

# PRACTICAL STRENGTHS

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## WORKBOOK: CAREER SUCCESS

Questions to ponder and sharpen your talent



*discover.*  
JO SELF

# Thank you!

If you're finding this workbook then it means you have purchased, some form of the book, *Practical Strengths: Career Success*, and for that I thank you.

I invite you to use this workbook for yourself, but to also share with those who you think might benefit from it.

It has been created to fill out in its digital format, but I encourage you to print out the sheet – or use the questions in your own journal – and write out your answers. I believe strongly in the power of writing by hand to make deeper and more emotional connections to our words.

Should you have any questions related to this work, please feel free to send me an email and I will do my best to respond in a timely fashion!

My best to you!

Here's to doing what you love and making money doing it!



Jo Self, Author  
jo@discoverjosef.com

## The Four Domains of CliftonStrengths®

EXECUTING	INFLUENCING	RELATIONSHIP	STRATEGIC THINKING
Achiever	Activator	Adaptability	Analytical
Arranger	Command	Connectedness	Context
Belief	Communication	Developer	Futuristic
Consistency	Competition	Empathy	Ideation
Deliberative	Maximizer	Harmony	Input
Discipline	Self-Assurance	Includer	Intellection
Focus	Significance	Individualization	Learner
Responsibility	Woo	Positivity	Strategic
Restorative		Relator	

# ACHIEVER<sup>®</sup>

You thrive in roles where you can actively contribute to what needs to get done. Seeing the end results of your hard work is satisfying and inspires you to keep going and stay driven to the finish line.

*What types of tasks do I most enjoy doing and where will I have the opportunity to do them regularly?*

*What are the action steps I need to take to get the job I want?*

*What are my past key accomplishments and how can I relate them to the new position?*

*How can I effectively manage how much work I have on my plate?*

# ACTIVATOR<sup>®</sup>

**You thrive in project-oriented environments, ones that have a beginning, middle and end. You especially love being involved in the start of new projects, as both the element of innovation and the chance to motivate the team excites you.**

***Which roles allow for more project style work in which action can be taken regularly?***

***How can I follow-up proactively while waiting for a response to my application or interview?***

***When have I managed complex projects in the past or motivated others to work together?***

***Who can help you understand what actions you have the autonomy to initiate?***

# ADAPTABILITY<sup>®</sup>

**You thrive in environments which allow you to pivot and change direction when the task at hand calls for it. You find energy in an environment which innovates and adapts as needs and outcomes shift.**

***Is this an environment that will allow me to be at my best reacting in a changing environment?***

***Who else can I talk with and how can I follow advice, even unexpected, from those I'm meeting as I search for a job?***

***When has being flexible served my past company really well and contributed to strong outcomes?***

***How can I show my commitment to the team by jumping in without needing a lot of preparation when others might be hesitant?***

# ANALYTICAL<sup>®</sup>

You thrive in roles which require precision, facts and collecting data. You are energized by being able to fully research and investigate in areas that will affect the overall outcome, knowing that your information is a key factor.

*What types of projects or topics am I most interested in researching?*

*How can I best analyze the role requirements and weigh them against my own interests?*

*How has my research or investigative ability contributed positively in the past?*

*As I interact with coworkers, how can I remember to balance my need for detail with how I build relationships?*

**You thrive in roles which allow you to tap into your organization genius. Whether it be forming the perfect teams, events, or projects, you shine most when flexing your coordinating muscle.**

***What kind of roles will allow me to be the most flexible and agile?***

***What should I prioritize in the first 30, 60, 90 days and how will my long-term priorities differ from what's required in the short term?***

***How can I convey the ideas and reasoning behind my organizational structures?***

***How can I match people and resources to make efficient teams for the project?***



**You thrive in roles and organizations which are in full alignment with your own values. You are motivated to work harder for issues you believe in and companies which support your own ideologies.**

***What are the issues or values which most motivate me?***

***Which company's goals line up with matters I'm passionate about?***

***How does this job line up with what I find meaningful and how does that drive me to accomplish tasks?***

***How can I be comfortable in a "gray zone" with colleagues whose beliefs may differ from mine?***

# COMMAND<sup>®</sup>

**You thrive in organizations where there is quick opportunity for leadership. You are able to come in and take charge, lending a sense of calm to even turbulent situations.**

***What project, group or organization is facing crises or changes and could use my leadership?***

***Where will my assertiveness be most appreciated?***

***When have I made a difficult decision and how can I share the results of that in an interview?***

***Am I taking unnecessary risks that could harm the people that follow me?***

# COMMUNICATION<sup>®</sup>

**You thrive in roles where there is ample opportunity to connect and speak with others - either verbally or through the written word. You create alliances and connections through your verbal prowess.**

