



EXCELLENCE

1. High-Quality Work

- Do I consistently produce work that meets or exceeds the quality standards set by the company?
- Have I reviewed my work for accuracy, completeness, and attention to detail before submission?
- Am I taking the necessary steps to avoid errors and deliver top-quality results?

2. Continuous Improvement

- Do I actively seek opportunities for personal and professional growth?
- Have I participated in training or development programs to enhance my skills and knowledge?
- Do I regularly seek feedback and implement it to improve my performance?

3. Efficiency & Productivity

- Am I managing my time effectively to meet deadlines and accomplish tasks in a timely manner?
- Have I identified ways to streamline my work processes to improve efficiency?
- Do I prioritize tasks based on importance and impact to ensure I am working on what matters most?

4. Innovation & Creativity

- Do I approach challenges with a mindset of innovation and creative problem-solving?
- Have I contributed new ideas or solutions to improve work processes, products, or services?
- Am I open to exploring new methods, tools, or approaches to enhance outcomes?

5. Accountability for Results

- Do I take full responsibility for my actions and the outcomes of my work?
- Am I focused on achieving the goals set for my role and contributing to team objectives?
- Have I communicated any challenges that may impact my ability to deliver high-quality results on time?

6. Attention to Detail

- Have I carefully reviewed my work to ensure all aspects are correct and aligned with company standards?
- Do I make sure that all necessary steps are taken to complete tasks thoroughly and accurately?
- Am I consistent in paying attention to small details that can significantly impact the quality of my work?

7. Customer Focus

- Do I consistently prioritize the needs and satisfaction of customers in my work?
- Have I taken steps to understand customer requirements and exceed their expectations?
- Do I maintain professionalism when dealing with customers, ensuring a positive experience?

8. Results-Oriented Mindset

- Am I focused on achieving high standards of performance and results in all tasks?
- Do I regularly evaluate my progress toward goals and make adjustments when necessary to stay on track?
- Have I contributed to the overall success of the team or organization by delivering strong results?

9. Leadership in Excellence

- Do I lead by example, demonstrating excellence in my work and inspiring others to do the same?
- Have I encouraged colleagues to strive for excellence and support their development?
- Am I consistently setting high standards for myself and those around me?

10. Commitment to Company Values

- Do I align my work with the company's core value of excellence in every aspect?
- Have I contributed to a culture that promotes high standards of performance, quality, and integrity?
- Do I hold myself accountable for maintaining excellence in all areas of my work?

