

IN THE
LOOP
OF A FLOURISHING CAREER

...

Chapter 4

Resource Pack

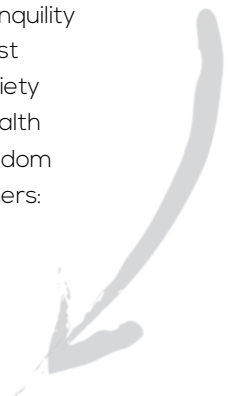
On the following pages you will find the exercises from Chapter 4 of the book
In the Loop of a Flourishing Career by Katherine Street

Six Core Values

Date ___/___/___

Start by developing a short list of 20 values. Without ordering them, circle 20 of the words below that most call to you as one of your values. Then write your 20, in no particular order, on the next sheet.

Abundance	Empathy	Integrity	Professionalism
Achievement	Environment	Intelligence	Quality of life
Activism	Equality	Justice	Quiet times
Adaptability	Excitement	Kindness	Recognition
Advancement	Experimentation	Knowledge	Relationships
Adventure	Expertise	Laughter	Reliability
Aesthetics	Fashion	Leadership	Religion
Ambition	Fairness	Learning	Reputation
Animal rights	Faith	Leisure	Respect
Art	Fame	Literature	Responsibility
Attention to detail	Family	Love for myself	Results
Authenticity	Feminism	Love for others	Risk taking
Authority	Financial security	Loyalty	Security
Autonomy	Flexibility	Making a difference	Self-control
Balance	Forgiveness	Meaningful work	Self-respect
Beauty	Frankness	Moral fulfilment	Sensuality
Boldness	Freedom of choice	Music	Service
Calmness	Friendship	Natural living	Social skills
Challenge	Fun	Nature	Spirituality
Change	Generosity	Openness	Spontaneity
Charity	Global awareness	Optimism	Stability
Citizenship	Global peace	Passion	Status
Collaboration	Growth	Patriotism	Story telling
Community	Happiness	Peace	Style
Compassion	Harmony	Persistence	Success
Competence	Having a say	Personal expression	Support
Competition	Health	Personal growth	The big picture
Communication	Helping others	Perspective	Thinking time
Contribution	Honesty	Physical prowess	Tidiness
Courage	Honour	Play	Time freedom
Creativity	Humour	Pleasure	Tolerance
Cultural diversity	Imagination	Poise	Tranquility
Curiosity	Independence	Popularity	Trust
Decisiveness	Influence	Positiveness	Variety
Democracy	Inner harmony	Power	Wealth
Determination	Innovation	Precision	Wisdom
Diversity	Inspiring others		Others:
Dreams			



Make a long list of 20 values:

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20

The long list of values is too long and unwieldy to be of significant help, so the next step is to clarify your values into your top six. Do this by:

- Grouping common values
- Rename grouped values
- Drop out values that are lowest in significance for you
- Try values on for fit and size by saying them out loud
- Over a couple of days look for instances in which you live your values to identify the ones that really show up
- Decide by a process of elimination which values are your most significant six.

MY SIX CORE VALUES ARE:

1
2
3
4
5
6

Six Top Skills

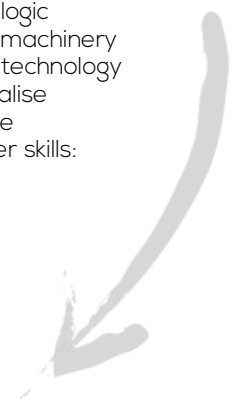
Date ___/___/___

Step 1

Start by developing a shortlist of your skills. Without being modest, circle all of the words on the following sheet that reflect skills you know you have.

While you will have a range of job-specific skills, for example if you are a programmer you will have specific programming skills, these are usually quite easy to identify. This exercise is about recognising the skills behind the skills – for example, a programmer is likely to also have the skill of lateral thinking.


Account	Decide	Investigate	Recommend
Adapt	Delegate	Innovate	Reflect
Administer	Demonstrate	Liaise	Remember
Advise	Diplomacy	Listen to others	Repair things
Advocate	Design	Lead others	Report
Amalgamate	Develop	Learn	Resolve conflict
Analyse	Develop policy	Make decisions	Research
Anticipate	Diagnose	Make welcome	Stay on track
Appraise	Digital	Manage people	Study
Arbitrate	Direct	Manage finances	Schedule
Arrange	Discover	Market ideas	Sculpt
Assess needs	Edit	Measure	Self-direct
Assert yourself	Empathise	Mediate	Sense
Audit	Empower	Mentor	Serve customers
Be flexible	Entertain	Meet deadlines	Sell
Be diplomatic	Estimate	Minister to	Set goals
Brainstorm	Evaluate	Monitor	Speak in public
Budget	Examine	Motivate	Speed read
Build Rapport	Expedite	Negotiate	Stay calm
Calculate	Explain	Network	Study
Care for others	File	Notice	Summarise
Categorise	Forecast	Nurse	Supervise
Choose wisely	Focus	Observe	Systematise
Classify	Guide	Organise	Take action
Clarify	Help	Oversee	Take initiative
Coach	Illustrate	Paint	Think logically
Comfort	Imagine	Perform	Think laterally
Communicate	Improve	Persuade	Teach
Compare	Improvise	Persevere	Team with others
Compose	Influence	Plan events	Test
Compute	Handle pressure	Play instrument	Time manage
Conceive	Heal	Please	Train
Conceptualise	Host	Present	Transcribe
Connect	Hypothesize	Prioritise	Translate
Construct	Identify strengths	Problem solve	Treat
Consult	Imagine	Process	Unify
Consolidate	Implement	Program	Update
Convince	Influence	Promote	Understand
Coordinate	Inform	Quantify	Use logic
Counsel	Initiate	Rapport build	Use machinery
Create	Inspect	Reason	Use technology
Change	Instruct	Record	Visualise
Critique	Integrate	Read others	Write
Data analysis	Invent	Run Meetings	Other skills:
Debate	Interpret	Reframe negative	
Decorate	Interview	Rehabilitate	



Step 2

Next, narrow your list of skills down to your top 20. Then against each of the 20 skills make an assessment of how transferable (T) the skill is from the domain in which you currently use it to other domains (for example, from one job to another), with one being low transferability and five being high transferability.

