

Unclear what your career should look like? Stuck on a path that isn't fulfilling? This career guide, built on neuroscience, is designed to help you find the answers. Through carefully crafted exercises you'll build your path to a fulfilling career, one that will let you thrive while providing opportunities and successes that you define.

The framework relies on neuroscience research and features proven methodologies for your success. You will discover relevant insights in your past, build confidence and explore what is important to you. Finally, you'll actively scrutinize career opportunities.

This process has been tested with hundreds of my clients and they are beyond excited about the insights they've gained:

**"This is pure gold. Thanks so much for sharing these exercises with the world!"**

**"I was completely unaware that my limited confidence had such a big impact on knowing what I wanted."**

**"Looking back is so valuable to creating the future. I wish I'd had this guide a few years ago."**

**"I used to be stuck in my mind, and my job, now both are on fire again. Thank you for this!"**

# REBOOT YOUR CAREER

The workbook to finally  
know what you want

Miguel Baumann



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# Introduction

You're thinking about changing your career. Congratulations! You've already shown you have both courage and strength. Knowing what you want, or simply what you don't want, and changing your career is not easy. I will guide you through the process using structured and proven methodologies.

It all starts with learning more about yourself. Your career answers already reside inside of you. They just need your attention, and some work, to become clear. When you picked up this workbook you demonstrated you possess, and are ready to use, the drive to move forward on your career fulfillment journey. Feeling a little unsure is completely normal. It is also an indication you're ready to find the answers that work for you.

This book was originally a short career guide. Find your passion, find your career, done. As I drafted it, I realized there is so much more involved in achieving success. I have learned so much from the journeys of my clients, as well as my own journey, that I wanted to share that knowledge. The biggest lesson I've learned is that **knowing oneself is much harder than you think. It's not magic. It requires digging deep and remaining curious over time.**

It is so important to take the time to truly understand who you are and to learn to be proud of yourself. Only then you can create meaningful career goals that align with your personality.

This workbook contains the tools you'll need to guide you to your personal answers. If you get stuck along the way, you can visit [www.miguelbaumann.com/rebootyourcareer](http://www.miguelbaumann.com/rebootyourcareer) for additional resources.

You will:

- Uncover what you really want in a career
- Build confidence and find the courage to change
- Take focused, specific steps toward your goals

I strongly suggest you stick to the workbook's framework. Don't be in a rush but don't slack off either. It does take time for answers to unfold naturally but it also requires you consistently showing up and doing the work. My clients get the best results when they simply trust the process - and no worries, I've got you covered; there's a whole section on how to fight procrastination. The guide is split into four parts, each containing a few sections with focus areas and exercises.

## PART 01 OWN YOUR PAST

This part focuses on owning your life's stories. You will be building the foundation for further exploration. You'll re-discover forgotten interests and passions. A look back at your childhood will help you discover current patterns of behavior that may be in the way of your change or blocking your ability to dream up a great career for yourself.

## PART 02 BUILD LASTING CONFIDENCE

In order to figure out what you really want, you need to fully trust your own abilities to learn, grow and conquer the world. This section is about understanding your limiting beliefs and moving past them with ease. When you feel self-confident, you become open to think more broadly, thus expanding your options. That will allow you to get unstuck and find a career that will truly fulfill you.

## PART 03 CREATE CLEAR GOALS

This section is all about identifying or creating a career that will allow you to thrive, and find happiness alongside success. You will do this by looking at what is most important to you, discovering what you value and creating career roadmaps. In order to know what career you want, you first need to create bold new career options you *might* want, and then explore those options. You will then narrow your choices to a select few, deeply considered, opportunities.

## PART 04 FOCUSED AND MEANINGFUL ACTION

This is the more practical part of the workbook. Here's where you learn from others in your life about the careers, activities or roles you have in mind. You will build a concrete, actionable path to get moving towards your new career options. These steps will build your confidence even further and drive you toward achieving your goals.

# Fight Procrastination

Procrastination is the number one killer of progress. Many good plans, intentions and dreams fall victim to its grasp<sup>20</sup>. It might be holding you back from getting into action, or even working through this book. Everybody is affected by putting things off at some point or another. A study found that this is normal behavior for approximately 95% of the world's population<sup>21</sup>.

