

## BUSINESS ROLES & GOALS

For Optimum Teamwork

### ROLES

Defined: **role or rôle** *n* - *The usual or expected function of somebody or something, or the part somebody or something plays in a particular action or event.*

Directions: Fill out sections below and bring them to the next meeting.

I. Self part one. What do you think are your three biggest roles in your work?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Trusted objective colleague:** (Ask someone else what they think you do)  
What do they think are your three biggest roles at work?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

II. Self part two. What do you desire your roles to be (may be different from the list above)? In a perfect world (ideally), what would you like your three roles at work to be?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

III. If you are experiencing any stress at work what is it?

IV. What is getting in the way of performing the roles you desire (part one or part two)?

V. How can it be corrected?

VI. How can you support other team members better in their roles?

## GOALS

Defined: **goal** *n* - *Something that somebody wants to achieve*

**Self:** What are your top three goals this year, or what three things would make this year a win for you? What are your companies top three goals for this year?

**Self**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Company goals**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Where do you have overlap (between your goals and the company goals) please list below? If no overlap, what is one thing you could do to achieve overlap or alignment (common goals). Stay with this until you come up with something? List them below:

1. \_\_\_\_\_

a. When will you achieve this?

b. People to involve?

c. Obstacles to overcome?

d. Rewards once achieved (something tangible)?

What are your overall thoughts from completing this document (list at least one sentence below)?

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