

Driving Yourself, Your Team, and Your Organization to a Positive Future

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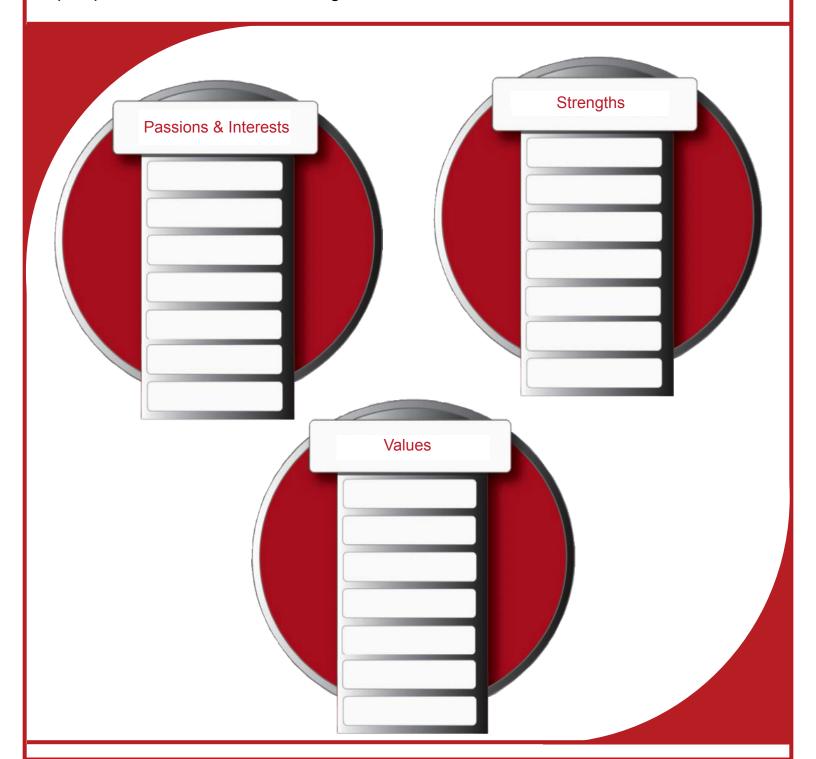
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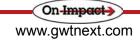


## Professional Passions & Interests, Strengths & Values

Are there words that come to mind that clarify what's important to you from a work perspective in each of these categories? Place those words below on this worksheet.



PASSIONS / INTERESTS / STRENGTHS / VALUES





## **Tool 2: Brainstorm your professional wants**

Enter everything you have thought about or said that you want in your professional or work life. You may refer to the Professional Wheel (Tool 3) categories for ideas.

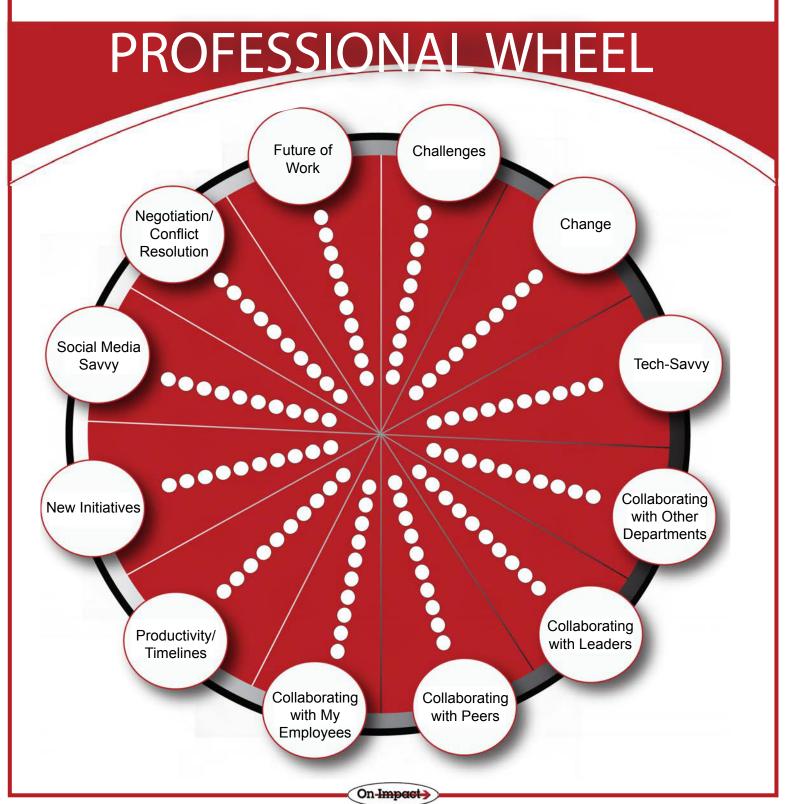
## **BUCKET LIST**

Professional Me/ Team
What I want:



## Tool 3: On a scale of 1 to 10, where are you now with your professional goals?

Remember, the center of the wheel is your starting point (0), there are 10 circles which lead to each career outcome. Click the circle on each of the spokes that represent how effective you feel you are at this moment for each category.



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In this exercise clearly define what you want by writing "I Want" statements for 6 of the spokes from the Professional Wheel (tool 3) categories. For your first three "I want" statements, you will use Challenges, Change and Tech-Savvy. Each of these outcomes have been provided for you below."

Remember to use the five criteria for writing "I want" statements: (1) focus on clarity, (2) be very specific, (3) identify what you want, (4) make it measurable and, (5) create a timeline.

# STATEMEN PROFESSIONAL **CHALLENGES** (Please type your statement here) **CHANGE** (Please type your statement here) **TECH-SAVVY** (Please type your statement here)



For these "I want" statements, use the dropdown menus below to choose the outcome from the professional wheel and write one "I want" statement per outcome in each of the boxes provided. Be sure the select outcomes important to you to achieve the upcoming months.

Remember to use the five criteria for writing "I want" statements: (1) focus on clarity, (2) be very specific, (3) identify what you want, (4) make it measurable and (5) create a timeline.

i want PROFESSIONAL	STATEMENTS	
	(Please type your statement here)	
	(Please type your statement here)	
	(Please type your statement here)	



Here you will find space to write "I Want" statements for the remaining categories. You may choose to write an "I Want" for each category or complete additional "I Want" statements as needed for your work.

Remember to use the five criteria for writing "I want" statements: (1) focus on clarity, (2) be very specific, (3) identify what you want, (4) make it measurable and (5) create a timeline.

PROFESSIONAL	STATEMENTS	
	(Please type your statement here)	
	(Please type your statement here)	
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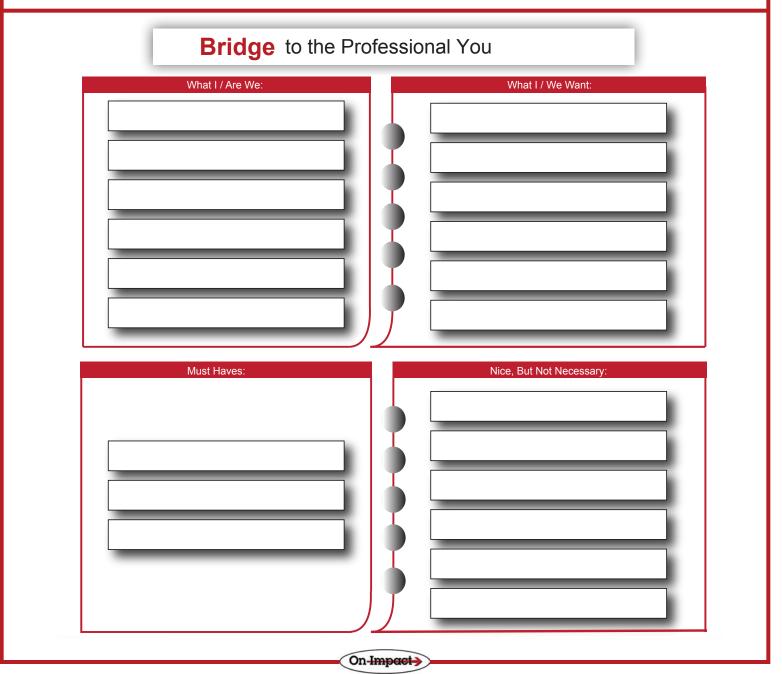
i want PROFESSIONA	STATEMENTS	
	(Please type your statement here)	
	(Please type your statement here)	
	(Please type your statement here)	



## **Tool 5: Professional Bridge**

Now you will combine your top priorities in one place on the professional Bridge worksheet:

- 1. Under "WHAT I / WE WANT" (upper right), write the six "I want" statements and enter one statement per space along with the Professional wheel category it came from.
- 2. Under "WHERE I / WE ARE" (upper left), type a statement that describes where you are right now with each of your six "I want" statements.
- 3. Under "MUST HAVES" (lower left), choose the two or three most important "I wants" (upper right) and enter them as complete statements using a defined timeline (3 months, 6 months, 1 year, etc..).
- 4. Under "NICE, BUT NOT NECESSARY" enter the remaining three or four "I want" statement(s).





