

The Professional Performance Inventory

When Performance, Excellence & Results Matter



MAIKEL BAILEY COACHING

This inventory is designed for entrepreneurs and other professionals who run a small business or are a team leader running a team within an organization.

It is also designed for high achievers and emerging leaders who want to sharpen their personal and professional self-management, team management, and communication skills.

NO.	Professional Performance Inventory	No	Rarely	Mostly	Always
1.	I conscientiously stay aware of and manage my energy throughout the day.				
2.	I have a written list of my values.				
3.	I have a written list of my principles.				
4.	I have a written vision statement.				
5.	I have a written mission statement.				
6.	I review my values, principles, vision, and mission statements.				
7.	I write in a daily journal.				
8.	I take time to reflect on my life and career.				
9.	I use time management to plan and implement my day.				
10.	I have written goals.				
11.	I have written plans for my goals.				
12.	I am action-oriented and effective in my actions.				
13.	Throughout the day, I stay focused and intentional.				
14.	I effectively manage my procrastination and distractions.				
15.	I am an effective delegator.				
16.	I am effective at building and maintaining relationships.				
18.	I play win-win or no deal in my business dealings.				
19.	At the end of the day, I make an accounting for myself.				
20.	Before I end the day, I make a written list of my top action priorities for tomorrow.				

Scoring key:

Answers that are No: 0, Rarely: 1, Mostly: 2, Always: 3

Self-analysis

1. What areas did you score well?
2. What areas do you require improvement?
3. What areas require immediate attention?

4. Are there areas for improvement that are not covered in this inventory? Please list them below.

5. Write out an action plan to make the necessary improvements you must make now.

6. Who can help you with your plan and its implementation?

I invite you to a 30-minute consultation with me to review your survey and results at no cost to you.

Contact information:

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Here is my Calendly link: calendly.com/maikelbailey

Thank you for taking the time to take this inventory. I look forward to talking with you.