



Self Management and Personal Wellness Assessment Answer Key

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 stress 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 you 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*