1	T	2	T	3	T	4	T
5		6		7		8	
9		10		11		12	
13		14		15		16	
17		18		19		20	



Step 3

Finally, make a list of the top-six skills that you most enjoy using, and a list of the top-six skills you feel you are most skilled at. These two lists may hold quite different skills, or they may be quite similar. The similarities and differences will be interesting for you to make note of

	TOP SKILLS - ENJOYMENT	TOP SKILLS - GOOD AT
1		
2		
3		
4		
5		
6		

Five Signature Strengths

Date ___/___/___

Go to the web site of the *VIA Institute on Character* and take the free VIA Survey to do an assessment of your strengths. Write your top-five strengths below and note next to each how you get to use/express and have this strength show up in your work/career.

	STRENGTH	HOW IT SHOWS UP
1		
2		
3		
4		
5		

Areas of Meaning

Date ___/___/___

This exercise will help you identify what you find meaningful in life and career. Start by taking a minimum of a week to list the things you think about and encounter in your life and your work that have high levels of meaning for you.

Use the following high level areas to aid your thinking about areas of meaning, but don't be limited by these as meaning can come from anywhere:

Personal growth and development; Knowledge and learning; Entrepreneurship; Spirituality;
Family; Arts, Innovation, Creativity; Community; Environment; Other People; Causes; Ethics.

List at least 10 things in each of the two areas of life and career.

THINGS FULL OF MEANING: LIFE	THINGS FULL OF MEANING: WORK/CAREER

Narrow your list to the three most meaningful things in each area by reflecting on the fullness of meaning each thing listed above has for you. One useful method of reflection is writing, or journaling, about the topic for a period of time (for example, three lots of 10 minutes). Use a process of elimination to get to the final three for each area.

	LIFE	WORK/CAREER
1		
2		
3		

Finally take some time to brainstorm how you can bring more of the areas you find meaningful from both your life and your career into the work you do on a daily basis:

Eight Markers of My Flourishing Career

Date: ___/___/___

This assessment asks you to tick either yes, no, sometimes or don't know against the statements below. Work quickly and don't overthink your answers. Make sure you date the assessment so you can come back to see progress.

	YES	NO	SOMETIMES	DON'T KNOW
My emotions about my career reflect at least a ratio of 3-to-1 positive-to-negative.				
My career gives me regular opportunities to be fully engaged with what I am doing.				
In my career there are people I care about and who care about me.				
I know how my career benefits something bigger than me.				
I make regular progress on goals that are important to my career.				
I make proactive decisions about the big picture of my career.				
A good fit happens between my whole life and my career.				
The skills, knowledge and experiences needed in my career continue to develop.				

Beliefs

Date ___/___/___

This activity is about intentionally knowing the beliefs you hold that support you to have a flourishing career. Do this by taking a topic that is applicable to the area of career and spend some time noting down the beliefs you have about the topic. The list at the bottom of the page can help you identify some topics or categories to investigate.

When you have a list of beliefs about a topic use the following questions to reflect upon them:

- Is it something that was once true, but is no longer so?
- Is it something that was once not true, but is so now?
- Is it something that everyone believes?
- Is it something that only a few people (like me) believe?
- Is it a belief that is useful?
- Is it a belief that is limiting?
- Would things be better or worse if I no longer held this belief?
- Is this belief something I hold completely or partially? If partially how strongly do I hold the belief?

TOPIC	BELIEFS I HOLD ABOUT THIS TOPIC

Categories useful to investigate your beliefs about: happiness, potential, emotions, other people, success, self-worth, performance, control, autonomy, love, relationships, belonging, learning, the future, leadership, money.

Vision

Date ___/___/___

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Decide a timeframe one, two or five years into the future. Read through each prompt making notes against about what you would like the future in this area to look like. You may not have a vision for each area; that is OK, you don't have to.

VISION TIMEFRAME (circle)	1 YEAR	2 YEARS	5 YEARS
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My physical location:			
The important people in my life:			
The appointments and commitments that I spend time on:			
My physical and mental condition:			
How I am being creative:			
Things that are motivating me:			



What I do for fun:

What gives me meaning:

Skills I most use:

The ways I am being challenged:

Income level and source of income(s):

Investments, savings and finances:

Areas I contribute progress in:



Work Preferences

Date ___/___/___

Recall the times you have been at your best and been most productive, creative, effective, energised, resourceful, etc. at work. Read through the following pairs of statements and put a mark on the line between each to indicate where your work preference currently lies. If the area is one in which you do not have a strong preference mark the middle of the line.

I PREFER TO WORK

In collaboration with others

On my own

With careful planning

Under pressure or in emergencies

In a controlled environment

In situation that are unpredictable

In the morning

Later in the day

When I am the leader

By following someone else

With clear processes

Solving novel problems

On well-defined problems

Being creative

Doing physically demanding things

Doing mental activities

What other preferences do you have:

Learning Mindset

Date ___/___/___

Recall areas you once had a fixed mindset about and list them in the left column along with the growth/learning mindset thinking you now have about the area.

FIXED	GROWTH/LEARNING
I once had the fixed mindset that...	I now have the growth/learning mindset that...
For example: "I would die if I had to present in front of an audience.	"The more I have a go at presenting to groups the more I learn the things that work and those that don't.