

## Identifying Your Preferred Work Activities

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Use this activity to help you identify preferred work activities, plan to access them and try to identify other similar activities that may also be reinforcing.

1. Perceived Preferences: Make a list of the things that you think you love to do at work.

2. Choices: Make a list of the things that you consistently choose to do at work. These should be things that you choose to do if all your tasks were completed, or things you would freely volunteer to do. In other words, how would you choose to allocate your time at work if you could? Don't worry too much about the things that you *have* to do at work, unless those are also things that you also choose to do.

3. Compare: Look at the lists from steps 1 and 2. How much overlap is there? Are you an accurate reporter of the things you like to do in the professional setting? Refine your list of preferred work activities as many times as needed.

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4. Reflect: Once you have a good list of work activities you identify as preferred, spend some time thinking and writing about the features of those activities that make them preferred (problem solving, creating new things, spending time with others, spending time alone, contacting the literature).

5. Plan: Review your list and indicate how often you get to engage in your preferred activities (daily, weekly, monthly). Is it possible to ensure that you access at least some of the activities daily or weekly? Review your list and your calendar and see if you can add in more time doing the things that you love. For example, if you love collaborating with other clinicians, but only get to do that intermittently (i.e., when a problem arises), consider if you can find one hour once a month to schedule for planned collaboration time.

6. Expand: Now go back to each preferred activity and come up with at least three other activities that are similar, in terms of reinforcing properties. For example, if you included clinical problem solving you might identify: 1) problem solving ethical dilemmas; 2) conducting systems diagnostics; and 3) strategic business planning as three other similar activities that you might be able to engage in to increase access to reinforcement in the work setting.