

# *Why*

# *Map Your Job*

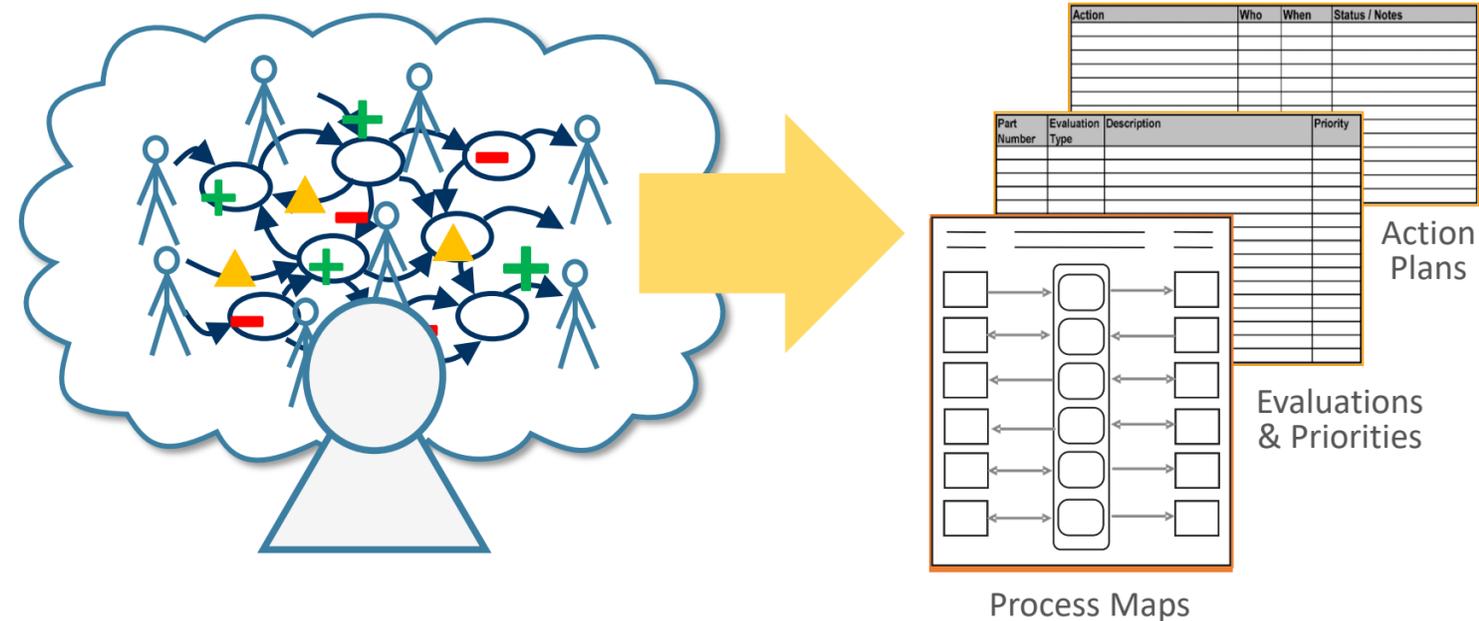
*with the free*

## *Map Your Job! training*

Introduction, Short Version and Deep Dive

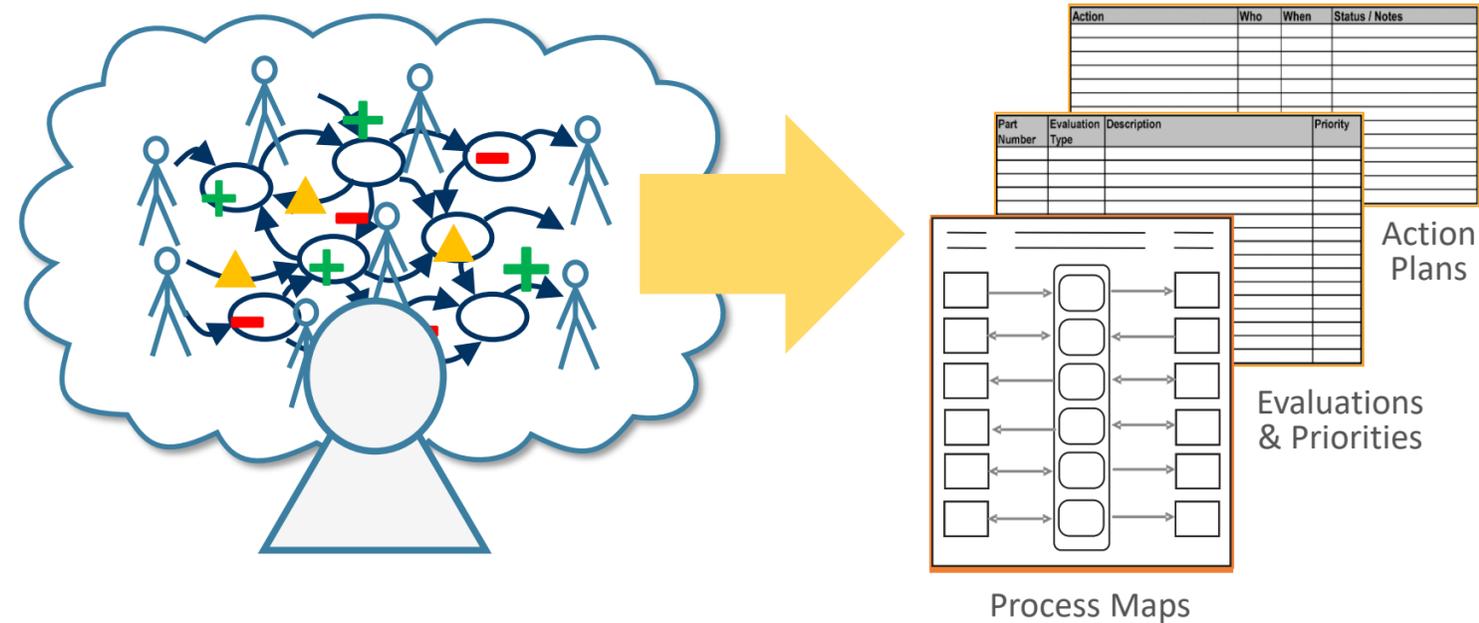
*First, a brief  
introduction to  
Map Your Job!*

Map Your Job! quickly and easily  
transfers what you know about your job  
from your knowledge to pencil & paper



making **YOUR** job knowledge better organized,  
so you can think and communicate about  
your job more easily and effectively

**WHERE DOES IT HELP**  
**to be able to think and communicate about**  
**your job more easily and effectively?**



## It helps in all these activities that add value to your job

---

- Improving your satisfaction with your current job
- Reducing stress in your current job
- Preparing for advancement in your job track and/or career
- Learning a new job
- Understanding alternative jobs inside or outside your current company
- Researching for a job interview
- Being more confident in a job interview
- Having more stories to tell at a job interview
- Being able to convey more detail in a job interview

Plus, mapping your job teaches you a valuable skill that helps in all these areas as well

---

- Recruiting
- Orientation
- Training
- Coaching
- Productivity improvement
- Workload balancing
- Flex work scheduling
- Remote work coordination
- Teamwork through better shared knowledge of team's jobs
- Leadership through better understanding of team's jobs

