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 differentlythan 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 \_\_\_\_\_ |