



Name

Date

Personal Traits Exercise

Personal traits are natural and developed qualities that an individual brings to performing work.

Use the scale below to rate how strongly you possess and demonstrate each trait on a consistent basis - (not only in one situation). You may rate up to 8 traits as "High". Then provide a specific example of how you have demonstrated each trait in a work or life situation.

Step 1: Rate Your Traits

Rate your strength in each trait below as Low, Medium, or High.

Trait	Trait Strength Rating		
	Low	Medium	High
Adaptable			
Assertive			
Confident			
Creative			
Dependable			
Detail-Oriented			
Diplomatic			
Efficient			
Enthusiastic			
Fast Learner			
High Energy			
Independent			
Multi-Tasker			
Open-Minded			

	Trait Strength Rating		
Trait	Low	Medium	High
Organized			
Patient			
Perceptive			
Persistent			
Practical			
Proactive			
Resourceful			
Responsible			
Results-Oriented			
Risk-Taker			
Self-Motivated			
Self-Starter			
Team Player			
Thorough			

Step 2: Your Strongest Traits

For each of your strongest traits, provide a specific example from work or life when you demonstrated the trait in an effective way.

Step 3: Gather Feedback (Optional)

Email a blank copy of this form to a selected group of peers and colleagues to gain their feedback on your personal traits. Ask them to send their completed forms directly back to you.