



Create Mattering at Work

Supervisor Worksheet

Feeling significant is a basic human desire and a critical factor for mental, emotional, and physical well-being in life, school, and work.

Powerfully, we can learn to create experiences of mattering for others.

Creating mattering is a *skill* that must be *practiced*.

Use this worksheet to follow along with the session to build your mattering skill set.

Mattering Defined

Mattering is the belief that we're a significant part of the world around us that comes from **feeling valued** and **adding value**.

The desire to matter to others is a survival instinct, a basic need, and a universal longing.



What It Means to Matter

Mattering arises from three experiences: Feeling **Noticed**, **Affirmed**, and **Needed**.



NOTICED

People feel *seen*
and *heard*.



AFFIRMED

People see how
their unique
strengths make a
unique difference.



NEEDED

People feel relied
on, indispensable,
and essential.

Notes:



Reflect | Moment of Mattering

Think about *the* moment in your work when you *most* believed you mattered to someone else. Be specific. What happened? What was said? What did it feel like?

A large, empty, rounded rectangular box with a dashed orange border, intended for writing a reflection.



Act | The Practice of Noticing

Noticing is the deliberate act of paying attention to the details, ebbs, and flows of people's lives and offering an action to show them you see them.

Think of the people you see, work with, or talk with daily. List 2-3 people you need to notice more. What is one action you can take to help each of them feel more seen or heard?

A large, empty rounded rectangle with a dashed orange border, intended for writing the response to the prompt.



Act | Purposeful Affirmation

Real affirmation is showing people how their unique strengths make a unique difference. Who needs to be shown the difference they make? Use the below guide to give them purposeful affirmation.

Situation:

Behavior & Strengths:

Impact:

Act | “If it wasn’t for you...”

Feeling needed means feeling relied on and indispensable. Who in your work do you rely on? Write them an “if it wasn’t for you...” statement.

If it wasn't for you...



CREATE MATTERING SELF-ASSESSMENT

1 – Never 2 – Rarely 3 – Sometimes 4 – Frequently 5 – Always

Considering your current leadership approach, score the following statements using the above scale (1-5). Be honest.

1. _____ I ask about and remember the details of others' lives, such as their full name, who their family and friends are, their values, interests, and their personal goals and aspirations.
2. _____ I make it a point to remember and check in on others' personal details during routine, regular conversations.
3. _____ I ask others for their opinion, share with them that their opinion is valued, and follow up to ensure they feel heard.
4. _____ I notice the ebbs and flows of people's moods, and when I sense someone may be struggling, I inquire about it and offer an action to help.
5. _____ I notice and show appreciation daily for others' small, everyday acts.
6. _____ I make sure I know and can name others' unique strengths.
7. _____ I regularly show others how their unique strengths make a difference for myself or others.
8. _____ I express specific verbal gratitude for others and their contributions.
9. _____ I acknowledge others' efforts and achievements.
10. _____ I go out of my way to enhance others' well-being and future.
11. _____ I tell others how I rely on them.
12. _____ When others are gone/absent, I tell them I miss them.



13. _____ I regularly show people what they make possible for me or my team/organization.
14. _____ I try to make it easy for others to share their feedback, ideas, mistakes, and failures with me.
15. _____ I ask others for help.

SCORING

Add up items 1-5; this is your total for the mattering component of NOTICED.

NOTICING: _____ (total) / 25

Add up items 6-10; this is your total score for the mattering component of AFFIRMED.

AFFIRMING _____ (total / 25)

Add up items 11-15; this is your total score on the purposeful culture element of NEEDED.

NEEDING: _____ (total / 25)

Reflect | Assessment

What dimension of creating mattering did you score highest in? What is one deliberate practice you will continue doing?

What dimension of creating mattering did you score the lowest in? What is one deliberate practice you can implement?



Mattering Audit

Consider the people you see or work with daily. Write down what you currently do to Notice, Affirm, or show them how they're Needed. If nothing, leave it blank. Next write what you will commit to doing. If you lead a large organization, you can also replace "Name" with "Team" to assess employee groups.

NAME/GROUP	NOTICED	AFFIRMED	NEEDED
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:



NAME/GROUP	NOTICED	AFFIRMED	NEEDED
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:
	Current practices: Committed practices:	Current practices: Committed practices:	Current practices: Committed practices:



TEAM/ORGANIZATIONAL ASSESSMENT ITEMS

1. _____ My leader asks about and remembers the details of my life.
2. _____ My leader makes it a point to remember and check-in on my life during routine, regular conversations.
3. _____ My leader asks me for my opinion, shares with me that my opinion is valued, and follows up to ensure I feel heard.
4. _____ My leader notices when I'm struggling and offers actions to help.
5. _____ My leader notices and shows appreciation daily for my small, everyday actions.
6. _____ My leader knows and can name my unique strengths.
7. _____ My leader regularly shows me how my unique strengths make a difference.
8. _____ My leader expresses verbal gratitude for what I do.
9. _____ My leader acknowledges my efforts and achievements.
10. _____ My leader goes out of his/her way to enhance my well-being and future.
11. _____ My leader tells me he/she relies on me.
12. _____ When I'm not here, my leader tells me I'm missed.
13. _____ My leader shows me what I make possible for him/her and the organization.
14. _____ My leader makes it easy for me to share feedback, ideas, mistakes, and failures.
15. _____ My leader asks me for help.



SCORING

Add up items 1-5, this is your total for the mattering component of NOTICED.

NOTICING: ____ (total) / 25

Add up items 6-10, this is your total score for the mattering component of AFFIRMED.

AFFIRMING ____ (total / 25)

Add up items 11-15, this is your total score on the purposeful culture element of NEEDED.

NEEDING: ____ (total / 25)