

INTERNET LINKS*:

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LINKS IN THIS DOCUMENT:

[TOPIC 1 Exercise PG-1-3-1-1 for Topic 1**](#) [TOPIC 2 Exercise PG-1-3-2-1 for Topic 2](#) [TOPIC 3](#)
[RESOURCES](#) [QUOTES](#) [HOMEWORK](#)

* If prompted for a password, use the following password (all lower case): first-class

PG-1-3-1-1 Means PG **SEMESTER 1 **CLASS 3** **TOPIC 1** EXERCISE 1

WORKBOOK FOR PERSONAL GROWTH SEMESTER #1 & CLASS #3 (ALSO CALLED PG-1-3***)

3 TOPICS COVERED IN THIS LESSON: (Brief Recaps in Brackets. Click the text to jump to the page in this workbook where we cover the Topics).

- 1** [PG-1-3-1: HOW DO WE MENTION OUR STRENGTHS IN AN INTERVIEW \(AND WHAT STRENGTH WORDS DO INTERVIEWERS LOOK FOR?\)](#) (Some of the strength words are: Dependable, Enjoy, Customer focused, Organized, Dedicated, Exceeds expectations, Different, Passionate, Excel, teamwork, humble, generous, multi-task and ethical)
- 2** [PG-1-3-2: TRANSITION WORDS, WORDS TO USE, WORDS NOT TO USE AND WORDS THAT BUY YOU TIME](#) (In terms of, moving on to, lastly, the bottom line is, repeating the question, “feel, felt found out”)
- 3** [PG-1-3-3: WHAT TO BRING TO THE INTERVIEW TO INCREASE YOUR CHANCES OF GETTING HIRED \(PART 1\)](#) (Folders, 10 copies of documents, nutribars and more)

Please have this workbook open during the PG-1-3*** lecture and fill in the blanks or answer the questions in this workbook when Chris asks you to do so during the live lesson (or during the replay of the live lesson). The homework for all lessons is always listed on the last page.

If you are watching a live version of this lesson, please let Chris explain the concepts and then we will have many opportunities for live Q&A when he mentions: “Does Anyone Have Any Questions?” You can also ask Chris questions about the concepts taught in this class during his weekly *For MBA Degree Program Students Only Weekly Q&A Webcast*, which is available at the following [link](#) using the following password (all lower case): first-class

Please note that after the class is finished, Chris will direct you where to go online in order to take a quiz based on the concepts taught in PG-1-3. If you can’t watch this class live, then Chris’ team will have an edited [replay](#) of the lesson online within one day after this class has ended. You can also access the unedited replay by clicking on the class video link for each class in our [MBA calendar](#) (password is in lower case as follows: first-class).

TOPIC 1 OF 3: PG-1-3-1: How Do We Mention Our Strengths are In an Interview (and What Strength Words Do Interviewers Look For?)



Optional: Type your notes for Topic #1 in this box:

Optional: How can you apply what you have learned about Topic #1 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #1. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #1. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (the password for the webcast is all lower case: first-class). Before asking the question about Topic #1, please look at the first page of this document to see what he will discuss in Topic #2 and Topic #3 (in case your question will be addressed during Topic #2 and Topic #3). Thanks:

EXERCISE PG-1-3-1-1:

QUESTION 1: D. FOR DEPENDABLE

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE DEPENDABLE. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



QUESTION 2: E. FOR ENJOY

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ENJOY THIS JOB. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



QUESTION 3: C. FOR CUSTOMER SERVICE

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE VERY FOCUSED ON CUSTOMER SERVICE. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



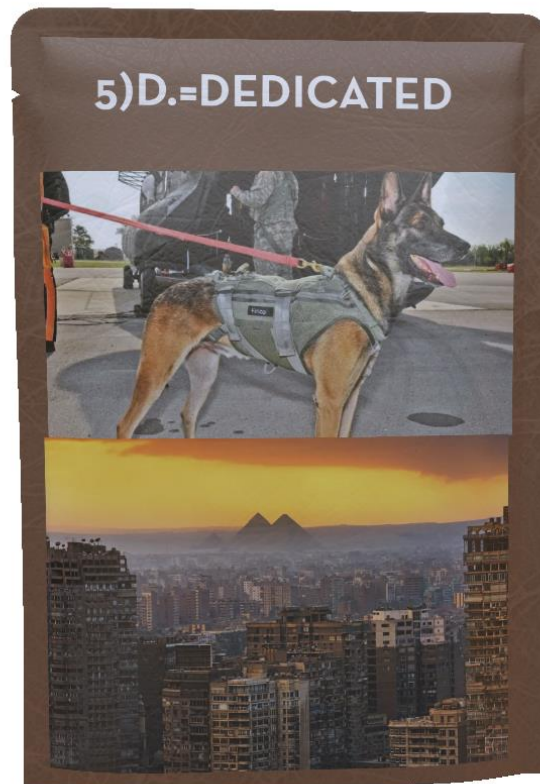
QUESTION 4: O. FOR ORGANIZED

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE ORGANIZED. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



