

HOW & WHY I-Engage

Enhancing Your Success

1.1 What is one thing you currently do at work that *truly* motivates you?



**1.2
Are You in the Sweet Spot?**

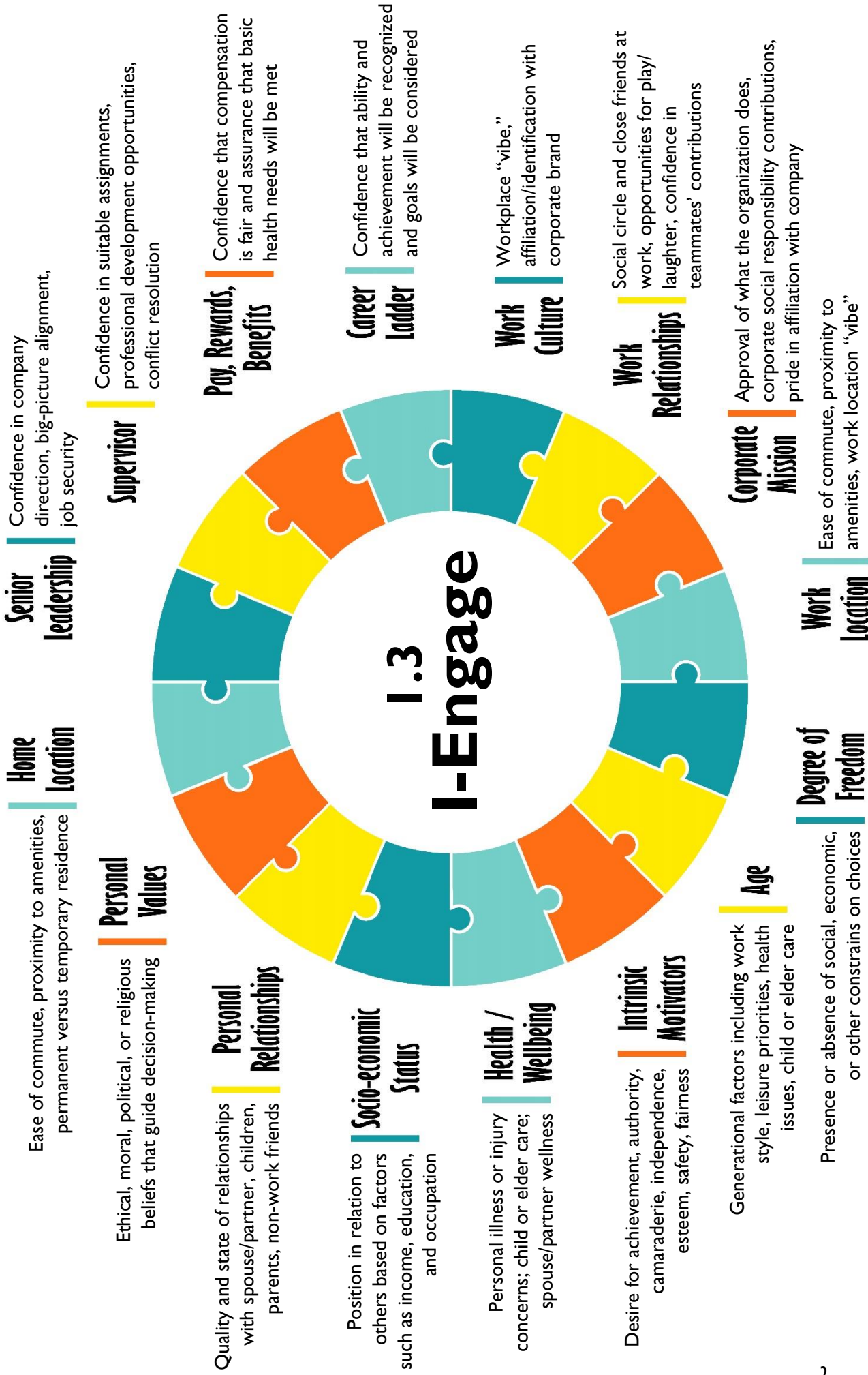


Which Best Describes You at Present?

