

# PassionWorks!

*Creating Passion In The Workplace.*

## PERSONAL DIAGNOSTIC TOOL REPORT

June 22nd, 2009

Participant: John Smith

# PassionWorks!

*Creating Passion In The Workplace.*

Dear John Smith :

Thank you for completing the PassionWorks!™ Diagnostic Tool. This report will help you to reflect and act in ways that will make PassionFlow™ an even bigger part of your work life.

In the pages that follow, you will be given an opportunity to genuinely assess and develop yourself. Your report will help you to comprehend better the quality of experience you are having at work right now. It will also help you to identify and create the conditions you require for PassionFlow™.

Part One of this report provides a brief introduction to the PassionWorks!™ Theory and Model. This will help you to understand better your results, evaluate, and apply the advice provided. Part Two outlines your personalized results and an interpretation of what they mean for you. Part Three provides a number of reflection activities and suggestions for your path towards improvement. Part Four will give suggestions for immediate next steps in your pursuit of PassionFlow™. Part Five is a brief summary of your results for use as a quick reference moving forward.

If you are willing to take the time to reflect upon the questions asked, and are willing to consider the suggestions and comments provided with an open mind, we believe that your end results will be significant.

The power is within you to create a very positive work experience for yourself and for those around you. We recommend that you set aside at least two hours, at once or in chunks, to work with your report. You will be glad you did!

Kind regards,

The PassionWorks! Team

## PART ONE : THE PASSIONWORKS!<sup>TM</sup> THEORY

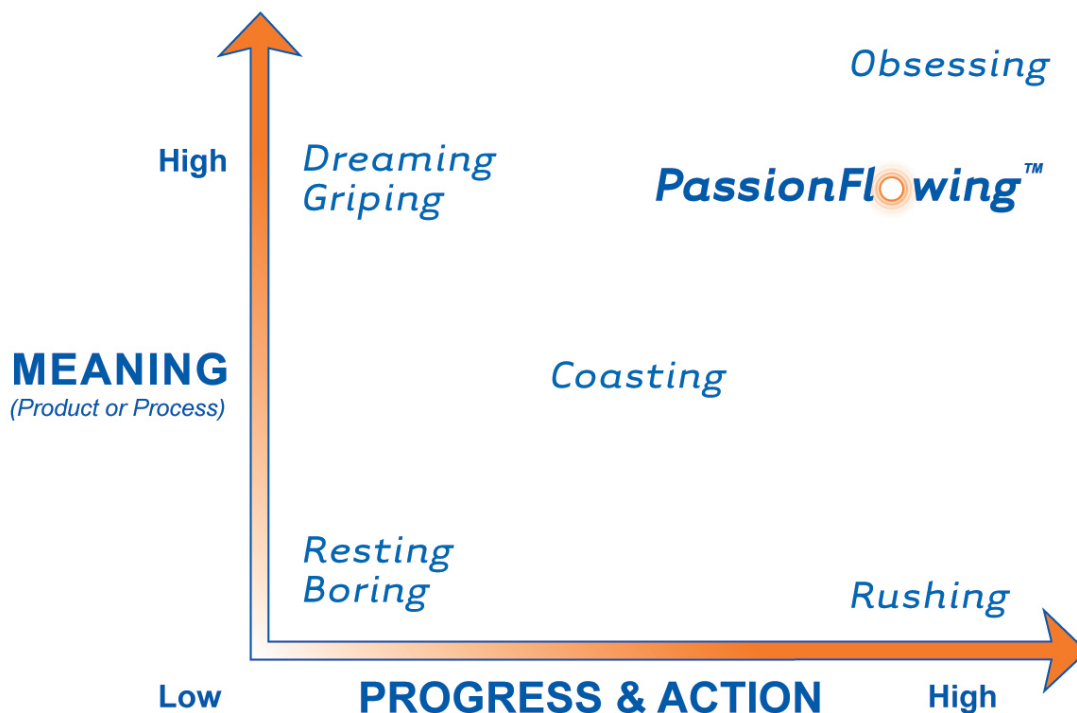
### A NEW DEFINITION OF PASSION AT WORK:

"Passion is a strong emotion that happens within each of us when we are doing meaningful work that makes us feel better about ourselves at a pace that feels like real progress."

$$\text{Meaning} \times \text{Progress} = \text{Passion}$$

"It is not about being extroverted, excited, dynamic or fast. It is about commitment & engagement – being 'more' within our personal range."

