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|  | Do Something Different Today |

## Assessment

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| Review Information |
| Your Name: [Your Name] |
| |  |  | | --- | --- | | Date: [Date] | Review Period: [Date] to [Date] | |

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| Guidelines |
| Complete this review, using the following scale:  1 = Never  2 = Not usually  3 = Sometimes  4 = Most of the time  5 = Always  Repeat the review annually and compare your yearly scores |

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| 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 |  |  |  |  |  | |
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| 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 |  |  |  |  |  | |

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| 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 |  |  |  |  |  | |

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| 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 |  |  |  |  |  | |

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| 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 |  |  |  |  |  | |

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