

JOB CRAFTING 101

Job crafting enables people to tailor their roles, so they're a better fit.

Job crafting is associated with improved job satisfaction, performance and resilience.

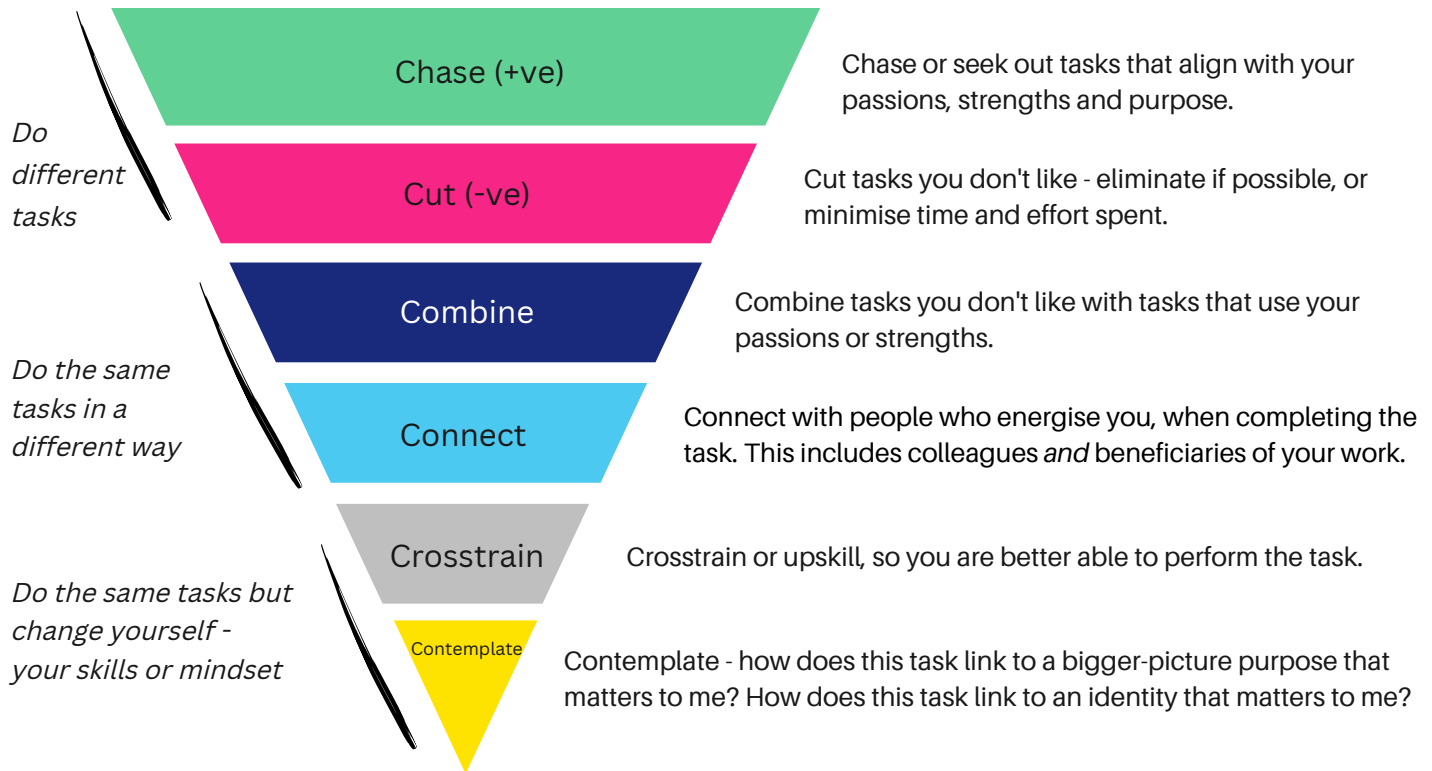
The following pages include:

- a framework about WHAT to craft
- interactive activities showing you HOW to craft

Enjoy!

Renee from Thrive Lab
E: hello@thrivelab.org

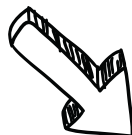
How to craft specific tasks: the 6C framework



Using the framework for you & your team

Process =

- 1) Map tasks
- 2) Decide which tasks to craft
- 3) Use 6C framework to brainstorm different strategies then select the best ones



Today - using
Job Crafting bingo

1) Map tasks

- Identify the key tasks you are responsible for in your role, and plot them on the grid. Aim for 4-8 tasks
- Next - think of one moment in your career when you felt most alive and most yourself. What were you doing? Pop that task on the grid too.

How do I feel
about this task?



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Small (<10%)

Med (20-40%)

Large (>40%)




What proportion of my time
is spent on this task?

2) Decide which tasks to craft

- On the grid - **circle 3 tasks that you want to craft**
 - 1 'good' task that you want to do more of
 - And 2 'less good' tasks that you want to improve
- Transfer these 3 tasks to the **Job Crafting Bingo** page (next page)

3) Use 6C framework to brainstorm & select best strategies

JOB CRAFTING BINGO! Fill in the cells, then circle the best 3 ideas (1 per column)

	 Good task to do more of:	 'Less good' task to craft:	 'Less good' task to craft:
CHASE			
CUT			
COMBINE			
CONNECT			
CROSS-TRAIN			
CONTEMPLATE			