



Future
BOSS
Lady

By: Anna Clarice

Thank you for reading
Future Boss Lady!

Hey! I'm Anna, thank you so much for reading my book! This was a huge passion project and I'm so honored that you're investing your time and energy into this content. The entire goal of this concept was to create something that would be useful, and encouraging to the strong women setting out to create their dream life. I truly hope that you find it useful and applicable into your goals. I would love to connect with you, so please check out the FBL social media and website!

To give you some insight about me:

I'm a sunshine-loving, wedding-obsessed writer, who's passionate about helping other young women achieve their dreams. I know, that sounds like a lot, so let me explain.

At 18-years-old I dove face first into the wedding industry. I wanted to be the woman behind-the-scenes -- doing whatever it took to help brides and grooms with one of the most special days of their lives. I have been a wedding planner's assistant, intern at a wedding magazine publication, and I have been a bridal gown sales consultant since I was 19-years-old.

Anyone could have guessed, that the girl planning everyone's birthday parties, and stashing wedding magazines under her bed, was going to want to be a wedding planner someday.

Then with years of experience, and my nose being smashed against the grindstone, I discovered that while I loved weddings, pretty dresses, and decorations, I loved serving more. When I say that, I mean that I loved how it felt to help someone find the gown that they loved, or see their face light up when they saw their decorated venue for the first time. I loved meeting with people, talking to them about their vision and dreams, then doing everything I could to make that a reality.

I found that my passion was far beyond a wedding, or just one day of a person's life. I decided that I wanted to serve women, in helping them achieve their goals in their careers, relationships, and lives.

What I do:

I serve young women who are in the pursuit of success and a life that they love. I serve them by creating this book, downloadable guides, recording Podcasts, and writing blog posts, to help aid them in the journey to building the foundation for their most successful selves.

Where I'm from:

I'm originally from a small town called Cottonwood, Arizona and my family lives all over the state including: Cottonwood, Pinetop, Phoenix, and Tucson. I now live in an apartment in Phoenix and commute to Scottsdale for work.

I am the only one in my family that's an Arizona native. The rest of my siblings and parents were born in South Dakota, where we go to visit multiple times a year.

In the long run I have dreams of moving out of the city to raise children, as I love the outdoors, and I want to be integrated in more of a community.

When I'm not working on *Future Boss Lady*, you can find me:

- ▶ At the kickboxing gym, doing yoga, or hiking. I love fitness and staying strong.
- ▶ Hanging at Postinos, because red wine and charcuterie boards are life.
- ▶ Watching 90's romantic comedies.
- ▶ Mindlessly walking around Target or TJ Maxx. Yes, I consider that a hobby.

Future Boss Lady is all about helping you get started. It's to inspire you in your own goals, and to let you know that there's someone out there that gets it. I'm here to encourage you, be excited for you, and believe in you. This book is yours to enjoy, and meant to help you in any way that you may need.

Cheers to you Boss Lady! I am so excited to be a part of your journey! #FBL

Introduction

Future Boss Lady is a book that I designed to be an aid to those who are just starting out in building a life that they love. With this in mind, the pages are written in lists and broken up with titles and categories. This will allow you to easily find the relevant topics and get to the content fast.

There are four chapters within Future Boss Lady with their own sub-chapters and topics, specializing in different categories of life. Being a Future Boss Lady isn't just about getting the career you want, or doing well at your job, it's a way of being. A personal brand that is going to take you far in all aspects of your life, so please use this book in whatever way that works best for you. Get inspired, work hard, and flourish.

