

The Habits of Good Management

Management Habit		Strongly Disagree	Somewhat Disagree	Neither agree nor disagree	Somewhat Agree	Strongly Agree
1	I make decisions promptly, without delays that negatively affect others and their work.	1	2	3	4	5
2	My "office manners" are courteous and respectful of everyone, regardless of position or the mood I'm in.	1	2	3	4	5
3	My team members feel that I treat everyone fairly and balance their work equitably.	1	2	3	4	5
4	I work effectively with difficult people or situations, rather than avoiding them.	1	2	3	4	5
5	I ask questions when I don't know something, rather than pretending to know it.	1	2	3	4	5
6	I tell the truth to my coworkers. If I can't share information, I say that I can't talk about that topic right now rather than lying about it.	1	2	3	4	5
7	I keep sarcastic, angry, negative or "snarky" thoughts to myself.	1	2	3	4	5
8	I hold my tongue when I'm angry.	1	2	3	4	5
9	I share information quickly and broadly. For example, I brief my team within 1-2 days after staff meeting with my boss or other managers.	1	2	3	4	5
10	I offer specific praise. Rather than simply saying "Great job", I might say something like "Great job of updating the charts for each client"	1	2	3	4	5
11	I work on improving my faults, rather than treating them as virtues. For example, if I always ran late, I would work on my time management rather than just laughing and saying "Oh, I always run late!"	1	2	3	4	5
12	I share power and responsibility by knowing my team's strengths and giving them room to operate independently.	1	2	3	4	5
13	I know my weaknesses in business. I know exactly who on my team is strong in those areas, and I draw on their skills.	1	2	3	4	5
14	My words match my actions. For example, if I've talked about the importance of deadlines, I don't keep rescheduling performance reviews or one-on-one meetings.	1	2	3	4	5
15	I provide negative feedback within 1-2 days, rather than waiting weeks or months.	1	2	3	4	5
Sub-total each individual column						
Total Score Add all four sub-totals together						