

# How Effective Are You at Work?

## A Career Checklist

- 1) I speak up effectively at the earliest moment when I'm frustrated.
- 2) When I leave the workplace, I don't complain about co-workers.
- 3) In meetings, people listen to what I have to say.
- 4) I feel respected at work.
- 5) I feel appreciated at work.
- 6) I am paid what I deserve.
- 7) I rarely think I'm a victim.
- 8) I hear office gossip but I don't contribute much to the grapevine.
- 9) If I want something, I know how to ask for it skillfully.
- 10) I don't avoid conflict.
- 11) I do avoid power struggles.
- 12) I know the difference between conflicts and power struggles.
- 13) I chose getting results over being right.
- 14) Flattery does not influence me to make poor choices.
- 15) Discomfort does not influence me to avoid taking important risks.
- 16) I know how to get people to think without making them defensive.
- 17) I feel in control of my future.
- 18) I have a professional network that supports my goals.

How many times did you answer "yes" to the questions above?

18-15 You are an interpersonal genius in the workplace! You already have a toolkit that includes powerful listening, negotiating, and strategic communication. You are also adept at reading body language, seeing through hidden agendas, managing workplace politics, and knowing what you want.

14-9 You do have some solid communication skills, but you often find people's behavior surprising, especially when their actions don't seem rational. You often work too hard at explaining yourself and find it puzzling when people don't respond better to your requests. You spend a fair amount of time outside of work complaining about people from your workplace.

8-0 You haven't previously had the chance to learn many interpersonal skills. You used to think that the quality of your work should get you opportunities, promotions and appreciation, but now you mostly feel tired and resentful. You are utterly puzzled at why you haven't been more successful, but don't know what to do or say to turn your career around.