

# VitalityPro™

## Pathway to Personal and Work Life Vitality

for Sample Person

This brief report focuses on your Top Priorities for Action

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The VitalityPro™ is designed to provide insight into the personal strengths of individuals which energize vitality... personally, at work and in a balanced lifestyle. As we take advantage of those strengths, our stress decreases and satisfaction rises. By focusing on our strengths we become more able to address our growth opportunities.

In addition, strong engagement with our work life, where the satisfactions clearly outweigh the stress, is now known to be one of the most powerful influences on our personal and family wellbeing, as well as on our careers. The VitalityPro™ is designed to provide insight into the personal strengths of individuals which make for a rewarding level of engagement.

Richard C. B. Earle, Ph.D.  
John C. Marshall, Ph.D.

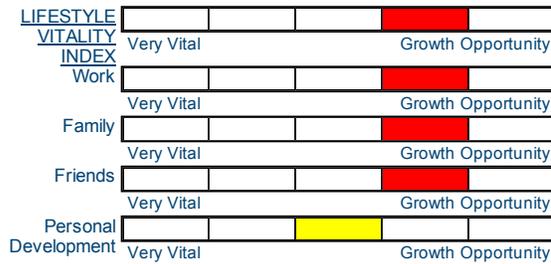
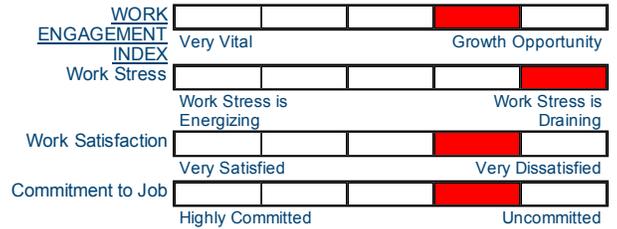
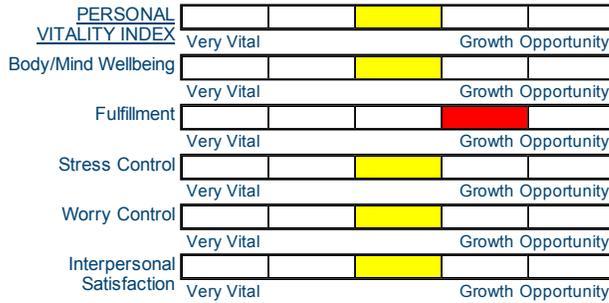
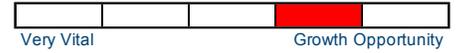
ID# B3VT9TN2 for Sample Person on November 1, 2005



VITALITY SNAPSHOT  
VitalityPro™

VITALITY SNAPSHOT

Your overall Vitality Snapshot indicates that corrective action is very important for you because your vulnerabilities outweigh your strengths. When the vital balance between lifestyle stress and satisfaction shows that you have more stress and less satisfaction, a self-reinforcing cycle of decreasing vitality can be set in motion. Fortunately, you can readily turn this around by consistently acting on just several carefully selected improvement steps. For any of your sub-par factors in this report, we recommend you thoughtfully read through its Strengths and Growth Opportunities with a view to consistently taking one or two improvement steps which motivate you.



**ACTION RECOMMENDATIONS**

Your profile highlights three strategically important areas where your taking action will most improve your performance, satisfaction and wellbeing. They are

1. Work Stress
2. Fulfillment
3. Work Satisfaction

The following six pages provide you specific, personalized guidance for doing exactly that.



## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #1

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#### Work Stress

The extent to which the stress you experience in your present job either energizes or drains your performance and personal wellbeing



#### Overview

You are showing many signs that stress in your job is negatively effecting your performance and your personal wellbeing

#### ▶ Build on Your Strengths

Some of your answers to the questions about your Work Stress could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Work Stress that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

#### I am frequently irritable or tired.

You have indicated that you are generally energetic and tend to avoid being irritable. This would show that you are staying reasonably fit, eating well and generally avoiding stress build-up. This positive self-care attitude will help you continue to deal effectively with work stress.

#### I am experiencing more minor health problems (e.g. colds, flu, headaches) recently.

You have managed to avoid many health problems. While some of this may be good luck and good genetics, it is important to understand what you are doing well and to keep on doing those things. Keep watching your diet, getting enough exercise and rest and you should be able to manage your work stress well.

#### I have a hard time staying focused on the work I am doing.

You are clearly able to stay focused on your work priorities. You can refine and build on this Strength by reviewing how you do this and then tactfully offering some of your good advice to someone at work who has told you they would like to learn to stay more focused.

#### I frequently feel pessimistic when future workplace changes are discussed.

You are able to maintain an optimistic viewpoint with regard to potential change in the workplace. This may come from the ability to see new interesting challenges and opportunities that were not there previously. Take advantage of these opportunities and your optimism will prove to be well founded.

#### I spend more time and energy than I would like on worry and the rumor mill.

You have learned to avoid wasting time on rumors and other worries that may be unlikely to happen. You prefer to focus on discovering the facts. If you do have realistic worries, make certain that your plans to deal with them are clearly defined.



## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #1

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#### ► Growth Opportunities

Some of your answers to the questions about your Work Stress could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Work Stress that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I am able to keep a cool head when things get hectic at work.

To stay cool under pressure, there are several things that can help:

- \* On a piece of paper, develop your 'Cool Me' self-portrait which is a written description of you keeping a cool head at work. What are you doing? How and where are you standing or sitting? What are you saying, seeing, thinking about and feeling?
- \* From your 'Cool Me' self-portrait, pick two or three key words that really summarize your staying cool.
- \* Each day visualize yourself behaving and feeling that way in high-pressure situations. Repeat your key words to yourself frequently. This will bring your 'Cool Me' more and more to life inside you. The more often that you do this, the more likely it is the 'Cool Me' will step forward and take charge.

#### I rarely worry about things which are out of my control.

Most often we allow ourselves to worry because we're trying to find a way to regain control over a situation that may turn out badly for us. Unfortunately, if we can't think of a workable solution, we just worry some more, creating more stress. To help yourself make a decision about what to do, try this:

- \* Write down your worry, focusing especially on the specific unpleasant things you fear might happen to you;
- \* Write down the solutions you have decided would not work;
- \* Now, pick a friend or advisor who you trust and whose judgment you would respect in your worry situation. Meet with this person to ask for advice;
- \* Based on your thoughts and their advice, decide on your action plan;
- \* It is very important to remember that if you decide to take no action, that's probably your best decision. If you start to worry again, remind yourself that you've already made the best possible decision which is not to worry about things which are out of your control.

#### I am able to stay focused on getting my work done.

You have indicated that you lose focus from time to time. Learn to take control of the situation yourself and plan your tasks for each day, including the more routine tasks. If you do the simple exercise of writing down all of your tasks and focus on getting each one of them done one at a time, it is easier to not respond to some of your distractions and then get better, more focused results.

If you would enjoy getting more positive feedback and recognition from others, try this powerful mental exercise:

- \* Imagine that it's now three or six months in the future and you are being recognized by your company, boss and co-workers as being a 'top performer' in your team or department. Visualize the handshakes, smiles and congratulations happening.
- \* Look backwards from that time in the future to today. Ask yourself what steps you took and which parts of your work that you focused on to get to your future success.
- \* Beginning today, focus on those work tasks which you now know will create your success. Make sure you also take an inventory of your key talents and strengths. Enjoy finding new ways to build and apply them as you focus on creating your success.

#### I believe most of the pressures I'm under at work are well justified.

When pressure at work seems unjustified, it may be a result of not understanding the importance of some of your assignments. From time to time, it may be necessary for you to accept that some things have to be done simply because we have been instructed to do so by our managers. If you find that a lack of understanding is causing you stress which leads to wrong decisions, ask your manager or supervisor for a better explanation of the task in order to deliver the best results possible.

#### I look for the pluses in difficult or negative situations.

You have indicated that you have trouble seeing the positive aspects of difficult situations. But if you do not make the effort to see positives, the negative is almost a certainty. By making the decision to look for the positives rather than expecting them to appear on their own, you will have a potential action plan to take advantage of some opportunities that others do not see. This can make your stress a lot more manageable.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of VitalityPro™ for improving my Work Stress are ...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #2

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#### Fulfillment

The extent to which your lifestyle and career express your personal interests and strengths.



#### Overview

Your responses indicate that you have a below average level of fulfillment in your lifestyle and career. Taking corrective action is very important for you to avoid negative impacts both on your health and performance as well as on the quality of your motivation and judgment. The good news is that your low Fulfillment can be turned around by building in just several of the personally strategic changes presented here as your Strengths and Growth Opportunities.

#### ▶ Build on Your Strengths

Some of your answers to the questions about your Fulfillment could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Fulfillment that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

#### I feel blocked in getting things done.

Your ability to get things done is making you feel fulfilled. Build on your reputation for getting things done to feel even better.

#### I feel that my leisure time and recreational life don't express my creative side.

You are doing a good job at organizing your leisure and recreation time in a way that allows you to do the things that express your creativity.

#### I feel that other people have made a lot more out of their talents than I have.

Your profile shows that you have done a good job making the most of your inherent strengths. Take the time to remind yourself of this and of how you do it, on a regular basis.

#### I wish I could be as happy as other people.

You perceive yourself to be a happy person and that is a strength that will serve you well in all of your interactions with others. Most people like being around happy people.



## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #2

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#### ► Growth Opportunities

Some of your answers to the questions about your Fulfillment could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Fulfillment that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I feel that I am as successful as people think I am.

Your sense of overall success in life is something you have to create as it will not happen by itself. You need to make note of your successes each day and at the end of each day, add them up. Be sure to congratulate yourself for the part you played in creating each one. We also recommend that before you plan your tomorrow, you devote 5 minutes to "taking stock" of the specific things you did today that tell you that you are becoming the kind of person you want to be. On a regular basis, capture these experiences in writing in your diary or in your time management system.

#### I am able to see the good in most situations.

There is almost no situation that does not offer you a benefit or the opportunity to become a more capable person. Many people do not look for it but you may benefit by asking yourself these questions:

"What is good for me in all of this?"

"How can I make that add up or work for me?"

The same principle holds true in dealing with difficult people. Look for one opportunity to make something positive happen between you.

#### The ways I organize and use my time are a very accurate reflection of my interests.

All of us know that we each have our own strengths and interests. Yet most of us might have a hard time listing them. Your first step is to do just that. Ask yourself what your spouse, best friend, or co-workers would say most strongly interests you. List what you think their answers would be. Now, write down the one that comes up most often about you. It's probably true. Over the coming week, find at least one opportunity each day to make sure you express that interest in a work or personal life activity.

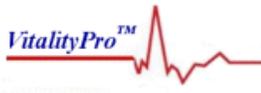
#### I feel that the goals I have set for my life will make me happy.

Often we come to question our life goals because we've become unclear about what they precisely are. What exactly do you want your life to be about, to stand for? Try this powerful exercise: Write your own eulogy. At your funeral, a close friend will try to summarize the best things, the deepest goals that guided your life. What would you hope that friend would say about you? Write these down. At this point in your life, these are the values and goals that will give you solid happiness.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of VitalityPro™ for improving my Fulfillment are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

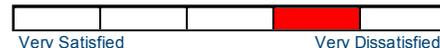


## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #3

#### Work Satisfaction

The extent to which your present job provides you the satisfaction you want from your work life.



#### Overview

Your responses show low levels of Work Satisfaction. We recommend that you consider taking action on some of these suggestions to make your work more satisfying.

#### ▶ Build on Your Strengths

Some of your answers to the questions about your Work Satisfaction could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Work Satisfaction that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

#### I seem to be spending more time dealing with obstacles and difficulties in my work than on actually getting the job done.

