



Quantum Leap your Career Masterclass

Guide and Workbook

WELCOME TO YOUR MASTERCLASS WORKBOOK



TIPS TO GET THE MOST OUT OF THIS MASTERCLASS

- You can print this workbook before the Masterclass to take notes as you listen. You can also download and type directly in the workbook to save paper.
- Review the contents of this workbook before the Masterclass so you know what to expect. It is best to set aside private time before, during, and after the Masterclass to complete the activities.
- Think of how you can quickly implement the tips revealed in this session to quantum leap your career.
- During the Masterclass, use the chat to share ALL interesting new ideas and inspirations you get while listening - that way, we will all learn together!

"Shoot for the Moon, you may land among the Stars"





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The 5 steps to reignite your career

1. PRE-MASTERCLASS EXERCISE



START WITH INTENTION

What would your professional life need to look like for you to relive it over and over again, in an endless loop, without getting stressed, burnout, fear, shame, guilty or impostor syndrome?

Many of us don't live based on values and goals that come from within us. We set them based on outside programming. From our childhood, norms around women's role in society, the media, politicians, commercials, etc. design ideas and tell us who we should be, what we should do in our professional life.

The biggest curse is that, for most of us, we've been made to think that the entire point of life is only two things: how much money we have and what our career title is. We mix our identity with our job.

But human beings are so much more than that – and “living our best lives as our true selves” and getting the career and life we deserve is not a myth but a real possibility!

This masterclass will show you the 5 steps to Quantum Leap your Career and reignite your professional life. It will introduce a framework that will enable you to create a vision for your career that is truly holistic and fulfilling. That will “pull you forward” towards achieving a truly extraordinary life.

Please write down and set your positive intentions. What are your intentions for joining this Masterclass? What do you hope to leave with?

Use this space to write down positive intentions.

2. SELF-ASSESSMENT QUIZ



WHAT IS YOUR PROFESSIONAL LIFE QUALITY SCORE?

Assess the current state of your professional life with this honest self-assessment.

Rate yourself on these statements on a scale from 1 to 10. (1 - least true; 10 - most true)	Rate 1-10
1. I am truly happy with my professional life right now.	
2. I feel like I am living the best life I can live.	
3. My life is balanced and I am not making sacrifices.	
4. I am passionate about what I am doing in my professional life.	
5. I am satisfied with all the important areas of my life.	
6. I am fulfilled with my professional life today.	
Your total score:	

Use this space for additional notes or reflections.

3. QUANTUM LEAP YOUR CAREER



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STEP 1 - SELF-AWARENESS

Coaching technique: Personal Mission

Here are 2 templates to help formulate a personal mission statement:

I value **[one or multiple things you value]** because **[why it matters to you]**. To do this, I will **[how your professional path will align with these values]**.

To use my **[skills or expertise]** to inspire/lead **[group of people]** so that **[ultimate goal]**.

How can I best serve others and the world?

What is my unique gift/talent that I want to use primarily?

What kind of work do I want to do?

What is my ideal typical day?

Who do I want to work for or with?

How do I want to feel about my work relationships?

MY MISSION STATEMENT

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STEP 2 - UNCOVER YOUR BLIND SPOTS AND LIMITING BELIEFS

PARADIGM SHIFT FORMULA



What's the process

Write on a piece of paper one limiting belief/paradigm that is not serving you.

1. Burn or destroy that piece of paper – this symbolises letting go of that old and limiting belief.
2. Write down the new belief you want to create on a new and clean piece of paper. Visualise and write how your life (personal and professional) would look like if you had that belief. Where would you be? What would you be doing? How would you feel?
3. Create an affirmation of the new belief you want to engrave in your subconscious mind. Remember: use present tense such as I am, I can, I will.
4. Read or record this affirmation and listen to it several times a day. Whenever you need to make a decision but feel unsure, or you're hesitant to take action or to ask for what you deserve, bring that affirmation to your mind, remember who you are and your inner power, and move forward.

It is best to practice this consistently to reprogramme your brain and subconscious mind. You will notice how this practice affects your emotions, behaviours, actions, and results.

Tip: Focus on one belief at a time. Be consistent, and you will see fantastic results! Don't give up. An old belief can take a few months to be replaced with a new one.



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STEP 3 - ENHANCE YOUR PERSONAL BRAND

Personal branding is what shapes the perception of an individual in the eyes of the public. Personal branding is about building your reputation, creating an image of yourself for the outside world and marketing yourself as an individual.

Some of the things you need to consider:

- Curriculum Vitae
- Social media profiles (for professional purposes, focus on LinkedIn)
- Website (if required depending on your career)
- Self-Image
- Credibility

BUILD YOUR
PERSONAL

BRAND

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STEP 4 - CREATE A CAREER GAME PLAN

Complete your SWOT analysis

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Strenghts

W

Weaknesses

O

Opportunities

T

Threats

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STEP 5 - FROM GOAL SETTING TO GOAL GETTING

Goals should be part of every aspect of our lives, including personal and work. They provide a sense of direction, motivation and a clear focus. By setting goals, you are providing yourself with a target to aim for.

What type of goals should you create?

There are 3 types of goals:

Type A - Things you know you can do and achieve. Identical or similar to your present results.

Type B - Things you think you can do/achieve and already have an idea and plan on getting it.

Type C - What you really want! A fantasy! A Dream!

You can have type A and B goals, but in type A goals, there is no growth; in type B goals, there is no inspiration.

Your focus should be on creating TYPE C GOALS. These are your wants, what you really want! What would you like to be, do or have, even though you may feel it is beyond your reach at the present time?

Once you have the type C Goal, you can create micro goals and small steps to get you moving towards your big goal.

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HELLO!

MY NAME IS

Carla Martins

I'm a Women's Leadership Coach

ABOUT ME:

My purpose is to use my gifts of leadership, compassion, resilience, and a positive and growth mindset to empower women to step up and speak out to get the career and life they deserve.

Together we will disrupt social norms around Women's role in the workplace, business, politics and family and fight for Women's full and equal participation in all facets of society.

One woman at a time.

carla@belightu.com



favourite color



My hobby / My favourite food / My favourite place

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"Yesterday is gone.
Tomorrow has not
yet come. We have
only today. Let us
begin."

Madre Teresa



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