

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.

You answered "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 puzzling especially when their actions don't seem rational. You often work too hard at explaining yourself and find it puzzling people don't respond better to your requests. You spent 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.



The Optimal Life Checklist

- 1) I know what I want and can skillfully ask for it.
- 2) I consider myself good at influencing others.
- 3) I rarely feel like a victim.
- 4) When I am frustrated or upset, I can see what I can do or say to change my circumstances.
- 5) I usually feel like I have enough energy and good health.
- 6) I generally enjoy my own company.
- 7) I have a supportive social network that I enjoy.
- 8) I am rarely compulsive about food, alcohol, or drug use.
- 9) I am rarely compulsive about shopping, sex, gambling, or exercise.
- 10) At least every day, I feel peaceful some of the time.
- 11) I rarely obsess about my future.
- 12) I sleep well and enough.
- 13) I know how to set limits with my family and my co-workers.
- 14) I have goals I am looking forward to achieving.

- 15) When I blame others, I then look at what I can change to avoid future problems.
- 16) I keep my word to myself and others.
- 17) People tend to trust me.
- 18) I can hear difficult information about myself without acting defensively.
- 19) I can easily admit when I am wrong.
- 20) Getting what I want is more important to me than being right.
- 21) I have excellent intuition.

21-17 You have an enviable life that you have built out of good decisions, and superb communication with others. You can tolerate discomfort and have the tenacity to pursue your dreams. You are resilient in the face of disappointment and see failure as the opportunity to begin again more intelligently. If you do therapy, you can start right at advanced techniques and you have the courage and insight to really soar.

16-10 You enjoy your career and personal life but spend a fair amount of time wondering if this is all there is. You secretly wonder if you really know yourself or those around you. You often have a vague sense of restlessness or dissatisfaction that you don't understand. You tell yourself you are luckier than most people and feel guilty sometimes that you aren't happier. You don't need therapy but you would great benefit from expanding your toolkit.

9-0 You are quite puzzled at how much bad luck and frustration you have had in your life. You tell yourself that other people have had less adversity than you have. You have suffered with many health challenges, anxiety, depression, resentment and accidents. You think that perhaps you are just unlucky but sometimes you wonder if there is something other people know that you could learn to turn your life around. There is something you don't know that other people do and you can learn these tools if you decide you want a better life.