You are wisely avoiding the trap of over-estimating the number of obstacles in your work. When faced with an obstacle, you are able to decide which ones you can deal with effectively and which are outside your control. If you become consciously competent of how you are doing this, you can build on it and mentor others who may not be as skillful.

#### I rarely get the recognition I deserve for my work.

You have indicated that you are receiving the recognition you deserve at work. Be sure to accept any positive feedback gracefully and keep track of your achievements so you are sure to focus on them at performance appraisal time.

#### I find it difficult to stay as motivated by my work as I would like to.

You manage to perform routine tasks and stay motivated. You are managing to focus on the most interesting aspects of your work. Keep doing this for solid work satisfaction and to ensure you get a good return on your efforts at work.

#### I frequently feel it is impossible to find a satisfying balance between conflicting demands or priorities at work.

You have the ability to juggle conflicting demands and priorities at work. This allows you to feel satisfied that you are getting things done in a suitable manner. You may wish to consider discussing your prioritizing with your manager to make sure that you have his/her ongoing agreement and support.

#### I feel that some of the important parts of my job don't get enough of my attention due to the urgent or "fire fighting" demands on my time.

You manage to avoid 'fighting fires' by managing your time and resources effectively. Become consciously competent of your skills at organizing your self and managing competing or urgent demands to increase your satisfaction.



## ACTION RECOMMENDATIONS VitalityPro™

### ACTION RECOMMENDATION #3

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#### ▶ Growth Opportunities

Some of your answers to the questions about your Work Satisfaction could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Work Satisfaction that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I believe that most of the changes going on in this company will work out for the best.

If you want to see the big picture of where things are going and how senior management expects the future to be better, take these steps:

Ignore rumors as much as possible.

Check with co-workers to see if they can clarify your understanding.

If other people share your concerns, speak with your manager about getting an update on your team's progress.

Remember that it's human nature to be skeptical or even pessimistic when the future is unclear.

#### I feel motivated by my work.

Along with getting a promotion or pay raise, the biggest motivator for most of us at work is being able to use and be recognized for our unique talents and strengths in our work. Surprisingly, more than 85% of people have difficulty in quickly listing what exactly their strengths are. If you have any doubts about your strengths, make a list of them based on what others have told you and what you know about yourself. List the main tasks or responsibilities in your job and make the decision to use your strengths more effectively in dealing with these issues. Your motivation will improve and, probably, so will your performance.

#### I believe my job offers me opportunities to find the work satisfaction I want.

Here are the top four satisfying experiences ('satisfiers') that most people look for in their job:

\* work with people who treat me with respect;

\* interesting work;

\* recognition for good work; and

\* chance to develop skills.

Personalize this list to reflect clearly what you are looking for in your job. Now, take this challenge: For each of your job satisfiers, ask yourself, 'What small change (e.g. who I eat lunch with; which task I do first) could I make that would give me more of the satisfaction that I am looking for?'

Begin to make a few changes rather than waiting for things to get better.

#### I am usually able to give the time and energy I want to the important parts of my job.

When unexpected duties or interruptions take you away from the important parts of your job, you can reduce your frustration in several ways:

Be as realistic as you can about how much time you actually have available for the important tasks. (Many people, including managers, underestimate how much work time they actually spend dealing with unexpected situations).

Learn to set aside more of your time for important tasks. Practice how to negotiate your response to new requests for your time.

If you agree to a new task, outline your work schedule and negotiate with your manager about its priority and essential completion date. By negotiating your current workload in a constructive win/win fashion, you will get more support and understanding as well as a more realistic schedule.

#### I know how to get the satisfaction I want at work.

To increase your work satisfaction by at least 30%, take these four steps:

Do the simple yet challenging exercise of listing on paper the experiences you enjoy most in your work.

Rate each of the "work satisfiers" (from 0 to 10) in terms of how much control you actually have over getting that experience to happen.

Plan and take action to get those you can control into your daily work more fully, more often.

At the end of each day or week, set aside a little time to take stock of how your work satisfiers are adding up.

#### ▶ Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of VitalityPro™ for improving my Work Satisfaction are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_