

CREATING A MINDSET FOR CHANGE

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

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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

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:

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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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.

PROFESSIONAL WHEEL



Tool 4: What do you want professionally?

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.



STATEMENTS

CHALLENGES

(Please type your statement here)

CHANGE

(Please type your statement here)

TECH-SAVVY

(Please type your statement here)

Tool 4: What do you want professionally?

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.



STATEMENTS

(Please type your statement here)

(Please type your statement here)

(Please type your statement here)

Tool 4: What do you want professionally?

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.



STATEMENTS

(Please type your statement here)

(Please type your statement here)

(Please type your statement here)

Tool 4: What do you want professionally?

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.



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).

Bridge to the Professional You

What I / Are We:	What I / We Want:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Must Haves:	Nice, But Not Necessary:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



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	Carefulness	Dependability	Fairness
Acceptance	Celebrity	Depth	Faith
Accessibility	Certainty	Desire	Fame
Accomplishment	Challenge	Determination	Family
Accuracy	Charity	Devotion	Fascination
Achievement	Charm	Devoutness	Fashion
Acknowledgement	Chastity	Dexterity	Fearlessness
Activeness	Cheerfulness	Dignity	Ferocity
Adaptability	Clarity	Diligence	Fidelity
Adoration	Cleanliness	Direction	Fierceness
Adroitness	Clear-mindedness	Directness	Financial-independence
Adventure	Cleverness	Discipline	Firmness
Affection	Closeness	Discovery	Fitness
Affluence	Comfort	Discretion	Flexibility
Aggressiveness	Commitment	Diversity	Flow
Agility	Compassion	Dominance	Fluency
Alertness	Completion	Dreaming	Focus
Altruism	Composure	Drive	Fortitude
Ambition	Concentration	Duty	Frankness
Amusement	Confidence	Dynamism	Freedom
Anticipation	Conformity	Eagerness	Friendliness
Appreciation	Congruency	Economy	Frugality
Approachability	Connection	Ecstasy	Fun
Articulacy	Consciousness	Education	Gallantry
Assertiveness	Consistency	Effectiveness	Generosity
Assurance	Contentment	Efficiency	Gentility
Attentiveness	Continuity	Elation	Giving
Attractiveness	Contribution	Elegance	Grace
Audacity	Control	Empathy	Gratitude
Availability	Conviction	Encouragement	Gregariousness
Awareness	Conviviality	Endurance	Growth
Awe	Coolness	Energy	Guidance
Balance	Cooperation	Enjoyment	Happiness
Beauty	Cordiality	Entertainment	Harmony
Being the best	Correctness	Enthusiasm	Health
Belonging	Courage	Excellence	Heart
Benevolence	Courtesy	Excitement	Helpfulness
Bliss	Craftiness	Exhilaration	Heroism
Boldness	Creativity	Expectancy	Holiness
Bravery	Credibility	Expediency	Honesty
Brilliance	Cunning	Experience	Honor
Buoyancy	Curiosity	Expertise	Hopefulness
Calmness	Daring	Exploration	Hospitality
Camaraderie	Decisiveness	Expressiveness	Humility
Candor	Decorum	Extravagance	Humor
Capability	Deference	Extroversion	Hygiene
Care	Delight	Exuberance	

Tool 7: Values Cont.

Imagination	Obedience	Reliability	Supremacy
Impact	Open-minded ness	Religiousness	Surprise
Impartiality	Openness	Resilience	Sympathy
Independence	Optimism	Resolution	Synergy
Industry	Order	Resolve	Teamwork
Ingenuity	Organization	Resourcefulness	Temperance
Inquisitiveness	Originality	Respect	Thankfulness
Insightfulness	Outlandishness	Rest	Thoroughness
Inspiration	Outrageousness	Restraint	Thoughtfulness
Integrity	Passion	Reverence	Thrift Tidiness
Intelligence	Peace	Richness	Timeliness
Intensity	Perceptiveness	Rigor	Traditionalism
Intimacy	Perfection	Sacredness	Tranquility
Intrepidness	Perkiness	Sacrifice	Transcendence Trust
Introversion	Perseverance	Sagacity	Trustworthiness
Intuition	Persistence	Saintliness	Truth Understanding
Intuitiveness	Persuasiveness	Sanguinity	Unflappability
Inventiveness	Philanthropy	Satisfaction	Uniqueness
Investing	Piety	Security	Unity Usefulness
Joy	Playfulness	Self-control	Utility
Judiciousness	Pleasantness	Selflessness	Valor
Justice	Pleasure	Self-reliance	Variety
Keeness	Poise	Sensitivity	Victory Vigor
Kindness	Polish	Sensuality	Virtue
Knowledge	Popularity	Serenity Service	Vision Vitality
Leadership	Potency	Sexuality	Vivacity
Learning	Power	Sharing	Warmth
Liberation	Practicality	Shrewdness	Watchfulness
Liberty	Pragmatism	Significance	Wealth Willfulness
Liveliness	Precision	Silence	Willingness
Logic	Preparedness	Silliness	Winning
Longevity	Presence	Simplicity	Wisdom
Love	Privacy	Sincerity	Wittiness
Loyalty	Proactivity	Skillfulness	Wonder
Majesty	Professionalism	Solidarity	Youthfulness Zeal
Making a difference	Prosperity	Solitude	
Mastery	Prudence	Soundness	
Maturity	Punctuality	Speed	
Meekness	Purity	Spirit	
Mellowness	Realism	Spirituality	
Meticulousness	Reason	Spontaneity	
Mindfulness	Reasonableness	Spunk	
Modesty	Recognition	Stability	
Motivation	Recreation	Stealth	
Mysteriousness	Refinement	Stillness	
Neatness	Reflection	Strength	
Nerve	Relaxation		

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

WEEK: _____

PROFESSIONAL MUST HAVES:

"I WANT" ACTIONS:

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NOTES

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