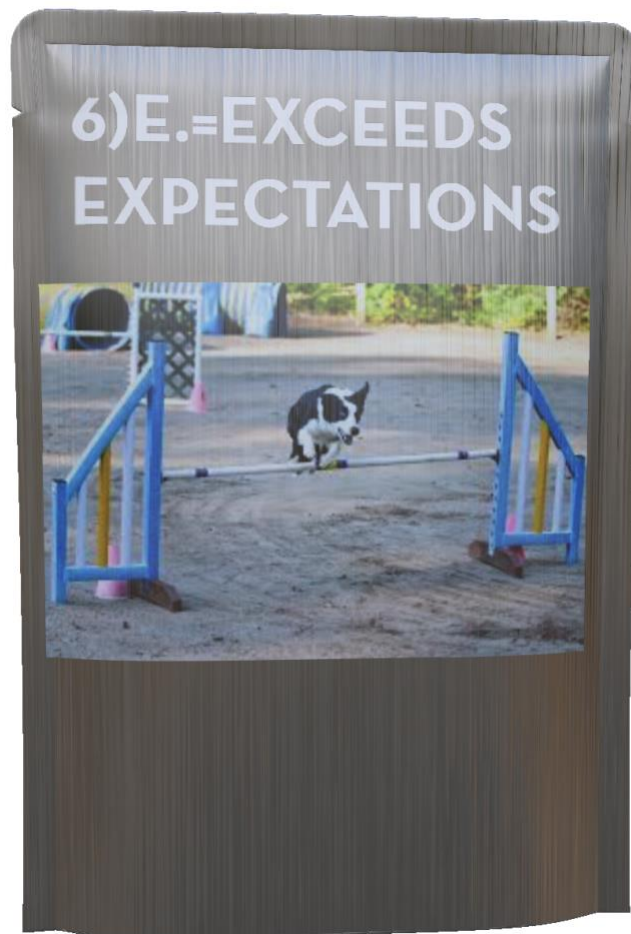
QUESTION 5: D. FOR DEDICATED

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE DEDICATED. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



QUESTION 6: E. FOR EXCEEDS EXPECTATIONS

**WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU EXCEED EXPECTATIONS.
GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.**



QUESTION 7: D. FOR DIFFERENT

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE DIFFERENT (YOUR DIFFERENT LIFE EXPERIENCES ARE ADDITIVE TO THE COMPANY). GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



QUESTION 8: P. FOR PASSION

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU ARE PASSIONATE ABOUT THE "JOB" YOU ARE INTERVIEWING FOR. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



QUESTION 9: E. FOR EXCEL

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW EVERYTHING YOU HAVE ACCOMPLISHED (WITHIN REASON) LEADS YOU TO BE ABLE TO EXCEL IN THIS POSITION YOU ARE INTERVIEWING FOR. GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



