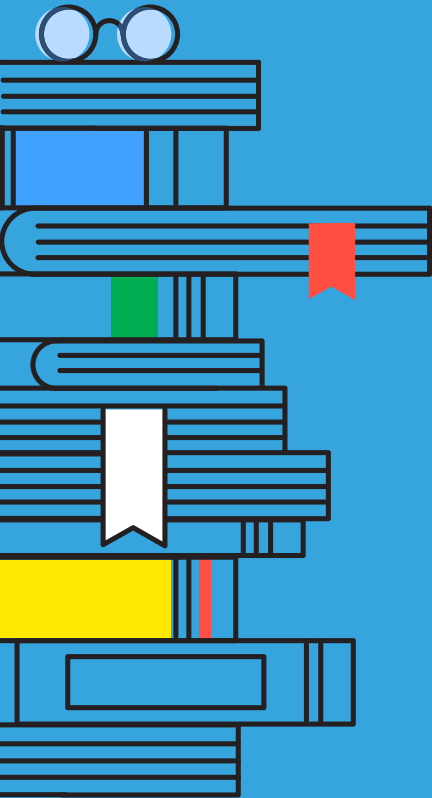


# mwah. Journal mini edition



 **mwah.**  
making work absolutely human.

# How to use the mwah. mini journal

This mwah. mini-journal will help you reflect on what matters to you, in work and life. It has 5 sections explained below. The guide follows a simple format – 1 page with the questions you need to consider, then some space to get your thoughts down.

You'll get to know yourself and what matters to you – and land on the one key thing you will do with what you've learnt.

## **Section 1. Know yourself.**

Knowing yourself is THE only place to start when you're looking at work. Your strengths, skills, limitations; what a great day at work looks like for you; what excites you at work (and outside of work), and what doesn't. And finally, why do you work? Is it just about the money? Or is it also about the work, or the career, or the business? Or is it about being close to home?

The second part of knowing yourself at work is about the other people you work with. What do you expect of other people? Who do you like working with and what sort of business works well for you? Knowing yourself really well means lining up everything to support who you are, and who you want to be.

## **Section 2. Know your wellness.**

Your health and wellness is really important to work and to life. Be well. Be happy. Be your best. This section makes sure that your work life is aligned to what makes you happy and well.

## **Section 3. Know what you want.**

Before you look at your current work and role, you need to think about what you really want. What matters most to you. What career do you want? What are you afraid of? Things you want to change. Feedback you want to address. In a nutshell, who do you want to be.

## **Section 4. Know your context.**

Now you've reflected on yourself, what makes you feel energised and what you want, you can start looking at your current context. Do you know your industry, business and work? Are they all really aligned to who you are and who you want to be? Does your career belong here, is your future in good hands, and can you make the most of it? The most important piece in this section is being super honest. If it's working for you, grab the opportunities. If it's not, life is short. Maybe it's time to find a new context.

## **Section 5. Take action.**

Once you put all that together — yourself, your wellness, your future, your context, and your impact on others, you're ready to take action. Decide on what you're willing to give, or even sacrifice, and what you're not. Decide whether you're ready to make a change or not, and what it would take to be ready. Then go — decide on a path. Make a plan. Most importantly, make it happen!

Section 1.  
Know yourself

Section 2.  
Know your  
wellness

Section 3.  
Know what  
you want

Section 4.  
Know your  
context

Section 5.  
Take action

## Section 1. Know yourself

**For each of the questions below, list a few key things on the blank page that follows.**

What are my strengths? What are my limitations?

A great day at work for me looks like..?

The best job I've ever had is..

The worst job I've ever had is...

What excites me :

- At Work

- Outside of Work

The future skill I need most is..

I go to work because..

If I had no limitations on my life, no concerns about money, family obligations, or work, I would spend my time doing...

The people I love working with are...

The people I have trouble working with are...

At work, from myself, I expect..

From the business, I expect..

From my boss I expect..

And this is how I'll ask for it..