*Because all these areas depend on understanding individual jobs*

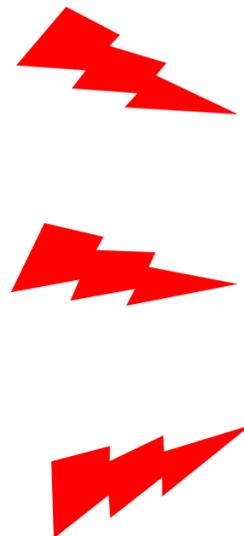
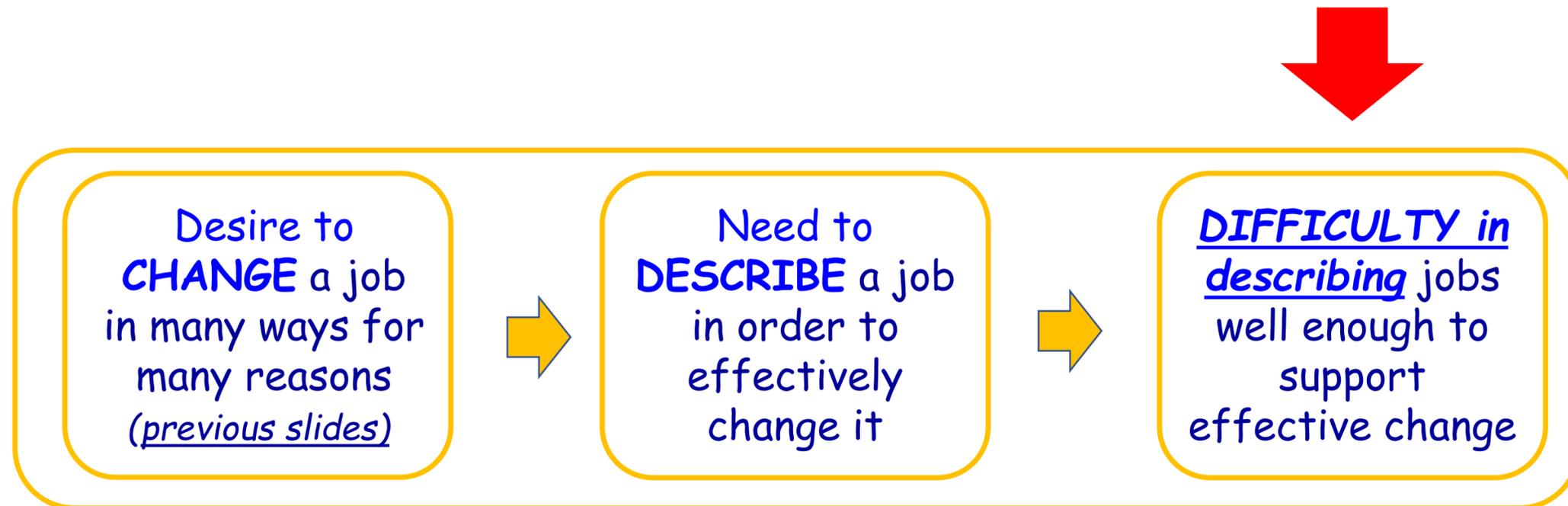
## What you need to learn this skill and Map Your Job

---

- 5 to 10 pieces of letter-size paper
- A pencil
- An eraser
- **What you already know, think and feel about your job**
- Ability to draw basic shapes
- Ability to write short phrases
- Ability to follow basic instructions

*Eye-opening results in as little as  
an hour of getting started*

# What is the pain point?



- **Widespread dissatisfaction with jobs**
- Unmet needs for:
  - Productivity improvement
  - More teamwork
  - Enhanced leadership
  - Accelerated innovation

All of which depend on the **ENGAGEMENT** that comes with job satisfaction

# What is the solution?

Quickly learn and apply a new skill

Eye-opening results in as little as an hour

Desire to **CHANGE** a job in many ways for many reasons  
*(previous slides)*



Need to **DESCRIBE** a job in order to effectively change it



**Map Your Job!**  
method for quickly creating detailed "job maps"



- **Increased satisfaction with jobs**
- **Increasing capability for:**
  - Productivity improvement
  - More teamwork
  - Enhanced leadership
  - Accelerated innovation

Supported by **Stronger Ability to Describe Jobs** provided by **Map Your Job!**

## Background Story

The "Map Your Job!" method is a simplified version of the ActionMap® Toolkit™ method for process change, development and improvement

ActionMap has been used in over 100 workshops with organizations including those shown here:

<b>HP</b>	<b>Target</b>	<b>Chevron</b>	<b>GAP</b>	<b>ConAgra</b>
<b>Kaiser Permanente</b>	<b>Intel</b>	SoCalGas	National Semiconductor	
<b>San Francisco Chronicle</b>		City of Fairfield	City of San Leandro	
Placer County Water Agency		Alameda Unified School District		

