



Cat Breet  
More Money, Freedom, & Fun!

# How to pick the BEST NEXT STEP in your career.



***“Yes, you CAN get the career & life you want!***

*All you need is a little inspiration & clear focus on what you really want out of life. These exercises will help you find both.” – Cat Breet*

*(Seen here in her happiest place ... playing with her family )*



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*“In order to say yes to your priorities, you have to be willing to say no to something else.” - Brilliant author unknown*

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It's tough to make a good decision when you're consumed with emotions (fear, excitement, worry, etc.) and surrounded by other people who think they know what's best for you. These tools will help you remove all those distractions and compare opportunities honestly and effectively. It will help you make the best next move for you ... and lead to much greater success and happiness in the future.

I built these tools for myself in the middle of a career & family crisis. Hot with a wide variety of emotions, and worried about making the wrong decision, I needed a tool to help me look objectively at my options. I couldn't find them, so I built them.

CRISIS #1 - I had a lucrative job at a company I loved (a global healthcare company). On paper, I should have been really happy. I wasn't. In fact, I was miserable. But with one baby at home and another on the way, I thought it was best to suck it up and stick it out. I thought I was doing a darned good job of it, until one Monday night after work when my husband forced my hand:

*“I don't know who are you, but I want my wife back. You have got to quit that job.”*

What a gift. At the time, I was not impressed with him. At all. But he forced the truth out into the world ... and gave me the courage to face it & make a choice. The risks of walking away were high, and I needed to remove my fears and worry before I made a choice. These tools did that for me.

CRISIS #2 – Just two years later, I was working in a job I LOVED at another global company (which I also loved!) and had just been offered a promotion I really wanted when I got this call:

*“Daddy had a stroke. You better come home now.”*

That call absolutely blew up my happy, easy life and career. I moved my dying mother and bedridden dad into my home, then tried to keep all the balls going with my 50-hour a week job and two babies in diapers. It was just too much. Something had to give, but I was too exhausted and overwhelmed with hospital visits and life to figure it out by talking about it. Once again, these exercises helped me get my priorities straight and make some really good decisions.

Since then, I've used these tools to help over 200,000 people around the world figure out what's next. I hope they help you find the same level of clarity and courage that they've given to me and so many others. Stop. Breathe. And use these tools to figure out what's best for you before you make the leap. You (and the ones you love) are worth it. - Cat



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# The WORK-LIFE BALANCE Wheel

## 5 Keys to a Happy, Vibrant Life





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## 5 ESSENTIAL ELEMENTS a Happy, Vibrant life

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Gallup spent 50 years studying 98% of the world's population. They sought to answer one question: "What differentiates a thriving life from one spent suffering?" In other words, "Why are some people so darned happy, and others ... well ... not?" The results were remarkable. They found 5 essential elements that affect happiness. The neatest thing about their findings is this: very small steps in any one of the categories can make a dramatic improvement in our happiness (our "wellbeing").

Take a look at which buckets are full for you, and which ones could use a little attention. Here's how: Use a pen, pencil or crayon to fill in each pie to show how full (satisfied) you are in that category. Begin at the center of the wheel and work your way to the outer edge, one pie at a time. The more satisfied you are with a category, the more you will fill in. This will give you a simple visual look at the spaces in your life that could use a little more attention. For instance, your social bucket might be very full, but your spiritual bucket is not. Make a commitment to yourself to take small, baby steps to fill that bucket of your life more. Perhaps you want to attend church more, or read books that help you explore the good things in life. The answer is up to you. The secret is to take the first step.

To learn more, head to [www.gallup.com](http://www.gallup.com) and/or read the book *Wellbeing: The 5 Essential Elements* by Tom Rath and Jim Harter.



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# CAREER IS THE LEADING INDICATOR OF WELLBEING

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Career isn't everything ... .. but it is the leading indicator of wellbeing.

