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825 Basics Bulletin

Career
Knowledge • Empowerment • Freedom





Workplace Love Notes

Love notes make us feel happy, satisfied, maybe a little warm and fuzzy inside. Wouldn't it be nice to feel that way about your job? You can! Start writing down your daily high. When we say write down, we mean log it somewhere. You can type it in your calendar, send yourself an email, physically write it down on a wall calendar – just capture it somewhere so you can go back and read it later. A high could be something big like "Won the lottery today!" Or it can be something others might perceive as small like "Made it to Sonic in time for happy hour." Some days your high will be work related, "Finished CDE project," or "Made it through the meeting without getting frustrated," and other days it will be family oriented, "Got the kids to school on time." Some days it will be focused on your personal health and well being, "Ran 3 miles in 20 minutes," or could be oriented around something someone else did, "Got to copy machine and someone else was replacing the paper." Taking just a few minutes to reflect on your day and focus on the biggest highlight will alter your attitude in the short run. In the long run, you will create a data set to evaluate.

Looking back on your daily highs will give you a sense of accomplishment. It will bring a smile to your face. It will pick you up when you are having a bad day. But more importantly, it will provide you with a list of accomplishments to document on your performance review, resume or to use in your 1-minute introduction. The power of any data you collect is in identifying the trends. Next December as you look back on your 200+ daily highs, you'll notice trends about yourself. Were you very work focused at the beginning of the year, but more family focused toward the end of the year? Are all of your highs oriented around things others do for you, or things you do for others? Investing just a few minutes a day in yourself to become more aware of what makes you shine inside will yield an enormous amount of insight in the future. So, what was your high today?

**KNOWING Yourself
Creates Career EMPOWERMENT
And the FREEDOM to Reach for Your Dream**

825 Basics™

Exceeds Expectations

Take Control Of Your Performance Review

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Exceeds Expectations is an easy-to-read journey of step-by-step processes, exercises and personal stories resulting in a Performance Review Action Plan—a personal strategy designed for you to *Exceed Expectations* in both your performance review and your career. [Get your copy today!](#)

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