

QUESTIONNAIRE

INSTRUCTIONS

Read each of the statements given below carefully. Assign a number (from 1- 3) to each statement, based on which statement applies to you. Then add the numbers of each statement to get the final score. Remember, this is for your own benefit, so do be honest!

SCORING CRITERIA:

1 - Rarely

2 - Sometimes

3 - Typically

STATEMENTS

- I spend time chatting on the phone if I feel under pressure
- I find it hard to concentrate and get focused on a task
- I avoid conflict or unpleasant situations by doing something else
- I complete easier, low priority jobs before the tough tasks
- I spend time worrying about making mistakes before starting on a task
- I miss deadlines because less important tasks have gotten in the way
- I leave difficult tasks to the last minute and complete them under pressure
- I don't clear and reorganize my working area before starting a major task
- I tend to delay implementing plans I have agreed
- I have to make a real effort to get started on a job

TOTAL SCORE:
