

CO-ACTIVE COACHING TOOLKIT

Professional Assessment Sheet

This assessment contains eight areas that, together, represent one way of describing your professional life as a whole. This exercise measures your level of satisfaction and range of expression in these areas as a snapshot in time. As you work through this assessment you will find areas where you can acknowledge yourself for the success you have created and areas where you may want to improve your level of satisfaction. Rank each of the statements below on a scale from 1 (Highly Disagree) to 10 (Highly Agree), then total your scores for each area.

Recognition (1 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I feel valued and affirmed at work.
- I am appropriately compensated for the work I do.
- I acknowledge and appreciate others.
- I take time to celebrate my accomplishments and growth.

/40 Total

Satisfaction (3 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I am engaged in meaningful work.
- I feel vibrant and alive in my work.
- I look forward to going to work on Monday morning.
- I have energy at the end of each day to attend to the people I care about and my personal interests.

/40 Total

Relationship (5 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I establish good relationships with others.
- I design effective alliances with others.
- I respect my colleagues and the work they do.
- I cultivate trust in others.
- I empower leadership in myself and others.

/50 Total

Creative Self-Expression (2 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I feel I make a unique contribution through my work.
- I give myself permission to take risks, experiment, innovate and create things "outside the box."
- I see challenge as an opportunity to expand and engage.
- I have opportunities to engage my strengths every day at work.

/40 Total

Results (4 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I produce high quality results.
- I am reliable and consistent.
- I use my influence to impact the day-to-day success of the company.
- I accept responsibility for my successes and failures

/40 Total

Career Development (6 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I take responsibility for the evolution of my career path.
- I use everything that occurs as an opportunity to grow.
- I look for ways to expand my responsibility.
- I have a champion at work who encourages my development.
- I invest time and energy to develop myself as an individual, in addition to developing my career skills.

/50 Total

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Communication (7 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- I communicate clearly with my colleagues, supervisor and leadership teams.
- I value listening as much as I do speaking.
- I am thoughtful about the impact of my communication.
- I make direct requests rather than communicating requests indirectly or through gossip or complaint.
- I communicate for the sake of something larger than myself.

/50 Total

Climate & Culture (8 of 8)

1 (Highly Disagree) to 10 (Highly Agree)

- The company culture and mission aligns with my personal values.
- I foster a positive environment.
- I champion my organization and the people who work there.
- I create a physical environment that supports my work.

/40 Total

Directions: To get a snapshot of your life, transfer your total scores from page one to the summary Wheel and find the % of the total for each area. Then take that percent and draw a line in the respective area on the Wheel. Look at your completed Wheel.

If your professional life is riding on this Wheel, how bumpy is the ride? Answer the questions below to help you expand your satisfaction and balance.

- Recognition** /40 = %
- Satisfaction** /40 = %
- Relationship** /50 = %
- Communication** /50 = %
- Creative Self-Expression** /40 = %
- Results** /40 = %
- Career Development** /50 = %
- Climate & Culture** /40 = %

