

Before You Begin: Self-Assessment

Take a few minutes to assess yourself at this point in time, before you begin reading Chapter 1. Respond to the statements in the survey below. Later, when you have finished the book, you will reassess yourself by retaking the survey "After You're Done: Self-Assessment." We are confident that when you compare the two assessments, you will find that you have made real progress toward reaching your potential.

Directions: Read each of the following statements. Then circle *yes*, *maybe*, or *no* to indicate whether the statement is true of you at this time.

As a Lifelong Learner

1. I can name and describe the four areas of potential that each of us has.	Yes	Maybe	No
2. I have good self-belief, the foundation of success.	Yes	Maybe	No
3. I can learn new things and change my beliefs to change my behavior.	Yes	Maybe	No
4. I can set, pursue, and achieve realistic goals.	Yes	Maybe	No
5. I can envision a compelling future for myself.	Yes	Maybe	No
6. I have achieved personal mastery over at least some aspects of my life.	Yes	Maybe	No

UNIT 1 Developing Your Emotional Potential

Chapter 1 The Power of Self-Belief

7. I can explain my most important values and beliefs to another person.	Yes	Maybe	No
8. I usually think about things in a positive way.	Yes	Maybe	No
9. I recognize my good qualities and always make the most of them.	Yes	Maybe	No

Chapter 2 Setting Goals and Managing Time

10. I have a dream for my future.	Yes	Maybe	No
11. I have written personal, educational, professional, and community service goals.	Yes	Maybe	No

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|---|-----|-------|----|
| 12. I have action plans for achieving my goals. | Yes | Maybe | No |
| 13. I set priorities on the things I need to do. | Yes | Maybe | No |
| 14. I use a planner to organize my time. | Yes | Maybe | No |
| 15. I have the motivation needed to achieve my goals. | Yes | Maybe | No |

UNIT 2 Developing Your Intellectual Potential

Chapter 3 Improving Your Thinking Skills

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|---|-----|-------|----|
| 16. I use techniques to improve my memory. | Yes | Maybe | No |
| 17. I am able to think critically. | Yes | Maybe | No |
| 18. I try to solve problems in a systematic way. | Yes | Maybe | No |
| 19. I use techniques to improve my creative thinking. | Yes | Maybe | No |

Chapter 4 Improving Your Study Skills

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|--|-----|-------|----|
| 20. I know my learning style and try to use it whenever possible. | Yes | Maybe | No |
| 21. I have good study skills. | Yes | Maybe | No |
| 22. I use special reading techniques when I read to learn. | Yes | Maybe | No |
| 23. I take good notes on my readings and in class. | Yes | Maybe | No |
| 24. I have good test-taking skills. | Yes | Maybe | No |
| 25. I know how to use the resources of a library and the Internet. | Yes | Maybe | No |

UNIT 3 Developing Your Physical Potential

Chapter 5 Eating Well

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|---|-----|-------|----|
| 26. I can list the basic food groups and their nutrients. | Yes | Maybe | No |
| 27. I eat a balanced diet. | Yes | Maybe | No |
| 28. I maintain a healthy weight. | Yes | Maybe | No |

Chapter 6 Staying Healthy

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|--|-----|-------|----|
| 29. I am physically fit because I exercise regularly. | Yes | Maybe | No |
| 30. I do not abuse drugs, including alcohol and tobacco. | Yes | Maybe | No |
| 31. I understand how to prevent the spread of sexually transmitted diseases. | Yes | Maybe | No |

UNIT 4 Developing Your Social Potential

Chapter 7 Communicating Effectively

32. I can explain the basic elements of communication.	Yes	Maybe	No
33. I know what my own communication style is.	Yes	Maybe	No
34. I use techniques to improve my communication with others.	Yes	Maybe	No

Chapter 8 Improving Your Listening Skills

35. I am an active listener, with respect for the speaker and comprehension of the message.	Yes	Maybe	No
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Chapter 9 Improving Your Speaking Skills

36. I am a good speaker, with good voice qualities and a good command of Standard English.	Yes	Maybe	No
37. I am good at conversing with another person.	Yes	Maybe	No
38. I can prepare and deliver an oral presentation.	Yes	Maybe	No

Chapter 10 Getting Along with Others

39. I am assertive without being aggressive.	Yes	Maybe	No
40. I have ethical values that I try to live by.	Yes	Maybe	No
41. I am good at understanding the needs of other people.	Yes	Maybe	No
42. I give feedback tactfully and receive feedback openly.	Yes	Maybe	No
43. I use conflict resolution techniques to defuse angry situations.	Yes	Maybe	No

Chapter 11 Functioning in Groups

44. I can describe the basics of group dynamics.	Yes	Maybe	No
45. I function well as a member of a team or group.	Yes	Maybe	No
46. I can use different leadership styles in different situations.	Yes	Maybe	No

UNIT 5 Developing Your Action Plan

Chapter 12 Handling Change and Stress

47. I understand the causes of stress and the responses to stress.	Yes	Maybe	No
48. I know the signs of stress and watch out for them.	Yes	Maybe	No

49. I can reduce my feelings of stress by using coping techniques. Yes Maybe No

Chapter 13 Managing Money

50. I know my values and goals and base short- and long-term financial decisions upon them. Yes Maybe No
51. I have a written budget. Yes Maybe No
52. I understand and use savings institutions, debit, credit, and insurance wisely. Yes Maybe No
53. I know the factors that influence whether I should rent or buy a home. Yes Maybe No
54. I invest now for large future expenses such as retirement. Yes Maybe No

Chapter 14 Preparing for Your Career

55. I can match my skills and interests to one or more suitable occupations by using career resources. Yes Maybe No
56. I have a good resume and career portfolio and can write a good cover letter. Yes Maybe No
57. I know how to use various job-hunting resources. Yes Maybe No
58. I am good at preparing for and undergoing employment interviews. Yes Maybe No
59. I can evaluate whether a job fits into my long-term professional goals. Yes Maybe No

Now look over your self-assessment. Underline the statements to which you replied *maybe* or *no*. These statements reflect areas in which you may not yet have reached your potential.

1. For the items to which you replied *maybe* or *no*, which five do you want to work on the most?

2. What do you hope to achieve by working on these areas of your life?
