

# Questionnaire for Self-Assessing Your Foundational Power Skills

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If you have completed Section 1. Foundational Power Skills from Neal Whitten’s book **Power Skills that Lead to Exceptional Performance**, you are ready to take the self-assessment tool here—also called the *Questionnaire*. If you have not yet read this Section, you can still take the questionnaire; however, it may be a bit less meaningful to you since you will not have been introduced to the foundational Power Skills that the questionnaire will reference.

The purpose of the questionnaire is to gain insight into how proficient you perceive your performance to be in the 24 foundational Power Skills introduced in Section 1. After taking the questionnaire, you will determine your score and return to the book to learn what that score might mean to you.

## Completing the Questionnaire

The questionnaire is comprised of 67 questions. There are six possible answers for each question. The answers have a number associated with them. Circle the number that best represents your answer. When you finish the questionnaire, you will add all the numbers circled and divide by 24. This will yield your score. More on what this score means after you have completed the questionnaire.

You are now ready to take the questionnaire.

### ***Break the rules occasionally***

1	As the need presents itself, do you resort to unconventional solutions (that are ethical and legal) in the pursuit of business success?	Always 5	Almost always 4	Some- times 3	Seldom 2	Never 1	No Comment 0
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### ***Never avoid necessary confrontation***

2	Do you give problems the sense of urgency and importance they deserve?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
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3	Do you allow others to intimidate you into being less effective than is possible?	Never 1.25	Seldom 1	Sometimes .75	Almost always .5	Always .25	No Comment 0
4	Do you ensure that you make the best business decisions even when others may <i>not</i> be happy with those decisions?	Always 1.25	Almost always 1	Sometimes .75	Seldom .5	Never .25	No Comment 0
5	Do you avoid necessary confrontation?	Never 1.25	Seldom 1	Sometimes .75	Almost always .5	Always .25	No Comment 0

***Routinely practice boldness and courage to be a consistently effective leader***

6	When necessary, do you demonstrate boldness in the performance of your assignments?	Always 2.5	Almost always 2	Sometimes 1.5	Seldom 1	Never .5	No Comment 0
7	Do you demonstrate courage when confronted with something that you fear?	Always 2.5	Almost always 2	Sometimes 1.5	Seldom 1	Never .5	No Comment 0

***Think for yourself***

8	Do you challenge tradition, authority, and the status quo in a professional and mature manner?	Always 2.5	Almost always 2	Sometimes 1.5	Seldom 1	Never .5	No Comment 0
9	Do you routinely question your own behaviors and actions?	Always 2.5	Almost always 2	Sometimes 1.5	Seldom 1	Never .5	No Comment 0

***Do not allow what others think about you to be more important than what you think about yourself***

10	Do you typically place a higher value on what you think about yourself over what other people think about you?	Always 2.5	Almost always 2	Sometimes 1.5	Seldom 1	Never .5	No Comment 0
11	Is being liked at work a primary objective for you?	Never 2.5	Seldom 2	Sometimes 1.5	Almost always 1	Always .5	No Comment 0

***Live in your present moments***

12	Do you live in your present moments (versus in the past or the future)?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
13	Are you able to emotionally process any past mistakes or situations so that they do <i>not</i> negatively affect your present moments?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Don't make it personal or take it personally***

14	Do you avoid taking things personally and/or making things personal?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
15	Do you refrain from speaking ill of others (other than privately with that person)?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
16	Do you do things because they are the right business things to do, not because you or someone else takes things personally?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0

***Mind your own business first***

17	Do you routinely conduct yourself as if you own the business and the business is defined by your domain of responsibility?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
18	Do you place a higher priority on your own assignments than on looking out for the company? In other words, unless you were directed by your leadership to work on a non-assignment task, do you first steadfastly focus on your own assignments?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Embrace integrity in all that you do***

19	Do you volunteer the truth without having to be coaxed or encouraged?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
20	Are you truthful when you make commitments?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
21	Are you truthful about your project progress and problems?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
22	Are you truthful about mistakes you have made that can benefit others knowing about them?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
23	Do you do the right thing?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
24	Do you condemn unethical or illegal behavior?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0
25	Do you refrain from lying or distorting the truth?	Always .71	Almost always .57	Some- times .43	Seldom .29	Never .14	No Comment 0

***Manage daily to your top three priorities***

26	At any given moment, can you identify your top three priorities that you need to be working?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
27	Do you begin each day with a to-do list that identifies your top three priorities for the day?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
28	Do you focus on your top three priorities most days?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
29	Do you work off your top three priorities at least weekly and replace them with new priorities?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0

