

JOURNEY to SELF-MASTERY

Personal Inventory

- SCORE YOURSELF for a baseline
 - PINPOINT where you need help most
 - TRACK YOUR PROGRESS over time



YOUR SKILLS & TENDENCIES	NOVICE		MODERATE SKILLS & CONFIDENCE		COMPETENCE to MASTERY		YOUR SCORE
	1	2	3	4	5	6	
GENERAL PROCESS							
Intentions and Self-Awareness	For whatever reason, things I intend to do each day usually don't work out.		I am getting intentional about what I'll get done during the day, learning strategies to anticipate and overcome roadblocks.		I create realistic strategic Intentions that usually work out as I planned. I'm confident about my productivity.		
Procrastination	I procrastinate a great deal and don't know how to get myself to do things I put off doing. I lose money, time and opportunities due to out-of-control procrastination.		I recognize when I'm procrastinating versus having another reason for not starting. I can usually break out of procrastination.		I have developed habits for doing things that I used to procrastinate on. I know how to take action when I need to get things done.		
Complex Projects	I feel paralyzed when a project is large or complex, and I have no idea where to start.		I recognize when a project has multiple steps and can usually break down what must be done.		I have no problem with complex projects. I break down all the steps and plan how to do them.		
Creating Habits	I have many bad habits and find it impossible to form good habits.		I've been able to get some good habits started, but I'm not entirely comfortable they'll stick.		I know how to create rituals to form habits and am confident they'll stick. If they stop working, I can intentionally modify or change them.		
Writing Process	Writing takes me way too long. Organizing my thoughts and figuring out what to say is agonizing.		I'm fairly comfortable with my writing process, but I wish I could write faster.		I use an efficient process for organizing my thoughts, writing and editing.		

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ORGANIZATION							Organization TOTAL: 
Physical Stuff, Papers and Clutter	I feel completely helpless when it comes to organizing my stuff. My space is over-run with clutter. I can't bear anyone to see it.		I'm somewhat able to organize. I use strategies to clear clutter. I can allow someone to help me or to be a clutter-buddy with me.		I'm very aware of my organizing style and tendencies. I can choose to implement organization strategies, or to comfortably delegate it.		
Losing or Misplacing	I search for items I've lost or misplaced on a regular basis, probably at least once a day.		I sometimes lose or misplace things, but usually put everyday items in their place.		I put things away where I can find them and rarely need to look for anything.		
Digital information	I don't know how to find things on my computer. I put everything on my desktop where I can see it.		I usually create digital files and folders with names to help me find them.		I have a system for how I name and file digital information. I'm proficient at finding what I need digitally.		
MANAGING FOCUS							Managing Focus TOTAL: 
Focus	I can't focus when something is boring. My mind wanders and I need lots of breaks.		I use timer games to manage my focus in short bursts.		I strategize how, when and where I'll perform tasks that I may have trouble focusing on.		
Distraction	I'm always checking my phone, app notifications, social media, emails & texts.		I go for periods of time when I can focus on work and not constantly check my phone.		I shut down notifications for periods of time when I'm productively working.		
Hyper-focus	I often miss out on things, miss deadlines or am late due to hyper-focus on the wrong things at the wrong time.		I'm realizing I should use timers to manage hyper-focus. Sometimes I remember to set them.		I regularly set timers in advance to manage tasks that are likely to pull me into hyper-focus		

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TIME MANAGEMENT							Time Management TOTAL: 
Time Sense	I have no idea how long things will take to do. My estimates are very "off."		I'm getting better at estimating and paying attention to time, learning from my mistakes.		I've gotten fairly accurate at time estimates and at anticipating what could throw them off.		
Efficiency	I'm slow at doing things. I don't know how other people get things done so much faster than me.		I'm learning what I could do to be more efficient. I'm becoming more conscious of how I spend time.		It's become second nature to consider my process before I begin a new project or task, and to plan efficiency from the start.		
Being on Time	I can be counted on to be late for everything. What I've tried hasn't helped. I've given up on thinking I can ever be on time.		I'm realizing what I do to make myself late and am practicing strategies to counter-act it.		I automatically use strategies to counter-act tendencies that used to make me late. I've established habits that ensure I'm on time.		
LONG TERM GOALS							Long Term Goals TOTAL: 
Setting SMART Goals	I don't consciously set any long-term goals. I don't know what I'll want to do a year from now.		I have goals and do some planning as to how I'll achieve them. I'm not sure I'll be able to stick to my plan.		I set "SMART" goals that are important to me: <i>Specific, Measurable, Actionable, Realistic and Achievable.</i>		
Goal Achievement	I'm not sure if I've ever achieved a goal that I set for myself. If I have, it was luck.		I think I could reach my goals if I practiced the right strategies and don't lose interest.		I'm confident I will achieve goals I set for myself. I've proven to myself that I can.		

