

# WORKSHEET: MAKING THE MOST OF YOUR POSITIVE FEEDBACK

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## WHAT POSITIVE FEEDBACK HAVE YOU RECEIVED LATELY?

Think back through your last few projects. What positive feedback did you receive from your team members, stakeholders, and manager? Direct feedback can come in written or verbal form. Consider nice notes via email and direct compliments before, during, or after your project meetings.

## RECOGNIZING INDIRECT POSITIVE FEEDBACK

Positive feedback can come in many forms. While some people will directly compliment our work, others simply don't. This is not necessarily a reflection on you. You can improve how well you cultivate confidence through feedback by being aware of when your work is acknowledged as valuable.

As you think back through your recent projects, consider forms of indirect feedback that you received. What does this tell you about how your work is valued?

## DISCOVERING NEW CONFIDENCE

As you contemplate the direct and indirect positive feedback you have received recently, how does this inspire your self-confidence? Positive feedback should help you feel more confident about doing tasks that may be uncomfortable or seem risky. It should also help you identify potential strengths of which

you might not be aware. If you are receiving direct compliments or clear positive reactions to your work, it's often because your contributions are exceeding expectations. In these moments and contributions lie some seeds of increased potential for your career.

What new confidence and strengths can you identify for yourself?

## **MAKE RECORDING AND REVIEWING POSITIVE FEEDBACK A HABIT**

Collect together all the positive feedback you identified through this exercise. Find a place to store all of this information. As you receive direct feedback in the form of emails and compliments, add them to this place. As you identify indirect positive feedback on your work make a note of it as well. Be sure to take a few minutes each week to reflect back on your contributions to ensure you don't overlook the indirect feedback you are receiving.

Reviewing the contents will do wonders for your self-esteem, pick you up on a down day, and help you frame up the value you contribute to your organization and your co-workers.

Be your own cheerleader. Believe in yourself.  
Leverage positive feedback from others to  
cultivate your own strong sense of self-belief.