

# Work Life & Career Support Toolkit

Empowering You to Grow in Your Career & Thrive at Work

Navigating your work life and career is a journey—whether you're setting new goals, exploring your next step, or just trying to stay balanced, this toolkit offers practical guidance and support.

Your company cares about you and your growth as a whole person. That's why they've partnered with LifeGuides as an additional resource to support you.

LifeGuides is not a replacement for your manager, HR team, or internal programs—it's another layer of support, offering space to talk things through and take confident steps forward.

Check with your manager or HR team to learn about other resources your company may have available, such as\*:

- Career development or leadership programs
- Learning stipends or tuition support
- Mentorship or coaching opportunities
- Work-life or wellness tools

When you're ready to reflect, plan, or get unstuck, a LifeGuide is here!

Let's get started!

*The LifeGuides Team*

\*These are general examples, not actual resources your company offers.

# Goal Setting: Turning Ideas Into Action

Setting intentional goals helps turn dreams into plans. Whether your goals are related to work performance, advancement, or life balance, clarity is key.

- Use SMART goals:



Specific



Measurable



Attainable



Relevant







Time-bound

- Write down your goals
- Break goals into smaller steps & celebrate progress
- Reassess & reprioritize your goals frequently
- Share your goals with someone

## How LifeGuides Helps

A Guide can help you:

-  Clarify what truly matters to you
-  Organize your goals into manageable steps
-  Stay accountable & motivated over time
-  Celebrate progress—even when it feels slow!



# Career Development & Advancement: Your Growth Journey

Professional development isn't just about climbing the ladder—it's about gaining skills, building confidence, and finding purpose in your work.





- Reflect on your long-term goals—what kind of work do you want to be doing in 1, 3, or 5 years?
- Research internal opportunities, stretch assignments, or mentorships
- Advocate for yourself & track your accomplishments
- Don't wait for a promotion to grow—demonstrate your value through initiative & collaboration

## MINI REFLECTION:

What would meaningful career growth look like for you in the next year?

## How LifeGuides Helps

A Guide can help you:

-  Explore options without pressure or judgment
-  Practice how to advocate for a raise or promotion
-  Build confidence to take on new challenges
-  Navigate transitions like role changes, layoffs, or return to office







# Organization & Productivity: Working Smarter, Not Harder

Staying productive and organized helps reduce stress and increases your ability to focus on meaningful tasks.

- ✓ Implement tools like task lists & digital calendars
- ✓ Use apps like Trello, Notion, or Todoist
- ✓ Listen to instrumental or Lo-Fi music
- ✓ List out your top 3 daily priorities to complete
- ✓ Set boundaries for meetings, email, & multitasking
- ✓ Reflect on & celebrate your wins of the day

## How LifeGuides Helps

A Guide can help you:

-  Identify your productivity patterns
-  Brainstorm systems & routines that actually work for your life
-  Shift from overwhelm to efficiency
-  Take action & make adjustments

### BRAIN BOOST:

Breaks every 60–90 minutes help you stay sharp.



# Communication & Collaboration: Stronger Together

Success at work depends on your ability to communicate clearly, collaborate effectively, and build strong relationships.

## Communication DOs





- Ask for feedback regularly
- Listen actively without interrupting
- Clarify expectations upfront
- Address conflicts directly & respectfully
- Give recognition & appreciation often
- Ask open-ended questions to encourage dialogue

## Communication DON'Ts

- Wait for others to bring up issues
- React defensively when receiving feedback
- Use a one-size-fits-all approach for everyone
- Let misunderstandings fester or escalate
- Dominate conversations or shut down new ideas

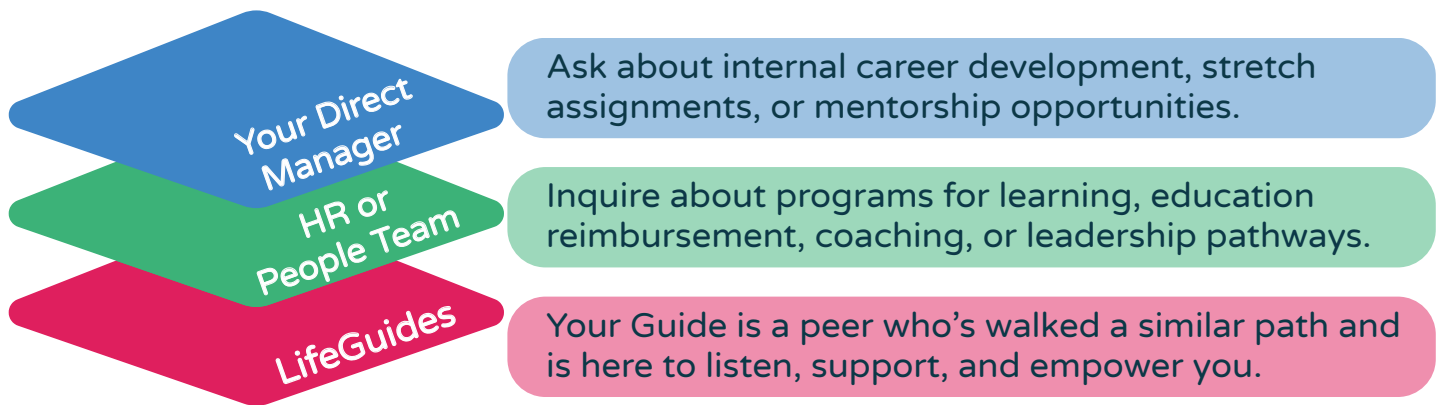
## How LifeGuides Helps

A Guide can help you:






-  Role-play conversations to help you feel more prepared
-  Uncover communication patterns & how to shift them
-  Set healthy boundaries or bring up sensitive topics with tact
-  With personal growth as a team player & leader

# Leverage the Support Around You

You don't have to figure everything out on your own. Most workplaces offer multiple layers of support—you just have to know where to look.



## How LifeGuides Supports Your Work Life

-  Career clarity & purpose discovery
-  Goal setting & accountability
-  Confidence building & decision-making
-  Productivity, organization, & work-life integration
-  Managing transitions or challenging work experiences



# Career Clarity Worksheet

Taking Steps Forward

## Reflect on Where You Are

What do I love about my work?

What feels hard or unfulfilling right now?

What are my top strengths?

What do I want more (or less) of in my day-to-day?

## Visualize the Future

In 1 year, I want to be

What would my ideal workday look and feel like?

What kind of culture, team, or impact do I want?

## Identify the Gaps

What skills, experience, or knowledge do I need to close the gap?

Who can help me get there (mentors, managers, LifeGuides)?

What's one thing I've been putting off that could move me forward?

## Choose One Action Step—This week, I will:

- Book a LifeGuides session to talk about career growth
- Talk to my manager about development goals
- Sign up for a training or course
- Reconnect with someone who inspires me
- Reflect on my goals and update them