

# **Module: Mapping Community Connections**

This module covers discovering and mapping community networks, including identifying strategies for interacting with and engaging meaningfully within communities.

# About CanWork BC

CanWork BC aims to make it easier for youth with disabilities ages to 15 to 30 years old to find and keep employment. There are a series of tools and resources for youth, employers, service providers, educators, and caregivers.

CanAssist at the University of Victoria, with the support of the BC Ministry of Social Development and Poverty Reduction, wrote the Provincial Employment Strategy for Youth with Disabilities (ESYD). This strategy informed the tools and resources.

## The Youth Tool

The CanWork BC youth tool is available as an interactive online platform at [portal.canworkbc.ca](https://portal.canworkbc.ca) and through PDF workbooks such as this one. There are five dimensions of content available.

For the full PDF workbook content and accompanying facilitator guides, as well as other CanWork BC tools and resources, go to [canworkbc.ca](https://canworkbc.ca).

# Introduction

This module has three sections to help you build your understanding of self exploration. You'll explore:

- Understanding the communities you belong to and your role in each.
- Identifying how external factors shape your identity within social groups.
- Discovering how your actions influence your community.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect self exploration to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

# Section 1: Identifying Community

Knowing the communities you belong to helps you understand how they shape your experiences and sense of belonging. By exploring each community and your role in it, you can improve interactions and find areas to contribute or grow.

## In this section, we'll cover:

- The various communities you belong to and your unique role in each.
- How communities help create a sense of belonging and support.
- The impact of inclusion and exclusion within different communities.

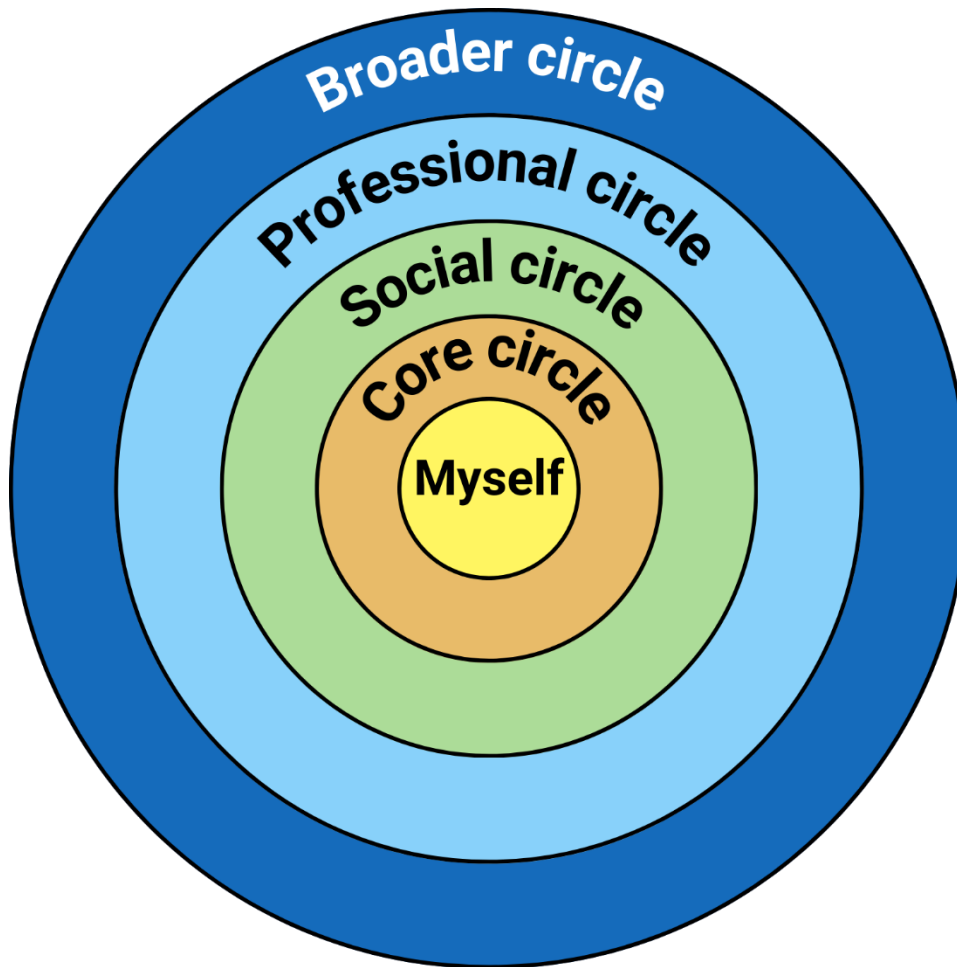
By the end of this section, you'll have a better understanding of the communities that shape your life and how they contribute to your sense of identity and belonging.

## Engage and Explore

### Types of Communities

Communities are groups of people who live in the same place or share common interests, values, goals, or connections to the land. You may belong to several types of communities, each serving a different purpose in your life. These communities can be grouped into different circles, each offering specific kinds of support and interaction.

