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| Item | **SECTION A** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I am an organized person. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I keep my space neat and have things where they belong. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I come up with ways to organize my work. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION B** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I finish what I set out to do by the end of the day. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I am good at guessing how long it takes to do something. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I am on time for appointments and activities. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION C** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I have a clear plan in mind for what I need to do each day. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I focus on the most important things when I have a lot to do. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I break big tasks down into smaller tasks and set deadlines to get everything done. | 1 | 2 | 3 | 4 | 5 | 6 |

***Put the total score for each section on this page here.***

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|  | **SECTION A** | **SECTION B** | **SECTION C** |
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| Item | **SECTION D** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I listen before I draw conclusions. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I think before I speak. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I get all the facts before I take action. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION E** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I respond well to unexpected events. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I easily adjust when plans change. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I am flexible and adjust to change well. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION F** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I do what I am supposed to do, even if I get upset. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I keep my cool, even if my feelings are hurt. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I hold onto my temper. | 1 | 2 | 3 | 4 | 5 | 6 |

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|  | **SECTION D** | **SECTION E** | **SECTION F** |
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| Item | **SECTION G** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I review my actions and decide how to improve. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I step back from a situation to make fair decisions. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I am a “big picture” thinker and enjoy solving problems. | 1 | 2 | 3 | 4 | 5 | 6 |

|  |  |  |  |  |  |  |  |
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| Item | **SECTION H** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I believe in getting started as soon as possible. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I do things that I say I’ll do, without delay. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I finish jobs before the last minute. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION I** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I stay focused on what I am doing. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I keep working until the job is done. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I find it easy to get back on track and complete what I started. | 1 | 2 | 3 | 4 | 5 | 6 |

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|  | **SECTION G** | **SECTION H** | **SECTION I** |
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| Item | **SECTION J** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I am driven to meet my goals. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I give up short-term pleasures to work on long-term goals. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I perform to my best ability. | 1 | 2 | 3 | 4 | 5 | 6 |

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| Item | **SECTION K** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I enjoy working in a highly demanding, fast-paced environment. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | A certain amount of pressure helps me to do my best. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I find it easy to manage a constantly changing work schedule. | 1 | 2 | 3 | 4 | 5 | 6 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | **SECTION L** | 1  Strongly disagree | 2  Disagree | 3  Tend to disagree | 4  Tend to agree | 5  Agree | 6  Strongly Agree |
|  | I have a good memory for facts, dates and details. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I am very good at remembering the things I am supposed to do. | 1 | 2 | 3 | 4 | 5 | 6 |
|  | I set reminders to get things done. | 1 | 2 | 3 | 4 | 5 | 6 |

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|  | **SECTION J** | **SECTION K** | **SECTION L** |
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