



INTELLECTUAL ENGAGEMENT & FLOW

Working Well

- ☐ Make a list of your signature strengths (the ways in which you stand out from the crowd for the right reasons) and the extent to which you are playing to your strengths, or if you have under-utilised talents.
- ☐ If you find it hard to know or understand your strengths, explore the options for completing a Strengths survey online, for example the VIA Character Strengths survey (free) or Strengths Profile (not free) or StrengthsFinder 2.0 (not free). Ask your coach about accessing these tools.
- ☐ If you are feeling under-utilised and as if you have more to offer, write a list of your strengths which you feel are not being fully used. Try to identify new opportunities or responsibilities that would play to these.
- ☐ For a job to be stimulating, it should:
 1. Present us with opportunities to use a variety of skills and strengths;
 2. Offer a range of different tasks and activities that move beyond being dull and repetitive; and
 3. Challenge us to solve problems and use our minds.
 Consider what aspects of your role need some attention for you to feel engaged and stimulated.
- ☐ Book in a time to discuss your role and level of challenge with your people leader, and prior to this reflect on what more you feel you have to offer, what challenges/opportunities appeal to you and what's in it for your people leader to facilitate these for you?
- ☐ If there is little opportunity to change your role or the tasks in it, consider whether the way you look at your role could be altered. Ask yourself what aspects of your role are engaging, stimulating, and meaningful. How can you keep these front of mind?
- ☐ Reflect on what further work-related training or education you could undertake – either within work or externally. Do some research on what is available – think about what this will give you and what it will offer to your boss and organisation.
- ☐ If you are finding it hard to stay focussed at work – reflect on why this is? Are there too many distractions, are you disinterested in some of your key tasks, meetings, responsibilities?

“REFLECT ON WHAT FURTHER WORK-RELATED TRAINING OR EDUCATION YOU COULD UNDERTAKE.”

Try to understand some more about this and then consider what action to take to rectify this, e.g. schedule your day differently to include quiet time in a quiet place to really focus, or discuss the less engaging parts of your role with your people leader – would delegating these provide someone else with a new experience?

- ☐ What informal opportunities exist for you to challenge and expand your mind at work? For example, asking to become involved in different activities/meetings/projects, finding out about activities in other parts of your organisation – by asking questions or researching. Go out on a limb and offer to cover for a colleague while they are on leave.
- ☐ If you are experiencing ‘competing demands for your attention’, take a good look at your schedule and responsibilities and work out if a) you can improve how you manage distractions / the demands coming in; and/or b) you can review and discharge some responsibilities to other people; and/or c) you can discuss the relative priorities with your people leader and seek guidance on what to ‘drop’.
- ☐ If competing priorities are a recurring concern for you, ask yourself if you can learn to respond differently, more assertively when asked to take on new tasks and demands. Are you saying ‘yes’ too often and without due consideration for what you might need to drop in order to deliver on new demands?
- ☐ Browse in a good bookstore or online for current work-related publications – pick something up that appeals and read this to expand your mind, prompt some new thinking and to learn new approaches or strategies you can apply. Complete, reflect and repeat! (NB talking to others about what you are reading and learning will help embed the learning).