Let's explore the types of communities you belong to by considering the people you are connected to and the role they play in your life. You can also consider the places you connect with people and how that influences your interactions.



- **Core circle**

This is your closest group of people, like family and best friends. They offer emotional support, comfort, and help during tough times. For example, your parents, siblings, or

best friends are there for you when you need them.

- **Social circle**

These are the people you interact with often but aren't as close to as your core circle. This includes classmates, coworkers, or neighbours. They provide opportunities to socialize, support, and have fun, such as friends you see at school, people in a hobby group, or coworkers you chat with at work.

- **Professional circle**

This group consists of people you connect with in a more formal way through school or work. They could include teachers, mentors, colleagues, or industry peers that you share a common professional or educational interest with.

- **Broader circle**

This includes larger groups that extend beyond individual interactions. They could include your neighbourhood, cultural or religious communities, and any larger groups you're a part of. These communities help you feel connected to a bigger purpose or shared identity, such as your church, local sports league, or a cultural community you belong to.

## **Building a Sense of Belonging**

Communities help you connect to others with similar values, interests, or experiences. Feeling included in a community gives you

emotional support and strengthens your sense of identity. To build a sense of belonging:

### **Get involved**

Attend events, offer support, or volunteer your time in your communities.

### **Build connections**

Regularly communicate and interact with others, both online and in person. Small gestures such as messages or calls can also strengthen these connections.

### **Celebrate similarities**

Recognize common values, goals, or milestones within your community.

## Feeling Included or Left Out

Sometimes, you might feel left out or disconnected from specific communities. This can happen for many reasons, such as differences in background, identity, or the way people communicate. Understanding and addressing these feelings can be challenging, but it's important to:

- **Notice exclusion**

If someone feels left out, try to include them by reaching out or inviting them to join conversations and activities.

- **Create welcoming spaces**

Encourage open communication and make sure everyone in the community feels like they can participate.

Understanding your communities and the roles you play helps you feel more connected and purposeful in all areas of your life.

## Make it Personal

### Identify Your Communities

Understanding your communities and your role in them can help you build stronger connections and feel more supported. In this activity, you'll reflect on your different communities and think about how you engage with them. By following these steps, you'll create a clearer picture of your communities and how you fit into them.



## Instructions:

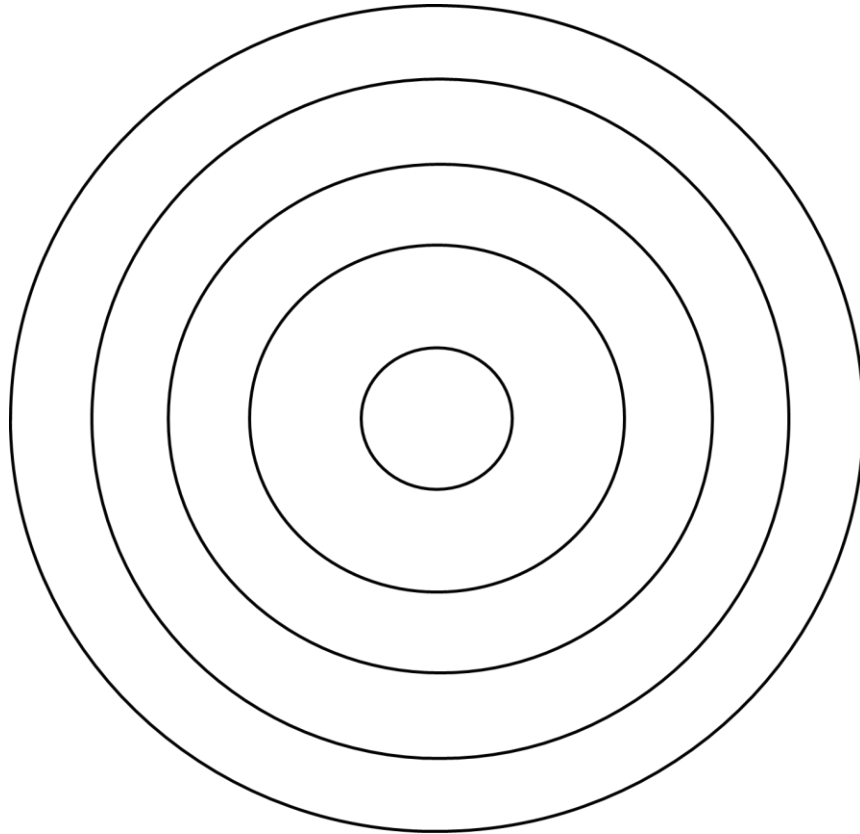
### Step 1: Reflect on your connections

Take a moment to think about the people you interact with in your day-to-day life. Who do you see daily, weekly, or occasionally? This could include family, friends, coworkers, classmates, or others you regularly connect with. You can write your answers below, in a notes app, or in another digital format that works best for you.



### Step 2: Visualize your circles

Use the template below or create your own using a tool like a mind map or by drawing circles. Start with your core circle at the centre, then add your social, professional, and broader circles. Place each community you listed in the first step into the appropriate circle, such as friends in the social circle and coworkers in the professional circle.



