

January 1	What was your biggest <i>personal</i> accomplishment last year?

January 2	What was your biggest <i>professional</i> accomplishment last year?

January 3	Did you achieve or exceed your quotas/goals last year?

January 4	Have you taken on any leadership roles recently — either within your job or in your volunteer work?

January 5	What have you done recently to improve customer relationships with the company?

January 6	Have you done anything to improve communications at work, either internally or externally?

January 7	What are you most proud of in the work you do?

January 8	If you weren't at work today, what didn't get done?

January 9	What have you done recently to demonstrate your conflict management capabilities?

January 10	How have you taken initiative in your current role?

January 11	Do you have any achievements in terms of your language specialization (foreign languages)?

January 12	What did you do today to go above and beyond what was required?

January 13	How have you recently contributed to a team or a group project?

January 14	Did you receive any honors, awards, or recognition this year? What did you receive this recognition for?

January 15	How have you increased sales or profits?

January 16	What have you done to help bring new customers to the company?

January 17	How do you ensure your work responsibilities get completed?

January 18	Did you institute any new processes or procedures at your company?

January 19	Have you instructed your co-workers on any topics?

January 20	What trainings or educational programs have you attended recently?

January 21	Describe a time when you prioritized an activity over another.

January 22	Have you ever discovered an error in your review of something? What was the outcome?

January 23	What has your boss praised you for recently?

January 24	How have you demonstrated your leadership skills recently?

January 25	Have you been given any additional responsibility lately?

January 26	How did you set yourself apart at work today?

January 27	Have you done any public speaking or made any presentations (either in-person or virtual)? Who did you speak to? On what topic?

January 28	How have you rejuvenated something that has gone stale?

January 29	What special project have you worked on recently?

January 30	Which of your contributions has received the most recognition — from customers, your bosses, or both?

January 31	What is your biggest professional achievement in the past month?