

MANAGE YOURSELF ... A SELF-ASSESSMENT

Instructions

To respond to these 25 items, mark the space provided with a Yes or No.

YES Most of the time, or usually

NO also means “not often, “sometimes,” or “maybe.” If you cannot respond Yes to any one item of a multiple-part question, the answer must be No. Be honest with yourself. No one will see this self-assessment but you.

Readiness for Self-Management

- _____ I recognize both my strengths and my limitations.
- _____ I communicate and interact well with other people.
- _____ I know what I want for myself both in the short term (daily, weekly, etc.) and in the long term (for my life).
- _____ I am a good listener, hearing what other people feel as well as what they believe.
- _____ I am flexible and competent in coping with change.
- _____ I feel in control of myself in most situations.
- _____ I feel strongly (even passionately) about what I believe and want for myself.
- _____ I feel comfortable when under pressure, prioritizing tasks and completing them.
- _____ I am proactive rather than reactive (initiating activities rather than waiting to be told or waiting for things to happen to me).
- _____ I am able to get myself going at the beginning of my day and to revitalize myself periodically during the day.
- _____ I keep people issues and task issues in proportion to their importance under the circumstances.
- _____ I usually solve my own work-related and personal problems effectively.
- _____ I motivate myself and do not rely on others to motivate me.
- _____ I help other people stay motivated.
- _____ I am aware of how I come across to other people.
- _____ I have a high regard for other people, that is, I care about how they think and feel.
- _____ I recognize that I am as dependent on other people for information, support, and direction as other people are on me.
- _____ I encourage people to disagree with me in a constructive dialogue designed to solve problems.
- _____ I understand the overall goals and functions of the organization and feel a sense of ownership (commitment) to them.
- _____ I feel a sense of obligation to the organization and to the people with whom I associate.
- _____ I communicate openly and candidly with people.
- _____ I strive to be dependable and knowledgeable.
- _____ I am willing to work toward a consensus when resolving disagreements or solving problems.
- _____ I can follow the leadership of other people and of the group without feeling that I’m giving up my individuality.
- _____ I feel a responsibility to the organization to be an agent for change or renewal.

_____ **TOTAL SCORE (THE SUM OF THE YES ANSWERS)**

INTERPRETATION GUIDE FOR SELF-ASSESSMENT: ARE YOU READY FOR SELF-MANAGEMENT?

This instrument identifies the behaviors or characteristics we expect to find in self-managed people. The higher your score, the greater likelihood that you are prepared to assume responsibilities of self-management. In the workshop, you can use this information as a baseline for evaluating yourself-perceptions in relation to the feedback you get from other people. That evaluation will do one of two things: (1) reinforce your perceptions of your self-management readiness, or (2) point out areas in which other people see you differently than yourself.

- 25** If you responded Yes to all 25 items, you're either super self-managed or you weren't honest with yourself. If your self-perceptions are indeed accurate, you can practice self-managed skills and model them for the people in your group. On the other hand, feedback from other people could help you see areas in which you need improvement that you didn't recognize exist.
- 20-24** You're ready to take on the responsibilities of self-management. Work on those items to which you responded No. Use this information for setting objectives to improve on your level of self-management.
- 15-19** You have some work to do before you're completely ready for self-management. Use this information for setting objectives to improve on your level of self-management.
- 11-14** You need considerable help (training or coaching) before you can become self-managed. It would probably serve you well to have a one-to-one discussion with your mentor or other counselor to talk about objectives to improve on your level of self-management. Then, during the exercises in the workshop, focus on activities that will help you meet those objectives.
- 0-10** All is not lost or hopeless, but we recommend you don't join or let yourself be placed on a self-managed team. You need a lot of help before taking on the responsibilities required. The class will help, and you should make an appointment for a discussion of your results with your coach.

Some resources to help us all to improve at self-managment and self-motivation include:

Explore Music--It's a powerful tool for mood alteration, and you can experiment with different types for different circumstances. Try making a playlist for cleaning, working outside, writing, getting yourself going in the morning and settling down at night.

Read *Write it Down, Make it Happen* by Henriette Anne Klauser, PhD, who gets a 4.5 rating for her excellent book on Amazon with over 300 reviews. Klauser explains how simply writing down your goals in life is the first step toward achieving them. Writing can even help you to understand what you want. Klauser's down-to-earth tips and easy exercises are sure to get your creative juices flowing. Before you know it, you'll be writing your own ticket to success.

Invite a coach, a mentor, a supportive boss or a wise friend to help you to improve your skills in monitoring your own behavior and evaluating your skills as you work to improve them. Practice accepting feedback gracefully.