WORKSHEET 8.1

The Behaviors That Get Noticed

The last three rows are for behaviors specific to your work.

BEHAVIOR	HOW OFTEN?	HOW MUCH DOES IT COST?
Speaking up early in a meeting		
Offering a direction when a group is stuck		
Following up one-on-one after a meeting		
Sharing your team's results with senior people		
Asking a question in a large group		
Starting a conversation with someone senior you don't know well		
Writing a short summary or recommendation after a discussion		

How often: often · sometimes · rarely **Cost:** a lot · a little · not much

WORKSHEET 8.1

The Behaviors That Get Noticed (continued)

My easy wins (low cost, rarely done)

My free traits (high cost, worth it)

Where each free trait matters most