Tim Pychyl has identified 7 triggers that make people procrastinate<sup>22</sup>:

- Boredom
- Difficulty
- Ambiguity
- Frustration
- Lack of structure
- Lacks personal meaning
- Not intrinsically rewarding (i.e., you don't find the process fun)

**Pychyl created a few tips to help you to get going on any activity you are currently putting off:**

- 01** Identify the trigger (from list) that is most present in the activity you are avoiding and try to turn it around. When something is boring add a competitive edge. If it lacks structure, add detailed steps that need to be taken.
- 02** List the cost of procrastinating and all the effects it has on your life. Include the cost of mental energy, financial impact, lack of sleep or nutrition - which affects your health, and maybe even heartache. The list may help you switch perspective, even entice you to work on it faster!

<sup>20</sup> Berkman, 2018

<sup>21</sup> Blake, 2019

<sup>22</sup> Pychyl, 2013

- 03 Just do something, literally any small step will take you forward.** Start with five minutes. Set a timer. Give it five-minute chunks of your time until you find the limit distracting and/or you keep going. Our brains don't like unfinished tasks. If you need to write an article, just start researching slides or fun images about the topic and see where it takes you.

**Here are a few additional, practical, tips on how to work through this dragging feeling and get stuff done:**

- 01** Research shows you are not avoiding work but an emotion that is connected to that specific task<sup>23</sup>. Usually a master procrastinator's house is spotless. Become aware of what feelings you avoid by not getting started. Are you avoiding looking weird in front of other people? Is it 'not feeling smart enough'? Are you avoiding failure?
- 02** Make it harder to procrastinate with micro-delays; small steps that encourage you to choose work over play. Set a password on your Netflix account that you have to type in each time. Set time limits on your phone for Facebook and news. If you have to clean as part of procrastinating, pick up the room you'll work in and close the door. Concentrate on minimizing the need for perfection to just the rooms where you sleep and work.
- 03** Plan your day in advance with time blocks. Include downtime and stick to it. Only keep the relevant items in the calendar and remove all others. Relaxation, food, fresh air and exercise, personal hygiene, socialization, sleep are all relevant so schedule accordingly.

<sup>23</sup> Pychyl, 2016.

- 04** Eventually, you will need to just suck it up and get started. Commit to just five minutes of whatever activity you are procrastinating. Take that small five-minute first step. Remind yourself of the emotions you might be avoiding and then begin. You are retraining your brain to push past the discomfort. Remember neuroplasticity helps build a new neural pattern.

Now that you have everything you'll need to work successfully through this book, let's get started!

# PART 02 | BUILD LASTING CONFIDENCE

- 2.1 Limiting beliefs
- 2.2 Lifting limits
- 2.3 Confidence Box
- 2.4 Positive action

It takes confidence to dream big, be bold and go after the career you truly want. That's what makes this section an integral part of the work you must complete to build your better future. One of the reasons your career may be stuck is that you are holding yourself back. Not allowing yourself to fully dream limits possibilities. This type of thinking is often created by social norms deeply ingrained in our brain. It's near impossible for you to simply ignore it. To achieve fulfillment you will need to know what you want in spite of the limitations placed on you by others. Only then will you be able to create a career that is truly fulfilling.

**Neuroscience research shows that changing away from status quo can result in stress and danger responses from our nervous system. You are wired to hold yourself back, to keep things stable and safe.** As a result, the things that you really want, deep down, are the things you will be most scared to try. Be aware of this. Acknowledge when you feel uncomfortable or stressed. Listen to those voices, give them their say, then put them in their proper place using the techniques we'll cover.

## INTRODUCTION

### NEUROPLASTICITY & GROWTH MINDSET

Trust your ability to learn any skill you need to succeed in your career. Allow your brain's structure to change in adulthood.

#### PART I

##### OWN YOUR PAST

Limit old brain patterns through self-reflection and move forward with a new sense of direction and focus.

#### PART II

##### BUILD CONFIDENCE

Think outside your comfort zone. Get unstuck and create new career options you never had the courage to believe you could try.

#### PART III

##### CLEAR GOALS

Create goals that align with who you are, and have emotional meaning, to increase your chances of success.

#### PART IV

##### ACTION & DECISION-MAKING BASED ON NEUROSCIENCE

Support smart decisions that feel good in the long run. Overcome procrastination by knowing your own mental patterns and emotions.

This part is all about building confidence and will aid you in recognizing your self-imposed limits and thought patterns. It will bring you, step-by-step, out of this limiting cycle, allowing you to start thinking bigger and bolder. You'll feel confident in your own abilities and proud of your achievements.

You want changes in your career. Moving beyond your comfort zone is never easy. It requires courage, trust in your abilities and confidence. Building confidence in your own abilities is key to being able to search freely for what you want and then having the courage to turn that dream into reality. That is what you are building towards in this section.

