

Creating the Ideal Work Environment & Job Fit

Purpose:

Reflect on the elements for your ideal environment, and what currently is in place and what might be missing. Understanding your needs here can help you ask for them and create that environment over time. This is the environment you require to be happy, energized, and engaged.

Instructions:

1. **Determine** your ideal environmental fit:
 - a. Review the cards below and sort them into two piles (Very Important, Not so Important). If there are aspects of the environment that are important to you and are not represented on the cards then feel free to add them.
 - b. Now with the very important pile, choose the top 5.

2. **Review** your current environment:
 - a. Identify which elements are currently in place and which are missing.
 - b. Of those that are missing, identify what you can do to help create them.
 - c. Of those that you can't create, what barriers are in the way and whose help do you need?

3. Have your next **coaching session** to walk through the results.
 - a. This is a good time to identify discrepancies between ideal and current environment, opportunities for adjustments, and exploring accountability.

Creating the Ideal Work Environment Cards

<p>Clear Policies and Procedures</p>	<p>Diversity is Valued</p>	<p>Accountable Employees held accountable for important, demanding tasks</p>	<p>Collaborative Information share among departments</p>	<p>Involved Participative, empowered environment</p>
<p>Compensation Earning above average money for someone in the position</p>	<p>FREE CARD: Write your own</p>	<p>Promotion Opportunities Career Advancement</p>	<p>Physical Environment Working in a comfortable, nice environment</p>	<p>Practical Results Working on tasks that produce clear outcomes</p>
<p>Recognition Receiving formal recognition for contributions</p>	<p>High-Profile Tasks Work on important assignments seen many</p>	<p>Title/Status Holding a highly respected title relative to others</p>	<p>Cross Cultural Working with different cultures</p>	<p>FREE CARD: Write your own</p>
<p>Task Variety Doing different activities each day</p>	<p>Standardized Work Doing unchanging tasks</p>	<p>Risk Taking Encouragement of bold action despite uncertainty; challenge status quo</p>	<p>FREE CARD: Write your own</p>	<p>Innovation Seeking new opportunities, and initiating something new regularly</p>
<p>Fun Friendly Opportunity for friendships and relationship building</p>	<p>Learning Opportunities Increasing knowledge skills and growth</p>	<p>Emotional Support Receiving reassurance and appreciation</p>	<p>Influencing Others Persuade, inspire and guide individuals</p>	<p>Coaching Others Helping others develop professionally</p>
<p>Work Life Balance personal freedom</p>	<p>Benefits Medical, Dental, Retirement, Employee Stock Purchase Plan, etc.</p>	<p>Meaningful Work My work has impact & purpose</p>	<p>Mastery Being acknowledged as the expert in your domain</p>	<p>Frequent Change open, flexible, adaptable environment</p>
<p>Efficiency Avoid waste of resources, lean and mean</p>	<p>Customer Centric Emphasis on exceeding customer expectations</p>	<p>FREE CARD: Write your own</p>	<p>Employment Security</p>	<p>Community Involvement</p>