

PERSONALITY DEVELOPMENT

1.1 Understanding Self

Personality development has become the most important factor in today's life, it helps you to further influence your personality. It works everywhere whether you are in the office or you are in college or you are talking to someone, or you are in an event.

Now we know why personality development is important and what benefits we will get from this. So we first know some of its facts.

Whenever we are communicating, means we speak or hear anything, then 93% of the communication is non-verbal communication. The words we speak are only 7% weighted, and the rest of our weight is our gesture, posture, eye contact, movement, appearance, tone of voice, etc.

Our personality leaves our mark on people, how we talk to people and how we solve their questions. All these things are necessary to leave our mark on them. No person is born with a good personality from birth, it has to be developed within itself. If you do not pay attention to it, then it itself changes according to the surrounding environment. All of us must have noticed that the people living in high society are always many times more attractive than the people of lower society, this is because the environment around them is very good.

If you pay attention to your personality on your own and try to be a good person, then the environment around you does not matter on your personality. There are many people around us who want to develop their personality but they do not know anything about how to develop a personality. Personality Development is a permanent form of our feelings, thoughts, and behavior that makes us different from other people. According to Personality Psychology, our personality keeps on emerging at a fast pace and changing in a meaningful way throughout life. By now we have learned that personality development is a very important part of our life, now we will know how many and what are the ways to develop it.

1. Start reading books:-Books are an infinite storehouse of knowledge, and in this society people of great knowledge are respected. Books play a very important role in temperament development. It is not necessary that you will have to go to a library to read books, you can read them by going on different websites on the Internet too. You can read articles, magazines, and books on the Internet, because only when you have the knowledge, then you will be able to put your point in front of people in the best way.

2 . Remain humble:-Humility is a sign of goodness. If you are polite then everyone likes to talk to you. If you take an example of yourself and see if someone talks to you harshly or loudly,

would you like to talk to him. That is why keep a light smile on your face with humility. If you want to get something from others in life, then change yourself first, these things bring more sparkle to your personality.

3. Learn to apologize and forgive: -Before this, we learned how much humility is necessary for personality development. Apologizing for leads to humility and deceit, apologizing does not mean that you start crying in front of any person. To apologize means that despite the tension between you and someone, you try to resolve that tension by talking to them, and in the same way, if someone apologizes to you, then you forgive and move on.

4. Improve body language: -You must have seen that some people talk and their way of talking seems like honey is dripping from their mouth, and everyone starts getting attracted towards them. While talking, speak in a pure voice and slow voice and bring the expressions related to the subject to your face. So that what you say has a deep impact on others. To improve body language, see a motivational speaker and try to talk like them.

5. Always be positive and happy: -To always be happy, positive thinking is required, so try to find positivity in everything. The secret of succeeding every successful person is to be happy, because if someone Even if the person has failed and his positive thinking helps him to rise again. Always be happy makes you different in any difficult situation.

6. Meet new people: -Your social interaction increases when you meet new people and you can exchange your views. By knowing the views of others, you'll be able to best form the temperament as a result of you recognize what quite a temperament people like. Meet new people but get an opportunity to learn lifestyle-related topics, culture, etc. and so when you meet someone for the first time, you can attract them to the first impression through your experience.

7. Self-confidence: - Self-confidence is the first step to success, always do it diligently and with confidence while doing any work. Being confident also brings confidence in the people who work with you. Read confidence-enhancing books, as we have told you about positive thinking and happiness, both of which prove to be artisans in boosting confidence. To learn English, first of all, leave the hesitation.

8. Learn to speak English: -We all know that Hindi is our mother tongue, but nowadays it is necessary to speak English in all the work. English is the international language, using which anyone can talk and know their thoughts, feelings, and culture. Apart from this, you also have both knowledge and skills but due to lack of English, you are not able to explain your ideas well. And your confidence also falls short. To learn English, 1st of all, leave the hesitation.

9. Listen to everyone's talk: -Some people have a habit of proving their own truth, they do not give others a chance to speak. A person with a decent temperament is that the one World Health Organization listens to others and additionally respects them. Eminent individuals forever speak less and listen to a lot of. If you are in any profession, if you listen to others carefully and help them, then only you can become a person with a good personality.

