



The 7 Habits
Benchmark™

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Introduction

The purpose of the 7 Habits Benchmark report is to provide you with valuable feedback regarding your personal and interpersonal effectiveness. Please make sure to **PRINT THIS OUT AND BRING IT WITH YOU TO THE WORKSHOP.**

As you review this report, remember the following two items:

1. **Do NOT take action now.** During the workshop, you will review this data in depth and develop a complete action plan. Go ahead and do a high-level review now, looking for areas that stand out, then put the report aside until the workshop.
2. **Take a balanced view.** Straight feedback is a priceless gift. Don't spend time guessing who gave you low scores or express hostility toward people who responded. Use the data in a balanced, objective way to improve your abilities.

Scoring

The following surveys contributed to your report:

Self	1
Boss	0
Peers	0
Direct Reports	0
Total	1

General Information

All responses were converted to percentages in the following manner:

Response	Resulting Score %
6 Strongly Agree	100%
5 Agree	80%
4 Slightly Agree	60%
3 Slightly Disagree	40%
2 Disagree	20%
1 Strongly Disagree	0%
? Don't Know / NA	**

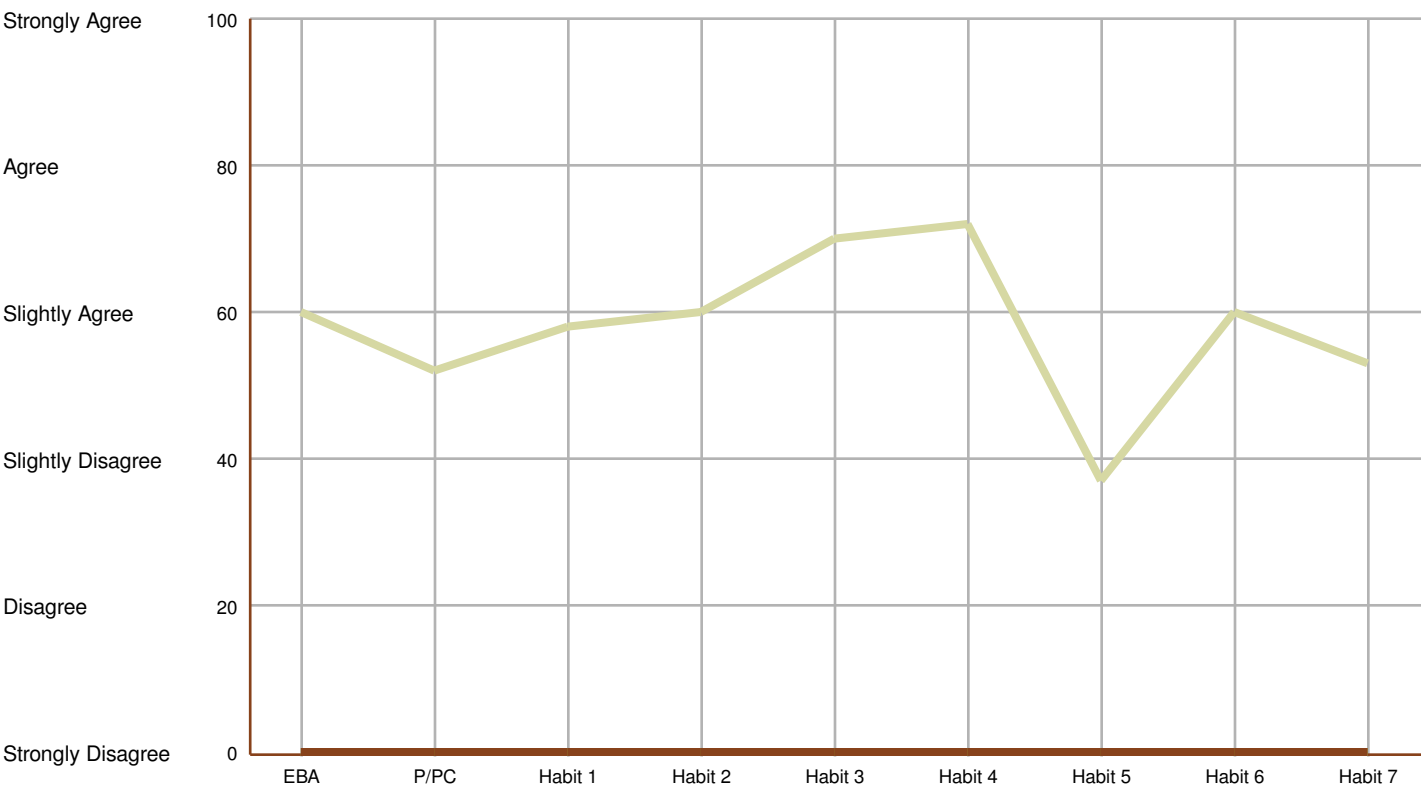
Responses of "Don't Know" or nonresponses are indicated by ** and are not tallied in the percentages.

