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TIME TO THRIVE
YOUR INTENTION-SETTING
WORKBOOK

THIS IS HOW WE THRIVE

- T** Tell Them Who You Are
- H** Handle Your Self-Doubt
- R** Redo Your Road Map
- I** Identify Your Champions
- V** Venture And Be Visible
- E** Embrace Your Resilience

STEP 1 - WHAT DO YOU WANT?

“I want to thrive at my job because . . .”

STEP 2: TELL THEM WHO YOU ARE

Who are you?

What would people assume when they look at you?

What do you want people to know about you?

STEP 3: HANDLE YOUR SELF-DOUBT

My self-doubt is preventing me from achieving ...

STEP 4: REDO YOUR ROAD MAP

What do you want to achieve by the end of today?

What do you want to achieve by the end of this month?

What do you want to achieve by the end of this year?

STEP 5: IDENTIFY YOUR CHAMPIONS

What skills or qualities do I bring to the table that would make someone want to champion me?

STEP 6: VENTURE AND BE VISIBLE

If I wanted to be more visible at work, what is one thing I could do differently starting now?

STEP 7: EMBRACE YOUR RESILIENCE

When you think of the times in your career that you have been the happiest, the proudest, or the most satisfied at work, what three values come to mind? For each value, share an accomplishment, memory, or experience that demonstrates why that value matters to you.

STEP 8: YOUR ELEVATOR PITCH

My field of expertise is:

One recent accomplishment I am proud of is ...

The reason I am proud of it is ...

TIME TO THRIVE TOOLKIT

READ



Start Here: [Owning Your Value in the Workplace](#)

Up Next: [The Right Way to Process Feedback](#)

Keep Going: [Embracing Vulnerability: The Heart of Authentic Leadership](#)

WATCH



Start Here: [The Art of Being Yourself](#)

Up Next: [Stop Searching for Your Passion](#)

Keep Going: [Forget a Mentor. Find a Sponsor](#)

LISTEN



Start Here: [Developing a Shared Vocabulary: Introduction to Othering, Bridging & Belonging](#)

Up Next: [Regaining Confidence](#)

Keep Going: [How to Master Small Talk \(Even if You're an Introvert\)](#)

CHANGE



Start Here: Watch Caroline McHugh's TEDx [The Art of Being Yourself](#) about your "true mirror". What would your true mirror show you?

Up Next: What would you want your champion to do for you?

Keep Going: Think about your retirement ceremony at the end of your career. What qualities would you hope others would highlight about you?

Michelle Silverthorn
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