



SELF-ASSESSMENT FOR EXECUTIVE AND ADMINISTRATIVE ASSISTANT TEAMS

Instructions: Please rate your level of agreement with the following statements.

5 – Strongly Agree | 4 – Agree | 3 – Neither Agree nor Disagree | 2 – Disagree | 1 – Strongly Disagree

	Your Score
1. Our productivity is maximized by our role clarity and process efficiency.	
2. We are aware of each other's personal and professional goals.	
3. We are aware of each other's behavioral styles.	
4. Our language and processes facilitate effective interactions and getting work done.	
5. Our relationship is more of a partnership than a hierarchical relationship.	
6. We are always well prepared to have productive conversations with each other, team members and customers.	
7. Our workspaces are clear of physical and mental distractions.	
8. The Assistant's role is more of a workflow manager than meeting scheduler.	
9. We have clear agreements for handling all items that come IN and go OUT of the Executive's office.	
10. We meet daily to determine what actions are necessary to ensure that the business is flowing smoothly and commitments are being met.	
TOTAL SCORE	

41 – 50: You have a strong partnership with good systems and practices in place.

31 – 40: Your partnership has strengths that you can build upon.

21 – 30: Your partnership is in need of some mutually agreed upon systems and practices.

10 – 20: Your partnership could be in the way of getting work done rather than supporting success.

If your relationship was improved, is there a better chance that you could be...

Home by 5 and happier with each day?