

Assessment
<i>Successful Self-Management</i> <i>Revised Edition</i>

The objectives of this book are:

- To show how one's positive personal behavior can affect others
- To discuss the application of personal values
- To explain the use of feedback and help from others in self-management

■ CRISP_{series}

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Assessment Questions for Successful Self-Management, Revised Edition

Select the best response.

1. If someone criticizes you, and you feel the feedback is unfair, you should immediately tell the person how you feel and explain how justified your actions were.
 - A. True
 - B. False

2. According to the author, the single most common cause of poor self-management is:
 - A. Living by wandering around
 - B. Low self-esteem
 - C. Procrastination
 - D. Avoidance of hard work

3. Once you've added a task to your "to do" list, you should always, without fail, complete that task.
 - A. True
 - B. False

4. Assertiveness means being pleasantly direct.
 - A. True
 - B. False

5. The building blocks of self-management success include:
 - A. Perspective, Purpose, Productivity
 - B. Personality, Planning
 - C. Probability, Persistence
 - D. A and B
 - E. A and C

6. At a minimum, people's sense of well-being is determined by the quality of their:
 - A. Personal lives
 - B. Careers or avocations
 - C. Relationships
 - D. All of the above
 - E. A and C

7. Basic steps of the value-shaping process include:
 - A. Name the value
 - B. Describe what it feels like to have the value in reality
 - C. Describe the activities that align with the value
 - D. All of the above
 - E. A and B

8. An "external locus of control" is necessary for effective self-management.
 - A. True
 - B. False

9. How much time does the author recommend spending on daily planning?
 - A. A maximum of 5 minutes per day
 - B. A minimum of 10-15 minutes per day
 - C. At least an hour per day
 - D. One hour at the start of each week

10. Once people become clear about their own values, their behavior often becomes spontaneously "right"—consistent with those values.
 - A. True
 - B. False

11. Assertive people often:
 - A. Watch what other people do, then try to act the same way
 - B. Feel uncomfortable confronting people
 - C. Enjoy being seen as someone with strong opinions
 - D. All of the above
 - E. None of the above

12. In the context of self-management, “personal values” can be defined as:
- A. Historical guidelines from one of the world’s religions
 - B. Societal influences
 - C. Concepts or ideas that appeal to you
 - D. Selfish desires
13. Getting feedback, even from your most severe critic, may be the most important way of gaining the direction and control that leads to better self-management.
- A. True
 - B. False
14. The most successful self-managers refuse to use crutches such as paper-based or electronic planners.
- A. True
 - B. False
15. Reactive people tend to:
- A. Spend most of the day doing what other people want them to do
 - B. Wait until a deadline is near before really getting to work on a project
 - C. Give a high priority to those tasks that will advance their own personal goals
 - D. All of the above
 - E. A and B
16. According to the author, “Do more, do better, and do it faster” is the best slogan for life management.
- A. True
 - B. False
17. Common productivity killers include:
- A. Clutter
 - B. Indecision
 - C. Self-overload
 - D. Interruptions
 - E. All of the above

18. If you have charisma and an effective self-management system, you will find that you can easily control other people, also.
- A. True
 - B. False
19. “Effective” communication media almost always cost more than “efficient” media.
- A. True
 - B. False
20. To truly motivate, goals must be:
- A. Specific and measurable
 - B. Nearly impossible to achieve, but stated in motivating, encouraging terms
 - C. Anchored to values and put in writing
 - D. All of the above
 - E. A and C
21. Visualizing each dimension of your life as a spoke on a wheel can help you evaluate the balance in your life.
- A. True
 - B. False
22. People often fail to achieve what’s really important to them because they do not tie their daily activities to long-term values and goals.
- A. True
 - B. False
23. Methods of uncovering your own personal, core values include:
- A. Describing what you want to be remembered for at the end of your life
 - B. Seriously considering what you would do with your time if you had all the money you wanted
 - C. Writing down your major professional and personal goals
 - D. All of the above
24. It takes courage to ask for constructive feedback.
- A. True
 - B. False

25. Procrastination is often caused by:

- A. Fear of failure
- B. Fear of success
- C. Desire to rebel against the system
- D. All of the above
- E. A and B

Answer Key for Successful Self-Management, Revised Edition

Recommended response (Corresponding workbook page)

1. B (34)	6. D (64)	11. C (29)	16. B (iii)	21. A (65)
2. A (14)	7. D (21)	12. C (15)	17. E (53)	22. A (42)
3. B (41)	8. B (8)	13. A (30)	18. B (11)	23. D (18)
4. A (28)	9. B (36)	14. B (36)	19. A (56)	24. A (34)
5. D (7)	10. A (19)	15. E (12-13)	20. E (25)	25. D (57)