

**For Audible Audiobook readers of
Fun and Fulfilling Careers One Question at a Time,
PDF files of the visual elements of the book.**

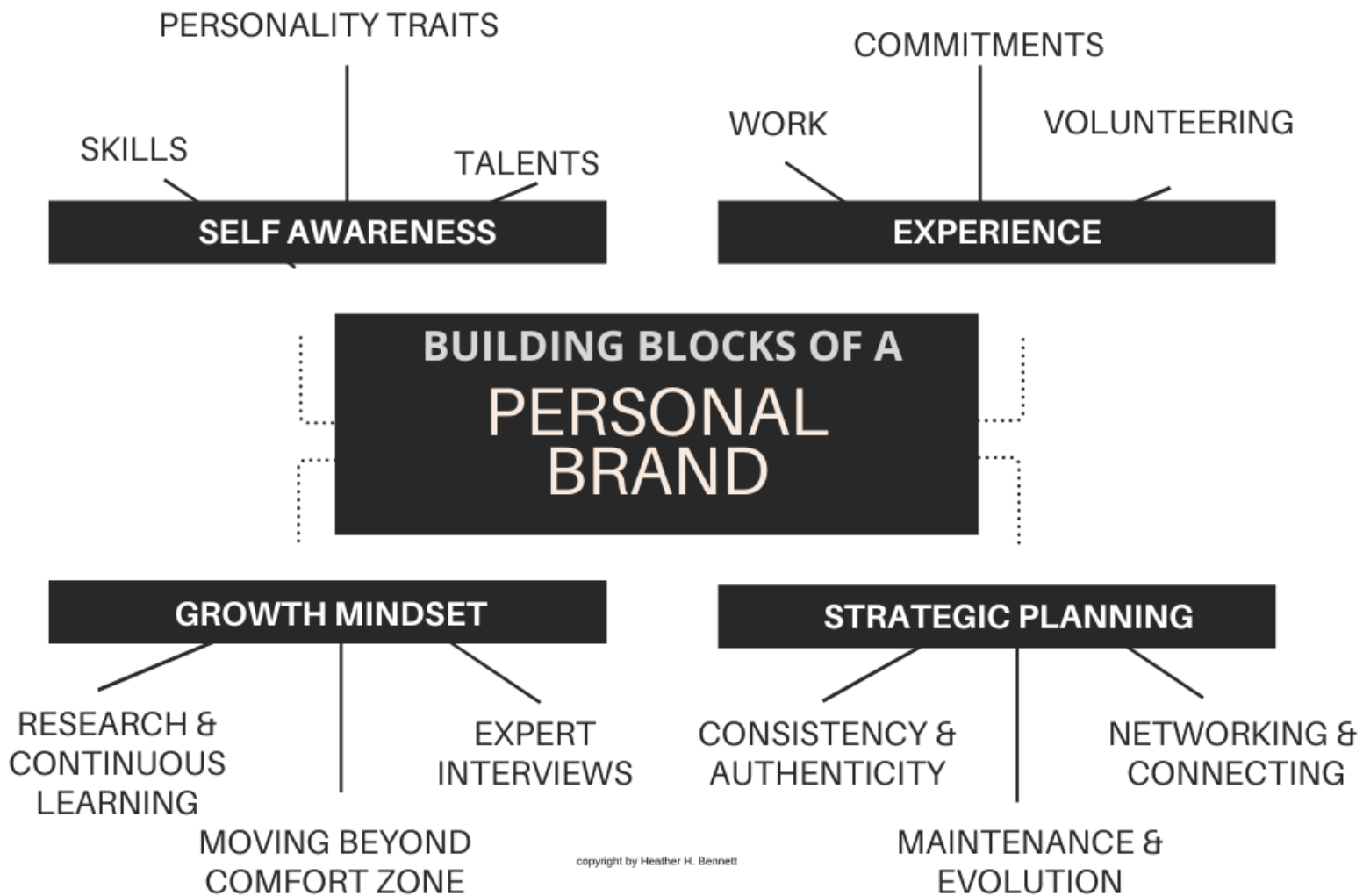
Fun and Fulfilling Careers One Question at a Time

