

Rethinking Your Work: How to Create Spirit at Work Course Curriculum

Part I	Start Page	Plus Exercises in Guidebook
Understanding Spirit at Work	in Book (6	(18 credits)
	CE)	
Introduction	9	Reflection Questions 11
<ul style="list-style-type: none"> • Ken’s story • Research results 		
Stories from the Workplace	19	What Is Your Story? 12
<ul style="list-style-type: none"> • Stories exemplifying Spirit at Work 		
Getting a Grip on the Concept	33	A Time When You Experienced Spirit at Work 13
<ul style="list-style-type: none"> • The Four dimensions of spirit at work: engaging work, sense of community, spiritual connection, mystical experience 		Spirit at Work Assessment 15 Reflection Questions 17
Defining Moments as a Window to Spirit at Work	49	Defining Moments: Assessing the Impact on Your Work 19
<ul style="list-style-type: none"> • How significant events in one’s life impacts their world view, career choice or both 		Reflection Questions 22
Which Path Are You On?	53	Reflection Questions 23
<ul style="list-style-type: none"> • The four paths to spirit at work: always there, coming together, transformative events, contextually sensitive 		
Part II Fostering Spirit at Work	67	
Appreciate Self and Others	71	The Art of Appreciation 24
<ul style="list-style-type: none"> • Being Appreciative • Showing Respect • Connecting from the Heart • Showing up and being responsible 		What Is Your Unique Contribution at Work? 26 Appreciating Yourself at Work 28 Why My Work Matters 29 Recognizing Your Colleagues’ Contribution 30 Create a Vision Board 33 Reflecting On Your Vision Board 34 Reflection Questions 35
Live Purposefully and Consciously	91	Pause and Pay Attention 37
<ul style="list-style-type: none"> • Know Yourself (mindfulness, values, purpose) • Be intentional • Integrate Self • The Power of Positive Thought 		Become a Witness 38 What Matters to Me 38 What Is Your World View? 40 Reflecting On Your World View 42 Competing Values 44 Competing Priorities in the Workplace 46

- Choose Consciously
- Engage in Transformative Action

The Values Sort **47**
 Reflecting On Your Signature Value **48**
 Reflecting On Your Top Values **49**
 Final Values Reflection **52**
 The If Game **53**
 Craft a Purpose Statement **54**
 Writing Your Own Legacy **56**
 My Legacy **58**
 Alignment Check **60**
 Alignment Check at Work **61**
 Working with Intent at Work **62**
 The Pie of Life **64**
 The Match Between Our Goals
 and Our Deeper Purpose **66**
 What Attitudes Direct My Life **67**
 A Change of Attitude **70**
 Reflection Questions **71**

Cultivate a Spiritual, Values-Based Life 129

- Appreciate Beauty and Excellence
- Practice Positive Virtues (optimism, gratitude, courage, forgiveness)
- Reaching Beyond Ourselves (Seeing work as an act of service, kindness, planting seeds)
- Connect with Source of Guidance (Being open, Intuition)

Finding the Meaning in the Meaningless **73**
 The Gratitude Visit **74**
 On Paving the Road to Peace **76**
 On Being Courageous At Work **77**
 Take a Little Courage **78**
 On Being of Service **79**
 Recall a Time of Kindness **80**
 Make Someone's Day **82**
 What It Feels Like to Be Kind **83**
 On Being Intuitive **84**
 Reflection Questions **85**

Refill Your Cup 157

- Where are we at as a society?
- Be good to Yourself
- Disengage,
- Listen to Your Inner Voice
- Listen to Your Body
- Mind your Attitude
- Take a Bite out of Stress
- Create strong Friendships
- Follow Your Heart

How Are You Doing? A One-Minute Assessment **87**
 Take a Grace Note **88**
 Walking or Movement Meditation **89**
 Progressive Relaxation **90**
 Be Happy **91**
 Create a Symbol of Hope **93**
 Raise a Little Hope **94**
 Become a Witness to Your Self-Talk **95**
 Reflecting On Your Thoughts **96**
 What Makes It a Good Day? **97**
 Reflection Questions **100**

Call to Action 185

- Take action
- Making a Commitment

If I Were Ten Times Bolder **103**
 Taking Transformative Action **104**
 Taking Transformative Action Poster **105**
 My Commitment **106**

Test

- Post test

Reflection Essay: How will the knowledge gained impact my practice?