

Spirit of Excellence	In the past week...	Y/N	If Yes, How?
Doing the best you can every day	Have I gone above and beyond in my efforts to provide high quality services internally and externally?	Y	Addressed a customer concern over the weekend.
Working with a purpose	Did I express passion, purpose, and pride in my work through my dress, work ethic, attitude, nonverbal cues, emails, and courteous speech?	Y	Re-polished my steel-toed boots before a store walk.
Treating others with respect	Did I meet deadlines, adhere to all known standards, and hold my peers accountable to the same?	Y	Delievered all reports on time.
	Did I meet my commitments to customers?	N	
	Have I reflected on my performance to identify areas for improvement?	N	
	Did I do things this week to stretch my mind mentally or emotionally?	Y	Attended a Webinar om AI.
	Did I actively listen to employees, colleagues, and customers and consider their perspective before, during, and after our conversations?	N	
		57%	

Doing the Right Thing	In the past week...	Y/N	If Yes, How?
Always embracing our Values	Did I act in accordance with our core values when striving for the "Four Pillars of Success" (revenue, cost, customer sat, EE sat)?	Y	Booked a red-eye flight to save cost.
Embracing a culture of transparent accountability	Did I uphold the commitments that I made, placing them ahead of myself in order to be true to my word?	Y	As promised, I arrived early (6 am) to help the team load van.
Always upholding our commitments	Have I displayed personal integrity, discipline and honor by not cutting corners?	Y	Set the page print settings on an Excel file before sending.
	Did I seek candid and constructive feedback, and accepted it with grace and humility?	N	
	Did I balance Truth + Charity appropriately this week?	Y	Had a conversation with a DR about dressing too casually.
	Did I take action to reprimand or remove any bad seeds who blatantly disregarded our values?	N	
	Did I edify or build up others around me and praise them when they are Doing the Right Thing?	Y	Placed 2 shout-outs on the board for the Marketing team.
		71%	

We Before Me	In the past week...	Y/N	If Yes, How?
Working together with collaboration	Did I prioritize the needs of my team and the company ahead of my own?		
Working together with cooperation	Did I offer assistance and feedback to foster a collaborative environment?		
	Did I let our employees and my colleagues know that their contributions and ideas were valued?		
	Did I assist in achieving a shared (team) objective?		
	Did I collaborate effectively, respectfully, value the diverse opinions of coworkers, and objectively consider their merits to find the best solution?		
	Did I support the team and contribute to its success even though I disagreed with the decision?		
	Was I open to change and willing to defer to someone better positioned to lead the team?		
		0%	

Grace Through Generosity	In the past week...	Y/N	If Yes, How?
Positively impacting our employees	Did I focus on positivity and being an uplifting presence for our team?		
Positively impacting the greater community	Did I display emotional intelligence when interacting with my coworkers?		
Displaying servant leadership	Was I patient with those around me and assumed positive intent in their actions (generous in my thoughts and words)?		
Exhibiting selfless giving	Did I create growth opportunities for employees to better their lives and careers?		
	Did I empower our employees to discover their full potential using stretch assignments, giving task ownership, or lifting their spirit?		
	Have I made a commitment to community service or actively sought ways to give back (e.g., toy drives, food banks, fund raising)?		
	Did I demonstrate the awareness that we all make mistakes and extended a second (or even third) chance to those who made an error?		
		0%	

Innovate to Elevate	In the past week...	Y/N	If Yes, How?
Embracing creative solutions	Did I continually look for more effective and efficient methods to improve productivity of the team?		
Be Leaders in our everchanging industry	Did I grow my knowledge or experience to contribute to finding new ways to multiply our blessings?		
	Did I stay up-to-date with current business, economic, technology, and sociopolitical events to contribute to team innovation and success?		
	Did I contribute to an environment where coworkers feel confident and empowered to share creative ideas?		
	Did I resist a "we've always done it this way" mindset?		
	Did I strive to "see around the corner" to mitigate risk and enhance opportunities?		
	Did I provide feedback on how to improve processes, tools, or communications?		
		0%	