M.Y.M.
Personal Development Plan: 1
Skills to Make Your Mark

Skill 1: Self-Awareness & Personal Impact
How Will You Make Your Mark?

M.Y.M. Personal Development plans are designed to supplement the M.Y.M. Skills Assessment tool on DUST. Each plan will help you think about...YOU! You the team member. You the colleague. You the person unlike any other.

Use the following creative exercises to prompt insights about your qualities, talents, perspective and opportunities for growth. * What are your values and how do you act on them? How can you become more aware of your emotions and those of others, and how to navigate them in a work environment? Find out how with this Personal Development Plan for Self-Awareness & Personal Impact.

*Visit DUST to take the full M.Y.M. Skills Assessment

A Checklist for Self-Awareness & Personal Impact

It takes more than education and experience to be successful in your career and as a member of society. It takes emotional intelligence as well. This is the capacity to demonstrate awareness of one’s emotions and preferred work style, and ability to manage interpersonal relationships effectively.

I am...

☐ Aware of my unique strengths, capabilities, and limitations
☐ Aware of my own work style and preferences and how it affects my performance and others
☐ Aware of my core values and they are reflected in my actions and choices
☐ Willing to do the right thing even against opposition
☐ Able to recover and learn from setbacks and challenges
☐ Aware of and can manage my derailing tendencies and personality characteristics

I frequently...

☐ Reflect on my own actions and how they impact others
☐ Take responsibility for my own progress
☐ Hold myself accountable for my actions and their outcomes
☐ Seek out opportunities to learn new skills
☐ Ask questions when I do not know something
Exercise 1: Self-Reflection

Knowing your deeper self can lead to positive changes in your life. Take time to do some self-reflection. Using the sheet below, fill in self-identifying words for each of the categories.

**Personality:** ________________________________________________________________

**Stressors:** _________________________________________________________________

**Skills:** _________________________________________________________________

**Strengths:** ______________________________________________________________

**Interests:** _______________________________________________________________

**Pet Peeves:** ______________________________________________________________

**Values:** _________________________________________________________________

How can you use this information to improve interactions with others? ______________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What steps can you take to trouble shoot reactions to your Stressors & Pet Peeves? ______
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Exercise 2: 360 Round-about

Now that you have done some deeper self-reflection take a minute to learn more about how others perceive you. Create a quick online survey to share with those who know you best.

Ask questions such as:

• What behaviors do you believe are enhancing/limiting my potential?
• How do you feel when you’re talking to me?
  ▪ How would you describe me?
  ▪ What do you think I’m good at? What needs improvement?

You can use free online surveys such as Survey Monkey or Get Feed Back.

What did you learn?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How can you improve any negative perceptions?

________________________________________________________________________
________________________________________________________________________
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Exercise 3: Values Discovery

You can find more meaning and satisfaction in a career if it aligns with your values.

- Mark off all the values that are important to you in a career
- Record your Top 10 values; Your Top 5; Your #1 Value

<table>
<thead>
<tr>
<th>List of Career Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
</tr>
<tr>
<td>Adaptable</td>
</tr>
<tr>
<td>Analytical</td>
</tr>
<tr>
<td>Autonomy</td>
</tr>
<tr>
<td>Balance</td>
</tr>
<tr>
<td>Belief</td>
</tr>
<tr>
<td>Belonging</td>
</tr>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Building relationships</td>
</tr>
<tr>
<td>Challenging</td>
</tr>
<tr>
<td>Comfortable income</td>
</tr>
<tr>
<td>Commitment</td>
</tr>
<tr>
<td>Community</td>
</tr>
<tr>
<td>Competition</td>
</tr>
<tr>
<td>Contributing</td>
</tr>
<tr>
<td>Curiosity</td>
</tr>
<tr>
<td>Decisiveness</td>
</tr>
<tr>
<td>Detailed</td>
</tr>
<tr>
<td>Diversity</td>
</tr>
<tr>
<td>Efficiency</td>
</tr>
<tr>
<td>Empathy</td>
</tr>
<tr>
<td>Equality</td>
</tr>
<tr>
<td>Excitement</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Top 10: __________________________________________________________

________________________________________________________________

Top 5: _____________________________________________________________________________________________

#1: ___________________________________________________________________________________________

What are 3 ways you can use this information in your career exploration? ________________

________________________________________________________________

________________________________________________________________

What did you learn about yourself? ________________________________________________________________________________

________________________________________________________________

________________________________________________________________
## Exercise 4: Work Styles

Knowing your preferred work style can help you identify what career, organization, or work environment may be the best fit for you. Check the box that corresponds to where you see yourself on each of the below scales.

<table>
<thead>
<tr>
<th>Work Style 1</th>
<th>Strongly Prefer</th>
<th>Moderately Prefer</th>
<th>Somewhat Prefer</th>
<th>Prefer Both Equally</th>
<th>Somewhat Prefer</th>
<th>Moderately Prefer</th>
<th>Strongly Prefer</th>
<th>Work Style 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working extensively with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Working independently or one-on-one</td>
</tr>
<tr>
<td>Working with ideas or data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Working with people &amp; processes</td>
</tr>
<tr>
<td>Using concrete facts to solve problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Imagining possibilities to solve problems</td>
</tr>
<tr>
<td>Using logic &amp; an objective approach to make decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Using concern for others &amp; a subjective approach to make decisions</td>
</tr>
<tr>
<td>Having a highly structured &amp; scheduled environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Having a constantly changing &amp; flexible environment</td>
</tr>
<tr>
<td>Playing it safe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Taking risks (physical or intellectual)</td>
</tr>
</tbody>
</table>

What did you learn about yourself? _____________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

How can you use this information during your career search to determine your “fit”? 
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Exercise 5: Empathetic Listening

Empathetic listening is a skill which will allow you to better demonstrate your concern for others. A skill like this can take you far as a leader. Review the list of common negative listening habits listed below. Do you recognize any of them? Using the table provided, over the next week, track where and how you may use these in your day-to-day interactions.