## **Tool 6: Strengths**

#### **Achiever**

You are in constant need of achievement.

### **Activator**

You want to know, "When can we start?"

## **Adaptability**

You respond willingly to the demands of the moment.

## **Analytical**

You think, "Prove it. Show me why what you're claiming is true."

### **Arranger**

When faced with a complex situation involving many factors, you enjoy managing all the variables.

#### **Belief**

You have core values that are enduring.

#### Command

You prefer to lead and take charge.

#### Communication

You like to explain, to describe, to host, to speak in public, and to write.

## Competition

When you look at the world, you compare. Others' performance is the ultimate yardstick. And when you win, there is no feeling quite like it.

#### Connectedness

You feel that things happen for a reason. You are considerate, caring, and accepting.

## Consistency

Balance is important to you. You are keenly aware of the need to treat people the same, no matter what their station in life or in the organization.

#### Context

You look back because that is where the answers lie.

#### **Deliberative**

You are careful. You are vigilant.

## Developer

You see the potential in others.

## **Discipline**

Your world needs to be predictable.

## **Empathy**

You can sense the emotions of others around you.

#### **Focus**

You need a clear destination that guides your actions.

#### **Futuristic**

You are the kind of person who loves to peer over the horizon.

## Harmony

You look for areas of agreement.



## **Tool 6: Strengths Cont.**

#### Ideation

You are fascinated by ideas.

#### Includer

You want to include people and make them feel part of the group.

#### Individualization

You are intrigued by the unique qualities of each person.

### Input

You are inquisitive.

#### Intellection

You like to think. You like mental activity.

#### Learner

You love to learn.

## Maximizer

You like to transform something strong into something superb.

## **Positivity**

You are generous with praise, quick to smile, and always on the lookout for the positive in a situation.

#### Relator

You are drawn toward people you already know.

## Responsibility

You are bound to follow through to completion anything you commit to.

#### Restorative

You love to solve problems.

#### **Self-Assurance**

You have faith in your strengths.

## **Significance**

You want to be very significant in the eyes of other people.

#### **Strategic**

You are able to sort through the clutter and find the best route.

#### Woo

You are good at winning others over.



## **Tool 7: Values**

Abundance Acceptance Celebrity Accessibility Certainty Accomplishment Accuracy Charity Achievement Charm Acknowledgement Chastity Activeness Adaptability Clarity Adoration Cleanliness Adroitness Adventure

Affection Affluence Aggressiveness Agility **Alertness** Altruism **Ambition** Amusement Anticipation Appreciation Approachability Articulacy Assertiveness

Assurance Attentiveness Attractiveness Audacity Availability **Awareness** Awe

Balance Beauty Being the best Belonging Benevolence Bliss **Boldness** 

Bravery **Brilliance** Buoyancy Calmness Camaraderie Candor Capability

Care

Carefulness Challenge Cheerfulness

Clear-mindedness Cleverness Closeness Comfort Commitment Compassion Completion Composure Concentration Confidence Conformity

Congruency

Connection

Consciousness

Consistency Contentment Continuity Contribution Control Conviction Conviviality Coolness Cooperation Cordiality Correctness Courage Courtesy Craftiness

Creativity Credibility Cunning Curiosity Daring Decisiveness Decorum Deference Delight