***What is my favorite way of communicating and which roles fit that style?***

***Who can I meet with to discuss opportunities or seek advice or introductions from?***

***What are one or two stories that clearly demonstrate the value I will bring to the job?***

***How can I identify the key players with whom I need to keep an open dialogue?***

# COMPETITION<sup>®</sup>

**You thrive in roles where "winning" is a key motivator. Whether in teams or on your own, having your performance measured for excellence energizes you and keeps your eyes on the prize.**

***What kinds of roles have clear measurements which allow me to compare my performance to that of others?***

***What tools and skills give me an edge over my competitors?***

***How can I highlight my drive for both personal and team wins?***

***What standards or measurements will I use to make sure I have a winning plan?***

# CONNECTEDNESS<sup>®</sup>

**You thrive in environments where there is opportunity to be in community. This kind of work is both meaningful and satisfying for your soul. It's easy for you to stay motivated when your job is connected to a larger mission that you believe in.**

***What organizations or roles fit my mission, vision, and values?***

***Who do I know in my community who could connect me to work that I care about?***

***How can I share my personal mission and how I have effectively applied it through my work?***

***How do I connect what I do in my role with the larger mission of the company and my team?***

# CONSISTENCY<sup>®</sup>

**You thrive in areas where clear expectations and set ground rules are required for everyone. Stability and calm are key for you in maximizing your productivity.**

***What kinds of jobs require steady decision making and procedural objectives?***

***How do I identify organizations which are driven by equitable policies and procedures and align with my expectations?***

***Which of my past successes demonstrate my ability to abide by agreed upon rules and implement them fairly while still being open to innovation?***

***How can I understand the expectations and policies which are important to the organization's culture and success?***

# CONTEXT<sup>®</sup>

**You thrive in roles where you can be the investigator. You enjoy researching the history of projects and opportunities which will propel projects - and people - forward by learning from the past.**

***What kinds of things do I like to research and investigate?***

***How can I learn about the history of others who are on a similar career path to discover new opportunities for myself?***

***Which stories from my past are most relevant to the current role I am interviewing for?***

***How can I learn about the company's history and what has worked well in the past?***

# DELIBERATIVE®

**You thrive in roles where you can pair your cautious approach with careful decision-making and show those around you how to evaluate risks thoroughly. Your thoughtful actions translate into a sense of stability and protection.**

***What kinds of roles allow me to take time in making careful decisions and meet my level of risk tolerance?***

***Which jobs will make the most of my ability to see obstacles and plan for them?***

***How can I communicate the value of evaluating obstacles before taking action?***

***How do I trust others to make informed decisions beyond my scope?***

# DEVELOPER<sup>®</sup>

**You thrive in roles where you have the chance to encourage and cultivate the special abilities of those around you. You are able to celebrate each unique step in the journey of others, recognizing that every step is a step forward.**

***Which roles offer me the opportunity to supervise, train, teach, or mentor others?***

***Where can I find a mentor that will help me explore roles in both for-profit and nonprofit organizations?***

***Which stories best showcase my ability to see and nurture the potential in others?***

***How can I tap into opportunities to both mentor and be mentored as well as explore professional development and training for myself?***

# DISCIPLINE<sup>®</sup>

**You thrive in environments where structure and routine are the order of the day. You are motivated to keep track of the details and schedules ensuring that everyone stays on task.**

***What routines or schedules are important for me to be at my best and which roles accommodate that?***

***How could I set up a daily schedule that effectively tackles the most pressing tasks?***

***What story demonstrates how I've created structures that led to a successful outcome?***

***How can I contribute to the goals of the company by bringing structure and organization while also staying open to current structures in place?***

# EMPATHY<sup>®</sup>

**You thrive in roles which allow you to give input on the overall culture, the emotional wellbeing of team members, and have a service-oriented mission. you have an incredible capacity to hold space for others.**

***What organizations offer the best cultural fit for you?***

***Who can help you identify supervisors or teams with whom you will connect and support as a valuable partner?***

***How can you best display how your intuition has served you and those around you in a positive way?***

***How might others experience having a new coworker differently than you might?***

# FOCUS<sup>®</sup>

**You thrive in environments where there are clear cut objectives and you are able to keep your eye on the target, prioritize your tasks, hit the deadlines, and accomplish the goals.**

