

### **Being at your best (weekly writing practice):**

Write down one of your positive qualities, and explain why it is a key strength of your best self and why it is valuable in your role at work.

○

Also write down something you think of as a weakness (a negative), BUT also write down some ways in which it could be seen as of limited impact, even amusing or endearing. Use the BUT formulation, ie "I..., BUT ...." Smile at your weakness!

○

Now reflect on the last week. Briefly write about 3 occasions during the week which you feel showed you at your best. For each situation, note down what you feel proud of doing well and explain the positive outcome(s) that resulted.

○

○

○

Lastly, consider your week coming up. Imagine you were writing next week's review of the week, and that this had been the perfect week - everything went as well as it could possibly have done and you performed at your best throughout the week. Describe one key moment in the week which sums up how perfect it has been. Note down the situation, what you did so well, and how it turned out.

○