SELF-LEADERSHIP
MY ROLE IN CREATING MY (WORK)LIFE

Inspiration for working well in your job
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WELCOME TO YOUR REFLECTION EXERCISES!

These exercises shall accompany you on your path towards becoming the creator of your own (work)life. Because you have to cope with something new, with unexpected or even intentional change. Because you would like to do things differently. And because you have understood: I can only create and change what I am consciously aware of – especially in my working life. Here, you find some inspirational exercises that help you keep a close eye on the way you work – including some surprising discoveries. You can do the exercises once, or over and over again. One after another, or starting with what triggers you first.

Right or wrong? That does not exist in these exercises. There is only: right for me right now. And tomorrow it might be different again. That is absolutely ok and most of all: interesting! Step by step you will analyze how you work. And then you can start changing and adapting where you see fit. This way, you become the creator of your own working life.

Have fun with the exercises and enjoy the reflections and insights you will gain out of them.
WHAT IS GOOD FOR ME?

This page sets its focus on my personal wellbeing in my job / in my life. Those times, in which work “should hurt”, are happily over. Here, you can reflect on all the many (small) things that contribute to your wellbeing at work. You cannot see it independently from your private life? You don’t need to – simply take your whole life into account.

You see below some factors that count for (almost) all of us. Feel free to add factors/categories with your individual “must have’s” for a satisfying (work) life.

GOOD FOR ME

Balanced Diet
Plenty of quality sleep
Regular fitness / movement
Friends
Financial and personal security
Hobbies and Leisure Time
Purpose, Sense of being, spirituality

MY WHEEL OF LIFE

Choose the eight factors or categories that are most important for your fulfilled (work) life. Add them to the outside of the circles, one per each slice of cake. Consider how each category is present in your life right now. Imagine the lines as being a scale from 0 to 10 – with 0 starting in the middle and 10 being the outermost circle. Fill in the circles so they show how strongly a category is already present for you.
BASED ON YOUR WHEEL OF LIFE:

I will prioritize these three categories in the next weeks and months:

Category 1: 
Currently, on a scale from 0 to 10 – I have positioned myself at a ............. (x). If I was one circle better ............. (x+1), the following would be different:

In order to get to a ............. (x+1) in the next ............. (days, weeks, months – fill in your preferred time period), this is what I can do:

Category 2: 
Currently, on a scale from 0 to 10 – I have positioned myself at a ............. (x). If I was one circle better ............. (x+1), the following would be different:

In order to get to a ............. (x+1) in the next ............. (days, weeks, months – fill in your preferred time period), this is what I can do:

Category 3: 
Currently, on a scale from 0 to 10 – I have positioned myself at a ............. (x). If I was one circle better ............. (x+1), the following would be different:

In order to get to a ............. (x+1) in the next ............. (days, weeks, months – fill in your preferred time period), this is what I can do:
THE ENERGY TANK

Human energy is finite. There comes a time when our energy balance has run out. When that is the case, we notice we are tired, absent-minded, we work with less focus and lose our motivation. Also, we can feel almost physically how some projects, activities, hobbies, discussions, or thoughts bring back energy to us. We are recharging!

In order to have a happy, satisfying and at the same time productive working life, it is thus all the more important that we are consciously aware of our own energy balance. Using the next exercise and the following reflecting questions, you can keep on gaining an overview of your current energy balance and define development areas where to make adjustments.

Have a look at the energy tank printed below and its scale. It describes your current (!) energy balance. Up to which number is it filled right now? 20%, 50%, 80%? Please draw a line at the respective height.

Use the following reflecting questions about your energy tank:

The volume of your energy tank is determined by the energy flowing in, which means topics, people, activities that bring you energy. And it is determined by the energy flowing out, thus topics, people, activities that steal your energy.

What is currently letting energy flow into your tank?

How strongly and how often does energy flow into my tank?

What is currently letting energy flow out of your tank?

How strongly and how often does energy flow out of your tank?

What can I do to strengthen the inflow of energy?

What can I do to stop the outflow of energy?
THE VALUE OF MY WORK

In our everyday working life, we often have routines or feel stressed. Therefore, we often lose our perspective on what we actually achieve by doing our jobs. With the following image, you can realize the value that your work has.

You see different leaves of a tree. Fill them in with the activities and projects you work on in your job – one per leaf. Those can be the tasks from your job description, but also rather “informal” things you bring to your job, for example listening empathetically to your colleagues, creating a good atmosphere etc.

What are you affecting with your work activities? Whom or what does your work influence? Which processes are working better with you being there, for which people does it mean something positive? Ask yourself: What is getting better if I do this job well?

You can write down your answers around that tree and – by using arrows - link them to the respective leaves. If an arrow shows outwards, it shows that the impact is caused by you. Of course, there can be a number of arrows per activity. You can also vary the strengths of that arrow or use colours to demonstrate the really important connections. And you can put exclamation marks where you see fit. Thus, an image of your own individual sphere of activity emerges.
MONTHLY REFLECTION

Please take some time every month (or any other time interval that fits for you) to answer the following questions. In retrospect, your successes, challenges and developments will become clear.

TIME INTERVAL FROM ............... UNTIL ...............

This has happened during this time period.

This is what I did well

This was difficult

This is what I have learned

For this I am thankful

My focus for the next months

NOTES: