

## Understanding Yourself

Take 5 minutes to respond to the following questions in order to gain a better understanding of yourself.....at work and beyond. Your answers will provide insights into strengths and help you formulate career goals.

Question	Notes
1. What are my professional goals and my personal goals? Do they conflict with one another?	
2. What is my general disposition and view of the world?	
3. Do I prefer to look at just an overview or do I prefer to focus on the details?	
4. What are the areas in which I excel?	
5. What are the areas that I need to improve the most?	
6. What elicits a strong emotional reaction from me?	
7. How do I communicate with other individuals?	
8. Do I perform better when my manager is directly involved in my day-to-day activities and projects or when my manager is less involved?	
9. How can I align my wants and needs with those of my manager so that we are both satisfied?	
10. In what ways does stress affect my personal performance?	

**Now that you have answered the questions above, take the time to ask someone in your life if they agree. Consider having a conversation with: a family member, your spouse, significant other, best friend at work ... or supervisor.**