Employers want people who demonstrate

► positive attitudes and behaviour ► responsibility ►adaptability

*These are your Personal Management Skills.*

Check the most appropriate answer:

|  |  |
| --- | --- |
| 1. I take on projects with confidence and know that I can do a good job.   a) Always \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Never \_\_\_\_\_ | 1. I like to set goals and objectives for myself.   a) Always \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Never \_\_\_\_\_ |
| 1. I tell the truth no matter what the consequences are.   a) Sometimes \_\_\_\_\_  b) Most of the time \_\_\_\_\_  c) Never \_\_\_\_\_ | 1. People tell me I am well organized.   a) Most of the time \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Never \_\_\_\_\_ |
| 1. I volunteer for extra-curricular activities and look for opportunities to learn new things.   a) Always \_\_\_\_\_  b) Only if it interests me \_\_\_\_\_  c) Never \_\_\_\_\_ | 1. I get upset when things change.   a) Always \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Never \_\_\_\_\_ |
| 1. I find it difficult to continue with tasks, at home and at school, when problems arise.   a) Most of the time \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Never \_\_\_\_\_ | 1. I like it when people do things differently than I do.   a) Usually—I learn from them \_\_\_\_\_  b) Never—they don’t do it properly \_\_\_\_\_  c) It depends \_\_\_\_\_ |
| 1. I look for new challenges at school and in my spare time.   a) Most of the time \_\_\_\_\_  b) Mainly at work \_\_\_\_\_  c) Mainly in my spare time \_\_\_\_\_ | 1. I like to think up new and better ways  to get my work done.   a) Never \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) Always, it keeps life interesting  and improves my productivity \_\_\_\_\_ |