**Utilizing critical thinking in decision making and problem solving in my professional life**

Critical thinking enables me to identify the occurrence of a challenge that requires a solution. The thinking process enables me to weed out the pros or cons that are presented by a problem so that I can be in a better position to device the appropriate solution. It enables me to examine the challenge from different perspectives and determine the probability of coming up with the correct solution. By analyzing the problem, I am able to determine if there is the need to involve other people from my working environment and where their assistance and guidance would be necessary.

**Three most important elements of personal and professional etiquette that I employ in my professional life**

**Communication strengths and weaknesses in my professional life**

**Strategies to stay on-task and on-time in my professional life**

**Managing my professional goals**

References

Mann, T., De Ridder, D., & Fujita, K. (2013). Self-regulation of health behavior: social psychological approaches to goal setting and goal striving. *Health Psychology*, *32*(5), 487.

Hamermesh, D. S. (1992). The young economist's guide to professional etiquette. *The Journal of Economic Perspectives*, *6*(1), 169-179.

Brown, D. (Ed.). (2002). *Career choice and development*. John Wiley & Sons.