### THE PASSIONWORKS!<sup>TM</sup> MODEL



## THE PASSIONWORKS!™ MODEL - TERMINOLOGY

**Progress & Action :** Some work activities create a feeling of progress while other activities simply create a feeling of being busy.

Progress = flow, energy, movement, persistence, feedback, accomplishments

Action = tasks, duties, routine

- Action without progress is an exhausting feeling.
- Individual perceptions of high or low progress and action levels vary by a number of factors, and are unique to each individual.

**Meaning :** There is meaningful work and there is working in meaningful ways.

Meaning = value, commitment, engagement, challenge, growth, learning,

higher purpose, synergy, vision

- Sources for meaning can come from the product of your work and/or the process by which it is accomplished.
- Individual perceptions of high or low meaning level varies based on a number of factors and are unique to each individual.

## THE PASSIONWORKS!<sup>TM</sup> MODEL - PHASES

**Boring :** In this phase, you expend as little energy as possible and with little or no commitment. You are not challenged or stimulated by your work emotionally and mentally. In many ways, in this phase, you are just "going through the motions" at work.

**Resting :** This phase is a necessary period of recuperation between PassionFlowing<sup>TM</sup> peaks. This phase is about a break from working intensely where you rejuvenate yourself to stay away from a long-term Obsessing phase.

**Dreaming :** In a negative sense, this phase can be a place where you speak enthusiastically about the meaning of the work, but take very little action to follow through on your words. A leader stuck in this phase can be destructive to morale and can cause followers to enter into a Gripping phase. More positively, this can also be a phase in which you are preparing to enter a PassionFlowing<sup>TM</sup> phase. The Dreaming phase in this context is a place where you seek out meaning before you take action.

**Gripping :** In this phase, you feel as though important work is not getting done or is being done the wrong way or is not being done fast enough. The situation creates frustration in the short term and cynicism in the long term. People stuck in this phase are not able to frame the action around them as progress. Because they care so much, these people are often revered by others in the company, thus a long-term Gripping phase can be a very dangerous situation for the entire company.

**Coasting :** In this phase you are putting in the minimum effort at work to get the job done at an acceptable level. You care about products and processes of your work, but not on a deep level. You are not working in a way that matches your potential for quantity and quality of performance.

**Rushing :** This phase is all about action, but not progress. You work a lot but don't seem to produce anything very meaningful. In this phase you are busy doing work that never seems to end or get you anywhere. You are frequently stressed and complain of poor work/life balance. As someone in this place said, "life becomes an endless series of Wednesdays". In this phase you may be quite frustrated and cynical; but not necessarily, you might just be really tired and "empty" somehow.

**Obsessing :** In this phase you literally "care too much" and "work too hard" and lose perspective on what's really important. It becomes harder and harder to let go of the little things because everything seems critical. Prolonged periods in this phase can alter your self perception to one dominated by work; you gradually become a one-dimensional person. Too much time in this phase destroys the balance between work and outside work interests you need to sustain passion at work. Different people require different levels of engagement with family, friends, hobbies, etc. to allow them to maintain their work passion. While the levels required might be different for each of us, the impact of a lack of balance is the same: "burn-out".

## THE PASSIONWORKS!<sup>™</sup> MODEL - PHASES

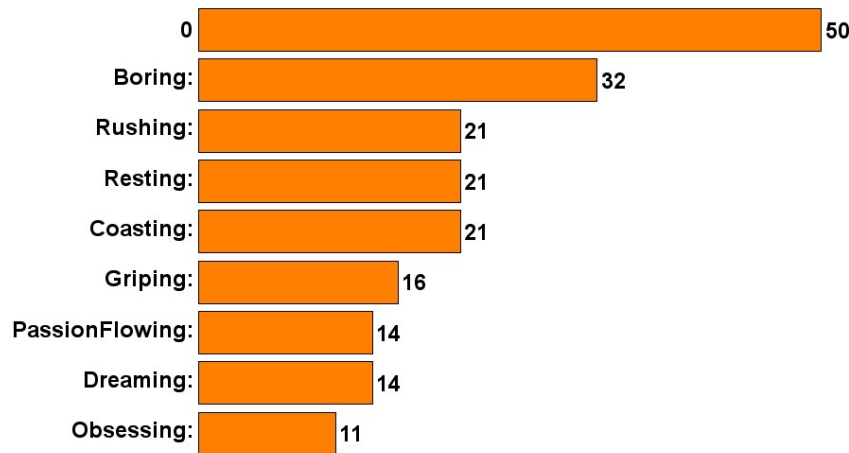
**PassionFlowing<sup>™</sup>** : In this phase you care deeply about the products you create at work and/or the processes you use to produce them. In addition you witness a significant amount of progress on goals that create a positive impact in these meaningful areas. The requisite amount of meaning and progress, as well as the form they take, seem to vary based on personality, age, experience, and culture. The particular things that create feelings of meaning and progress will be unique to each individual; but, the feeling you get from the combination of these two elements, in the right amount, is the same – Passion.