**a step-by-step guide
to thriving in your personal
and professional life**



HEATHER H. BENNETT

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How to Set

S.M.A.R.T. GOALS

S = Specific

M=Measurable

A = Achievable

R = Relevant

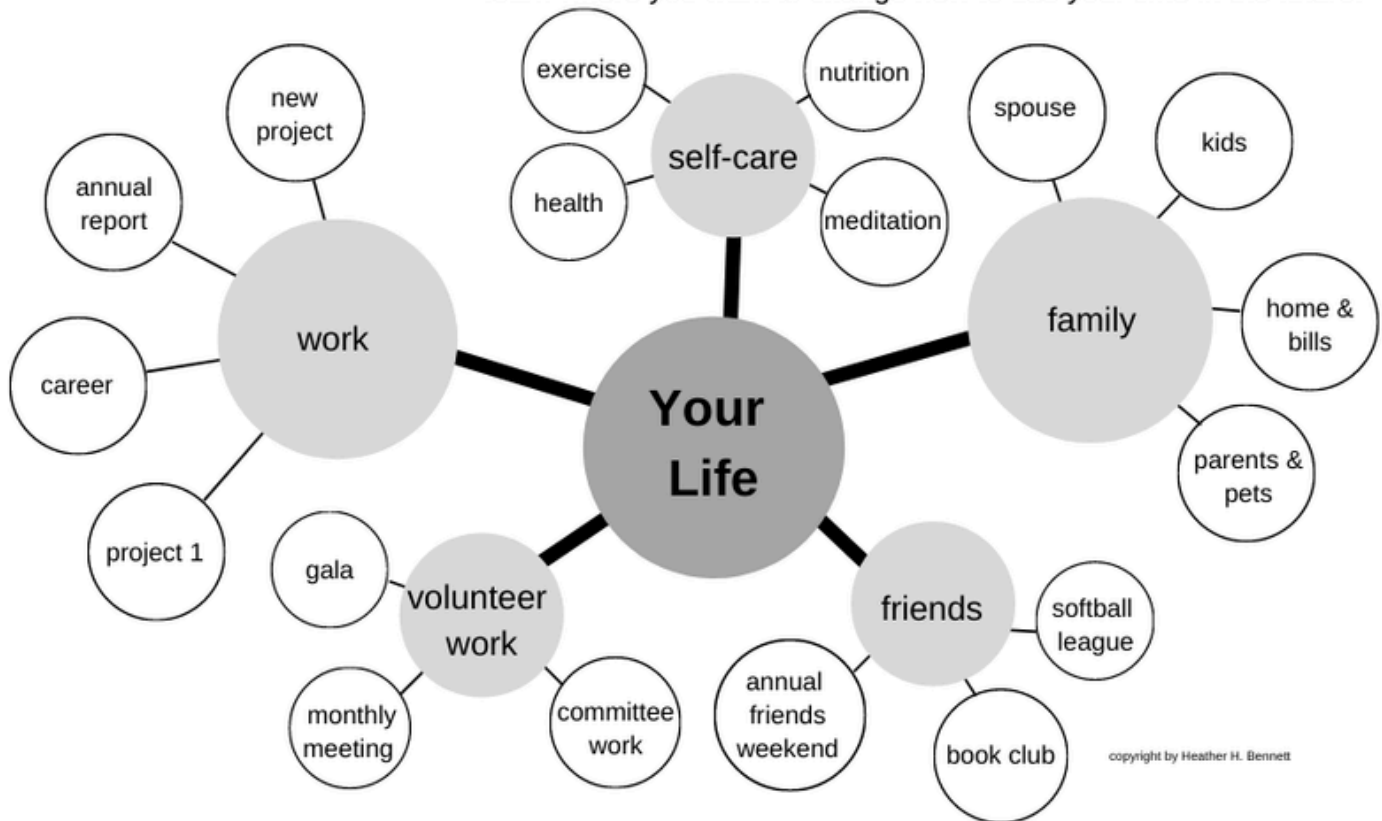
T = Timely

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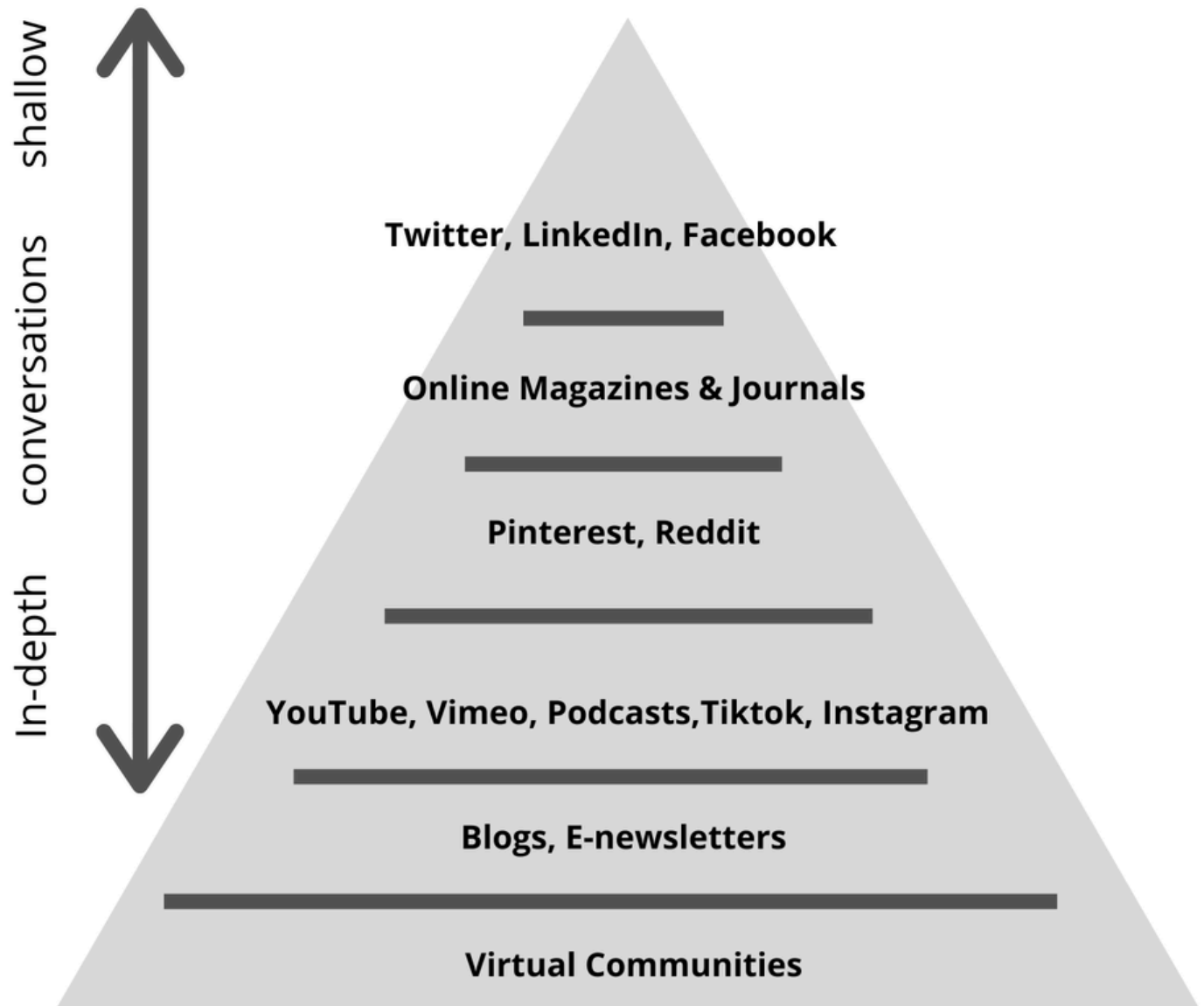
Time Map

A Time map is a Mind Map that organizes your life on one page. Start by creating circles of the different parts of your life: work, family, hobbies, volunteering, etc. Next, create branches with the responsibilities that