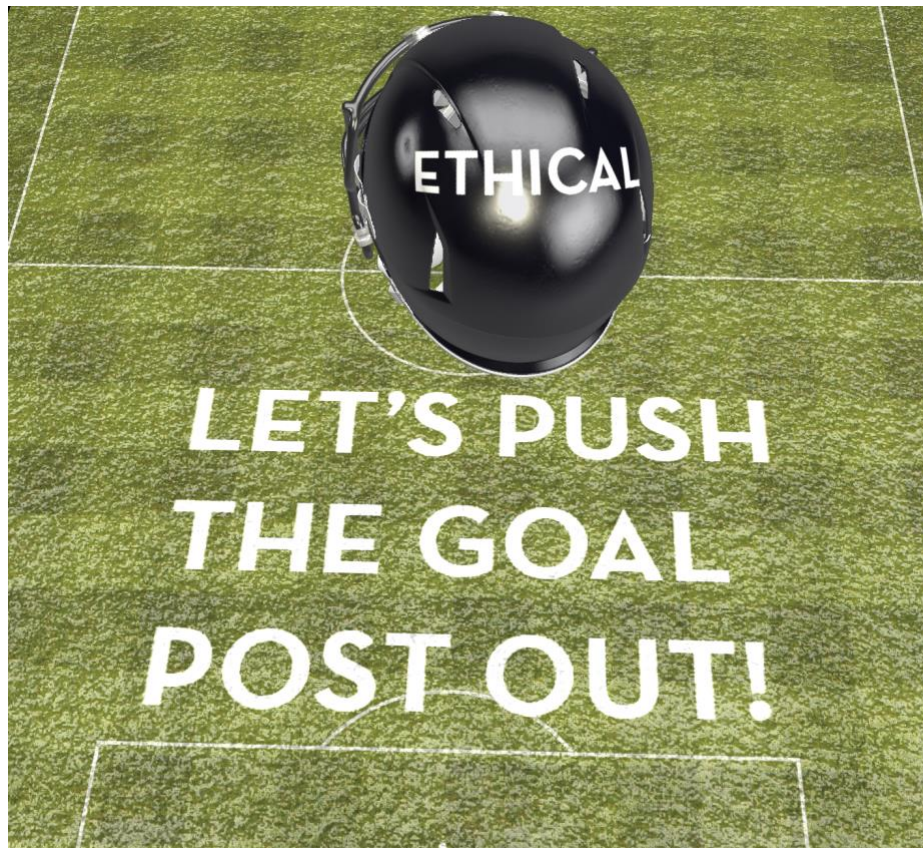
QUESTION 10: T. FOR TEAMWORK

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU HAVE ENJOYED AND CONTRIBUTED TO A TEAM (SAY “WE ACCOMPLISHED THIS....AND “WE” ACCOMPLISHED THAT, ETC.). GIVE AN EXAMPLE FROM YOUR WORK/SCHOOL/OTHER EXPERIENCE.



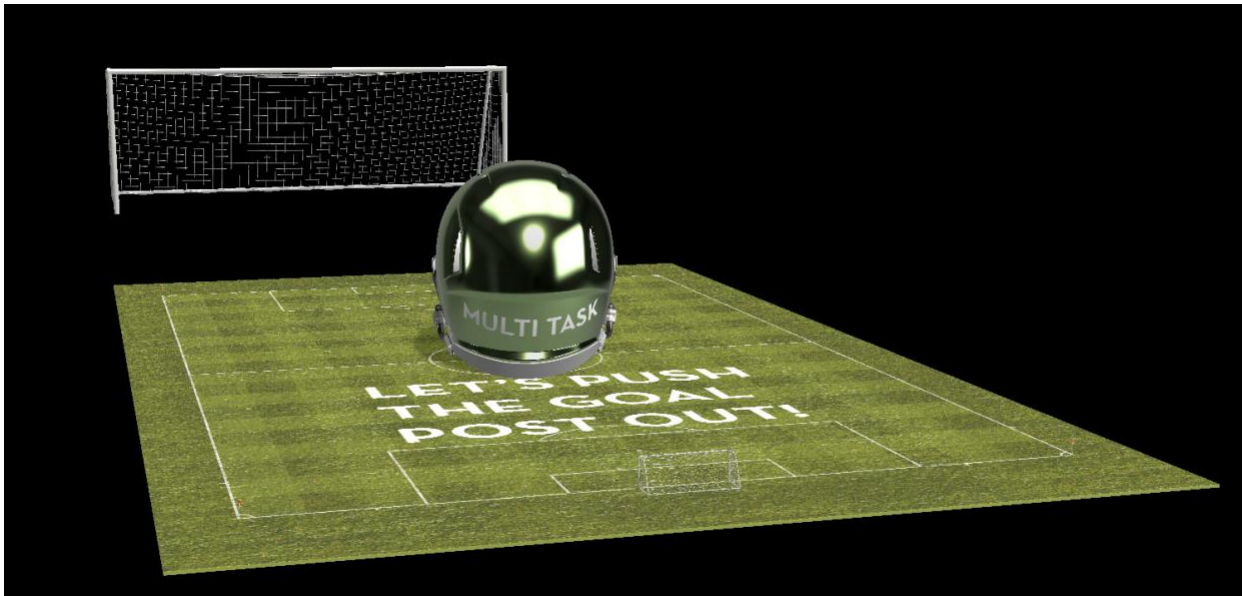
QUESTION 11: ETHICAL DILEMMA

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF AN ETHICAL DILEMMA/ISSUE YOU FACED IN YOUR LIFE (IF APPLICABLE).



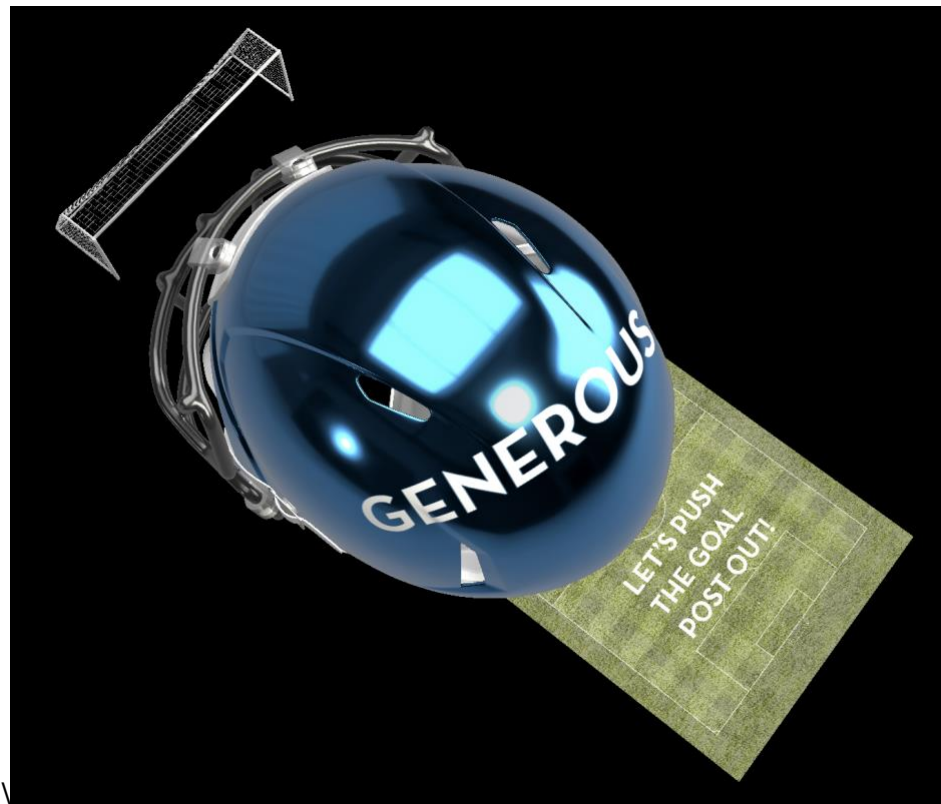
QUESTION 12: MULTI-TASKING

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU HAVE MULTI-TASKED IN THE PAST...MEANING HAVING A FEW PART-TIME JOBS ETC.



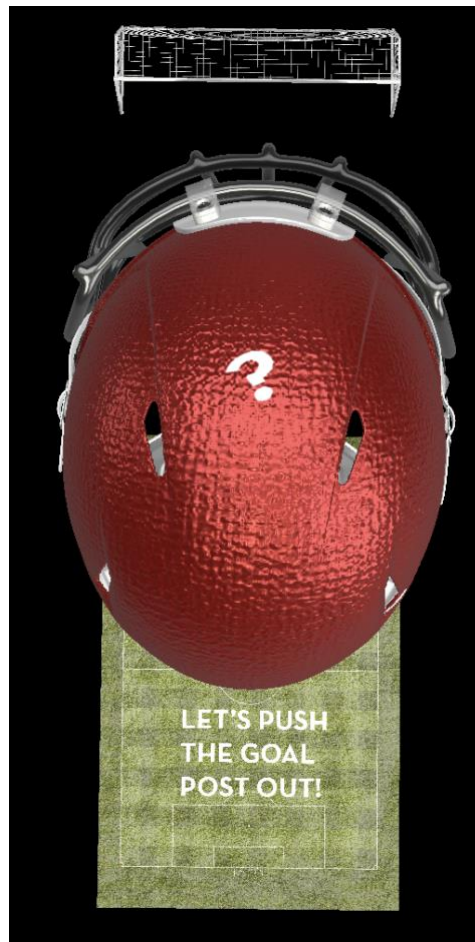
QUESTION 13: GENEROUS

WRITE A SENTENCE THAT GIVES AN EXAMPLE OF HOW YOU HAVE BEEN GENEROUS IN THE PAST (I.E., MENTORING OTHERS, CHARITABLE, ETC).



QUESTION 14: MORE!