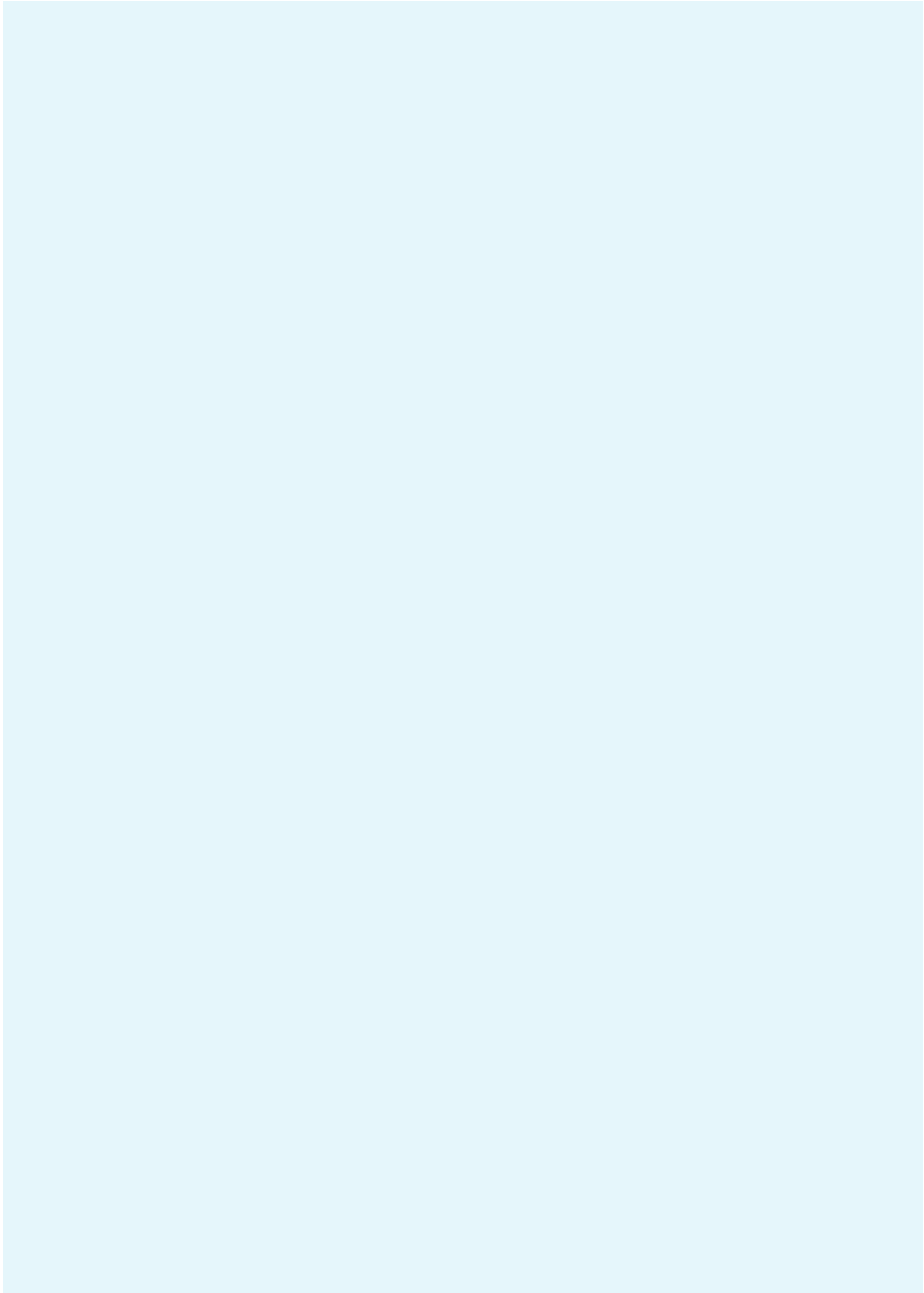
From my peers, I expect..

From my team, I expect..

From my friends, I expect...

## Section 1. Know yourself

Capture bullet points on your answers here...



## Section 2. Know your wellness

**For each of the questions below, list a few key things on the blank page that follows.**

I am very accountable for my wellness in the following areas.

I need to be more accountable in other parts. To do that, I will...

Physically, I am/am not well because...

Emotionally, I am / am not well because..

Mentally, I am / I am not well because...

Spiritually, I am / am not well because...