**2.1. LIMITING BELIEFS**

We all experience negative or limiting thoughts such as 'I am not smart enough to go to university' or 'I am not good enough to get that promotion'. I will call them limiting beliefs moving forward. These limiting beliefs keep us small. They hold us back from doing what we really want. They make our lives really, really hard. For some of us these limiting beliefs tell us that we aren't good/pretty/successful/smart enough. Others take the 'what if' form. They are our doomsday thoughts. Still other limiting beliefs compare us to the world, keep us constantly stressed out about living up to our perceptions of someone else's standards, or highlight our desire to live our own perception of someone else's life.

Another type of limitation is a coping mechanism. As infants and children we were not always able to fully process what was happening. When there was a big argument at home, for example, we could either blame ourselves or our guardians. As we depended on our parents for our most basic needs we unconsciously blamed ourselves. This is called a coping mechanism<sup>1</sup>, a mental construct we created to resolve stressful situations. When the mechanism was successful – we remained safe and our immediate needs were met - we repeated the behaviors in future similar circumstances. These repeated experiences created patterns of behavior that followed us into our adult lives.

Though as an adult we are more than capable of handling our own needs, we continue to repeat the patterns that once protected us because they have become an automated neuro-highway in our adult brain. Some of those automatic responses are what hold you back from exploring the world freely today. They are at the root of your hesitation to change careers.

<sup>1</sup> Chamine, 2012

Imagine your life without these limiting beliefs. It feels pretty awesome, right? We cannot fully exorcise them with a few exercises, but we can lower their impact on your plans for the future. To create a career that is truly meaningful to you, start by writing down limiting beliefs. This is like getting shadows out of the dark, into the sunlight. Nothing bathed in light feels as frightening because you can fully see, and therefore evaluate and deal with, it.

The following questions will explore heavy thoughts and emotions. Do not dwell on them, rather acknowledge their existence. Write them down and then move on to the next section. By writing down your limiting beliefs, the things you might never have told anyone, you take back your control over your thought processing. You tell your brain that you are ready to face these limitations and that you are going to move past them. Working with these limiting beliefs has the potential to free you from them and allow you to dream bigger, and bolder, about your career options - and that's what I want for you!

**1) Write down whatever negative thoughts or beliefs you have about yourself.**

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**2) Think of moments when you wanted to do something that was really important to you, but then did not go through with it. What were you thinking in those moments and what were the thoughts holding you back?**

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3) What thoughts come up when you think about:

- a. speaking in public?
- b. speaking up in a meeting at work?
- c. expressing your emotions fully to a good friend?

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4) What thoughts come up when you think about applying for that absolute dream job or asking for a raise/promotion?

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In order to freely uncover what you truly want in life, you need to understand the underlying reason for the armour (aka limiting beliefs). In some cases this might require additional work with a coach or psychologist before you can fully let go of the pattern, but your work here will create a jumping off point for those discussions.

5) What events or stories from your past have shaped the way you feel and think about yourself?

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6) How have limiting beliefs helped you in the past?

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7) What are your limiting beliefs protecting you from?

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8) Where are your limiting beliefs holding you back in your career?

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You have now identified your repeating, limiting beliefs. **This is not a nice space to dwell so let's quickly move on so you can turn these limits around and free yourself from their hold.**

**2.2. LIFTING LIMITS**

You have already deepened your understanding of limiting beliefs. Now it's time to create a new, positive pattern.

In the previous section you considered the voices in your head, the stories you keep telling yourself that are keeping you small and are holding you back from moving on. From a neuroscience perspective, these stories have very strong neuron-connections that get strengthened each

time you repeat them. In order to weaken the voices, you need to create new connections in your brain.

Neuroscience shows that if you want to fully embrace a new behavior you need to override the previously learned pattern with your new pattern on a daily basis<sup>2</sup>. This takes daily practice and time.

The following exercises will point you toward a positive sentence that will help you recover from, or deal with, whatever negative voice you might have in your mind. I know this is a bit abstract. Get started and see where you end up without overthinking it:

**1) Create a 2-column table with “Current Thinking Pattern” on the left and “New Thinking Pattern” on the right.**

- a. Write down the limiting beliefs, the negative self-talk, from the last section on the left side of the table.
- b. On the right, write down an opposition to these limiting beliefs. It can feel unreal, or out of reach for the moment. It should not however feel like a complete lie. Find a middle ground that is uncomfortable yet feels like a far-away possibility to you.

Here are a few examples:

Thinking	New Thinking Pattern
<i>All my projects have failed in the past.</i>	<i>With each mistake I have learned new ways of working. I now have so much more experience in running projects and a better understanding of what makes them succeed.</i>
<i>I will never get a promotion to senior data scientist</i>	<i>I am well qualified to be a SDS because I have XYZ experience and my reviews support advancement.</i>
<i>Nothing I do really matters anyway.</i>	<i>Without my project management, the tech and marketing departments would not be working toward a mutual goal.</i>

<sup>2</sup> Lally et al., 2010

Now it is your turn, insert your own thinking patterns below:

Current Thinking Pattern	New Thinking Pattern

**2) Pick the most uncomfortable sentence from the right side of your table that feels true.**

- a. Try to use present or future tense for the sentence. This will increase its power.
- b. Shorten it to a concise comment to make sure it keeps its emotional charge. This will give it power!
- c. What new statement (positive affirmation) did you create? Write it down below. A simple yet powerful example could be: “I am enough” or “I add value when I speak up”.
- d. Write the statement on post-its and stick them all around your home or office. Say it aloud every time you see it.

**My Affirmation:** .....

.....

# PART 03 | CREATE CLEAR GOALS

- 3.1 Define what is important
- 3.2 Find meaningful work
- 3.3 Career options
- 3.4 Ideal working conditions
- 3.5 Structuring your options

This part is all about creating different, fulfilling, career options. You will use the exercises to guide you to a broadened perspective that allows for new ideas about what you might want to do.

You will begin to:

- Understand what your values are and what's important to you.
- Define different career options that truly excite you.
- Create detailed career roadmaps that will help you narrow down and investigate those options.

In this part, it is very important not to listen to all those voices from the past, especially the “sensible” or “good” advice of your elders. ‘How will you earn a living?’; ‘You don’t have the education!’; ‘You’re not talented enough to compete’. It is normal for these practical words to come up. Usually, the stronger these limiting voices get, the closer you are to something that is really meaningful. You need to push through to see what is on the other side.

These voices are trying to stop change because you’ve been conditioned to believe that change is scary or takes bravery. Through the millenia our nervous systems have evolved towards connection, safety and security and away from danger or pain<sup>1</sup>. Humans are hardwired to process social and emotional information at high intensity. We are taught to avoid pain and look for possibilities to feel safe and supported. This trains our nervous system to optimize for safety, connection and respect<sup>2</sup> that training might be holding you back from really doing what you want.

At the end of this part of the workbook, you will have created a few career options that feel truly meaningful! Trust the process. Take your time. Follow your intuition. Now is not the time for being practical. This is the time when you get to be that kid who was going to be a firefighter after returning from a mission to Mars. Now’s the time to indulge your daydreams. Reality and practical steps will follow in part 4.

<sup>1</sup> Ecker et al., 2012

<sup>2</sup> Iacoboni, 2009

Trying to make sense of the valuable things you've learned is hard work, but a worthy task. The only person that can structure these insights into a career that feels right and fulfilling to you, is *you*. These mind maps are the foundation of your work in the upcoming sections. They will inform your exploration and experiments.

### 3.6. CREATE CAREER ROADMAPS

Every human has many facets, interests and passions. You have a multitude of great lives in you. You decide which ones you want to give your attention. You can change every few months or years. In order to stay open to different ideas and possibilities, push away limitations that interfere; be aware of them, acknowledge them, and then let them go like you learned in section 2.2.

In this section you will be using your mind maps to make career roadmaps that are distinct from one other. It's important that you listen to your gut. If you want to add/delete/change anything - go for it! These are valuable insights that come up over time when you make something explicit.

These roadmaps will make things really clear. They will show you how you might develop into a career over time. The clarity will help you sense what's right for you, and what may not work after all. It will show you if something just sounds nice to you or is actually motivating you to take steps. Dreaming big still counts, but this is where you add a splash of reality to the process and put yourself on a timeline.

**An important note for all my friends that find too many things interesting and find themselves unable to decide: There is a thing called the portfolio career.** In short it means a working style that allows you to combine multiple streams of income through either part time work, freelancing or consulting. That could also mean creating your own products and services next to having a part time job. You can dream up a combination that is right for you! A roadmap for a portfolio career should be created around a set of values and focus on areas to build a credible profile in the market.