require your time for each one. Create this time map once a year to keep track of how you are using your time and learn where you want to change how to use your time in the future.



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Social Media Pyramid



This version created by Heather H. Bennett

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Elevator Pitch

COMPONENTS

1 Introduction

- Name
- Job Title or Profession
- Company or Organization (optional)

2 Goals

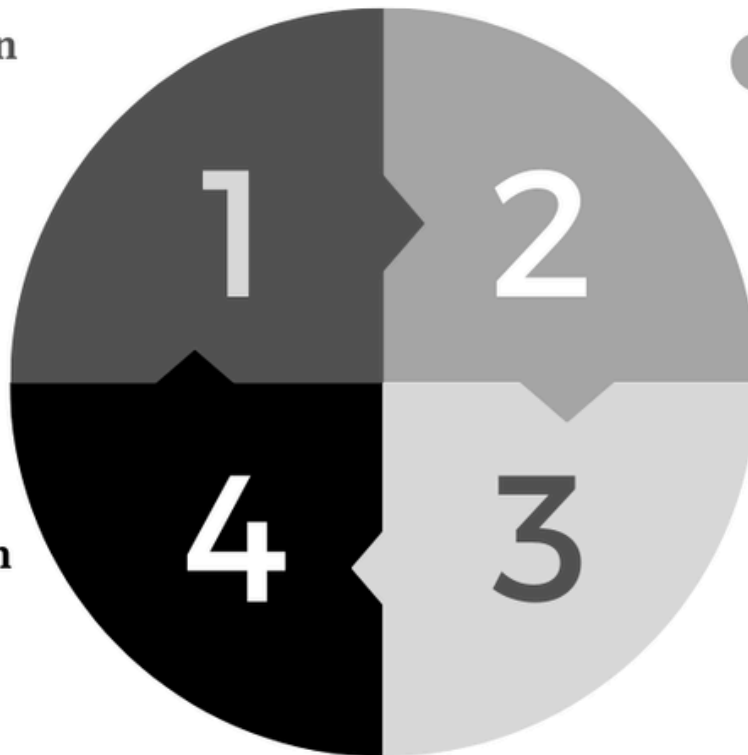
- job hunting
- building your network
- business referrals
- selling your services/products

