Managing yourself & Professional Development plan

1. Know your strengths – way to discover this is through feedback analysis when you make a key decision or take a key action, write down what you expect to happen. Then 9-12 months later compare your expectations with what actually happened – used by John Calvin and Ignatius of Loyola.

2. Work on improving your strengths – feedback analysis will rapidly show you where you need to improve skills or acquire new ones.

3. Discover where your intellectual arrogance is causing disabling ignorance and overcome it.

4. Remedy your bad habits – things you do or fail to do that inhibit your effectiveness and performance

5. Be civil – manners are the lubricating oil of the organization (please, thank you, respect to everyone)

6. How do you perform?

a. am I a reader or a listener – Eisehower

b. how do I learn?

c. Do I perform well under stress or do I need a highly structured and predictable environment

d. Do I work best in a big organization or a small one?

e. Do not try to change yourself, you are unlikely to succeed, but work hard to improve the way your perform

7. What are my values?

a. use mirror test – what kind of person do I want to see in the mirror each morning?

b. Does your organization mirror your values or incompatible?

8. Where do I belong? Successful careers are not planned. They develop when people are prepared for opportunities because they know their strengths, their method of work and their values.

9. What should I contribute?

a. what does the situation require?

b. Given my strengths, my way of performing, and my values, how can I make the greatest contribution to what needs to be done?

c. What results have to be achieved to make a difference?

d. The results should be hard to achieve (using stretching), but be within reach; results should be meaningful; results should be visible and measurable.

10. Take responsibility for relationships.

a. know strengths, performance modes, and values of your coworkers.

b. Take responsibility for communication.