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The 7 Habits Overview

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree		Slightly Agree		Agree	Strongly Agree	
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	55									
				**									

RELATIONSHIPS		EBA	P/PC	Habit 1	Habit 2	Habit 3	Habit 4	Habit 5	Habit 6	Habit 7
Self	<div></div>	60	52	58	60	70	72	37	60	53
Boss	<div></div>	**	**	**	**	**	**	**	**	**
Peer	<div></div>	**	**	**	**	**	**	**	**	**
Direct Report	<div></div>	**	**	**	**	**	**	**	**	**



Emotional Bank Account

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	60									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree				
				Others	10	20	30	40	50	60	70	80	90	
1 Willingly helps people.	**	**	**	100										
				**										
2 Follows through on commitments.	**	**	**	0										
				**										
3 Shows courtesy toward people.	**	**	**	40										
				**										
4 Is loyal to those who are absent (i.e., does not criticize people behind their backs).	**	**	**	80										
				**										
5 Is honest with people.	**	**	**	80										
				**										
6 Keeps confidences.	**	**	**	80										
				**										
7 Acknowledges and apologizes for mistakes.	**	**	**	100										
				**										
8 Leads by example.	**	**	**	0										
				**										

P/PC Balance

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree		Slightly Disagree		Slightly Agree		Agree		Strongly Agree
				Others	10	20	30	40	50	60	70	80	90	
	**	**	**	52										
				**										

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree		Slightly Agree		Agree	Strongly Agree
				Others	10	20	30	40	50	60	70	80
9 Produces high-quality work.	**	**	**	60								
				**								
10 Makes cost-effective use of resources.	**	**	**	**								
				**								
11 Is a hard worker.	**	**	**	80								
				**								
12 Balances all aspects of life (e.g., work, leisure, family) to maintain overall effectiveness.	**	**	**	20								
				**								
13 Influences others to be productive.	**	**	**	0								
				**								
14 Does not push people to work beyond a reasonable limit.	**	**	**	100								
				**								

Habit 1: Be Proactive

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	58									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree				
				Others	10	20	30	40	50	60	70	80	90	
15 Takes initiative to get things done.	**	**	**	100										
				**										
16 Works to solve problems rather than avoiding them.	**	**	**	20										
				**										
17 Focuses on things he/she can do something about rather than on things beyond his/her control.	**	**	**	40										
				**										
18 Maintains self-control, even in difficult or emotional circumstances.	**	**	**	40										
				**										
19 Accepts responsibility for his/her actions rather than making excuses.	**	**	**	80										
				**										
20 Receives negative feedback without becoming defensive.	**	**	**	80										
				**										
21 Does the "right" thing, even if it is unpopular.	**	**	**	20										
				**										
22 Is decisive when a decision is needed.	**	**	**	80										
				**										

Habit 2: Begin With the End in Mind

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	60									
			**										

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree	
	Others	10	20	30	40	50	60	70	80	90	
23 Begins projects with a clear understanding of desired outcomes.	**	**	**	20							
				**							
24 Displays a sense of direction in life.	**	**	**	**							
				**							
25 Works toward long-term solutions, not just “quick fixes.”	**	**	**	100							
				**							
26 Plans ahead to reduce having to work in a crisis mode.	**	**	**	40							
				**							
27 Anticipates how his/her decisions impact others.	**	**	**	**							
				**							
28 Is organized when conducting meetings.	**	**	**	100							
				**							
29 Ensures that his/her work group has a clear sense of direction.	**	**	**	**							
				**							
30 Sets clear expectations with individuals when assigning tasks.	**	**	**	40							
				**							

