



HOW TO  
MAKE **P**  **RTNER**

**HOW TO BE ON  
YOUR A-GAME  
EVERY DAY  
WORKBOOK**

[www.howtomakepartner.com](http://www.howtomakepartner.com)

# INTRODUCTION

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In the world of professional services, particularly the Big 4 and large law firms, your targets are only going one way..... up. When you've busted your gut hitting a seemingly impossible target, there is no respite. In the 'up or out' culture, which is professional services, you've got no choice but to subject yourself to increasingly higher and tougher targets if you are to be seen as a partner of the future. This means if you are going to get to partner – and when you get there, stay there – you need to be on your A-Game every single day.

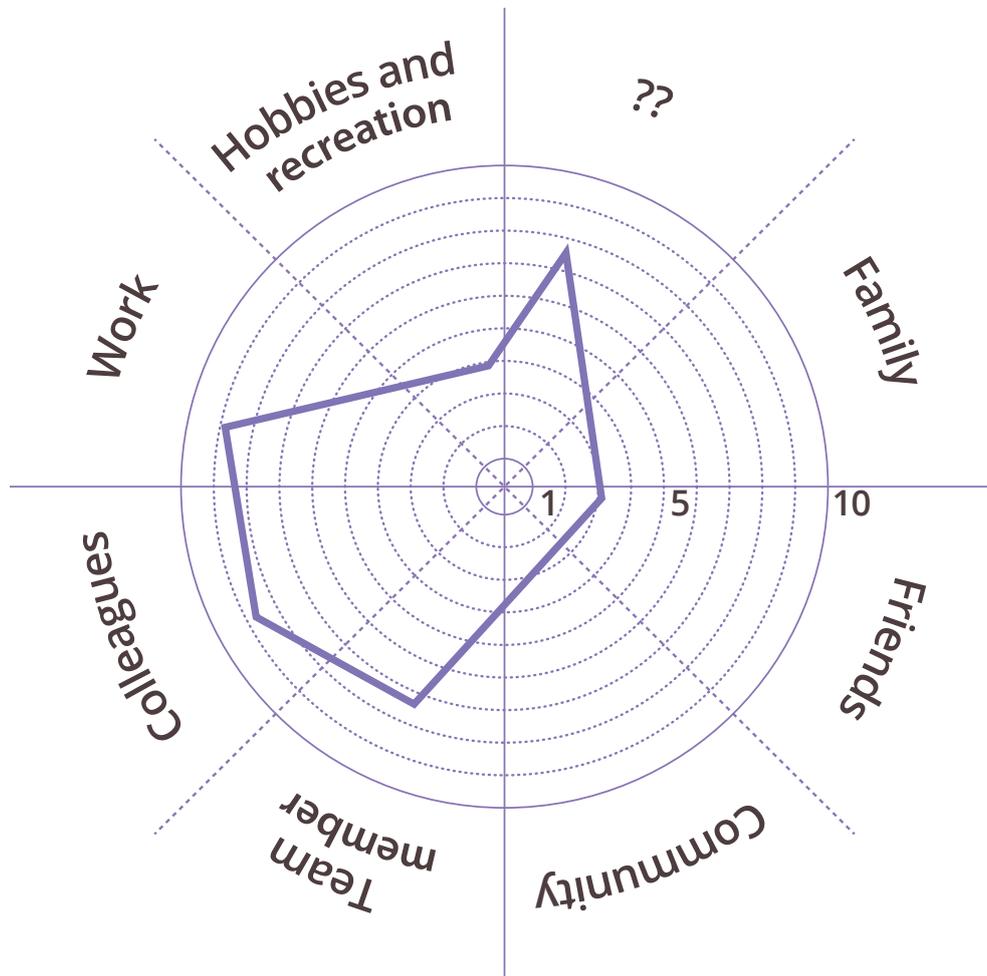
Luckily, you've had the foresight to buy this short video course which will unlock the secrets of how the most successful people manage to be on their A-Game nearly every day.

To get the most out of this course don't skimp on the exercises or videos. Take your time to listen to them and then do the exercises after the videos. Reflecting on the results of the exercises is where you'll discover your secret code to always being on your A-Game.