10. Do not disturb others through your phone: -This is a common mistake which we repeat many times, but we do not know. When we are in a meeting, office, or another place, and when the phone starts ringing, it distracts everyone's attention. If you are not in a crowded place then you should put your phone on silent or vibrate mode. If you want to watch songs or videos on mobile, then always use earphones so that no one has any problem due to us. If you want to talk to someone on the phone, you should talk in private.

Personality Development for student's:-If you are a student and are thinking about how to develop personality then you need to know that personality is not developed for a person of a certain age. It is a sacrament that you can accept at any age.

Conclusion:-Some people think that making a good body, wearing good clothes and adopting a new style, etc., consider it to be a good personality, but they do not know that any person is identified by his character and not by the clothes he is wearing. Fashion only serves to attract people, but your personality is determined according to your thoughts and habits.

1.2 Importance of self awareness

Think about describing yourself to another person without mentioning any external factors such as friends or family. Concentrate solely on yourself, how you feel and behave, what your strengths and weaknesses are, what makes you angry or what makes you happy.

This exercise is about finding out how self-aware we are as individuals. Self-awareness (sometimes also referred to as self-knowledge or introspection) is about understanding your own needs, desires, failings, habits, and everything else that makes you the unique individual that you are. The more you know about yourself, the better you are at adapting to life's changes. When we have a better understanding of ourselves, we are able to experience ourselves as unique and separate individuals. This empowers us to make changes and build on our areas of strength, as well as identify areas where we would like to make improvements. Self-awareness is often the first step to setting goals.

Research shows that self-awareness is directly related to both emotional intelligence and success. It helps you create achievable goals because you can consider your strengths, weaknesses, and what drives you when you are setting goals. It allows you to guide yourself down the right path by choosing to pursue the opportunities that best fit your skillset,

preferences and tendencies. It makes it easier to identify situations and people that hit our triggers and enables us to anticipate our own reactions. It allows us to make positive behavioral changes that can lead to greater personal and interpersonal success.

Self-knowledge is also considered an important quality for a mental health professional. Mental health professionals deal with people from varied cultures, religions, languages, lifestyles, and value systems. In order to counsel effectively, a therapist must recognize his own value systems to be able to respect individuality. Good mental health practitioners will employ intervention beyond learned knowledge or acquired skills, by including themselves in their counseling practice, a task not easily accomplished.

1.3 Personality Assessments and Tools

Are you curious about what a personality assessment tool is? This type of assessment is used to measure different facets of your personality. The results can provide you with valuable insights into your strengths and weaknesses. Personality assessment tools are designed to measure different aspects of personality. They can be used for personal development, career planning, and understanding yourself and others better.

Personality assessment tools also provide insight into how a person will operate within a team, what motivates them, and how they might respond to different work scenarios. Among the popular personality assessment tools are Mettl Personality Map, Hogan Personality Test, DDI Personality Assessment, and Mettl Dark Personality Inventory. The Mettl Personality Map assesses employee personality traits such as conflict resolution, communication style, self-confidence, and career goals.

4 Popular Personality Assessment Tools

In today's world, there are lots of tools that are used to measure different personality traits. These types of tools can be a real help when you are trying to connect with your clients better. Many character assessments are specifically designed for coaches. But you can use personality assessments, and they will give invaluable input to assist you as an individual to become better. For decades, personality assessments have been a cornerstone in the selection process in large corporations. Personality assessments are one of the fairest, most affordable, and most efficient ways to understand the strengths and challenges of your candidates and employees. Here are four popular personality assessment tools.

1. Mettl Personality Map

Personality assessment tools like Mettl's Personality Mapping Test are essential to the coaching process. This is because it helps to identify candidates with suitable traits, both sought-after

qualities like leadership and teamwork, as well as less visible ones such as agility and adaptability. Mettl's Personality Mapping Test evaluates about twenty personality traits which can be organized into four broad factors Self, People, Goal, and Lead. Personality assessment tools also play an important role in understanding current competency levels, identifying critical talents, and developing successors. For these reasons, Mettl's Personality Mapping Test is a vital part of any successful coaching program. Together with other Personality Assessment Tools, it allows coaches to provide the most appropriate advice for their client's specific needs.