Habit 3: Put First Things First

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	70									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
31 Prioritizes work so time is spent on the most important issues.	**	**	**	40									
				**									
32 Is punctual (i.e., on time for appointments, meetings, etc.).	**	**	**	**									
				**									
33 Is disciplined in carrying out plans (i.e., avoids procrastination).	**	**	**	**									
				**									
34 Respects people's time (i.e., does not waste others' time with trivial interruptions).	**	**	**	100									
				**									
35 Responds to requests in a timely manner.	**	**	**	20									
				**									
36 Is organized in handling multiple tasks and projects.	**	**	**	100									
				**									
37 Delegates work that ought to be done by others.	**	**	**	**									
				**									
38 Sets reasonable deadlines so others have sufficient time to respond.	**	**	**	60									
				**									
39 Keeps his/her work group focused on priorities.	**	**	**	100									
				**									

Habit 4: Think Win-Win

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	72									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree	
				Others	10	20	30	40	50	60	70
40 Does not undermine others for personal gain.	**	**	**	100							
				**							
41 Is fair with all people (i.e., does not show favoritism).	**	**	**	80							
				**							
42 Works to find win-win solutions.	**	**	**	**							
				**							
43 Does what is best for the entire organization, not just his/her own interests.	**	**	**	**							
				**							
44 Has the courage to say no when appropriate.	**	**	**	80							
				**							
45 Shares credit and recognition for successes.	**	**	**	20							
				**							
46 Does not pressure people to compromise personal values.	**	**	**	80							
				**							

Habit 5: Seek First to Understand...

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	30									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
47 Listens without interrupting.	**	**	**	0									
				**									
48 Is sensitive to people's feelings.	**	**	**	20									
				**									
49 Seeks to understand people's viewpoints.	**	**	**	20									
				**									
50 Seeks to understand problems before attempting to solve them.	**	**	**	80									
				**									
51 Is easy to approach with a concern.	**	**	**	0									
				**									
52 Spends enough one-on-one time with individuals in his/her work group.	**	**	**	40									
				**									
53 Understands what is going on in his/her work group.	**	**	**	20									
				**									
54 Understands issues outside his/her work group (e.g., other departments, product trends, competition).	**	**	**	60									
				**									

...Then to Be Understood

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	43									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree		
				Others	10	20	30	40	50	60	70	80
55 Communicates clearly and concisely.	**	**	**	60								
				**								
56 Does not dominate discussions.	**	**	**	80								
				**								
57 Expresses viewpoints with confidence.	**	**	**	0								
				**								
58 Is considerate when communicating.	**	**	**	100								
				**								
59 Is straightforward when communicating.	**	**	**	**								
				**								
60 Informs people regarding important matters.	**	**	**	20								
				**								
61 Provides regular feedback on how well people perform their jobs.	**	**	**	**								
				**								
62 Shows appreciation for positive performance.	**	**	**	0								
				**								

Habit 6: Synergize

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree		Slightly Disagree		Slightly Agree		Agree		Strongly Agree
				Others	10	20	30	40	50	60	70	80	90	
	**	**	**	60										
				**										

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree				
				Others	10	20	30	40	50	60	70	80	90	
63 Seeks out the strengths of others to get things done.	**	**	**	100										
				**										
64 Networks with people outside his/her work group.	**	**	**	**										
				**										
65 Is flexible and open-minded in trying new ideas.	**	**	**	100										
				**										
66 Values differences in people.	**	**	**	**										
				**										
67 Involves people when making plans that will affect them.	**	**	**	0										
				**										
68 Encourages and supports creativity and innovation.	**	**	**	**										
				**										
69 Supports people in taking responsible risks.	**	**	**	80										
				**										
70 Builds teamwork by maximizing the talents of his/her work group.	**	**	**	20										
				**										

