

# My Top Needs

## What's Important to You?

Everyone, no matter who you are, has particular needs that will cause us to perform well at work. When our work situation meets our individual needs, we enjoy our work more, perform better, and are more committed to the organization.

In this exercise, you'll review the areas below and select three areas that are really important to you. These areas should be the things you must have to create a job that you really enjoy doing and want to perform well in.

## Instructions

1. Read the nine areas below. Think about what you need at work to do a great job. Although all the areas would be great to have, determine which three areas are most important to you. Check the three areas.
2. Soon you'll meet with your manager to discuss your three most important needs. Be prepared to share which areas you selected and why they are important. Your manager will then share how these needs can be met by your job and by the organization.

**Select the three areas you need to be successful in your job.**

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| <input type="checkbox"/> <b>Flexibility</b><br>I need a flexible work environment. This includes flexibility in how I get my work done, as well as flexibility in my work schedule.                        | <input type="checkbox"/> <b>Coaching</b><br>I need coaching to help build the skills and capabilities I need now and in the future. This includes work priorities, feedback and direction setting.   | <input type="checkbox"/> <b>Teamwork</b><br>I need great teamwork. I want to be part of a team whose co-workers pull together, support one another, and enjoy working together.   |
| <input type="checkbox"/> <b>Challenging Work</b><br>I need work that is challenging. I want work that pushes me to be innovative and creative, as well as stretches my skills and capabilities.            | <input type="checkbox"/> <b>Career Opportunities</b><br>I need opportunities to grow within the organization. I want to have roles in the future that expand my skills and the type of work I do, as well as increase my responsibilities. | <input type="checkbox"/> <b>Feedback</b><br>I need feedback on my performance. I want to know what I'm doing well, and what I need to do differently to be a high performer.  |
| <input type="checkbox"/> <b>Manager Support</b><br>I need a manager who supports me. This includes backing me up and standing by me in difficult situations, as well as believing in me and what I can do. | <input type="checkbox"/> <b>Development</b><br>I need to develop my skills and capabilities. I want various opportunities to grow and strengthen my abilities for my current job, as well as future roles within the organization.         | <input type="checkbox"/> <b>Work Life Balance</b><br>I need to have a balance between my work and my personal life. I want to work hard and contribute, but it would be hard to feel like I was living at work and compromising my personal responsibilities. |