



STRATEGY FOR SELECTING THE RIGHT WORK



SPECIALTY AREAS: Your BEST Work

Stack your load with this work (75%)

What types of projects and tasks do you excel at while also enjoying them? What work do you have “down to a science” (they are easy to do, and can be replicated)? What work do you feel most confident doing, receive positive feedback from, and want to do more of?



STRATEGIC OPPORTUNITIES: Work You WANT To Do

Make room for a few of these opportunities to “stretch” (15%)

What type of work do you want to do that you haven't been able to do? What type of work have you done a little that you'd like to do more of? What type of work are you interested in knowing more about or want to try in order to gain skills or knowledge?

RANDOM OPPORTUNITIES

Only take on when you have extra time and mental capacity (5%)

Projects and opportunities come up unexpectedly. When they are not aligned with your “strategy” above in terms of work you love and are great at or work you are strategically interested in pursuing, do not take them on unless you have both time and mental capacity for the stretch and the work will potentially benefit you in some way.

ABSOLUTE “NO” WORK

Unless no alternatives exist or you're broke and desperate, avoid this type of work!