| **May 1** | **What big goal or project do you want to tackle this month?** |
|-----------|---------------------------------------------------------------|
|           |                                                               |

| **May 2** | **Describe a time when you have demonstrated the ability to successfully assess a situation.** |
|-----------|-----------------------------------------------------------------------------------------------|
|           |                                                                                               |

| May 3 | Give an example of how you were creative at work today. |
|-------|--------------------------------------------------------|
|       |                                                        |

| May 4 | What are you most proud of? |
|-------|-----------------------------|
|       |                             |

| May 5 | Which skill do you have that is unusual for someone with your job title to possess? |
|-------|-------------------------------------------------------------------------------------|
|       |                                                                                     |

| May 6 | For your most recent achievement, what was the impact of the accomplishment on the organization? |
|-------|--------------------------------------------------------------------------------------------------|
|       |                                                                                                  |

| May 7 | What did you do today that made a difference? |
|-------|-----------------------------------------------|
|       |                                               |

| May 8 | How have you demonstrated your ability to identify key issues that need to be addressed? (Have you seen something no one else has?) |
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| | |

| May 9 | What did you do today to help a co-worker? |
|---|---|
| | |

| May 10 | Describe a time when you have brought in a project under budget. |
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| May 11 | How have you made a difference at your company through your ability to listen? |
|---|---|
| | |

| May 12 | Describe one of your accomplishments related to technology. |
|---|---|
| | |

| May 13 | How have you raised brand awareness in your current position? |
|--------|----------------------------------------------------------------|
|        |                                                                |

| May 14 | Describe a time when you tracked down a critical piece of information. |
|--------|-----------------------------------------------------------------------|
|        |                                                                       |

| May 15 | How have you helped your company improve customer service? |
|--------|------------------------------------------------------------|
|        |                                                            |

| May 16 | Give an example when your ability to manage multiple assignments or responsibilities has led to a positive outcome. |
|--------|--------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                    |

| May 17 | Have you led any significant projects? |
|---|---|
|  |  |

| May 18 | What's a specific example of a time when you have met a tight deadline? |
|---|---|
|  |  |

| May 19 | Do you restructure any contracts or agreements in your current role? |
|---|---|
|  |  |

| May 20 | Have you had to handle any challenges or crisis situations at your company? What was the challenge and what was the outcome? |
|---|---|
|  |  |

| May 21 | How have you been able to motivate others to achieve common goals? |
|---|---|
|  |  |

| May 22 | **Describe one way you have streamlined or automated processes or operations in this job.** |
|---|---|
| | |

| May 23 | **Give an example of a time when you have structured information to make it more accessible or useful.** |
|---|---|
| | |

| May 24 | **What excites you most about your work?** |
|---|---|
| | |

| May 25 | **How have you helped a project come in ahead of schedule?** |
|---|---|
| | |

| May 26 | **Describe a situation in which you demonstrated you were a self-starter.** |
|---|---|
| | |

| May 27 | How have you contributed to your company's reputation or brand image? |
|--------|----------------------------------------------------------------------|
|        |                                                                      |

| May 28 | Describe an accomplishment you achieved as part of a team. |
|--------|-----------------------------------------------------------|
|        |                                                           |

| May 29 | What are you most proud of today? |
|--------|-----------------------------------|
|        |                                   |

| May 30 | Have you delivered any presentations? On what topic, and to what audience? |
|--------|---------------------------------------------------------------------------|
|        |                                                                           |

| May 31 | What is your biggest professional achievement in the past month? |
|--------|------------------------------------------------------------------|
|        |                                                                  |