### **Step 3: Consider your roles**

Think about the role you play in each of these circles. Are you someone who helps others, participates in activities, or simply enjoys spending time together? In your professional circle, you might be an active participant in meetings, a team member on projects, or someone who learns from others. Write down what role you play in each community.

## Section 2: Navigating Community Interactions

Navigating community interactions is an important skill that helps you connect with people and groups meaningfully. Communities consist of individuals with different ideas, backgrounds, and communication styles. Knowing how to interact with different groups helps you build stronger relationships.

**In this section, we'll cover:**

- The expectations, norms, and dynamics of different community groups.
- How to adapt your behavior to fit the dynamics of each group.
- Strategies for creating deeper, more meaningful connections.

By the end of this section, you'll understand how to navigate community interactions and build deeper connections that can benefit your personal and professional life.

### Engage and Explore

#### Norms, Expectations, and Dynamics

Each community, whether it's your family, workplace, social clubs, or online groups, operates with its own norms, expectations, and dynamics. Adapting to these differences helps you form deeper, more meaningful connections.

<b>Norms</b>	<p>Norms are the unwritten rules that guide behavior in a community. Norms can vary greatly depending on the group you're interacting with. For example, in a close-knit family, the norm might be to show affection and offer support freely. In a workplace, norms might involve maintaining professionalism, meeting deadlines, and collaborating on projects.</p>
<b>Expectations</b>	<p>Expectations are what people in a community anticipate happening. These can be clear (like completing tasks on time) or less obvious (like understanding group jokes or sharing personal news). For example, in a classroom, students are expected to be respectful, participate in discussions, and complete assignments.</p>
<b>Dynamics</b>	<p>Dynamics refer to the patterns of relationships, power, and communication in a community. For example, a workplace might have a power structure where managers make decisions and employees follow them. The dynamics might be more balanced in a social group, with everyone contributing equally to discussions or decisions.</p>

## Your Role in Different Communities

Each community has its own dynamics. Navigating these interactions requires an understanding of how people behave and what's expected, as well as the ability to effectively communicate.

- **Core circle (close family and friends)**

Openness and emotional support are key norms here. Expectations might include being present for personal milestones and offering advice. For example, with your best friend, you might joke around, share personal news, and ask for advice without hesitation.

- **Social circle (acquaintances and social groups)**

These interactions are more casual. Norms involve respecting time and opinions, and expectations may include attending events or offering support. For example, at a book club, everyone might take turns leading discussions, respecting different viewpoints, and engaging in light social conversations after the meeting.

- **Professional circle (coworkers and career networks)**

These interactions are more casual. Norms involve respecting time and opinions, and expectations may include attending events or offering support. For example, you might maintain a professional tone and prioritize tasks at work, even if you're friendly with your co-workers.

- **Broader circle (community, neighbours, global networks)**

Norms involve being respectful and cooperative, with

expectations around participating in community activities or being considerate of others. For example, in your neighbourhood, you may help organize a block party or volunteer for community improvement projects.

## **Adapting Your Behavior Across Circles**

Navigating interactions between these circles can mean you have to adjust your behavior and communication style to fit the expectations of each community.

Here's how to adapt, handle conflicts, and stay true to yourself:

### **Adjusting behavior**

Each community has its norms and communication expectations. Clear and concise communication is key in professional circles, while in social or core circles, more open and personal conversations are expected. For example, you might be formal and task-focused with a coworker, but more relaxed and personal with close friends.

### **Handling conflicts**

Conflicts may arise when expectations don't align across different circles. For example, if you expect a coworker to act like

a friend and share personal time with you, but they prioritize work, it can create tension. Reflect on how to balance those expectations without crossing boundaries.

### **Staying authentic**

It's important to remain true to yourself, even when adapting to different community expectations. For example, you might maintain your honesty and transparency values with both close friends and coworkers, even though the way you express them may differ.

## **Building Meaningful Connections**

Now that you understand how norms, expectations, and dynamics shape interactions, let's explore ways to create deeper, more meaningful connections within your community circles.

- **Build trust and respect**

Trust is the foundation of any meaningful relationship. In your core circle (close friends and family), this means sharing personal thoughts and supporting each other during tough times. In your broader or professional circles, trust is built

through reliability and consistency in your actions.

- **Be active and present**

Whether it's through active listening in conversations or offering help during difficult times, showing up and engaging with people in your community makes a difference. For example, being present for team meetings or supporting colleagues during projects helps strengthen your connections at work.

- **Show empathy and understanding**

Take the time to understand others' perspectives and validate their feelings. For example, if a friend is going through a hard time, listening without offering advice immediately shows empathy.

- **Engage in group activities**

Initiating or participating in group activities, like team events, volunteer opportunities, or community meet-ups, can create a sense of belonging and collaboration. For example, helping with a local charity project brings people closer.

## **Make it Personal**

### **Opportunities for Deeper Engagement**

Building stronger, more meaningful connections with the people in your life is a valuable and rewarding process. In this activity, you'll reflect on how you can create deeper bonds with those around you.



