Soft Skills Self-Assessment #1A

Questionnaire adapted from Mind Tools

Question	Not At All	Rarely	Sometimes	Often	Always
I routinely set realistic goals for myself, and I track my progress until I've reached them.			X		
When I have to make a decision, I pick the first *good* solution I find.				X	
I am confident in my abilities but I know my limits.				X	
When it comes to managing my workload, I know my priorities.				X	
Cooperative teamwork is something I am less committed to when time and resources are limited.			X		
I am not always as productive as I could be because I am lacking clear direction.				X	
When I want to motivate people, I try to use the same approach with each person.		X			
The work I do on a daily basis reflects my values, and is consistent with the goals I've set for myself.				X	
I'm able to communicate my needs, and I make sure that my message is heard and understood.		X			
When I encounter a problem, I immediately begin looking for potential solutions.			X		
When there's conflict, I use my communication skills to work things through to a positive resolution.			X		
I tend to adjust my behaviour on a team depending on whether I am the leader or a supporting member.				X	
When discussing an issue with someone, I'm usually actively thinking about what I'm going to say next.			X		
When I encounter a setback, I have difficulty focusing on the situation positively and objectively right away.			X		
Deadlines motivate me and keep me on track so that I complete all of my work in a timely manner.				X	

Soft Skills Self-Assessment #1B

1. **In what ways do you feel you are good at "leading yourself" to reflect on and improve your own behaviour, set goals and make good choices for your future?**

   I think that I am good at leading myself to make good choices for the future usually. But sometimes I have trouble figuring out exactly what my goals should be though that has changed recently. This year I have tried to improve my goal-setting skills and have come up with a few short and long term goals for myself. I try my best to reflect on my behaviour and actively improve it for the better.

2. **In what ways are you a good communicator, including listening and the ability to resolve conflict through communication?**

   Some of the ways that I show good communication would be my attentiveness when listening to clients problems. My conflicts have always been resolved by first understanding the problem at hand, then coming up with a solution, and finally presenting the solution to the opposite party in a non-confrontational way.

3. **In what ways do you exercise good time management skills to increase your productivity, recognize priorities and meet deadlines as well as reduce stress?**

   Some ways that I exercise good time management skills is by making sure my calendar is up-to-date with my class times, due dates, upcoming meetings, and high priority items. This helps me to keep track of my deadlines and reduces stress as it removes some of the guessing work in my day-to-day activities. I also try to work on projects, homework, assignments, and exercies ahead of time so I don't have it hanging over my head when I'm trying to relax.

4. **In what ways do you respond when you encounter problems and what sorts of strategies do you apply to resolve them? Consider the same question again regarding making decisions.**

   Usually when there is a problem I try my best to understand what is the root cause of the problem. Once I understand it I come up with a few solutions that can help remediate the problem. Then I try to apply my solutions to the problem and see if they work to solve the issue at hand. With decisions I try my best to think of various things I can do and then make the a decision based on the pros and cons of each choice.

5. **In what ways do you contribute well to team work? Are you able to adapt to different roles and are there some roles that are more comfortable for you than others?**

   My strengths when it comes to team work would be my good work ethic and ability to communicate with people from all walks of life. I'm really good at adapting to my working environment as I believe that I should do whatever it takes to complete a project. I can learn to enjoy most roles, and if I have a problem with a role I would bring it up to my team and then see if there is another task I could do that would match my skillset better.