

SELF-ASSESSMENT

Please print this document, complete and score. Feel free to discuss the results with Melinda if you decide to call for a free consultation (408) 893-4032.

Take the following brief questionnaire to see how anxiety comes up for you in the workplace. Please complete all items, rating how true each statement is for you personally, on a scale of 1-5. (Please choose a whole number for each item, not a fraction or a decimal)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Less True				More True
1. I find that my worrying about work isn't just related to the level of stress in my life-it may get worse with stress, but the worrying sticks around regardless of my actual stress level.				_____
2. In addition to stressful things like finances and a busy schedule, I feel nervous about some common aspects of work, like interactions with coworkers, my ability to do my job well, or how people at work view me.				_____
3. Symptoms of anxiety that I sometimes experience at work include a racing heartbeat, trembling, shaking, sweating, worrying, feeling keyed up, difficulty in concentrating, being highly critical of myself, or anticipating the worst.				_____
4. I usually don't feel satisfied with my work unless it is done perfectly.				_____
5. I have high, rigid standards for the quality of my work.				_____
6. I sometimes fall behind on tasks because I spend so much time trying to do them just right.				_____
7. I am often highly critical of my work performance.				_____
8. I frequently doubt my abilities to be very successful in my career.				_____
9. In my job, I typically compare myself to others and find them much more impressive than I am.				_____
10. When I need to give a presentation at work, I become highly nervous.				_____
11. Speaking up in meetings is difficult for me.				_____
12. I try to get out of giving oral reports and other presentations.				_____
13. I typically expect the worst in my job.				_____

14. I am very anxious about messing up at work. _____
15. I am more afraid of how my work will be evaluated than my coworkers and colleagues seem to be. _____
16. It s 'common for me to engage in behaviors to try to feel better at work, such as keeping my conversations short, planning what I am going to say, or mentally rehearsing conversations in my mind. _____
17. When I am nervous about doing something at work, I ll'often avoid that activity. _____
18. I frequently seek reassurance about my work performance. _____
19. Making professional contacts is intimidating to me. _____
20. I get anxious when interacting with my boss or other authority figures at work. _____
21. I frequently worry about how people will judge me in my job. _____
22. I vè turned down-or failed to actively pursue-promotions due to fear. _____
23. As a boss, I feel like I am (or would be) a fraud-it all feels like an act or a front. _____
24. I become nervous when I have to give employees feedback or reviews. _____
25. I often worry about my job, even when I am not there. _____
26. Sometimes I can t ðleep because I am worrying about my work. _____
27. I think I worry about my job and career more than other people do; this worrying interferes with my life or is distressing to me. _____

SCORING

Add up your answers in sets of three- first questions 1-3, then questions 4-6, and so on. Each three-question group targets a specific element of workplace anxiety. Any set of three with a total score of 8 or more is relevant to you, so for any set of questions in which you received a total score of 8 or more, read the relevant explanation below.

Questions 1-3: Anxiety and stress. If you scored 8-15 on this set of questions, you're likely to experience both workplace anxiety and workplace stress. A higher score in this range indicates a higher level of general anxiety about work. In counseling, you can learn the difference between stress and anxiety and how the ways to overcome them are actually the opposite of each other!

Questions 4-6: Perfectionism. If you scored 8-15 on this set of questions, you're likely to approach your work with perfectionism. While perfectionism can be beneficial at times, it is also often linked to anxiety. A higher score within this range indicates higher levels of perfectionism and anxiety.

Questions 7-9 Self-defeating thoughts. If you scored 8-15 on this set of questions, you probably experience self-defeating thoughts at work. You may be very critical of yourself and experience anxiety as a result. A higher score within this range indicates more significant self-sabotaging thinking. You'll learn how to change these thoughts in counseling, and stop being your own worst enemy.

Questions 10-12: Speaking anxiety. If you scored 8-15 on this set of questions, you're likely to be someone who becomes nervous about public speaking in a professional setting. This is a very common fear. In counseling we'll help you learn some of the keys to overcoming anxiety about speaking at work. Some additional resources to help you with this include: <http://www.toastmasters.org/>

Question 13-15. Fear of failure. If you scored 8-15 on this set of questions, you probably have a fear of failure regarding your work. A higher score within this range indicates greater worries about failure. In counseling we'll identify the common way in which this fear comes up and often results in your fear coming true.

Questions 16-18: Unhelpful behaviors. If you scored 8-15 on this set of questions, you probably engage in behaviors that you may think are helpful but actually aren't, such as procrastination and avoidance. In fact, many of these types of behaviors fuel anxiety. Because these behaviors are so important in causing and maintaining workplace nervousness, I spend a lot of time in counseling sessions helping you find alternatives for dealing with anxiety.

Questions 19-21: Interpersonal discomfort. If you scored 8-15 on this set of questions, you're likely to experience discomfort about interacting with coworkers. You may feel uncomfortable in structured work situations or you may feel more uncomfortable in less structured, more social work situations. Either way, you'll learn some strategies for overcoming this discomfort in counseling.

Questions 22-24: Being the boss. If you scored 8-15 on this set of questions, you're likely to either feel nervous about your role as a boss, or have intentionally avoided being a boss altogether. People with this form of apprehension often feel like they're not worthy to be in a supervisory role and worry about offending others and appearing self-centered. In counseling we can help you become more at ease with being in charge.

Questions 25-27: Worry about work. If you scored 8-15 on this set of questions, you're probably a workplace worrier. You're likely to be someone who both thinks a lot and whose thoughts often shift to fears and concerns. Counseling can help you get control over your worries.

Concerned about your score?

Call Melinda Carlisle, Licensed Marriage and Family Therapist and discuss how you can learn to manage your anxiety and stress at work! (408) 893-4032.
www.criticalpathcounseling.com