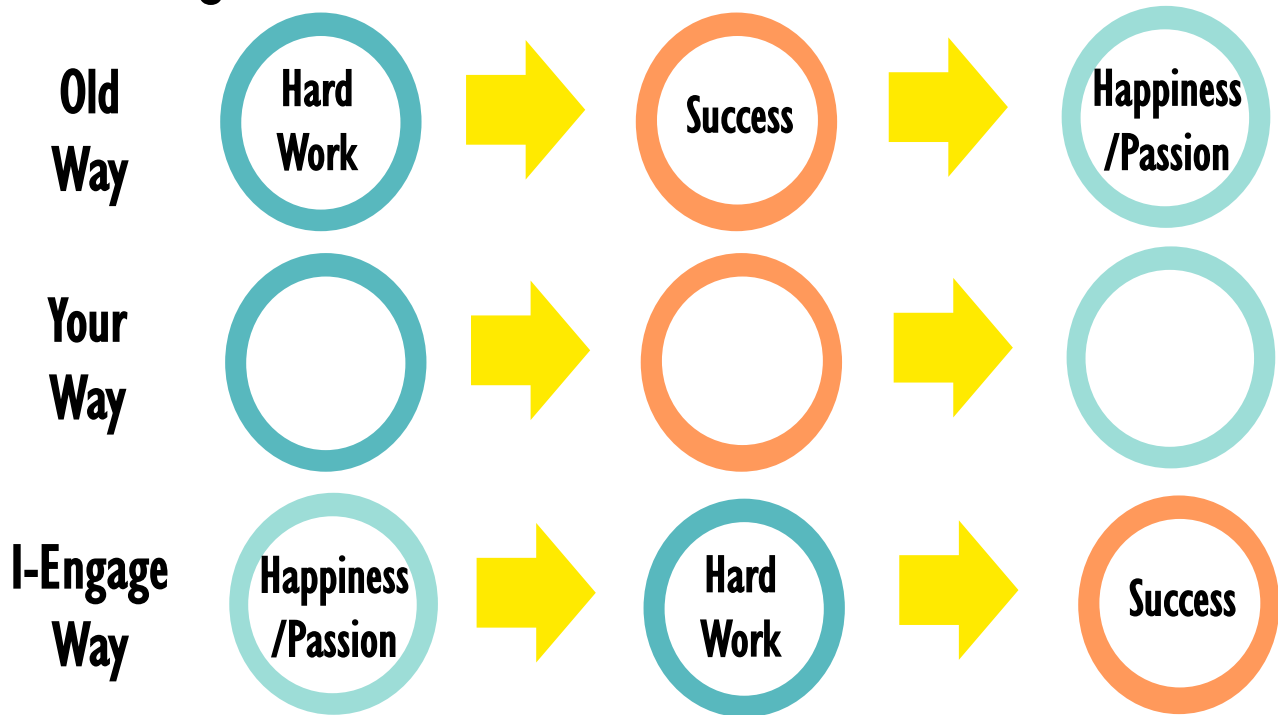
<input type="checkbox"/> <p>I'm not doing what I really like to do; I'm not sure I'm even good at what I'm asked to do.</p>	<input type="checkbox"/> <p>I like some of what I'm doing, but doing a lot of things I don't particularly like; I'm not really leveraging my skills.</p>	<input type="checkbox"/> <p>I like some to most aspects of my job; I believe I'm really skilled, or becoming skilled in most of what I'm being asked to do..</p>
<input type="checkbox"/> <p>I really like what I do and believe I'm really good at my job. It maximizes my skills.</p>	<input type="checkbox"/> <p>I love what I do.! My skills and interests are a perfect match for this position.</p>	

2 things I can change to help me increase the Sweet Spot:

- 1.
- 2.



I.4 Thinking About Success



I.5 Happiness & Success

The things that are bringing you **joy** right here, right now:

The **lessons** you're learning right here, right now:

What it is you **love** about yourself right here, right now:

The **strides** you are making right here, right now to help accomplish your goals:

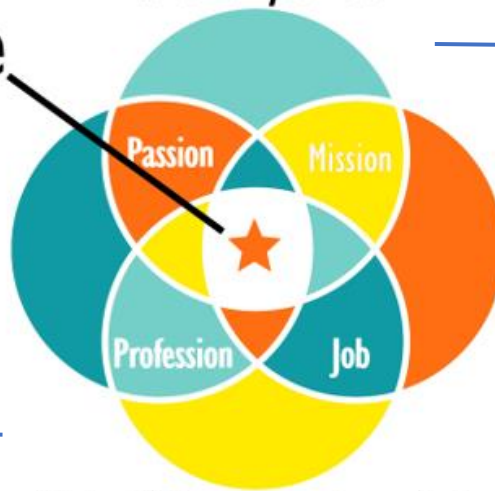
1.6

I-Engage

Purpose

That which you love _____

That which you are good at _____



That which the world needs _____

That which you can be paid for _____

1.7

Engagement Self-Assessment

Score Yourself 1 (low) to 5 (highest). Add your score up for the total to see how engaged you currently are.