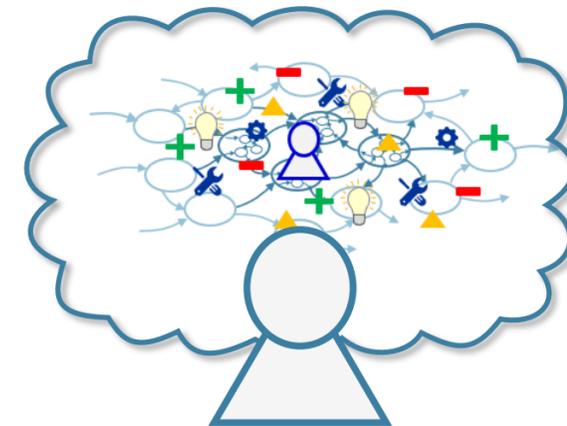
The Core Training slide deck at the link below provides you with all the instructions you need to learn and apply the same method used in those workshops to Map Your Job!

[howtomapyourjob.com](http://howtomapyourjob.com)

*Next, a deeper dive on*  
**Why Map YOUR Job**  
*with*  
**Map Your Job!**

The "Why" story starts with  
**Process Knowledge**

*"Knowledge about planned and/or repeated patterns of action, that is, knowledge about processes"*



## **Process Knowledge**

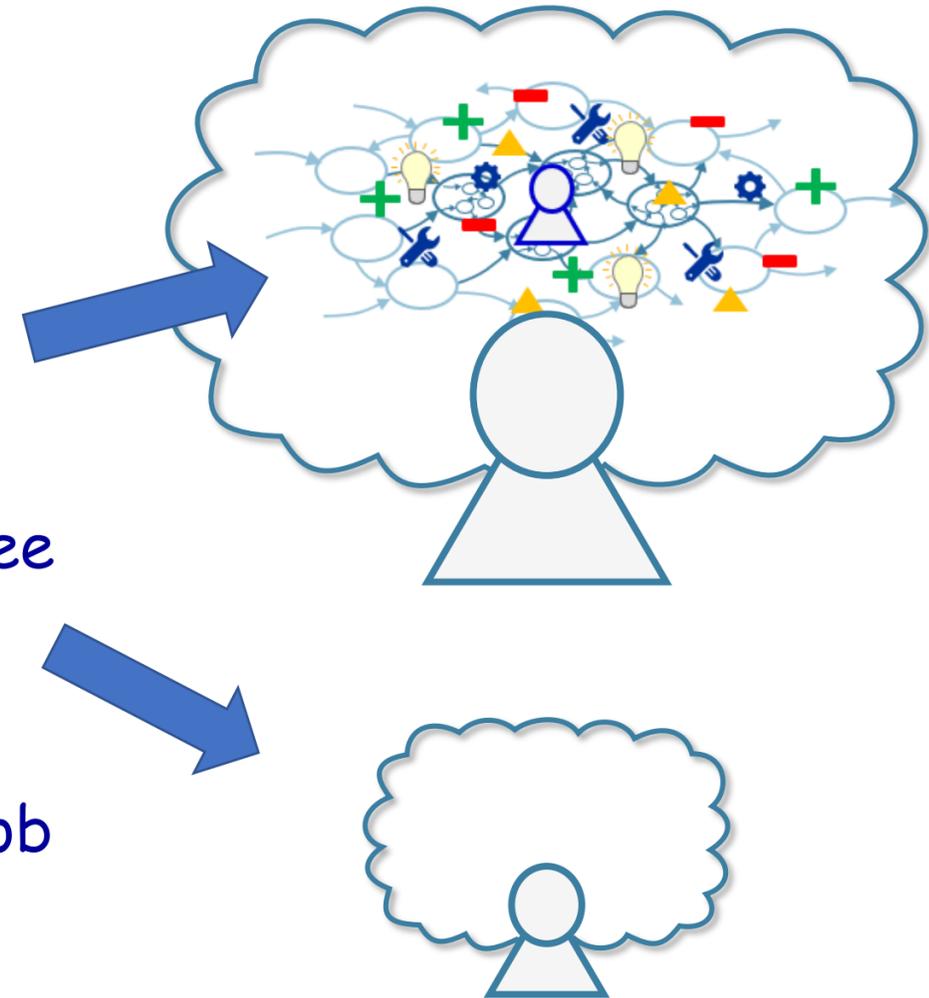
is the most valuable resource on the planet

