

Biz Whiz Success

Self-Assessment Quiz

How can you go from GOOD to GREAT? This quiz is designed to have you take a serious look at your work-life, what's working and what needs improvements.

Check each statement true or false. For each item marked 'false' ask yourself if you or your business would benefit if the answer were 'true.' If so, work with your manager, mentor or coach to create an action plan to make this happen.

- My vision, goals, activities, and results are in alignment.
- I learn from my mistakes.
- I know my strengths and weaknesses.
- If I lose a client, I debrief the situation immediately to see what role I played.
- Value is continuously being added to my services.
- I look at myself as the president and CEO of the department or area for which I'm responsible.
- I know what's expected from me at work and strive to do more.
- I have created a purpose, mission, and vision statement for my work role.
- I strive to create a *personal brand* and differentiate myself in my industry.
- My career *is* my passion; in fact, it doesn't feel like work.
- I do not spread or repeat rumors around the office.
- I help my co-workers whenever possible and at the same time am aware of my own needs and responsibilities, so I don't overextend myself.
- I am positive and upbeat nearly all the time. You would never call me a negative person.
- I do my best to get the job done without an excessive use of wasted energy or adrenaline.
- Every year I read at least seven books that are business-related.
- I know the value of networking and strive to improve my skills in this area.
- Every month I invite an interesting person or someone accomplished in their field to breakfast or lunch.
- I read a monthly trade journal in my industry and subscribe to the Wall Street Journal.
- I'm learning to be a good steward of money and read books that help me accomplish this.
- I'm employed at a firm whose company culture matches my values.
- I want feedback and don't get defensive when I receive it.
- When something is bothering me, I speak up. I don't keep it in and hold a grudge.
- I have purchased quality personal note cards and send a minimum of five thank you notes every month.
- I let others know when they have done a good job on something.