- 1 I enjoy the people I work with
- 2 I connect with the organization's purpose
- 3 My job is important to our success
- 4 I continue to learn while working here
- 5 My boss supports my career goals
- 6 My manager values my input
- 7 I get regular feedback
- 8 I understand how my goals relate to our success
- 9 I am empowered to make decisions
- 10 If I work hard, I will be rewarded
- 11 I put in maximum effort
- 12 I am encouraged to try new things

Ranking

Score Interpretation

48 - 60: You are highly engaged! You enjoy your job, you're being challenged, and you like your coworkers. You understand your job, your goals, and how your job leads to success. You receive positive feedback and support, and know how to advance in your career.

28 - 47: You're partially engaged, but could be doing better. Although there are some positive elements of your work life, things can and should be better for you. It's time to come up with some concrete changes that can realistically be made to enhance your job and overall work experience.

12 - 27: You're disengaged (eek). It's time for a big change, and that starts with you. For your short-term engagement, you need to meet with your manager to discuss modifications. If none can be made, it may be time to begin actively seeking a new position, either within your current organization or elsewhere.

Total:

1.8 Seven Key Motivators

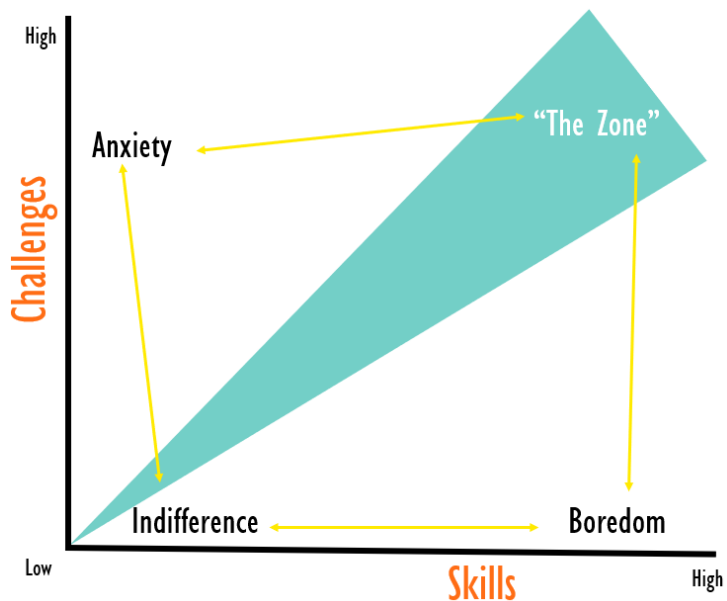
Take a moment to rank your motivational drivers, 1-7 in the column on the left, based on the description of each. Then jot some notes on how you already exemplify your top 1-2 motivators at the bottom of the page.

Ranking	Motivators	Description
	Achievement	Employees with this need want the satisfaction of accomplishing projects successfully. They want to exercise their talents to attain success. They are self-motivated if the job is challenging enough.
	Authority	These employees get satisfaction from influencing and sometimes even controlling others. They like to lead and <u>persuade</u> , and are motivated by positions of power and leadership.
	Affiliation	This need is satisfied through affiliation with others. These employees enjoy people and find the social aspect of the workplace rewarding.
	Autonomy	These employees want freedom and independence. They like to work and take responsibility for their own tasks/projects.
	Esteem	These employees need sincere recognition and praise. They dislike generalities – praise specific accomplishments. This does not necessarily mean public praise.
	Safety and Security	Employees with this motivation crave job security, a steady income, health insurance, other fringe benefits, and a hazard-free work environment.
	Equity	These employees want to be treated fairly. They probably compare work hours, job duties, salary, and privileges to those of other employees. They will become discouraged if they perceive inequities.

How do you already exemplify your top 1-2 Motivators?

1.9 Are you Overly Challenged? Under Challenged? “In the Zone?”

Mark where you currently feel you are as it relates to being challenged and the skills you have.

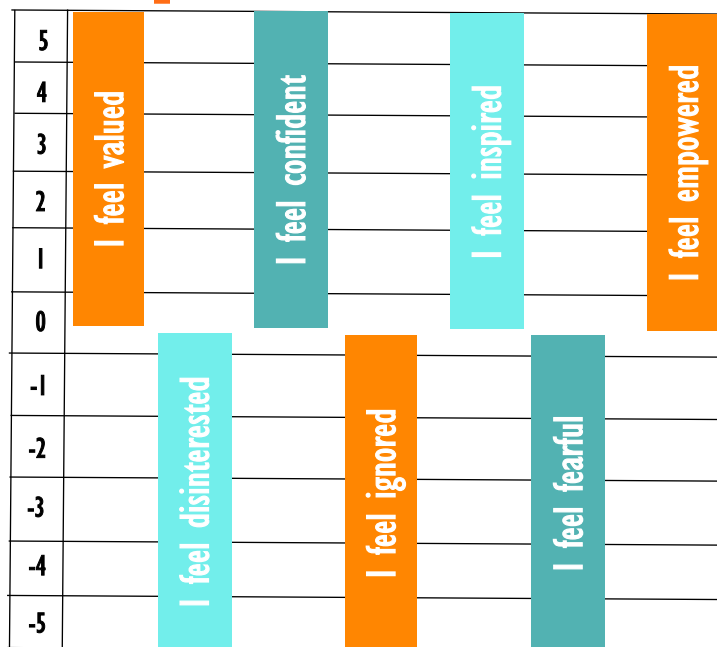


1-2 ideas to move into “The Zone”

