

JOB CRAFTING

WORKBOOK TO INCREASE MEANING &
HAPPINESS IN YOUR WORK



MELISSA STOKES CAREER COACHING

WELCOME

I'm so glad you're here!

Job crafting a work design process which empowers you to align your work with your personal needs: values, goals, and strength zones.

Aligning your work with your needs will help you experience greater meaning at work, develop a positive work identity, and increase job satisfaction (happiness).

We hope following this exercise you will grow in your imagination for how your work impacts the world and will experience the benefits of personal work alignment.

Learn more about career services provided by
Melissa Stokes

[LEARN MORE](#)

SECTION I



JOB CRAFTING QUESTIONNAIRE

In this activity you will spend some time thinking about the definition and meaning of work. The purpose of this activity is to identify what work means to you, there are no right or wrong answers. You are encouraged to evaluate each question openly and honestly

Know Before You Start

Knowing about your philosophy of work can help you identify how to enjoy the you currently do as well as other kinds of work you may enjoy. This first exercise is a foundation for the rest of this workbook.

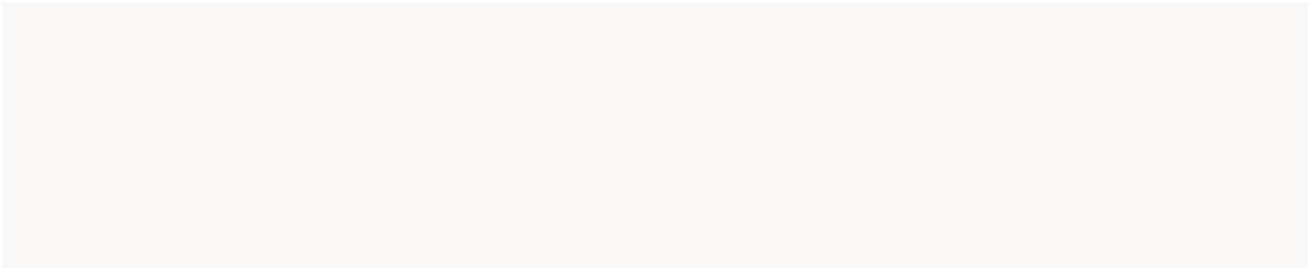
JOB CRAFTING QUESTIONNAIRE

Dedicate 1 HR thinking on/answering the following questions:

Italicized text is available to provide a different way to think about the question that might speak more to you, each numbered item is one prompt.

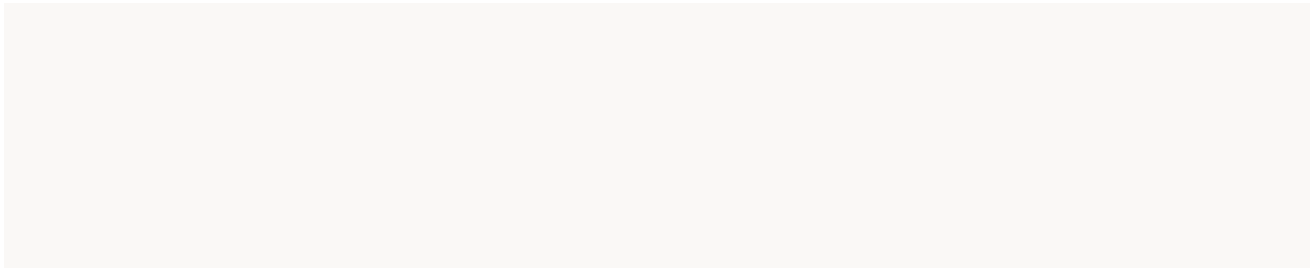
(1) What is the purpose of work?

Why do people work?



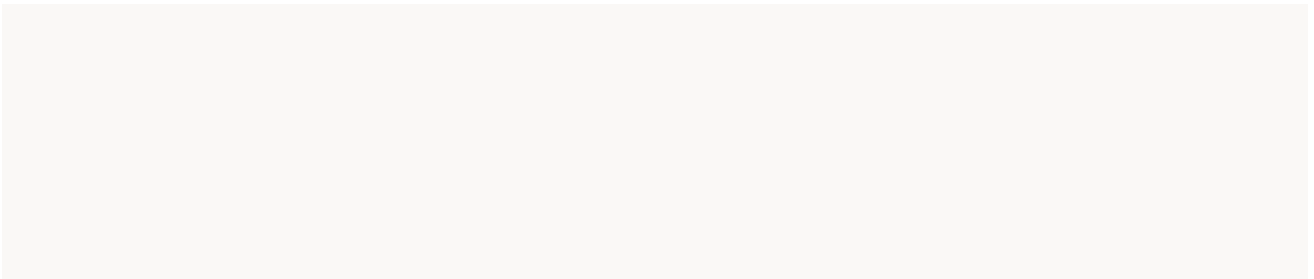
(2) What defines good work?

How do I define good work?



(3) What does work mean to me?

Why do I work?



(4) What is my work?

What work do I do currently and/or feel drawn toward?

(5) What does my work mean to others?

Who cares about what I do for work, and why?

(6) What does success look like in my role?

What would it take for me to feel successful in my work?

(7) What happens when I do a good job at my work?

What impact does the effort I put in at work have on the world?

SECTION II



JOB DESCRIPTION

In this activity you will be using your answers from your Job Questionnaire to write your job description.

Know Before You Start

In this exercise we have broken down job responsibilities into 2 groups, Primary responsibilities and Secondary responsibilities.

Primary Responsibilities are the things that must be accomplished, and must be accomplished by you.

Secondary Responsibilities are things that you do at work because you enjoy doing them, things that improve the overall quality of the product and experience of customers, or things that benefit the team/organization overall – but are not your primary tasks.

