

SELF-ASSESSMENT: Adaptability

PART A: CLARIFYING THE SKILL

1. What do you think of when you hear the word adaptability? Write your ideas below.

2. How do your thoughts above match with the following definition?

Adaptability is your ability to quickly adjust goals and actions to new situations or whenever change comes your way. For example, you're starting a new job, or you suddenly get asked to take on someone else's job because they are sick.

Being adaptable is important in all areas of our lives because nothing stays the same. It includes things like being able to plan (as much as possible) to see change coming, staying focused, and being able to keep trying to overcome setbacks. It also includes being able to decide what needs to happen next.

Being really adaptable means that you can keep calm and stay optimistic even when things are difficult. And you also use everything, even mistakes, as an opportunity for learning and growth.

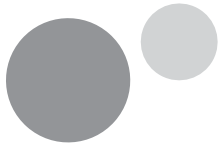
You can watch a video to learn more about this skill before you start.
canada.ca/en/services/jobs/training/initiatives/skills-success/video.html#h2.o2

PART B: SELF-REFLECTION

The self-assessment on the next page is based on a national skills framework that uses the definition you read above. It will give you an opportunity to think about the strengths you have already developed that show your ability to change and grow, and areas where you may want to build some skills.

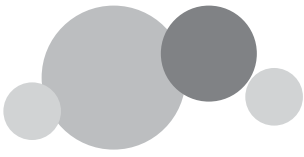
Read each statement in bold and put a check mark in the column that best describes how well you can do this. Think about all the situations in your life where you have had to persist, overcome, and adapt. It may be at home, at work, in school, or in hobbies.

You can also use the ideas underneath each statement to help you reflect on your skills and decide on a response. Highlight the specific things that you feel you are good at.



ADAPTABILITY SELF-ASSESSMENT	Yes	Somewhat	Not Really
1. I demonstrate responsibility.			
I am able to: <ul style="list-style-type: none"> • focus my attention on the current task and minimize distractions. • manage my time because I know it's limited. (e.g., I show up on time, I don't waste time.) • complete jobs that I'm given to show I'm dependable. 			
2. I can persist and keep going to get the job done.			
I am able to: <ul style="list-style-type: none"> • reflect on what's happened so far and look ahead to see when changes might be needed. • know when to keep trying or know when to change what I'm doing if things don't go according to plan. 			
3. I can regulate my emotions when needed.			
I am able to: <ul style="list-style-type: none"> • be positive and optimistic. • stay calm when I'm facing setbacks or recover if I lose it. • encourage other people to stay calm. 			
4. I set or adjust my goals and expectations when needed.			
I am able to: <ul style="list-style-type: none"> • set realistic goals and expectations based on my skills, available resources, and the supports available to me. • adjust my goals and expectations if needed. 			
5. I can plan and prioritize tasks to get things done.			
I am able to: <ul style="list-style-type: none"> • breakdown tasks, milestones, and strategies for reaching my goals. • decide which tasks need to happen first and how I can order all the tasks with the resources I have available. 			
6. I look for learning and self-improvement opportunities.			
I am able to: <ul style="list-style-type: none"> • reflect on my own skill sets and resources. • find opportunities for improving myself. • learn from setbacks and mistakes. 			

**The Self-assessment Checklists have been adapted from material created by Skills for Success and available on their website. [canada.ca/en/services/jobs/training/initiatives/skills-success](https://www.skillsforsuccess.ca/en/services/jobs/training/initiatives/skills-success)*



PART C: RECOGNIZING STRENGTHS

Adaptability Strengths:

Look at the “Yes” answers, or the statements underneath that you highlighted. Identify your strengths and write some in the space below. *(e.g. I am good at adjusting my goals and expectations as needed.)*

Areas for Growth

Look at the “No” or ‘Somewhat’ answers in PART B, or the statements underneath that you *didn't* highlight. Identify any areas you might like to strengthen or grow and write them in the space below. *(e.g. I would like to improve my ability to stay calm when I face setbacks.)*

Paths for Development

Think about the adaptability skills you would like to build or strengthen. Do you know anyone who is really skilled in those areas? Someone who you admire for their ability to adjust paths, stay calm and learn from setbacks? Write a little about them below.

How do you think you could help grow your own skills in this area? Write some of your ideas below. If helpful, talk to peers, your Facilitator or someone else in the program to get ideas.