I KNOW FOR SURE THAT WHILE YOU WERE ANSWERING THE PREVIOUS 13 STRENGTH QUESTIONS THAT YOU THOUGHT OF ADDITIONAL STRENGTH WORDS AND EXAMPLES FROM YOUR LIFE. PLEASE LIST THEM (OR ONE) AND EXAMPLES. THANKS



TOPIC 2 OF 3: PG-1-3-2: Transition Words, Words to Use, Words Not to Use and Words That Buy You Time

Optional: Type your notes for Topic #2 in this box:

Optional: How can you apply what you have learned about Topic #2 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #2. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #2. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (the password for the webcast is all lower case: first-class). Before asking the question about Topic #2, please look at the first page of this document to see what he will discuss in Topic #3 (in case your question will be addressed during Topic #3). Thanks:

EXERCISE PG-1-3-2-1:

You don't only have to use the transition words or the "buy me time" words that I mentioned in this class, but I want you to be ready to use them if you have a lot to say and you want to structure your logic or if you need filler words to buy you a little more time so you can think of the best way to answer the question. Also, there is a tactful way to express disagreement in an interview (per the lecture).

The answers to these questions are on the page after this exercise.

Question #1: If you disagree with someone, rather than say "I don't agree with you," you might want to say (hint use 3 words that start with F):

Question #2: You need to buy a bit more time in order to answer this question that the interviewer asks you: "Please tell me why you haven't interviewed with our biggest competitor whose headquarters is very close to where you grew up?" You could consider answering this question by prefacing it with a phrase like this that buys you some time:

Question #3: You are about to provide a lengthy answer to a question that has 4 parts to it.

What transition word(s) can you use between part 1 and part 2:

What transition word(s) can you use between part 2 and part 3:

What transition word(s) can you use between part 3 and part 4:

Answers to the Questions to Exercise PG-1-3-2-1::

Answer to Question #1: “I used to feel that way, but I felt differently when I found out that...” [FEEL, FELT, FOUND OUT].

Answer to Question #2: “That’s a great question [smile a bit]; the reason that I haven’t interviewed or ever applied to work for them is that[remember don’t say anything negative about the competition].”

Answer to Question #3:

“In terms of...”

“Moving on to...”

“Lastly, ...”

You can also start the first part of the answer with “I’ll kick it off with....”

TOPIC 3 OF 3: PG-1-3-3: What to Bring to The Interview to Increase Your Chances of Getting Hired

Optional: Type your notes for Topic #3 in this box:

Optional: How can you apply what you have learned about Topic #3 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question below that you want to ask Chris on the live webcast about Topic #3. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #3. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (the password for the webcast is all lower case: first-class). Thanks:

What to Bring in Your Bag Checklist:

- ❑ 10 copies of your resume as many times the interviewers are disorganized and they don't have copies of your resume on hand....this will make you look prepared if they ask for it. We will cover how to create an impactful resume and LinkedIn profile soon (I want to first cover all topics you can be asked in interviews so we can make/change/improve your resume based on what we learn about interviewing).
- ❑ 3 nutribars as many times your interviewers will forget to feed you if you have many unanticipated back-to-back to back interviews. When I interviewed at Goldman Sachs, this is what happened to me. You can quickly eat the nutribar for more energy while you are on a short break or between interviews when you are sitting idle in the interview room.

Don't purchase ones that make a mess like these ones
.... sorry – trying to be funny here :)



- ❑ 1 water bottle container which you can keep in your bag and drink in between interviews if the interviewer forgets to offer you water (this does happen...let's be ready as every battle is won before it has been fought)!
- ❑ 1 notebook as you need to write down follow up items in the interview if you can't answer a question (we will also cover how to deal with questions we can't answer later in the course and why you need to follow up with the interviewers). This brand is professional enough to bring and you can purchase it from Amazon:
 - https://www.amazon.com/Moleskine-Classic-Notebook-Large-Notebooks/dp/8883701127/ref=sr_1_1?s=books&ie=UTF8&qid=1468718463&sr=1-1&keywords=notebook



Moleskine Classic Notebook, Large, Ruled, Black, Hard Cover (5 x 8.25)
(Classic Notebooks) Journal – January 1, 2008

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- I don't want to take any chances and as bizarre as this sounds, having the wrong pen can negatively impact your interviewer's perception of you. I had a friend that once used a pen with a logo of a competitor or a logo of a company in a completely different industry, which the interviewer mentioned in the interview. To quote the late great former CEO off Intel, Andy Grove, 'only the paranoid survive.' As such, here is a safe option, also available from Amazon (it has a stylus option for free in case you are taking notes on a tablet or on an iPad):