JOB DESCRIPTION WORKSHEET

Complete your Job Description using the italicized text to guide you.

Job Title

Role Purpose

Summarize the overall purpose of your role. You may want to consider questions 3 & 7 on your Job Questionnaire.

Primary Responsibilities

What are the primary tasks you need to accomplish in your role to produce the outcome(s) expected of you?

Secondary Responsibilities

Consider your answer to question 4 on the Job Questionnaire.

Required Knowledge/Skills/Abilities

What knowledge/skills/abilities do you need to have in order to perform these responsibilities successfully? What ideal knowledge/skills/abilities would you want someone in your role to have to provide the absolute best quality on primary responsibilities (this can include knowledge/skills/abilities that you do not currently possess).

SECTION III



REVIEW

In this activity you will help you consolidate what you have identified from the previous 2 activities and identify actions you can take to integrate your insights into your daily life.

Know Before You Start

This activity builds off of the activities in Section I and II. You may want to review your answers, if completing the workbook over a series of multiple sessions.

Primary Objectives

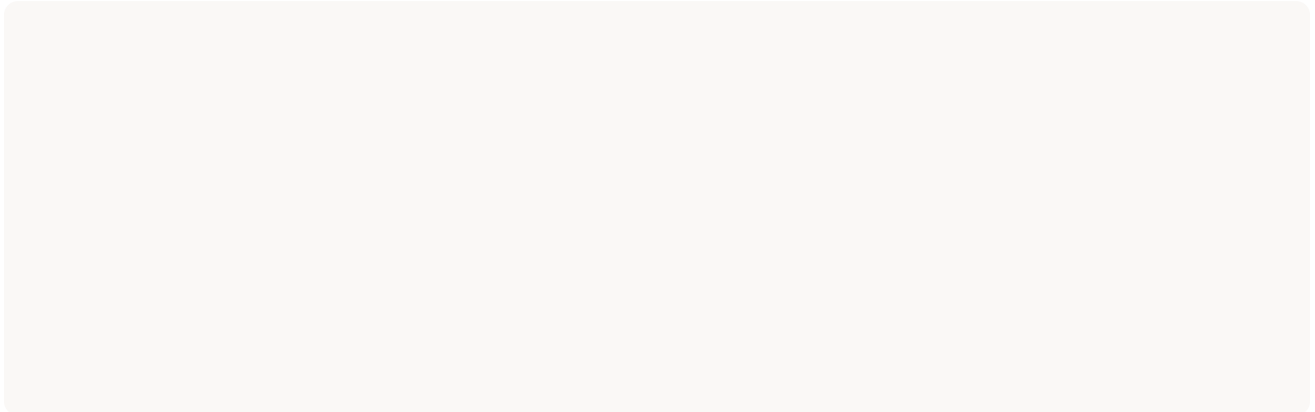
- Identify 2-3 insights about how your values and philosophies influence how you should work.
- Identify areas for change, and primary objectives which will allow you to integrate your areas of meaning and skill into your daily activities.

REFLECTION

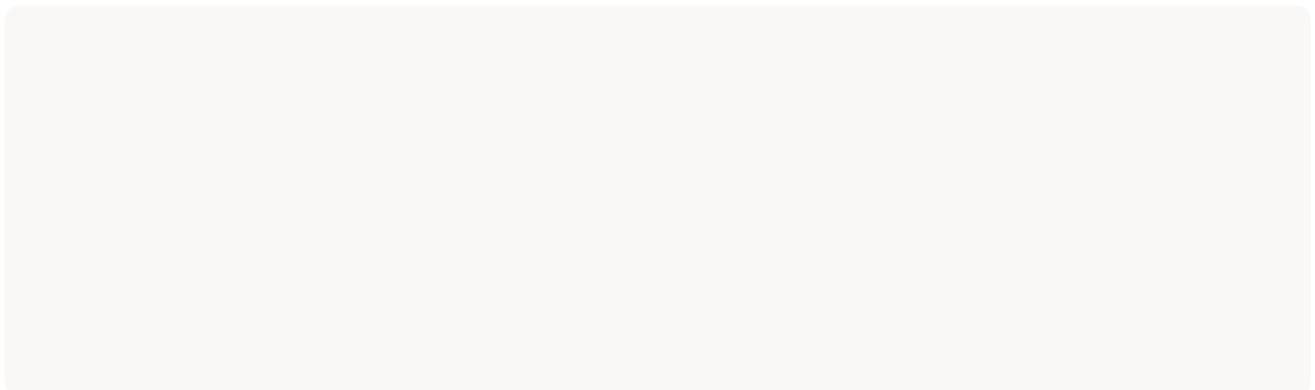
What did I learn about myself through this exercise?



What do I want to/need to change about my work or the way I work?



What steps am I going to take to better align with my personal meaning of work and role purpose?



PRIMARY OBJECTIVES

What 3 Objectives if completed by you would produce the greatest benefit in regard to my work? Complete the boxes below.

Objective 1

Why is this goal important? Why is this goal something I need to achieve?

What is mastery/completion/success for this goal? Define completion criteria.

Objective 2

Why is this goal important? Why is this goal something I need to achieve?

What is mastery/completion/success for this goal? Define completion criteria.

Objective 3

Why is this goal important? Why is this goal something I need to achieve?

What is mastery/completion/success for this goal? Define completion criteria.

Notes

LET'S KEEP GROWING

Enjoyed what you discovered in this workbook?
Want to debrief what you've learned or dig
through other areas of vocational development?

I would love to hear from you!
Review service options and request sessions
online.

[VIEW SERVICES](#)