## Instructions:

Follow the five steps below to guide you through the process.

### **Step 1: Think about your connections**

Reflect on different connections in your life. These may include your close friends, family, coworker, or other members of your community.

### **Step 2: Decide on actions to take**

Think about three actions you want to take to strengthen your connections within these groups. The actions should be based on the things you've learned about building trust, being active and present, showing empathy, and engaging in group activities.

### **Examples:**

- **Action 1:** *I want to have a more open and personal conversation with my close friend, Sarah. I'll call her by Wednesday next week to check in about how she's feeling, making sure to listen actively and offer my support.*
- **Action 2:** *I want to show more empathy to my co-worker, Alex, who has been going through a tough time. I'll take a moment to ask how they're doing and listen without giving advice when we take our break on Friday.*
- **Action 3:** *I want to be more present during our family dinners instead of looking at my phone. Starting from this weekend's dinner, I'll focus on active listening and make sure to contribute to the conversation.*

### **Step 3: Make a plan**

Incorporate a timeline with each action. Set a realistic and achievable timeframe for when you would like to complete each action.

### **Step 4: Write it down**

Write down your three actions and timeline in the space below, or in a notes app or another digital format that works for you.

**Action 1:**

**Action 2:**

**Action 3:**

**Step 5: Reflect back**

Reflect on the process. After completing this activity, take a moment to think about the changes you might see in your connections.

## **Section 3: Understanding My Impact**

Understanding your impact on your community is an important part of personal growth and creating positive connections with others. Your actions, words, and attitudes influence those around you, whether you realize it or not. Knowing how you impact your community helps you make choices that support and benefit others.

**In this section, we'll cover:**

- The different ways you impact your community.
- Strategies to improve your impact and contribute to others.

By the end of this section, you'll have a better understanding of the impact you have on your community and how you can make a positive difference.

### **Engage and Explore**

#### **How You Impact Your Community**

Our actions, words, and choices shape the people around you, even if you don't realize it. By being mindful of your impact, you can make a positive difference. Let's look at different ways we can impact our communities:

<b>Your actions</b>	Everything you do can affect others, no matter how big or small. Helping someone, offering your time, or showing kindness can spread positivity. For example, offering to help a coworker who is struggling with work tasks can make them feel supported and valued.
<b>Your words</b>	What you say can lift others up or bring them down. Encouraging words can inspire someone, while negative ones can hurt. Speaking kindly creates a more positive environment for everyone.
<b>Your choices</b>	Your choices, like volunteering, recycling, or supporting local businesses, help improve your community. Choosing to stay calm in a difficult situation can also help create a peaceful atmosphere.
<b>Being a role model</b>	When you show good habits, kindness, and respect, others may follow your example. This helps build a community of kindness and responsibility.

### **Getting involved**

Whether with family, at work, or in your neighborhood, participating in group activities, such as organizing an event or being part of a team, strengthens bonds and encourages teamwork.

## **Ways to Make a Positive Impact**

Once you understand your current impact on your community, you can focus on making it even more positive.

Here are some simple ways to start:

### **Offer help and support**

Whether giving advice, helping with tasks, or being there emotionally, small actions can make a big difference. For example, if you're part of a school or work team, offer to assist someone who seems overwhelmed. This can improve teamwork and strengthen your connections.

### **Be a good listener**

When people feel heard, they're more likely to feel valued and understood. For example, if a friend or coworker shares a problem, give them your full attention without interruption. This shows you care and value their thoughts.

### **Promote inclusivity**

Encourage others to participate, especially those who may feel left out. For example, in a group project or community activity, make sure everyone has a chance to contribute. This fosters a sense of belonging and strengthens the group dynamic.

### **Show appreciation**

A simple "thank you" can go a long way in making people feel valued. For example, recognizing someone's effort, whether big or small, encourages positivity and mutual respect in your community.

### **Stay consistent**

Positive contributions aren't one-time acts. Look for ways to be helpful and supportive over time. Consistent, small actions build lasting positive impact.

By being aware of how your actions affect others, you can make choices that have a lasting, positive influence. Your community benefits when everyone contributes meaningfully. Even the smallest effort can create a chain reaction that leads to bigger changes.

## **Make it Personal**

### **Understanding Your Impact**

This activity invites you to pause and reflect on how your interactions affect the communities you're a part of. By exploring the positive differences you've already made, you can identify opportunities to have an even bigger impact. Whether it's through your family, friends, work, or local groups, your influence is powerful.

### **Instructions:**

Follow the four steps below to complete the activity.

#### **Step 1: Identify your communities.**

Think about the different communities you are a part of. These could include:



- Family
- Friends
- Neighbours
- Coworkers or classmates
- Clubs, teams, or groups you participate in

**Step 2: Reflect on your impact.**

For each community, consider the following questions:

- Who do I interact with regularly in this community?
- How do my actions or words affect those around me? Do they feel supported, included, or appreciated?
- What feedback have I received from others in this community about my behavior or contributions?
- How can I make a bigger positive impact in this community?  
What is one thing I can do to improve?