In other words, how you feel about your job delivers a significant punch in your life. A bad job, bad boss or overwhelming stress at work has a staggering impact on the rest of your life. Bad jobs hurt your health (they literally make you sick). They hurt your family. They hurt your finances.

When you are unhappy at work, you will ...

- Be 2X more likely to be unhappy in the other 4 areas of your life\*
- Be 2x more likely to experience depression or heart disease\*
- Have 41% higher healthcare costs!\*

The great news is, you CAN put the joy back into work again. Small, incremental changes will make a big difference! Your efforts will pay off big-time!

## **Do you like what you do for work every day?**

If not, NOW is the time to do something about it! ARBEZ can help! Head over to [www.arbez.com](http://www.arbez.com), and you will find a bunch of great, free resources to help find the fun in work again.

\*Gallup research on the economics of wellbeing.



# THRIVE WORK-LIFE BALANCE WHEEL

## Where are you most out of balance?

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How well does your “thrive wheel” roll? Take a pen or pencil (or crayon if you’re in the mood) and fill up each triangle from the center of the wheel. If your life is full, your triangle should be full. If there’s room for growth, show that by only filling in a portion of the triangle in that area of your life.

**The definitions really matter.** For instance, how MUCH money you have is not what makes the difference; it’s how in control you feel about your financial situation. Think about these questions and then fill in your bucket.

- CAREER: Do you like what you do each day?
- SOCIAL: Do you have strong relationships & love in your life?
- FINANCIAL: How well you manage your economic life?
- PHYSICAL: Do you have the energy to do what you want each day?
- COMMUNITY: How engaged do you feel where you live?





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# CAREER HAPPINESS CHART

## HOW UNHAPPY ARE YOU?





# The Career Happiness Chart

It's no coincidence that my happiest jobs were also the ones where I was the most successful. I was playing to my strengths (natural talents and passion). When I was in the right job, I was happier, and performed at a much higher level. I got promoted. My favorite jobs involved teamwork, innovation, constant change and ongoing people challenges. **Guess what: My perfect job might be a nightmare for you!** That's why it's so important to plot your OWN career history; it will help you figure out where YOU thrive, what YOU love to do and where YOU are at your best.

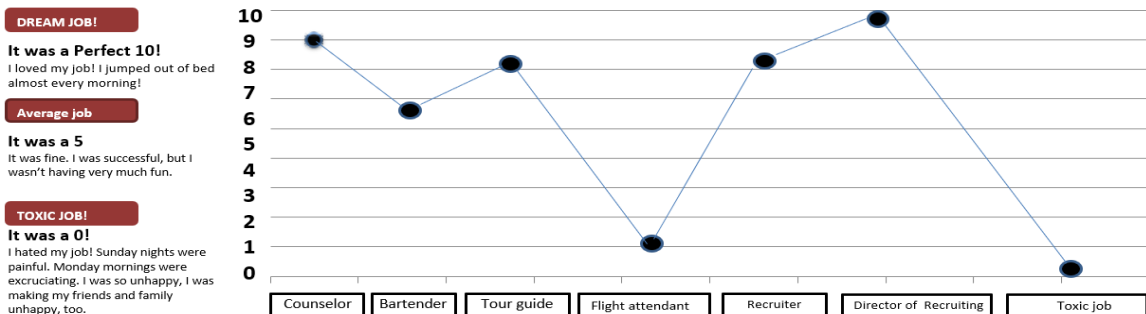
## Here's what my happiness chart taught me about myself:

1. I love leading groups of people.
2. I love helping people achieve more than they ever dreamed they could.
3. I love change, variety & challenge. I hate doing the same thing every day.
4. I love strategy & innovation. I need to be at the table solving big problems (not just doing what I'm told by a micromanager)
5. I love working really hard, and getting paid accordingly (commissions, bonus, incentives). I hate getting paid a flat salary.
6. I really have a hard time working with people who don't care about quality, or doing things well. I take a lot of pride in my work, and I want to work with other people who do the same.