2. Hogan Personality Test

The Hogan Personality Inventory (HPI) is one of the premier Personality Assessment Tools that coaches can utilize. It measures your bright side personality, which refers to how you relate to others on a day-to-day basis. This assessment looks at the multiple facets of environmental interaction, from leadership traits and proactivity to the ability to influence others in order to collaborate successfully and make effective decisions. By utilizing this widely recognized Personality Assessment Tool, coaches can professionally assess clients and accurately determine their interpersonal skills, allowing them to work out where they need improvement and how best to achieve that goal.

If you are searching for a tool that provides accurate personality assessments of your client's day-to-day liveliness and interactions with others – look no further than The Hogan Personality Inventory! To face the challenges of modern workplaces, managers must seek out accurate measurement tools such as Hogan Personality Inventory assessments to better understand how best to help each of them reach their goals for success both professionally and personally. The information obtained from these assessments provides vital insight that helps ensure the building of successful futures in challenging business environments.

3. DDI Personality Assessment

The DDI assessment test is a psychometric test that is used to predict the success rate of an applicant in the role they applied for. The test is made up of different types of assessments that identify the leadership attributes of prospective employees. The DDI assessment test is a valuable tool for Coaching tools because it can help to identify areas where an employee may need further development. The test is also useful for employers because it can help to identify potential leaders within an organization. The DDI assessment test is a highly accurate tool for predicting an individual's success in a role. In addition, the DDI assessment test can also be

4. Mettl Dark Personality Inventory

Coaches often use personality inventories as a way to better understand their clients. The Mettl Dark Personality Inventory is one such tool that can be used to identify areas where clients may

need additional support. The inventory contains the following traits: Opportunism, Insensitivity, Self-Obsession, Impulsiveness, Temperamental, and Thrill-Seeking. By understanding where their clients fall on each of these dimensions, coaches can tailor their approach to better meet the needs of their clients. Coaches can also use the inventory to identify potential red flags—such as an unwillingness to seek help or a tendency toward volatile, unpredictable behavior—that may indicate that a client is not a good fit for Coaching.

By understanding these traits, individuals can learn how to manage them better and avoid negative outcomes. For example, someone who is high in self-obsession may be more likely to become narcissistic, while someone who is high in impulsiveness may be more likely to engage in risky behaviors. Coaches can use the Mettl Dark Personality Inventory to help clients identify their strengths and weaknesses, set goals, and create action plans. Each trait is further divided into three sub-traits, which provide more specific insights into an individual's personality. The inventory is not intended to be used as a major diagnostic tool but rather as a simple way to help individuals gain a better understanding of themselves and how their dark personality traits may be affecting their lives. By becoming aware of these traits, individuals can learn how to better control and channel them in a way that leads to greater happiness and success.

Conclusion

A client's personality can affect their emotional state, communication style, and how they deal with stress. In Coaching, it's important for the coach to understand all of these things so that they can better support their client. A personality assessment tool is a scientific way of measuring an individual's mental and emotional traits. It can help identify an individual's strengths, weaknesses, preferences, and underlying motivations. Personality assessment tools are used in many different settings, including schools, workplaces, and clinical settings. They can be useful for helping individuals better understand themselves and others. Personality assessment tools in Coaching are used to help the client understand their personality traits so they can better relate with and accept themselves. The tools help uncover what motivates your client and how they like to be served.

It also helps you and your client develop a relationship that increases the effectiveness of your counseling sessions. Understanding your client's needs: Knowing about your client's personality helps you understand what makes them tick. You'll be able to tailor your approach in order to meet their needs more effectively. However, there are many different types of personality assessment tools available online that can be used by anyone interested in learning more about their own personality. By understanding your personality type, you can learn how to better manage your emotions and behavior, set goals, and even choose the right career path.

1.4 Identifying Strengths and areas for Improvement:

What are Personal Strengths? Definition and Practice

Personal strengths are innate or learned skills/characteristics that help an individual flourish in their environment.

They encompass a wide array of behaviors, such as the way one acts, thinks, or feels. Every individual has strengths that should be explored and understood for better application.

Strengths are incredibly important to positive psychology, as they allow people to better themselves while maintaining a positive outlook on themselves.

The strengths-based practitioner behind positive psychology, Martin Seligman, specified that strengths contribute to the embracement of 6 virtues that help individuals live fulfilling lives.

These virtues include wisdom, courage, humanity, justice, temperance, and transcendence.

Our strengths connect us further with each of these 6 virtues. Each virtue also has a set of strengths attached to it.

This is depicted below:

Wisdom: curiosity, emotional intelligence, creativity, and analytical thinking.

Courage: perseverance, honesty, and integrity.

Humanity: kindness, generosity, empathy, and acceptance.

Justice: leadership, fairness, and equity.

Temperance: self-control, diligence, motivation, and modesty.

Transcendence: gratitude, optimism, passion, humor, spirituality, and hopefulness.

The strengths an individual possesses depends on their personality type, career, and current circumstance in life.

Virtually all careers can benefit from personal development skills, which allow you to grow, plan, and work toward your career goals.

4 Examples of Using Personal Strengths in Careers

Below are 4 examples of ways to utilize strengths in select careers:

Surgeons and most physicians must have strong teamwork skills as they spend a large portion of their time working in groups. They must have stress management skills to overcome challenging situations. Finally, they must be empathetic when speaking to patients.

Software engineers need a different set of skills entirely. For instance, technical skills like coding or cloud management are prioritized. They must be detail oriented and independent.

Businessmen must obtain strong leadership skills to guide a team toward success. Being a hard worker and trusting one's intuition are also beneficial traits to leaders in this field.

Customer service representatives must be able to communicate effectively and have strong social skills. They should be able to sympathize with customers, even in stressful situations.

How can you improve:

Allows You to Identify Areas for Improvement

Before you start analyzing your strengths and building skills, you may already have a rough idea of your weaknesses.

However, your understanding of your weak points develop further once you begin reflecting and thinking analytically about your strengths/weaknesses.

Understanding your strengths can also serve as a motivation to initiate improvements in your weaknesses.

Increase Your Positive Vocabulary and Positive Self-Talk

When reflecting on your strengths, you have the opportunity to find new positive language to describe yourself.

This applies to both writing about your strengths and the way we think about your abilities.

Positive self talk has also been proven as a way to increase positive behavior.

Greater Appreciation for the Areas You May Have Previously Undervalued

You may not fully understand the way your everyday behavior contributes to your strengths. The activities which you find odd or negative may be contributing to your success.

You begin to understand which habits are productive and positive and which are negative during strength analysis.

This comes through connecting your strengths/weaknesses to your behavior.

You may be surprised that certain activities allow you to apply your strengths, but it is always helpful to understand yourself and your habits. The habits you previously judged may turn out to be the key to your long-term success.

1.5 Effective Communication and interpersonal skills

Roles of communication skills in personality development are:

Helps in building stronger relationship

Communication is an important part of human existence because it allows us to form and maintain relationships, exchange thoughts, ideas, and feelings, and feel connected to others. Effective communication promotes personal development, and rapid decision-making, and allows you to completely explore your creativity. It also helps you to learn new talents and contribute to society.

Problem-solving

A person needs effective communication for several reasons, including problem-solving. It promotes a collaborative environment by allowing people to express their thoughts and suggestions on possible solutions to challenges. Additionally, this helps staff members who are late or absent at work since they may alert others to their situation, allowing them to take over their duties and proceed with the rest of their day. Overall, a good corporate environment depends on excellent communication.

Development of listening skills

Listening is an important ability in both personal and professional life since it demonstrates concern and attention in the speaker's words. Poor listening can make the speaker feel unimportant or devalued, limiting good dialogue. Listening entails paying attention not only to words but also to body language, tone of voice, and facial emotions. This profound comprehension makes individuals feel heard and understood, resulting in a greater bond between them. As a result, listening entails not only hearing words but also comprehending and appreciating the speaker.

Makes you More Confident

Communication and personality development are essential in any relationship because they boost trust, understanding, and compassion. Listening to and expressing your opinions demonstrates concern for others, making them feel valued and appreciated, which enhances your self-esteem. This enhances your quality of life and helps them to perceive things in new ways. Understanding someone's anger or dissatisfaction might provide a different aspect of the

story. Validating and agreeing with feelings develops trust between collaborators. When someone communicates their thoughts and asks for feedback, they are establishing trust and understanding, which is an example of communication and personality development.

Raise a better leader

Effective communication skills are essential for developing as a leader. The positions of leadership begin by sharing your knowledge and focusing on facts. To prevent becoming stressed out, avoid oversharing unnecessary information. In team communication, it is critical to make everyone feel heard and respected. Although it may take some time for people to adjust, it will pay off in the long term since they will feel more comfortable sharing their concerns when they know their voice is listened to.

