



# TriMetrix®HD Self Assessment

# Self Assessment

The ability to practically and objectively identify one's personal management strengths and weaknesses; the ability to take the skills and techniques gained in evaluating external situations and apply them to evaluating one's own performance and abilities.

## Why is this skill important?

There is an old adage that says, "The wisest man is the one who knows that he knows nothing." While you certainly can't go about your life saying, "I know nothing," there is a point to be taken here—there is value in recognizing that your capabilities are unique but limited. You are naturally gifted in some areas, but not as skilled in others.

Defining and learning about your strengths will help you finesse them, and understanding your current limitations may help you overcome them or work around them. People with good self-assessment skills are capable of accurately evaluating their own strengths and weaknesses—taking honest looks at themselves and being comfortable with what they see in the positive column and are willing to work on things in the negative column.

People who are not good at self-assessment do not judge their own capabilities accurately. They either under- or over-evaluate their abilities and can get into trouble when setting their own goals and expectations.

So, what is the importance of self-assessment in the workplace? If you know your limitations—both positive and negative:

- You can set more accurate goals for yourself—goals that will stretch but not exceed your capabilities.
- You will be more adept at recognizing opportunities for self-improvement.
- You may be more charitable toward other people's limitations and more supportive of their strengths.
- You will be more capable of accepting constructive criticism as just that... constructive.

Your goal will be to take skills and techniques gained as you evaluate external situations and apply them to evaluating your own performance and abilities. In other words, you will need to learn how to evaluate yourself to the same depth as you evaluate others. You will need to observe how YOU react in new situations just as much as you observe how other people react in them. You will need to analyze your own actions just as much as you analyze other people's.

### **What are skills associated with Self Assessment?**

Someone who has mastered skills associated with Self-Assessment:

- Is honest with him/herself.
- Is a good observer of others.
- Admits mistakes and accepts constructive criticism but seeks to learn from them.
- Allows other people to excel in their areas of competency.
- Is confident but not egotistical about subjects he/she know well.
- Is always willing to learn.

### **How do you develop your own abilities in Self Assessment?**

- Seek out a career counselor or psychologist, and with their guidance, complete personality profiles. There are a number of work-oriented tests that will give you insight into your on-the-job characteristics.
- Be honest with yourself—see if you can draw up a realistic list of your own strengths and weaknesses.
- Talk to your mentor and trusted friends about what you perceive as your own strengths and weaknesses. See where they agree with you and where they differ.
- Look for patterns in your successes—what seems to work right for you every time?
- Look for patterns in your failures—are you consistently mismanaging something or handling something wrong?
- Look at your performance evaluations from the most recent cycle and previous ones—as many as you have—what observations do your supervisors have about you? Is there anything consistent?
- Next time you catch yourself thinking, "I could have done that better," stop. Take a few minutes to analyze your own thought processes—could you really have done it better? Or would you have handled it differently, but not necessarily better?

- Think about the personnel in your department or work group. What are each person's key strengths? Include yourself, and see how you fit into the group.
- Be open-minded about criticism. It is natural to have a negative reaction to criticism, but stop yourself from overreacting. What in the criticism can you take constructively?
- Be gracious about compliments and accept them with good humor. If there are patterns to the compliments you receive, accept them as true and try to work to emphasize your good traits even more.
- Be open and encouraging with other people about their strengths.
- Be proactive about pursuing training opportunities—don't wait for your manager or human resources department to bring them up.
- Seek out opportunities to interact with professional peers at conferences, trade shows, or society meetings. This will help you learn how your skills compare to those of your peers, and will give you great resources for continuing education.
- Don't be too hard on yourself about negative characteristics you see in yourself. But do try to address them in hopes of improving them.
- Spend some time alone. Sometimes you learn the most about yourself when you take a sabbatical from your daily life!
- Test yourself by taking a course or learning a new sport or hobby—put yourself up to some challenges that will stretch your mind and/or body.

# Self Assessment

## Activities

### Activity 1: Overestimating Your Abilities

Think about a time when you overestimated your abilities and promised more than you could deliver.

- What did you promise?
- What made you think you could accomplish the task or job?
- What were you actually able to deliver?
- How did it make you feel to deliver less than what was expected or deliver late?
- Why do you think you promised more than you could deliver?
- What personal strengths did you use to try to meet your commitment?
- What personal weaknesses prevented you from meeting your commitment on time or in full?
- Is this type of problem—overcommitting—common for you? If so, why?

### Activity 2: Observation

**Part I:** Think about people in your workplace. Are there people who seem chronically unable to be realistic about their own capabilities?

List three people you have in mind.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

- In each case, does the person typically over- or under-estimate his or her capabilities?
- What do other people think about these individuals?
- How do you think each person should change his or her thoughts and/or behavior?
- Could these people accomplish more if they were more realistic with themselves?

**Part II**

- Do YOU typically over-or under-estimate your capabilities? Over? Under?
- How do you think this affects your work?
- How do you think this affects how people see you?
- What do you think YOU should do to change your thoughts and/or behavior?

**Activity 3: Strengths and Weaknesses**

Fill in the table below as best as you can. Once you have given it some thought, share your ideas with your mentor or a good friend, and see what they can add.

My Strengths	How this can and will help me

My Weaknesses	How this can and could hurt me

#### Activity 4: Plan for Self Improvement

Now that you have given some thought to Self Assessment, make a realistic list of four concrete things you can do to help continue your efforts at Self Assessment. We've started your list for you:

1. Take some personality inventory tests and pay attention to the results. See what you agree and disagree with.

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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