



Organized Office Worker Online Certificate Self-Assessment

Take this optional self-assessment before you begin the Organized Office Worker Online Certificate Program, and then 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 my self 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 utilize 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.