

em
ERIN MEADOWS
COACHING



Job Satisfaction Assessment



How Satisfied Are You?

(AND WHAT TO DO ABOUT IT)

Hello My Friend,

What thoughts come to mind when you think of your current job?

How do those thoughts make you feel (yes, I'm talking about emotions)?

Everyone has thoughts and feelings about their work; it is those thoughts and feelings that drive us to take action (FYI - inaction is actually taking action to stay put), and that action creates the result of either an overall satisfying career or dissatisfying career.

Far too many of us go through our careers thinking thoughts and feeling feelings, but we *rarely* stop to thoughtfully inventory what is *actually* happening underneath those thoughts and feelings.

And that is one of the main reasons we get stuck in our careers or find ourselves completely disconnected ... sleepwalking day-after-day, taking promotions we don't want, chasing jobs we think will make things better, and living for Friday afternoon.

The best way to take control of your career is to gain clarity about where things currently stand and what you really want. Then, take that clarity and turn it into consistent action.

I've created this workbook to help you do just that. By the end of this exercise, you should have:

- A clear picture of your predominant thoughts and feelings related to your current job
- Recommendations based on the result of your assessments
- 3 clear actions you can take to start becoming more satisfied in your career.

Keep this assessment handy, and revisit it often. It is a tool that will keep you clear, focused and confidently moving forward in your career.

TAKE INVENTORY

Section 1: When you think in **GENERAL** terms about the overall experience you are currently having in your work ...

1. What is your predominant thought?

2. What emotions do you feel when you think this thought (use feeling words like happy, sad, angry, frustrated, disappointed, engaged, hopeful, etc.)?

3. In **GENERAL**, what percentage (totaling 100% across all three categories) of your time at work are you feeling:

Satisfied	%
Neutral	%
Dissatisfied	%

4. What most contributes to your **GENERAL** satisfaction at work?

5. What most contributes to your **GENERAL** dissatisfaction at work?

6. What would make your work **GENERALLY** more satisfying?

Section 2: Now consider your **SPECIFIC WORK TASKS** (i.e., the things you do day-to-day in your job) ...

1. What is your predominant thought?

2. What emotions do you feel when you think this thought (use feeling words like happy, sad, angry, frustrated, disappointed, engaged, hopeful, etc.)?

3. Considering your **SPECIFIC WORK TASKS**, what percentage (totaling 100%) of your time at work are you feeling:

Satisfied	%
Neutral	%
Dissatisfied	%

4. What most contributes to your satisfaction with your **SPECIFIC WORK TASKS**?

5. What most contributes to your dissatisfaction with your **SPECIFIC WORK TASKS**?

6. What would make your **SPECIFIC WORK TASKS** more satisfying?

Section 3: Now consider your **COMPANY CULTURE** (i.e., the spoken, unspoken and demonstrated rules and norms of working in your company) ...

1. What is your predominant thought?

2. What emotions do you feel when you think this thought (use feeling words like happy, sad, angry, frustrated, disappointed, engaged, hopeful, etc.)?

3. Considering your **COMPANY CULTURE**, what percentage (totaling 100%) of your time at work are you feeling:

Satisfied	%
Neutral	%
Dissatisfied	%

4. What most contributes to your satisfaction with your **COMPANY CULTURE**?

5. What most contributes to dissatisfaction with your **COMPANY CULTURE**?

6. What would make your **COMPANY CULTURE** more satisfying?

Section 4: Now consider your **COMPANY'S LEADERSHIP TEAM** (i.e., the group of senior leaders in a company) ...

1. What is your predominant thought?

2. What emotions do you feel when you think this thought (use feeling words like happy, sad, angry, frustrated, disappointed, engaged, hopeful, etc.)?

3. Considering your **LEADERSHIP TEAM**, what percentage (totaling 100%) of your time at work are you feeling:

Satisfied	%
Neutral	%
Dissatisfied	%

4. What most contributes to your satisfaction with your **LEADERSHIP TEAM**?

5. What most contributes to dissatisfaction with your **LEADERSHIP TEAM**?

6. What would make working with your **LEADERSHIP TEAM** more satisfying?

Section 5: Now consider your **DIRECT SUPERVISOR** (i.e., the person whom you report to in your role) ...

1. What is your predominant thought?

2. What emotions do you feel when you think this thought (use feeling words like happy, sad, angry, frustrated, disappointed, engaged, hopeful, etc.)?

3. Considering your working relationship with your **DIRECT SUPERVISOR**, what percentage (totaling 100%) of your time at work are you feeling:

Satisfied	%
Neutral	%
Dissatisfied	%

4. What most contributes to your satisfaction with your **DIRECT SUPERVISOR**?

5. What most contributes to dissatisfaction with your **DIRECT SUPERVISOR**?

6. What would make your relationship with your **DIRECT SUPERVISOR** more satisfying?

SCORING

INSTRUCTIONS: For each of the 5 sections, identify which level of satisfaction (i.e. Satisfied, Neutral or Dissatisfied) received the largest percentage.

Mark this below:

- In the **GENERAL** section, my highest percentage was (choose from satisfied, neutral or dissatisfied): _____
- In the **SPECIFIC WORK TASKS** section, my highest percentage was (choose from satisfied, neutral or dissatisfied): _____
- In the **CULTURE** section, my highest percentage was (choose from satisfied, neutral or dissatisfied): _____
- In the **LEADERSHIP TEAM** section, my highest percentage was (choose from satisfied, neutral or dissatisfied): _____
- In the **DIRECT SUPERVISOR** section, my highest percentage was (choose from satisfied, neutral or dissatisfied): _____

Next, using the information you just gathered, note the overall number of times your highest percentage was satisfied, neutral and dissatisfied.