Table of Contents:

The Boss Lady

- ▶ Building a Personal Brand
- ▶ Your Morning Routine
- ▶ Your Nightly Routine
- ▶ Feeling Boss
- ▶ Traits of Strong Women
- ▶ Confidence
- ▶ Future Boss Lady
- ▶ The Boss Lady
- ▶ Your Style
- ▶ Style Quiz
- ▶ Style Basics
- ▶ Gym Attire
- ▶ Glamorously Casual
- ▶ Interview Outfits
- ▶ Professional Attire
- ▶ Dressing Up
- ▶ Your Hair Style
- ▶ Beauty Routine
- ▶ Your Goals
- ▶ Boss Lady Goals
- ▶ Time Management
- ▶ Productivity
- ▶ The Productivity Guide
- ▶ Positivity
- ▶ The Positivity Worksheet
- ▶ Budgeting
- ▶ Budgeting Tips For Success
- ▶ The Budget
- ▶ Debt

Class and Style

- ▶ Interactions
- ▶ In Tough Situations
- ▶ Dating
- ▶ Breakups

- ▶ Friendships
- ▶ Friendships Worksheet
- ▶ Friendship Fights
- ▶ Friendship Fights Worksheet
- ▶ At the Table
- ▶ In a Restaurant
- ▶ Being a Gracious Guest
- ▶ Being a Fabulous Hostess
- ▶ Exhibiting Elegance
- ▶ How Charming
- ▶ Thank You Notes
- ▶ The Gift Guide

Boss Lady at Work

- ▶ College Tips for Success
- ▶ Studying
- ▶ Supply List
- ▶ Essays
- ▶ Essay Checklist
- ▶ Résumé and Cover Letter Tips
- ▶ Your Résumé
- ▶ Your Résumé Guide
- ▶ Your Cover Letter
- ▶ Your Cover Letter Guide
- ▶ Your Social Media Résumé
- ▶ Interviews
- ▶ Phone Interviews
- ▶ Video Interviews
- ▶ The Newbie
- ▶ Being a Stellar Employee
- ▶ Professional Habits
- ▶ Bad Behavior and Mistakes
- ▶ Customer Service Issues
- ▶ Young and In Charge
- ▶ Networking

Boss Up

- ▶ Dorm Living
- ▶ Roommates
- ▶ Roommate Chore Guide
- ▶ Renting your First Home
- ▶ The Checklist
- ▶ Home Essentials
- ▶ Cleaning Supplies
- ▶ Clean Home Guide
- ▶ Laundry
- ▶ Health Guide
- ▶ Home First Aid Kit
- ▶ Car Maintenance
- ▶ Grocery Shopping
- ▶ Grocery Guide
- ▶ Grocery Worksheet
- ▶ The Measurement Guide
- ▶ Cooking Vegetables
- ▶ Fruits by the Season
- ▶ Basic Recipes
- ▶ Meal Prepping Tips
- ▶ Packed Lunch for Adults
- ▶ The Coffee and Espresso Guide
- ▶ The Tea Guide
- ▶ The Wine Guide
- ▶ The Beer Guide
- ▶ Classic Cocktails
- ▶ Traveling
- ▶ Travel Investments
- ▶ Travel Goals
- ▶ The Travel Budget
- ▶ Travel Packing Checklist
- ▶ Surviving Long Flights
- ▶ Travel Buddies
- ▶ Going Solo

The

Boss

Lady

The Boss Lady
Introduction

The Boss Lady

This section is about building your confidence, defining your style, and becoming a Future Boss Lady from the inside out. When you're trying to become your best self it's important to know, and connect with who you are right now: to acknowledge your strengths and your weaknesses; to know what makes you feel good, and what makes you feel bad; to know what is it that you actually want, and what is it that you think you should want. This is the time to be purely honest with yourself, and start developing habits that are going to benefit you in the long-run.

Not everything is going to be fun or interesting, but when you put in the work, and build yourself up, the success that you actually want will find you. You'll know your passions, you'll understand your actions, and you'll know the deeper meaning behind your intentions. You will be so comfortable with yourself that you'll forget to care about what everyone else thinks.