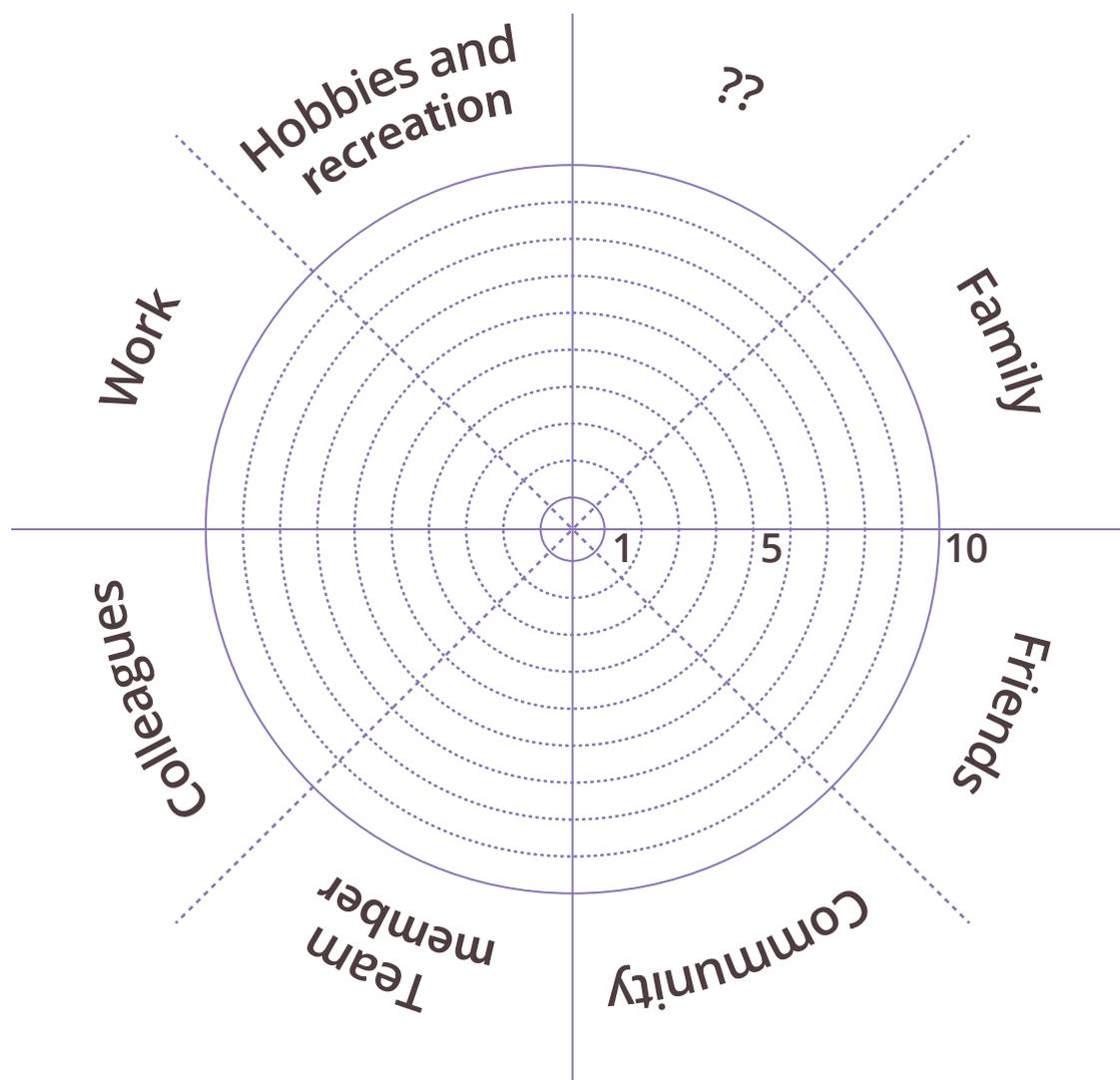




3. The Wheel of Life exercise gives you a vivid visual picture of the way your life is at present, compared with the way that you would ideally like it to be. It is a great tool for you to regularly use to assess whether you are in the driving seat of your career and life. Or whether life is just happening to you and you are stuck in the sea of sameness.



