

Name: _____

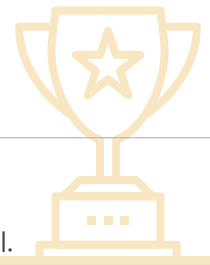
Date: _____

1 Think about your last week at work and take a mental inventory of the highs and lows you experienced. Try to think of three times in the last week when things weren't working - maybe you felt frustrated, stressed, like time was being wasted, or you wished you knew how to do something with more ease.

What skills or cross-training would have made your lows less... low? Write them in the first column, then continue across the remaining columns filling in the information for each. Work with your team at your next weekly meeting to find all learning resources available to you. Prioritize the skills you want to learn by assigning number 1 to the most important skill you should learn followed by 2, 3 and 4.

complete this column with your team

Skill / Cross-training	Priority	How will I apply this knowledge?	Available Learning Resources <i>(people, digital, print)</i>
1			
2			
3			
4			



2 Goals & Rewards

PRO TIP • A great way to set yourself up for success is to reward yourself each time you master a new skill.

I want/need to learn these new skills because:	I will reward myself when I master a new skill with:
	<i>e.g. a nice dinner or a personal item you'd like to treat yourself to. List more than one!</i>

3 On the next page, start planning a learning strategy for your first learning priority above. Bring both worksheets to your next team meeting.

Skill or Cross-Training:

When I'm finished learning this, what exactly do I want to be able to do?

STRATEGY / LEARNING STEPS

What concepts do I need to understand?

Once you can confirm that you've mastered it, mark it complete

- 1
- 2
- 3

What facts/information do I need to memorize?

Once you can confirm that you've memorized it, mark it complete

- 1
- 2
- 3
- 4
- 5
- 6

What process/procedure/movement do I need to practice?

Once you've adequately practiced it, mark it complete

- 1
- 2
- 3

Commit to learning!

Signature