JEN SCHRAFFT COACHING

Outlining What You Want

You've chosen to stay in a job but you're not happy. It's time to make changes. Below are questions and exercises to help explore what is important to you and create your picture of Ideal, Manageable, and Unmanageable scenarios. Use this in your conversations at work to tie your asks (resources, processes, support etc) back to reality and facts.

1. What does Unmanageable (likely the current state) look like to you? Be specific.

2. What does Manageable look like to you? Changes that would ease your workload and allow for a little bit of time to breathe? This could be assigning specific tasks to others, time blocking breaks in your calendar, declining a recurring meeting that you don't need to attend, etc.

3. What does Ideal look like to you? Remember, this can be a combination of changes at work and at home. If you're not signing off at 9pm on a regular basis, perhaps you have more energy to work out, spend time with friends, etc.

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Now let's prepare for your next conversation about this at work. What are your asks/solutions to lead to a Manageable state? Who is involved, what do they need to support you, and how will it happen?

And personally, what can you do right now to make work life a little bit better? Be specific. For example: create 15 minute break time blocks in your calendar to get outside, spend time on Sunday meal prepping so you are having a healthy meal throughout the week, declining a meeting invite, saying no to an extra task that is outside your lane, picking a date to work on your resume, etc.

Additional Reflections/Notes:

Want to chat about a plan for your next one-on-one? Let's connect!