**Step 3: Use examples.**

Think of specific examples where your actions have made a difference. Did you help someone, support a project, or offer advice? What was the result?

**Step 4: Document your responses.**

You can use the table below or open a notes app on your phone or computer where you can write your thoughts.

Community:	Community:
<p><i>Who do I interact with regularly?</i></p>	<p><i>Who do I interact with regularly?</i></p>
<p><i>How do my actions or words affect those around me?</i></p>	<p><i>How do my actions or words affect those around me?</i></p>
<p><i>What feedback have I received?</i></p>	<p><i>What feedback have I received?</i></p>

<p><i>How can I make a bigger positive impact?</i></p>	<p><i>How can I make a bigger positive impact?</i></p>
<p><b>Community:</b></p>	<p><b>Community:</b></p>
<p><i>Who?</i></p>	<p><i>Who?</i></p>

<p><i>How do my actions or words affect those around me?</i></p> <p><i>What feedback have I received?</i></p> <p><i>How can I make a bigger positive impact?</i></p>	<p><i>How do my actions or words affect those around me?</i></p> <p><i>What feedback have I received?</i></p> <p><i>How can I make a bigger positive impact?</i></p>
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## Reflect and Connect

Great work! We've covered a lot in this module including:

- Understanding the communities you belong to and your role in each one.
- Recognizing how you interact with different groups and find ways to connect more deeply.
- Identifying the positive impact you have on your community and how to do more.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later. Happy reflecting!

**What communities do you feel most connected to? Why?**



**What is one way you can help create a sense of belonging for others in one of your communities?**

**How do you adjust your behavior and communication style based on the community you're interacting with?**

**How have your actions impacted your community, and what is one way you can improve that impact?**



# Module: Fostering the Drive to Thrive

This model covers strategies for identifying personal sources of motivation and purpose, including identifying strategies for using these aspects to make meaningful contributions to community and throughout the employment journey.

# Introduction

This module has three sections to help you build your understanding of self exploration. You'll explore:

- Discovering your sense of purpose and what gives you fulfillment.
- Identifying what motivates you, both internally and externally.
- Describing how to apply your purpose and motivation to your actions and goals.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect self exploration to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!



# Section 1: Discovering Purpose

Knowing your purpose helps guide your decisions and actions, clarifying what truly matters to you. By discovering your personal "why," you can align your life with what gives you fulfillment and meaning.

## In this section, we'll cover:

- Discovering what truly matters to you and how it shapes your sense of purpose.
- Understanding how values, passions, and strengths contribute to finding fulfillment.
- Exploring simple steps to guide you in discovering and aligning with your purpose.

By the end of this section, you'll have a better understanding of how to define your purpose and use it to create a more fulfilling and meaningful life.

## Engage and Explore

### Discovering Purpose

Finding your purpose is about understanding what truly matters to you and what brings meaning to your life. Your personal "why" informs your actions, goals, and decisions. Knowing your purpose helps guide you toward fulfillment and clarity in your life. As you grow and learn more about yourself, your purpose can change over

time, but it's a powerful tool to help you navigate life's challenges and opportunities.

Several key elements can help you discover your purpose, such as your values, passions, and strengths. These are important factors in understanding what drives you and shaping the direction you take in life.

<b>Your values</b>	<p>Your values are the beliefs that guide how you live and make decisions. They help shape your purpose and give you direction. For example, values like honesty, integrity, gratitude, family, and generosity can influence how you approach different aspects of life and work.</p> <p>Identifying your values helps you stay true to what matters most and align your actions with your beliefs.</p>
<b>Your passions</b>	<p>Your passions are activities or areas that excite and energize you. They can be a good indicator of your purpose. For example, you might feel passionate about working on creative projects or engaging in artistic activities.</p> <p>If you're unsure about your passions, ask people who know you well. Their perspective on what excites or motivates you can be helpful in</p>

	identifying activities or topics that you want to prioritize spending time on.
<b>Your strengths</b>	<p>Your strengths are the skills and qualities you're good at that come easily to you. Knowing your strengths helps you see how you can reach your goals and how you can help others. When you use your strengths, you feel more confident and motivated.</p> <p>Recognizing your strengths can help you connect your purpose to the things you do best.</p>

## Steps to Finding Purpose

Finding your purpose is a personal journey. Let's look at some simple steps to help you discover your purpose and motivate you as you move forward.

- **Journaling and self-reflection**

Taking a few minutes each day to write down your thoughts and feelings can help you understand what matters most to you. Reflecting on your experiences can guide you in discovering your purpose and tracking your growth.

- **Set small, meaningful goals**

Begin by setting goals that align with your values and passions. For example, if you value generosity, volunteer or

donate to a cause. If sustainability matters to you, find ways to reduce waste in your daily life or start a small garden. These small steps will help you build momentum toward your bigger goals.

- **Build your community**

Connecting with people who share your values can keep you motivated. Join a community that aligns with your interests, whether it's a local group or an online forum. Being part of a supportive community can help you stay focused and encourage you to keep going.

