

Job Map

When and With Whom Might You Use This Tool?

Use this tool to orient people into their jobs in a way that promotes outward-mindset working. The tool will help to contextualize people's work in terms of the people they affect and position them to think about the key areas of responsibility (or roles) that make up their job.

You can use this tool with new hires, new members of your team, and current members of your team in order to help them rethink their work and prepare to engage with an outward mindset.

How to Use It

1. **List up to four main roles** or areas of responsibility.
 2. **List your key objectives** in the spaces next to each role.
 3. **Identify the people you impact** in each direction.
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Observation: Once their job maps are complete, people have a view of their job responsibilities that positions them to hold themselves accountable for their impact on others. The other accountability tools will build upon this outward-mindset approach to a job.

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