

Are you working smart?

Take this assessment and find out...



In these challenging times, we all need to work smarter than ever. That's what this quick assessment is all about. Use it right now to find your strengths and improvement opportunities, then take action.

INSTRUCTIONS: For each of the items below and on the next page, check a box (1 to 5) to indicate how often you turn the statement into action. Use this scale: **1 = never 2 = rarely 3 = sometimes 4 = usually 5 = always**

PART ONE – IMPROVEMENT

1. I look for ways to improve how I do my work.

1	2	3	4	5
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2. When I come up with an idea for improvement, I act on it right away – putting it into practice or sharing it with someone who has the authority to make it happen.

1	2	3	4	5
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3. The people in my work area get together on a regular basis to share ideas for improvement.

1	2	3	4	5
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4. Whenever we complete a project or some other big undertaking, my co-workers and I talk about what we did well *and* what we can do better the next around.

1	2	3	4	5
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PART TWO – LEARNING

5. I make a point of staying curious, asking questions about how things are done and why they are done that way.

1	2	3	4	5
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6. When workshops and training programs are available in my workplace, I participate.

1	2	3	4	5
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7. When I need help with a task or project, I reach out to colleagues who can provide it.

1	2	3	4	5
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8. I stay well-informed about other organizations in my field so I can pick up good ideas and best practices.

1	2	3	4	5
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PART THREE – PRODUCTIVITY

9. My workspace is organized so I can quickly find what I need.

1	2	3	4	5
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10. When planning my work schedule, I'm realistic about the time that's required for each work activity. 1 2 3 4 5
11. I set aside time each day to review my latest e-mails all at once, instead of reading and responding to each e-mail as it arrives. 1 2 3 4 5
12. When I'm at work, I stayed focused on the task at hand – and do my best to set aside personal concerns and contacts for later. 1 2 3 4 5
13. When I have to get something done at work, I take action promptly. 1 2 3 4 5
14. In order to maintain my energy level throughout the day, I take breaks when I can. 1 2 3 4 5
15. Instead of trying to do several work activities at once, I focus on one thing at a time, getting it done efficiently the first time around. 1 2 3 4 5
16. During meetings, I do what I can to keep the group on track, even if I'm not leading the meeting. 1 2 3 4 5

PART FOUR – PERSPECTIVE

17. I know exactly who benefits from my work, and I try to see things from their perspective. 1 2 3 4 5
18. When making decisions regarding work-related tasks and projects, I take into account how those decisions will affect the organization's financial situation. 1 2 3 4 5
19. When I come to believe that a task or project isn't benefiting the organization or the people it serves, I speak up in a constructive way, explaining my reasoning to my manager. 1 2 3 4 5
20. Deep down, I believe that people can solve just about any problem when they team up and use their experience and know-how. 1 2 3 4 5

Add the numbers in all the boxes you checked, and put the total here:

SUGGESTION: Make this a collective effort by completing the assessment with your co-workers.

- 20-40 There's a lot more you can and should do. Review the items in this assessment, pick out one or two for immediate action, and get started.
- 41-60 This would suffice during ordinary times, but the current situation is anything but ordinary. Maintain your strengths while taking additional steps right away. Remember, working smarter doesn't mean working harder. It often means the opposite.
- 61-80 You know what it means to work smart, and you're making progress. But don't stop there. Your workplace needs you to do more.
- 81-100 Great. Now focus on your colleagues, guiding them in what it takes to work smart.