

CareerAdvisor

Powered by PwC

Action planning worksheet

Deepening relationships

Much of our waking life is spent interacting with people. On average, working adults spend 10-14 hours a day with others, so it's important make the most of the relationships we have. Forming bonds takes time, effort, and genuine interest. Although you don't need to become a "bestie" with everyone you meet, you do need to invest in others and allow others to invest in you in order to maximize what you can deliver individually and collectively.

Having strong relationships with people who trust and respect you and your ideas can open doors to new opportunities. It can boost your confidence and help you rise to new challenges since you know others have your back. It can open your eyes to diverse ways of thinking that foster collaboration, creativity, and innovation. It can positively impact your emotional and intellectual well-being, success, and sense of fulfillment.

Actions I will take to build relationships:



- Ask questions to learn more about the other person.
- Avoid making assumptions and suspend judgment on intent.
- Find areas for common ground.
- Remember details of what they shared for future discussions.
- Listen more than I talk.
- Use silence to create space for conversation.
- Share information about myself to establish an open environment.
- Respect cultural or environmental norms.
- Set boundaries.
- Honor confidences and avoid gossip.
- Be truthful.
- Maintain a sense of humor.
- Be positive and appreciative.
- Be forgiving.
- Be consistent in what I say and what I do.
- Set aside time to stay connected.