***Which roles allow you to have control over the prioritization of tasks and a direct impact on the outcome?***

***How can you best align your short-term goals with your overall objectives?***

***Which experiences or tasks demonstrate your ability to maintain focus on the details while still delivering on big picture goals?***

***How can you share your need for focused work time as well as learn to whom you can delegate specific tasks?***

# FUTURISTIC®

**You thrive in environments which allow you to dream, share your visions, and work toward a common goal. You are energized by “tomorrow” and “what if” scenarios which allow your imagination to explore all the possibilities.**

***What excites you about the future and which industries fuel that passion?***

***How can you identify roles which position you well for the future you envision?***

***What kind of vision do you have for yourself in this role and where it might lead?***

***With whom can you discuss what the team is doing now and how it’s connected to where you all want to be in 5 years?***

# HARMONY<sup>®</sup>

**You thrive in environments where there is a high collaborative focus and low competition among co-workers. You are also a natural mediator and serve well in situations where an objective third party is required.**

***Do you prefer roles which focus on conflict resolution or are you more drawn to a fully collaborative environment? Consider what attracts you to that environment.***

***Who would be a helpful search partner for you and how could they best support you?***

***How has your ability to resolve conflict or negotiate compromise helped you succeed?***

***How can you use your talent to bring team members together?***

# IDEATION<sup>®</sup>

**You thrive in environments that provide the freedom to express your ideas and creativity. Brainstorming is your superpower and requires a space where it is valued and appreciated.**

***What kinds of roles would celebrate your quick thinking and high creativity?***

***How can you generate ideas to find opportunities that might be currently off your radar?***

***What are some unusual solutions or ideas you've had that ended up being a big success?***

***Who can you brainstorm with before meetings so you can enter when a clear focus is needed?***

# INCLUDED<sup>®</sup>

**You thrive in environments which allow you to be part of a group or team. Being a team leader is something you may enjoy since you easily create a feeling of togetherness.**

***Who are the people you most enjoy working with and in what capacity?***

***What are the top industries you'd most like to work in and who might you know who could create an introduction for you?***

***What makes you great at building diverse teams, bringing all voices to the table, and how does this make a positive impact?***

***Where can you get involved in both work and/or extra-curricular activities to improve your connection with your co-workers?***

# INDIVIDUALIZATION<sup>®</sup>

**You thrive in roles which give you the opportunity to make a personal impact and give recognition to others. You excel when you can help others realize and act upon their potential.**

***What unique characteristics does your dream company or role possess?***

***Who can make personal introductions for you to jobs for which you have applied or have interest?***

***How can you highlight what makes your contribution unique?***

***How can you personalize your own tasks while serving the shared goals of your team?***



**You thrive in environments which will allow you to research innovative ideas or find new ways of doing things and then sharing what you know with others. You are a master resourcer.**

***What/Who is the most important beneficiary of your knowledge and resources?***

***What resources do you already have that will help you with your job search?***

***Which story best shows how you expertly manage to acquire and use tools, resources, and information that have practical and transferable utility?***

***How can you understand the resources already available to you and what might still be needed?***

# INTELLECTION®

**You thrive in environments which allow for in-depth discussion with colleagues and where sharing ideas is encouraged. Asking deep questions and having time to think things through is a “must have” for you.**

***What kinds of challenges in the world would you enjoy working on?***

***What are you genuinely curious about when you think about potential new careers or companies?***

***What story demonstrates how your ability to discuss big ideas/ask hard questions made a positive difference in the workplace?***

***What are you genuinely interested to know about your coworkers or new company and who can you interact with to learn more?***



**You thrive in environments where you can continuously be exposed to new information and experiences and can share what you learn with others. You value environments that prioritize training and development.**

***Which opportunities have the best development tracks for you?***

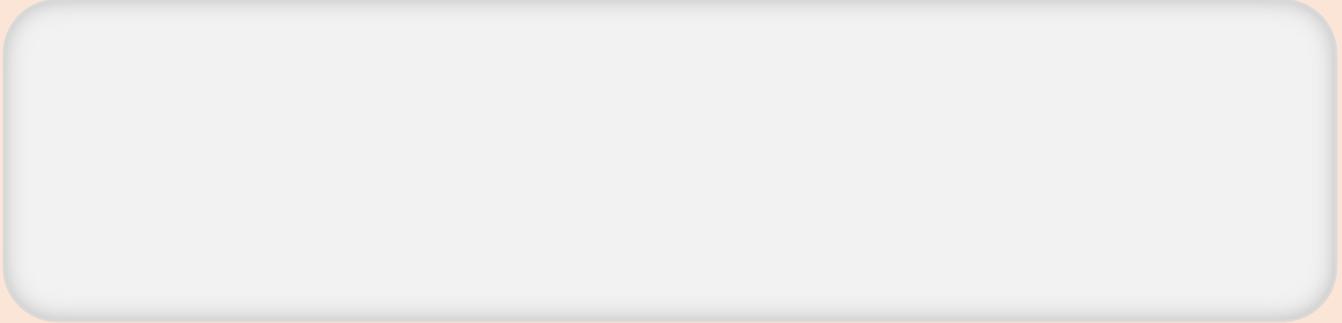
***What are the key tasks or responsibilities in your ideal job?***

