



# Naming Your Top 3

The process of articulating what matters most to you (about anything from your next meeting to your whole career) - can provide clarity, a sense of purpose .. even a reason to jump out of bed in the morning!

You can do this as an independent exercise, or as a conversation starter for your team, family or the communities you work in.

## Spending just 10 minutes naming what matters to you (your “top 3”) can:

- Realign your focus to create time for what matters (and let go of what doesn't)
- Allow your team members to work more independently because they can see the big picture of where you're heading (without dragging you down in the details)
- Create a more equitable workplace. When expectations about how work is done are unclear, they may feel obvious to some - but opaque to employees with non-dominant identities and backgrounds. The first step to rectifying that uneven playing field is simply to articulate what matters success looks like to us - and seek to understand what it is to them!

Ultimately, living life on purpose has been shown to impact happiness and mental health, physical health, team happiness and organizational success.

## Prompts for the Workplace: The “Top 3” is the Swiss Army knife of working intentionally - you can use it anywhere! Here are some examples:

- What 3 things (if accomplished) would most propel our business forward this year?
- What are the 3 things I most want to accomplish this month to build credibility with my new team?
- What are the 3 things I most wish leadership / my boss would change - but haven't said out loud to them?
- What are the 3 things colleagues should know about my work style so they don't drive me batty?
- What are 3 things anyone I manage should know is important to me about our work products (so they don't experience the disappointment of pages redlined with edits after)?

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**Prompts (for Life):** Have you ever found yourself so buried in work, screens or kids that you suddenly look up and think “what did i do this week?” Am I living the life I want to live? Here are some questions to help get you started!

- If this year is all that I dream of, what 3 things will be true at the end of it?
- Which 3 people from \_\_\_ (place or time in life) do I want to reconnect with?
- What are 3 ways I want to grow as a (musician/ athlete / influencer / activist) this year?
- What are 3 things I want to make sure to do in order to make the most of this season?
- What 3 things do I love about my mom / roommate / son that I want to share with them this week?

## How to Use Your Top 3 to Spark Dialogue

Our hope is this tool doesn't end with you, but instead starts conversations that create connection, a clearer sense of success and ultimately greater joy from how you spend your time!

We hope that you will share your top 3 with each other, and use them to:

- Align on expectations with your team for an upcoming project
- Understand what matters to your team so you can explore how you can support them
- Share with someone things you love about them!

We are excited for you to experience the power of clarity! Let us know how you use it - or feel free to reach out for ideas or sample answers!

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