



Personal Goals Statement

As a way of helping you thinking about your work goals and their relationships to the quality service you can provide to customers and co-workers, please answer the following questions.

List two things you'd like to learn that would make your job easier:

1. _____

2. _____

List two job-related skills you would like to improve:

1. _____

2. _____

List one work attitude you would like to change:

List one thing you could do to make your work environment more constructive or positive:

List one action you could take to improve your communications with others:

In one year, how would you like your job to be different than it is today?
