

What I Do Best

Discover Your Unique Strengths and Career Alignment

Participant Name: _____

Date: _____

Webinar Duration: 60 minutes

Welcome and Instructions

This workbook is your personal companion for today's interactive webinar. You'll be guided through Gallup's proven "What I Do Best" assessment to discover your natural talents and evaluate how well your current role aligns with your strengths.

What You'll Need:

- This workbook (printed or digital)
- A pen or pencil
- Honest self-reflection
- An open mind about your career path

How This Works:

- Listen for instructions
- Complete exercises during designated work times
- Participate in discussions when invited
- Take notes in the spaces provided

Section One: Foundation - Understanding Strengths

Key Concepts

The Strength Equation: Talent x Investment = Strength

Gallup's research shows that people who focus on strengths are:

- 6x more engaged at work
- 40% more productive when using top strengths daily
- 3x more likely to report excellent quality of life

Personal Reflection Warm-Up

Think of your most successful moment at work:

What were you doing?

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How did it feel?

What made it feel natural/effortless?

Section Two: Foundation - The "What I Do Best" Assessment

Instructions

Consider the complete list of 66 behavioral statements. For each item, rate it using this scale:

- 5 = This is absolutely me - I excel at this naturally
- 4 = This fits me well most of the time
- 3 = Sometimes this is me, sometimes not
- 2 = This occasionally fits but isn't natural
- 1 = This rarely describes me

Rate each item 1 - 5. Be honest about what comes naturally to you.

- | | |
|---|--|
| ☐ Do what is expected of me each day | ☐ Make work fun |
| ☐ Help others explain their thoughts | ☐ Help others see their strengths |
| ☐ Let others know without words that I know how they feel | ☐ Win the approval of others |
| ☐ Accept all people as they are | ☐ Stay busy all the time |
| ☐ Figure out how different people can work together productively | ☐ Push people into action |
| ☐ Learn as much as I can about the people I meet | ☐ Act according to my beliefs |
| ☐ Do things right | ☐ Stay in the "public eye" |
| ☐ Inspire people to take action | ☐ Establish routines and processes |
| ☐ Take on significant challenges | ☐ Live for the present |
| ☐ Coach | ☐ Concentrate until the job gets done |
| | ☐ Help people solve their problems |

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- ___ Achieve my goals
- ___ Discover patterns in data
- ___ Organize a big event or celebration
- ___ Selectively distribute praise and recognition
- ___ Build bridges between people of different cultures or experiences
- ___ Treat all people the same
- ___ Create pictures and plans for the future
- ___ Plan new programs
- ___ Strive to know more
- ___ Think and study
- ___ Learn new things
- ___ Discuss history and its lessons
- ___ Choose the best alternatives
- ___ Find experts to help
- ___ Tell stories
- ___ Talk with people going through difficult situations
- ___ Include people who feel left out
- ___ Examine the unique qualities of each person
- ___ Stay in contact with my friends
- ___ Follow through with what I said I would do
- ___ Persuade others
- ___ Compare my performances to those of others
- ___ Teach people
- ___ Give praise
- ___ Associate with people who appreciate my strengths
- ___ Meet new people
- ___ Work hard
- ___ Inspire people to commitment
- ___ Volunteer for causes I believe in
- ___ Envision the things I want and desire
- ___ Follow up on the details
- ___ Respond to things as they occur
- ___ Control my life
- ___ Overcome obstacles
- ___ Deliver results
- ___ Search for the reasons and causes
- ___ Keep track of several balls in the air at the same time
- ___ Check out people carefully before revealing confidential information
- ___ Feel connected with all of life
- ___ Create order and safety in my life
- ___ Have clear rules that everyone follows
- ___ Inspire people about what could be
- ___ Join brainstorming sessions
- ___ Collect and archive all kinds of information
- ___ Participate in intellectual discussions, especially philosophical discussions
- ___ Discover new information
- ___ Use history to explain my position
- ___ Find new ways to do things

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Section Three: Your Top 10 Selection

Instructions

From all items you rated 4 or 5, choose your Top 10 - the things you do best above all others.

Selection Criteria

- Feels Natural
- You consistently excel at this
- Energizes rather than drains you
- Others notice and compliment you on this

My Top 10 “What I Do Best”

Validation Check

Looking at your Top 10 List:

- Does this feel authentic to who you are?
- Are there any “shoulds” rather than genuine strengths?
- Do these represent what you naturally gravitate toward?

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Section Four: Career Alignment Assessment

Your Current Role Analysis

List the Top 10 main activities/responsibilities in your current position in the left text box. *(What you actually do day-to-day, not just job description)* Then, copy your Top 10 “What I Do Best” from the previous page into the right text box.

The Connection Exercise

Instructions

Draw lines or make notes connecting items from your “What I Do Best” list to your “Current Role Activities” list wherever there’s a clear match.

My Connection Count: _____ out of 10 possible connections.

Results Interpretation

Your Alignment Score

7+ connections	Strong alignment - great career fit!
4-6 connections	Moderate alignment - room for optimization
1-3 connections	Poor alignment - significant mismatch
0 connections	Major misalignment - may need career change

Check your category above.

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Reflection Questions

Which of your top strengths have NO connection to your current role?

Which major job responsibilities don't connect to any of your strengths?

What does this tell you about your current career fit?

