

SELF-COACHING EXERCISES

This self-coaching sheet invites you to assess both your personal foundations and those of your people with the aim of developing them in a targeted manner. In any case, you would gain from integrating statistically validated assessment tools into this approach.

Exercise 1: Self assessment of the manager’s personal skills

Select a dozen personal and behavioral criteria from the grid below (*List of Sigmund Potential assessment criteria*) which you think are essential to the success of your project.

Perform your self-assessment on the whole set of the criteria below by checking the column that corresponds to your perception.

Use a marker to highlight the criteria where discrepancies between your profile and the job’s requirements are observed.

- **In blue:** the skills you strongly or very strongly display but which the position does not require.
- **In orange:** the skills you weakly or very weakly display and which are required for the project’s success.

- Summarize the main points.

CRITERIA						
PROFESSIONAL DIMENSION						
Desire for work						
Capacity for work						
Willpower and perseverance						
Ambition						
Competitiveness						
Efficiency						
Natural authority						
Ability to manage						
Persuasion						
Negotiation skills						
Risk taking						
Initiative						
Innovation						
Organization						
Mobility						
SOCIAL DIMENSION						
Presentation						
Respect for social customs						
Tact and diplomacy						
Ease of contact						
Optimism and “joie de vivre”						

Exercise 2: self-assessment of the level and causes of stress

This is an occasion of assessing your present level of stress. We invite you to answer the questions as straightforwardly as possible, by being spontaneous rather than getting into an in-depth reflection.

1: never ; 2: seldom ; 3: sometimes ; 4: often ; 5: almost always

		1	2	3	4	5
1	Do you tend to brood over your problems?					
2	Do you move, walk and eat quickly?					
3	Do you get angry when your opinion isn't heard while it is correct?					
4	Do you get impatient when, sitting in a car, the driver is too slow?					
5	Do you tend to take everything very much to heart?					
6	Are you always doing things in the last moment?					
7	Do you find it hard to suppress certain reactions?					
8	Are you worried about your professional future?					
9	Do you smoke more than 10 cigarettes per day?					
10	Is it hard for you to take a step back in tense situations?					
11	Do you find it hard to talk about what's not going well?					
12	Are you suffering from a very noisy environment?					
13	Do you think that looking up unknown words in a dictionary is a waste of time?					
14	When you get home, do you have a drink to relax?					
15	Do you quickly get discouraged?					
16	Before leaving for a vacation, do you prepare a list of the things to do or see, the people to whom you must write, etc.?					
17	Is your sexual lifestyle somewhat unsatisfactory?					
18	Do you tend to complete the sentences of the people you're talking to?					
19	Is your work a source of annoyance, frustration, tension?					
20	Do you owe your success to the fact that you understand and perform things quicker than others?					
21	Do you take soporifics?					
22	Do you feel like nothing is moving forward in your company?					
23	Do you give much importance to what others think of you?					
24	Is it hard for you to forget about your work on week-ends?					
25	Do you get angry when you feel that the car in front of you is driving too slowly?					
26	Do you feel that your management underestimates you?					
27	Are you lacking time for your leisure activities?					
28	Are you having a hard time dealing with criticism?					
29	Do you find it hard to say no?					

30	Are you rather satisfied with your sentimental life?					
31	Is the atmosphere in the workplace somewhat tense?					
32	Do you lack friends to whom you may confide?					
33	Do you feel somewhat guilty and uneasy when you are doing nothing but relax?					
34	Do you find it unpleasant to see someone do something that you could do quicker?					
35	Do you think that your company's communication is somewhat dysfunctional?					
36	Is your conjugal life a source of annoyance, aggressions and frustrations?					
37	Are you constantly trying to do more in less time?					
38	Do you take tranquilizers?					
39	When speaking, do you stress the key words?					
40	Do you have a tendency to control everything?					
41	Is your alimentation somewhat unhealthy?					
42	Has your sexual appetite been diminishing lately?					
43	Do you feel an urge to win when you are playing?					
44	At work, do you have a hard time trying to implement your decisions?					
45	Are you finding it hard to cope with change at the moment?					
46	Do you feel overworked at present?					
47	Are you constantly in a lack of time?					
48	At work, do you have the impression of not knowing what is expected of you?					
49	Do you feel tired?					
50	Do you have to deal with problems affecting the people close to you?					
51	Do you find it hard to let go of your emotions?					
52	Do you feel quite apart from what's going on in your company?					
53	Do you suffer from insomnia in the middle of the night or very early in the morning?					
54	Do you feel a lack of material reward in relation to your work?					
55	Do you feel your conjugal life somewhat lacks true affection?					
56	Are you somewhat irritable?					
57	Do you get impatient when confronted to the slowness with which most events unfold?					
58	Are you constantly doing many things at the same time?					
59	Do you feel you are not getting enough exercise?					
60	Do you feel that pressure is having a negative impact on you, as well as on the quality of your relationships?					

RESULTS

From 60 to 120 points:	You are rather relaxed; stress is not much of an issue for you.
From 121 to 180 points:	You are generally quite relaxed, yet occasionally feel stressed. You may gain from carefully examining the questions for which you have obtained high scores.
From 181 to 240 points:	You suffer from stress on a regular basis. You should take action in the near future; otherwise you may incur risks for your health, such as heart conditions.
From 240 to 300 points:	You are clearly stressed and may have to take immediate steps to change your lifestyle.

IDENTIFYING THE MAIN SOURCES OF YOUR STRESS

- **Are your temper and personality exposing you to stress?**

Add up the scores obtained for questions 1-5-10-13-15-23-28- 33-40

1. Below 18 points: no
2. Between 19 and 27 points: occasionally
3. Between 28 and 36 points: often
4. Between 37 and 45 points: constantly

- **Is your behavior exposing you to stress?**

Add up the scores obtained for questions 3-4-7-11-16-18-25- 29-34-37-39-43-51

1. Below 32 points: no
2. Between 33 and 48 points: occasionally
3. Between 49 and 64: often
4. Between 65 and 80: constantly

- **Is your work exposing you to stress?**

Add up the scores obtained for questions 8-19-20-22-24-26- 31-35-44-46-48-54

1. Below 24 points: no
2. Between 25 and 36 points: occasionally
3. Between 37 and 48 points: often
4. Between 49 and 60 points: constantly

- **Is your conjugal life exposing you to stress?**

Add up the scores obtained for questions 17-30-36-55

1. Below 8 points: no
2. Between 9 and 12 points: occasionally
3. Between 13 and 16 points: often
4. Between 17 and 20 points: constantly

- **Is your lifestyle exposing you to stress?**

Add up the scores obtained for questions 9-12-14-21-27-32- 38-41-50-59

1. Below 22 points: no
2. Between 23 and 33 points: occasionally
3. Between 34 and 44 points: often
4. Between 45 and 55 points: constantly