



Practical Framework for Understanding Work Activities

This is a simple, high-level way to understand what we do in most professional environments:

1. Solve Problems (Reactive Work)

- Fix issues as they arise
- Debugging, firefighting, operational hiccups
- Keeps the system or process running smoothly

Value: Ensures reliability and quick recovery from failures

2. Do What's Asked (Responsive Work)

- Follow directions or fulfill tasks from higher-ups
- Deliver reports, features, documents, or actions that were explicitly requested

Value: Shows alignment, dependability, and ability to execute

3. Do What You Think is Useful (Proactive Work)

- Take initiative without being asked
- Build tools, automate tasks, create dashboards, suggest new approaches

Value: Demonstrates leadership, creativity, and long-term thinking

4. Help Others (Collaborative Work)

- Assist teammates, mentor juniors, share context, conduct reviews
- Participate in team rituals, pair programming, or documentation

Value: Strengthens the team, builds goodwill, and improves overall output quality

5. Upgrade Yourself (Learning Work)

- Read documentation, take courses, experiment with new tools, attend talks
- Improves future performance, adaptability, and decision-making

Value: Future-proofs your career and enables you to contribute more effectively

Summary:

Type	Description	Mode	Value
Solve Problems	Fix what's broken	Reactive	Stability
Do What's Asked	Deliver what was requested	Responsive	Execution
Do What's Useful	Add value through your own ideas	Proactive	Growth & Innovation
Help Others	Support team members	Collaborative	Team Strength & Trust
Upgrade Yourself	Learn and improve your capabilities	Development	Long-Term Capability

This covers the full scope of meaningful work—without overcomplicating things.