- 1
- 2

1.10 What is Your Emotional State?

Mark an X on where you feel you are currently for each statement listed below:



What can you do to maximize positive emotions? To minimize negative ones?

2.1 Characteristics of Self-Actualized People

Which of these characteristics describe

- 1. Can tolerate uncertainty.
- 2. Accept themselves & others for who they are.
- 3. Sense of humor.
- 4. Highly creative.
- 5. Concerned for human welfare.
- 6. Can deeply appreciate basic life experiences.
- 7. Have deeply satisfying interpersonal relationships.
- 8. Democratic attitude.
- 9. Strong moral and ethical standards.
- 10. Embraces challenge as opportunity.
- 11. Self-aware and manages emotions.
- 12. Self-aware and manages emotions.

Which characteristic would you like to develop? What would help you develop this

2.2 How Well Do You Manage Up?

For each statement below, check Yes or No to indicate whether the statement

Y N

1. I am aware of my supervisor's expectations of me.....
2. I regularly inform my supervisor what I'm working on.
3. I notify my supervisor of problems promptly and suggest solutions to consider.....
4. My supervisor and I deal with disagreements as they arise.
5. My relationship with my supervisor is characterized by trust and reliability.....
6. I understand my supervisor's pressures and priorities.
7. I've asked my manager openly about her/his management style, likes and dislikes.....
8. I have adapted my work style to my supervisor's management styles as much as possible.
9. I take time to communicate with my supervisor about important matters.....
10. I seek ways to exert my influence on clients and colleagues to support my supervisor's goals.

If you answer Yes to most or all of the following, you have significant managing up capacity.

2.3 How Will You Be Assertive?

One specific way I will be assertive in the next week:

One way I will manage up (with my supervisor) in the next week:

2.4 Mindset Assessment

Take a moment to answer these questions. There are no right or wrong answers here. Just circle the button that you think works best for you.

PART 1

1. You can always change your talent a good amount, no matter how much you have.



2. I like work the best when it makes me think hard.



3. I like doing things that I'll learn from even if I make a lot of errors.



4. When something is hard, it makes me want to spend more time on it, not less.



PART 1 TOTAL

PART 2

5. You can always learn things, but you can't really change how smart you are.



6. I like work the best when I can do well without putting a lot of effort in.



7. I like doing work that I can do perfectly almost all of the time.



8. When I have to put extra work in it makes me feel like I'm not as good as my peers.



PART 2 TOTAL

(Now add the two parts together.)

GRAND TOTAL

2.4 Mindset Assessment: What It Means

8-16: You firmly believe that your talents, skills, and abilities are set traits. These things can't be changed very much. If you can't perform really well and look good on a test or project you would rather just not do it. You think that smart and talented people don't have to work very hard to be good.

17-24: You think that your skills and intelligence probably don't change much. You like situations where you perform well, are less likely to make mistakes, and don't have to put in too much effort. You believe that learning and getting better at things should be relatively easy.

25-32: You're not too sure whether or not you can change your skills and intelligence. Your performance is important to you and so is learning. You're not the biggest fan of putting in too much effort though.

33-40: You believe that you can develop your skills and intelligence. You really care about learning and don't mind having to put in some effort to make it happen. Performing well matters to you but you think that learning is actually more important than always scoring well and looking good.

41-48: You totally believe that you can grow and improve your skills and intelligence. You love challenges and know that the best way to learn is by working really hard. You don't mind making mistakes or looking bad in order to get better

2.5 What is an Everyday Strength, Passion or Talent of Yours?

Feel free to write down more than one!

2.6 Reframe a Challenge Using a Growth Mindset

What negative thing do I tell myself at work?

What can I say to myself instead?

2.7 In What Activity Will You Apply the Five-Second Rule?

2.8 SMART Objectives Worksheet

What is your **goal**?

Practice writing a **SMART** objective:

What are the **Specifics**?

Is it **Measurable**? Yes _____ No _____

Is it **Achievable**? Yes _____ No _____

Is it **Relevant**? Yes _____ No _____

How is it relevant?

What are the **Time limits**?