

My Jobcrafting booklet

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Excercise 1: an overview of your job

Which are your core tasks?

Write 8-12 tasks down that are important for your job.	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

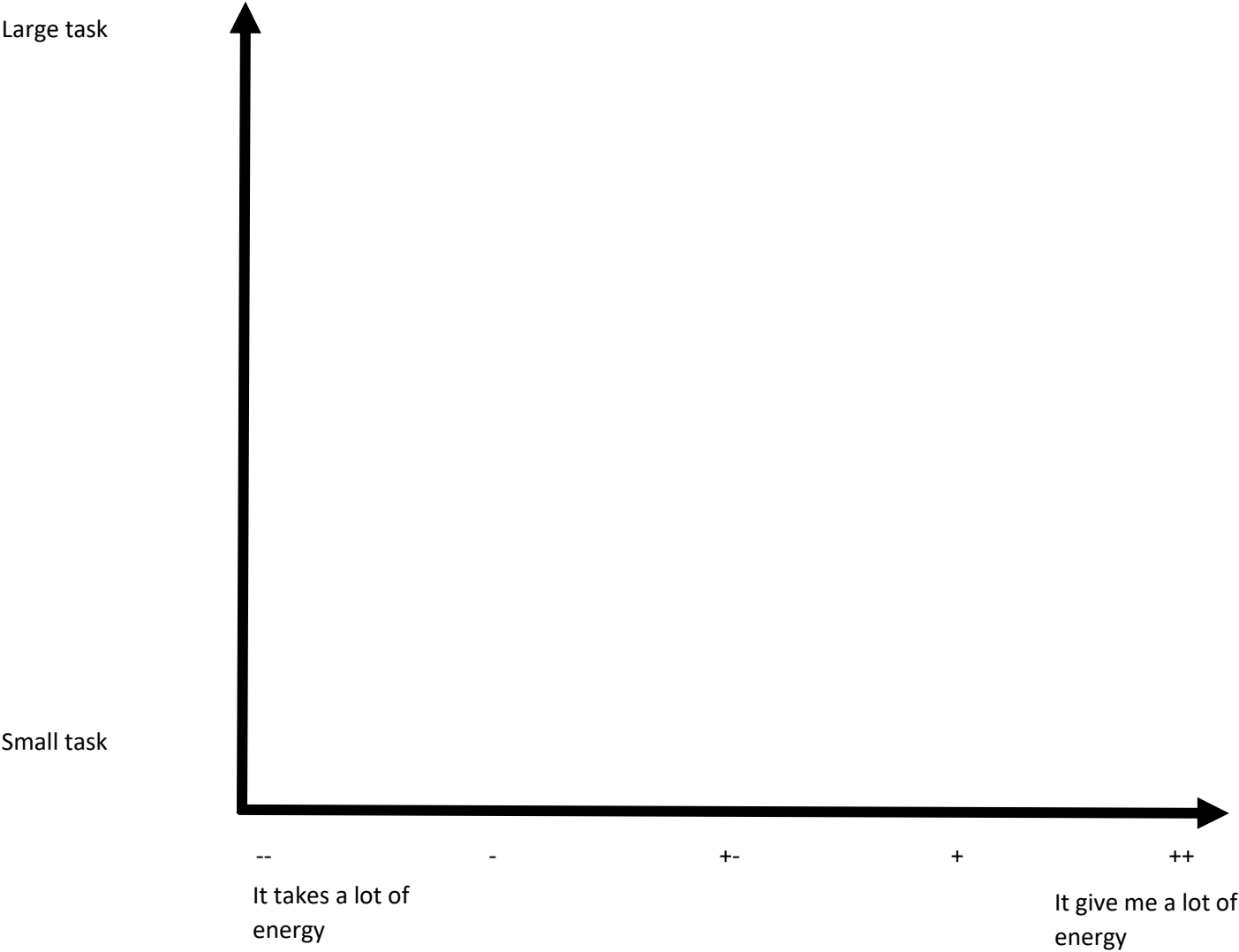


Arrange them from large to small.		
	Importance	Energy (+++ + - - -)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		



Exercise 2: how energizing is your job?

Plot your tasks on the graph below. On the vertical axis, you'll arrange your tasks from large to small as you did in exercise 1. On the horizontal axis, you'll plot the amount of energy this tasks gives you or takes away. If a tasks costs you lots of energy, you'll plot this on the left side, if it gives you energy, you'll plot is on the right side. Try to make it nuanced so your most energizing task is in the far right, and your second most energizing task is a little more to the middle.



Exercise 3: Your personal profile

Energizers

Strengths, needs and interests differ from person to person. This means that everyone will craft their job a little differently. Try to list two or three aspects that identify these energizers for you. To help you, try to answer the questions below each energizer.



STRENGTHS



NEEDS






INTERESTS

<ul style="list-style-type: none"> - For which tasks do your colleagues ask your expertise? - What skill or knowledge makes you unique in your team? - What do others describe as your strengths? 	<ul style="list-style-type: none"> - What would you miss, if you wouldn't do this job anymore? - What makes you really happy in this job? - What gives you satisfaction in this job? 	<ul style="list-style-type: none"> - What do you find most interesting in your job? - What is the biggest challenge in your job? - When do you forget time at your job (or in your free time)?
1)	1)	1)
2)	2)	2)
3)	3)	3)



Burdens

Apart from our energizers, each job has certain aspects that make it less pleasant and energizing. These burdens can be emotional, physical or cognitive. Try to list two or three aspects that identify these burdens for you. To help you, try to answer the questions below each burden.

		
EMOTIONAL BURDENS	PHYSICAL BURDENS	COGNITIVE BURDENS

<ul style="list-style-type: none"> - What can make you angry in your job? - Which topics can cause conflict for you at work? - What makes you sad or emotional at work? 	<ul style="list-style-type: none"> - Which physical symptoms do prevent you to do your job properly - Are there health reasons that cause you to slow down your work pace? - When is your job, physically too heavy? 	<ul style="list-style-type: none"> - What do you find difficult in your job? - When is your job boring or annoying? - At which times/occasions, is it difficult to concentrate?
1)	1)	1)
2)	2)	2)
3)	3)	3)

Exercise 4: a rough job crafting overview



Exercise 5: Finalizing your Job Crafting Plan

TASK	TYPE OF CRAFTING POSSIBLE					ACTION
	Task	Process	Relational	Cognitive	Context	

