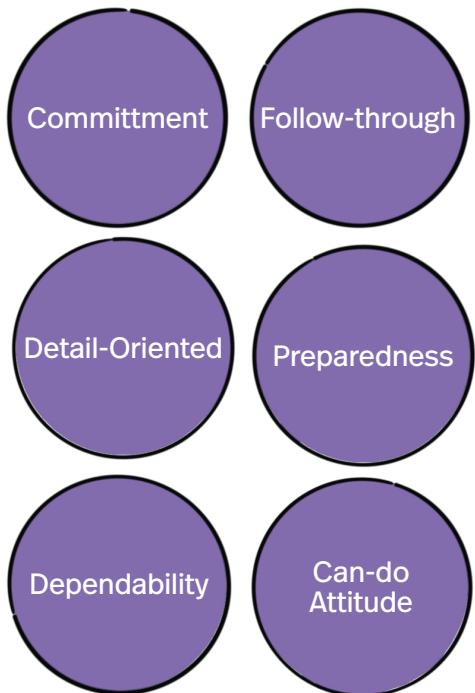




The Responsible Worker

SKILLS & STRENGTHS



VALUES & BELIEFS

- **SMART goals** (Specific, Measurable, Achievable, Relevant, Time sensitive)
- Clear work objectives and outcomes
- Role and work task clarity
- Effective project management
- Timelines and deadlines

RESPONSIBILITY IN THE WORKPLACE

SEE



Look for ways to improve effectiveness or efficiency at work

HEAR



If goals or objectives sound unclear, speak up.

DISCUSS



Share your project management skills with others to encourage collective success

DO



Do not do everyone else's job; share responsibilities and set boundaries

ADJUST



If things do not go according to plan, be part of a new solution