

A self-management questionnaire



Getting work-ready means becoming more independent and responsible. The days of the lateness register at school are over. If you arrive at work late, there will be consequences, like having your pay docked and/or a boss and workmates who are angry with you for holding them up.

Getting organised and being responsible is a mindset. If you are used to others picking up the slack for you, you may have developed some bad habits. On the other hand, if you're used to taking charge of yourself, you may have built up some good habits instead.

Complete this questionnaire to see if there are any areas where you might need to improve your self-management. If not, you can go ahead and pat yourself on the back for being a great self-manager!

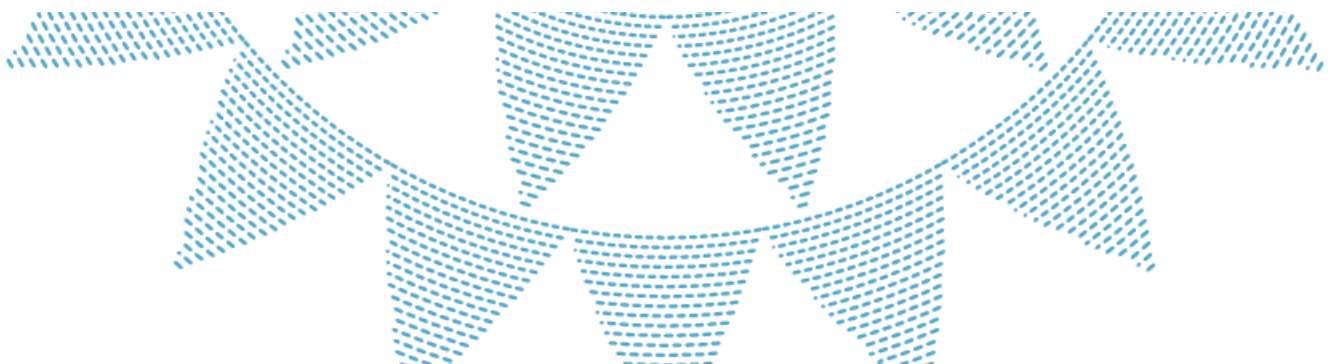
QUESTIONS

1) How would you rate yourself in terms of managing your time?

- ☐ a) I'm always on time. In fact, I'm usually early, as I believe this is important.
- ☐ b) I am usually on time. Sometimes stuff happens and I end up being late, but that doesn't happen often.
- ☐ c) I try to be on time, but something always happens to make me late. Mostly stuff out of my control.
- ☐ d) I'm usually a bit late, especially in the mornings. I'm not a morning person.
- ☐ e) I am always late. I don't get the panic about being on time. Who cares if you're only 10 or 15 minutes late?

2) When people talk about health and safety, how do you react?

- ☐ a) I listen carefully. It's important to stay safe at work.
- ☐ b) I'll make an effort to listen and catch the important stuff.
- ☐ c) I try to listen, but it's usually boring, so I tend to tune out.
- ☐ d) I just zone out. Other people will make sure we're doing the right thing.
- ☐ e) I shut down. People are always making a big deal over nothing. What's the worst that could happen?

