**Employee’s Daily Journal Record**

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| **JOURNAL – SEVEN BEHAVIOURS** | **DATE OF SUBMISSION 11/07/2023** |

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| **SUBMITED BY** | **EMP ID** | **DAY OF TRAINING [DAY 1, DAY 2……]** |
| Anjani Routhu | 00218917 | Day 19 |

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| **7 BEHAVIOURS’** | **DESCRIPTION** |
| **Learn Continuously** |  |
| 1A | Learnt about how to write email effectively. |
| 1B |  |
| 1C |  |
| **Seek Clarity** |  |
| 2A | I got clarity on what the structure of email is and how it should be. |
| 2B |  |
| **Share Knowledge** |  |
| 3A | Shared Knowledge to my friend about email format. |
| 3B |  |
| **Keep Commitments** |  |
| 4A | Today I committed to write the assessments well. |
| 4B | I committed to learn how to write good emails. |
| **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 Learning. |
| 7B |  |