

Organized Office Worker Online Certificate Self-Assessment

Take this optional self-assessment before you begin the Organized Office Worker Online Learning Certificate Program, and again after you complete the program.

Question	Not at all	Developing	Proficient
I use a to-do list to manage my tasks.			
I use a priority-system to understand which tasks to do first.			
I keep my work area and digital files organized.			
I am dependable, credible, and trustworthy.			
I regularly set aside time to organize myself and my work.			
I am comfortable with both giving and asking for help from my coworkers.			

Key

- **Not at all:** I do not implement this best practice.
- **Developing:** I use some of the aspects of this best practice or I have attempted to do so and/or am taking steps to incorporate it into my daily routine.
- **Proficient:** I am strong in this best practice and have incorporated it into my daily work and personal life.