### Sample Career Happiness Chart *Meet Cat*

It's no coincidence that my happiest jobs were also the ones where I was the most successful. I was playing to my strengths (natural talents and passion). When I was in the right job, I was happier, and performed at a much higher level. I got promoted. My favorite jobs involved teamwork, innovation, constant change and ongoing people challenges. **Guess what: My perfect job might be a nightmare for you!** That's why it's so important to plot your own career history; it will help you figure out where YOU thrive, what YOU love to do and where YOU are at your best.








# Your Career Happiness Chart

**Plot your work history.** Plot your jobs from left to right, from your first job to your current (or last) job. Rank each job on a scale of 1 to 10, where 10 = "I loved that job!" and 1 = "I never want to do that again!" When you're done, look at what you see. What kind of jobs, bosses and environment, daily duties do you enjoy? Which ones suck the life out of you?



### Your Career Happiness Chart

**Plot your work history.** Plot your jobs from left to right, from your first job to your current (or last) job. Rank each job on a scale of 1 to 10. When you're done, look at what you see. What kind of jobs, bosses and environment

**DREAM JOB!**

**It was a Perfect 10!**  
I loved my job! I jumped out of bed in the morning! I was THRIVING!

**Average job**

**It was a 5** it was fine. I was good at it. but I was STAGNANT, STRUGGLING or bored.

**TOXIC JOB!**

**It was a 0!**  
I hated my job! I was really SUFFERING

10 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

0 \_\_\_\_\_

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## Evaluate your favorite job

Name your FAVORITE job: \_\_\_\_\_

Name 3 things you liked about that job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name 3 things you did NOT like about that job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why did you leave? \_\_\_\_\_



## Evaluate your worst job

**Name your WORST job:** \_\_\_\_\_

Name 3 things you liked about that job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name 3 things you did NOT like about that job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why did you leave? \_\_\_\_\_



## Find the common themes

What makes you happy + Successful?

What kind of work: \_\_\_\_\_

What kind of boss: \_\_\_\_\_

What kind of work culture: \_\_\_\_\_

What makes you UNhappy + UNSuccessful?

What kind of work: \_\_\_\_\_

What kind of boss: \_\_\_\_\_

What kind of work culture: \_\_\_\_\_



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# The PRIORITY SCORECARD

## What do you *really* want?



What matters most at this stage of your life?

What are your priorities?

What kind of work will give you what you want?



# Sample: Jane's Priority Scorecard

Jane was so unhappy at work, she wasn't sleeping and was getting sick a lot. Even worse, she was yelling at her kids & fighting w/ her husband over silly things. She hated her job but LOVED the company and didn't want to quit! But she knew something had to change.

She came to ARBEZ to learn how to find a new job. Good thing! We encouraged her to look inside the firm as well, which she did. She got 3 offers (1 internal, 2 external). She did the scorecard to compare the opportunities against what she really wanted in her career and life and realized that taking a new job INSIDE the company was her best move!

## What Jane wanted most

- Work that matters / impact
- Direct customer contact
- Money: Making at least \$90K per year
- Career growth – learning new things
- Clear leadership & direction
- Independence: Hands-off management
- Culture that is innovative & collaborative
- Solid company: Growing + good industry
- Work from home part-time
- Work-life balance: Max 50 hours + flexible

## Comparing scores

**STAY**  
no change

**STAY** but  
take new  
job inside

**LEAVE** –  
New job new  
company

✓ 10	✓ 10	__ 10
__ 9	✓ 9	✓ 9
✓ 8	✓ 8	✓ 8
__ 7	✓ 7	__ 7
__ 6	__ 6	✓ 6
__ 5	✓ 5	__ 5
__ 4	✓ 4	✓ 4
✓ 3	✓ 3	✓ 3
__ 2	✓ 2	✓ 2
__ 1	✓ 1	✓ 1

Total Score! →

21

49

33



# Sample: Eric's Priority Scorecard

**Eric DOUBLED HIS MONEY, FREEDOM & FUN BY DITCHING THE CORPORATE LADDER.** Eric was making \$63,000 working as a financial analyst at a bank, and he HATED his job. He knew he needed to get out, so he started shopping around. He got two great offers to work at two bigger banks. One offered him \$73,000. One offered him \$87,000. His parents said, "Take one of them!"

