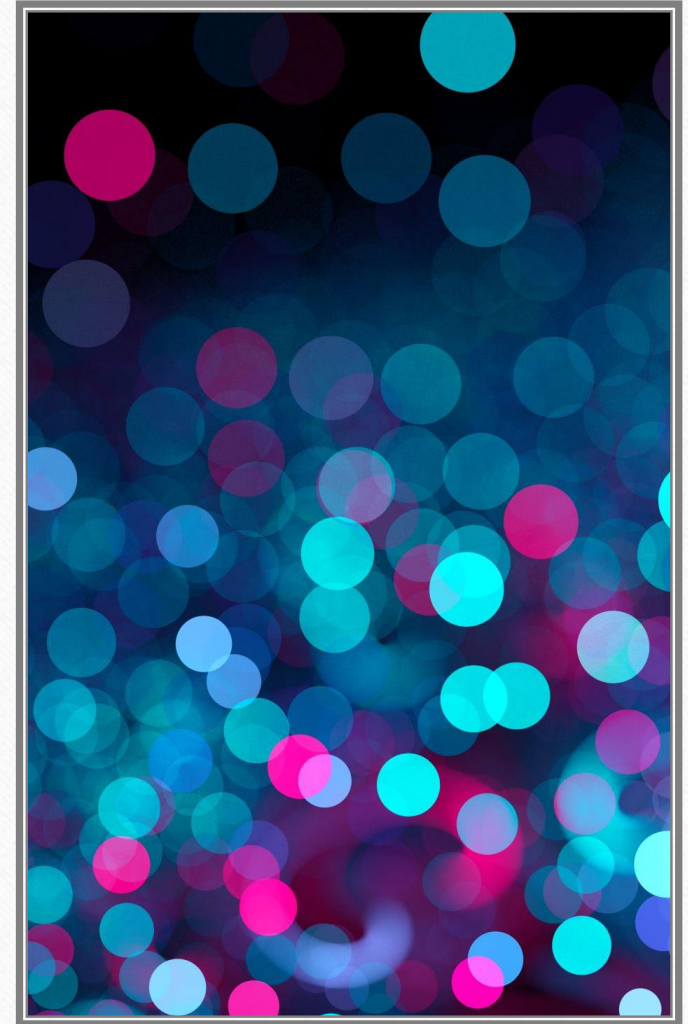


# Your assignment and work situation

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Individual reflection



## Your assignment

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- › Briefly describe your assignment?
- › Tasks - what do you do and how do you prioritise in your role?
- › What are your goals and how do you know you are doing the right things?
- › What important skills do you need in order to complete your assignment?



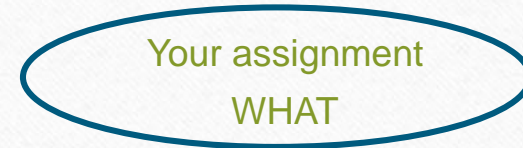
## You and your situation

- 
- › How do you perceive the possibilities of completing your assignment?
  - › Are there special conditions at the moment that affect your possibilities positively/negatively? External factors... and internal....? (obstacles/resources)
  - › What concrete challenges do you face right now and in the future?
  - › What happens to you and your role when you don't have optimal conditions?
  - › How do you handle a non-optimal situation?

## Summary. Write down for yourself

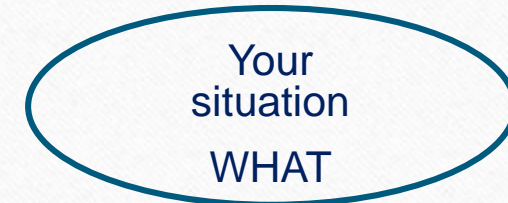
### A) Reflect on your assignment

- Describe the assignment your manager has given you
- Who are the stakeholders for your leadership and your function?
- What do you want to accomplish with your assignment? Goals?



### B) Describe your situation:

- What aspects of your situation will help you accomplish your assignment?
- Are there special conditions at the moment that adversely affect your situation?
- External factors... and internal....?
- How do you know you're doing the right things?
- What do you need from others (your manager, colleagues, mentor, rapporteurs, ...) to lead your work optimally



### C) Who you are as a leader:

- What kind of employee/leader do you want to be? What's important to you?
- What are your strengths?
- What are your development areas?
- Three great things you're already do to reach your goals
- Next steps?





## Discuss with your manager:

1. What's your assignment? What specifically do you do and how do you prioritise?
2. What aspects of your situation will help you succeed with your assignment?
3. Are there special conditions at the moment that affect your situation positively/negatively?
4. What personal resources/obstacles are helpful/unhelpful in your role?
5. What do you need from your manager and your colleagues for an optimal work situation?



You and your situation

3 problem areas you own and can change  
3 problem areas you can influence. Who and how?  
3 problem areas you have to learn to live with

---

• 1

■ 1

■ 1

• 2

■ 2

■ 2

• 3

■ 3

■ 3

# Strengths, ambition and development potential

1. Consider and fill in your boxes below
2. Discuss with your manager

In my role I am good at:

Want to do in the future:

Can but do not want to: (risk of lock-in?)

Can't but want to: (development potential!)



In my role I need to develop:

Risks I perceive in my role: