

## Exercise 1: Your beliefs and assumptions

One of the principal indicators of the scope for you to improve your effectiveness is the amount of time you spend reviewing your performance, examining your assumptions in the light of experience, and identifying areas of concern. Most people will say that they are so busy coping with constant short-term demands that they have no time or energy to spare for anything else.

In the short term, this may be true. But in the longer term, it is unsustainable -- at some point the work and pressure will become too much of a burden. By reading this book, and thinking about the questions it asks, you will be reflecting on your practice. It is likely that this reflection will lead you to increased understanding; in order to measure this progress for yourself the following exercise will capture the baseline of your current situation.

There are no right or wrong answers. You will not be showing your responses to anyone else, so be as honest as possible. The exercise consists of 14 statements, which you are asked to score from 1 (disagree strongly) to 5 (agree strongly). It is best to mark the answers with a pen.

You should undertake the exercise in two stages: first, quickly read each statement and tick your immediate answer, then after looking at all of the statements, go back and think about each one to see whether your considered opinion differs from your snap judgement. The answers here will be re-examined at the end of the book.

**Start the exercise ►**

	Disagree	Neutral	Agree		
Health and Safety is the responsibility of the company, not me personally	1	2	3	4	5
I know that 'good enough' IS good enough	1	2	3	4	5
I support my staff's personal and professional development	1	2	3	4	5
My current post satisfies my professional ambitions	1	2	3	4	5
I am frustrated by administrative tasks	1	2	3	4	5
I have all the skills I need to perform effectively	1	2	3	4	5
My business contacts understand my job title and role	1	2	3	4	5
I am free to dress however I please	1	2	3	4	5
I have to juggle management tasks and archaeological work	1	2	3	4	5
I understand my company's financial situation	1	2	3	4	5
I find my day-to-day work fulfilling	1	2	3	4	5
I expect others to maintain and provide equipment	1	2	3	4	5
I would rather my company did good work than made a profit	1	2	3	4	5
My projects exceed the client's quality requirements	1	2	3	4	5