Goal alignment

Connect your strengths to a goal that matters

Use this worksheet with your manager after reviewing your journal. Bring only the patterns and examples you choose to share; the private journal can stay with you.

Participant or role optional

Conversation date

1 Agree on the goal

Which organization or team outcome matters here? What would progress look like?

2 Choose an energizing pattern

Name a recurring activity or strength. Add one concrete example from your reflections.

3 Connect it to the goal

Where could this strength make a useful contribution? What needs developing or support?

Focus the discussion on work activities and practical options. Agree together before changing responsibilities or moving work to someone else.

Make a practical plan

Choose a manageable change, protect essential work and agree how you will review it.

4 Use the strength more often

What will we try, and how will it support the goal on page 1?

5 Reduce a recurring drain

Name the draining activity and a change to test. How will we keep the workload fair?

6 Agree on support and the first step

What support or approval is needed? Who will do what, and by when?

7 Decide what to review

How will we check contribution to the goal, energy and the effect on colleagues' workload?

Start date

Review date

Save a copy in a form-capable PDF reader. Reopen to check your entries; preview before printing.