***Trust but verify; inspect what you expect***

30	Do you require plans, metrics, and checks and balances to ensure that important commitments are planned and trackable?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
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31	Unless a person has appropriately earned your trust, do you typically inspect what you expect from others?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
32	Do you believe that you are at least partially accountable for the quality and timeliness of deliverables to you from others?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0

***Treat others as you would like to be treated***

33	Do you treat others the way that you would like them to treat you?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
34	When you are faced with negative behavior by a coworker, do you take the high road and respond in a manner that you would wish the person had originally adopted?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Think like a leader***

35	Do you practice that leadership is <i>not</i> about the ability of those around you to lead, but about your ability to lead regardless of what is happening around you?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
36	Do you practice leadership that sees your role as predominantly serving, developing, and nurturing others rather than focusing on yourself?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Treat all project members equally***

37	Do you hold each team on a project just as accountable for its commitments as any other team?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
38	Do you give preferential treatment to some project members?	Never 2.5	Seldom 2	Some- times 1.5	Almost always 1	Always .5	No Comment 0

***Understand and practice empowerment***

39	Do you have a good understanding of what is expected of you in your job?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
40	Do you take charge of your job (versus wait for others to direct you)?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Seek out a mentor***

41	Do you seek out a mentor when doing so would be most helpful?	Always 5	Almost always 4	Some- times 3	Seldom 2	Never 1	No Comment 0
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***Treat your customer as if it matters***

42	Do you treat your customer as if the future of your company and your employment rests upon your ability to satisfy your customer on the transaction being performed right now?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
43	If you conducted a survey of your customer's satisfaction with your performance, would the survey results give you high marks?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Promote mutual relationships***

44	Do you schedule time to network and develop relationships?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
45	Do you return texts, phone calls and e-mails efficiently?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
46	Do you take some action daily that can strengthen a relationship?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
47	Do you generously give coworkers the recognition they have earned?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0

**Evaluate yourself daily**

48	Do you believe there is sufficient benefit in evaluating your performance daily?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
49	Do you evaluate your performance daily or weekly?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

**Promote diversity, equity, and inclusivity**

50	Do you regularly promote diversity, equity, and inclusion in your team and organization?	Always 1	Almost always .8	Some- times .6	Seldom .4	Never .2	No Comment 0
51	Do you take the time to listen to all team members, not just the vocal ones?	Always 1	Almost always .8	Some- times .6	Seldom .4	Never .2	No Comment 0
52	Do you ensure there is no special treatment for any team members?	Always 1	Almost always .8	Some- times .6	Seldom .4	Never .2	No Comment 0
53	Do you solicit ideas from the entire team for creating a team's core/shared values, so everyone has a role in defining the team's culture?	Always 1	Almost always .8	Some- times .6	Seldom .4	Never .2	No Comment 0
54	Do you implement an open-door policy where diversity, equity, and inclusivity concepts and practices can be discussed?	Always 1	Almost always .8	Some- times .6	Seldom .4	Never .2	No Comment 0

**Be a champion for work-life balance**

55	Do you habitually put off the important and fun things in your life until later?	Never 1.25	Seldom 1	Some- times .75	Almost always .5	Always .25	No Comment 0
56	Are you satisfied with your work-life balance?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
57	Do you believe that the outcome of your day, week and month is predominately based on the decisions that you have made throughout each day?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0

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58	As a rule, do you put yourself first in your life?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
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***Have fun in your work***

59	Do you look forward to your workday?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
60	Do you find ways to have fun at work?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0
61	Do you believe that you (versus someone else) are responsible for finding ways to make work fun?	Always 1.67	Almost always 1.33	Some- times 1	Seldom .67	Never .33	No Comment 0

***Decide who you choose to be***

62	Do you define who you choose to be rather than allow others to define it for you?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0
63	Do you believe that you have substantial control over your own destiny?	Always 2.5	Almost always 2	Some- times 1.5	Seldom 1	Never .5	No Comment 0

***Be a good actor***

64	Do you successfully manage your external emotions?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
65	Do you exude self-confidence?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
66	Do you remain composed under pressure?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0
67	Do you maintain a positive attitude?	Always 1.25	Almost always 1	Some- times .75	Seldom .5	Never .25	No Comment 0

**Assessing Your Score**

At this point, you are ready to add all the numbers that you have circled. Divide that number by 24, the number of foundational Power Skills. This will give you a score. Notice that if you answered one or more questions by circling the *0-No comment*, this will negatively affect your score. I am hoping you will take a position on every question.

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You are now ready to return to Appendix A. Questionnaire for Self-Assessing Your Foundational Power Skills of the book to learn what your score means, and more.