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Business

EPI

Cheat Sheet

Finally!
Expert Shares Secrets
to Working with
Younger Generations

Featuring Jon Sheppard

By Rob Levin, Creator of [Greattalentpodcast.com](https://greattalentpodcast.com)
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Now that you've tuned into the first episode of Great Talent, Great Business, it's time to take the next step. Reflect on the insights you've just heard, explore new ideas, and start turning them into strategies that enhance communication, collaboration, and innovation across generations in the workplace.

Section 1: Generational Judgment Quiz

Jon discussed how different generations can often be judgmental of one another. Choose one generation that has different qualities, needs, and expectations, and list **2–3 differences** you've observed.

1.

2.

3

Section 2: Reflecting on Generational Differences

Jon explained that each generation in the workplace has unique qualities, needs, and expectations. List one **positive** quality you associate with each of the five generations:

- Traditionalists (75+):
- Baby Boomers (61 – 74):
- Gen X (45 – 60):
- Millennials (29 – 44):
- Gen Z (28 – 13):

Think about a time when you experienced generational miscommunication in the workplace. What was the situation? How could better communication have improved the outcome?

Section 3: Setting Expectations

Rate yourself from **1 to 5** on how clearly you explain things at work..

- 1 – Often unclear
- 2 – Sometimes confusing
- 3 – Decent, but room for improvement
- 4 – Usually clear
- 5 – Very clear and adaptable

How can you improve? Write one way to explain things more effectively.

***Example:** I rated myself a 3 because I tend to over-explain and lose people's attention. To improve, I'll keep my explanations shorter and check in to see if my colleague needs more details before continuing.*

Section 4: Building Work-Life Rhythm

Jon introduced the concept of **work-life rhythm**—the idea of integrating work and life in a way that aligns with your values and goals.

How does your job align with your values, and what does work-life rhythm mean to you? **List three changes** you could make to create a better balance between work and life—for both yourself and your team.

1.

2.

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