Because all other resources depend on it  
to perform work that creates consumer value

*Try removing process knowledge, and see what happens*

## How does that relate to Map YOUR Job?

- Your job, any job, has many processes, formal and informal, that are needed for the job to produce value
- All such processes require **process knowledge** to operate
- Take out the process knowledge and see what happens
- So a major part of changing your job means changing the processes in your job
- Which means changing YOUR PROCESS KNOWLEDGE of your job



What does THAT mean, and how to do it?

There are two major categories of  
**Job-Related Process Knowledge**

- ***Experiential*** Knowledge
  - what you can DO in your job
- ***Descriptive*** Knowledge
  - what you can DESCRIBE about what you can do

*Descriptive knowledge is what you use  
to think and communicate about your job*

## Quick exercise on types of job knowledge:

Think about how long  
it would take you  
to tie a pair of shoelaces



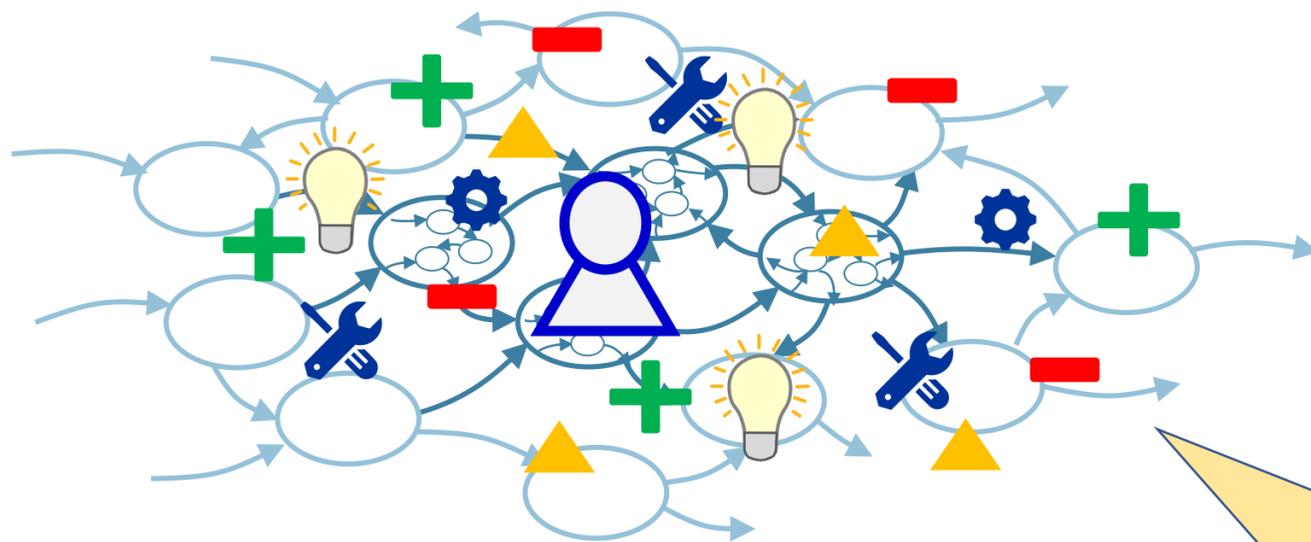
That's using  
***Experiential*** knowledge

Now think about  
how long it would take you  
to describe how to tie  
a pair of shoelaces



That's using  
***Descriptive*** knowledge

Now consider the difference between *performance* knowledge and *descriptive* knowledge as it relates to everything you know about your job



"Job Knowledge" includes tasks, values, ideas and plans



Experiential Knowledge  
(just tie them)



Descriptive Knowledge  
(describe how to tie them)

Everything you know about your job, both what can do and what you can easily describe

