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# BRENDA DONLEY

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## One Page Profile

### What is important to me...

- Family
- Integrity
- Teamwork
- Efficiency
- Music
- Joy
- Peace
- Kindness



### What people like about me ...

- I love what I do.
- I have a positive attitude.
- I have a healthy sense of humor.
- I can overcome obstacles and work through challenges.
- I work hard and do my best to be prepared.
- I do my best to be helpful.
- I follow through; you can count on me to be dependable.



### How to best support me ....

- Be honest and gentle when telling me what's working and what's not working.
- If you have an issue with me please come to me rather than address it with others without me knowing. I cannot work to resolve an upset if I am unaware of it.
- Be respectful of everyone's time.
- Help me access the tools, resources and training I need to do my job and be an effective team member.
- It is sometimes hard for me to ask for help so if I ask for help please don't make me wait too long.
- Follow through with what you tell me you will do.
- Let me know when I have done something well; positive feedback contributes to my feeling of success.
- Respect my need to take a little space to wrap my head around things that are difficult for me.
- Bring energy into the work environment that contributes to a positive and productive workplace.