

I do my job well

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I am a high performer. I consider the welfare of the team. I align myself with my boss's management style and priorities. I anticipate their needs.

I communicate effectively. I listen attentively in meetings and informal discussions. I express appreciation and gratitude. I speak with confidence. I share information and encouragement.

I welcome feedback. I ask others for their input. I accept constructive criticism gracefully. I am open to different opinions and perspectives.

I continue learning and training. **I develop my skills and increase my knowledge.** I take business courses online and at local universities. I participate in employee training and development sessions. I mentor and teach others.

I stay calm under pressure. I persevere through obstacles and meet deadlines. I resolve conflicts and promote harmony. I think positive and demonstrate enthusiasm.

I focus on the quality of my work. **I deliver outstanding results.**

I take initiative. I volunteer for new assignments and additional work. I take worthwhile risks. I look at the big picture and make concrete proposals that can benefit my company.

I remain balanced. I recognize and respect my limits. I set realistic goals. I take breaks throughout the day and use my vacation days. **I take care of my mental and physical wellbeing.** I fulfill my personal and professional responsibilities.

Today, I exceed expectations at work. I earn trust and respect. I create value for my employer and advance my career.

Self-Reflection Questions:

1. What are my main professional goals for the short and long term?
2. What can I do to strengthen my communication skills?
3. How satisfied am I with my work-life balance?