Section Five: Your Action Plan

Based on your alignment score

If you have HIGH alignment (7+ connections):

- Focus on maximizing use of connected strengths
- Find ways to spend more time on strength-based activities
- Develop these strengths further through skill-building

If you have MODERATE alignment (4-6 connections):

- Reshape current role to emphasize strength-based activities
- Volunteer for projects that align with unused strengths
- Discuss role modifications with your manager

If you have LOW alignment (1-3 connections):

- Consider significant role redesign within current position
- Explore transitioning to different role within organization
- Research career changes that better align with strengths

If you have NO alignment (0 connections):

- Consider complete career change
- Find ways to use strengths in volunteer or side activities
- Identify transfer opportunities within organization

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My Personal Action Plan

My Alignment Score: _____ connections

My Immediate insight:

One action I'll take this week:

My 30-day goal:

If I fully aligned my work with my strengths, what would be possible?

Next Steps & Resources

Immediate Actions

- Share results with trusted mentor/colleague
- Schedule follow-up conversation with manager (if appropriate)
- Research roles that better align with your top strengths
- Look for one project this month that uses 3+ of your strengths

30-Day Check-In Questions

- How am I using my strengths more intentionally?
- What opportunities have I identified to better align my work?
- What small changes have I made that are already paying off?

Additional Resources

- Take the full CliftonStrengths assessment for detailed insights
- Join strengths-focused professional communities
- Find a strengths-based coach or mentor
- Read “Now, Discover Your Strengths” by Marcus Buckingham

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Notes

Additional insights from today's session:

Questions to follow up on:

Key Takeaway

Remember: Your strengths aren't just nice-to-haves—they're your pathway to exceptional performance and career satisfaction. If you don't have many connections between your strengths and current role, you're not broken—you may just be in the wrong place.

Your strengths are your competitive advantage. Use them wisely.

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Core Gallup Resources

Official Gallup Materials

[CliftonStrengths Platform](#) - Resources including the assessment and descriptions of all 34 talent themes

[Gallup Workplace](#) - Research hub with latest findings on engagement and strengths

Gallup Books (Essential Reading)

“Now, Discover Your Strengths” by Marcus Buckingham & Donald O. Clifton
The foundational book that started the strengths revolution

“Strengths Based Leadership” by Tom Rath & Barry Conchie
How to lead using your strengths
Includes research on high-performing teams

“Go Put Your Strengths to Work” by Marcus Buckingham
Practical guide for applying strengths daily
Six-step program for strengths development

TED Talks & Video Resources

[Marcus Buckingham: “Go Put Your Strengths to Work”](#)

Duration: 17 minutes

Key Insight: Why focusing on strengths is more effective than fixing weaknesses

[Angela Lee Duckworth: “Grit: The Power of Passion and Perseverance”](#)

Duration: 6 minutes

Connection: How strengths development requires sustained effort

[Shawn Achor: “The Happy Secret to Better Work”](#)

Duration: 12 minutes

Relevance: Positive psychology research supporting strengths-based approaches

[Dan Pink: “The Puzzle of Motivation”](#)

Duration: 18 minutes

Connection: How intrinsic motivation aligns with natural strengths

[Gallup YouTube Channel](#)

CliftonStrengths Explainer Video

Individual theme explanations (3-5 minutes each)

Research updates and case studies

[Marcus Buckingham & Ashley Goodall: “Nine Lies About Work”](#)

Duration: 45 minutes

Focus: Debunking common workplace myths, including the “well-rounded” fallacy

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30-60-90 Day Development Plan

Days 1-30: Foundation Building

Week 1

- Take full CliftonStrengths assessment (if not already done)
- Read “StrengthsFinder 2.0”
- Share results with mentor/trusted colleague

Week 2

- Watch 3 recommended TED talks
- Join one online strengths community
- Start daily strengths journal

Week 3

- Research careers that align with your top 5 themes
- Connect with 2 people in aligned roles on LinkedIn
- Practice articulating your strengths in conversations

Week 4

- Complete “Go Put Your Strengths to Work” exercises
- Schedule monthly strengths check-in meetings
- Identify one project to lead with strengths

Days 31-60: Skill Development

Month 2 Goals

- Read one additional strengths book
- Attend virtual strengths-focused event
- Experiment with new ways to use top strengths
- Seek feedback on strengths application
- Consider strengths-based volunteering opportunity

Days 61-90: Strategic Application

Month 3 Goals

- Propose role modification based on strengths
- Find strengths-complementary partnerships
- Set quarterly goals aligned with strengths
- Evaluate progress and plan next phase
- Consider advanced certification or coaching

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Quick Reference Cards

Daily Strength Questions

- How can I use my top strength today?
- What energized me most in my work?
- Where did I feel most naturally capable?
- What should I do more of tomorrow?

Weekly Reflection Prompts

- Which strengths did I use most this week?
- What new ways did I apply my talents?
- Where did I feel misaligned with my strengths?
- What opportunities exist to use underutilized strengths?

Monthly Assessment Questions

- Am I spending more time in my strengths zones?
- What progress have I made toward better alignment?
- How have others noticed my strengths development?
- What adjustments should I make next month?

Remember: Your strengths are your pathway to exceptional performance and career satisfaction. These resources are here to support your ongoing journey of development and alignment.



HUMAN RESOURCES
VIRGINIA TECH.