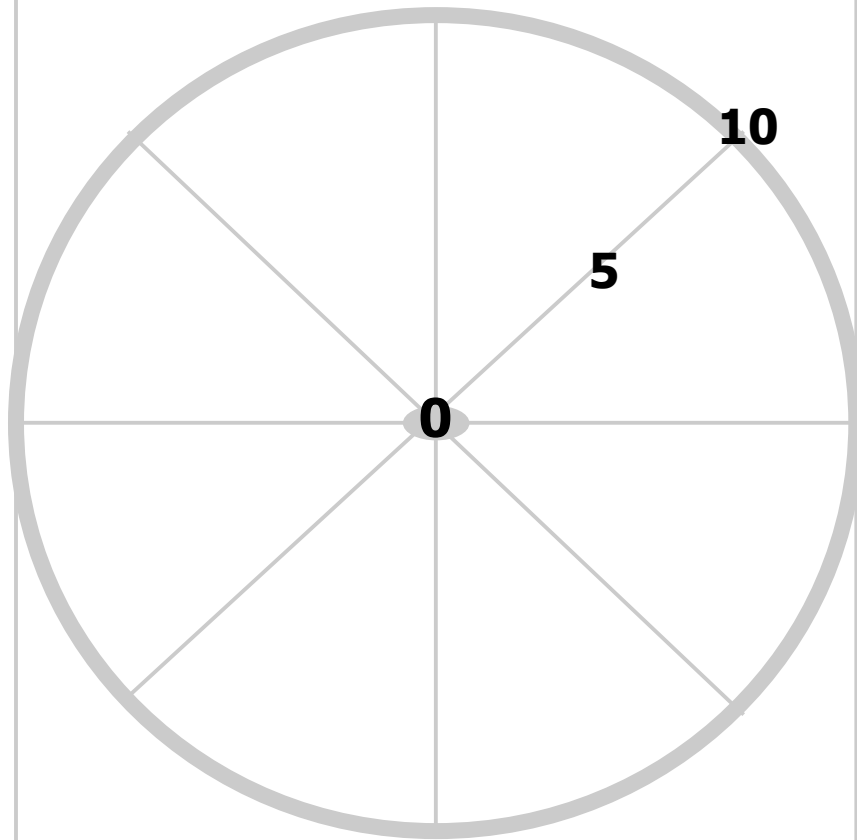


Professional Work Wheel

A. Label each segment with an appropriate heading relevant to your work.

- For example
- Time Management
 - Managing priorities
 - Handling of Email
 - My team performance
 - Relationship with peers or with clients
 - Clear about my role & duties
 - Add value in my role
 - On track with my career development
 - Business development
 - Excellence in project completion



B. How to score your level of satisfaction with aspects of your job performance.

Use a scale of 0 to 10 to assess your satisfaction level. On the wheel 0 is at the centre, 5 is at halfway and 10 is at the outer rim. Place a dot at the point where you think you are and then join the dots around the circle and notice the shape.

Is your wheel running smooth? In another colour mark where you'd like to be. Notice the areas which have the most pull on you.

∴ Choose one area that you would like to improve immediately such that when you take action you alter the balance across the entire wheel.

The area is _____

My desired outcome in this area is? _____

Do I need to ask for help, or to upgrade my skills, change my beliefs, have additional training or coaching or alter my environment to get this outcome? _____

I am committed to and responsible for taking the following action to increase my level of satisfaction.

In the short term my action is _____

In the medium term _____

In the longer term _____

By _____ I will have _____