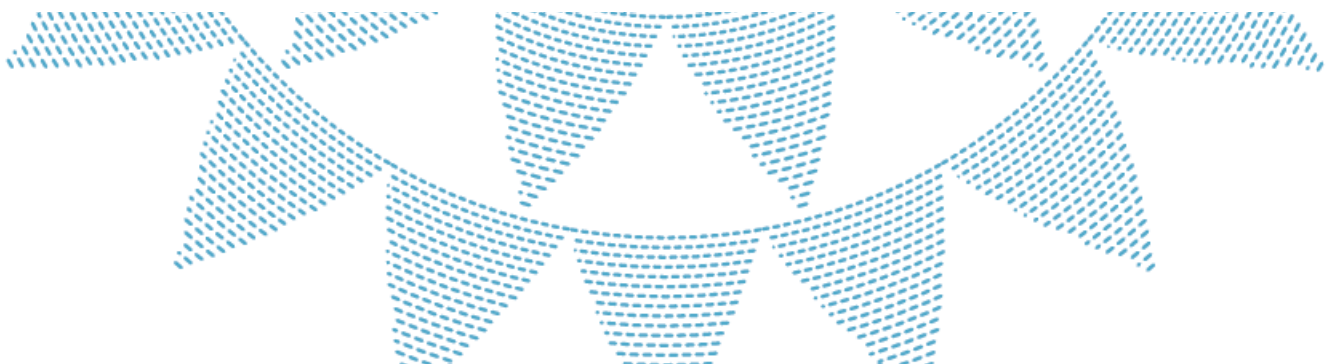


3) How organised are you in the morning?

- ☐ a) I always get everything sorted for the next day the night before. I have all my clothes, gear and food ready to just pick up and leave. I like the morning to run smooth.
- ☐ b) I am mostly organised. I usually work out what I will need the next day and make sure it's clean and in my room for the morning. I can get side-tracked if things come up the night before, though, like when my mates come over.
- ☐ c) I make an effort to be organised. Probably 50% of the time I am, but stuff happens, like the family always wanting me to do stuff before I leave. I do what I can without getting too stressed.
- ☐ d) I am not very organised. I have trouble getting everything I need in one place. I always seem to forget stuff.
- ☐ e) I am disorganised. My bedroom is a mess. It's impossible to find what I need. It's who I am. I've always been this way, so I just accept the consequences.

4) When you are talking with your mates, how careful are you with your words and actions to make sure you are being friendly and thoughtful?

- ☐ a) I choose my words carefully because my friends are important to me. I want to be the person who makes them feel good about themselves.
- ☐ b) Most of the time I am thoughtful. I don't like to deliberately bring them down. But they are my mates and we like to have a good laugh at each other!
- ☐ c) I think about what I say, most of the time. Depends on my mood, like how busy or tired I am and what's going on. Also depends whether my mates are being dicks or not!
- ☐ d) I often say things I regret later. I seem to say the wrong thing at the wrong time. I don't mean to be unkind; I'm just not good at judging what's going on.
- ☐ e) I say what I think. If people don't like that, that's their problem. If they don't want to be around me, that's sweet. I talk the truth as I see it.

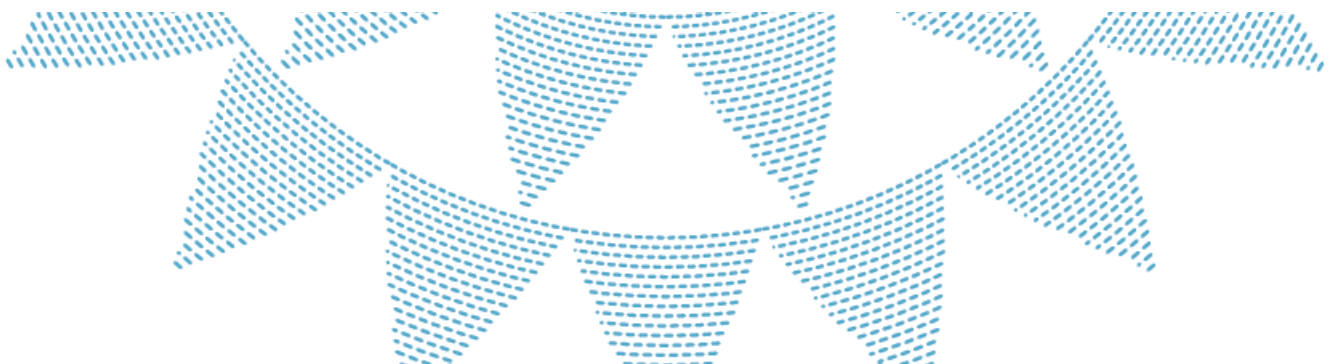


5) When you are talking with a boss, how careful do you think you should be with what you say?