Table of Contents:

Building a Personal Brand

Your Morning Routine

Your Nightly Routine

Feeling Boss

Traits of Strong Women

Confidence

Future Boss Lady

The Boss Lady

Your Style

Style Quiz

Style Basics

Gym Attire

Glamorously Casual

Interview Outfits

Professional Attire

Dressing Up

Your Hair Style

Beauty Routine

Your Goals

Boss Lady Goals

Time Management

Productivity

Productivity Guide

Positivity

Positivity Guide

Budgeting

Budgeting Tips For Success

The Budget

Debt

Building your Personal Brand

In short, your personal brand is how you want people to remember you: your interests, your career, your goals, colors you like, even your favorite drink. This, in addition to how you want to be perceived socially and professionally. It's not about acting out a character, or manipulation. This is about getting in tune with yourself, figuring out who you are to your core, and then expressing that in a way that feels natural to you.

A personal brand is important mainly for your career interests and how you can make a statement with your entire self, as opposed to just your achievements. To think of it as a business, people want to invest in different brands because of the way it makes them feel. They want to have a connection with the product or service, and they want to feel good about their choices. By building a personal brand, you're doing the same thing with yourself. You are not just your grades, your job, and the money that you make. You are a sparkling personality. You're intelligent, kind, thoughtful, energetic, funny, and ambitious. You are a conversation, a fascination, and an experience. You make people feel things.

To have control over your personal brand will force you to tune-in to how you are making an impact all around you. It will push you to make more conscious decisions, be tactful with your words, and think about your intentions - allowing you to actively design the life you want.

Tips for Success

● **Look into yourself.** What makes you, you? What do you like? What kind of career do you want? What are your hobbies? What events do you like to go to? Who inspires you in pop culture and in your personal life? The answers to these questions are the first steps to developing your brand. The better you know yourself, the more you can create a brand that's sturdy, and ready for the long haul. You don't want to fake or force anything, it should feel natural.

● **How do you want to be perceived?** While you want the core elements of your personality to remain consistent, it's OK to set goals for how you want to be perceived. Create an image that may be a more elevated version of your natural tendencies. For example, I'm naturally extremely shy, non-confrontational, insecure, and scared of change, but I want to be perceived as a confident Boss Lady: someone who attacks her goals head on, who's poised, elegant, and unafraid to change the world. Therefore, I consciously work every day to be like the person I want others to perceive. It's not a matter of changing yourself for other people, it's a matter of improving yourself, for yourself.

● **Be consistent.** If you're going to be branding yourself, you need to have consistency in the way you act, talk, dress, and perform. If being a hard worker is a part of your personal brand, then you need to work hard all the time, regardless of the task. It doesn't matter if you're completing an important project at work, or cleaning the bathroom at home. If you want to be known as reliable, you need to consistently be the person that people can depend upon. By this, I don't mean sacrificing yourself for others and constantly being a "yes girl"; I mean being someone who honors their commitments, and shows up on time.

Your actions are what creates your life. Every single choice you make, and every single thing you do contributes to not only how you will be perceived, but to the person you're going to be. This is why your personal brand absolutely has to be authentic and individualized. You can't fake it.

● **Develop a clothing style that represents you.** Look into developing a style that represents who you are now, as well as who you are striving to become. Your clothing is a way of representing yourself before you even speak. It's also a way to project your style and brand to the masses, so be mindful of what you want that representation to be, and how your clothing can work for you.

Building a personal brand is about owning what's already a part of you and using those traits to make yourself memorable. It's about standing by exactly who you are, and trust me, you're someone who deserves to be remembered! On the next couple pages you'll have an interactive worksheet to help you see what your most memorable traits are. Be completely transparent and honest, and work on getting down to your roots. #FBL

Building your Personal Brand

● What are three adjectives that would define you?

▶

▶

▶

● How do you want to be addressed?

▶ *Professionally:*

▶ *Personally:*

● How do you want to be perceived in your life?

▶

▶

▶

● *Referring to question above.* What are three things that you can do in order to accomplish this?

▶

▶

▶

● What are three things that you stand for in your life? Why?

▶

○

▶

○

▶

○

● What are three things that can be considered to be your “staples”? Explain each one.

▶

○

▶

○

▶

○

● What are your three favorite things to wear? Why?

▶

▶

▶

● What is your current personal color pallet?

▶

● What is your desired color pallet for your personal brand?

▶

● If your personal brand was an emoji or icon what would it be?

▶

● If your personal brand had a theme song what would it be?

▶

● What are three things that you can do to stay consistent with your personal brand?

▶

▶

▶

Building your Personal Brand

Personality Quiz

Yes, I am bringing you back to your middle school and high school days of crushes, pizza lunches, and sleepovers. We are going to take a personality quiz, pop-magazine style. Enjoy!

1. If you could eat one food for the rest of your life what would it be?

2. What's your perfect night out?

- Dinner and a movie
- Wine with girlfriends
- Dancing
- Night out? How about night in with jammies and Law and Order re-runs

3. On your work commute, would you rather?

- Chat with a friend or your mom on the phone
- Listen to a Podcast
- Jam to the radio
- Be alone with your thoughts

4. Pick your poison.

- Chocolate
- Wine
- Hot Cheetos
- Cereal

5. When you are not working, what are you doing?

6. What is your go-to outfit?

- Crop top and high-waisted jeans
- Leggings and sports bra
- Dress and heels
- Yoga pants and chunky sweater

7. What is something you want to someday?

8. Which cocktail describes your personality?

- Cosmopolitan
Flirty, feminine, and classic
- Margarita
Radiant, spontaneous, and life of the party
- Vodka Tonic
Cool, calculated, refreshing energy
- Mimosa
Sweet, positive, always looking to celebrate

9. If you could have lunch with anyone, fictional or real, who would it be?

10. What is your all-time favorite book and movie?

- *Book:*
- *Movie:*

Every morning
you have two
choices:
continue to sleep with
your dreams,
or get up and
chase them.

Carmelo Anthony

Your morning routine

The first few tasks that you do in your day can be essential, and if you have a fool-proof plan in place, you'll run into less unwanted surprises. Your morning routine doesn't have to be crazy or long. You don't have to work out or spend an hour on hair and makeup. You don't even have to eat breakfast. Your morning routine should be catered to your interests, schedule, and needs, even if it's only 20-30 minutes long. Having some kind of routine and consistency will stimulate productivity and reduce stress.

Tips for Success

- Wash and moisturize your face.
- Write down your goals for the day. What do you want to accomplish?
- Write down your day's to-do list, listing your tasks from top priority to lowest priority.
- Check your bank account.
- Check your emails/messages.
- Get ready, even if you're just changing from pajamas to leggings and a t-shirt.
- Go over your planner and review the day.
- Check traffic and map your route.
- Know exactly what time you have to leave your home in order to get to your destination 10-30 minutes early.
- Set alarms telling you when you have 30-20-10-5 minutes before you have to leave home.
- Gather together all of the supplies that you need for the day.
- Know your meal plan for the day. Incorporate water!

Tips for Success At home

- Workout in the morning, get your blood flowing early!
- Eat a healthy breakfast.
- Drink water or tea before your morning coffee.
- Take a hot shower.
- Make your bed.
- Wipe down your bathroom counter after you get ready.
- Read or watch the news.
- Check your social platforms, get connected.
- Listen to music as you're getting ready.
- Dress for success.
- Set goals for the day.
- Make a to-go coffee for the road.

Tips for Success At work

- Listen to a podcast during your morning commute.
- Arrive at your destination 10-30 minutes early every day.
- Pep-talk yourself, or take a few deep breaths before getting out of your car and starting your work day.
- Greet your team and boss with a smile.
- Open up all of your important tabs on your desktop.
- Log into your accounts and have them available.
- Reply to messages and emails from the night before.
- Look over the schedule for the day.
- Schedule your assignments and tasks allowing flexibility for deviation.
- Prioritize your most difficult tasks and tackle them first.
- Schedule your lunch time.

On the next page you'll see a morning routine guideline. Here is where you'll be able to incorporate your own routine and schedule to ensure that you have a plan that is customized to your lifestyle. Remember that so much about being successful is about being intentional, so create the routine that is going to be the most productive and beneficial for you. Make it a priority to follow this routine, and in two weeks it'll become something you don't even have to think about. #FBL