

Your Top Strengths Worksheet

Part 1. Your Signature (Top) Strengths or Strengths Roles

Instructions: Complete the table below with your Top Strengths or Top Strengths Roles (according to the assessment), as well as insights from your results report and your own reflection. If your report gives you more than 5 Top Strengths, pick 5 that you would like to focus on for this training.

Signature Strength/Role	At my best using this strength, I ...	What do I need to watch out for (i.e., blind spots) when using this strength ...	Support/Actions needed to be at my best with using this strength ...
Example: Responsibility	<ul style="list-style-type: none"> Take ownership of every project to ensure high quality output/outcomes. I am extremely reliable. Others can count on me and often turn to me for support. 	<ul style="list-style-type: none"> I tend to take on too much and get overwhelmed. I feel responsible for everything. I need to be more selective about what I take on. 	<ul style="list-style-type: none"> Delegate more. Divide up tasks with others and be clear about who's responsible for what. Say no to projects that are not aligned with our annual priorities. Negotiate deadlines if needed. Work with my supervisor to come up with clear metrics to know what's enough.

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Part 2. Reflection Questions

1. At work, what are your top responsibilities?

2. What are you known for at work?

3. How have your Signature Strengths supported you in your role, helped you be successful in the things you listed for Questions #1 and 2?

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Part 3. Action Planning

Instructions: Select 1 or 2 Signature Strengths/Strengths Roles that you could lean into more to increase your effectiveness at work. Create an action plan using the table below. Be specific in what, where, when, and how you are going to use your strengths.

Signature Strength/ Role	How might you use this strength more?	What support is needed?
Example: Relator	<ul style="list-style-type: none">• I can take more time to connect with my staff individually instead of just focusing on business. I will reserve the first 5-10 minutes of supervision to get to know them as people.• I will also reserve 10 minutes during team meetings for ice breakers.	<ul style="list-style-type: none">• I can solicit ice breaker ideas from my staff so that they feel a part of the process.