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5 STEPS TO YOUR BEST PROFESSIONAL LIFE

A Simple Guide & Workbook



AN INTERACTIVE WORKBOOK

Welcome

Hello! :)

I'm Dr. Zarmina Penner, a business consultant and coach with over 20 years of experience. I want to share five steps with you, so you are set up for an extraordinary professional life.

These are the things I wish I had known when I started my work journey.

Fill in the fields directly on screen, or print the workbook and write by hand — either way works.

Good luck and smooth sailing!

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You Are the CEO of Your Professional Life

You are the CEO of your professional life. It pays to be intentional, strategic, and smart.

This workbook walks you through five areas that shape your professional life: You, Your Work, Your Context, Others, and Your Life Philosophy. Each step gives you a handful of principles, followed by a short reflection to make them concrete.

Name

Date

5 Steps to Your Best Professional Life

- 1 You
- 2 Your Work
- 3 Your Context
- 4 Others
- 5 Your Life Philosophy

1

Step 1: You

Know yourself

Take as many self-discovery tests as possible and reflect on your findings.

Keep in touch with yourself

Close your eyes and sit in silence for at least 10 minutes a day, ideally before work. Listen to your thoughts and manage your ego-mind.

Know what is most important to you

What are the three things you value most right now? Keep them in mind.

Be resourceful

Rely on yourself first. Find creative ways to reach your goals.

Emulate great leaders

Emulate those who elevate others, don't seek the spotlight, and radiate authenticity, humility, and strength.

Reflection

Regarding yourself, now ask yourself:

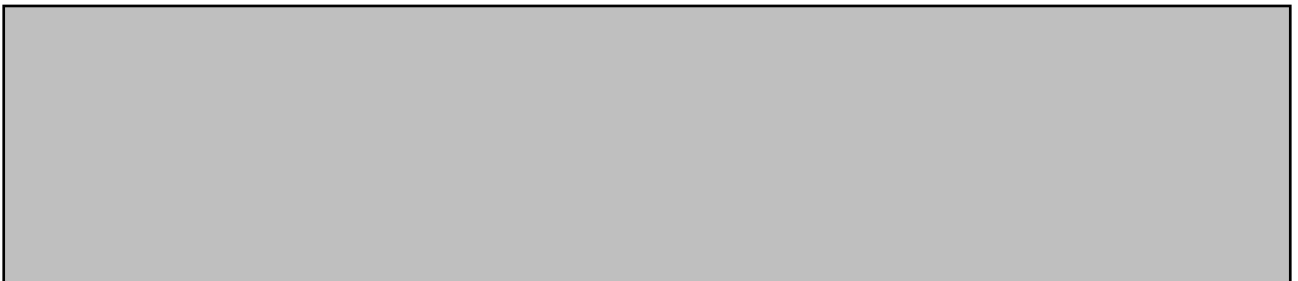
1) What aspect do you need to improve?



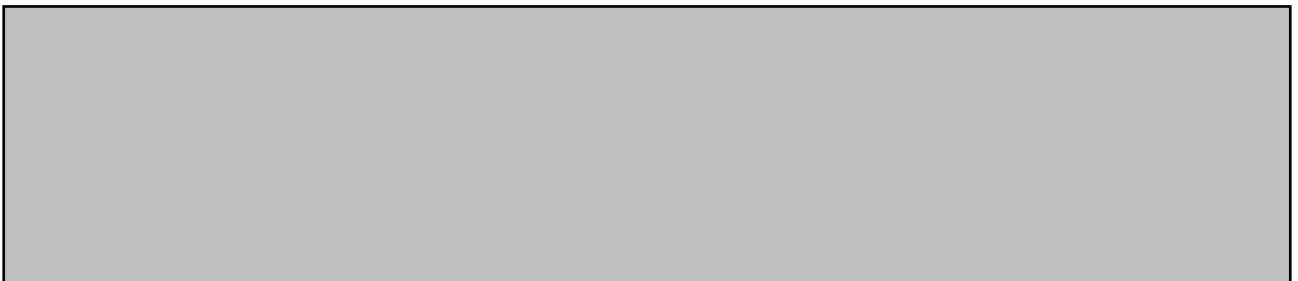
2) Why is this a problem?



3) How will you improve in this area?



4) When will you start?



2

Step 2: Your Work

Know and update your stuff

Become the number one authority on something you love doing.

Consistently do a great job

If you are all in, go from A to Z to your standard of perfection.

Be responsive, reliable, kind, and assertive

Don't make others wait. Let them know that you have received their message, and manage their expectations of potential further input.

