

Assessment

Plan Your Work/ Work Your Plan ***First Edition***

The objectives of this book are:

- To explain the elements of good planning
- To explain planning methods
- To provide helpful planning tips and strategies



Assessment Questions for *Plan Your Work/Work Your Plan, First Edition*

Select the best response.

1. To achieve success, you must:
 - A. Take workshops and seminars
 - B. Have a plan for where you're going
 - C. Think about desirable goals
2. Planning is a design for a future that:
 - A. Accepts the possibility of risk
 - B. Helps you reach critical milestones
 - C. Encourages change and modification
 - D. All of the above
 - E. B and C
3. All planning involves being in control of future events.
 - A. True
 - B. False
4. It is better to base planning on:
 - A. Trends, conditions and what experts think
 - B. What you're good at and enjoy doing
5. Planning is beneficial because it:
 - A. Gives you direction
 - B. Helps you figure out what you really want
 - C. Can stimulate creativity and growth
 - D. All of the above

6. People who have good luck:
 - A. Rely entirely on chance events
 - B. Control the way they respond to chance
 - C. Can influence the occurrence of chance
7. It is acceptable to forego planning if you feel it will require:
 - A. Too much work
 - B. Too much time in learning how to plan
 - C. Avoiding intuition
 - D. All of the above
 - E. None of the above
8. Successful planners are usually:
 - A. Competitive
 - B. Confident
 - C. Curious
 - D. All of the above
9. Success doesn't happen by chance, but:
 - A. Everyone is equally affected by chance
 - B. Unexpected chance occurrences create opportunity
 - C. You can always predict events that will influence your future
10. If a project consists of five events, each with an 80% chance of success:
 - A. Your risk of failing at all five events is 20%
 - B. Your chance of success at all five events is less than 50%
 - C. Neither of the above
11. Improving your luck consists of:
 - A. Knowing your best qualities and accepting chances to develop them
 - B. Responding to the unexpected
 - C. Not being tempted to take risks
 - D. All of the above
 - E. A and B

12. Once you have planned a course of action:
- A. You should not let chance happenings change it
 - B. You should not allow spontaneous actions
 - C. Both of the above
 - D. None of the above
13. You should create a plan for measuring your performance:
- A. Once you begin implementing your plan
 - B. After you have completed what you wanted to do
 - C. Before you begin to implement your plan
14. Reaching your original goal:
- A. Should be your most important objective
 - B. Should be abandoned if a better one appears
15. It is more important to consider your strengths instead of your weaknesses when planning.
- A. True
 - B. False
16. You should look for opportunities that can make the best of your:
- A. Personality
 - B. Strengths
 - C. Weaknesses
 - D. Situation
17. The threat that can be most harmful is the one that works with your:
- A. Fears
 - B. Interests
 - C. Strengths
 - D. Weaknesses
18. Intuition should:
- A. Be suspected
 - B. Be given serious consideration
 - C. Overrule objective decision making

19. Goals should be:
- A. Broad and long-term
 - B. Concise plans and activities
20. When managing your time, you should set deadlines that are:
- A. Vague just to give you a general framework
 - B. Easy to meet or indefinite
 - C. Precise and flexible
21. Spacing milestones close together is:
- A. Unrealistic
 - B. Morale boosting
 - C. Not recommended
 - D. Exhausting
22. If you'd like to read more good books, a good objective could be to:
- A. Go to the library often
 - B. Read a good book every month
 - C. Join a book club
 - D. Start reading more often
23. An important task is one that:
- A. Calls for immediate action
 - B. Yields high return for time invested
 - C. Both of the above
24. The best protection against the unexpected is:
- A. A carefully laid plan
 - B. Patience
 - C. Flexibility
 - D. Acceptance
25. A specific first task to begin your plan should be:
- A. Significant
 - B. Relatively easy

Answer Key for
Plan Your Work/Work Your Plan, First Edition

Recommended response (Corresponding workbook page)

1. B (2)	6. B (14)	11. E (29)	16. B (44)	21. B (48)
2. D (4)	7. E (16)	12. D (30)	17. D (45)	22. B (47-49)
3. B (5)	8. D (23)	13. C (32)	18. B (46)	23. B (56)
4. B (6-7)	9. B (24)	14. B (34)	19. A (47)	24. C (61)
5. D (10)	10. B (28)	15. B (40)	20. C (52)	25. B (59)