

Name:

Date:

Read each item below and then rate that item based on the extent to which you agree or disagree with how well it describes you. Use the rating scale below to choose the appropriate score.

Strongly Disagree 1   Disagree 2   Tend to disagree 3

Neutral 4

Tend to agree 5   Agree 6   Strongly agree 7

1. I don't jump to conclusions.
2. I think before I speak.
3. I don't take action without having all the facts.
  
4. I have a good memory for facts, dates and details.
5. I am very good at remembering things I have committed to do.
6. I seldom need reminders to complete tasks.
  
7. My emotions seldom get in the way when performing tasks.
8. Little things do not affect me emotionally or distract me from the task at hand.
9. I can defer my personal feelings until after a task has been completed.
  
10. No matter what the task, I believe in getting started as soon as possible.
11. Procrastination is usually not a problem for me.
12. I seldom leave tasks to the last minute.
  
13. I find it easy to stay focused on my work.
14. Once I start an assignment, I work until it's completed.
15. Even when interrupted, I find it easy to get back and complete the job at hand.

16. When I plan out my day, I identify priorities and stick to them.
17. When I have a lot to do, I can easily focus on the most important things.
18. I typically break big tasks down into subtasks and timelines.
  
19. I am an organized person.
20. It is natural for me to keep my work area neat and organized.
21. I am good at maintaining systems for organization.
  
22. At the end of the day, I've usually finished what I set out to do.
23. I am good at estimating how long it takes to do something.
24. I am usually on time for appointments and activities.
  
25. I take unexpected events in stride.
26. I easily adjust to changes in plans and priorities.
27. I consider myself to be flexible and adaptive to change.
  
28. I routinely evaluate my performance and devise methods for personal improvement.
29. I am able to step back from a situation in order to make objective decisions.
30. I "read" situations well and can adjust my behavior based on reactions of others.
  
31. I think of myself as being driven to meet my goals.
32. I easily give up immediate pleasures to work on long-term goals.
33. I believe in setting and achieving high levels of performance.
  
34. I enjoy working in a highly demanding, fast-paced environment.
35. A certain amount of pressure helps me to perform at my best.
36. Jobs that include a fair degree of unpredictability appeal to me.