Habit 7: Sharpen the Saw

TOTALS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree			
				Others	10	20	30	40	50	60	70	80	90
	**	**	**	53									
				**									

QUESTIONS

QUESTIONS	Direct Report	Peer	Boss	Self	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree					
				Others	10	20	30	40	50	60	70	80	90		
71 Cares for his/her physical well-being.	**	**	**	40											
				**											
72 Cares about others and tries to build lasting friendships.	**	**	**	40											
				**											
73 Is competent in his/her field of work.	**	**	**	40											
				**											
74 Takes time to find enjoyment and meaning in life.	**	**	**	20											
				**											
75 Encourages and supports the development of others.	**	**	**	**											
				**											
76 Takes steps to improve his/her leadership abilities.	**	**	**	100											
				**											
77 Seeks feedback on ways he/she can improve.	**	**	**	**											
				**											
78 Strives to improve his/her workgroup performance.	**	**	**	80											
				**											

Rankings and Frequencies

NOTES

- The individual statements are ranked below by the scores of "Others."
- Others = Average of all Boss, Peer, and Direct Report responses – in other words, all scores excluding "Self."
- "Self" scores are included in the frequencies.

QUESTIONS	Frequencies							Scores				
	Strongly Disagree					Strongly Agree	Don't Know	Direct Report	Peer	Boss	Others	Self
	1	2	3	4	5	6	?					
1 Willingly helps people. (EBA)	0	0	0	0	0	1	0	**	**	**	**	100
2 Follows through on commitments. (EBA)	1	0	0	0	0	0	0	**	**	**	**	0
3 Shows courtesy toward people. (EBA)	0	0	1	0	0	0	0	**	**	**	**	40
4 Is loyal to those who are absent (i.e., does not criticize people behind their backs). (EBA)	0	0	0	0	1	0	0	**	**	**	**	80
5 Is honest with people. (EBA)	0	0	0	0	1	0	0	**	**	**	**	80
6 Keeps confidences. (EBA)	0	0	0	0	1	0	0	**	**	**	**	80
7 Acknowledges and apologizes for mistakes. (EBA)	0	0	0	0	0	1	0	**	**	**	**	100
8 Leads by example. (EBA)	1	0	0	0	0	0	0	**	**	**	**	0
9 Produces high-quality work. (P/PC)	0	0	0	1	0	0	0	**	**	**	**	60
10 Makes cost-effective use of resources. (P/PC)	0	0	0	0	0	0	1	**	**	**	**	**
11 Is a hard worker. (P/PC)	0	0	0	0	1	0	0	**	**	**	**	80
12 Balances all aspects of life (e.g., work, leisure, family) to maintain overall effectiveness. (P/PC)	0	1	0	0	0	0	0	**	**	**	**	20
13 Influences others to be productive. (P/PC)	1	0	0	0	0	0	0	**	**	**	**	0
14 Does not push people to work beyond a reasonable limit. (P/PC)	0	0	0	0	0	1	0	**	**	**	**	100

