|  |  |
| --- | --- |
|  | Do Something Different Today |

## Assessment

|  |
| --- |
| Review Information |
| Your Name: [Your Name] |
|

|  |  |
| --- | --- |
| Date: [Date] | Review Period: [Date] to [Date] |

 |

|  |
| --- |
| Guidelines |
| Complete this review, using the following scale:1 = Never2 = Not usually3 = Sometimes4 = Most of the time5 = AlwaysRepeat the review annually and compare your yearly scores |

|  |
| --- |
| Communication |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (1) | (2) | (3) | (4) | (5) |
| I am open minded in my viewpoint when face with a problem |[ ] [ ] [ ] [ ] [ ]
| Listens to viewpoints of others |[ ] [ ] [ ] [ ] [ ]
| I make eye contact when conversing |[ ] [ ] [ ] [ ] [ ]
| I use email communication |[ ] [ ] [ ] [ ] [ ]
| Verbal communications |[ ] [ ] [ ] [ ] [ ]
| Text message communication |[ ] [ ] [ ] [ ] [ ]
| I am comfortable leading conversations and meetings |[ ] [ ] [ ] [ ] [ ]
| I feel comfortable speaking up if there is a problem |[ ] [ ] [ ] [ ] [ ]
| I feel like others follow through when I speak up |[ ] [ ] [ ] [ ] [ ]
| I get angry when people don’t listen |[ ] [ ] [ ] [ ] [ ]
| I feel like opinion matters |[ ] [ ] [ ] [ ] [ ]
| I feel like my opinion is taken into consideration |[ ] [ ] [ ] [ ] [ ]
| I am confident when I speak |[ ] [ ] [ ] [ ] [ ]
| I am quick to formulate and voice my opinion |[ ] [ ] [ ] [ ] [ ]
| I tend to ramble and get off task |[ ] [ ] [ ] [ ] [ ]
| Squirrel- I am easily detoured in conversation |[ ] [ ] [ ] [ ] [ ]
| I quickly get aggressive in conversation |[ ] [ ] [ ] [ ] [ ]
| In conversation, I speak for others “we think” |[ ] [ ] [ ] [ ] [ ]
| I am assertive in my ideas |[ ] [ ] [ ] [ ] [ ]
| I just go with the herd |[ ] [ ] [ ] [ ] [ ]

 |
|  |

|  |
| --- |
| Leadership and Characteristics |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (1) | (2) | (3) | (4) | (5) |
| Leads by example |[ ] [ ] [ ] [ ] [ ]
| Finds realistic solutions |[ ] [ ] [ ] [ ] [ ]
| Acts decisively, meets problems head-on |[ ] [ ] [ ] [ ] [ ]
| Brings out the best in team members |[ ] [ ] [ ] [ ] [ ]
| Resolves conflicts |[ ] [ ] [ ] [ ] [ ]
| Establishes clear expectations |[ ] [ ] [ ] [ ] [ ]
| Provides necessary resources |[ ] [ ] [ ] [ ] [ ]
| Delegates clearly |[ ] [ ] [ ] [ ] [ ]
| When faced with a challenge I seek help and opinions |[ ] [ ] [ ] [ ] [ ]
| I have very defined boundaries |[ ] [ ] [ ] [ ] [ ]
| I give credit where credit is do |[ ] [ ] [ ] [ ] [ ]
| Leadership is defined by title or position |[ ] [ ] [ ] [ ] [ ]
| I have a mentor or people I seek wisdom or direct |[ ] [ ] [ ] [ ] [ ]
| Bring solutions when I identify a problem |[ ] [ ] [ ] [ ] [ ]
| Try to do the least I can |[ ] [ ] [ ] [ ] [ ]
| hold myself accountable |[ ] [ ] [ ] [ ] [ ]
| Hold others accountable |[ ] [ ] [ ] [ ] [ ]
| People call on me for help, opinions or assistance |[ ] [ ] [ ] [ ] [ ]
| I am able to say “no” |[ ] [ ] [ ] [ ] [ ]
| People can figure it out and work together |[ ] [ ] [ ] [ ] [ ]
| I have the resources I need to do my job |[ ] [ ] [ ] [ ] [ ]
| My leadership is trustworthy |[ ] [ ] [ ] [ ] [ ]
| I am trustworthy |[ ] [ ] [ ] [ ] [ ]
| My team is trustworthy |[ ] [ ] [ ] [ ] [ ]
| I understand what sacrifice is |[ ] [ ] [ ] [ ] [ ]
| I try give more effort in my tasks and projects |[ ] [ ] [ ] [ ] [ ]
| I always know who to blame |[ ] [ ] [ ] [ ] [ ]
| I do whatever it takes |[ ] [ ] [ ] [ ] [ ]
| I take ownership and responsibility, good or bad |[ ] [ ] [ ] [ ] [ ]
| I move on to the next task without finishing the task at hand |[ ] [ ] [ ] [ ] [ ]
| I invest in the development of others |[ ] [ ] [ ] [ ] [ ]
| I invest in my personal growth and development |[ ] [ ] [ ] [ ] [ ]

