

**Instructions:** Read each question below then write your answer in the box. Then, read the 9 ways to take more initiative at work and brainstorm how these can apply to your goals.

Where do you see yourself five years from now and what will you be doing?

Where do you see yourself ten years from now and what will you be doing?

What is your dream career?

### 9 Ways to Take More Initiative at Work

- 1. Never stand still.**
  - Constantly search for new solutions and more effective approaches. Be creative!
- 2. Do more than is required of you.**
  - Try to do something extra all the time.
- 3. Think as a team member, not an employee.**
  - Corporate prosperity will lead to personal prosperity.
- 4. Speak up and share your ideas.**
  - There's always a need for fresh, powerful concepts. When you have an idea, share it!
- 5. Fake it till you make it.**
  - Always portray self-confidence – focus on your strengths.
- 6. Consider every opportunity.**
  - Always ask yourself, "What opportunities for growth can I carve out of this situation?"
- 7. Always be prepared.**
  - Aim to constantly grow as a person and professional – prepare yourself for success!
- 8. Be self-promotional.**
  - Believe that you can succeed and you will.
- 9. Ask too many questions.**
  - Observe everything that's going on around you. Be curious and ask questions.

Resource: <https://www.fastcompany.com/3037092/9-ways-to-take-more-initiative-at-work>