

LEARNINGS

AUG
1978

DECISIONS, DECISIONS

LEARNING: *I can make a decision on the basis of both facts and gut reactions.*

To be sure of a decision you need to gather your feelings as well as your facts. For a way of doing this, see DECISIONS on page two.

WHAT GOES ON THERE?

LEARNING: *As I have responded to people who ask me what it is that I do with individual clients, I have realized that actually I do three different things.*

1. DECISION COUNSELING

This is *immediate* planning and may require only one or two sessions. We assess the information that you have and consider the possibility of getting more. Then we do role-playing and other exercises to make your choices clearer.

2. SHORT-TERM PLANNING

When you are dealing with a current life or career change, we will do short-term planning before starting long-term planning. Using information-gathering and decision-making exercises, we will devise a plan for achieving your short-term goals.

3. LONG-TERM PLANNING

The full process of life and career planning involves intensive work on *what* you want to do, *where* you want to do it, and *how* you can begin doing it. You will develop a base of information about your skills and about your preferences in terms of values, people, and environments. You will learn to interview for information and make good use of your contacts. We will develop a set of long-term and short-term goals and create a plan that will enable you to achieve those goals.

WHAT'S NEXT?

Much of my consulting work is now set up through universities and other organizations, such as General Motors where I did two workshops recently. But I still get requests from people who want to know when I am going to do another writing or life-planning workshop. This schedule should help.

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| 26 Aug | LIFE AND CAREER PLANNING |
| 10-6 | Horizons Call 321-8189 |
| 27 Aug | WRITING LAB |
| 10-5 | Horizons Call 321-8189 |
| 14 Sep | LIFE AND CAREER PLANNING |
| 10-12 | Career Development Center
Youngstown YWCA 746-6361 |
| 13 Oct | LIFE AND CAREER PLANNING |
| | to with Herbert Shepard |
| 15 Oct | Gestalt Institute of Cleveland |
| Weekend | Call 421-0468 |
| 20 Oct | INWARD AND OUTWARD WRITING |
| 10-5 | with George Simons
Association for Humanistic
Psychology Call 321-6766 |
| 24 Oct | LIFE AND CAREER PLANNING |
| | to Youngstown State University |
| 28 Nov | Six evenings Call 742-3357 |
| 8 Nov | LIFE AND CAREER PLANNING |
| 9-5 | Cuyahoga Community College
Call 241-5966x209 |
| 18 Nov | YOUR MANAGEMENT SKILLS |
| 9-5 | Women into Management
Call 241-5966x209 |
| 16 Feb | WINTER WRITING WORKSHOP |
| | to with George Simons |
| 19 Feb | At a rural retreat center
Horizons Call 321-8189 |

EFFECTIVENESS REPORT

LEARNING: I can assess my own growth by regularly comparing my accomplishments with my goals.

How do I know if I am getting anywhere? And how do I know if I want to get where I am going? My boss, if I have one, will probably not tell me and--in any case--the only one who knows about my *whole* life is me.

John Crystal suggests keeping your own efficiency report on the work that you do. I have adapted John's idea and suggest keeping your own *effectiveness* report on everything that you do.

I keep track of all my achievements on my effectiveness report because learning the *Berlioz Requiem* with the Cleveland Orchestra Chorus is as enjoyable and significant to me as designing a new life-planning exercise for a workshop.

It is important to call it an *effectiveness* report because, as Alan Lakein observes, the question is not whether you can do something quickly and efficiently, but whether that something was actually worth doing. As Herb Shepard says, *life planning is planning life worth living.*

At the end of the month I record my learnings and achievements in my effectiveness report and then compare that with my goals for the month. I check off the goals that I have accomplished and decide whether to continue pursuing the other goals. Then--referring to my ongoing list of lifetime goals--I make a new set of goals for the coming month.

DECISIONS

This decision-making exercise is adapted from one used by Irving Janis and Dan Wheeler. I write two letters to a close friend as if it were now one year since I took the position or made the decision that I am considering. In the first letter I write about how things have turned out much worse than I expected; in the second letter I write about how things have turned out much better. This process allows me to get beyond the facts involved in a decision and discover what feelings, fears, and expectations I have about this decision.

INWARD AND OUTWARD WRITING

Are you working on your writing or are you playing around with your writing? Whether you are planning to publish or are locking up your journal every night, you will enjoy the writing workshops that George Simons and I will be leading this year.

George will be focusing on work with journals and I will be focusing on blocks to writing and getting useful feedback on writing, but since George has published several books and I have been keeping a journal for more than twenty years we will obviously be sharing back and forth.

WINTER WRITING WORKSHOP

George Simons and I are planning a writing retreat over the long weekend of 16 to 19 February 1979. We will meet at one of the rural retreat centers in this area (depending on the number who enroll) so that we can combine walking, skating, and cross-country skiing with quiet time and group sessions. Please call or write if you are interested and we will send you more information.

TWO NEW BOOKS

George has just published his third and most comprehensive book on journal-keeping: *Keeping Your Personal Journal* by George F. Simons (Paulist Press, New York, 1978). George combines an introduction to the whole theory and process of keeping a journal with dozens of specific exercises to either get you started or keep you going. I get a new idea for my own journal every time I re-open this book.

According to the conversation I just had with the publishers, Dick's new book should be in our bookstores by next week. This is the long-awaited *The Three Boxes of Life And How To Get Out of Them: An Introduction to Life/Work Planning* by Richard N. Bolles (Ten Speed Press, Berkeley, 1978). I have been using ideas from some of the galley proofs Dick gave us at the training conference last year and I am eagerly looking forward to seeing the rest of the book.

EXTRA: IF YOU RECEIVE AN EXTRA COPY OF THIS NEWSLETTER, JUST GIVE IT TO A FRIEND