He was about to just take one of those 2 new job offers but thinking about it made him want to throw up. He could not figure out why! Until he did our scorecard. All of a sudden, it was crystal clear: change, adventure and flexibility were really important to him. He started talking to people he knew in the financial industry, and one month later he got a job offer to **become a consultant – AT \$120,000 per year!** When he mapped that opportunity against his priorities, it was very clear why he was so excited about it. He DOUBLED his income AND loves what he does for a living!

## What Eric wanted most

- Financial analysis
- Not heads-down by self in a cube environment
- Chance to learn & grow professionally
- Flex time & vacation to mountain climb a lot
- Salary of \$63,000 or more
- New technology and/or industry
- Good manager with clear expectations
- Fun, hard-working coworkers
- Money for training (learn new things)
- Work from home part-time

## Comparing scores

NEW JOB BANK 1	NEW JOB BANK 2	BECOME a CONSULTANT
✓ 10	✓ 10	✓ 10
___ 9	___ 9	✓ 9
___ 8	✓ 8	✓ 8
___ 7	___ 7	✓ 7
✓ 6	✓ 6	✓ 6
___ 5	___ 5	✓ 5
✓ 4	___ 4	✓ 4
___ 3	___ 3	✓ 3
✓ 2	✓ 2	✓ 2
___ 1	___ 1	✓ 1
<b>22</b>	<b>28</b>	<b>55</b>

Total Score! →



# Sample: Cat Breet's Priority Scorecard

**I TURNED DOWN A PROMOTION and leave a company I loved because my family needed more of me.**

I had two babies in diapers when I got the call 'Daddy had a stroke.' All of a sudden, I was taking care of my babies AND two bedridden parents (and all of their medical & financial concerns. I hired a nanny, but 3 months later she quit because she "was bored."

Ironically, my nanny quit the very same day my boss offered me the promotion I'd been wanting for 2 years – at a company I loved! UGH. I was exhausted, desperate and overwhelmed. Unsure what to do, I dragged out this scorecard and did it for myself. I ranked. I re-ranked. And it came out clear as a bell: I needed to quit and start my own business so I could make more money per hour AND build my own schedule. 15 years later, I could not be happier with my decision! I have more freedom, money & fun than I ever dared to dream I could have back then. The priority scorecard helped me make the right decision for my family and my career.

## What I wanted most

- Flexibility to take care of kids & parents
- Match my current income
- Ability to work from home at least part-time
- No travel to other cities
- Work that matters & that I enjoy
- Independence: Ability to plan my own workday
- Culture: Good corporate culture
- Change and challenge every day
- Chance to innovate & create new things
- Large global company w/ lots of opportunity

## Comparing scores

STAY IN CURRENT JOB	TAKE PROMOTION & Hire a new nanny	START MY OWN BIZ
___ 10	___ 10	✓ 10
✓ 9	✓ 9	✓ 9
___ 8	___ 8	✓ 8
✓ 7	___ 7	✓ 7
✓ 6	✓ 6	✓ 6
___ 5	✓ 5	✓ 5
✓ 4	✓ 4	✓ 4
___ 3	___ 3	✓ 3
___ 2	___ 2	✓ 2
✓ 1	✓ 1	___ 1
<b>27</b>	<b>25</b>	<b>54</b>

Total Score! →



# 5 Simple Steps

to getting the clarity & confidence you deserve:

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- 1. Write down your life & career priorities ... in order or importance.** Put your most important is at the top (and worth 10 points).
- 2. Dig deep & CLEARLY DEFINE each thing until it is measurable.** For example: "Flexibility" might mean work from home 3 days a week for you. For me at 33, it meant being able to drop everything when my mom or dad had another health crisis. "good money" might mean \$85K a year to Jonah, but "\$195K + bonus" to you.
- 3. Pick 3 options to rank against your priorities.** Score them against your list of priorities.
- 4. Compare the scores and re-rank priorities as needed.** Pay Close attention to your emotional response to the scores. You might say "Yup! That's the one I really want!" Or, if you're like many people, you'll start to fight for the lower-ranked job by saying things like "Money is important to me, but it's actually not #1 on my list. I think I'll move money to the #3 spot on my list (and make it worth 7 points) and see what happens to the scores for both jobs." Dig in to each item, one by one, to figure out why it's important to you, and where you want it to rank on your list. Move around as needed until you're happy with your list. *Note:* Only you can decide what's most important to you, and what matters most will change throughout the course of your career and life. For instance, I never minded a long commute ... until the age of 34, when I had two babies (under the age of two) at home AND was taking care of my two sick, elderly parents.
- 5. Talk to someone you trust.** If you thought you had some lightbulb moments reviewing this on your own, wait til you see what happens when you share this with someone else. They will ask you questions you never thought to ask yourself. And then they'll shed some light you never would have seen on your own.



## 3 Keys to your Success

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1. **Finding SUCCESS & HAPPINESS IS AN INSIDE JOB ...**  
So do this by yourself first ... without anyone else influencing you. It's really important to get honest with yourself about what you want your career and life to look like, without influence from others.
2. The most important things in life rarely scream the loudest. So, dig deep and pay attention.
3. Be really honest with yourself! When I took a toxic job at one point in my career, my gut was telling me there was trouble on the horizon. I ignored it because I really wanted to work at that company. It was a huge mistake!





# Your PRIORITY SCORECARD

Pick the best next step in your career!

## What do you want most?

What matters most in your life right now? Freedom & Flexibility? Money? Fun? Work that matters? Good leadership? No travel? Be specific! For example, if you want more money, how much more do you want?

## Score your opportunities

Can you get what you want? If the answer is YES, give it a +value. If NO, leave blank. Not sure? Go find out. When you're done scoring each opportunity, add up the score at the bottom of each column.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

OPTION 1	OPTION 2	OPTION 3
__ 10	__ 10	__ 10
__ 9	__ 9	__ 9
__ 8	__ 8	__ 8
__ 7	__ 7	__ 7
__ 6	__ 6	__ 6
__ 5	__ 5	__ 5
__ 4	__ 4	__ 4
__ 3	__ 3	__ 3
__ 2	__ 2	__ 2
__ 1	__ 1	__ 1
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Score!



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# DEFINE Your DREAM

If there were no barriers, what would your work life look like?





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## NAME YOUR NON-NEGOTIABLES

Name 5 things you do NOT want (and will not compromise on). Be as specific as possible:

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

**DEFINE THE DREAM.** Dream big! If there were no barriers, what would your life look like? Name 5 things you want most out of your life and work. Be as specific as possible.

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
-

# About ARBEZ

## **CAREER, CONSULTING & JOB HUNT EDUCATION Since 2006**

In the new world of work, career strategy is no longer a luxury; it's a necessity. Let us show you how to do it. From your first job to your last, we'll show you how to get more success & fun at work.

Keynotes | Training | Consulting | Courses

# About the Author



Cat Breet has been helping people get more freedom, money & fun out of work since 1997. She has hired, placed & coached top pros (full-time and consulting) in the agriculture, finance, healthcare, high-tech, manufacturing, marketing, medical device, pharmaceutical, professional services and retail industries. She has negotiated salaries ranging from \$20 an hour to \$1M a year. Since launching ARBEZ in 2006, she has helped over 167,000 people around the world to love what they do for a living ... through her speaking and online courses. What she teaches works. Oh, and by the way ... she owns a zebra. His name is Joe.