

# Self-Assessment: What Are My Habits?

Respond to each of the prompts below by scoring yourself a **4** (always), **3** (frequently), **2** (sometimes) or **1** (never) in the blank space provided on each line. Do so, and you'll quickly find out which habit(s) might make immediate improvements in your overall productivity and success.

Total each column and read about your results on the next page:

	A	B	C
I feel as if I spend a lot of time "putting out fires" at work.			
I am critical of what I have accomplished or how long it took me to finish.			
I am satisfied with what I do only if it is as good as it can possibly be.			
I think a lot about what I'd like to accomplish but rarely get projects off the ground.			
I get involved in other people's tasks and projects, postponing attention to my own.			
I have trouble starting projects or working on my own because I doubt my ability.			
I spend more time thinking about a project than actually working on it. (i.e., I procrastinate.)			
When I'm doing a task, I wonder, "How did I get myself into this?"			
I wish someone else would handle the details of life, freeing me to do what's creative.			
I find myself complaining, "I have no time," "I have too much to do," or "I'm too busy."			
I wish I weren't so busy, but secretly believe I don't know how it could be any other way.			
I expect great things of myself but I always seem to fall short.			
People sometimes accuse me of being a dreamer/having my head in the clouds.			
I hesitate to leave my comfort zone and avoid situations that cause stress or anxiety.			
I become easily fatigued or agitated when something disrupts my normal routine.			
I ignore important tasks, then, at the last minute, work frantically to get them done.			
I feel that life is chaotic and that I can never be sure what the next day will bring.			
I run around doing things, without really feeling that I'm accomplishing very much.			
<b>TOTALS</b>			

# Review Your Results, Build Better Habits

## Column A: The Planning Habit

If your score in column A is more than 10, it's possible you've become more reactive than proactive.

Granted, some environments leave little time for quiet reflection, but carving out even 15 minutes a day in a place where you can avoid interruptions will help you build a planning habit and improve your ability to keep projects moving forward.

Set a daily alarm to take out your list of MITs and review them each evening. Start each day with a thorough review of your calendar for the next 3 days.

## Column B: The Responsibility Habit

If your score in column B is more than 10, consider creating some habits that will help you take responsibility for your own successes.

Start by creating an action plan for a project that is due 3-6 months from now and hold yourself accountable to completing everything on the action plan.

Remember, difficult tasks that lack excitement or immediate appeal are best tackled early in the day while you have energy and discipline to get them out of the way. Remember, this Course Work is about building the routines and habits that serve you.

## Column C: The Self-Care Habit

If your score in column C is more than 10, you might consider being more gentle with yourself and build in some stress management habits, like taking short breaks to walk, talk to a friend, or drink fresh water during your work day.

Perfectionism can be paralyzing and work against you in the long run. Sure, you might be getting stellar performance reviews, but if you only tackle the tasks you know you can do well, you'll never take any risks.

By taking care of yourself first, you'll be in a better position to take a few calculated risks.