1.5.1 Verbal and Non-verbal communication Techniques

Verbal and nonverbal communication are essential skills for influencing and persuading others in business situations. Whether you are pitching an idea, negotiating a deal, or leading a team, you need to use both words and gestures to convey your message, build rapport, and motivate action. In this article, you will learn how to use verbal and nonverbal communication effectively and avoid common pitfalls that can undermine your credibility and impact.

1 Verbal communication

Verbal communication refers to the words and tone you use to express yourself orally or in writing. To use verbal communication to influence and persuade others, you need to consider your audience, your purpose, and your style. You should tailor your language to suit the needs, expectations, and preferences of your listeners or readers. You should also have a clear and specific goal for your communication and use a logical and coherent structure to support your main points. Finally, you should adopt a style that is confident, respectful, and engaging, and avoid jargon, slang, or filler words that can confuse or distract your audience.

2 Nonverbal communication

Nonverbal communication refers to the body language, facial expressions, eye contact, and gestures you use to complement or contradict your verbal communication. To use nonverbal communication to influence and persuade others, you need to be aware of your own signals and the signals of others. You should align your nonverbal communication with your verbal communication to reinforce your message and show consistency and sincerity. You should also use nonverbal communication to establish rapport and trust with your audience, such as by smiling, nodding, or mirroring their posture. Finally, you should avoid nonverbal communication

that can convey nervousness, boredom, or hostility, such as by fidgeting, crossing your arms, or avoiding eye contact.

Tips for effective verbal and nonverbal communication

To improve your verbal and nonverbal communication skills, you can practice some simple tips that can enhance your influence and persuasion. For example, storytelling techniques such as anecdotes, metaphors, and analogies can capture attention and emotion. Additionally, using questions to engage and involve your audience can be beneficial. Pauses and silence can also emphasize and clarify your message. Furthermore, gestures and facial expressions can add meaning and energy to your message. Lastly, eye contact can establish connection and credibility.

Common mistakes to avoid

Verbal and nonverbal communication can be powerful tools to influence and persuade others, but they can also backfire if you make some common mistakes. For instance, using too much or too little verbal or nonverbal communication can overwhelm or bore your audience, respectively. Inconsistent or contradictory verbal or nonverbal communication can confuse or mislead your audience. Additionally, using inappropriate or offensive verbal or nonverbal communication can offend or alienate your audience. Taking care to avoid these mistakes is essential for successful communication.

1.5.2 Building and maintaining positive relationships

Benefits of building relationships at work

Creating positive relationships in the workplace is incredibly beneficial. Some benefits include:

Building mutual respect

Improving communication

Feeling more relaxed and supported at work

Improving your physical and mental health

Focusing on work rather than on social stressors

Enjoying your work

Engaging well with people in the office

Increasing your ability to collaborate with others

Learning new skills from others

Building a strong network of professional connections

How to build relationships effectively

Follow these strategies to develop positive working relationships with coworkers, supervisors and customers:

1. Invest time to build individual relationships

It might seem time-efficient to get to know coworkers as a group but make time to get to know people on a personal level. Dedicating time to friendly conversations, lunch dates or one-on-one meetings shows you value your teammates as individuals. It's also important to learn people's names.

For example, getting to know your regular customers by name and using it to greet and address them can have a major impact on creating a positive customer experience. Doing this also encourages them to remain loyal to your company. Addressing them personally can help them feel you appreciate their business.

2. Engage meaningfully

Try to make an impact with your conversations. Doing so might make you stand out in the minds of your colleagues or clients positively. Engage in meaningful conversation by asking questions such as what their plans are for the weekend or how they intend to use the products they're purchasing from you.

3. Follow through on commitments

Your work responsibilities may impact your colleagues' work, so following through on your commitments and meeting your expected deadline is crucial. When others know you're reliable, they're more likely to think favorably about you. If you might miss a deadline, inform all relevant parties as soon as possible to minimize the impact or disruption it may have on their work.

4. Work collaboratively

Collaborating with others lets them know you value their opinions and appreciate their contributions during team projects and meetings. It also allows you to learn from each other and acknowledge their strengths. Because many workplaces place people into teams, it's beneficial to learn how to collaborate with people effectively.

