**Knowing Your Strengths**

Think of a time when you were using one of your strengths at work – a time when you were having fun and doing a great job.

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| 1. What information do you need to give your audience to set the scene? Where did you work, what job were you doing, who were your colleagues and customers, etc. Avoid jargon and acronyms. |
| 1. What was the challenge, problem or conflict you were facing? What was at stake? What would failure or success mean? |
| 1. What did you do to respond to this situation? |
| 1. What was the impact of your actions on your colleagus and customers? |