

# My career is on track

## **My career is on track.**

My professional life is satisfying and successful.

**I develop a strong and diverse network.** I make new contacts and stay in touch with former coworkers and bosses.

I collaborate with my team. I add my personal skills and experience. I focus on common goals and share credit. I contribute to meetings. I show up prepared and on time. I help keep discussions on track.

I continue learning. I sign up for training sessions and earn certifications online. I read industry magazines and newsletters. I increase my knowledge and skills.

**I communicate effectively.** I am tactful and direct. I listen to others and try to see situations from their perspective. I exchange constructive feedback and encouragement.

I build an effective online presence. I maintain a positive and professional image. I participate in forums and write articles in my areas of expertise.

I teach and mentor others. I reach out to new hires and interns. I try to understand others' needs and support them in making career decisions. I share my story and generate ideas.

**I demonstrate leadership.** I strive to be a role model who can motivate and inspire others. I embrace change. I work on my emotional intelligence and think strategically.

Today, I excel at my job and advance my career. I meet and exceed expectations. I enjoy my work.

## **Self-Reflection Questions:**

1. How can I encourage others to give me more feedback?
2. How does working remotely affect my productivity and engagement?
3. Why is it important to have a professional development plan?