

Tool 3.2: Employee Checklist - Maximizing the Use of Your Strengths

Do you:

- Know your strengths?
 - List your top five strengths
 - How does each one help you perform effectively at work?
 - How could you use a strength in a new way?
 - Which one/s are underutilized?
 - How could you increase their use at work?
- Examine how to harness these strengths effectively at work?
- Determine the activities during which you experience “being in the flow?”
- Figure out how to calibrate each strength, depending on the situation?
- Make sure you “do what you do best” at work, every day?
- Set weekly goals, based on your strengths?
- Review your weekly accomplishments; how has the utilization of your strengths facilitated your success?
- Request projects/job tasks that align with your strengths?
- Ensure you have regular meetings with your manager to discuss your strengths?
- Create a role that utilizes your strengths every day?
- Recraft your job responsibilities to match your strengths?
- Ask your team members (and boss) to tell you when they’ve seen you at your best/when they’ve seen you use your strengths?
- Get to know the strengths of your colleagues?
- Have discussions with your colleagues to determine how you can best work together using each other’s strengths?

You are an employee too. Ensure you answer the questions in this section for yourself.