List of Negative Listening Habits

☐ The Faker—All the outward signs are there: nodding, making eye contact, and giving the occasional “uh huh.” However, the faker isn’t concentrating on the speaker. His mind is elsewhere.

☐ The Interrupter—The interrupter doesn’t allow the speaker to finish and doesn’t ask clarifying questions or seek more information from the speaker. He’s too anxious to speak his words and shows little concern for the speaker.

☐ The Intellectual or Logical Listener—This person is always trying to interpret what the speaker is saying and why. He’s judging the speaker’s words and trying to fit them into his logic box. This person rarely asks about the underlying feeling or emotion attached to a message.

☐ The Deflector—The deflector uses the speaker’s words only as a way to get to his message. When the speaker says something, and frankly, it could be anything, the deflector steals the focus and then changes to his own point of view, opinion, story, or facts. Favorite deflector lines are “Oh, that’s nothing, here’s what happened to me…” “I remember when I was…”

☐ The Rebuttal Maker—This listener only listens long enough to form a rebuttal; to use the speaker’s words against him. At his worst, the rebuttal maker is argumentative and wants to prove you wrong. At his least, this person always wants to make the speaker see the other point of view.

☐ The Advice Giver—Giving advice is sometimes helpful; however, at other times, this behavior interferes with good listening, because it does not allow the speaker to fully articulate his feelings or thoughts; it doesn’t help the speaker solve his own problems; it prohibits venting; it could also belittle the speaker by minimizing his concern with a quick solution. Well-placed advice is an important function of leadership. However, advice given too quickly and at the wrong time is a turnoff to the speaker.

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Negative Listening Habit(s) Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
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<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
<td></td>
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<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
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</tbody>
</table>

Adapted from The Emotional Intelligence Activity Book – Adele B. Lynn

What did you discover?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What are 3 action items you can do to help you be a better listener? __________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Exercise 6: Showing Gratitude

Showing gratitude to others is a great way to demonstrate social awareness and relationship management. Buy a package of thank-you notes. Keep them where you can see them regularly. Every day, look for opportunities to thank people you interact with. Get in the habit of being grateful for other people’s effort, skill, attitudes, or contributions. Keep a log of whom you sent your notes to and why. (And yes, notes should be hand written!)

Thank You Log

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

What were the recipients’ reactions to your letters? ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How did this exercise make you feel and why? ___________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What did you gain/learn from this exercise? ______________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Exercise 7: Person of the Year

Congratulations! You’ve been chosen as Person of the Year by *Time* Magazine! However, you need to write the lead article for the publication.

- What would you be recognized for?
- How are your values reflected?
- What strengths lead to your success?
- What impact did you have on others?

**Person of the Year**

_________________________________________ has just been named “Person of the Year” for ________________.

He/She is recognized because of

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

What are some of His/Her outstanding qualities and accomplishments: ___________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

*Adapted from Career Action Center – Values-Driven Work*

Is there anything you would like to add to your article going forward? ___________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If so, how will you achieve this? __________________________________________________________________________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Exercise 8: Taking Action

Every Cornell experience brings with it the opportunity to meet people who inspire you, support you in your achievements, and will help you handcraft your future. Who are the people, resources and experiences that will influence your success? Start thinking now!

Identify 3 resources to help you learn more about techniques and the process of gaining self-awareness and know how your behavior may impact others.

<table>
<thead>
<tr>
<th>Experiences</th>
<th>Why did you choose this?</th>
<th>Set a deadline for pursuing</th>
</tr>
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<tbody>
<tr>
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</table>

Determine 3 experiences you can pursue to hone these skills

<table>
<thead>
<tr>
<th>Resources</th>
<th>Why did you choose this?</th>
<th>Set a deadline for completing</th>
</tr>
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<tbody>
<tr>
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</table>

Name 3 people who can help support you in meeting these goals.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Why You Chose Them?</th>
<th>Deadline for Engaging them, directly or indirectly</th>
</tr>
</thead>
<tbody>
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</table>
Congratulations!

You have completed your Personal Development Plan for Self-Awareness & Personal Impact. Now take a few minutes to reflect on what you have learned or to jot down any remaining questions while they are fresh in your mind.

Reflections:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Questions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Want more? Coaching Conversations!
Make an appointment with your advisor to hear their perspective on self-awareness and personal impact. Or check out Cvisors (CALS alumni platform - cornell.evisors.com) to make an appointment with an alum. These “coaching conversations” are a great way to learn how others connected their goals to the resources and people of Cornell.
Here. There. And Everywhere.

Your future comes down to two things: the stuff you should do to meet your personal goals and the stuff you want to do because it sounds great. **CALS Student Services** can support you on both of those paths. Course selection, academic support, extra-curricular activities, study away programs, career search prep and more!

Come see us to discuss your career and academic plans, and help you figure out your future, your way.

*Appointments can be made online or by calling 607.255.CALS*

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**New Resources You Will Want to Check Out!**

**M.Y.M. Skills Assessment and Skills Library** found on the [CALS Career website](#)

**CUeLINKS** – a platform of 1000+ alumni mentors on call to support you with career conversations, resume critiques, mock interviews and more!

**Book** – Emotional Intelligence 2.0, by Travis Bradberry & Jean Greaves