# The Value of Descriptive vs Performance Knowledge

---

- We all possess *an amazing amount of knowledge* of how to do our jobs
- At the same time we have **much more performance knowledge** than we have *descriptive knowledge* of our jobs
- Experiential knowledge is critical to *learning and doing* a job
- Descriptive knowledge is needed to effectively *change* a job, by thinking and communicating about it

“Job Knowledge”  
includes tasks, values,  
ideas and plans



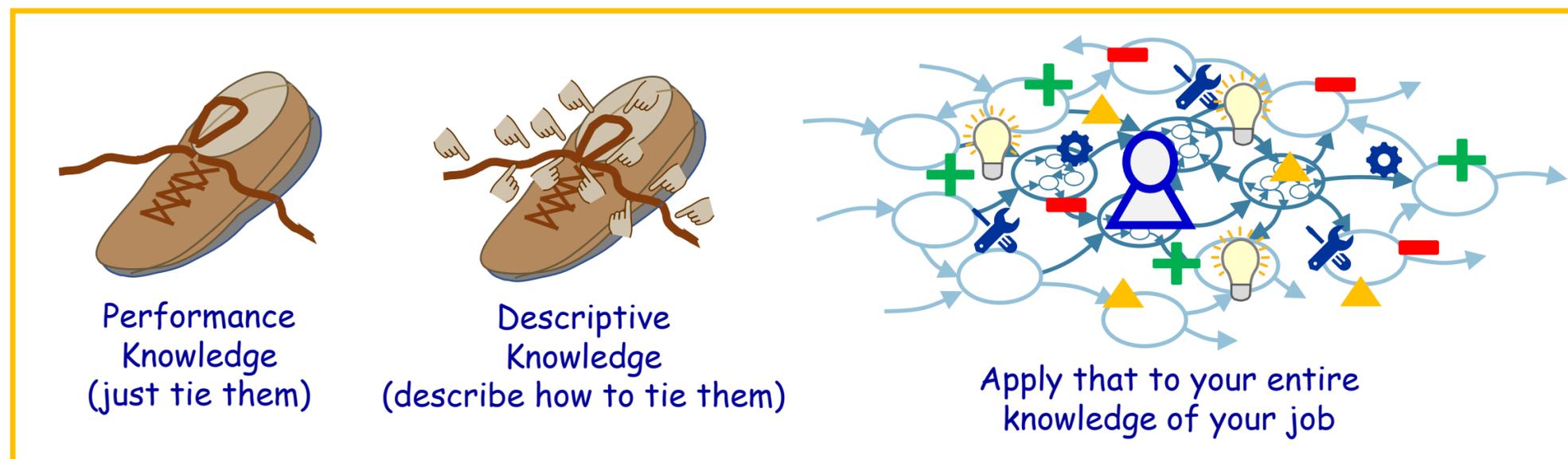
(Repeat)

Specific ways that increased ability to think and communicate about a job can increase personal and organizational value

- Improving your satisfaction with your current job
- Reducing your stress in your current job
- Preparing for advancement in your job track and/or career
- Learning a new job
- Understanding alternative jobs inside or outside your current company
- Researching for a job interview
- Being more confident in a job interview
- Having more stories to tell at a job interview
- Being able to convey more detail in a job interview
- Recruiting
- Orientation
- Training
- Coaching
- Productivity improvement
- Flex work scheduling
- Workload balancing
- Remote work coordination
- Improving teamwork by sharing team member's job knowledge
- Improved leadership by better understanding the team's overall workload
- **Add your ideas**

