

CAREER STRETCH ZONE
JOB DESCRIPTION
Get Out of the Box Formula

Basics

Expansion

| | |
|--|--|
| <p>Your Current Position: <i>The existing job description for your current position</i> describes the most basic, universal requirements of your position that are the common denominators for all individuals in this particular job, regardless of who they are, what special talents they possess (or lack), or how their particular assignments may differ.</p> | <p>Your R.E.D Opportunities:</p> <ul style="list-style-type: none">• What can be REDUCED or ELIMINATED without harming outcomes?<ol style="list-style-type: none">1. Work that takes more time than it's worth?2. Repetitive routines?• What can I DELEGATE?<ol style="list-style-type: none">1. Work better done by another department or by a lower level employee?2. Stretch assignments to build skills/confidence in another? |
| <p>Your Boss's 100% Definition:</p> <ul style="list-style-type: none">• Subset of job description• Anything not in job description? <p>This tells you how much or how little your boss understands of your actual job responsibilities, and the realities of how he or she will evaluate your performance. But more importantly, the results he or she is holding you accountable for producing.</p> | <p>Your "Innovation Gap:"</p> <ul style="list-style-type: none">• Have more fun?• Align yourself with movers and shakers?• Benefit the company? <p>Mindful Innovator list based upon the identified innovative concepts, your desires, and your unique talents. This list is the secret weapon that will help you transform <i>any</i> position into a job that you love. It will help you earn greater recognition from your superiors, and step onto an accelerated career path.</p> |

CAREER STRETCH ZONE
JOB DESCRIPTION
Get Out of the Box Formula

I've provided you with this blank quadrant for you to record your own discoveries about the reality of your position and possibilities that exist. Working through this will optimize your career experience in two ways: First, you'll notice how much white space exists within the gaps of your job description (this is your area to play within) and your boss' key expectations (make sure you meet these on time, every time). This offers you plenty of opportunity to bring more innovation and passion into your job. Second, instead of your career direction being controlled by others, you will begin the process of crafting your own career path.

Basics

Expansion

| | |
|--|--|
| <p>Your Current Position:</p> | <p>Your R.E.D Opportunities (Reduce, Eliminate and Delegate):</p> |
| <p>Your Boss's 100% Definition:</p> | <p>Your "Innovation Gap:"</p> |