**Overall** : You are rarely in only one phase at a time in your work. Frequently one phase will be dominant and two others will have a lesser though still noticeable impact. It is also quite possible for one phase to dominate certain aspects of your work while another phase dominates other parts of your job. The PassionWorks!<sup>™</sup> phases that dominate your work can also change significantly over time as the circumstances of your work and workplace change.

## PART TWO: THE PASSIONWORKS!™ PERSONAL DIAGNOSTIC TOOL RESULTS

### YOUR PASSIONWORKS!™ PROFILE RESULTS

In The Personal PassionWorks!™ Diagnostic Tool you responded to eighty descriptive statements. Forty of these statements assess the PassionWorks!™ phases you may be experiencing currently at work. Based on your responses you achieved the following scores for each phase of the PassionWorks!™ Model:



Your highest score(s) represents your **Dominant Phase**. This is the phase of the PassionWorks!™ Model that is having the most impact on your working life. Your second and third highest scores represent your **Secondary** and **Tertiary** Areas and as such will be having a less significant, though still noticeable, impact on your working life. Your remaining scores represent phases that are having an insignificant impact on your current working experience.

The highest score you could have obtained for any one phase is fifty and the lowest is five. The higher your score for each phase, the more representative this phase is of your overall working experience, or, the part of your job you were focusing on while you were completing the Diagnostic Tool. The higher one score is relative to the other scores, the more that phase is dominating your current work experience.

Occasionally people do end up with their top three phases scored exactly the same. If this happened to you, it is possible that each phase is having a similar impact on your current overall working experience. In this case it is likely that several distinct events are occurring in your work simultaneously and so are creating this effect. If you want to gain clarity, do the Diagnostic Tool again and choose the one event in which you are most interested. Then, respond to each statement thinking about this event.

The following description of your particular PassionWorks!™ Profile will help you to understand better your results.

## YOUR PASSIONWORKS!™ PROFILE

### **Boring, Rushing, Resting**

This profile indicates that, in many parts of your job, you do not appear to be feeling intellectually challenged or productive in the tasks you perform. These tasks may be beneath your knowledge and skill level or perhaps they simply do not stimulate you emotionally or mentally.

In some parts of your job you are quite busy, but don't seem to produce anything in your work that is particularly meaningful. In some other parts of your job you aren't particularly active and likely feel lethargic. For whatever reason, you do not appear to be producing meaningful work results at the moment.

In addition, it appears that you are in a slower phase at work than usual. This could be part of a slow down associated with recently completing a major project or task. It could also be that you are going through a transition period where your roles and responsibilities are changing. For whatever reason, you do not appear to be very engaged in producing meaningful results at the moment.

## YOUR PASSIONWORKS!™ RESULTS

In The Personal PassionWorks!™ Diagnostic Tool you responded to eighty descriptive statements. Forty of these statements combine to assess your PassionFlow™ score. Your PassionFlow™ score is an indication of the capacity you have for creating passion in your current working environment. The higher your score, the greater the likelihood that you have the knowledge, skills, attitude and conditions you need to stimulate passion within you in your current role in your workplace. The highest score you could have obtained is four hundred and the lowest score is forty.

**Based on your responses, you achieved an overall PassionFlow™ score of 206.**

This Score indicates that you have a modest probability of achieving PassionFlow™ in the area of work you focused on while completing the PassionWorks!™ Diagnostic Tool or in your work in general.



## PART THREE : MOVING TOWARDS PASSIONFLOW™

### SECTION A: YOUR PASSIONFLOW™ STRENGTHS

Of the eighty statements you scored in The PassionWorks!™ Diagnostic Tool, forty reflect what our research suggests are the key knowledge, skills, attitudes and conditions you need to create and sustain a state of PassionFlow™ in your work.

In your responses you scored five of these forty statements the highest. By responding in this way you have indicated that these statements are an indication of your strengths in your current role in your workplace. These statements reflect the elements that are helping you to create PassionFlow™ in your work. Moving forward you will want to acknowledge these strengths, build upon them, and use them to help you and your colleagues create and sustain PassionFlow™ during challenging times.

#### **Your Top Five Statements**

- I know how to be creative in my work.
- I have lots of energy at work.
- I care a great deal about what I produce at work and how I produce it.
- I have lots of energy outside of work.
- I am making lots of progress towards goals that matter to me.

### SECTION B: YOUR PASSIONFLOW™ IMPROVEMENT AREAS

Of the eighty statements you scored in The PassionWorks!™ Diagnostic Tool, forty reflect what our research suggests are the key knowledge, skills, attitudes and conditions you need to create and sustain a state of PassionFlow™ in your work.

In your responses you scored five of these forty statements the lowest. By responding in this way, these statements indicate areas for improvement in your current role in your workplace. These statements reflect some of the elements preventing you from creating PassionFlow™ in your work. Moving forward, you will want to acknowledge these weaknesses and work to improve them. Improving in these areas will help you and your colleagues create and sustain PassionFlow™.

#### **Your Lowest Five Statements**

- I feel like I have a positive attitude most of the time.
- I have outside work interests that are important to me.
- I am very clear on my goals and objectives.
- I find that time spent at work goes by fast.
- I know what's important and what isn't.

## SECTION B: YOUR PASSIONFLOW™ IMPROVEMENT AREAS

To help you improve your capacity in these PassionFlow™ Improvement Areas, we will suggest one strategy for each statement. Some of these strategies are suggestions for actions. If adopted, these actions will help you increase your passion at work.

Many of these strategies will involve a personal process of guided reflection, exploration, brainstorming, and action planning. For best results, be totally honest with yourself. Our process will encourage you to question your assumptions. It will prompt you to take some risks. It will challenge you to be responsible for your own growth. It will help you to ask the appropriate questions, and, by responding to them, you will create personal strategies for improvement.

Don't just rely on yourself in this journey of exploration and improvement. Seek help from those you trust at work and in your personal life. How might these people help you to reflect, explore, brainstorm, plan and implement your PassionFlow™ improvement strategies?

Remember, these suggestions for improvement may or may not be directly applicable to your particular work situation. Only you will know for sure if these approaches can help you. If you would like additional help and guidance please contact us through [www.passionworks.ca](http://www.passionworks.ca)

## SECTION C: YOUR PASSIONFLOW™ IMPROVEMENT STRATEGIES

### ***"I feel like I have a positive attitude most of the time."***

Try improving your own attitude by documenting all of the things you have to be thankful for at work. Which relationships do you enjoy? What skills are you developing? What things have you learned? How have you become a better person? How have you helped other people? How has your work improved the quality of your personal life? How has your work improved your self confidence? Now choose to improve your attitude at work by focusing more on these things you have to be thankful for and less on those things that bother you. If you truly don't have much to be thankful for at work, it may just be time to prepare yourself to get a position where you can be thankful. What skills, knowledge, contacts or support will you have to develop to get a job you can be thankful in? When your job creates things you are truly thankful for, it is much easier to create a sustainable level of meaning and passion. Before you start looking for other work, make sure you aren't the cause of your own less than positive attitude. Are you skewing your perception of reality by focusing too much on the things you aren't thankful for at work? Make sure you aren't your own worst obstacle to a positive attitude at work.

## SECTION C: YOUR PASSIONFLOW™ IMPROVEMENT STRATEGIES

### ***"I have outside work interests that are important to me."***

How many hours do you work every week? How often do you think about work when you are away from the office? How frequently do other people in your life comment on how much you work? Do you find yourself spending more time than you would like in the Obsessing Phase of the PassionWorks! Model? If you answered 'yes' to this last question, it is likely difficult for you to maintain a personal life filled with important interests. You simply don't have the time or the mental and emotional energy required. If you want to create a more fulfilling personal life, and it's the healthy choice, you will have to work less. How do you work less? Explore these three simple methods: (1) Stop being a perfectionist. Is that extra ten percent of quality really worth the effort? (2) Learn how to delegate effectively and get to it. (3) Your way is not the only (and maybe not even the best) way of getting things done. How can other people teach you to be more efficient in the way you do your work?