- ☐ a) I would be super careful. You don't want to get offside with your boss. You want to make a good impression.
- ☐ b) I'd be careful because I'd want to keep my job, but I wouldn't suck up to the boss or anything.
- ☐ c) I'd make an effort to say the right thing. It would be hard to do that all the time, though, because if you're tired or in bad mood, it's not always easy.
- ☐ d) I think bosses wouldn't want to be too formal or serious. They'd want to have a laugh, too. I'd talk to my boss like I talk to my mates.
- ☐ e) Just because they're the boss, that doesn't mean I'm their lackey! If they treat me with respect, I'll do the same back. I would talk to them the same as my mates. I'm a 'no BS' type of person.

6) What do you think "shows commitment at work" means?

- ☐ a) It means being loyal, trustworthy and reliable. It means always turning up to work on time with a good attitude, doing a good day's work every day, even when you don't feel like it. And if your boss invests time and money in you to build your skills, you don't just dump the job if something better comes along.
- ☐ b) It means digging in and seeing something through to the end. Taking some pride in what you do.
- ☐ c) It means turning up. You do what you said you would do when you signed your contract. You make an effort to do a good job.
- ☐ d) It means the same as being in a relationship or getting married. You make a commitment to that person and you don't cheat on them or put them down. Same at work. You turn up, do the work and don't 'rip off' or criticise your boss.
- ☐ e) It means the boss and I do what we each agreed to do. If they don't hold up their end of the deal, I don't hold up mine.

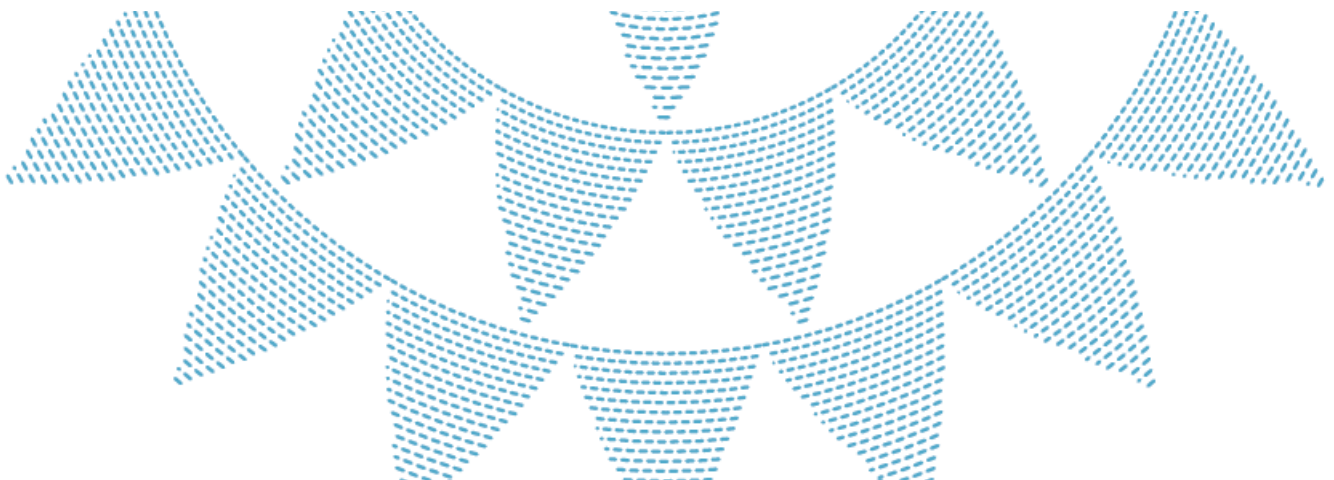


7) How responsible are you?

- ☐ a) I am mature, sensible and willing to take the blame if I make a mistake. I don't blame others. I am responsible for my own mistakes and will always try to put things right.
- ☐ b) I am mostly responsible. If I screw up, I own up and take the consequences.
- ☐ c) I try to be responsible, but I feel like life is not always fair, and I end up having to take the blame for stuff that is out of my control.
- ☐ d) I can be a bit irresponsible. If I do something wrong, I'll only fess up if I absolutely have to. I know I blame others a bit — a bad habit that I recognise isn't helpful.
- ☐ e) I don't really care what others think. I don't owe anybody anything. I've learned that owning up to screw-ups achieves nothing but more trouble. I prefer to say nothing, let others take the blame and let them clean up the mess.