- **Keep exploring**

Your purpose can change over time, so stay curious. Try new things, explore different hobbies, or learn about new career paths. Keep an open mind, and you might discover new passions that will shape your purpose in unexpected ways.

## **Make it Personal**

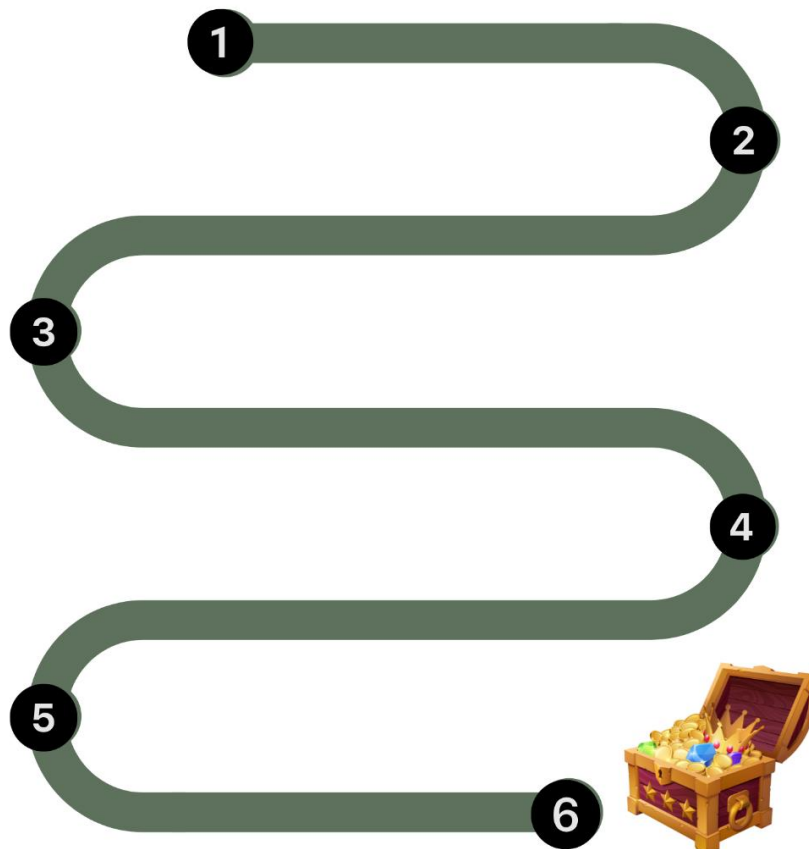
### **What's Your Purpose? A Treasure Hunt**

Get ready for an exciting adventure where you'll explore different parts of yourself to uncover what matters to you. Think of this as a treasure map where each spot gives you a clue to help you unlock your true purpose.

Ready to begin your journey? Let's read the instructions below and get started!

## Instructions:

1. **Explore the map.** You'll find six numbered spots on the map. Each spot represents a question to help you learn something important about yourself.
2. **Answer each question.** As you explore, take a moment to think about your answers. You can write them down in the space provided or think about them as you go along. This is all about discovering what matters to you, so be honest with yourself.
3. **Uncover your treasure.** After exploring all the spots, you'll gather the clues to better understand your treasure — your sense of purpose! This treasure will help you understand how what matters most to you shapes your goals and actions in life.



### **Spot 1: What gets you excited?**

Think about activities or things that make you feel energized. What makes you forget about time because you're so into it? This could include sports, music, art, helping others, or a topic you love learning about.

*What activities get you excited and bring you joy?*

### **Spot 2: What are your core values?**

Values are the things you believe are important in life, such as honesty, kindness, or creativity. They guide how you make decisions and live your life.

*What values are most important to you?*

### **Spot 3: What are your strengths?**

Think about what comes naturally to you. Are you a great listener? Do you love solving problems? What strengths do people often notice in you?

*What are your top strengths?*

### **Spot 4: What do you want to achieve?**

This spot is all about your dreams and goals. Do you have a vision for your future? Is there something you've always wanted to do or accomplish?

*What's one big goal you want to achieve?*

### **Spot 5: What impact do you want to make?**

Think about the people or community you want to help or make a difference for. Is there a cause you're passionate about? How do you want your actions to affect others?

*Who or what do you want to impact with your actions?*

### **Spot 6: Unlock your purpose!**

Congratulations, you completed your treasure hunt! Look back at what you've written in the five boxes above to reveal your treasure: your purpose!

Your purpose combines what excites you, what you value, your strengths, your goals, and how you want to help. It will guide your decisions and help you focus on what matters most.

Feel free to share your findings with others or keep them as a personal reminder of what truly matters to you. Your purpose will continue to grow as you explore new opportunities and challenges! 🌟



## Section 2: Identifying Motivation

Knowing what motivates you is essential for staying committed to your goals and purpose. Motivation is the energy that pushes you to take action, stay focused, and keep moving forward.

