

Are You Business Savvy? Self-Assessment

	Never	Some of the Time	Most of the Time	All of the Time
1. I have a mentor to understand the culture and share the formal and informal rules of the organization.				
2. I know the informal channels of influence within my department or organization.				
3. I actively network and maintain a list of resources and people I can offer to others when they need help.				
4. I know how to decline a request for assistance and not compromise the relationship.				
5. I can set aside my own agenda and suspend judgment to openly listen to other people's ideas and supporting arguments.				
6. When I have an idea that may receive resistance, I test-market my concept to a couple of key stakeholders or supporters.				
7. I can read the environment and know when to take charge, share leadership or yield while preventing or limiting harm to relationships.				
8. I can provide tactful constructive feedback to peers, subordinates and leaders if requested.				
9. I do not deliver personal criticism in public.				
10. I know how to promote my own work and successes in a positive, assertive manner.				
11. I am accurate at assessing and analyzing the positions and reactions of others.				
12. I know where my primary stakeholders stand on specific issues relevant to my work.				
13. I analyze and project how my audience may react to messages or ideas I share and plan accordingly.				
14. I can prioritize the elements of my agenda to promote compromise.				
15. I network and stay in touch with people to build relationships.				
16. I practice empathy and take time to understand and be sensitive to the perspective of others.				
17. I strive to build a reputation of helping others.				
18. Although I may not agree, I can appreciate the other person's viewpoint.				
19. I take time to learn other's needs and goals before I share my agenda.				
20. I evaluate the risks/rewards of pushing my own agenda to the exclusion of others' agendas.				
21. I practice humility – I don't broadcast my helping others.				
22. I assess the "landscape" to determine the timing of my thoughts, comments or messages.				
23. I know the "hot buttons" of my stakeholders.				
24. I practice self-control when an agenda is shared that is in opposition to mine.				
25. I can accurately recognize when my ideas are receiving resistance by hearing and observing the verbal and non-verbal behaviors from others.				