

Excel Coaching & Consulting

empower. grow. lead.

Personal & Professional Assessment

The following set of statements was created for the purpose of self-evaluation. By scoring each of these statements truthfully and then adding them together by category, you will be able to gauge where you stand in different aspects of your personal and professional life.

This assessment will evaluate four categories:

- Communication – Interpersonal, professional and public.
- Leadership
- Management – Time and self.
- Life & Family.

For each statement you will be able to choose one of the five following options:

1. Strongly Disagree
2. Somewhat Disagree
3. Neutral
4. Somewhat Agree
5. Strongly Agree

If any of the statements does not pertain to you (i.e. it is a marriage related question and you are not married), please choose option 3: Neutral.

STATEMENTS

1. When I speak, people are captivated by what I say and how I say it.

1. () 2. () 3. () 4. () 5. ()

2. My friends ask for my advice in personal and professional matters.

1. () 2. () 3. () 4. () 5. ()

3. I consistently achieve my goals and exceed my personal expectations.

1. () 2. () 3. () 4. () 5. ()

4. I set very clear personal, professional and financial goals.

1. () 2. () 3. () 4. () 5. ()

5. I am in the best shape of my life.

1. () 2. () 3. () 4. () 5. ()

6. When I communicate, I am seldom misunderstood or asked for clarification.

1. () 2. () 3. () 4. () 5. ()

7. I am extremely happy with my marriage and family situation.

1. () 2. () 3. () 4. () 5. ()

8. My employees consider me their friend as well as their boss.

1. () 2. () 3. () 4. () 5. ()

9. Most weeks, I can account for every single hour of time spent.

1. () 2. () 3. () 4. () 5. ()

10. I am very satisfied with every aspect of my life.

1. () 2. () 3. () 4. () 5. ()

11. People often commend me for my leadership skills.

1. () 2. () 3. () 4. () 5. ()

12. People often commend me for my eloquence in public speaking.

1. () 2. () 3. () 4. () 5. ()

13. I am a great listener.

1. () 2. () 3. () 4. () 5. ()

14. I never feel “burned out.”

1. () 2. () 3. () 4. () 5. ()

15. I never get anxious, stressed out or depressed.

1. () 2. () 3. () 4. () 5. ()

16. I have a clear picture of what I want my legacy to be.

1. () 2. () 3. () 4. () 5. ()

17. My children deeply respect me and follow my directions.

1. () 2. () 3. () 4. () 5. ()

18. I add value to others’ lives on a consistent basis.

1. () 2. () 3. () 4. () 5. ()

19. My wife (husband) and I communicate clearly and consistently.

1. () 2. () 3. () 4. () 5. ()

20. I am very organized.

1. () 2. () 3. () 4. () 5. ()

SCORING

Please refer to your answers above and fill in the scoring table below according to the values listed for each answer.

Values:

1, 2, 3, 4 and 5.

<i>COMMUNICATION</i>	<i>LEADERSHIP</i>	<i>MANAGEMENT</i>	<i>LIFE & FAMILY</i>
1.	8.	3.	2.
6.	11.	4.	5.
12.	16.	9.	7.
13.	17.	14.	10.
19.	18.	15.	20.
Total:	Total:	Total:	Total:

Assessing Your Results:

21 – 25 Pts: EXCELLING

If you scored in this range for any of the categories above, you are hitting a home run for that specific category every time you do something related to it. Continue to develop your strengths in that area and the sky is the limit. You are ready to teach others on this specific subject!

16 – 20 Pts: SUCCEEDING

If you scored in this range, you are definitely separating yourself from the crowd. You clearly have developed some skills that are helping you bring more to the table professionally and personally. If you focus on getting some of the roadblocks that are hindering you from excelling in this area, people will soon begin asking for your advice and wisdom!

11 – 15 Pts: AVERAGING

If you scored in this range, you have some work to do! You are definitely not failing, but to achieve your fullest potential and be successful you will really have to work on some of the challenges that are setting you back.

6 – 10 Pts: FAILING

The red lights are flashing and the fire alarm is going off! If you scored in this range for any of the categories above, it is time for an overhaul! It is never too late but if you do not act and develop this area of your life, your success will come to a screeching halt!

1 – 5 Pts: DERAILING

The train is off the tracks and the passengers are jumping out to save themselves! If you scored in this range, you have completely missed the opportunity to succeed in this aspect of your life. It is time for you to evaluate this area and create a drastic plan of action and recovery!