

Play to your Strengths! YOUR Owner's Manual

Questions to ask Yourself	Notes
<u>Step 1: Understand your strengths & weaknesses</u> • What do you love doing? What gives you energy? • What do you loathe doing? What drains your energy? • What do you believe you are amazing at? • What do you think you're world class at AND enjoy doing?	
<u>Step 2: Perception - Ask for feedback</u> Within the feedback you've already received: • What have people said you're particularly amazing at? • What resonated with you? • What didn't resonate? • How do you show up at work? What would your direct reports/peers/boss say?	
<u>Step 3: What do you value?</u> • What do you value in a great boss? A great colleague? • What pisses you off, and therefore can be considered something you value? • What triggers you?	
<u>Step 4: How do you like to communicate?</u> • Under what circumstances do you have the most effective conversations? • How do you leverage technology in your communication style? • What do you need to build trust? • What would allow you to engage in healthy conflict?	
<u>Step 5: Revisit (at least once per year)</u> • Take a look at what you've written and rewrite it. Things may or may not have changed - hopefully you've learned and grown. • Get feedback from your boss, peers you love and maybe one that you aren't working the best with right now - how does your manual reflect their experience of you?	