### ***"I am very clear on my goals and objectives."***

What important things do you want to accomplish at work in the next year? How will accomplishing these things benefit you? How will they benefit your colleagues? How will they benefit your clients? How will they benefit your manager? How will they benefit your organization? What negative things will happen if you don't accomplish these objectives? What specifically will you have to do to meet these objectives? How will you measure your progress during the year? Given your current reality, what adjustments must you make to your daily work routine to better focus your efforts on these important objectives?

### ***"I find that time spent at work goes by fast."***

For the next two weeks keep a log that documents how you are feeling about the pace of your work. When the pace of your work seems fast, what is going on? When the pace of your work seems slow, what is going on? What are the differences between the two experiences? What makes work seem to go fast or slow for you? What are you doing? Who are you working with? What are you accomplishing? How are you working? How can you make changes in your work to create the conditions that support a faster pace for you? What can you start doing to create these conditions more frequently? What can you stop doing to create these conditions more frequently?

### ***"I know what's important and what isn't."***

Take a close look at the most successful people in your organization doing a similar job to yours. What things do they focus on doing and producing at work? What parts of the job do they place the most emphasis on? What parts of the job do they invest less time in? The most successful people in any organization tend to focus their efforts on the things that produce the most meaningful results. In most jobs there is always more work available to be done than there is time to actually do it. The key to creating meaningful work is to stay focused on the things that have the most likelihood of producing success. What are those things in your job? What should you focus more on? What should you focus less on? What can you outright ignore?

## SECTION D: ELIMINATING DESTRUCTIVE BEHAVIOURS

One important part of creating and sustaining PassionFlow™ in your work is understanding how to move yourself out of less positive phases. It's also important for you to understand how to stay in a PassionFlow™ phase if that is currently dominating your work experience.

Based on your responses to the Personal Diagnostic Tool, your PassionWorks!™ Profile is:

### **Boring, Rushing, Resting**

Based on this profile, the following brief suggestions will help you to move into PassionFlow™ or sustain it. Remember these are quick suggestions to get you started. For more detailed assistance please contact us at [info@passionworks.ca](mailto:info@passionworks.ca)

- When you are in long term **Boring Phase**, it's time to start doing something – anything. Let action help you to find meaning. Try doing something new at work - take some risks. Choose to learn some skill or information and follow through on this commitment. Find the people who are having fun in your organization and determine what it will take to join them – and then do what it takes!
- When you are in a long term **Rushing Phase**, you need to slow down and figure out what's really important. Where can you really make a difference? You must find the meaning in your work – what activities create the most value for you and others? Focus on these activities and spend less time on things that nobody really cares about. No one can make you care – only you can choose to care about the product or process of your work.
- A period of time spent in a **Resting Phase** is healthy. It helps you to balance off passion and prevents you from entering a long term destructive obsessing phase. Do make sure you take care of yourself – but don't stay out of action for too long or resting can turn into boredom and the lack of healthy productivity that comes with it.

## PART FOUR : YOUR NEXT STEPS

This report is a reflection of your current perceptions of your own passion level at work. Are your perceptions accurate? What would people who know you well at work say about these results? Would they confirm them? Would they disagree? Would they have other insights to add? You will only know if you ask these colleagues for feedback!

Find some people who know your work and that you trust. Share your results and ask for feedback. When you get the feedback, try to listen and understand it before you try to judge the validity of it. What can you learn about your passion at work from these people? What insights do they have that can help you to move yourself into a sustained period of PassionFlow™? Now do the same thing with a trusted person or persons in your private life. Give these people a chance to help you get a more accurate perspective on your experience with passion at work. How do they see you dealing with meaning and progress? How can they help you make changes to sustain PassionFlow™?

Remember that this report is a picture of a moment in time in your work. It reflects your experience at your job in the last month. Your results may very well be different in the months to come and could very well be distinct from the months just passed. You can use this Diagnostic Tool to track your passion progress at work over time. Just come back and do the Diagnostic Tool again when you feel like your work has changed in noticeable ways.

