

Effectiveness At Work

Our professional lives can provide positive emotions and the chance to grow and develop, yet we may sometimes be left doubting our ability to handle difficult situations.

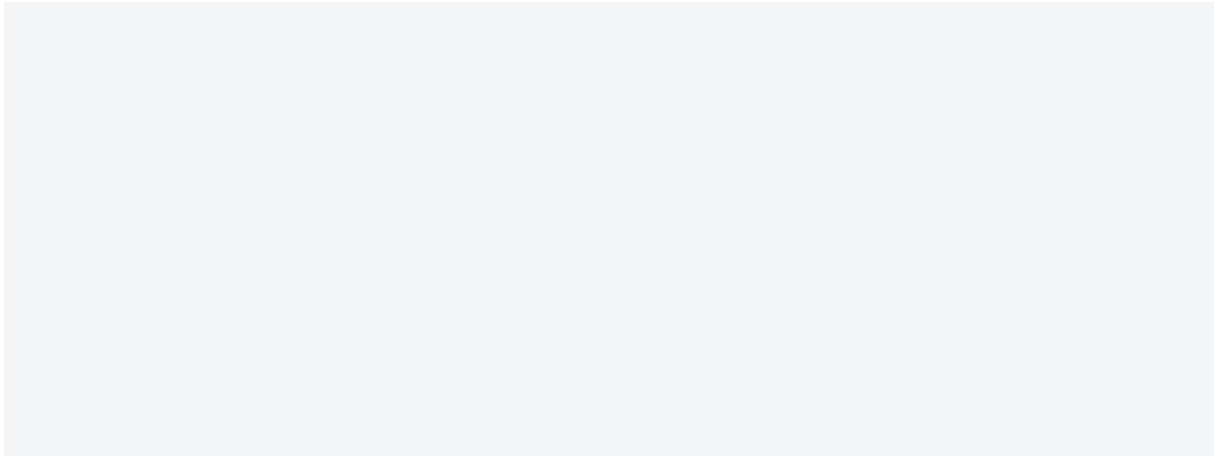
Use the following spreadsheet to check on how you manage your professional life and identify any learning or changes to put in place.

Describe a past work situation that caused you problems or difficult emotions?

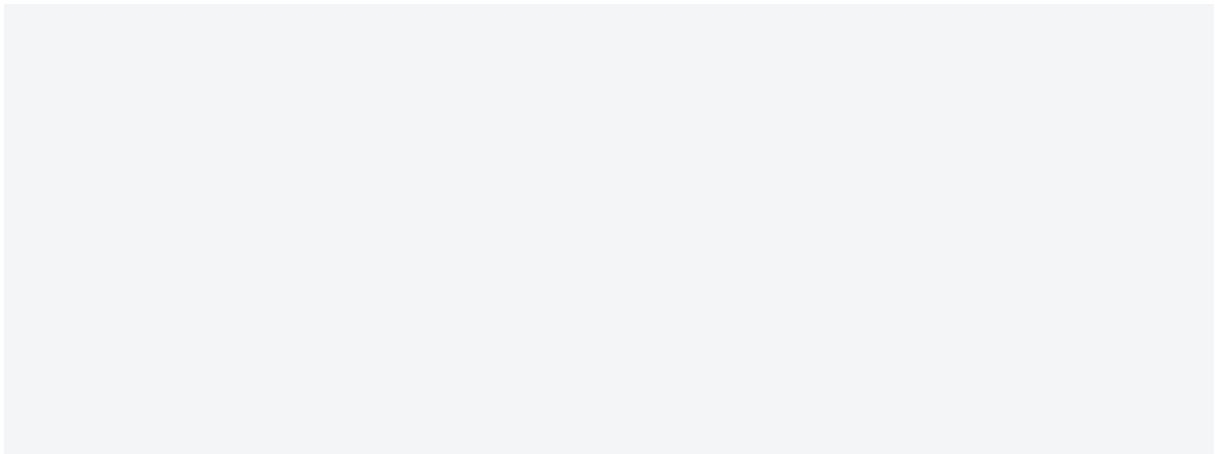
What was your part in causing or maintaining the problem?

What did you do to solve it?

What did it take you so long to act?



Now, looking back, is there anything you could have done differently?



Take the lessons learned from reflecting on past situations at work and use them when obstacles arise in the future.

Dr. Jeremy Sutton