



Purpose Audit Worksheet

Find a quiet hour. Be brutally honest with yourself. This is for your eyes only. Think not just about your job, but about your roles, projects, and activities across life.

This worksheet is designed to help you uncover what truly matters, identify where you're aligned, and chart a path forward. There are no right answers, only your answers. Let's begin the journey to clarity.

Part 1: Core Discovery 3 What Matters to You?



Energy Audit

What gives you life? What drains it?



Values Identification

What principles guide your decisions?



Strengths & Gifts

What comes naturally to you?

Energy Audit

In the last month, what three tasks or activities left you feeling energized, in "flow," or deeply satisfied?

- Example: "Mentoring a junior colleague"
- Example: "Solving a complex technical problem"
- Example: "Organizing a community event"

What three tasks or activities consistently drain you or feel misaligned?

- Example: "Long administrative meetings"
- Example: "Public speaking on shallow topics"
- Example: "Working in complete isolation"

Values Identification

From the list below, circle 5–7 core values that are non-negotiable for you. Feel free to add your own.

Authenticity " Mastery " Impact " Freedom " Security
Creativity " Connection " Growth " Justice " Harmony

Leadership " Innovation " Service " Collaboration "
Recognition
Adventure " Balance " Compassion " Reliability "
Curiosity

Rank your top 3:

1.

2.

3.

Strengths & Gifts

What are you unusually good at?

Think about skills others acknowledge. What do people consistently ask you for help with?

What do you uniquely enjoy doing that others find difficult?

This is often a clue to a hidden gift4the intersection of capability and genuine pleasure.

Part 2: Current State Assessment 3 Where Are You Now?

Role & Project Mapping

Take stock of where you're investing your time and energy right now. List your key current roles (this includes your job title, but also other significant identities like Parent, Volunteer, Board Member, Side Project Owner, or Community Leader).


For each role, identify the 2–3 major projects or responsibilities currently occupying your attention. Be specific. Instead of "marketing," write "Q1 product launch campaign" or "rebuilding the email nurture sequence."

Role	Major Projects/Responsibilities
Example: Product Manager	1. Roadmap planning for Q2 2. Customer feedback synthesis 3. Cross-functional team coordination

Alignment Scoring

Now comes the honest part. For each major role or project you listed above, rate yourself on a scale of 1–10 across three dimensions. Don't overthink it (your gut reaction is often most accurate).

01	02	03
Strength Utilization	Values Alignment	Purpose Contribution
How much does this utilize my strengths? (1 = Not at all, 10 = Constantly)	How aligned is this with my core values? (1 = Opposes them, 10 = Fully embodies them)	How much does this contribute to a larger purpose I care about? (1 = Feels pointless, 10 = Deeply meaningful)

 **Quick Insight:** Add up the scores for each role/project. Which has the highest total? That's where you're most aligned. Which has the lowest? That's where the friction lives.

Part 3: Gap Analysis & Insight

The Disconnect

Looking back at your high-energy activities and top values from Part 1, what is most conspicuously missing from your primary work and roles right now?

Maybe you thrive on deep collaboration, but you're stuck in solo work. Maybe you value creativity, but your days are consumed by process and compliance. Name it clearly.

"The gap between who we are and what we do is where burnout lives."

Action Question:

What is one small, recurring task that feels misaligned that you could delegate, eliminate, or redesign this month?



The Bright Spots

Not everything is broken. Even in misaligned seasons, there are usually "purpose pockets", small activities, conversations, or moments where things click. Maybe it's the 15 minutes you spend mentoring someone, or the hour you get to think strategically, or the project where your values shine through.

Identify Your Bright Spots

Where do you already feel aligned, even in small doses? Write down 2–3 examples.


Amplify What Works

How could you do more of that? Could you carve out an extra 30 minutes weekly? Could you formalize it? Could you bring that energy to another part of your work?

Part 4: Forward Motion 3 What Will You Do?

Purpose Statement Draft

Try to synthesize your insights into a rough draft statement. This isn't set in stone, think of it as a working hypothesis about your purpose. You can refine it over time.

 **Format:** "My purpose is to use my [strength] to [action] for [audience/outcome] in a way that aligns with [value]."

Example: "My purpose is to use my clarity and strategic thinking to simplify complex information for my team, in a way that aligns with growth and mastery."

Your Draft:

Actionable Experiments (Next 90 Days)

Purpose isn't found in a single moment of insight, it's refined through experimentation. Commit to four small, low-risk experiments over the next three months.

Start

What is one small, aligned activity you can add or increase?

Example: "Have one 'growth' conversation per week with a team member."

Stop

What is one misaligned activity you can reduce or delegate?

Example: "Say no to one meeting that lacks a clear agenda."

Adjust

How can you reframe or tweak an existing task to better fit your purpose?

Example: "Connect my monthly report to the broader impact on the customer."

Explore

What is one thing you can learn or try to explore your purpose further?

Example: "Take a short course on X," "Schedule an informational interview."

Stewardship

Purpose work is ongoing, not a one-time event. Build in systems to keep yourself honest and connected to these insights.

Schedule Your Next Check-In

When will you do a mini-audit again? Put a date in your calendar for 3–6 months from now. Treat it like a doctor's appointment for your purpose.

Date: _____

Accountability Partner

Who is one person you can share a key insight or action with? Someone who will check in and ask how it's going?

Name: _____

Final Reflection

What is the single most important truth you now see?

Looking at your completed audit, the energy patterns, the values, the alignment scores, the gaps, the bright spots, what stands out most clearly? What have you been avoiding or denying? What possibility is now visible that wasn't before?

This isn't about having all the answers. It's about seeing one truth more clearly than you did an hour ago. Write it down here. Make it real.

"Clarity doesn't come from finding your purpose. It comes from removing everything that isn't your purpose."

 **Your Truth:**

This audit is a beginning, not an ending. You now have a map. The work ahead is to walk the path, one experiment, one conversation, one aligned choice at a time. Be patient with yourself. Purpose unfolds in seasons, not in moments. Welcome to the next chapter.