***Player's Instructions* for Strength Envelopes**

***Group Activity***

**Prepare your envelope.** Write your name on the face of the envelope (where you would usually write the address). Write the name in big block letters. You don't need to write your address.

**Exchange envelopes.** Pass the envelope to the person on your left. Receive the envelope from the person on your right.

**List strengths.** You have 3 minutes to complete the next task. Think of the person whose name is on the envelope you received. Think of three or more strengths of this person. (See below for a list of strengths from which you may choose appropriate ones.) For each strength, come up with a couple of specific examples of how you have seen the person use the strength in action. Briefly write the strengths and examples on a piece of paper.

Here's an example:

Strength: Reliability

This strength in action:

1. You promised to deliver the regional sales report on May 17th. Most of us expected you to ask for an extension because the deadline date was very tight. However, you delivered a high-quality report on the promised date.
2. When people ask questions during staff meetings, you give detailed answers. The information you provide is always accurate and up to date.

**Exchange the envelopes again.** At the end of 3 minutes, fold the paper and put it inside the envelope. Do not seal the envelope. As you did at the beginning of the game, pass this envelope to the person on your left and pick up an envelope from the person on your right.

**List strengths again.** Do not open the envelope. You have another 3 minutes to repeat the process writing down at least three strengths (along with appropriate examples) of the person whose name is on the face of the new envelope.

**Stop the activity.** Repeat the process of exchanging envelopes and recording three or more strengths of the person. Continue doing this until you receive the envelope with your own name. This concludes the group activity.

***Individual Activity***

**Work alone.** Collect your envelopes with the strength statements inside. Retire to a convenient location and process the information. (Later, if you want to share the information you may do so with one or more of your friends. But right now, process the information all by yourself.)

**Do it yourself.** Before you open the envelope and read the statement, prepare a list of strengths that you feel you have.

**Bask in the positive feedback.** Open the envelope and read the strength statements from your colleague. Savor what the others think to be your strengths.

**Remember the Johari window (**[**http://en.wikipedia.org/wiki/Johari\_window**](http://en.wikipedia.org/wiki/Johari_window)**)?** Reflect on the following questions:

* Which of your strengths are recognized by most other people—and by yourself?
* Which strengths surprised you (because you never realized that you had them)?
* Which strengths did most people list?
* Which strengths are listed by only one person? What is about your relationship that makes this person perceive this unique strength?

**Create a self-portrait.** Make a list of your strengths. Use this information to create a verbal portrait of your reflected best self.

**Create your ideal job.** Figure out how to restructure your daily routine and your job activities so that you are able to apply your strengths more frequently and more effectively.

***List of Strengths***

|  |  |  |  |
| --- | --- | --- | --- |
| Accountability | Adaptability | Assertiveness | Boldness |
| Bravery | Calmness | Caring nature | Caution |
| Cheerfulness | Cleverness | Commitment | Confidence |
| Continuous learning | Courage | Creativity | Critical thinking |
| Curiosity | Dependability | Detachment | Dignity |
| Diligence | Discretion | Efficiency | Emotional intelligence |
| Energy | Enthusiasm | Equity | Extroversion |
| Fairness | Flexibility | Friendliness | Future-mindedness |
| Generosity | Gratitude | Helpfulness | Honesty |
| Hope | Humility | Humor | Idealism |
| Impartiality | Improvisation | Inclusiveness | Independence |
| Industry | Ingenuity | Integrity | Intelligence |
| Interpersonal intelligence | Introversion | Intuition | Kindness |
| Knowledge | Leadership | Listening skills | Logical thinking |
| Long-term focus | Loyalty | Maturity | Modesty |
| Neutrality | Objectivity | Open mindedness | Optimism |
| Organization | Originality | Patience | Perseverance |
| Perspective | Playfulness | Proactivity | Prudence |
| Quantitative skills | Realism | Reflective nature | Relaxed nature |
| Resiliency | Respect | Responsiveness | Self-assertiveness |
| Self-awareness | Self-control | Self-esteem | Sense of humor |
| Sense of priorities | Sense of purpose | Sensible nature | Service mentality |
| Simplicity | Sincerity | Social intelligence | Spirit of adventure |
| Spirituality | Spontaneity | Street smarts | Sympathy |
| Teamwork | Technical expertise | Tolerance for ambiguity | Trust |
| Truthfulness | Versatility | Warmth | Wisdom |
| Wit |  |  |  |