

Personal Assessment Scorecard

Find out how you are doing with your organizational skills!

This **Personal Assessment Scorecard** is designed to help you understand where you are at with your skills in organization and to see what's working and what may need working on.

How it works. Assign a point, 6, 4, 2 or 0, depending on how often you agree with each statement.

For example if you find a particular statement true for you only "Sometimes" you would enter "2" points.

Tally your points for each section and refer to the **Assessment Interpretation** to see what level of mastery you are currently at.



Scoring: Always = 6, Usually = 4, Sometimes = 2, Rarely = 0

Attitudes & Actions	Points:
I always feel more comfortable with a plan ready.	
I make time to get organized.	
I feel better about myself when I am organized.	
I get annoyed when my house is a mess.	
I am proud of my home.	
People can be invited into my home with little preparation.	
Other people see me as being organized.	
I feel I am in control of my life.	
I feel that I know what I am doing.	
I am comfortable with my current level of organization.	
I feel relaxed most of the time.	
My family agrees about my level of organization.	
My family goes to scheduled medical & dental check ups.	
I take care to perform auto or home maintenance as needed.	
Total Score:	

Time	Points:
I have a watch and I wear it.	
I know what I am doing this afternoon.	
I normally plan my weekends.	
I use a calendar for my work.	
I have a calendar with family events on it.	
I know my schedule & the schedule of my family members.	
I have enough time to do what I need to do each day.	
I do not feel rushed.	
I am not overscheduled.	
Me and my family usually have time to spare.	
I spend time with my family.	
I am usually on time for events and meetings.	
I always remember my appointments.	
I get enough sleep on a regular basis.	
Total Score:	

Goals	Points:
I know what I am doing in the next month.	
I set short-term goals.	
I set long-term goals.	
I like to achieve results.	
I have something to show for my work in the last month.	
I complete projects I am proud of.	
I can measure my results.	
I do what I promise to do.	
I know what my priorities are.	
I do not waste time doing unimportant things.	
I know the priorities of my loved ones.	
I know how to break a large task into smaller parts.	
I use a to-do list.	
I am making progress.	
Total Score:	

Information	Points:
I can find my keys right now instantly.	
I know where my Social Insurance card is.	
I have the numbers to call in case my credit cards get stolen.	
I can find my own and my spouses birth certificates.	
My checkbook is balanced.	
I pay my bills on time.	
I know where my important stuff is.	
I keep a personal phone book and I know where it is.	
I know where I keep my home insurance policy.	
I have files for sets of important documents I need to keep.	
I have a place for all incoming and outgoing mail.	
My tax records are in order and I know where to find them.	
I shred all my personal documents before I throw them out.	
I keep a copy of my annual credit report.	
Total Score:	

Assessment Interpretation

Mastery 65-84 points

Mastery means that you have mastered many of the techniques of organizing and that you are putting them to good use in your life with excellent results. It is possible that you may have achieved mastery in one area of the assessment and not in another yet your high score indicates you are very consistent.

Acceptable 45-64 points

Acceptable means that you have mastered many techniques of organizing and you are putting them to good use on a fairly consistent level. You may decide that your goals in this organizational area of your life will warrant going further. With a little more focus and practice you have the skills to be a master so don't stop now.

Developing 23-44 points

Developing means you have mastered some of the techniques of organizational skill, and that you occasionally put them to good use in your life although on an irregular basis with only fair results. Taking it to acceptable is just a matter of gaining more knowledge and implementing a more organizational systems into your routine.

Beginning 0-22 points

Beginning means that you have not mastered many of the organizational techniques and rarely put them to use in your life with good results. You may have urgent organizational needs that you may need help with. There are resources available to you, a personal organizer is a good way to start off in the right direction.

If you scored high, congratulations! If your score was less than desirable then the good news is that I can help you. By getting you set up with systems to organize your belongings, your files and your goals you will notice that you have more time and save money too!

Please feel free to call me, Michelle Panzlaff, at **778-866-6942** or email me at michelle@tidytiger.biz.

A complementary consultation will give us the opportunity to discuss customized solutions that suit your needs and budget.