Satisfied	
Neutral	
Dissatisfied	

This column should total 5 to represent the 5 sections you worked through.

Based on my total above, I am mostly _____ in my current job.
(satisfied / neutral / dissatisfied)

Realizing this, makes me think and feel: _____

IF YOU ARE MOSTLY SATISFIED

If you are mostly satisfied in your current role, this likely means you find enjoyment in your work and with the culture, leadership and your direct supervisor.

Yay for you! Satisfaction is a wonderful thing. However, even the most satisfied among us should always have an intentional action they are taking in their lives and careers. Here's some recommendations for you!

1. Now is a great time to create a clear vision for your career *and* for your life. Where do you want to be one, three or even five years from now? How will you get there? Who can help you?
2. Look at your list of what would make things even more satisfying for you and develop a plan to add more of those into your work. Perhaps you can job-craft by adding a new project or responsibility that will allow you to grow and expand your hard and soft skills.
3. Oddly enough, this is a great time to begin a job search. When we are mostly satisfied with our work, we have excellent discernment in what type of job and company we'd be willing to move to take and join. Now is the time to network, connect with recruiters and remain open to considering other opportunities. Nothing says you have accept a new position, but it is always nice to have opportunities coming your way.
4. Focus on something else. Work is going well, but how about other areas of your life? Do you want to lean in more in your relationships, re-engage in hobbies, spend time focusing on your personal growth? Shift your attention to any area of life where you want more satisfaction.
5. Relax. If you are truly satisfied, set a reminder to revisit this in six months or a year. Then relax and enjoy your career.

IF YOU ARE MOSTLY NEUTRAL

If you are mostly neutral in your current role, you likely spend most of your time in the 'it's a job' zone ... neither loving nor hating your work.

Neutral is a far more subjective word than satisfied and dissatisfied. So, your work is to dig a little deeper. Here's some recommendations to help you further connect with what's going on in your career.

1. Write down how you defined neutral when you took this assessment. Is neutral code for 'meh', 'blah' or feeling numb? Do you define it as a state of working without attaching too much value/weight on what happens daily? Once you've defined this, go back and ensure your percentages make sense to you.
2. Sometimes we feel neutral about one area of our life because we are wrapped up in another area. Do you feel neutral because you are enjoying other areas of life and work isn't your main focus right now. Perhaps you feel neutral because you tending to another area of life that needs more time and attention right now. If you find that you feel neutral because another area life is surging or suffering ask yourself how you would feel if that area became more neutral. Then, see how your job would score.
3. Now is a great time to create a clear vision for your career and for your life. Where do you want to be one, three or even five years from now? How will you get there? Who can help you?
4. Check back in. Did you take this assessment on one of those 'Oh, who cares anyway' days? If so, you might currently be feeling apathetic. Set a reminder to revisit this in a month ... on an 'I'll tell you who cares - I care' kind of day.

IF YOU ARE MOSTLY DISSATISFIED

If you are mostly dissatisfied in your current role, this likely means that you find some or all parts of your work stressful, unfulfilling, overwhelming, demoralizing, etc.

You are meant for so much more than working in a job that is consistently dissatisfying. Here's some recommendations to help you take action to become more satisfied.

1. Ask yourself these questions to gain more clarity: How long have I felt dissatisfied; what is the root cause of my dissatisfaction; how have I contributed to my dissatisfaction; how can I help improve my satisfaction; do I believe things can improve; am I dissatisfied in multiple areas of life?
2. Look at each section of this assessment where you noted what would improve your satisfaction. Make a list of things you want to work toward and who you need to talk to or work with to make those improvements. Reach out to those people with a plan of action.
3. If you are unhappy in your work, and have been for several months, it is time to update your resume and LinkedIn. There is a lot of satisfaction in the simple knowledge that you have a resume ready to go when you are.
4. Explore opportunities internally and externally. If you like your company, but struggle with your role/team or manager, this is a great time to see what else is available internally. Conversely, if you are completely dissatisfied, it is time to go. Use your updated resume to network and apply to jobs. It's time.
5. Enlist professional help. Whether you are looking to improve things in your role, ready to move up or over in your company, start somewhere new, or pivot to a whole new profession, you never have to go it alone. Seek out a coach or mentor to help you on your way.

NEXT STEPS

Now that you have clarity (and some specific recommendations, it is time for you to take action.

It's possible that your brain is telling you to simmer on this a bit.

That is because your brain doesn't like change (no human brain does). And you, my friend, just uncovered a roadmap for change.

So ... of course your brain wants you to 'revisit this' in a few days.

Oh no, brain. We are on to you. We know the equation ...

Clarity + Courage + Confidence + Consistent Action = Success and Satisfaction

You've got the clarity.

Now, it's time for a dose of courage and some and action.

(By the way, action often creates confidence. Isn't that interesting?)

Use the following page to write down three specific actions you will take (and a timeline for when you will take them) to ensure you become more satisfied in your career.

My Courageous Action Plan

Action Step	Timeline
1.	
2.	
3.	



WORK WITH ERIN

IF YOU ARE ...

- ... Ready to take clear, courageous, confident and consistent action in life and business.
- ... Willing to make positive changes - even if it feels big, imperfect or scary.
- ... No longer interested in making excuses for why life, work, relationships (you name it) aren't working out the way you'd hoped.
- ... Prepared to get very real and very invested in your whole life (because you are a whole human beyond your work).
- ... Looking for someone other than your friends, family, or partner to support you on this journey. (They're great and all, but you need an unbiased outsider on your team.)

THEN YOU SHOULD ...

- ... Book a free Discovery call with me at calendly.com/erinmeadowsc coaching to discuss one-on-one coaching.

In just 50 minutes we'll identify where you most want to transform in life and business, what's holding you back, and how coaching with me will help you get where you want to go!

LET'S CONNECT!



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