***What new experience or information have you found that directly impacted a project or goal?***

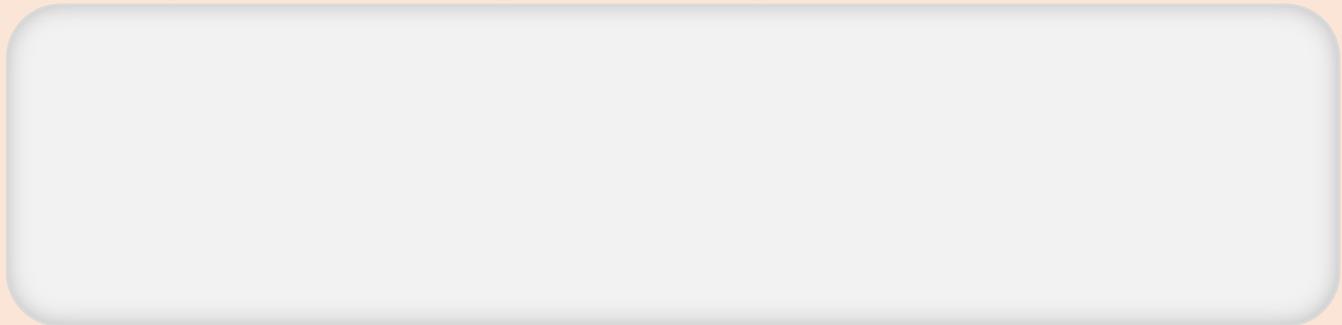
***How can you actively apply what you've learned about the company and your coworkers to have a positive start in your new role?***

**You thrive in environments which allow you to set the pace, build on existing processes or programs to improve them, or to develop the strengths of others so they may serve in their own excellence.**

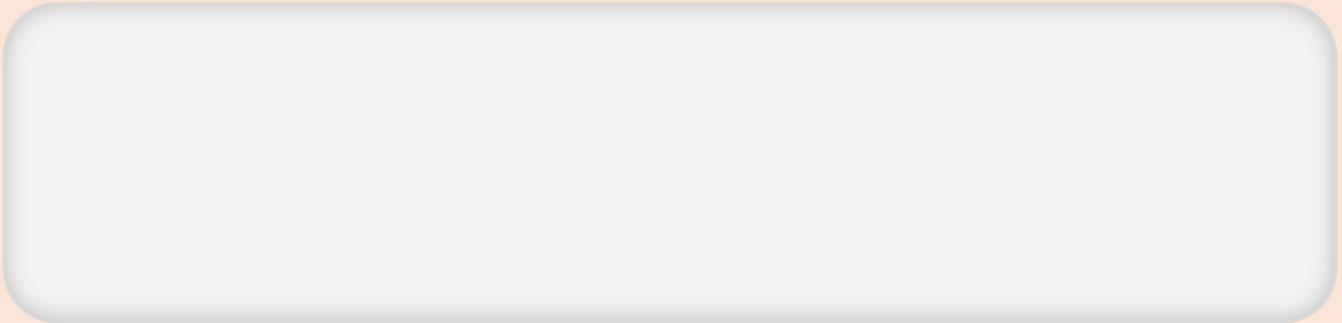
***Where can you see potential to make an impact by improving and building upon existing structures?***