When you completed the Diagnostic Tool, you may have chosen to focus on one particular aspect of your work. If that is true, this report is a reflection of your experiences with passion in that area only, and not a reflection of your entire experience with passion in your work. If parts of your job feel quite different, you may want to do the Diagnostic Tool for each distinct part in order to create PassionFlow™ in all components of your work.

This report may very well have caused you to look at your work with a fresh perspective. This perspective may be unsettling, somewhat confusing or just plain exciting. As a result, you may benefit by communicating with a PassionWorks!™ professional. If that's the case, we want you to contact us for a complimentary conversation. Please just visit our web site at [www.passionworks.ca](http://www.passionworks.ca) for contact information.

With our affiliates around the world, we offer tailored PassionWorks!™ workshops and coaching services. If you think these services might benefit you and your company, please contact us for a complimentary consultation.

**Thank you for completing the Personal PassionWorks!™ Diagnostic Tool.**

**Go For PassionFlow™. Settle for Nothing Less.**

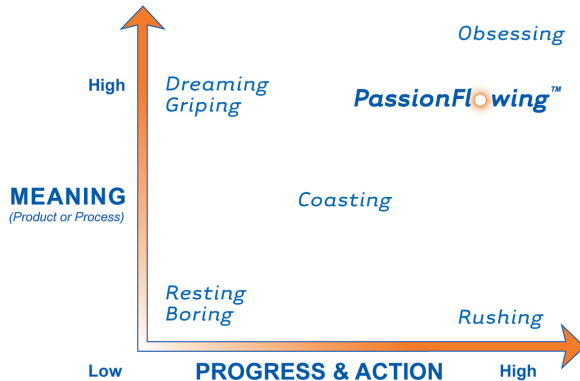
## PERSONAL REPORT SUMMARY

NAME: JOHN SMITH

## OUR PASSION DEFINITION

"Passion is a strong emotion that happens within each of us when we are doing meaningful work that makes us feel better about ourselves at a pace that feels like real progress."

## THE PASSIONWORKS!™ MODEL

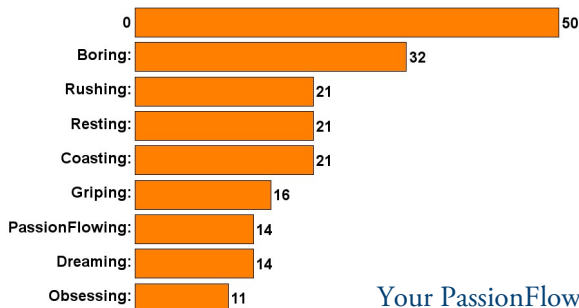


## Meaning x Progress = Passion

The PassionWorks!™ Model at left shows the eight phases resulting from how much meaning you find in your job, and how much progress you feel you are making toward what is meaningful.

Your profile below identifies where you are today in each of the eight phases on the PassionWorks!™ Model.

Your full, customized report will help you focus on the right things, so you can stay in PassionFlowing™, or help you move toward more passion in your job.



## BORING, RUSHING, RESTING

*The highest score you could get is 50.*

Your highest score represents your Dominant phase - the phase that is having the most impact on your working life. The next two scores are your Secondary and Tertiary areas, which also are having a noticeable impact on your working life.

Your PassionFlow™ score is out of 400. This score represents 40 of the 80 questions answered. This score represents your probability of achieving PassionFlow, based on the extent to which the drivers of passion are present in your work experience.

## YOUR SCORE: 206

The other 40 questions give you the breakdown of the eight phases. These questions are descriptive of how you are feeling about your work and indicate the extent to which you are in each phase.

## PASSIONFLOW™ STRENGTHS

Your top five Statements - what is helping you to find passion in your work

1. I know how to be creative in my work.
2. I have lots of energy at work.
3. I care a great deal about what I produce at work and how I produce it.
4. I have lots of energy outside of work.
5. I am making lots of progress towards goals that matter to me.

These statements reflect what is helping you to create PassionFlow™ in your work. You will want to realize your areas of strength and build on them, to help you create and sustain PassionFlow™ during challenging times.

## PASSIONFLOW™ IMPROVEMENT AREAS

Your lowest five Statements - what is preventing you from finding passion - until you improve them

1. I feel like I have a positive attitude most of the time.
2. I have outside work interests that are important to me.
3. I am very clear on my goals and objectives.
4. I find that time spent at work goes by fast.
5. I know what's important and what isn't.

Your report will give you tips on what you can do to improve these areas, to make your work life better!