

My work hones my skills

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Developing my professional skills increases my job satisfaction. I stimulate my mind and add value to my company. I position myself to advance and take on more challenges.

I assess my skills to identify my strengths and areas where I want to grow. **Even if I struggle with a particular skill today, I have the potential to master it through determination and effort.** I consult with experts who can guide me, and seize opportunities to gain new knowledge and experiences.

I break my skills down into categories.

Communication skills help me to build constructive relationships at work and find support for my ideas. I listen attentively to others and express my interest in what they have to say. I ask open-ended questions that clarify complex issues. I speak directly and respectfully.

Technical skills help me to do my job efficiently and effectively. I volunteer for training on the latest software in my

industry. I research innovative solutions and stay on top of breaking trends.

Leadership skills enable me to encourage others and contribute to society. I network vigorously. I connect with thought leaders in my field. I coach the employees who report to me and offer constructive feedback to each of my colleagues. I brighten the office with my enthusiasm.

Today, I look at my job description from a new angle. I approach each task in a way that sharpens and expands my skill set.

Self-Reflection Questions:

1. What are my 3 most valuable career skills?
2. How can I use my job to enhance my communication skills?
3. What skills do I need to work on to reach my career goals?