5. Address conflict directly

If a challenging situation arises in the workplace, address the conflict with the person or people involved. Explain your point of view calmly but also actively listen to the other side and try to empathize with their position. This proactive approach promotes respect and can help lead to a positive resolution of the situation.

6. Be a problem-solver

Rather than complaining or making critical remarks, take a proactive, problem-solving approach to resolve issues you see in the workplace or with a client. This can help everyone be more efficient and productive and do better quality work. For clients and customers, it shows them you're trying to exceed expectations.

7. Be accountable for your actions

Taking responsibility for the results of your actions can help you earn the respect of your peers and supervisors. This strategy works for customers and clients, too. If you make any mistakes or your customers face a challenge, acknowledge it and take every measure you reasonably can to correct the issue. Assuming responsibility is a great way to earn respect and communicate honestly.

8. Ask for feedback

People often like to feel their opinions are important and valuable, especially from the companies with which they work. Asking your customers to provide feedback and then implementing their suggestions when possible can have a major impact on creating a strong relationship. Asking for feedback from your colleagues or employers can help you learn how you can improve in your role. It's important to receive feedback with an open mind so you can continue to develop professionally and personally.

1.5.3 Conflict resolution and collaboration skills

What are the best ways to show collaboration skills in conflict resolution?

Conflict resolution is a vital skill in any workplace, especially when you have to collaborate with others on projects, tasks, or goals. But how can you demonstrate your collaboration skills in conflict resolution, especially when you face challenging situations or disagreements? In this article, we will explore some of the best ways to show collaboration skills in conflict resolution, whether you are applying for a job, working with your team, or dealing with a client.

Understand the problem

The first step to show collaboration skills in conflict resolution is to understand the problem and its root causes. You need to listen actively and empathetically to the perspectives and needs of all parties involved, and avoid making assumptions or judgments. You also need to ask open-ended questions and clarify any misunderstandings or gaps in information. By understanding the problem, you can show that you care about finding a mutually beneficial solution and that you respect the diversity of opinions and experiences.

Communicate effectively

The second step to show collaboration skills in conflict resolution is to communicate effectively and respectfully. You need to use clear, concise, and positive language, and avoid blaming, criticizing, or attacking others. You also need to express your own views and interests, but without imposing or dominating the conversation. You need to acknowledge and validate the feelings and emotions of others, and use "I" statements to avoid generalizations or accusations. By communicating effectively, you can show that you are open-minded, honest, and constructive.

Seek common ground

The third step to show collaboration skills in conflict resolution is to seek common ground and identify areas of agreement or shared interests. You need to focus on the problem, not the person, and avoid getting sidetracked by personal issues or irrelevant details. You also need to look for win-win scenarios and creative options that can satisfy the needs and goals of all parties. You need to be flexible and willing to compromise, but without sacrificing your core values or principles. By seeking common ground, you can show that you are cooperative, collaborative, and solution-oriented.

Generate alternatives

The fourth step to show collaboration skills in conflict resolution is to generate alternatives and evaluate them objectively. You need to brainstorm and generate as many ideas as possible, and encourage others to contribute and participate. You also need to use criteria and standards to evaluate the pros and cons of each option, and consider the feasibility, impact, and consequences of each option. You need to be open to feedback and criticism, and avoid dismissing or rejecting ideas prematurely. By generating alternatives, you can show that you are creative, analytical, and innovative.

Negotiate and agree

The fifth step to show collaboration skills in conflict resolution is to negotiate and agree on the best option. You need to present your preferred option and explain its benefits and rationale, and listen to the responses and concerns of others. You also need to address any objections or issues, and offer concessions or incentives if needed. You need to be assertive and confident, but not aggressive or arrogant. You need to seek consensus and commitment, and confirm the agreement in writing or verbally. By negotiating and agreeing, you can show that you are persuasive, respectful, and professional.

Follow up and evaluate

The sixth and final step to show collaboration skills in conflict resolution is to follow up and evaluate the outcome and the process. You need to implement the agreed solution and monitor its progress and results, and report any problems or changes. You also need to solicit and provide feedback and suggestions for improvement, and acknowledge and appreciate the contributions and efforts of others. You need to learn from the experience and reflect on your strengths and weaknesses, and apply the lessons learned to future situations. By following up and evaluating, you can show that you are responsible, accountable, and committed to continuous improvement.