Read each statement and rate how much the statement is like you where:

1 = Not like me 2 = Somewhat like me 3 = A lot like me

**Personal**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. I have so much to do that I don’t know where to start. | ➀ | ➁ | ➂ |
| 1. I tend to jump into work without planning it. | ➀ | ➁ | ➂ |
| 1. I respond to my email continuously throughout the day. | ➀ | ➁ | ➂ |
| 1. I put-off things that I don’t like doing. | ➀ | ➁ | ➂ |
| 1. I get trapped by people who interrupt my work to talk. | ➀ | ➁ | ➂ |
| 1. I find myself doing work that I am not sure “belongs” in my realm. | ➀ | ➁ | ➂ |
| 1. I do things myself that others could do because it is easier. | ➀ | ➁ | ➂ |
| 1. When discussing assignments, I tend not to ask questions when I feel like I “should” know the answer. | ➀ | ➁ | ➂ |
| 1. I feel compelled to do things, even if others tell me it is not necessary. | ➀ | ➁ | ➂ |
| 1. I multi-task to make sure I get everything done. | ➀ | ➁ | ➂ |
| 1. I commit to things that I privately doubt I can do. | ➀ | ➁ | ➂ |
| subtotal 1 |  |  |  |

Read each statement and rate how much the statement is like you where:

1 = Not like me 2 = Somewhat like me 3 = A lot like me

|  |  |  |  |
| --- | --- | --- | --- |
| 1. I have an effective system for managing email messages. | ➀ | ➁ | ➂ |
| 1. I negotiate over priorities and deliverables with my boss and customers. | ➀ | ➁ | ➂ |
| 1. I know how my work product(s) will be used and evaluated. | ➀ | ➁ | ➂ |
| 1. I use to do lists to help me focus on what I want to get done. | ➀ | ➁ | ➂ |
| 1. I know when I am most productive and manage my work activity accordingly. | ➀ | ➁ | ➂ |
| 1. I take breaks during the day to rejuvenate and/or refocus. | ➀ | ➁ | ➂ |
| 1. I regularly check my priorities with my supervisor to ensure we are aligned. | ➀ | ➁ | ➂ |
| 1. I communicate my priorities and prior commitments to customers to help manage their expectations. | ➀ | ➁ | ➂ |
| 1. I ask my boss questions about new assignments to make sure I know what is expected. | ➀ | ➁ | ➂ |
| 1. I actively keep track of how long assignments take so I know what to expect in the future. | ➀ | ➁ | ➂ |
| 1. My colleagues and I have worked out a good system(s) for coordinating and managing our joint work. | ➀ | ➁ | ➂ |
| 1. I create monthly or quarterly plan for managing my work. | ➀ | ➁ | ➂ |
| 1. I keep a list of goals. | ➀ | ➁ | ➂ |
| 1. I make sure my boss knows what I am working on. | ➀ | ➁ | ➂ |
| 1. I tend to ask questions about my assignments even if it makes others uncomfortable. | ➀ | ➁ | ➂ |
| subtotal 2 |  |  |  |

Read each statement and rate how much the statement is like you where:

1 = Not like me 2 = Somewhat like me 3 = A lot like me

**Organizational**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. We use well- tested templates and guides for recurring work products. | ➀ | ➁ | ➂ |
| 1. We know how long it should take to complete recurring work because we have measured it. | ➀ | ➁ | ➂ |
| 1. We meet as a team at least twice a month to discuss our business. | ➀ | ➁ | ➂ |
| 1. We manage meetings well. | ➀ | ➁ | ➂ |
| 1. We manage conversations to keep ourselves on topic. | ➀ | ➁ | ➂ |
| 1. We make sure that the little things we do matter in the big picture. | ➀ | ➁ | ➂ |
| 1. We have well defined standards for quality and productivity. | ➀ | ➁ | ➂ |
| 1. People are given explicit permission to de-prioritize projects. | ➀ | ➁ | ➂ |
| 1. The same problems come up over and again. | ➀ | ➁ | ➂ |
| 1. Leaders take time to understand organizational impacts before assigning new work. | ➀ | ➁ | ➂ |
| subtotal 3 |  |  |  |

**Scoring**

Personal Score = subtotal 2 – subtotal 1

(\_\_\_\_) – (\_\_\_\_) = \_\_\_\_

Organizational Score = subtotal 3

(\_\_\_\_) – (\_\_\_\_) = \_\_\_\_

Total Score = Personal Score + Organizational Score

(\_\_\_\_) + (\_\_\_\_) = \_\_\_\_