

# WORK BOOK

Master your assignment

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COACHING



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# NICE TO MEET YOU

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Hey you,

I am happy to see, that you took the first step in mastering your assignment abroad.

An expatriation is the most exciting -yet most challenging experience on many levels. Probably you will feel overwhelmed by many things, but it is hard for you to narrow them down.

Inside this workbook you'll find some helpful tools to gain an understanding of what the biggest challenges in your assignment are and some ideas to tackle them.

Let's jump in....

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FREE WORKBOOK- MASTER YOUR ASSIGNMENT

# STEP ONE



IDENTIFY

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# REFLECT

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First we look back at what's been working and what hasn't been working . We tend to see often just the negative things, but I am sure there is so much what you have already achieved what you can be proud of:

## YOUR WINS

What happend since the start of your assignment which deserves attention or celebration?

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## LESSON LEARNED

What struggles or disappointmens ocurred to you in your assignment? What did you learn from them?

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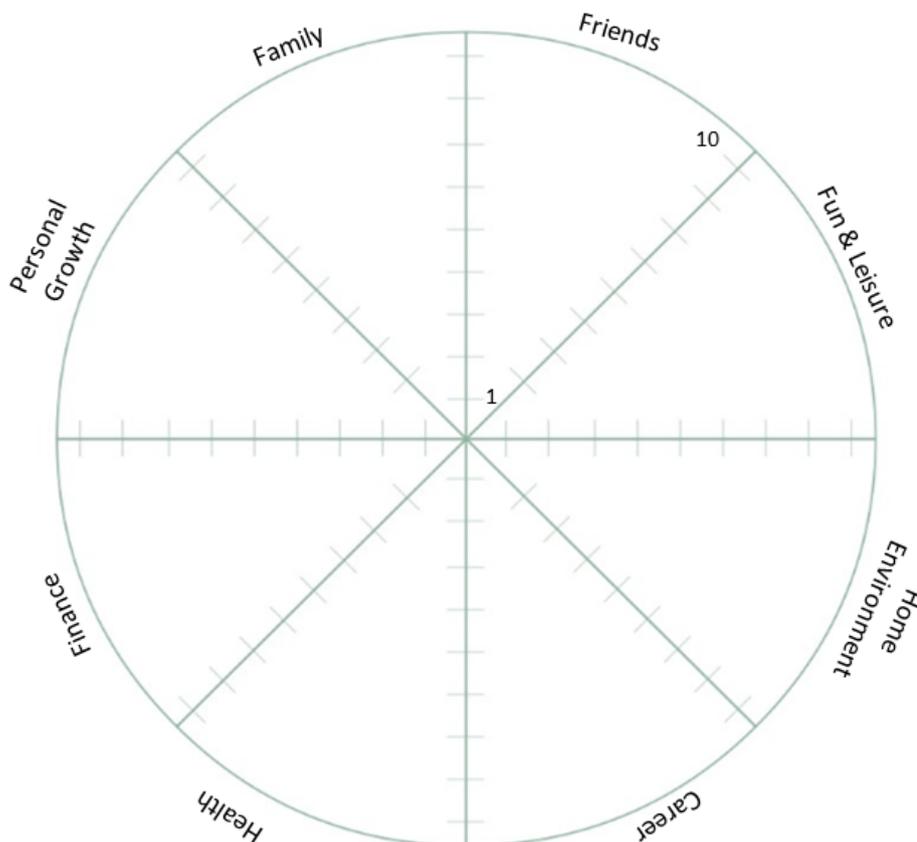
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# IDENTIFY

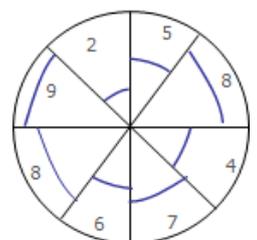
With this exercise you will dive deeper into the different categories of your life and gain an understanding, which areas need improvement

Review the 8 wheel categories- think briefly what a satisfying life might look like for you in each area. Next draw a line across each segment that represents your satisfaction score for each area. Imagine the center of the wheel is 0 and the outer edge is 10. Choose a value between 1 (very dissatisfied) and 10 (fully satisfied). Now draw a line and write the score alongside: IMPORTANT: Pick the first number which pops into your head, not the number you think it should be.

## WHEEL OF YOUR LIFE



### EXAMPLE



# STEP TWO

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ANALYSE

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# ANALYSE

Dive deeper into the different categories and analyse why you picked these areas, what are the main challenges, what would a higher score look like and what steps need to be taken.