- https://www.amazon.com/iDream365-Stainstainless-Capacitive-Smartphones-Box-Black/dp/B00ZXN8G46/ref=sr_1_16?ie=UTF8&qid=1468718698&sr=8-16&keywords=pen



3-in-1 stylus

Stylus,iDream365(TM) 2pcs 3-in-1 Stylus Pen(5.7" Length,Stainstainless Steel) for All Capacitive Touch Screen Smartphones,Tablets PC(Extra 2 Refills+8 Rubber Tips) With Gift Box-Black&Silver

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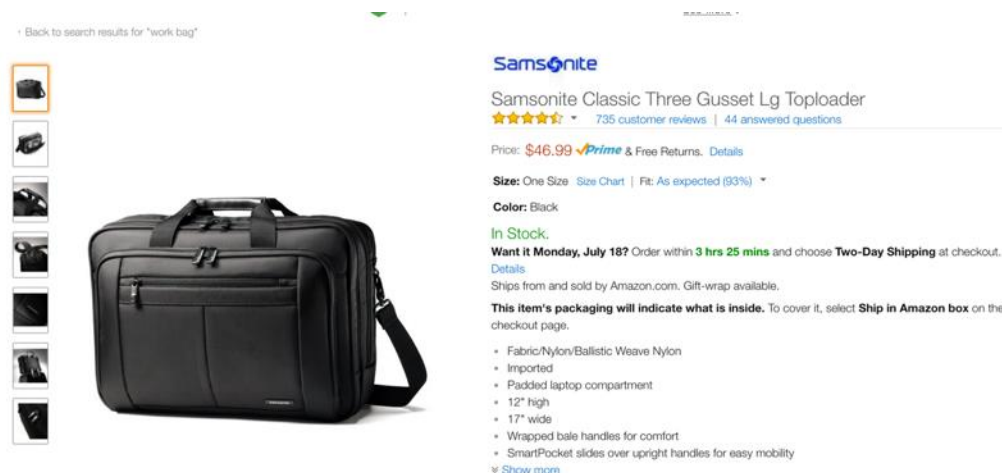
Color: **Black,Silver**

\$9.88 Prime	\$9.98 Prime	\$11.88 Prime	\$11.18 Prime	\$6.99
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- Unique 3-in-1 stylus design,perfect for carrying around and easy to store.Dual side stylus tip are replaceable,durable soft rubber tip protects your screen from scratches
- Material:stainless steel and copper,stylus Length:5.7"(145mm). Pen barrel diameter 0.38"(9.8mm); rubber tip diameter:cap end replacement tip outer diameter:0.27"(7mm),small end replacement tip outer diameter:0.24"(6mm).
- Dual side replaceable tips design,while the other side features ballpoint pen,perfect for taking paper notes.

- A classy/conservative bag to carry your interview items in. Here is an image from Amazon of a simplistic bag. I am not including the link because I think you can find a cheaper and maybe slightly slimmer version elsewhere:

Workbook for PG-1-3 (Semester #1 and Class #3 for Personal Growth)



-
- Please purchase folders like the ones at this Amazon link and image below so you look exceptionally organized for your interview when you pull out the appropriate completed template(s) [we will discuss how to make the templates in the next class after this one]:
 - https://www.amazon.com/Pendaflex-Folders-InfoPocket-Letter-Assorted/dp/B000AN1QDM/ref=sr_1_4?s=office-products&ie=UTF8&qid=1468719872&sr=1-4&keywords=folders



[IGNORE THIS NEXT ITEM BELOW AS WE WILL COVER THIS IN THE NEXT CLASS... I AM INCLUDING IT HERE THOUGH IN CASE YOU COME BACK TO THIS CHECKLIST BEFORE YOUR INTERVIEW]:

What Templates to Create and Bring in Your Bag:

Bring 10 copies of each template that you complete per the example templates shown on the next few pages. Please watch the videos in this Section (Section 4) for more details and please remember that we are doing this extra work because our competition will not.

RESOURCES (OPTIONAL):

[Finding Your Career Path:](#)



QUOTES:

“What you get by achieving your goals is not as important as what you become by achieving your goals.” -[Henry David Thoreau](#)

“The question isn’t who’s going to let me; it’s who’s going to stop me.” [Ayn Rand](#)



HOMEWORK

After this lecture, please complete the quiz associated with this lecture at this [link](#). Thanks