

## Assessing your Management Skills

### Personal Attitudes Management Checklist

Rate your skill and ability to do the following:

		Unsatis- factory	Weak	Average	Good	Except- ional
1.	Communicate with others about problems until a solution is reached.	1	2	3	4	5
2.	Consider the views of others.	1	2	3	4	5
3.	Use clear, direct, specific, accurate and honest communication.	1	2	3	4	5
4.	Recognize barriers in daily life, and develop strategies to overcome those barriers.	1	2	3	4	5
5.	Creatively approach problems in life.	1	2	3	4	5
6.	Accept change as a normal part of life.	1	2	3	4	5
7.	Make a plan for difficult situations and follow through.	1	2	3	4	5
8.	Recognize and make a change as needed.	1	2	3	4	5
9.	Recognize and accept responsibility for actions and behavior.	1	2	3	4	5
10.	Meet challenges head on.	1	2	3	4	5
11.	Understand how risk and reward are related.	1	2	3	4	5
12.	Recognize that risk taking is sometimes necessary.	1	2	3	4	5