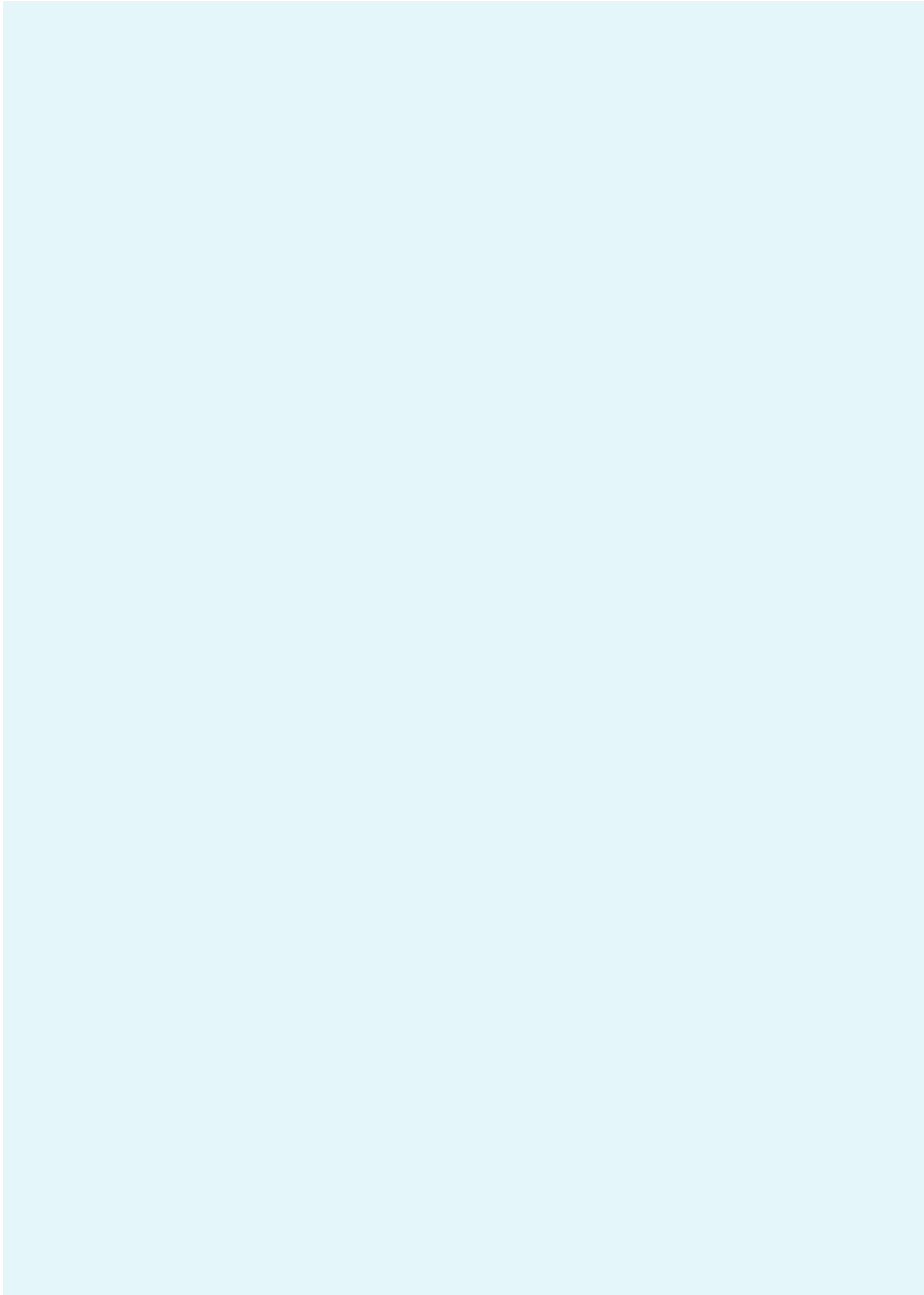
I prioritise my wellness by...

I am proud of the work I do because...

The work I do is appreciated and part of something important

## Section 2. Know your wellness

Capture bullet points on your answers here...



## Section 3. Know what you want

**For each of the questions below, list a few key things on the blank page that follows.**

Ultimately, in life, the most important things to me are...

I'd love to be remembered for...

Looking back over my career and work so far, I am most proud of..

The toughest career hiccup/hurdle I've survived is..

And I learn this about myself...

The person I most want to be like is..

The thing I'm most fearful is...

Things about me I know I need to change are..

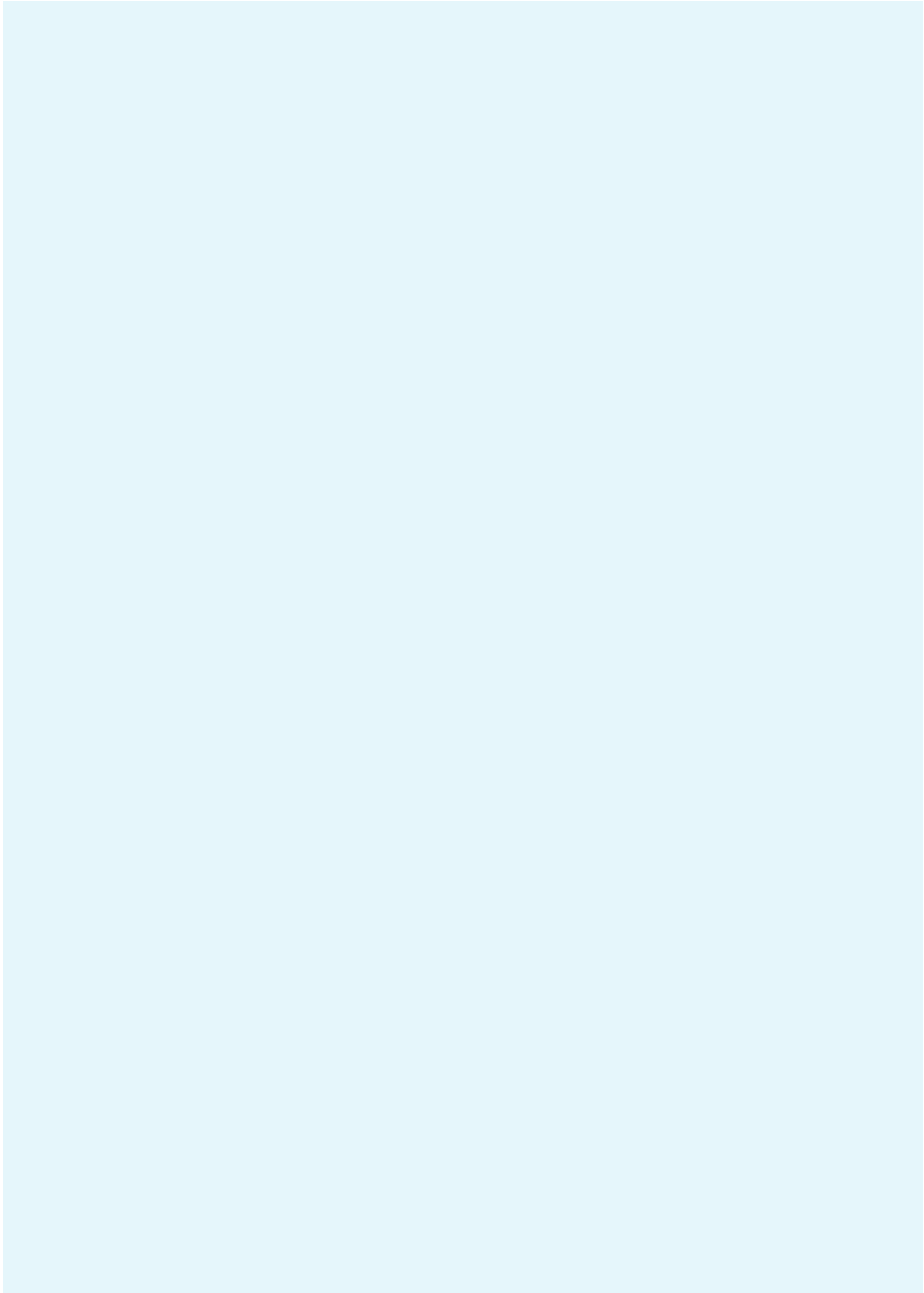
I encourage feedback by...

The toughest things I often hear about me are..



## Section 3. Know what you want

Capture bullet points on your answers here...



## Section 4. Know your context

**For each of the below, list a couple of bullet points on the blank page that follows**

I think I know my industry/business well because..

I know what work/customers matter most..

I know my business values..

I know our competitors..

I know the resources/limitations we have available..

I know the future plans of my business..

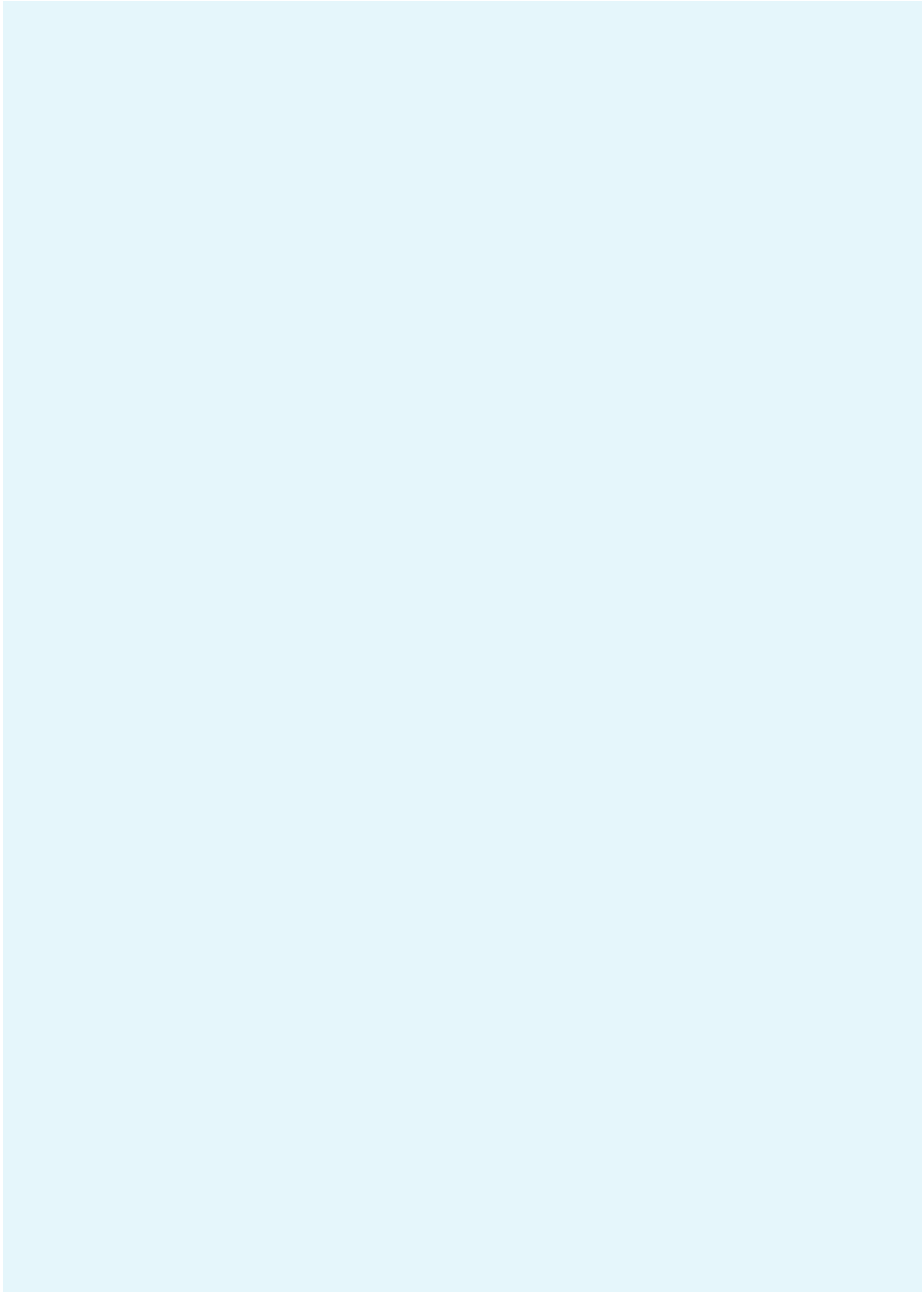
I know how I can make the business better..

I have a great network beyond my business..

I know my career is in good hands in this business..

## Section 4. Know your context

Capture bullet points on your answers here...



## Section 5. Take Action

**For each of the below, list a couple of bullet points on the blank page that follows**

What makes me great at work? - What are the top 3 things?

I need the following from work - What are your top 3 needs?

The way I like to work is? Alone or in a team, hours, where, how?

The thing I love most about my job is...

I'm ready / not ready to make a change because...

I cannot work in a place that... - what are the top 3 key things?

I would never sacrifice the following for my career. What are your 3 boundaries/limitations?

I cannot work in the following industries... Short where, short why.

How confident are you that you're making the most of your current job? Score 1 to 10 (1 not at all, 10 to the fullest)

And finally:

What is the **1 key thing** you are going to do to leverage what you've learnt about yourself through this exercise?

## Section 5. Take Action

These make me great at work:

1.

2.

3.

The way I like to work is:

1.

2.

3.

I am ready/not ready to make a change because...

I cannot work in a place that...

1.

2.

3.

I need the following from work:

1.

2.

3.

The thing I love most about my job is:

1.

2.

3.

I would never sacrifice the following in my career:

1.

2.

3.

## Section 5. Take Action

I cannot work in the following industries/organisations:

1.

2.

3.

I am making the most of my job  
(score 1 to 10, 1 not at all, 10  
the fullest)

The **1 key thing** I am going to do with what I have learnt about myself is...

# mwah. Journal

## mini edition

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