

My Work Experience

An Amazing Place To Work

My Best Life

What I Enjoy Most About My Current Role:

These are the things that inspire and energize me to bring my best to work each day:

- 1.
- 2.
- 3.
- 4.
- 5.

Opportunities To Increase Momentum

If I Could Change One Thing About My Current Situation, It Would Be:

What I need to perform at my peak:

- 1.
- 2.
- 3.
- 4.
- 5.

Taking Care Of My Health, Strength And Personal Joy Including My Mind, Body And Spirit

Earning The Means To Survive And Thrive

Taking Care Of The People In My Care

Taking Care Of Me

Well-Being

Finances

Relationships

Purpose

Worthy Of Cultivating

A Legacy I'm Proud Of

The Way I Want To Be Remembered

Rest, Relaxation, Rejuvenation

1-Minute

- Breathe Deeply
- Listen To Or Tell A Joke, Smile & Laugh
- Send An Uplifting Text To A Friend
- Celebrate A Success
- Look For Beauty In Your Surroundings
- Stand Tall & Open Your Arms, Power Pose

15-Minutes

- Take A Walk Outside
- Connect With Family or Friends
- Send A Hand-Written Thank You
- Meditate, Stretch, Breathe, Daydream
- Do Something Nice For Someone
- Do A Strength Exercise, Like A Wall Sit

A Few Hours

- Hike, Yoga, Run, Bike, Lift Weights
- Good Times With Good People
- Play Hooky & Do Something You Love
- Get A Massage
- Play A Game
- Explore The Library, Zoo or Museum

Days > Weeks

- Vacation
- Sabbatical
- Learn Something New
- Attend An Interesting Conference
- Pursue Items On Your Bucket List
- Action That Enhances Your Life Experience

Unleashing Your Highest Potential Planning Worksheet



THE TOP CANDIDATE™

Identify What Matters Most To You Beyond The Office

Taking Care Of You

How do you take care of your mind, body and spirit?

- What is your attitude & mindset at work and throughout your life?
Examples: love, positivity, kindness, empathy, curiosity, care, collective benefit, appreciation, respect, growth, learning

- What do you do to maintain a healthy body?
Examples: fitness, sleep, eating well

- What do you like to do that's fun, that lifts you up and makes you so happy that a smile naturally erupts from cheek to cheek?
Examples: quality time with great people, achieving a goal

- What do you do that makes you feel grounded and at peace?
Examples: meditate, practice your faith, meaningful conversations with friends, enjoying peaceful moments alone

- What are you grateful for?
Examples: faith, family, friends, health, meaningful work

Cultivating Worthwhile Relationships

Taking care of the people in your care.

- What are the qualities of the people you cultivate meaningful relationships with?
Examples: appreciate you, lift you up, help you, believe in you

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- In which communities are you an active member?
Examples: family, friends, colleagues, business associations, educational institutions, networking groups, etc.

Affording Your Lifestyle, Now And Into Retirement

Are you comfortable with your financial situation?

- Do you know how much money you need to retire?
- Are you on track to access what you need when the time is right?

Creating A Legacy That You're Proud Of

Have you discovered your purpose?

- When people think of you, how do you want to be remembered?

Gateway To Your Best Life

What Your Leadership Can Control To Help You Achieve Your Best Life Beyond The Office

- You receive **financial compensation** to afford the lifestyle you desire
- You have access to **healthcare, dental, and vision insurance benefits** to meet your needs
- You have access to **mental wellness resources** such as therapists, counselors, and your company offers programs that promote **mindfulness and meditation**
- Your company offers **facilities and easy access to services to achieve your fitness goals**
- You have an **ample amount of vacation time** to rest, relax, rejuvenate, and explore
- You have a **flexible schedule** with room to enjoy the things that matter most as they happen
- You have **work location** options that meet your lifestyle needs and minimize the stress of a long commute
- You have access to **financial education and resources** to plan for a smooth transition into retirement when the time is right
- Your company **pays for memberships to business associations** to support expanded knowledge and relationships
- Your company **pays for professional development coaching** to help you become your best as a leader
- Your company offers **gift matching** to enhance support of your favorite charitable organizations
- You have access to resources that **support your ability to defuse and alleviate stress**
- You are encouraged to **disconnect from work** at appropriate times
- You have access to **paid Maternity / Paternity leave**
- You have access to a **401k Retirement Package**
- Your company offers and supports **sabbaticals**
- Your company offers **tuition reimbursement**

% of waking hours working and getting to work

Hours Worked Each Week	Commute Time Each Way			
	No Commute	30-minute	45-minute	60-minute
40	36%	40%	42%	45%
50	45%	49%	51%	54%
60	54%	58%	51%	63%
70	63%	67%	69%	71%

Ask yourself, "What else can my employer be doing to provide me with the support I need for what matters most to me and to help me live my best life beyond the office?"

Unleashing Your Highest Potential

This planning worksheet is designed to help employees prioritize your Total Well-Being, helping you achieve a career you love where you experience joy and fulfillment at work in a way that nourishes your entire life.

Benefits for Employers: increased engagement, productivity and retention

Instructions: start by identifying what matters most to you at work & beyond, then document your talking points

Identify What Matters Most To You At Work

At A Minimum

- Fair compensation for your time
- Resources to do your work
- Safe work environment

A Good To Great Work Experience

- Reasonable vacation time
- Healthcare
- 401K
- Clear & consistent goals
- Your voice is heard
- Your opinions are valued
- The right level of challenge
- Clear path for advancement
- Recognition, awards and bonus for achievement
- Friendships at work
- Work is fun, meaningful, rewarding
- You work in your preferred style

Did You Know

- 66% of U.S. Employees are "disengaged" or "actively disengaged" at work¹
- Gallup estimates that actively disengaged employees cost the U.S. \$483 billion to \$605 billion each year in lost productivity²
- "When we only try to understand and affect what happens at work, we ignore the most basic tenet of person-organization fit: employees bring their whole selves to work. What happens after the workday may be just as important as what happens during it."³
- Studies show annual turnover rate for companies is around 19% and the cost can be 20 – 40% of an employee's annual salary, if not more.⁴

¹ Employee Engagement On The Rise In The U.S., by Jim Harter, featured on Gallup.com

² The State Of The American Workplace 2017, by Gallup

³ Employee Engagement Depends On What Happens Outside Of The Office, by Susan LaMotte, featured in Harvard Business Review

⁴ This CEO Has a Near-100 Percent Employee Retention Rate. Here's the Fascinating Reason Why, by Melanie Curtin, featured on Inc.com

Path To Achieving What Matters Most

What You Can Talk With Your Leadership Team About To Help You Tap Your Motivation To Perform At Your Peak

- You do work that interests you with the **right level of challenge**
- You work in your preferred style**, whether it be as a collaborator or individual contributor
- You're working toward **clearly defined goals** that remain **consistent over time**
- You have a **clear understanding of management expectations and measurements of success**
- You have an appropriate level of **autonomy and freedom to do what needs to be done**
- You have the **right resources** to do your job well, including mentors, training, education, tools, advocates
- Your leadership team promotes, encourages, and supports **open and honest communications**
- Your work environment is convivial and there are opportunities for **friendships** to develop
- You see **value, purpose, and a greater good** to the work that your company does
- Your leadership team supports your desired goals for **career progression**
- Your **leadership team listens** and **your opinions are valued**
- Your leadership team is full of **people you're proud to work for**
- You have opportunities to **mentor and lead**
- You're **recognized for your achievements**

Ask yourself, "What else can my employer be doing to make my work experience amazing?"

Identify And Tap Your Positive Sources of Energy