

“DEVELOPING an EFFECTIVE WORKING RELATIONSHIP GUIDE”





TIME WASTERS

Please read the “Time Wasters” section of your report.

Time wasters are determined by your behavioral style. Through your life experience you may have already employed methodologies for managing one or more of these. Please select the time wasters that still need to be managed or that you need assistance with.

Which Time Wasters are impacting your performance the most? Choose 2.

1. _____
2. _____

Give a real life example of each.

What would the value be for you in overcoming each time waster?

How could your manager help you overcome these time wasters?



AREAS FOR IMPROVEMENT

Please read the “Areas For Improvement” section of your report.

List 2 areas for improvement that may be keeping you from getting what you want. Under each limitation, list actions you intend to take to minimize these areas.

Some of these areas of improvement/limitations may already be known to you. If so, feel free to list ways you have overcome them.

Identify 2 or 3 job-related areas and the benefits you will receive once you have improved.

Area: _____ Benefit: _____

Area: _____ Benefit: _____

Area: _____ Benefit: _____

List some people who can help you to improve these areas? How can they help?

1. _____

2. _____

3. _____



IDEAL ENVIRONMENT

What are the most important statements, no more than three, from this section?

1. _____
2. _____
3. _____

Are these present in your current work environment? How does this impact your performance?

Where/when do you work best and with what type of people?



KEYS TO MOTIVATING

What are actual ways to keep you engaged and motivated personally or professionally.

Does your manager understand and apply these techniques with you? Explain.

If your manager started to utilize these techniques, what impact would this leave on your performance?



KEYS TO MANAGING

What are the most important statements, no more than three, from this section?

1. _____
2. _____
3. _____

Does your manager understand and apply these techniques with you? Explain.

If your manager started to utilize these techniques, what impact would this have on your performance?

What can others do to help you reach your goals personally or professionally?
