

THE _____
WOMEN'S
SCHOOL
TO WORK
GUIDE_____

SCHOOL TO WORK

In my work helping women build successful, fulfilling careers, I started to see something quite interesting: women who had been high achievers in school were finding that the very skills that served them well in school were holding them back in their careers.

Success at work demands different competencies than success at school, and many women aren't aware that they need to shift their approach.

Below is a one-week guide – five days of five simple practices – to shaking up your good student habits so that you can begin playing bigger at work.

Each day focuses on one new skill and includes a simple action challenge for the day. You'll also find a place where you can record what you did, what you learned, and what you'd like to do in this area next. Grab a friend or some colleagues and do the challenge with them!



Day 1: Improvise

THE OLD SKILL <i>(What you learned to do really well in school / what was rewarded in school)</i>	THE NEW SKILL <i>(What you now need to do to have a knock-the-ball-out-of-the-park life and career)</i>	TODAY'S CHALLENGE	MY REPORT
Prepare, prepare, prepare. In school, you learned how to prepare: how to study for the test and be ready with the answer for anything you might be asked.	Brilliant careers require that we think on our feet again and again. At work, prepare, but be careful not to over-prepare out of fear or insecurity. Take some leaps at work (a.k.a speak up, propose the idea, give the pitch) while feeling unprepared. Get as good at improvisation as you are at preparation.	Improvise! Look for for a situation that is asking you to think on your feet and instead of retreating into preparation mode, trust what you feel and know in the instant.	<p>What I Did:</p> <p>What I Learned:</p> <p>What I Want to Do With This Next:</p>

Day 2: Make Sure Your Light Can Be Seen

THE OLD SKILL <i>(What you learned to do really well in school / what was rewarded in school)</i>	THE NEW SKILL <i>(What you now need to do to have a knock-the-ball-out-of-the-park life and career)</i>	TODAY'S CHALLENGE	MY REPORT
In school you learned that if you work hard and perform well, you'd get a good grade. Good work brought success.	At work, work hard, perform well, but also make sure people <i>know about</i> your hard work & excellent performance. This can be an uncomfortable stretch for women, because we don't want to come off as arrogant or as taking credit away from others. Find your way to own your accomplishments and talk about them gracefully with bosses and colleagues.	Today, gracefully share one of your professional accomplishments with people at work. Did you get great feedback from a client or customer? Forward it on to the people you'd like to see know about it. Did you get great results on a project? Let the right people know.	<p>What I Did:</p> <p>What I Learned:</p> <p>What I Want to Do With This Next:</p>

Day 3: Influence Authority

THE OLD SKILL <i>(What you learned to do really well in school / what was rewarded in school)</i>	THE NEW SKILL <i>(What you now need to do to have a knock-the-ball-out-of-the-park life and career)</i>	TODAY'S CHALLENGE	MY REPORT
In school, each class brought a new authority figure - the teacher - who had unique rules, requirements and preferences. As a student, you got really good at figuring out what each authority figure wanted and providing it.	<p>Now, in your career, you need to...</p> <ul style="list-style-type: none"> figure out how to effectively challenge and influence the existing authority figures. find alternative authority figures more aligned with your point of view. become the authority figure. 	Find one opportunity to influence an authority figure in your industry or organization. Share your unique point of view with them.	<p>What I Did:</p> <p>What I Learned:</p> <p>What I Want to Do With This Next:</p>

Day 4: Look Within

THE OLD SKILL <i>(What you learned to do really well in school / what was rewarded in school)</i>	THE NEW SKILL <i>(What you now need to do to have a knock-the-ball-out-of-the-park life and career)</i>	TODAY'S CHALLENGE	MY REPORT
School taught you how to absorb external information (from a book or a teacher's lesson) and then regurgitate that information back out. School taught you how to look outside yourself for the answers.	As you move to more and more senior levels in your career, you'll need to turn your focus inward <i>and trust what you already know</i> , and you'll need to bring forth the ideas and personal strengths within you.	Find one opportunity today where your instinct is to look outside yourself for the answers, and instead, take a few deep breaths, slow down and look inside to see what ideas and insights are already in you. Bring those forward.	<p>What I Did:</p> <p>What I Learned:</p> <p>What I Want to Do With This Next:</p>

Day 5: Get Comfortable With Being Uncomfortable

THE OLD SKILL <i>(What you learned to do really well in school / what was rewarded in school)</i>	THE NEW SKILL <i>(What you now need to do to have a knock-the-ball-out-of-the-park life and career)</i>	TODAY'S CHALLENGE	MY REPORT
In school, you got comfortable with the routine of studying, test-taking, paper writing, without having to take too many risks along the way to succeed. But now it's time to get comfortable with feeling uncomfortable.	In your career, take risks, and expect to feel afraid and nervous on a regular basis as you stretch yourself out of your comfort zone. Get comfortable with being uncomfortable.	Notice when something at work demands that you stretch out of your comfort zone and today, welcome the discomfort and adrenalin that comes with that.	<p>What I Did:</p> <p>What I Learned:</p> <p>What I Want to Do With This Next:</p>

You did it. It's not easy to stretch out of our comfort zones or to fit a week-long experiment into our busy lives, but you did! Congratulations.

This week was about shaking things up. Now, you can keep going, developing those new capacities so that they become easy-peasy, old hat. Keep your attention on opportunities to:

- influence authority
- improvise
- get comfortable with being uncomfortable
- make your good work is visible to others
- look inward - rather than to external sources - for ideas and insight

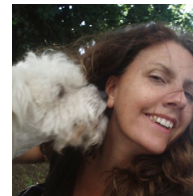
Each of those skills will support you in playing bigger -- not just in your career, but in your life. Want to share this resource with a friend? Send her over to www.taramohr.com/gettheguide where she can sign up to get the guide.

There are many more tools, ideas, and daily practices that I'd love to share with you -- tools for quieting self-doubt, clarifying your vision, having the impact you want to have, and, most important, for remembering -- *and feeling* -- the miracle that you are and that life is. Come on over to www.taramohr.com for more community, conversation and resources for your journey to playing bigger.

Love,
Tara

Want more?

Visit www.taramohr.com for more free resources to support your playing bigger in your work & in your life.



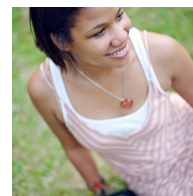
I'm not sure how you do it. Every time I come to a sticking point I open my email and you are sitting there writing to me about exactly what I am thinking! Amazing! Excellent advice, I thank you.

MARGARET HEPWORTH



Thank you, thank you! You are making such a difference in my family in so many ways. Your posts have been tremendously insightful and inspiring and I have passed them along to each of my girls and many in my circles. There is such incredible pressure on young girls today, actually women of all ages, and your voice has been very refreshing to all of us that are thirsty!!! Thanks again for what you are doing!

MARY HAASE



From day one of the Playing Big course, I felt things begin to shift within me like I haven't experienced before. It was the most transformative process I've ever engaged in.

ARIANE HUNTER