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PLANNING							Planning TOTAL: 
Timetables	I have no idea how to create a realistic timetable for a project.	I can create a projected timetable, but I have little confidence that it will work out.	I'm pretty good at creating project timetables that are realistic.				
Planning Tools	I don't use a calendar or planner and things fall through the cracks.	I use a calendar and/or planner that shows due dates and sometimes enter when I will work on things.	I have a strong habit of entering everything into my calendar and/or planner.				
Staying on Track	I'm not sure where I left off on projects or what state they're in. I unintentionally abandon projects mid-stream.	I think I know where different stages of my project are but am not completely certain. Sometimes I forget about a step and then I panic.	I use a status report to tell me exactly what stage my projects are in. I stay on track with target dates and milestones.				
Delegating	I'm more comfortable doing everything myself than asking other people. I avoid asking people for help until the last minute and then it's very stressful.	I'm getting more comfortable with delegating, though it's still a bit stressful. I don't know how to ask for progress without feeling like I'm nagging or weak.	I immediately figure out what steps will or should involve others. I communicate about it as soon as possible to determine their availability.				
Reporting Status	I avoid having to tell anyone the status of my project. I feel like I should have been much farther along.	I let others know if my project is going to be late, but it feels uncomfortable. I don't provide regular communication if there's nothing to say.	I regularly communicate project status to people involved each week. If there's a problem I surface it right away to get it resolved.				

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FOLLOW THROUGH							Follow Through TOTAL: 
Vision	I have a general idea of what I'm going for.		I'm fairly clear on what I want my result to be but am not always sure of how to get there.		I have a clear vision of what I want my result to be and the way I will achieve it. I write it out to draw me forward.		
Reality Check	I avoid digging into whether my idea is realistic or what I'll need to do to accomplish it. I'm afraid to learn things that will demoralize me.		I find out things that could put a damper on my enthusiasm. Sometimes that makes me lose motivation and I don't move forward.		I do a reality check on the feasibility of my vision early on and incorporate the steps I need to take into my plan.		
Taking Action	I usually delay taking action when I should, OR ... I dive into action right away and then hit a roadblock that makes me quit.		Sometimes I'm reluctant to take action and I hold myself back... OR I don't plan enough before acting and then I must backtrack or do rework.		I do an appropriate amount of planning and reality checking before acting. Once I do, I can move ahead with confidence. I have a back-up plan or can improvise if I hit a snag.		
Project Completion	Once a project is done, I tend to forget about it. I don't keep notes or records. I've moved on to the next thing.		I need to remind myself to tie up loose ends after a project (file notes, reflect on lessons learned, thank people who helped, etc.) If the project didn't reach completion, I don't bother.		I build completion steps into my plan to make sure I do them. I keep a record of what worked what didn't, and what I'd do differently next time. I communicate results with anyone involved.		

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MIND MANAGEMENT							
Overwhelm	I feel overwhelmed at least once a day and my brain just stops working. I lose hours of productivity.		I can tell when something is about to overwhelm me, but I don't always know how to break out of paralysis.		I can anticipate what might trigger overwhelm and I know how to avoid it or break out of it.		
Ambiguity	When I don't know the answers, I get stuck and might abandon the project.		When there's something I don't know, I avoid dealing with it until I have to.		I start a project by determining what questions I have, so I can get answers.		
Decision-making	I can't make decisions. If I have to decide to act when I don't know the outcome, I usually don't do anything.		I try to follow a logical process for deciding between options, but I get stuck when I'm not sure about some of the criteria.		I follow a clear process for making decisions, taking into account the facts and my feelings about options.		
Perfectionism All or Nothing	I won't consider something done until it's perfect. Any flaw makes me ashamed and frustrated.		I've learned to let go of things before they're perfect in order to meet deadlines. They start out perfect and end up... not.		I consider the standard to meet for each situation and don't insist on perfection when it's not feasible.		
Toxic Shame	When I screw up on anything, I feel worthless and stupid, and I want to avoid anyone who knows.		When I screw up, I tend to lose confidence. I try to pull myself out of it and not ruminate. I know nobody's perfect.		When I screw up, I apologize and figure out how to do better next time. I don't let it affect my behavior.		
Mindset	If I'm not the best, I feel like a loser. I worry about what people think of me.		I try to stop comparing myself to others and remind myself that setbacks are part of the journey.		I take pride in my steps of progress. Everything I learn is a step forward.		

JOURNEY to SELF-MASTERY . . . Chart Your Progress

YOUR SKILLS & TENDENCIES	DATE #1	DATE #2	DATE #3	DATE #4	Change from Date 1
Intentions and Self-Awareness					
Procrastination					
Complex Projects					
Creating Habits					
Writing					
ORGANIZATION					
Physical stuff, papers, clutter					
Losing or misplacing					
Digital information					
MANAGING FOCUS					
Focus					
Distraction					
Hyper-focus					

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TIME MANAGEMENT					
Time Sense					
Efficiency					
Being on Time					
LONG TERM GOALS					
Setting SMART Goals					
Goal Achievement					
PLANNING					
Timetables					
Planning Tools					
Staying on Track					
Delegating					
Reporting Status					

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YOUR SKILLS & TENDENCIES	DATE #1 _____	DATE #2 _____	DATE #3 _____	DATE #4 _____	Change from Date 1
FOLLOW THROUGH					
Vision					
Reality Check					
Taking Action					
Project Completion					
MIND MANAGEMENT					
Overwhelm					
Ambiguity					
Decision-Making					
Perfectionism					
Toxic Shame					
Mindset					
TOTAL SCORE					