QUESTIONS	Frequencies							Scores				
	Strongly Disagree					Strongly Agree	Don't Know	Direct Report	Peer	Boss	Others	Self
	1	2	3	4	5	6	?					
15 Takes initiative to get things done. (Habit 1)	0	0	0	0	0	1	0	**	**	**	**	100
16 Works to solve problems rather than avoiding them. (Habit 1)	0	1	0	0	0	0	0	**	**	**	**	20
17 Focuses on things he/she can do something about rather than on things beyond his/her control. (Habit 1)	0	0	1	0	0	0	0	**	**	**	**	40
18 Maintains self-control, even in difficult or emotional circumstances. (Habit 1)	0	0	1	0	0	0	0	**	**	**	**	40
19 Accepts responsibility for his/her actions rather than making excuses. (Habit 1)	0	0	0	0	1	0	0	**	**	**	**	80
20 Receives negative feedback without becoming defensive. (Habit 1)	0	0	0	0	1	0	0	**	**	**	**	80
21 Does the "right" thing, even if it is unpopular. (Habit 1)	0	1	0	0	0	0	0	**	**	**	**	20
22 Is decisive when a decision is needed. (Habit 1)	0	0	0	0	1	0	0	**	**	**	**	80
23 Begins projects with a clear understanding of desired outcomes. (Habit 2)	0	1	0	0	0	0	0	**	**	**	**	20
24 Displays a sense of direction in life. (Habit 2)	0	0	0	0	0	0	1	**	**	**	**	**
25 Works toward long-term solutions, not just "quick fixes." (Habit 2)	0	0	0	0	0	1	0	**	**	**	**	100
26 Plans ahead to reduce having to work in a crisis mode. (Habit 2)	0	0	1	0	0	0	0	**	**	**	**	40
27 Anticipates how his/her decisions impact others. (Habit 2)	0	0	0	0	0	0	1	**	**	**	**	**
28 Is organized when conducting meetings. (Habit 2)	0	0	0	0	0	1	0	**	**	**	**	100
29 Ensures that his/her work group has a clear sense of direction. (Habit 2)	0	0	0	0	0	0	1	**	**	**	**	**
30 Sets clear expectations with individuals when assigning tasks. (Habit 2)	0	0	1	0	0	0	0	**	**	**	**	40
31 Prioritizes work so time is spent on the most important issues. (Habit 3)	0	0	1	0	0	0	0	**	**	**	**	40

QUESTIONS	Frequencies							Scores				
	Strongly Disagree					Strongly Agree	Don't Know	Direct Report	Peer	Boss	Others	Self
	1	2	3	4	5	6	?					
32 Is punctual (i.e., on time for appointments, meetings, etc.). (Habit 3)	0	0	0	0	0	0	1	**	**	**	**	**
33 Is disciplined in carrying out plans (i.e., avoids procrastination). (Habit 3)	0	0	0	0	0	0	1	**	**	**	**	**
34 Respects people's time (i.e., does not waste others' time with trivial interruptions). (Habit 3)	0	0	0	0	0	1	0	**	**	**	**	100
35 Responds to requests in a timely manner. (Habit 3)	0	1	0	0	0	0	0	**	**	**	**	20
36 Is organized in handling multiple tasks and projects. (Habit 3)	0	0	0	0	0	1	0	**	**	**	**	100
37 Delegates work that ought to be done by others. (Habit 3)	0	0	0	0	0	0	1	**	**	**	**	**
38 Sets reasonable deadlines so others have sufficient time to respond. (Habit 3)	0	0	0	1	0	0	0	**	**	**	**	60
39 Keeps his/her work group focused on priorities. (Habit 3)	0	0	0	0	0	1	0	**	**	**	**	100
40 Does not undermine others for personal gain. (Habit 4)	0	0	0	0	0	1	0	**	**	**	**	100
41 Is fair with all people (i.e., does not show favoritism). (Habit 4)	0	0	0	0	1	0	0	**	**	**	**	80
42 Works to find win-win solutions. (Habit 4)	0	0	0	0	0	0	1	**	**	**	**	**
43 Does what is best for the entire organization, not just his/her own interests. (Habit 4)	0	0	0	0	0	0	1	**	**	**	**	**
44 Has the courage to say no when appropriate. (Habit 4)	0	0	0	0	1	0	0	**	**	**	**	80
45 Shares credit and recognition for successes. (Habit 4)	0	1	0	0	0	0	0	**	**	**	**	20
46 Does not pressure people to compromise personal values. (Habit 4)	0	0	0	0	1	0	0	**	**	**	**	80
47 Listens without interrupting. (Habit 5)	1	0	0	0	0	0	0	**	**	**	**	0
48 Is sensitive to people's feelings. (Habit 5)	0	1	0	0	0	0	0	**	**	**	**	20

