

Personal goals and reflection assignment business ethics

[Business](#)



MEMORANDUM All Employees CEO Maintain the February 8, The purpose of this memorandum is to remind you of the values and mission that serve as the foundations of our company. The continued success of our business depends upon continuing the quest to maintain our core ideals.

To ensure that you do can continue to be proud of yourself as a valued member of this organization, it is best to keep some guidelines (listed below) in the front of your mind.

We will never conduct activity that is detrimental to life directly or indirectly. We respect each other as both human beings, as well as important members of our entire organizational family.

We are honest with each other, and ourselves, so that any issues can be immediately and thoroughly addressed.

We believe in our business activities as an important contribution to society.

I will be unavailable for the next six months, and so I felt it necessary to bring these concepts to the forefront of our productions, where they belong, so that our business may continue to thrive in my absence. I have not a single doubt about your abilities as both workers and as people, and so I will thank you for allowing me to step away without concern.

All the best,

CEO

Time Audit Analysis

After evaluating my time audit sheet, I can say with confidence that I am maintaining the values that matter to me in my daily activities. The two most important influences in my life are religion, and education, and so it is appropriate that related activities (class, study, and prayer) occupy the

majority of my days. I would not change any aspect of the way I fill these time periods, except for extending them if it were a realistic option.

If I were conducting myself as a business with the values equivalent to those described in the memorandum, then the usage of my time is very efficient. It promotes the building of personal skills, spiritual health, social activity, and a very productive, happy life. Of course, some play time does creep into my days, but it is a necessary release of stress that surely contributes to my success during the day. I wouldnt expect my employees to spend their entire day without any fun. It would surely exhaust them in a short amount of time.

If I were to make a single change to my routine, I would try to eliminate about an hour from my night of sleep. There has been evidence that seven hours or even less can be more than sufficient for some people, and the extra time could certainly be used for a more productive purpose. Though sleep is definitely important, I would be interested to see if I can be awake for longer without a major negative impact to daily functioning.