Dependability Depth Desire

Determination Devotion Devoutness Dexterity Dignity Diligence Direction

Directness Discipline Discovery

Discretion Diversity **Dominance** Dreaming Drive Duty Dynamism Eagerness

Economy **Ecstasy** Education Effectiveness Efficiency Elation Elegance

**Empathy** Encouragement

Endurance Energy Enjoyment Entertainment **Enthusiasm** Excellence

Excitement Exhilaration Expectancy Expediency Experience Expertise

**Exploration** Expressiveness Extravagance Extroversion Exuberance

Fairness Faith Fame Family Fascination Fashion Fearlessness Ferocity **Fidelity** Fierceness Financial-

independence

Firmness **Fitness** Flexibility Flow Fluency Focus Fortitude Frankness Freedom Friendliness Frugality Fun Gallantry

Generosity Gentility Giving Grace Gratitude

Gregariousness

Growth Guidance **Happiness** Harmony Health Heart Helpfulness Heroism

Holiness

Honesty Honor Hopefulness Hospitality Humility Humor Hygiene



## **Tool 7: Values Cont.**

Imagination Impact Impartiality Independence

Industry
Ingenuity
Inquisitiveness
Insightfulness
Inspiration
Integrity

Intelligence Intensity Intimacy Intrepidness Introversion Intuition Intuitiveness

Investing Joy

Judiciousness

Inventiveness

Justice
Keenness
Kindness
Knowledge
Leadership
Learning
Liberation
Liberty
Liveliness
Logic
Longevity

Love

Loyalty

Nerve

Majesty Making a difference

Mastery
Maturity
Meekness
Mellowness
Meticulousness
Mindfulness
Modesty
Motivation
Mysteriousness
Neatness

Obedience

Open-minded ness

Openness Optimism Order

Organization Originality Outlandishness

Outrageousness Passion Peace

Perceptiveness
Perfection
Perkiness
Perseverance
Persistence
Persuasiveness

Philanthropy Piety

Piety
Playfulness
Pleasantness
Pleasure
Poise
Polish
Popularity
Potency
Power
Practicality
Pragmatism
Precision
Preparedness
Presence

Presence
Privacy
Proactivity
Professionalism
Prosperity

Prudence
Punctuality
Purity
Realism
Reason

Relaxation

Reason
Reasonableness
Recognition
Recreation
Refinement
Reflection

Reliability
Religiousness
Resilience
Resolution

Resourcefulness

Respect
Rest
Restraint
Reverence
Richness
Rigor

Resolve

Sacredness
Sacrifice
Sagacity
Saintliness
Sanguinity
Satisfaction
Security
Self-control
Selflessness
Self-reliance
Sensitivity
Sensuality

Serenity Service Sexuality Sharing

Shrewdness
Significance
Silence
Silliness
Simplicity

Skillfulness
Solidarity
Solitude
Soundness
Speed
Spirit
Spirituality

Sincerity

Spontaneity Spunk Stability Stealth Stillness Strength Supremacy
Surprise
Sympathy
Synergy
Teamwork
Temperance
Thankfulness
Thoroughness
Thoughtfulness
Thrift Tidiness
Timeliness
Traditionalism
Tranquility

Transcendence Trust Trustworthiness Truth Understanding

Unflappability
Uniqueness
Unity Usefulness

Utility
Valor
Variety
Victory Vigor
Virtue

Vision Vitality
Vivacity
Warmth
Watchfulness
Wealth Willfulness

Willingness Winning Wisdom Wittiness Wonder

Youthfulness Zeal



## Tool 8: The Do's and Don'ts of "I Want" Statements

## **Poorly Written Statements:**

- 1. I want to be happy.
- 2. I want to not fail my exam next quarter.
- 3. I want people to leave me alone.
- 4. I want my boss to stop driving me crazy.

## **Well Written Statements:**

- 1. I want to do work which is interesting and challenging.
- 2. I want to establish timelines and consistently deliver before expected due dates.
- 3. I want to reach out twice a month to a different department and learn what others in the organization do.
- 4. I want to know what motivates my leader and will have this conversation with my boss in the next 30 days.



## **Tool 9: Action Traction Planner**

Make a copy of this page for each week of the year or create your own planner to bridge the gap between intention and action. Refer to the MUST HAVES on your professional bridge (Tool 5), and enter weekly action steps in the planner. Once you've completed the action, place a check mark beside the action line item. Schedule a weekly time, perhaps every Friday, to update your plan for the following week.

## **ACTION TRACTION**

	W	EEK:	_	
PROF	ESSIONAL MUST	HAVES:		
"I WA	NT" ACTIONS:			



# NOTES





# NOTES

