

Management and Self-Management Self-Assessment

Management and Self-Management Skills	Yes, I have this skill	I need to work on this skill	I do not need this skill. Why?	How others see me
Being patient with others				
Maintaining a cheerful attitude				
Getting interested/excited about the task at hand				
Offering help to others				
Knowing how to take directions				
Motivating yourself to accomplish what needs to be done				
Helping motivate others to get the job done				
Prioritizing tasks so the larger goal is met on time				
Following rules				
Presenting a neat and professional image				
Accepting criticism / feedback from others				
Checking and correcting own work				

Management and Self-Management Skills	Yes, I have this skill	I need to work on this skill	I do not need this skill. Why?	How others see me
Working hard without complaining				
Using courtesy when dealing with others				
Seeking to help when needed				
Taking initiative (finding other things to do when work is done)				
Being eager to learn				
Speaking up for yourself				
Solving problems				

Adapted from Life Skills Education, Inc., Pamphlet #9029 (1998)