

Personal Reflection Exercises...

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It is easy for me to exceed expectations at work by constantly striving for excellence. I recognize that it is commonplace to get by with as little effort as possible in the workplace, which means that by investing *myself* in my job, I am bound to stand out from the crowd.

I have balance in my life and leave work at work for the sake of my family, friendships, and creative personal life. ***When I am at work, I give it my total focus.*** I set up my schedule and my workspace to minimize distractions so I can be as productive as possible.

It is a privilege to be employed and I respect that privilege by using my employer's resources effectively and efficiently.

I also stand out when I take advantage of self-improvement opportunities, both through work and outside of it. ***By continuing to learn and develop my skills, I enable myself to surpass my expectations.***

Self-Reflection Questions:

1. How do I exceed expectations at work?
2. Do I treat my time at work with the respect it deserves?
3. How am I taking advantage of the opportunity to learn and develop my skills?