Are you Amazing?
(Feel free to complete while you are waiting for the webinar to begin)

1. I give my boss a weekly report of my activities and priorities whether s/he asks for it or not.

2. My boss trusts me to remind her/him of things s/he needs to start working on before s/he thinks of them.

3. I could probably get started on projects at the office a little sooner than I normally do.

4. I am often asked to take the lead in organizing projects.

5. I often have a hard time figuring out what to do if my boss isn't available to answer questions.

6. If I think of a new idea or a way to improve something in the office I do some research and present my recommendations to my boss.

7. When I see something that needs to be done in the office, I usually go ahead and do it without worrying about whose job it is.

8. I belong to a professional association.

9. When my boss has a big project coming up, I jump in and get it started for her/him.

10. I dislike working from "to do" lists and prefer to handle work as it comes up.

11. I keep a list of tasks and jobs to work on when things are quiet in the office.

12. Each year I set professional development goals and seek out (and pay for) the training I need whether my organization supports it or not.
FIVE Bonus Points: I have gone back to school and am working on my college degree (or have already achieved it) or working on my professional designation (such as CAP – Certified Administrative Professional, QAA – Qualified Administrative Professional, MOS – Microsoft Office Specialist, PACE – Professional Administrative Certificate of Excellence)

SCORING:

Give yourself five points for each "false" response to statements 3, 5 & 10 and five points for each "true" response to statements, 1, 2, 4, 6, 7, 8, 9, 11 & 12.

If you scored between 50-60 Congratulations! You appear to be amazing already! You like to take the initiative to make things happen instead of waiting for someone to tell you what to do. It is likely that you are proactive in establishing priorities, generating new ideas, and keeping your boss informed about projects. You are probably viewed as someone who can be relied on to get things done. Good for you! (Although you are already amazing, I think you’ll find that this webinar gives you even more hints on how to continue to be amazing – and you’ll get a certificate that you can frame on your wall that proves it!)

If you scored between 30-45, you are amazing in some ways, but you may miss additional opportunities to demonstrate initiative and rise to the top. You may need to think ahead a little more to get the jump on projects, generate more new ideas or consistently set and pursue goals for self-improvement. Review the statements for which you received no points and see if there are steps you can take to be more proactive on the job.
If you scored between 0-25, you probably tend to wait for people and events to act as a catalyst in motivating you to get things done. This may be due to a lack of knowledge or experience in your field, or perhaps you work in an environment that discourages initiative. Consider whether you could be more proactive on the job.

To find out more information about belonging to a professional association and your CAP/OM professional designation, please check out www.iaap-hq.org. The International Association of Administrative Professionals.

Or The Association of Administrative Assistants (QAA designation) www.aaa.ca

For PACE Certification, check out American Society of Administrative Professionals www.asap.com
Rate yourself from 1-10 on the following skills *(be honest, and take notes on what you can do to improve each area)*

1 – low, 10 – very high

15% of your success comes from your technical ability.
85% of your success comes from your ability to deal with other people

... Brian Tracey
<table>
<thead>
<tr>
<th>Charisma</th>
<th>Credibility</th>
<th>Confidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is it?</td>
<td>What is it?</td>
<td>What is it?</td>
</tr>
<tr>
<td>What can I do?</td>
<td>What can I do?</td>
<td>What can I do?</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>