4 Call to Action

- connect with hiring person
- purchase product/service
- share contact information
- set up a call

3 Storytelling

- skills
- examples or case studies
- compelling and memorable



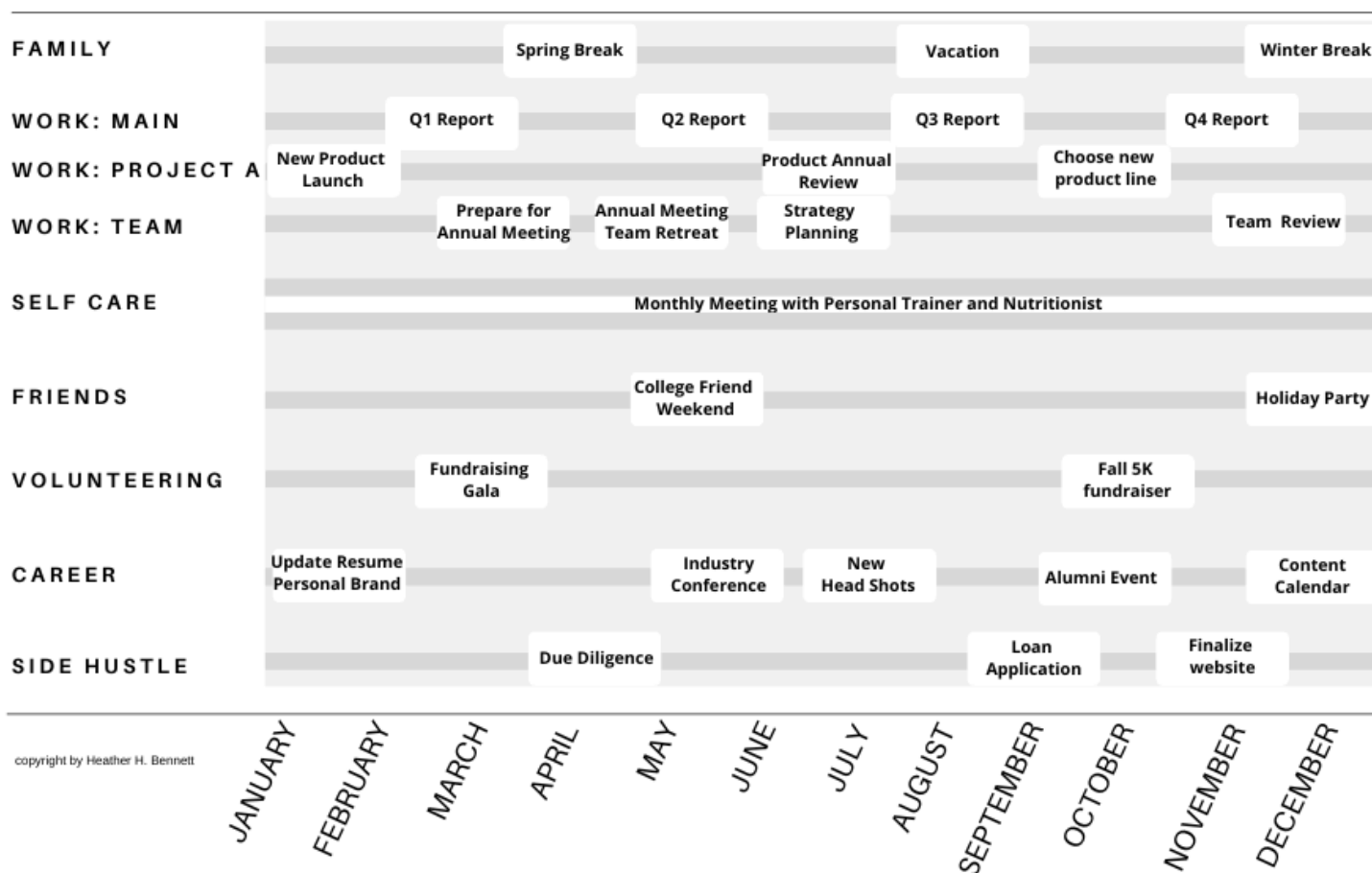
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TIMELINE PLANNER

A productivity tool to help plan when projects will actually get accomplished.

Use this planner after completing the Time Map exercise to organize how to fulfill commitments, accomplish projects and reach goals this year.



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by Heather H. Bennett

Available through AMAZON.com

- **Audible Audiobook**
- **Paperback**
- **Hardcover**
- **eBook**
- **Workbook**

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