8) How good are you at following instructions?

- ☐ a) Really good. I like getting clear instructions as it helps me ensure I'm doing my job correctly.
- ☐ b) I'm pretty good with following instructions. I know it's important. But I admit that sometimes I don't listen carefully or read the instructions properly before getting started.
- ☐ c) I'm OK with instructions. Depends on how I'm feeling. If I'm tired or in a hurry, I can switch off and forget what was said to me.
- ☐ d) Not great. I like to find shortcuts and other ways to do things faster.
- ☐ e) I don't like being told what to do. I like working things out for myself, in my own time.



9) Would people describe you as being dependable?

- ☐ a) Absolutely. If I say I'm going to do something, it gets done.
- ☐ b) Most of the time. Plans don't always work out, so it's not possible to be 100% dependable.
- ☐ c) Sometimes. I try to be dependable, but stuff often happens that gets in the way of me being able to follow through.
- ☐ d) Not really. I try not to make any unnecessary promises or commitments. That way, I'm not letting people down if/when I change my mind and decide to do something different.
- ☐ e) No. I like to be able to do what I like, when I like, how I like. I don't need to be bogged down by other people's expectations.

10) How much care do you give to being fit and healthy?

- ☐ a) Being fit and healthy is important to me. I eat healthy food, I exercise most days and I don't do drugs or drink much alcohol.
- ☐ b) Reasonably well. I eat well, I exercise a few times a week and I don't smoke.
- ☐ c) I look after myself OK. I'm reasonably fit but I am not a fanatic. I eat junk food and drink too much sometimes but only on weekends.
- ☐ d) I could probably look after myself better. I'm not as fit as I used to be and have gotten into a few bad habits.
- ☐ e) I don't really care about being fit and healthy. I'm more of a party person.



RESULTS

Now take a few moments to look back over your answers. Do you notice any patterns in the way you responded to these questions?

If you mostly chose As

Congratulations! You're excellent at self-management! You're highly responsible and dependable, which means your boss, friends and whānau know you can be trusted to always do the right thing and give it your best shot. You're also highly organised, which helps you be on time and have everything you need to get the job done. You understand that it's important to take good care of yourself and you're thoughtful about what others want and need to stay happy and healthy, too.

If you mostly chose Bs

Good on you! You understand it's important to be responsible and dependable and, most of the time, you walk your talk. Be proud of how hard-working and conscientious you are in all you do. Life does throw us curve balls, so get yourself in a good mindset to be able to confidently respond to them. Keep up the great work. Have a look at the self-management resources to see if there are any extra tips that might be useful for you.

If you mostly chose Cs

Great effort! You know it's important to have good self-management skills. Seems your ability to manage can be influenced by what is happening around you. It's without doubt some of us must juggle many responsibilities in addition to school or work. Be proud of yourself that most of the time you are managing well. Next time you are thrown by something out of your control, remind yourself that you have the skills to cope. Take a minute to think through your options and work out your best plan of action. Have a look at the self-management resources to get some tips that may help you out.

If you mostly chose Ds

It seems like you are self-aware and know what is needed to manage yourself well. Perhaps you have your mum's voice in your head reminding you about what's the right thing to do. You know that blaming others never achieves much. Blame steals mana, so always try to take responsibility for your own mistakes. Try building a positive mindset and getting more motivated. This will really help you. Have a look at the related resources and see how they can help you in your journey.

If you mostly chose Es

It seems like you're very independent! Being independent and knowing your mind can be a good thing. It means you don't always have to rely on other people, and you won't be easily swayed. Then there are times when we do need to work well with others, to get ahead and stay safe. On a building site, for example, the people who put up the scaffolding need to pay attention and do a good job, so that it doesn't collapse and hurt people. You can take a lot of pride in being someone who people can depend on and who cares about themselves and others. If you are keen to learn more about building your self-management skills to be more dependable and work well with people, check out the associated resources.