## Questions to consider, given the above uses of descriptive job knowledge:

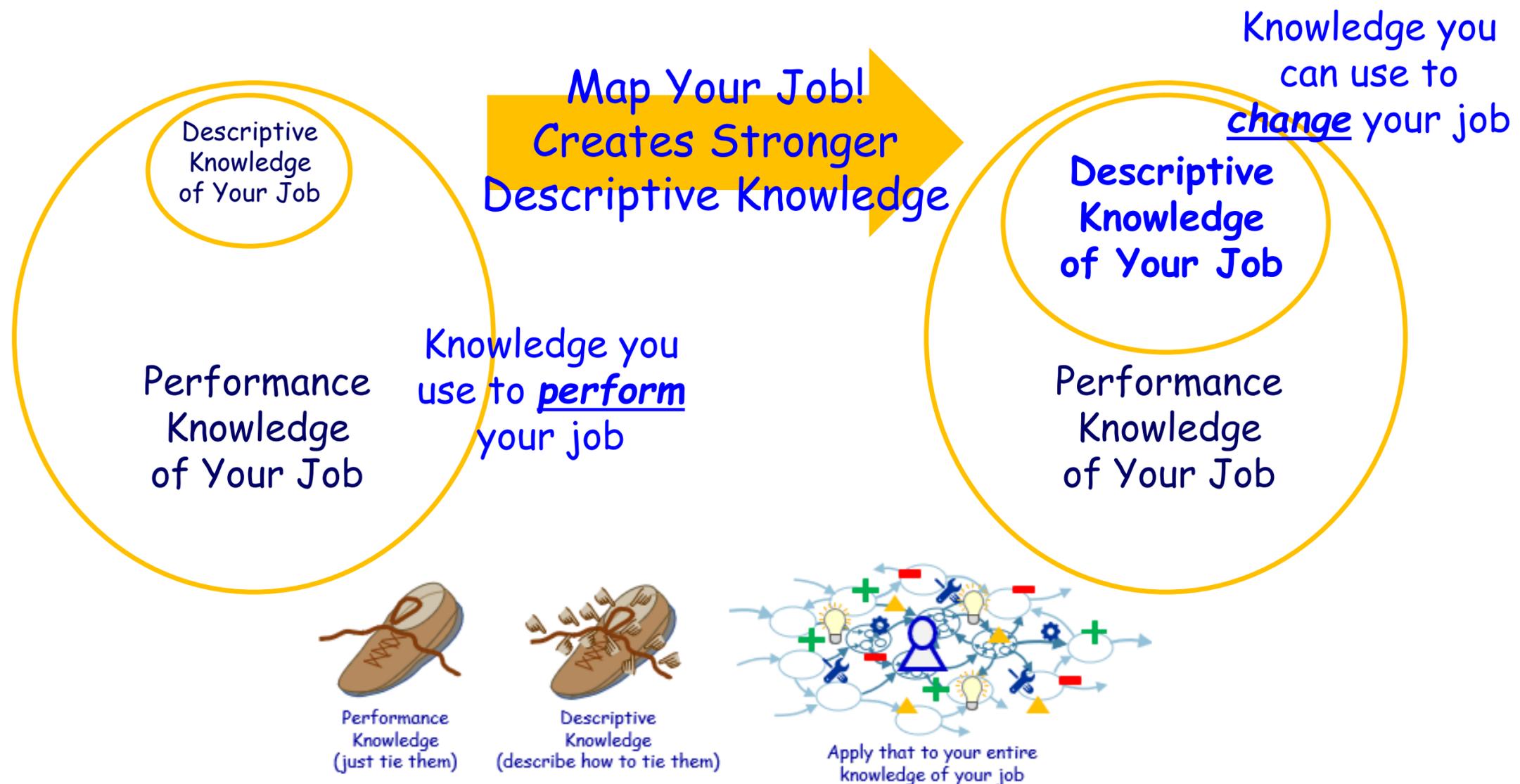
- What is it like to **not have enough** descriptive knowledge of your work? (For instance, in a job interview)



- What are the **benefits and advantages** of having **stronger** descriptive knowledge of your job?
- What **methods** are you aware of for **increasing** your descriptive knowledge of your job?

