



# Self Management and Personal Wellness Assessment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. \_\_\_\_\_ people believe that their lives are completely controlled by external events, circumstances, and conditions.
  - A. Proactive
  - B. Reactive
2. Moderate stress if managed well can be used to our advantage.
  - A. True
  - B. False
3. Two main causes of stress are often overlooked. One is environmental. The other is \_\_\_\_\_.
  - A. Physical
  - B. Nutritional
4. There is no link between personal wellness and job performance.
  - A. True
  - B. False
5. Exercise, relaxation, social/spiritual activities and diet are all possible techniques for \_\_\_\_\_ reduction.
6. Personal wellness can be defined as mental and physical fitness.
  - A. True
  - B. False



7. Exercise is a life choice that directly affects your level of wellness.
  - A. True
  - B. False
8. Work equipment that has been designed to eliminate health problems is called \_\_\_\_\_ correct equipment.
  - A. Ergonomically
  - B. Safety
  - C. Mechanically
9. The best way to get a large, complex task done is to tackle the whole thing at one time.
  - A. True
  - B. False
10. Being aware of personal and professional roles in your life enables you to plan and use your time optimally.
  - A. True
  - B. False
11. Investing a little time in planning your day can actually free up time throughout the rest of the day.
  - A. True
  - B. False
12. Prioritizing your tasks forces you to:
  - A. recognize each task that should be done.
  - B. weigh the importance of each task.
  - C. recognize the "Top Payoff Activities."
  - D. All of the above.



13. Health risks are determined by family history, current physical health and life choices.
- A. True
  - B. False
14. Which of the following are ways to “conquer” procrastination?
- A. Plan ahead and schedule individual tasks.
  - B. Focus on getting it perfect.
  - C. Start with the hardest step first.
  - D. Set a deadline.
  - E. Both “A” and “D.”
15. \_\_\_\_\_ people are driven by personal responsibility, internal values, and carefully selected priorities.
- A. Proactive
  - B. Reactive