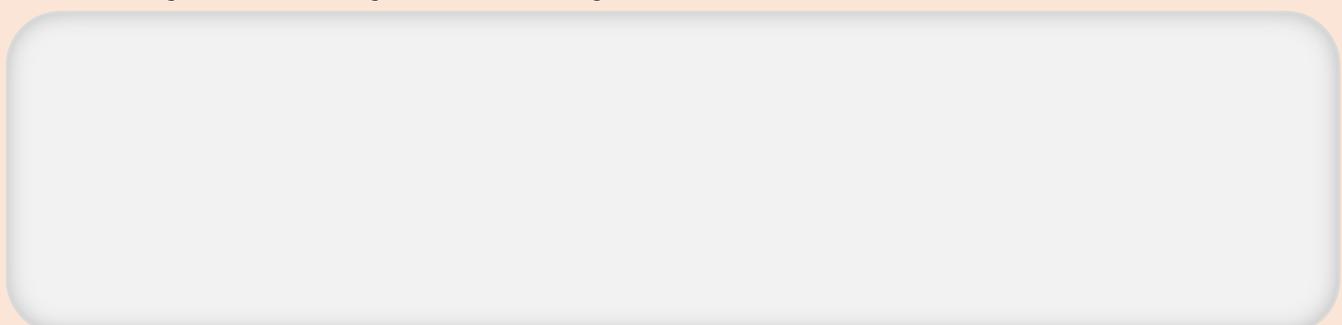
***How can you better use existing resources to a greater extent?***



***How can you highlight the value of your talent with procedures, projects and/or people?***



***How can you effectively and efficiently aim each team member's talents?***



# POSITIVITY<sup>®</sup>

**You thrive in organizations which see solutions over problems, promote a convivial and friendly culture, and allow you to be the cheerleader for those around you. You are a natural promoter.**

***Where can you use your expertise to encourage others?***

***What knowledge or ideas do you have that you can get others excited about?***

***What examples can you think of where your positivity made an impact on a project or on your team?***

***What are you enthusiastic about that you can share with others?***

# RELATOR®

**You thrive in opportunities which allow you to foster long-term relationships, have one-on-ones on a regular basis, and work closely with a tight knit team. You prioritize people over tasks.**

***What professional setting will allow you to join a team of people you would like to work closely with?***

***How can you leverage an existing relationship for a referral to a new career or company?***

***When have you created value for your previous employers by developing strong relationships with customers or clients?***

***How can you best prioritize getting to know the people on your team or the people you are serving?***

# RESPONSIBILITY<sup>®</sup>

**You thrive in positions which have clear job duties and expectations are well defined. You appreciate that both outcome and process are celebrated and recognized.**

***How can you identify positions which will keep you from overextending yourself?***

***What areas of expertise are you uniquely equipped to be responsible for?***

***How can you highlight your ability to keep promises as you interview for new jobs?***

***Where can you volunteer to take on tasks that lighten the load of others while still able to balance your own tasks?***

# RESTORATIVE®

**You thrive in environments which allow you to solve challenging problems. You don't fear a challenge, but rather enjoy identifying issues and navigating complex and difficult situations.**

***What problems or challenges exist in the world that you'd like to help solve?***

***How can you research where your background best contributes to finding solutions?***

***What problems have you solved in the past that are relevant to the ones presented in this new role?***

***How can you identify challenges in your new organization and volunteer to help bring solutions?***

# SELF ASSURANCE®

**You thrive in environments which allow you to have a certain amount of autonomy in your decision making, where you are surrounded by a competent team and there is a clear path for leadership roles.**

***Where do you have the most confidence that you can make a difference?***

***In what setting or with what subject do you have the most expertise to leverage in your next role?***

***How has having the confidence to take risks in the past turned out with great results?***

***How can you gain confidence in your new role and also spend time learning about your new coworkers' areas of expertise?***

# SIGNIFICANCE<sup>®</sup>

**You thrive in organizations where making a big impression and having a lasting impact are part of the core vision and purpose. You easily step into the spotlight.**

***What would you like to be known for and in what setting could your contributions be noticed?***

***Who could write you a recommendation and in what format would that be most valuable to you?***

***Are there professional associations that might appreciate your involvement and give you a bigger platform?***

***How can you volunteer for a visible project with noticeable impact?***

# STRATEGIC®

**You thrive in roles where creativity and flexibility are part of your everyday responsibilities and there's more than one way to reach a goal. You love exploring multiple paths to a destination.**

***How can you identify what you need from a job in order to realize there might be several different possibilities that would accomplish that?***

***What are the values driving your job search and what are all the possible ways to accomplish them?***

***What have you accomplished in the past that benefitted from your out of the box thinking?***

***How can you learn about the strategic plan of your organization and understand what has already been tried or planned so that you can bring additional ideas?***



**You thrive in roles where networking and speaking with others is a key part of your position as people naturally gravitate to you. You prefer social interaction over solitary roles.**

***In which kind of environments or situations do you feel most comfortable making new connections?***

***Who would you like to connect with to learn more about the field you're interested in?***

***When and where have you been successful at WOOing?***

***Make a list. Who do you need to know and how can you make the connection?***