QUESTIONS	Frequencies							Scores				
	Strongly Disagree					Strongly Agree	Don't Know	Direct Report	Peer	Boss	Others	Self
	1	2	3	4	5	6	?					
49 Seeks to understand people's viewpoints. (Habit 5)	0	1	0	0	0	0	0	**	**	**	**	20
50 Seeks to understand problems before attempting to solve them. (Habit 5)	0	0	0	0	1	0	0	**	**	**	**	80
51 Is easy to approach with a concern. (Habit 5)	1	0	0	0	0	0	0	**	**	**	**	0
52 Spends enough one-on-one time with individuals in his/her work group. (Habit 5)	0	0	1	0	0	0	0	**	**	**	**	40
53 Understands what is going on in his/her work group. (Habit 5)	0	1	0	0	0	0	0	**	**	**	**	20
54 Understands issues outside his/her work group (e.g., other departments, product trends, competition). (Habit 5)	0	0	0	1	0	0	0	**	**	**	**	60
55 Communicates clearly and concisely. (Habit 5)	0	0	0	1	0	0	0	**	**	**	**	60
56 Does not dominate discussions. (Habit 5)	0	0	0	0	1	0	0	**	**	**	**	80
57 Expresses viewpoints with confidence. (Habit 5)	1	0	0	0	0	0	0	**	**	**	**	0
58 Is considerate when communicating. (Habit 5)	0	0	0	0	0	1	0	**	**	**	**	100
59 Is straightforward when communicating. (Habit 5)	0	0	0	0	0	0	1	**	**	**	**	**
60 Informs people regarding important matters. (Habit 5)	0	1	0	0	0	0	0	**	**	**	**	20
61 Provides regular feedback on how well people perform their jobs. (Habit 5)	0	0	0	0	0	0	1	**	**	**	**	**
62 Shows appreciation for positive performance. (Habit 5)	1	0	0	0	0	0	0	**	**	**	**	0
63 Seeks out the strengths of others to get things done. (Habit 6)	0	0	0	0	0	1	0	**	**	**	**	100
64 Networks with people outside his/her work group. (Habit 6)	0	0	0	0	0	0	1	**	**	**	**	**
65 Is flexible and open-minded in trying new ideas. (Habit 6)	0	0	0	0	0	1	0	**	**	**	**	100

QUESTIONS	Frequencies							Scores				
	Strongly Disagree					Strongly Agree	Don't Know	Direct Report	Peer	Boss	Others	Self
	1	2	3	4	5	6	?					
66 Values differences in people. (Habit 6)	0	0	0	0	0	0	1	**	**	**	**	**
67 Involves people when making plans that will affect them. (Habit 6)	1	0	0	0	0	0	0	**	**	**	**	0
68 Encourages and supports creativity and innovation. (Habit 6)	0	0	0	0	0	0	1	**	**	**	**	**
69 Supports people in taking responsible risks. (Habit 6)	0	0	0	0	1	0	0	**	**	**	**	80
70 Builds teamwork by maximizing the talents of his/her work group. (Habit 6)	0	1	0	0	0	0	0	**	**	**	**	20
71 Cares for his/her physical well-being. (Habit 7)	0	0	1	0	0	0	0	**	**	**	**	40
72 Cares about others and tries to build lasting friendships. (Habit 7)	0	0	1	0	0	0	0	**	**	**	**	40
73 Is competent in his/her field of work. (Habit 7)	0	0	1	0	0	0	0	**	**	**	**	40
74 Takes time to find enjoyment and meaning in life. (Habit 7)	0	1	0	0	0	0	0	**	**	**	**	20
75 Encourages and supports the development of others. (Habit 7)	0	0	0	0	0	0	1	**	**	**	**	**
76 Takes steps to improve his/her leadership abilities. (Habit 7)	0	0	0	0	0	1	0	**	**	**	**	100
77 Seeks feedback on ways he/she can improve. (Habit 7)	0	0	0	0	0	0	1	**	**	**	**	**
78 Strives to improve his/her workgroup performance. (Habit 7)	0	0	0	0	1	0	0	**	**	**	**	80

Written Comments

Note: Written comments are presented verbatim.

- a. List this person's three most positive qualities with regard to overall effectiveness.
-

Written Comments

Note: Written comments are presented verbatim.

b. Describe the three most important things this person could improve to increase overall effectiveness.

Written Comments

Note: Written comments are presented verbatim.

c. If desired, use the space below to clarify your responses in this survey.
