

WORKSHOP GUIDEBOOK

# ***RETURN TO WORK: GAIN CLARITY ON WHAT YOU NEED MOST***

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A workshop to help you pause, reflect and move forward with clarity and confidence

wellspirit<sup>®</sup>

# WHAT MATTERS TO ME: VALUES

Identifying what matters most to you in life will take some careful consideration.

**Step One:** From this extensive list of words, circle or highlight some words that most reflect *how you want to live your life, or what matters most.*

Abundance	Expression	Positivity
Acceptance	Expertness	Power
Accountability	Fairness	Practical
Achievement	Family	Prestige
Adventure	Financial freedom	Proactivity
Affection	Flexibility	Productive
Aesthetics	Freedom	Professionalism
Authenticity	Friendships	Punctuality
Autonomy	Fun	Purpose
Balance	Generosity	Quality / Rigor
Beauty	Gratitude	Realness
Belonging	Growth	Recognition
Benevolence	Harmony	Relaxed
Caring	Health	Reliability
Challenge	Honesty	Relationships
Change	Honour	Respect
Cleverness	Hope	Resilience
Collaboration	Humility	Resourcefulness
Community	Humour	Responsibility
Commitment	Inclusiveness	Risk taking
Compassion	Independence	Safety
Competition	Individuality	Security
Confidence	Influence	Self-Actualisation
Contribution	Integrity	Self-control
Control	Intelligence	Selfishness
Co-operation	Intimacy	Service
Courage	Intuition	Sharing
Courtesy	Joy	Simplicity
Creativity	Justice	Solitude
Credibility	Kindness	Spirituality
Curiosity	Knowledge	Stability
Daring	Learning	Success
Decisiveness	Love	Support
Dedication	Loyalty	Sustainability
Dependability	Making a difference	Thoughtfulness
Dignity	Mobility	Tolerance
Diligence	Optimism	Tradition
Discipline	Openness	Truth
Diversity	Order / Structure	Understanding
Empathy	Originality	Unity
Enthusiasm	Passion	Variety
Enterprise	Patience	Vigour
Equality / Equity	Peace	Vision
Ethical	Perfection	Vitality
Excellence	Performance	Warmth
Excitement	Perseverance	Wealth
Expression	Playfulness	Well-being
Expertness	Pleasure	Wisdom
	Popularity	

# WHAT MATTERS TO ME: VALUES

**Step Two:** Narrow your list down to 5-7 core values

**Step Three:** Write a short note about what that value looks like in your real life today. And how does your current role honour them - rate each value out of 5 (5 being high).

Example:

Flexibility: Being able to work school hours or from home one day a week so I can be present for my family.

Growth: Feeling challenged and learning new things, even if I'm working part-time.

Connection: Working in a team that values kindness and open communication.

**Step Four:** Now translate those core values into career must-haves - your non-negotiables. Ask yourself: "For my work to truly support my life, what has to be true?"

These become your decision filters for every opportunity, conversation, and job description going forward.

**Step Five:** The Return to Work reality check. Ask yourself "What does sustainable work look like for me in this season?" Use the below as prompts

- Time (hours, flexibility, recovery time)
- Emotional support
- Income level
- Intellectual stimulation
- Adult conversation
- Autonomy
- Predictability
- Energy protection
- Boundaries
- Permission (to change, to not cope perfectly, to want more)

**Step Six:** Name the real challenge: What is actually the hardest part for me about returning to (or reshaping) work? Finish the sentence: If I'm honest, my greatest challenge is \_\_\_\_\_.

**Step Seven:** Is it the role.....or the structure.....or the season?

When returning to work feels uncomfortable, it's easy to jump to conclusions:

- "I chose the wrong career."
- "I just need to push through."
- "Maybe I should quit."

Before making big decisions, let's slow this down. Discomfort can sit in different layers – and each layer requires a different response.

**Where Is Most of Your Discomfort Sitting?**

Put a ✓ beside any statements that feel true for you (below). You may tick across more than one column.

The career/field?	The role design	This season of life?
I no longer care about the work itself	The hours are rigid	I'm exhausted
The work drains me	The expectations are unrealistic	My kids are unsettled
I've outgrown the industry	No flexibility	I feel guilty
My values have changed	Too much travel	The mental load is overwhelming
I don't believe in the mission anymore	The commute is draining	I haven't rebuilt confidence yet
I dread the type of problems this field solves	Culture doesn't support working parents	My identity feels split

- If most of your ticks are in the career/field column, this suggests deeper career exploration may be needed.
- If most of your ticks are in the role column, this suggests negotiation, redesign, or a different employer – not necessarily a new career.
- If most of your ticks are about the season of life, this suggests compassion, pacing, support systems, or a staggered return – not necessarily a structural career change.

**Reflection**

If you responded to this season wisely instead of urgently...what would you do next?

**Step 8: What would great look like?**

If I designed this next chapter around what I truly need – rather than what I think I should tolerate – what would change?

# YOUR ACTION CHALLENGE

- ✓ Identify 3 small actions you can take to apply the insights you've gained about your new career 1 month from now.
- ✓ Break those 3 actions into 5 turtle steps each.
- ✓ Keep moving forward—one step at a time.

The criteria for a good turtle step: What can you do in 10 minutes or less?

## **ACTION 1: + 5 Turtle steps**

Action:

Goal:

Turtle Steps:

- 1.
- 2.
- 3.
- 4.
- 5.

## **ACTION 2: + 5 Turtle steps**

Action:

Goal:

Turtle Steps:

- 1.
- 2.
- 3.
- 4.
- 5.

## **ACTION 3: + 5 Turtle steps**

Action:

Goal:

Turtle Steps:

- 1.
- 2.
- 3.
- 4.
- 5.