Completed Wheel Of Life



- Write down each important area of your Life on the Wheel of Life circle, one on each spoke of the wheel. There are some suggested generic areas – however, feel free to change the titles and choose your own.
- Next think about each area in turn, and score yourself in each area on a scale of 1 (poor) to 10 (wonderful).
- Join up the marks around the circle. Does your life wheel look where you would want it to be if you were in complete control of your career and life? What are the gaps? Do these areas of your life need immediate attention? Remember that gaps go both ways. Like most people, there are almost certainly areas that are not getting as much attention as you would like. Equally, there may be areas where you are investing more time than you would ideally like. These are the areas which sap the energy and enthusiasm that may be better directed elsewhere.
- Now, consider your ideal level in each area of your wheel. Being in control doesn't mean getting 10 in each life area: some areas need more attention and focus than others, depending on where you are in your career and life.
- Once you have decided, plan your life around your roles and responsibilities. When you are planning your week ahead, ask yourself, 'What is the most important thing that I can do this week in each of my roles and responsibilities?'







Think about an example of when you were most sure of yourself and your decisions. What made you feel that way?

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What do you consider to be your greatest achievement? What aspects of that made it 'great' in your mind?

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What was the underlying drive in your decision to become a lawyer/accountant/consultant etc?

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3. Our values are the things that are important to us and define how we want to live and work, guiding our behaviour at home and work. Our values affect how we view our work and consequently our job satisfaction. Your values are the reason why you stick with a difficult assignment or decide to take a particular career path. If you know your values you can make choices which are aligned with your values. If you are working in an environment or role which is not aligned with your values it will be nigh on impossible to be on your A-Game every day.

Read the values which are in the left-hand column and cross out anything which doesn't apply to you. Identify those values which are significant to you by putting a tick in the column headed "Significant". Of all the values which are significant to you, identify 5 which are the most important values to you personally. Remember there is no right or wrong answer to this exercise.

If you find it difficult to decide which your most significant values are, think about why a value is significant to you. If your answer is that it is important 'just because', as opposed to a logical explanation, you can conclude that it is important as an end in itself. On the other hand, if the answer leads you to another value, for example, 'Fame is important because it will give me more power', the conclusion is that power is more important to you than fame, which is the means of you achieving power.

| Personal values include:   | Significant | Most significant |
|--|-------------|------------------|
| ACHIEVEMENT – attaining goals and a sense of achievement or accomplishment |             |                  |
| ADVENTURE – being able to seek new experiences                             |             |                  |
| AFFECTION – love, caring and fondness                                      |             |                  |
| AUTHENTICITY – being able to truly be yourself                             |             |                  |
| AUTHORITY – Being seen as someone to look up too                           |             |                  |
| AUTONOMY – Being able to do stuff without interference                     |             |                  |
| BALANCE – Keeping everything in balance for you and others                 |             |                  |
| BELONGING – participating with, being involved and including others        |             |                  |
| CHALLENGE – adventure, new and exciting experience                         |             |                  |
| CITIZENSHIP – belonging and contributing to a community                    |             |                  |
| COMPASSION – being kind and thoughtful towards others                      |             |                  |
| COMPETITIVENESS – striving to win, being the best                          |             |                  |
| CONTRIBUTION – assisting others and improving society                      |             |                  |
| CREATIVITY – being imaginative, inventive and original                     |             |                  |
| ECONOMIC SECURITY – having steady and adequate income                      |             |                  |
| FAIRNESS – seeking justice and fairness                                    |             |                  |
| FAME – being renowned, and having distinction                              |             |                  |

