



MONEY DOES GROW ON TREES

COLOUR CODE

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|------------------------|-----------------------|---------------------------|
| 1. ELEMENTS = ATTITUDE | 5. ROOTS = FOUNDATION | 9. LEAVES = WORK |
| 2. SEEDS = SERVICE | 6. TRUNK = CORE | 10. FRUIT = GOALS |
| 3. SAP = CREATIVITY | 7. BRANCHES = SECTORS | 11. FOREST = NETWORK |
| 4. BUGS = BARRIERS | 8. TWIGS = BRANDING | 12. SEASONS = TRANSITIONS |

Think of yourself as a tree. Each part of a tree is needed for the tree to grow and flourish. Similarly, there are many parts to your skills. Each part is needed for you to grow and flourish in your life and in your career. There are 12 parts to the SEED. Each part represents a different part of your skills. The list above shows each part, and compares each part to a tree, and its ecosystem. The first step is for you to learn about the 12 parts and learn about the 60 skills that are within the parts. In the second step you will assess yourself on each skill to see your current level. The third step will be to grow those skills. By doing so, you will become more confident in your skills. The next time someone asks you to tell them about your skills, you will be ready.

STEP 2: RATE YOUR CURRENT LEVEL IN EACH SKILL OF THE SEED

The SEED helps you rate yourself on sixty skills needed to help you flourish in your life and in your work. Rate yourself from 1-Never, 2-Sometimes, 3-Often to 4-Always on each of the skills to complete the SEED. If you are not sure about any skill, please go back and read the description again before rating yourself.

The table below is an example of how you should rate yourself in the skill of thankfulness from never to always.

Example: Thankful - I stay thankful in my life and work	
1 - Never	I am never thankful.
2 - Sometimes	I am thankful some of the time.
3 - Often	I am thankful very often.
4 - Always	I am thankful all of the time.

The table below is an example of how to score and total the career category of attitude.

#	SKILL	STATEMENT	NEVER	SOMETIMES	OFTEN	ALWAYS	TOTAL SCORE
1.	Thankful	I stay thankful in my life and work	1	2	3	4	3
2.	Purpose	I take time to find purpose in my career	1	2	3	4	2
3.	Change	I make the best of change in my life and work	1	2	3	4	4
4.	Reflection	I take time to reflect on my life and work	1	2	3	4	2
Attitude total							11

The table below is an example of the scoring key which can be found on page 4. The first column is for you to write down your totals from each of the twelve career categories. The second column gives the total number that the career category is out of. The third column is for you to capture your percentage.

To calculate your percentage for each category and for the SEED total do the following. Take your number, and divide it by the total number that the career category is out of, and multiply it by 100.

Using the example below: $11 \div 16 = 0,69 \times 100 = 69\%$

SCORING KEY								
#	Career Categories	Total	Out of	%	#	Career Categories	Total	Out of
1	Attitude	11	16	69%	7	Sectors		/16
2	Service		/12		8	Branding		/16
3	Creativity		/20		9	Work		/16
4	Barriers		/24		10	Goals		/24
5	Foundation		/16		11	Networking		/16
6	Core		/48		12	Transitions		/16
TOTAL								/240

Finally, compare your total percentage with the percentages below to get a current result from the SEED.

LOW (0%-39%)	AVERAGE (40%-69%)	GOOD (70%-89%)	EXCELLENT (90%-100%)
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Remember that your ratings are your current levels, and that you can and will grow those skills.

