing your life – you need to load yourself with commitment, patience and a bit of discipline. With the right mentality you can improve your personal and professional success in a way that you never imagined. This could mean a salary increase, more sales or improvements in your health, relationships, happiness or any other important aspect in your life.

Marc's mission is to empower people to create the life they want and to give them the resources and tools to make it happen.

To learn more, [visit Marc's website.](#)