Self-Management Skills

Certain personality traits are those you use to manage yourself. These traits affect your work habits and are usually adjectives that describe "how you work" in the workplace.

Check the characteristics that describe you.

☐ Alert (Aware of surroundings)
☐ Ambitious
☐ Calm
☐ Careful
☐ Cautious
☐ Cheerful
☐ Confident
☐ Cooperative
☐ Courteous
☐ Decisive
☐ Dependable
☐ Determined
☐ Easy-Going
☐ Enthusiastic
☐ Fast
☐ Flexible
☐ Friendly
☐ Funny
☐ Genuine (Real)
☐ Gets things done
☐ Hard-Working
☐ Helpful
☐ High-energy
☐ Honest
☐ Kind

☐ Loyal
☐ Patient
☐ Polite
☐ Reliable
☐ Responsible
☐ Self-Confident
☐ Sincere
☐ Stick-to-it
☐ Talkative
☐ Team-member
☐ Timely
☐ Thrifty
☐ Tolerant of Others
☐ Trustworthy
☐ Willing to take a stand
☐ Versatile (able to do a variety of different things/tasks)