

The Adams Consultancy Limited

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Are You Ready To Succeed At Work?

Find Out How Good You Really Are

There are ten self-assessment tests in this guide. Here is an extract first of the self-assessment tests in Are You Ready To Succeed At Work?

This extract allows you to complete the first test, score it and read some of the guidance offered about responses.

There are ten questions.

Every question has either a “yes” or a “no” response. You gain one point per correct answer.

1. Do you tend to take work home in the evening and at weekends at least 50% of the time?
2. Do you arrive early at work and/or stay late three or more days per week? (*Look back over the last three months.*)
3. Have you taken your full holiday entitlement for the last twelve months?
4. Do you take your lunch break/meal break in full at least 50% of the time?

5. Do you know what your job description says you should be doing?
6. Do you regularly take on tasks that your colleagues ask you to do, even if they are not part of your work? (Regularly means most weeks.)
7. Does your work prevent you from spending enough time with the people who matter to you? (*Spouse, partner, friends, parents etc*)
8. Do you avoid attending development programmes because you cannot spare the time from your work?
9. Do you find it difficult to leave work behind, when you go home?
10. Do you believe your work gets in the way of your leading a healthier life?

Test One	
	yes or no
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total	10 points

The answers are on the next page.

Correct Answers: Test One

The answers follow. You gain one point per correct answer.

Test One		Notes
1	No	
2	No	
3	Yes	
4	Yes	
5	Yes	
6	No	
7	No	
8	No	
9	No	
10	No	
Total	10 points	

About The Questions – see next page.

Here is the guidance for one question.

Have you taken your full holiday entitlement for the last twelve months?

Working too hard and working too many hours are both mistakes that the majority of professionals make, usually near the beginning of their careers, or when they have taken on a new role.

Working hard and working long hours are problems only when you work in this manner for a long time. Every one has to work long hours sometimes.

Working in this way should not become entrenched as regular behaviour, or worse, as an approach that is expected of you.

Remember, overwork and ill health often go together.

If you do not take breaks, to ensure you are able to do your work, eventually things will go wrong. Here is an example of someone who never took all her holiday entitlement and worked long hours every week.

Example:

This person worked a full day and then drove a minibus belonging to her employer to a meeting some fifty miles away, taking her team with her.

On the way back to her place of work, she fell asleep at the wheel and the minibus ran into a crash barrier on a motorway. One of her

passengers was slightly injured and the mini-bus was so badly damaged that it had to be scrapped.

The driver was prosecuted and, when the case came to court, she pleaded guilty to the charges brought against her. This event affected all aspects of her career.

Overwork often creates health and safety issues. This driver was typical of many people at work.

If you have answered “no” to this question, it may be a sign that you are working too hard. If you say you do not have time to take holidays, do you have an issue about **prioritisation** in all aspects of your life? Employers give you holidays, so why not take them? For the most part, employers understand that people need breaks from work. Join them.

If you are always keen to get back to work after a holiday e.g. after Christmas or Easter, beware. You should ask yourself if you are focussing too much on work.