#	SKILL	STATEMENT	NEVER	SOMETIMES	OFTEN	ALWAYS	TOTAL SCORE
1.	Thankful	I stay thankful in my life and work	1	2	3	4	
2.	Purpose	I take time to find purpose in my career	1	2	3	4	
3.	Reflection	I take time to reflect on my life and work	1	2	3	4	
4.	Change	I make the best of change in my life and work	1	2	3	4	
Attitude total							
5.	Service Time	I share my time	1	2	3	4	
6.	Service Talent	I share my talents in my career	1	2	3	4	
7.	Service Treasure	I share my treasure in my career	1	2	3	4	
Service total							
8.	Dreams	I have dreams for my career	1	2	3	4	
9.	Curiosity	I focus my curiosity	1	2	3	4	
10.	Imagination	I use my imagination to create ideas for work	1	2	3	4	
11.	Incubating	I incubate my ideas before actioning	1	2	3	4	
12.	New Experiences	I action my ideas to create new experiences	1	2	3	4	
Creativity total							
13.	Area Barriers	I work around my area barriers in my career	1	2	3	4	
14.	People Barriers	I work around my people barriers in my career	1	2	3	4	
15.	Money Barriers	I work around my money barriers in my career	1	2	3	4	
16.	Physical Barriers	I work around my physical barriers in my career	1	2	3	4	
17.	Mental Barriers	I work around my mental barriers in my career	1	2	3	4	
18.	Information Barriers	I work around my information barriers in my career	1	2	3	4	
Barriers total							
19.	Values	I live true to my values in my career	1	2	3	4	
20.	Emotions	I manage my emotions carefully	1	2	3	4	
21.	Decisions	I make thoughtful decisions	1	2	3	4	
22.	Action	I am a person of action	1	2	3	4	
Foundation total							
23.	Core Flexibility	I stay flexible to learn new skills in my career	1	2	3	4	
24.	Skill Records	I keep a record of the skills I am growing	1	2	3	4	
25.	Balance	I keep a balance in life	1	2	3	4	
26.	Basic	I use my basic skills effectively	1	2	3	4	
27.	Technology	I use technology effectively	1	2	3	4	
28.	People	I work well with people	1	2	3	4	
29.	Time	I manage my time effectively	1	2	3	4	
30.	Money	I work well with money	1	2	3	4	
31.	Communication	I communicate effectively	1	2	3	4	
32.	Mental toughness	I am mentally tough	1	2	3	4	
33.	Learning	I learn effectively	1	2	3	4	
34.	Physical toughness	I am physically tough	1	2	3	4	
Core total							

#	SKILL	STATEMENT	NEVER	SOMETIMES	OFTEN	ALWAYS	TOTAL SCORE		
35.	Sector Orientation	I orientate my skills to all sectors	1	2	3	4			
36.	Sector Specialisation	I specialise my skills in specific sectors	1	2	3	4			
37.	Sector Diversification	I specialise my skills in different sectors	1	2	3	4			
38.	Sector Flexibility	I stay flexible with the skill demands in my sectors	1	2	3	4			
Sectors total									
39.	Self Research	I know the skills I have for work	1	2	3	4			
40.	Work Research	I know the skills required for the work I want to do	1	2	3	4			
41.	Personal Branding	I am able to package my skills as a brand	1	2	3	4			
42.	Brand Flexibility	I stay flexible with the demands for my brand	1	2	3	4			
Branding total									
43.	Batho Pele	I practice Batho Pele	1	2	3	4			
44.	Business Acumen	I know how work should operate	1	2	3	4			
45.	Work Plan	I plan my work and I work my plan	1	2	3	4			
46.	Projects	I am a good project manager	1	2	3	4			
Work total									
47.	Needs Analysis	I continually analyse the needs of others	1	2	3	4			
48.	SMART Goals	I make sure my goals are SMART	1	2	3	4			
49.	Long-term Goals	I achieve most of my long-term goals	1	2	3	4			
50.	Medium-term Goals	I achieve most of my medium-term goals	1	2	3	4			
51.	Short-term Goals	I achieve most of my short-term goals	1	2	3	4			
52.	Goal Flexibility	I stay flexible with the demands of my goals	1	2	3	4			
Goals total									
53.	Involvement	I involve myself with people and events in my sectors	1	2	3	4			
54.	Network Circles	I have a network of people who support my career	1	2	3	4			
55.	Credibility	I take the time to build credibility in my career	1	2	3	4			
56.	Visibility	I make my brand visible to the public	1	2	3	4			
Networking total									
57.	Growth	I manage my growth in the best possible way	1	2	3	4			
58.	Peaks	I manage my peaks in the best possible way	1	2	3	4			
59.	Plateaus	I manage my plateaus in the best possible way	1	2	3	4			
60.	Declines	I manage my declines in the best possible way	1	2	3	4			
Transitions total									
SCORING KEY									
#	Career Categories	Total	Out of	%	#	Career Categories	Total	Out of	%
1	Attitude		/16		7	Sectors		/16	
2	Service		/12		8	Branding		/16	
3	Creativity		/20		9	Work		/16	
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6	Core		/48		12	Transitions		/16	
TOTAL								/240	
LOW (0%-39%)		AVERAGE (40%-69%)		GOOD (70%-89%)		EXCELLENT (90%-100%)			