**In this section, we'll cover:**

- Understanding the difference between internal and external motivation.
- Identifying your sources of motivation.
- Learning ways to use motivation to stay on track with your purpose.

By the end of this section, you will have a better understanding of what motivates you and how to use that motivation to stay on course and achieve your goals.

### Engage and Explore

#### Discovering Motivation

Motivation drives you to take action and keep working towards your goals. It's the energy that helps you stay focused, even when things get tough. There are two main types of motivation: internal and external. Understanding both can help you stay on track and committed to your purpose.

- **Internal motivation**

Internal motivation comes from within you. It's the personal reasons and desires that push you to act, even when there's no external reward. This type of motivation is often stronger than external motivations because it's connected to your values and passions.

Here are some examples of internal motivation:

- *Passion for learning:* You study hard because you enjoy gaining new knowledge.
- *Personal growth:* You work on improving yourself because it makes you feel proud and fulfilled.
- *Helping others:* You volunteer because it gives you a sense of purpose and satisfaction.

- **External motivation**

External motivation comes from outside sources. It's when someone or something else encourages you to act. This could be a reward, recognition, or approval from others.

Here are some examples of external motivation:

- *Money:* You work hard because you need the paycheck to support yourself.
- *Praise:* You do the best work you can because you want recognition from your boss or coworkers.
- *Competition:* You push yourself in a race or contest because you want to win.

## Combining Internal and External Motivation

While both types of motivation are important, **combining them** is often the best approach. When your internal motivations align with external rewards, you will likely stay committed and achieve your goals.

For example, let's say you're passionate about environmental sustainability (internal motivation), and you get recognized by your community for your efforts (external motivation). The combination of your passion and the recognition from others can keep you motivated to do more.

## How to Stay Motivated

Knowing what motivates you helps you stay focused, especially when things get difficult. Use the tips below to make the most of both internal and external motivation and stay on track:

### Find rewards that match your values

If you're motivated by rewards, choose ones that align with what's important to you. For example, if you love learning, reward yourself with a new book or course.

### **Growth with self-compassion**

Celebrate your small wins and view mistakes as opportunities for growth. Being kind to yourself keeps you focused on progress, not perfection, and keeps you motivated to continue moving forward.

### **Reflect on your achievements**

Take a moment to think about how far you've come. Compare where you are now with where you were a few years ago. Acknowledge your progress and use that as motivation to keep going.

### **Visualize your success**

Imagine how making progress towards and achieving your goals will feel. Visualizing success can help you stay focused and remind you of the bigger picture.

## Stay flexible

Motivation can change, and sometimes your goals may need to adjust. Be open to change and update your goals as your circumstances or priorities shift.

# Make it Personal

## Discover Your Motivation

In this activity, you'll apply what you've learned about internal and external motivation to your life.

### Instructions:

Follow the three steps below to discover what drives you and create a plan to stay motivated.

#### Step 1: Identify your goal and motivations

Think of a specific goal you want to achieve. It could be something small, like finishing a task, or something big, like learning a new skill. Now, ask yourself:

- Why do I want to achieve this? (This is your internal motivation.)
- What will I gain from achieving it? (This could be an external reward.)

*For example:*

- **Goal:** Complete a school project on time.
- **Internal motivation:** I want to feel proud of my work and learn more about the topic.
- **External motivation:** I will get a good grade and praise from my teacher.

## **Step 2: Combine your motivations**

Write down how your internal and external motivations work together to help you stay committed. You can write it in the space below, or in a notes app or another digital format that works best for you.

*For example:*

- "I want to finish my online course to improve my skills at work because I feel accomplished when I learn new things (internal motivation). I'll stay motivated by earning a certificate and getting recognition from my manager (external motivation)."

"I want to achieve my goal of \_\_\_\_\_

because \_\_\_\_\_ (internal motivation).

I'll stay motivated by \_\_\_\_\_ (external motivation)."

### **Step 3: Stay motivated with a reminder**

Create a simple reminder for yourself, like a note or phone reminder, that includes your “why” and a reward.

*For example:*

- "I'm doing this to grow and improve (internal), and I'll treat myself to a break when it's done (external)!"

## Section 3: Putting Purpose to Practice

Knowing your purpose and motivation is one thing but putting them into practice is what really helps you achieve your goals. It's about aligning your values and what drives you with the actions you take every day. This can help you stay focused, even when challenges come your way.

**In this section, we'll cover:**

- How to connect your purpose and motivation with your daily actions.
- Practical strategies to set and work toward your goals.
- How to apply your purpose and motivation to your career journey.

By the end of this section, you will have a better understanding of how to turn your purpose and motivation into action by applying these ideas to your personal and professional life.

### Engage and Explore

#### Taking Purposeful Action

Now that you understand your personal purpose and motivation, it's time to put them into action. Aligning your purpose and motivation with your daily actions and goals helps you stay focused and make progress, especially in your career.



### **Set clear, actionable goals**

Start by setting goals that connect to your purpose and motivation. These goals should excite you and help you focus on what matters most. For example, if your purpose is to help others, your goal might be to volunteer with a local non-profit organization that is aligned with your interests or passions.

