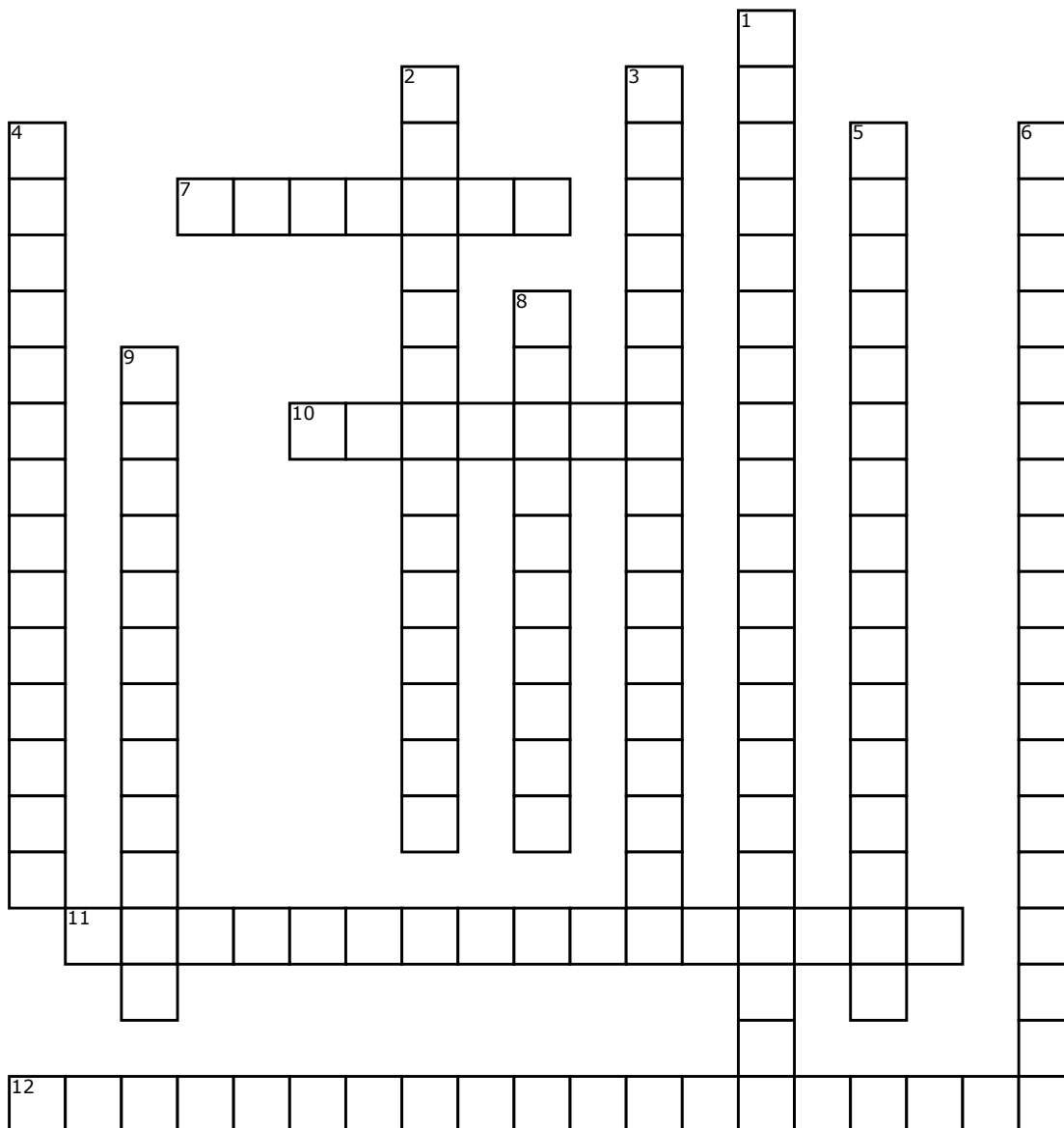


# Success in Your Workplace



## **Across**

- 7.** The quality of being honest
- 10.** A feeling of deep admiration for someone or something elicited by their abilities, qualities or achievements
- 11.** The ability to enable a person to become motivated and work toward achieving goals
- 12.** The ability to convey information to another effectively and efficiently

## **Down**

- 1.** The act or process of organizing and planning how to divide your time between specific activities
- 2.** The state or fact of having a duty to deal with something or of having control over someone
- 3.** One's personal, responsible decision: to act on one's own initiative
- 4.** Cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause

- 5.** The ability to delegate, inspire and communicate effectively
- 6.** The ability to perform more than one task, or activity, over a short period of time
- 8.** The use of the imagination or original ideas, especially in the production of an artistic work
- 9.** The act or process of organizing or of being organized