**Employee’s Daily Journal Record**

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| **JOURNAL – SEVEN BEHAVIOURS** | **DATE OF SUBMISSION 11/02/2023** |

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| **SUBMITED BY** | **EMP ID** | **DAY OF TRAINING [DAY 1, DAY 2……]** |
| Anjani Routhu | 00218917 | Day 16 |

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| **7 BEHAVIOURS’** | **DESCRIPTION** |
| **Learn Continuously** |  |
| 1A | Learnt about Time Management. |
| 1B | Learnt about 4 Quadrants, Parkinson’s rule, Eat the frog, Chunking. |
| 1C | Learnt about Distractions. |
| **Seek Clarity** |  |
| 2A | I got clarity on How to manage time. |
| 2B |  |
| **Share Knowledge** |  |
| 3A | Shared Knowledge to my friend about Time Management. |
| 3B |  |
| **Keep Commitments** |  |
| 4A | Today I committed to complete the my assessment well. |
| 4B | Today I committed to gain knowledge on how to “Do more and stress less”. |
| **Push Back** |  |
| 5A | Not taken unnecessary phone calls and I have given more priority to learning. |
| 5B |  |
| **Own Failures** |  |
| 6A | No failures. |
| 6B |  |
| **Celebrate Success** |  |
| 7A | I celebrated after successfully completed my assessment. |
| 7B |  |