Area	Score	Score Goal	What is necessary to reach this score?	Steps to be taken:
<i>e.g. Career</i>	<i>e.g. 5</i>	<i>e.g. 8</i>	<i>e.g. Good and trustful atmosphere in my team to deliver results?</i>	<i>e.g. Prepare a team meeting which respects cultural differences to clarify how to work together</i>

# STEP THREE

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TAKE  
ACTION

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# YOUR ACTION PLAN

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Take your "steps to be taken" from the previous working sheet and narrow them further down! This will help you committing to your actions and goals and keep you on track of your progress.

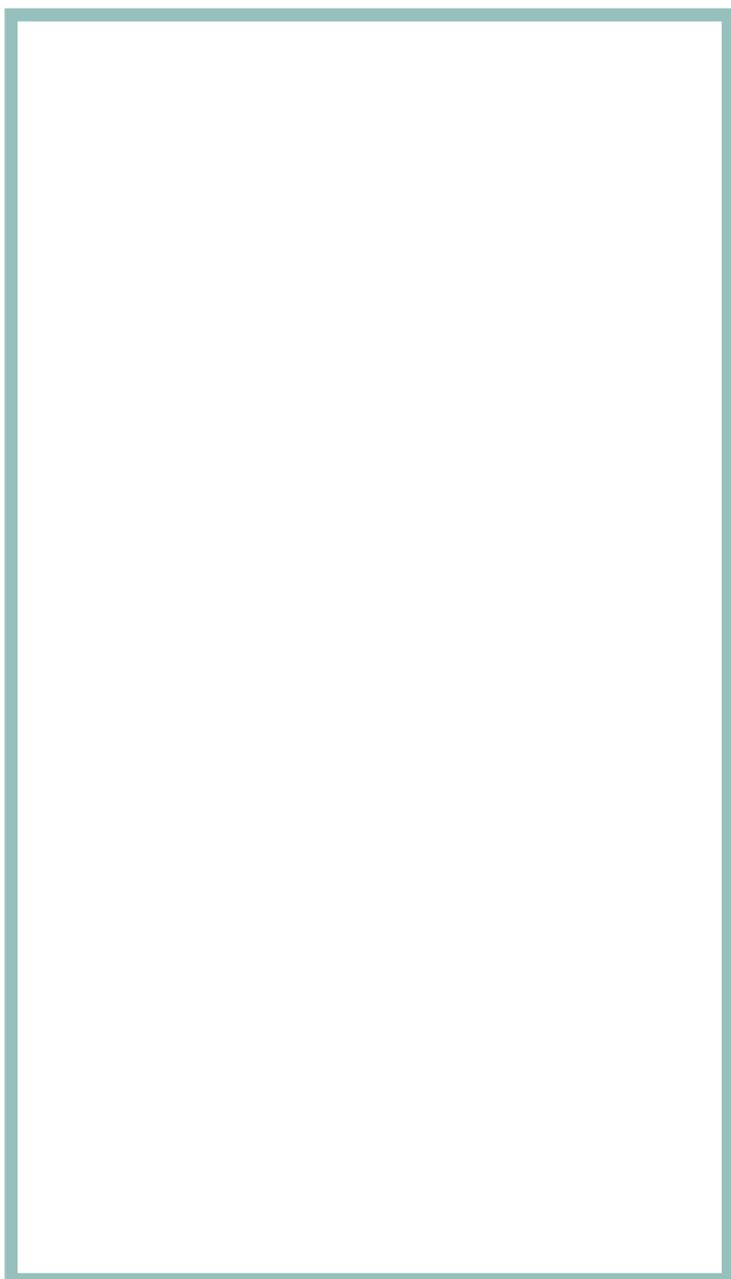
TASK	GOAL BEHIND
<i>e.g. Prepare a teammeeting adapted to cultural needs</i>	<i>e.g. Improve atmosphere and efficiency</i>

WHAT TO DO	WHO CAN SUPPORT?	DEADLINE
<i>e.g. Get information how the team worked together before</i>	<i>e.g. -the former leader -Other peers on my level -My current boss</i>	<i>e.g. by the end of next week</i>
<i>e.g. Research about cultural differences and how to respect them</i>		

# YOUR SUCCESS STORY

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This page is for you to write down all your little and big wins from time to time. Don't forget you are doing great and there are many reasons to be proud of your achievements.



# PERSONAL WORDS

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I hope you enjoyed this little freebie e-book to get more clarity on where your main challenges are.

Awareness is the first step to tackle them and mastering your assignment on professional and private level.

Reach out to me if you want to learn more about your new cultural environment, how to increase your performance and build a successful career and life abroad. I am happy to accompany you along your way.

Sincerley,

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