**Know Your Airman**

## **Step 1 – Answer the questions below**

**General**

1. When is your birthday?
2. Where did you grow up?
3. How long have you been in the Air Force?
4. Are you married/engaged/in a relationship?
5. Do you have children and/or pets?

**Personal**

1. What kind of music do you like?
2. What are your hobbies?
3. What is your educational background? Are you in school?

**Reflective**

1. What are some of your strengths?
2. What are some areas you want to improve in?

**Goals**

1. Where do you see yourself in 1 year?
2. Where do you see yourself in 5 years?
3. What are your overall goals for your AF career vs after you retire/separate?

**Insightful**

1. What is your proudest Air Force moment?
2. Who is your biggest mentor?
3. What are your values?
4. What is your “why” what drives you?
5. Please rate the following work languages 1-5 – with 1 being your most preferred and 5 being your least preferred.
   1. Words of affirmation – words, both oral and written, can affirm those around us. Some prefer private communication, while others value being praised in front of others.
   2. Quality time – People enjoy different types of time – hanging out with coworkers, working together on a project, or having someone take time to listen to them.
   3. Acts of service – Assisting a colleague in getting a task done can be quite encouraging to them. Help them “dig out” from being behind on a project or just work alongside them on a task.
   4. Tangible gifts – Take time to notice your colleagues hobbies and interests, and the food they enjoy. Buy them a small gift to show that you are getting to know them and what they enjoy.
   5. Physical touch – spontaneous celebration with fist bumps, high fives, getting hyped, etc.

**Preference**

1. What is your learning style? – visual, auditory, read/write, kinaesthetic.
2. Think about the best leader you’ve worked with, what did you appreciate about him/her?
3. Think about the worst leaders you’ve worked with, what did you not appreciate about him/her?
4. What type of leader do you see yourself as?
5. Anything else I should know about you not covered above?

## **Step 2 – fill out the survey**

<https://www.outofservice.com/bigfive/>

## **Step 3 – Copy and paste your survey result URL below**

## **Step 4 – send it back to me**

You’re done with your portion. Please review my personal values below and I will touch on these for expectations going forward.

# My work-center values – the type of environment I strive to create

1. **Fostering a family environment**: the worst leader I’ve ever worked for always stated that the Air Force was a just a business, not personal. I take the opposite approach. I think the Air Force is the most personal job we’ll ever have.
   1. **We get what we give** – this is my golden rule. You receive back whatever energy you put in. This is where being “selfless” really pays off in the long run.
   2. **We want to come to work** – We only have one life to live and I want to enjoy mine. I like to create an atmosphere that has the team actually looking forward to coming into work, not avoiding it at all costs.
   3. **We want to do a good job**– there are many motivations for working hard. With the right trust and direction you would be “all in” because you *care* about the Airman to the left and right of you, not because you’re afraid of the consequences.
   4. **We need to care** – a leader often times isn’t the most talented, educated, etc. It’s the person that’s supposed to care the most. If we have people who care we will always find a way to make our mission a success no matter what the obstacle.
   5. **Communicate more, not less** – I’ve been in many work-centers and when there are issues within the flight I promise you that a lack of communication is paving the way. We need to communicate even when it takes work or makes us uncomfortable.
2. **Innovation:**
   1. **We accept everyone’s feedback at every level** – it’s proven that we as humans do better with frequent, honest feedback. It takes a lot of courage to give negative feedback, it takes even more courage to give positive feedback. Be vulnerable and let the Airmen around you know why you’re thankful for them, see what happens.
   2. **We are always looking to make things better** – Everyone at all levels has a say in coming up with a “better way” every perspective is value added with brainstorming.
   3. **We have the courage and support to make decisions** – Innovation isn’t possible without having the support and encouragement from the top to make positive change, otherwise what’s the point? Just know I value innovation and I genuinely want to hear your ideas.
3. **Recognition:** If you haven’t already seen me on the 4E Facebook page highlighting past team members than just know I take recognition seriously! I love it. I love making people feel valued and having their peers, family, and friends be proud of them. It’s something I never had as an Airman and so I’ve seen both sides of the coin. Recognizing people is being grateful for them and in my experience gratitude is one of the highest levels of emotional intelligence. Why? Because it takes courage and vulnerability. If I ever ask you for a photo, to be on a podcast, or requesting bullets, just know it’s because I’m thankful for you and I’ll show it in many different ways.
4. **Be the best version of you:**
   1. **Getting out of your comfort zone** – it took me being in ten years to finally step out of my comfort zone and really start living my best life. If I ever encourage you to do something brave it’s because I know how it feels to get past the things we fear. It gives you a sense of pride and confidence that cannot be duplicated. Growth happens when we challenge ourselves. Instead of looking at challenges as a nuisance or something to fear, I now look at them as opportunities to grow and to make things better.
   2. **Staying true to the standard you set for yourself –** I’ve spent years adding good habits and removing the bad ones. It takes a lot of work, soul searching, reading, being uncomfortable, etc. It’s all worth it! We all have a mental image of ourselves and what we *hope* we will become “one day” I’m far from perfect but I can definitely say I’ve come a long way in my own journey. I wasn’t always doing well for myself, I’ve been through a lot. If you ever need advice, to vent, or just someone to talk to please know I’m always here.
   3. **You control more than you think** – as a younger Airmen I felt I had no control over how I felt, the climate of my work center, or my future. I was just a long for the ride, and it caused me a lot of stress. Here’s the thing…It’s not true, you can control so much more than you realize and you can make positive change if you choose to. For example, if we want a great work-center than we can make that happen, it’s up to us, not just the “way it is” it’s our decision, our actions, and our thoughts that create it. Be purposeful with your time, and be active vs. reactive.