

## Personal Development Roadmap Miriam®

My ambition: Becoming Vice-President Sales at my current employer within three years.	My goals: Becoming more effective in my leadership behavior. Learning to work in a team-oriented way	My values: Integrity, Trust, Transparency, Loyalty, Optimism
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Priority #1: Communication	Priority #2: Active listening	Priority #3: <i>Time Management</i>	Priority #4: Healthy body and mind
Applying much more EQ in the daily communication with employees and customers.	Pay full attention to what people say to me and stop interrupting them.	Planning preparation time in my agenda for each important internal and external meeting.	More physical activity; jogging or swimming at least twice a week.
Getting more support by means of more dialogue as well as openness and less <i>top-down</i> behavior.	Always check whether I properly understand what someone is telling me, by summarizing it. Subsequently, I can react.	Spending more time in my agenda to informal conversations with my employees. At least ½ day a week.	Spending one day a month to reading or getting some inspiration.
Always testing important internal and external presentations beforehand.	Closing each meeting with a short <i>feedback-feedforward</i> session.	Improving my way of delegating and avoiding wanting to be everywhere. Reconsidering where I (don't) need to be present.	Inserting a weekend without e-mail/phone.
Paying more attention to body language and anticipating it in a more flexible way.	Phone on mute and not on the table during <i>meetings</i> .	Foreseeing some reserve time in my agenda, so that I can better deal with delays and incidents.	Taking at least 9.000 steps a day.

### Tools

<ul style="list-style-type: none"> <li>• Performing a 360° assessment every year for the next three years</li> <li>• Leadership style coaching</li> <li>• Drivers assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Time-management training</li> <li>• Implementing strategy execution</li> <li>• Designating a HR colleague as an observer and coach</li> </ul>	<ul style="list-style-type: none"> <li>• Making a reading list</li> <li>• Becoming member of the 'Start-to-Run' team</li> </ul>
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