 |

|  |
| --- |
| Environment |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (1) | (2) | (3) | (4) | (5) |
| I believe my position is secure |[ ] [ ] [ ] [ ] [ ]
| I am replaceable |[ ] [ ] [ ] [ ] [ ]
| I am loyal to my employer |[ ] [ ] [ ] [ ] [ ]
| My employer is loyal to me |[ ] [ ] [ ] [ ] [ ]
| I just go through the motions each day |[ ] [ ] [ ] [ ] [ ]
| I walk on eggshells at work |[ ] [ ] [ ] [ ] [ ]
| Stress from work follows me home |[ ] [ ] [ ] [ ] [ ]
| I drink or self-medicate to cope with the stresses of work |[ ] [ ] [ ] [ ] [ ]
| I complain about work at home |[ ] [ ] [ ] [ ] [ ]
| I rarely feel rested  |[ ] [ ] [ ] [ ] [ ]
| I feel like I am on an island at work |[ ] [ ] [ ] [ ] [ ]

 |

|  |
| --- |
| Project Management |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (1) | (2) | (3) | (4) | (5) |
| Prioritizes tasks |[ ] [ ] [ ] [ ] [ ]
| Responds quickly and well to problems |[ ] [ ] [ ] [ ] [ ]
| Manages costs effectively |[ ] [ ] [ ] [ ] [ ]
| Develops new strategies |[ ] [ ] [ ] [ ] [ ]
| Organizes tasks |[ ] [ ] [ ] [ ] [ ]
| I only see the big picture/vision |[ ] [ ] [ ] [ ] [ ]
| I am only concerned with the details not the big picture or vision |[ ] [ ] [ ] [ ] [ ]
| I am good at problem solving |[ ] [ ] [ ] [ ] [ ]
| I think in terms of the bottom line or end result |[ ] [ ] [ ] [ ] [ ]
| I view by day as a checklist |[ ] [ ] [ ] [ ] [ ]
| Speed is more important than detail |[ ] [ ] [ ] [ ] [ ]
| I am able to multi task |[ ] [ ] [ ] [ ] [ ]
| Quality is important to me |[ ] [ ] [ ] [ ] [ ]
| If I miss it someone else will catch it |[ ] [ ] [ ] [ ] [ ]

 |

|  |
| --- |
| Productivity |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (1) | (2) | (3) | (4) | (5) |
| Makes realistic goals |[ ] [ ] [ ] [ ] [ ]
| Meets deadlines |[ ] [ ] [ ] [ ] [ ]
| Comes in under budget |[ ] [ ] [ ] [ ] [ ]
| Works smarter, not harder |[ ] [ ] [ ] [ ] [ ]
| Looks for efficiencies |[ ] [ ] [ ] [ ] [ ]
| Completes tasks |[ ] [ ] [ ] [ ] [ ]
| Realize others may have a better way |[ ] [ ] [ ] [ ] [ ]
| Will ask for help |[ ] [ ] [ ] [ ] [ ]
| Meeting productivity goals is more important than safety |[ ] [ ] [ ] [ ] [ ]
| I’m late to meetings |[ ] [ ] [ ] [ ] [ ]
| I put in more time than others |[ ] [ ] [ ] [ ] [ ]
| I can tell my colleagues “no” |[ ] [ ] [ ] [ ] [ ]
| I can tell myself “no” |[ ] [ ] [ ] [ ] [ ]
| I plan for the day |[ ] [ ] [ ] [ ] [ ]
| I plan for the week |[ ] [ ] [ ] [ ] [ ]
| I plan for the month  |[ ] [ ] [ ] [ ] [ ]
| I plan for the year |[ ] [ ] [ ] [ ] [ ]
| I have a good work life balance |[ ] [ ] [ ] [ ] [ ]
| I generally meet deadlines |[ ] [ ] [ ] [ ] [ ]
| I work well under pressure |[ ] [ ] [ ] [ ] [ ]
| I a lot time for emergencies |[ ] [ ] [ ] [ ] [ ]
| I analyze a project or task before I start it |[ ] [ ] [ ] [ ] [ ]
| I link projects and tasks to company vision and goals |[ ] [ ] [ ] [ ] [ ]
| I accurately complete my work |[ ] [ ] [ ] [ ] [ ]
| I feel that I work at an acceptable pace |[ ] [ ] [ ] [ ] [ ]
| I try to keep others at work |[ ] [ ] [ ] [ ] [ ]

 |

|  |
| --- |
|  |
|  |