Exercise:

**1) Pick your top three ideas from the mind maps. Don't overthink it. You've done enough reflection and thinking. Now it's time to follow your gut. Remember in the section: *How***

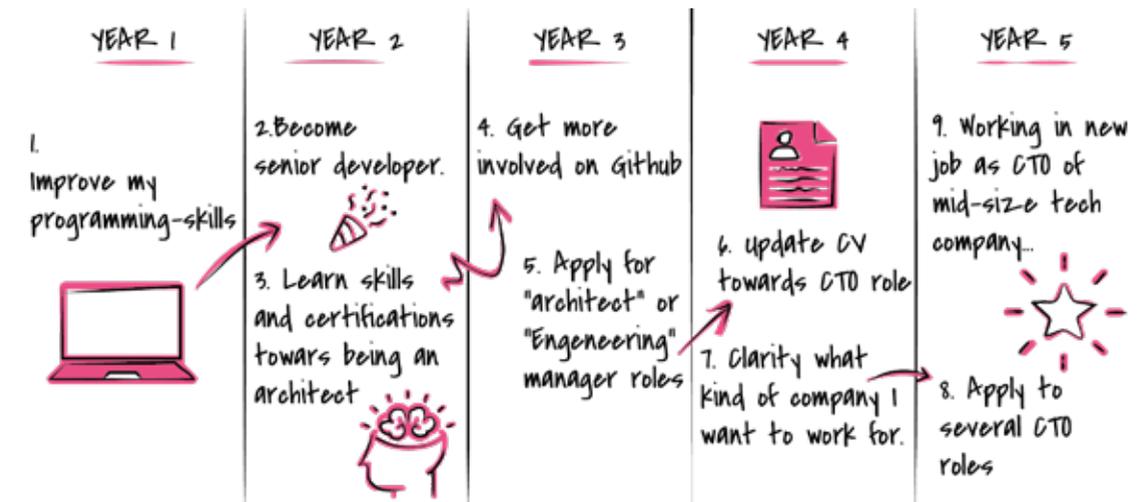
*this guide is built on neuroscience* you learned that trusting your gut in this process is a proven way to make complex decisions.

**2) For each relevant mind map, create one career roadmap. A career roadmap is a 5-year plan, broken up into 1-year increments. Create a timeline or a table with five columns, each column representing a year. Use a lot of space for these columns and a different sheet of paper for each roadmap.**

A career roadmap should roughly cover all areas of your professional life. If the career combines multiple fields, then treat it as one career.

Example:

Becoming CTO of a medium sized company:



Now it's up to you to create those roadmaps:

**3) Begin at the end: At the end of the 5-year period describe where this career has taken you. This can be your career goal, or simply a major step on the way. For example, you will need further experience or education that may take up these five years. What else can you be doing, over that same period of time, to build toward being market-ready when your**

education is complete? Taking on an apprenticeship or internship, shadowing someone in the role and informational interviews are all opportunities to expand your marketability and dedication to the future career you are creating. Research shows that people underestimate how much they think they can achieve in five years so go big here!

**4) Move backward in time creating logical steps that follow each other toward that career goal. This can include: training, working up to management or opening your own shop. Whatever it is, use bold and logical steps that guide you to your new career.**

**5) Repeat these steps for your other two mind maps.**

In total you will have three distinct career roadmaps for three different careers. If you are super excited about just one or two ideas, and that is enough for you to consider, just use those. What is important here is to have roadmaps that motivate you to move forward through the exploration process.

**6) Reflect on the career roadmaps with the following questions in mind. No need to write your reflections, just notice what comes up and add your thoughts to their matching roadmap:**

- a. Which plan plays it safe?
- b. What would make it bolder or bigger?
- c. Which plan feels exciting and energizing?
- d. Which plan feels draining?

You had to make a lot of decisions in this section. In Part 4 this process will become more and more important. Making big decisions might be scary, or triggering. If you find yourself doubting multiple decisions, review the section on neuroscience. That should make it easier for you to trust that your gut will make good decisions for your future.

Now that you have finished these exercises, the hardest work in this book is behind you! You should have 2-3 career roadmaps that you feel excited about exploring. Not everything will be perfect, but the overall feeling should be motivating to you. The next couple of sections will connect those roadmaps to the real world.

If you would like to discuss anything in this guide, want to share with me the career you have found or if you have any other question, don't hesitate to reach out!

Over the past few months I have put a lot of effort, and research, into this project so that I could share the content with you. If you've made it this far then you have as well. Please take a minute to leave a review of this workbook on the platform where you made your purchase. This helps potential readers know more about your experience with the book and, as you now know from speaking to others, knowledge is powerful! Why not help them in a similar way? Pay it forward on their career journey!



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All the best on your journey ahead!

Miguel

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