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| FAMILY HAPPINESS – close relationship with family members  |  |  |
| FRIENDSHIP – close relationship with others  |  |  |
| FREEDOM – autonomy to choose own direction   |  |  |
| HONESTY AND INTEGRITY – standing up for your beliefs   |  |  |
| INDEPENDENCE – freedom, autonomy and liberty   |  |  |
| INNER HARMONY – being at peace with yourself and others  |  |  |
| LEARNING – always be learning  |  |  |
| LOYALTY – commitment, dedication and dependability   |  |  |
| ORDER – organized, structured and systematic   |  |  |
| PERSONAL DEVELOPMENT – learning and realizing your potential                                       |  |  |
| PLEASURE – fun, enjoyment and good time  |  |  |
| POPULARITY – being liked   |  |  |
| POWER – influence, importance and authority  |  |  |
| PROGRESSION – promotion and advancement  |  |  |
| RECOGNITION – gaining respect and acknowledgement  |  |  |
| SECURITY – Being able to keep you and others safe  |  |  |
| SELF-BELIEF – having a belief in your own abilities, self-respect for who you are as an individual |  |  |
| SPIRITUALITY – having faith, strong spiritual and/or religious beliefs                             |  |  |
| STABILITY – being able to maintain balance and the status quo                                      |  |  |
| TEAMWORK – collaboration and cooperation   |  |  |
| WEALTH – abundance and getting rich  |  |  |
| WELLBEING – physical and mental good health  |  |  |
| WISDOM – discovering knowledge, insight and enlightenment  |  |  |

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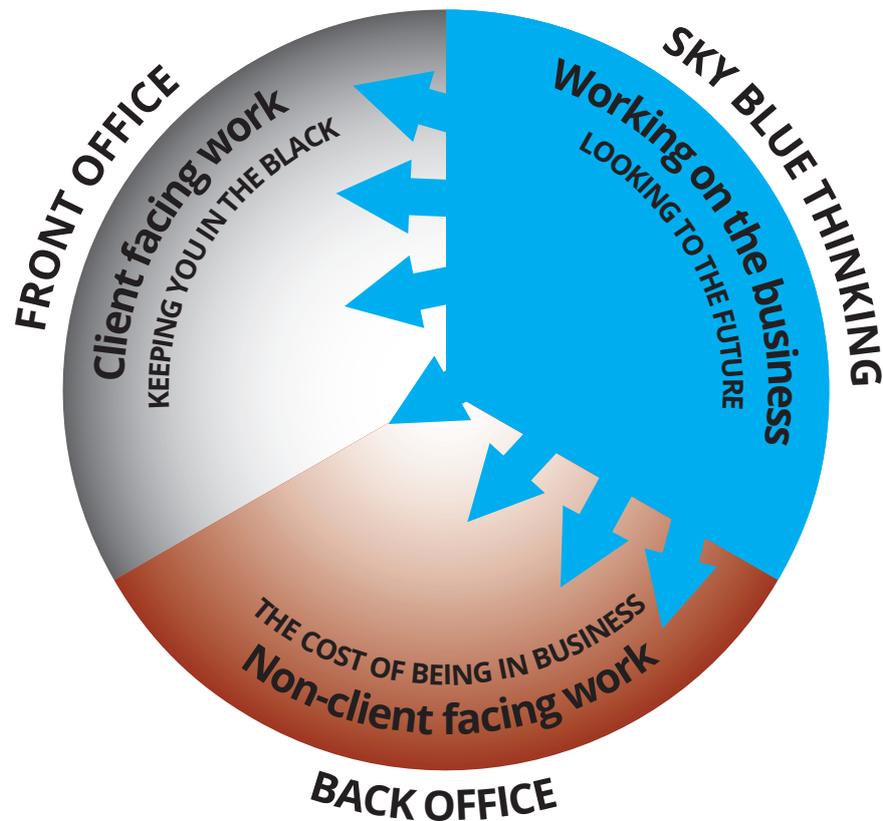








2. Make a note of what activities you are doing over the course of a week. Then code up each activity as red, black or blue, as per the Red, Black, Blue Model.



**Blue** = The 'blue sky thinking' or 'strategic' stuff

**Black** = Activities which put your bank account in the black, typically 'client facing' or 'front office' type activities

**Red** = Activities which put your bank account in the red, typically admin type tasks and the cost of being in business.

What % of your time are you spending on:

**Red activities:** .....

**Black activities:** .....

**Blue activities:** .....















## How to be on your A-Game every day Workbook

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