

MANAGING AND LEADING YOURSELF

STATEMENT	N/A or Not Sure	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I understand the culture, history, and business of Pepperdine.						
I know what it means to work at a Christian university.						
I know the goals of Pepperdine.						
I promote the University's mission and culture in my team.						
I know my personal values.						
I intentionally find ways to personify my personal values for the good of myself, team, and University.						
I know my personal strengths.						
I intentionally find ways to utilize my strengths for the good of myself, team, and University.						
I am effective in my role as a Pepperdine supervisor.						
I see myself as an effective manager.						
My team sees me as an effective manager.						
I see myself as an effective leader.						
My team sees me as an effective leader.						
I see myself as an effective mentor.						
My team sees me as an effective mentor.						
I enjoy healthy work/life integration.						
I am energized to carry out my responsibilities as a supervisor.						
I am familiar with and know where to find the University Policy Manual.						
I know what expectations the University has for supervisors, outlined in the University Policy Manual.						
I am familiar with and know where to find the Code of Ethics.						
I lead by example.						
I live and lead with integrity.						
I justly exercise my power and influence.						
I am healthy in body, emotions, mind, and spirit to best manage and lead my team.						



The Body - Physical Energy

- ☐ I don't get at least 7-8 hours of sleep.
- ☐ I frequently skip breakfast, or I settle for something that isn't nutritious.
- ☐ I don't work out enough (meaning cardiovascular training at least 3 times a week and strength training at least 1 time a week).
- ☐ I don't take regular breaks during the day to truly renew and recharge, or I often eat lunch at my desk, if I eat at all.

Goal/Result:

Strategies, Tactics, Methods:

Accountability:

Indicators of Success:

The Mind - Focus of Energy

- ☐ I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by e-mail.
- ☐ I spend much of my day reacting to immediate crises and demands rather than focusing on activities with long-term value and high leverage.
- ☐ I don't take enough time for reflection, strategizing, and creative thinking.
- ☐ I work in the evenings or on weekends, and I almost never take an e-mail-free vacation.

Goal/Result:

Strategies, Tactics, Methods:

Accountability:

Indicators of Success:



The Emotions - Quality of Energy

- ☐ I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.
- ☐ I don't have enough time with my family and loved ones, and when I'm with them, I'm not always really with them.
- ☐ I have too little time for the activities that I most deeply enjoy.
- ☐ I don't stop frequently enough to express my appreciation to others or to savor my accomplishments and blessings.

Goal/Result:

Strategies, Tactics, Methods:

Accountability:

Indicators of Success:

The Human Spirit - Energy of Meaning & Purpose

- ☐ I don't spend enough time at work doing what I do best and enjoy most.
- ☐ There are significant gaps between what I say is important to me in my life and how I actually allocate my time and energy.
- ☐ My decisions at work are more often influenced by external demands than by a strong, clear sense of my own purpose.
- ☐ I don't invest enough time and energy in making a positive difference to others or to the world.

Goal/Result:

Strategies, Tactics, Methods:

Accountability:

Indicators of Success:
