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***S = Strengths:*** What you are doing well, including your assets, capabilities, and greatest accomplishments. Don’t be afraid to recognize and celebrate your strengths.

***O= Opportunities:*** External circumstances/changes that could improve communication, productivity, and overall workplace effectiveness and job satisfaction.

***A= Aspirations:*** individual goals; changes you will make that will allow you to be the type of person you want to be in the workplace.

***R=Results:*** The tangible, measurable items that will indicate when your goals and aspirations have been achieved.

1. What are my strengths, what’s working well in my life, at work and at home?
2. What opportunities are there for change, what isn’t working, what areas need improvement? What do I want/need to address to have a different experience in my work and life?
3. What are my aspirations, what do I want to put my time and energy into when I leave here?
4. What steps will I take to create results and when will I do it? (Will I enroll in a professional development course, will I take that cooking class I’ve always wanted to take, will I have that difficult conversations I’ve been putting off?). I suggest choosing 2-3 tangible and concrete goal to work towards.