



Contents

1. Establish Personal Work Goals	7
1.1 Be a Positive Role Model in the Workplace through Personal Work Planning	8
1.2 Ensure Personal Work Goals, Plans and Activities reflect those of the Organisation.....	13
1.3 Measure and Maintain Personal Performance for varying Conditions, Contexts, and Contingencies.....	17
2. Set and Meet Own Work Priorities	23
2.1 Prioritise and Facilitate Competing Demands to achieve Personal, Team and Organisational Goals and Objectives.....	23
2.2 Use Technology to Manage Work Priorities and Commitments	28
2.3 Maintain Work-Life Balance and Effectively Manage Stress and Health.....	34
3. Develop and Maintain Professional Competence	43
3.1 Assess Knowledge and Skills against Competency Standards to develop Needs, Priorities and Plans	43
3.2 Seek Feedback from Employees, Clients and Colleagues to Identify and Improve Competence	45
3.3 Use Development Opportunities suitable to Personal Learning Style	49
3.4 Participate in Networks to Enhance Knowledge, Skills and Relationships	52
3.5 Identify and Develop New Skills to Achieve and Maintain a Competitive Edge.....	54
Glossary	59
Appendix: Activities	61
Case Studies	71