

Positive Attitude Self Evaluation

Positive Attitude Self Evaluation (see how you do)

When I am at work, I...

1. Speak in a friendly, courteous manner.

Always **Sometimes** **Rarely**

2. Smile and call people by name.

Always **Sometimes** **Rarely**

3. Show genuine interest in others.

Always **Sometimes** **Rarely**

4. Strive to give the best service possible.

Always **Sometimes** **Rarely**

5. Treat others with patience and tolerance.

Always **Sometimes** **Rarely**

6. Praise others generously.

Always **Sometimes** **Rarely**

7. Ask questions and listen openly to their responses.

Always **Sometimes** **Rarely**

8. Consider other's feelings and points of view.

Always **Sometimes** **Rarely**

9. Communicate openly and honestly.

Always **Sometimes** **Rarely**

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When I am at work, I...

10. Can be counted on to do the right thing.

Always **Sometimes** **Rarely**

11. Solve problems instead of complaining.

Always **Sometimes** **Rarely**

12. Support others in decision-making processes.

Always **Sometimes** **Rarely**

13. Take a win-win approach to resolving conflict.

Always **Sometimes** **Rarely**

14. Work well as part of a team.

Always **Sometimes** **Rarely**

15. Have a good sense of humor.

Always **Sometimes** **Rarely**

16. Stay committed to reaching organizational goals.

Always **Sometimes** **Rarely**

17. Focus on the process as well as the results.

Always **Sometimes** **Rarely**

18. Take responsibility for the quality of my work.

Always **Sometimes** **Rarely**

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When I am at work, I...

19. Demonstrate personal motivation.

Always **Sometimes** **Rarely**

20. Maintain a proactive attitude.

Always **Sometimes** **Rarely**

Total your score:

Number of times I chose "Always":

Number of times I chose "Sometimes":

Number of times I chose "Rarely":

- 1. Multiply # of "Always" by 5:**
- 2. Multiply # of "Sometimes" by 3:**
- 3. Multiply # of "Rarely" by 1:**

Add 1,2,3 above. My total score:

Scores of 70 to 100 on the attitude self-evaluation indicate a strong foundation for having a positive attitude at work, and improvements may be made by tweaking specific situations or circumstances. This exercise should serve as a reminder to be consistently positive and upbeat.

Scores of 0 to 69 on the attitude self-evaluation indicate a need for immediate attention, including first and foremost, whether the job you have is the right job and whether you are totally committed to the overall success of the organization as well as your own success.

Your results from this attitude self-evaluation are a good indication of how you perceive your attitude and how you might need to adjust your attitude and behavior in the workplace. You should take these results seriously and consider following the advice for exuding a positive attitude.