**OBJECTIVES QUESTIONNAIRE**

IMPORTANT: This Questionnaire is strictly confidential. You will not be asked to show it to anyone. For that reason, there is no space for your name or any other means of identification.

In the space below, please write your professional objectives. Remember, no one but you will ever read this document. Therefore, do not hesitate to write down everything you want, even if you think it might be impossible or embarrassing.

My professional objective(s):

Whatever your professional objective(s) may be, you will need to acquire certain knowledge. We have listed some of the most important ones that will contribute to the achievement of your professional objective(s). Through the vehicle of our Business Development Program, you will be able to get what you want by becoming proficient in these areas.

As your Business Development Program progresses, you should measure your own progress by maintaining a record of your achievement in the I Have Come This Far section below. On any given date, you can evaluate your advancement by entering the date in the column for the appropriate number (1 is the lowest and 5 is the highest level of achievement), on the line corresponding to each of the Things To Learn.

Since there is much for all of us to learn, the best approach is to assume — even though it may not be entirely true — that your score for any line is no more than 2, and most likely 1. This is certainly not a statement of your knowledge or your capability. However, once you have begun to learn the exciting things that lie ahead of us, you will then realize how far you have advanced over your current level.

Please enter today's date in either the 1 or 2 columns on each line.

THINGS TO LEARN I HAVE COME THIS FAR

 1\_\_\_\_\_ 2\_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

1. How standards affect the result of all work

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

2. The importance of objectives in making work more rewarding and more understandable

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

3. Why objectives and standards actually give me more security

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

4. How to budget my time

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

5. How to keep track of all my work without having to rely on memory

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

6. How to report to my manager in an easy, efficient manner

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

7. How to find out exactly what is expected of me

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

8. Understanding the value of line relationships

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

9. Learning why I should never be expected or required to report to more than one person

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

10. Why I should ask my manager for standards before I begin a task

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

11. Learning why it is to my benefit to systematize my work

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

12. Learning why it is to my benefit to commit that systematization to paper

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

13. Why the Business Development Program is not a threat but a rare opportunity

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

14. How a Position Contract can actually make my life easier

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

15. Why it is vitally important for me to ask every question I can think of about Business Development

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

16. The importance of patience and persistence as I advance toward my professional objective

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

17. Why planning work actually makes it easier and more rewarding to perform

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

18. Why most of the discomfort I might be feeling is only because I don't know what lies ahead

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

19. The importance of understanding that there is no such thing as a stupid question

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

20. What I have to gain by suggesting a workable alternative, rather than merely saying that something "won't work"

21. Why people who suggest solutions go farther than people who do nothing but see problems

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

22. Why change is so upsetting

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

23 . Why the quality of work being done by most Americans has been slipping so badly

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

24. That I can be my own best friend or my own worst enemy

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

25. Why paperwork is not necessarily bad just because it's paperwork

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

26. The importance of data to me and my company

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

27. Why it takes special people to be enthusiastic about Business Development

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

28. Why it is better to communicate in writing rather than verbally

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

29. The value of having policies written down and published within the company

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

30. Why most people tend to identify with their coworkers rather than their employers

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

31. How to plan and schedule a project so that everything happens with time to spare

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

If you are a manager or want to become one, fill out the following section. If not, stop

here.

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

32. What really motivates people

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

33. How to get work done on time

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

34. How to get work done correctly \_

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

35. How to plan work \_

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

36. How to develop standards \_

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

37 How to determine the right amount of compensation for a position \_

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

38. How to know everything that is happening without having to ask someone or go see for myself

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

39. The importance of a solid organizational structure

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

40. Making delegation possible

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

41. Making delegation easy

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

42. Making delegation safe

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

43. How to develop objectives

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

44. How to define the relationships between and among

the positions you manage

 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

45. The best method for securing alternative channels of communication