**Understanding Yourself**

Take a few minutes to answer the following questions in order to gain a better understanding of yourself…at work and beyond. Your answers will provide insights into strengths and help you formulate career goals.

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| **Question** | **Comments** |
| 1. What are my professional goals and my personal goals? Do they conflict with one another? |  |
| 1. 2. What personal qualities do I view as my strengths? |  |
| 3. Do I prefer to look at just an overview or do I prefer to focus on the details |  |
| 4. What are the areas in which I excel? |  |
| 5. What are the areas that I need to improve the most? |  |
| 6. What elicits a strong emotional reaction from me? |  |
| 7. How do I communicate with other individuals? |  |
| 8. Do I perform better when my manager is directly involved in my day-to-day activities and projects or when my manager is less involved? |  |
| 1. 9. When have I been most inspired or most motivated? |  |
| 10. In what ways does stress affect my performance? |  |