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If you're trying to succeed in life, it is paramount to take an annual inventory of yourself to determine if advancement was made, and if so, how much. Have you accomplished everything you set out to? Did you do what you said you would? Did you make progress, stay the same, or go backwards? It's time to conduct a self-analysis. This self-analysis is necessary in order to plot a plan for the future.

Take an inventory by asking yourself the following questions:

- 1) Have I attained the goal that I established as my objective for this year?
- 2) Have I delivered service of the best possible quality of which I was capable, or could I have improved any part of this service?
- 3) Have I delivered service in the greatest possible quantity of which I was capable?
- 4) Has the spirit of my conduct been harmonious and cooperative at all times?
- 5) Have I permitted the habit of procrastination to decrease my efficiency, and if so, to what extent?
- 6) Have I improved my personality, and if so, in what ways?
- 7) Have I been persistent in following my plans through to completion?
- 8) Have I reached decisions promptly and definitely on all occasions?
- 9) Have I permitted any one or more of the six basic fears (*fear of poverty,*

fear of criticism, fear of ill health, fear of loss of love of someone, fear of old age, and fear of death) to decrease my efficiency?

10) Have I been either “over-cautious” or “under-cautious”?

11) Has my relationship with my colleagues in work or service been pleasant or unpleasant?

12) Have I dissipated any of my energy through lack of concentration of effort?

13) Have I been open-minded and tolerant in connection with all subjects?

14) In what way have I improved my ability to provide work or service?

15) Have I been intemperate in any of my habits?

16) Have I expressed, either openly or secretly, any form of egotism?

17) Has my conduct toward my colleagues been such that it has induced them to respect me?

18) Have my opinions and decisions been based upon guesswork, or accuracy of analysis and thought?

19) Have I followed the habit of budgeting my time, my expenses, and my income, and have I been conservative in these budgets?

20) How much time have I devoted to unprofitable effort which I might have used to better advantage?

21) How may I re-budget my time and change my habits so I will be more efficient during the coming year?

22) Have I been guilty of any conduct that was not approved by my conscience?

23) In what ways have I provided more service and better service than I was paid for?

24) Have I been unfair to anyone, and if so, in what way?

25) If I had been the purchaser of my own services for the year, would I have been satisfied with my purchase?

26) Has the purchaser or benefactor of my services been satisfied with the service I have provided, and if not, why not?

27) Am I in the right vocation, and if not, why not?

28) How would I rate myself in regards to success?

After answering these questions, check your answers with the aid of someone who will not permit you to deceive yourself as to their accuracy. This person should be courageous and honest enough to tell you what they perceive the truth to be. Perhaps they can answer these same questions about you from a third person perspective.

When finished, you can move swiftly to develop a plan to improve your life in the upcoming year and beyond. Repeat this at the end of every year and you can keep advancement in motion.

~ The End ~