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| Personal Strengths and Weaknesses Survey |
| Being as honest as you can, rate your abilities in the following areas: |
| 1. Setting goals and pushing yourself to achieve them on time: |
|  *Poor Fair Good Excellent* |
| 2. Making decisions and completing tasks: |
|  *Poor Fair Good Excellent* |
| 3. Organizing a complex schedule and getting things done efficiently: |
|  *Poor Fair Good Excellent* |
| 4. Staying focused on the specific task at hand: |
|  *Poor Fair Good Excellent* |
| 5. Juggling several tasks at one time: |
|  *Poor Fair Good Excellent* |
| 6. Judging a person’s character: |
|  *Poor Fair Good Excellent* |
| 7. Getting along with other people and bringing out the best in them: |
|  *Poor Fair Good Excellent* |
| 8. Listening to several sides of an issue and then making a decision: |
|  *Poor Fair Good Excellent* |
| 9. Leading a team, even when there is disagreement among the members: |
|  *Poor Fair Good Excellent* |
| 10. Understanding what motivates other people: |
|  *Poor Fair Good Excellent* |
| 11. Resolving disputes among people: |
|  *Poor Fair Good Excellent* |
| 12. Saying what you mean and meaning what you say: |
|  *Poor Fair Good Excellent* |
| 13. Keeping your cool even when everyone else is losing theirs: |
|  *Poor Fair Good Excellent* |
| 14. Telling someone no: |
|  *Poor Fair Good Excellent* |
| 15. Tending to the details of a project: |
|  *Poor Fair Good Excellent* |
| 16. Looking at the big picture: |
|  *Poor Fair Good Excellent* |
| 17. Acting decisively under pressure: |
|  *Poor Fair Good Excellent* |
| 18. Adapting to changing circumstances: |
|  *Poor Fair Good Excellent* |
| 19. Taking risks: |
|  *Poor Fair Good Excellent* |
| 20. Taking responsibility, even when things go wrong: |
|  *Poor Fair Good Excellent* |