

## OWN IT! TAKE CHARGE OF YOUR CAREER SUCCESS

### Personal Assessment

Proactively assessing our personal and professional goals and performance periodically helps us learn how to achieve our goals and obtain fulfillment in both our personal and professional lives. Reflect upon the past year and place an “X” in the appropriate box in the table to *rate yourself in the categories that apply to you*, adding categories as necessary. This exercise helps you quickly assess where you are concentrating your efforts and offers a tool for reflecting upon the areas in your life that you may want to focus on improving. For example, for “Family” are you satisfied with the amount of time you’re spending with them? The “Expectations” are yours and apply to the extent that you are satisfied with yourself in these areas. For a more comprehensive perspective ask others to complete both the Personal and Professional Assessments on your behalf.

Category	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
<b>Mind</b> (Learning, Intellectual Stimulation, etc.)				
<b>Body</b> (Health & Wellness)				
<b>Spirit</b> (Recognize & Connect)				
<b>Family</b>				
<b>Friends</b>				
<b>Community</b>				
<b>Fun</b>				
<b>Fulfillment</b>				
<b>Financial</b>				
<b>Has a reputation for adding value</b>				
<b>Other</b>				
<b>Other</b>				
<b>Observations:</b>				

**Professional - Job and/or Career Assessment**

Similar to the Personal Assessment exercise, reflect upon the past year and place an “X” in the appropriate box in the table to rate yourself in the categories that apply to you, adding categories as necessary. This exercise helps you quickly assess where you are concentrating your efforts and offers a tool for reflecting upon areas in your life that you may want to focus on improving. Remember, the “Expectations” are yours and apply to the extent that you are satisfied with yourself in these areas. For a more comprehensive perspective you may want to ask others to complete both the Assessment on your behalf or include ratings from a recent workplace performance evaluation if applicable. The goal is to obtain a well-rounded perspective of your performance.

Category	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
<b>Job Knowledge</b>				
<b>Relationships</b> (Team Player)				
<b>Communication Skills</b> (Includes how effectively you communicate your value)				
<b>Productivity</b>				
<b>Quality</b>				
<b>Attendance</b>				
<b>Follows Policies/Procedures</b>				
<b>Leadership or Management</b>				
<b>Saves/Makes Money</b>				
<b>Confident with a Dose of Humility</b>				
<b>Problem Solver</b> (Creative)				
<b>Proactive</b>				
<b>Other</b>				
<b>Other</b>				
<b>Observations:</b>				

**Reflection**

*Personal Assessment*

What are the top five areas in which you are exceeding expectations?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

What are the top five areas in which you are not meeting expectations?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

*Professional Assessment*

What are the top five areas in which you are exceeding expectations?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

What are the top five areas in which you are not meeting expectations?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Tuesday Strong writes on career management using proactive talent development and personal branding techniques leveraged by technology. For more information, visit [Tuesday Strong's Blog](http://Tuesday Strong's Blog) at [tuesdaystrong.com](http://tuesdaystrong.com).