Become an expert communicator

Refine your vocabulary, and speak clearly and concisely.

Be who you are

Express yourself authentically. Don't hide behind a facade.

Reflection

Regarding your work, now ask yourself:

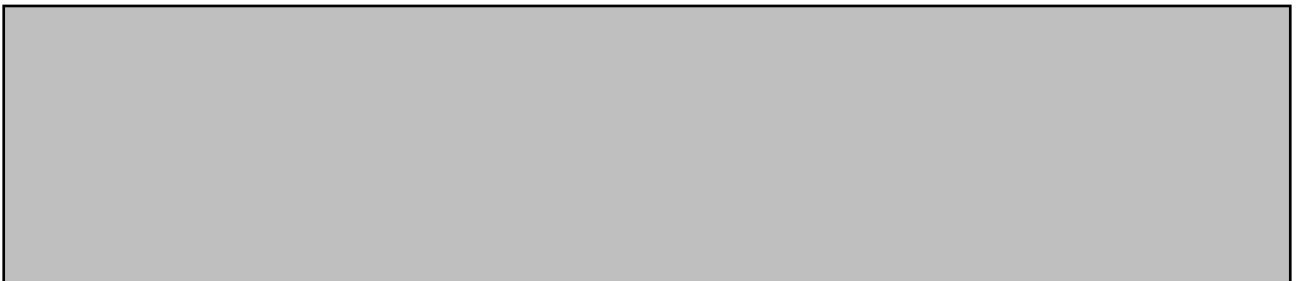
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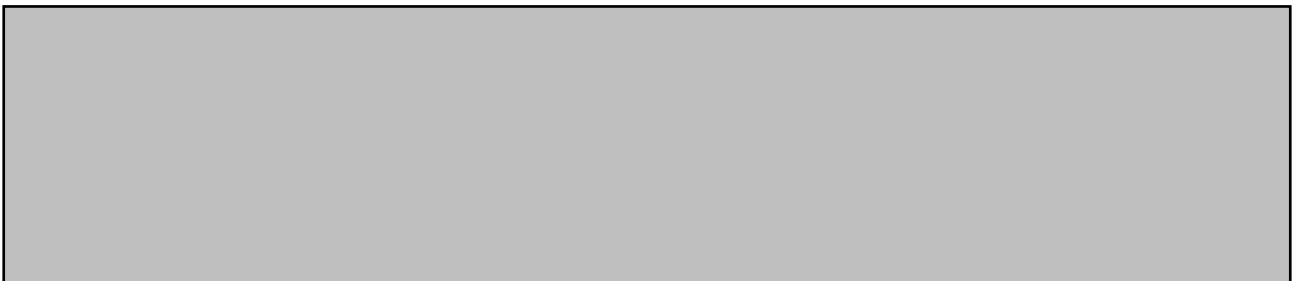
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4) When will you start?



3

Step 3: Your Context

Know who is who

Who are the five key people in your company? Try to understand them. They define and influence everything.

Know your company's intentions

Find the connection between their intentions and your role. Contribute to them. Your company pays you to make this happen.

Stay close to the core business

Don't invest time in any fringe activities. They will only distract you.

Understand the politics

Be on top of events as an observer, but don't get involved with politics.

Get a mentor

Choose one in the area you want to grow in. Be proactive. Most people enjoy supporting others and want to share their wisdom.

Reflection

Regarding your context, now ask yourself:

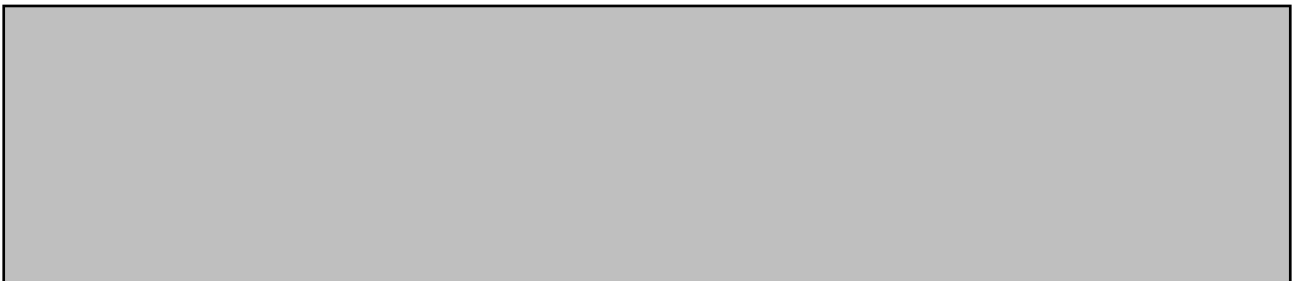
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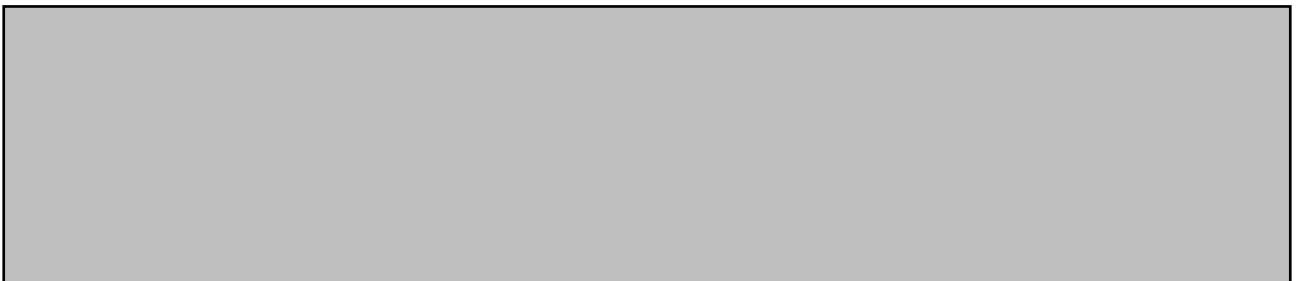
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4

Step 4: Others

Curate your relationships

Focus on how you feel around others to determine who should be in or out of your circle.

Don't fall for tricks

Educate yourself on narcissism. It will tell you all you need to know.

Be intentional with how you spend your time

Time is all we truly have. Spend it like you would spend money on whatever you genuinely value.

Know your reputation

Consistently listen to feedback and the messages others give you. Adapt. Success is built on reputation.

Refine interactions

Prepare, execute, and post-process all interactions like a pro.

Reflection

Regarding others, now ask yourself:

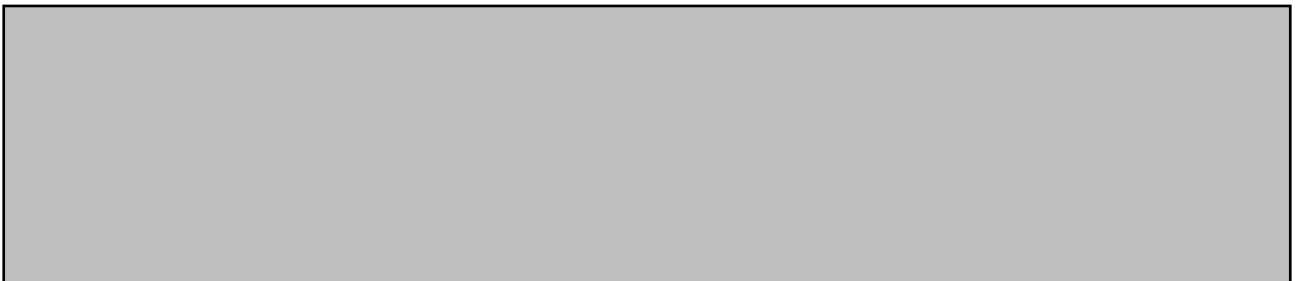
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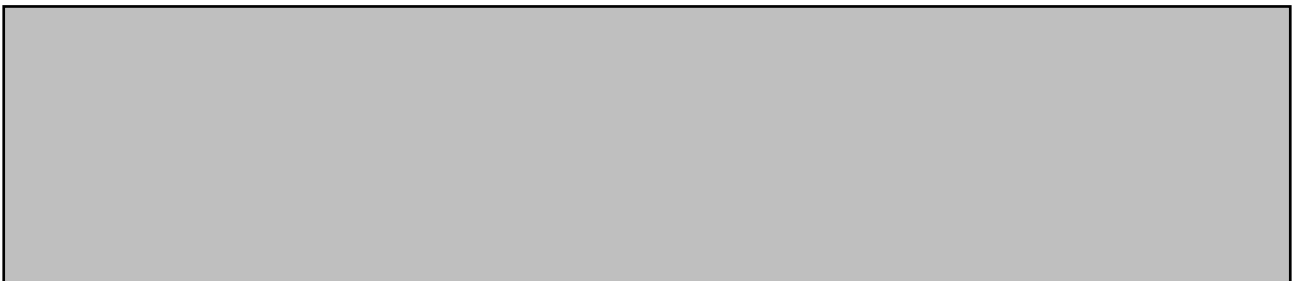
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5

Step 5: Your Life Philosophy

Define how you govern your life

Give yourself directives for seven life areas: Health, Creativity, Friends, Work-Life, Family, Spirituality, and Partnership. Follow them consistently. This will make your life easier.

Update your governance yearly

Reflect on and refine your directives once a year. If you feel depleted, do this immediately.

Update your self-guidance monthly

Give yourself rules and rituals to refine your behavior in the areas where you want to grow.

Focus on current priorities

What do you want to achieve in the next two years? Define three goals and focus on them.

Have fun, be light, and kind

Life is easy in design. Don't overcomplicate your life. Work on yourself and keep your ego-mind in check.

Reflection

Regarding your life philosophy, now ask yourself:

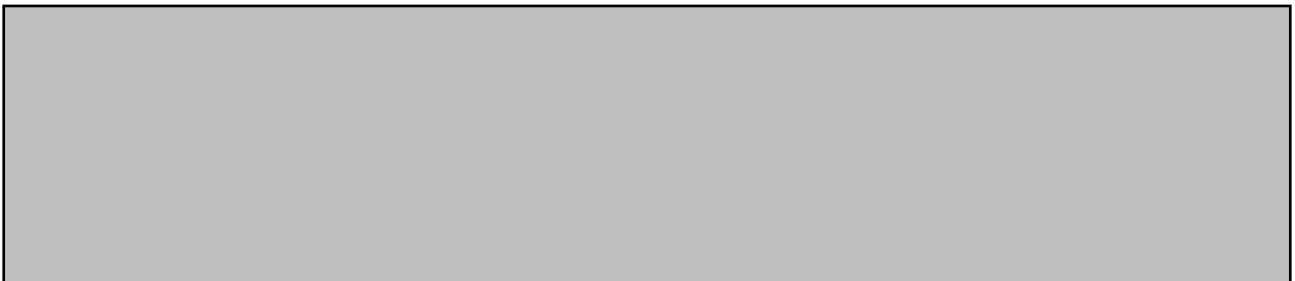
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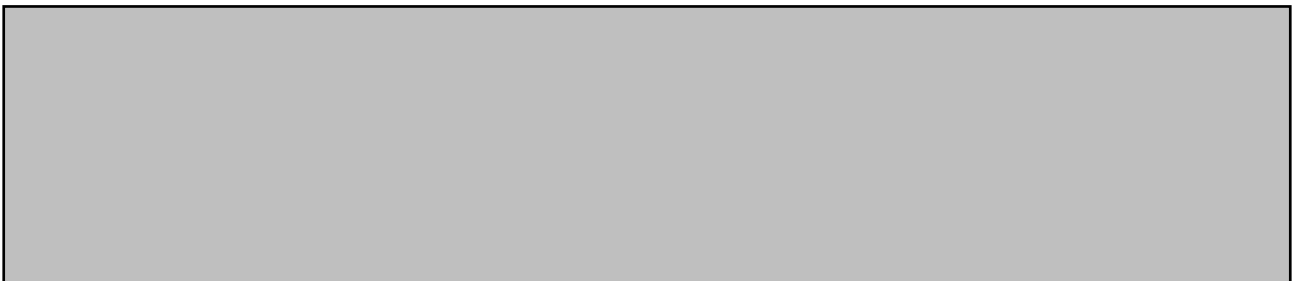
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3) How will you improve in this area?



4) When will you start?





Your Life Governance

Give yourself a simple directive for each of these seven life areas. Follow them consistently — and revisit them once a year.

Health — my directive

Creativity — my directive

Friends — my directive

Work-Life — my directive

Family — my directive

Spirituality — my directive

Partnership — my directive

Focus on Current Priorities

What do you want to achieve in the next two years? Define three goals and focus on them.

Goal 1

Goal 2

Goal 3

Revisit this page every few months. Clarity compounds.



Summary

“Try not to become a (wo)man of success, but rather try to become a (wo)man of value.” — Albert Einstein

Sorry, Albert, times are changing. ;)

Five steps to your best professional life — check off what you've completed:

- ☐ 1. You
- ☐ 2. Your Work
- ☐ 3. Your Context
- ☐ 4. Others
- ☐ 5. Your Life Philosophy

Next Steps

- ☐ Have open questions after reading? Book a free 15-minute conversation, by phone or video. Click here.
-> www.zarminapenner.com/contact
- ☐ Do you have a specific question and want an experienced outside perspective? Our Quick Advice sessions give you focused support — without starting a longer coaching process. Click here.
-> www.zarminapenner.com/services-2

You are the CEO of your professional life. Wishing you an extraordinary one.