### **Break big goals into smaller steps**

Big goals can feel overwhelming, so break them down into smaller, more manageable steps. This way, you can make steady progress and feel accomplished as you work toward a goal. For example, if your goal is a promotion, focus on actions such as learning a new skill, leading a team project, or asking for feedback.

### **Align your routine with your purpose**

Build habits into your daily routine that align with your goals and values to stay on track. For example, if you want to improve communication, spend 10 minutes daily reading tips or practice

active listening. These habits will help you focus on your purpose.

## Staying on Track and Overcoming Challenges

Once you've set your goals and routines, staying motivated and focused is important. Use these strategies to keep moving forward, especially when faced with challenges:

- **Stay focused on your "why"**

When things get tough, remind yourself why you started in the first place. This can help you stay motivated and push through challenges.

- *For example, if you're working towards a degree, your reason might be to get a better job and improve your family's life. By keeping that purpose in mind, you'll find the strength to keep going.*

- **Use motivation to overcome challenges**

Think about how your motivation can help you push through when challenges arise. Whether it's internal motivation, like personal growth, or external motivation, like rewards, use it to keep yourself going.

- *For example, if you're working on a challenging project at work, remember that completing it will improve your skills and support your goal of getting a promotion.*

- **Align your actions with your values**

Make sure your daily actions match your values and purpose. This will help you feel fulfilled and motivated.

- *For example, if you care about environmental sustainability, you could look for opportunities within your role to help your workplace become more eco-friendly or prioritize working for a company focused on sustainable initiatives. When your actions align with your values, you'll feel better about what you're doing.*

- **Reflect regularly**

Take time to reflect on your progress. Are you staying focused on your purpose and goals? If not, adjust your actions.

- *For example, set aside time each week to review your achievements to see what worked and what needs improvement. Regular reflection helps you stay on track and move in the right direction.*

## Make it Personal

### The Gap and The Gain<sup>1</sup>

When you're working toward a career goal, it's easy to focus on how far you still have to go (the gap). The gap is the space between where you are now and the goals you're working towards in the

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<sup>1</sup> The concept of 'The Gap and The Gain' is drawn from Dan Sullivan and Dr. Benjamin Hardy. 2021. *The Gap and The Gain: The High Achievers' Guide to Happiness, Confidence, and Success*. New York. Hay House. The Gap And The Gain® is a registered trademark, copyright and concept owned by The Strategic Coach Inc. All rights reserved. Used with written permission. [www.strategiccoach.com](http://www.strategiccoach.com).

future. But what if you switched your focus to how far you've already come (the gain)? This simple shift can help you stay motivated and feel more positive about your journey.

For example, if your goal is a promotion, it's easy to focus on what you still need to achieve. But by reflecting on the skills you've gained, the projects you've completed, and the progress you've made, you'll see how far you've come. Recognizing the gain boosts your confidence and strengthens your motivation.

In this activity, you'll reflect on your gap (the things you're still working toward) and your gain (the progress you've already made). By recognizing your gain, you'll see how your purpose and motivation are helping you succeed.

## **Instructions:**

Follow the four steps below:

### **Step 1: Reflect on Your Gap**

Take a moment to think about something you're still working toward in your career (your gap). It could be a big goal, like landing a promotion, switching jobs, or developing a new skill.

Answer these reflective questions to help identify your gap:

1. What's something I want to achieve in my career but haven't yet?

**2. Why is this goal important to me? How does it connect to my purpose or motivation?**

**Step 2: Reflect on Your Gain**

Now, think about the progress you've already made in your career (your gain). This could be anything you've achieved, no matter how small it might seem at first, like learning a new skill, completing a project, or taking steps to improve your work-life balance.

Answer these reflective questions to help you identify your gain:

1. What have I already achieved in my career journey?

## 2. How has my purpose or motivation helped me reach this achievement?

### Step 3: List your gap and gain

Write your responses below or in a notes app or another digital format that works for you. Here's an example to help guide your reflection:

My Gap	My Gain
<i>Get promoted to supervisor</i>	<i>Took a training course to improve my skills</i>

<i>Develop public speaking skills</i>	<i>Led a small meeting at work</i>
<i>Find a new job that aligns with my values</i>	<i>Updated my resume and started applying for jobs</i>

<b>My Gap</b>	<b>My Gain</b>

## Step 4: Focus on Your Gain

Once you've reflected on your gap and gain, take a moment to be grateful for how far you've come. Celebrating your progress is a great way to stay motivated and keep moving forward.

## Reflect and Connect

Great work! We've covered a lot in this module, including:

- Discovering what gives you a sense of purpose and fulfillment.
- Identifying the motivations that drive your actions and help you stay committed.
- Putting your purpose and motivation into practice to guide your daily actions.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

**Do your values align with the goals you're working toward?**





**How can you use your motivations to stay focused on your goals?**

**What is one small action you can take today to align your goals with your purpose?**

# Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **[canworkbc.ca](https://canworkbc.ca)**.

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