

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

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

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

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

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

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

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

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

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

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

Item	SECTION K	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
1.	I enjoy working in a highly demanding, fast-paced environment.	1	2	3	4	5	6
2.	A certain amount of pressure helps me to do my best.	1	2	3	4	5	6
3.	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
1.	I have a good memory for facts, dates and details.	1	2	3	4	5	6
2.	I am very good at remembering the things I am supposed to do.	1	2	3	4	5	6
3.	I set reminders to get things done.	1	2	3	4	5	6