



If the process you use is working for you that is great. However, if you are finding that you could make improvements related to your current or future career/job goals, consider the strategies on this checklist and start to incorporate them. No matter how smart we are, we can all benefit from other perspectives and insights.

Through understanding your decision-making style and determining areas in need of improvement, you can understand key self-awareness elements.

Choose the approach that best describes you.

- I set goals for myself and the things I want to improve, and I try to reach all or some of my goals, but generally do not
- I set goals for myself and the things I want to improve, and generally do reach my goals
- I never set goals to improve myself
- I rarely set goals to improve myself
- I set goals, but rarely follow-up on them
- I set goals, but don't usually achieve them

How you decide to set and reach goals is mostly you. Big goals are fine and sometimes we complete. But we all can continue to grow and learn and moving forward in small steps. Take a look at the list follows.

- 1. *Review the list. Put a "1" for anything on the list that you improved in some way during the year. Put a "2" for anything on the list that you improved a lot.*

_____ Managing my time

_____ Budgeting my money

_____ Finding ways to learn subjects that are hard for me

_____ Helping others

_____ Being more punctual at work; getting there on time

_____ Working with others whose backgrounds are different than mine

_____ Doing my work and meeting deadlines

_____ Leading others on projects or activities

_____ Finding ways to work well with others

- Now that you have checked off the areas you improved, pick three improvement goals from the list that you would like to continue to improve and/or add a new goal.
- Write a short plan for each goal that says how you will improve. Remember small steps work.

Improvement Goal	Steps I Will Take to Improve

E

IDENTIFYING MY ACTION STEPS

Write three for each category in the provided. You can use the Update sections later.

Strengths	Weaknesses
1	1
2	2
3	3
Update 1: Date:	
1	1
2	2
3	3
Update 2: Date:	
1	1
2	2
3	3

ACTION STEPS PROGRESS

Action	Status	What I Have Done	What I Still Need to Do	Time Frame
1				
2				
3				
1				
2				
3				
STRENGTHS				
WEAKNESSES				