# Map Your Job!

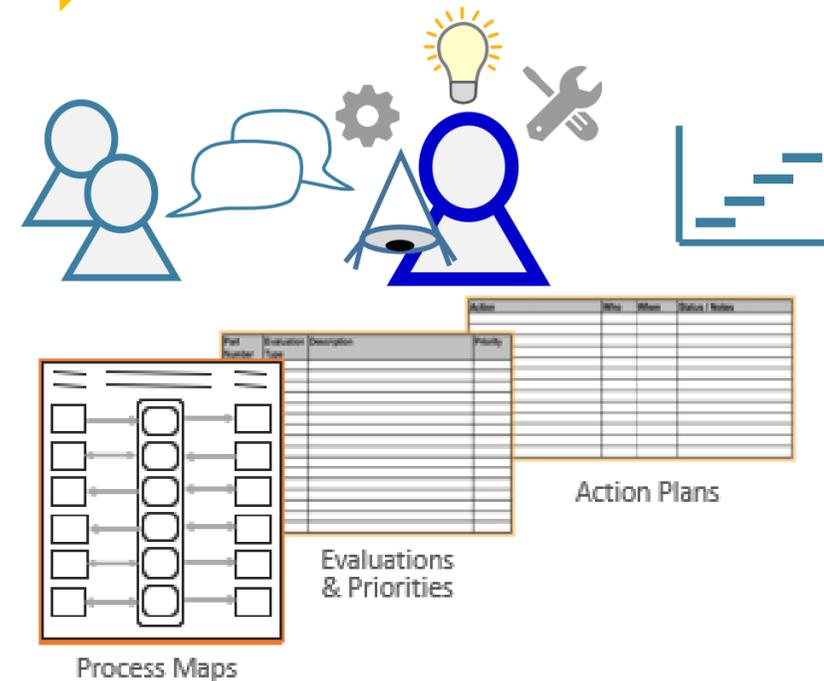
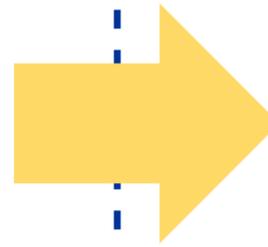
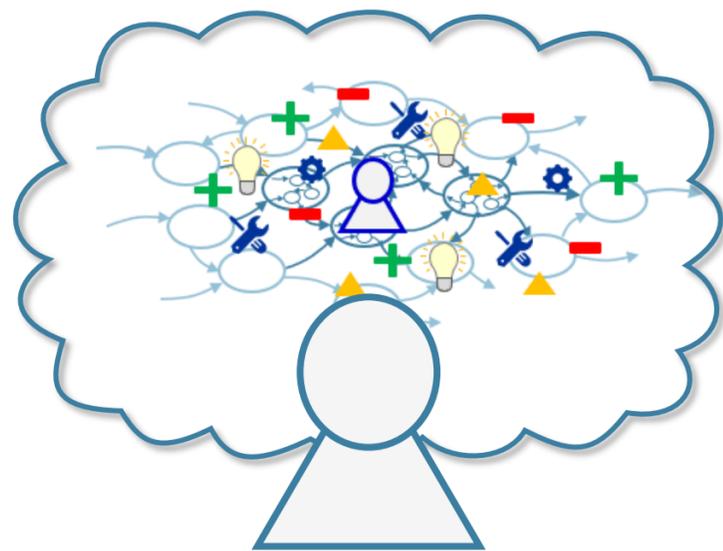
turns *performance* knowledge into *descriptive* knowledge, giving you greater ability to think and communicate about your job



Performance Knowledge View

Map Your Job!  
Creates Stronger  
Descriptive Knowledge

Descriptive Knowledge View



*Having stronger ability to think and communicate about your job greatly increases your capability to change your job*

**That's why: *Map Your Job!***

***Detailed instructions*** for how to use Map Your Job!  
the FREE, fast, effective and easy-to-use way  
to *map, evaluate and find actions to improve*  
your job, your team members' jobs, or ANY job,  
can be found at this link:

[howtomapyourjob.com](https://howtomapyourjob.com)

More details, including software that automates many of the steps in the manual method, can be found at these sites:

[actionmap.com](https://actionmap.com)

[support.actionmap.com](https://support.actionmap.com)

If you like the manual method, you can sign up for a **free trial of the software** (and cancel when the free trial is over) to **accelerate and expand how you**

**Map Your Job!**

Thanks for viewing!

© 2020 ActionMap Inc.

Map Your Job™ is a service mark of ActionMap Inc.