

Profi Competence Tests for Adults



REPORT MY ACTION

Report: Name

Report type: Long

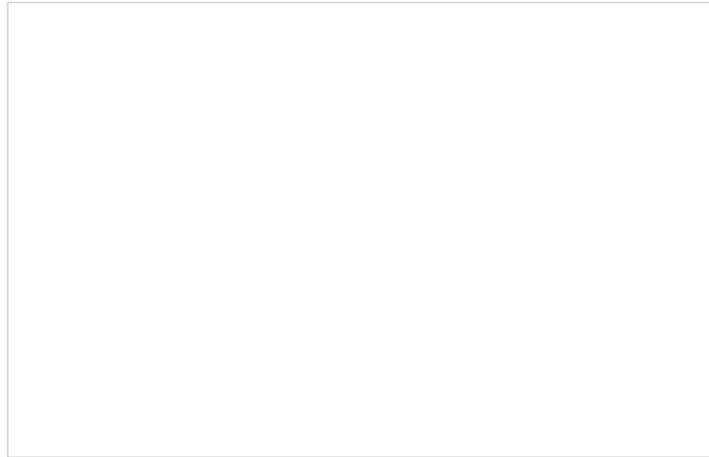
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REPORT TEST

MY ACTIONS

My Actions Test is a multidimensional tool used in personality testing in the context of numerous areas of your life, both private and professional. This method allows for an accurate and detailed description of your personality in terms of how it works, resulting from an individual profile determined by your age, gender and experience. The tool identifies your characteristics in the process of performing an action and your attitude towards the world and the future. It examines your potential in the area of everyday life. It gives information about organization, conscientiousness, caution or endurance in pursuing a goal as well as predisposition to lead others. The comprehensive report that you hold in your hand presents your typical ways of behaving, feeling and thinking in different life situations. The test describes your results in six sub-dimensions:



Reading the report, you will find answers to numerous questions about your style of functioning in private and professional life. You will learn about your reactions, behaviours, attitudes, beliefs, strengths and areas for development. The extensive analysis of your results also includes recommendations from specialists in various fields. The suggested guidelines refer, among others, to your emotional, social, intellectual and physical development.

This report offers comprehensive knowledge about yourself, which can translate into your goals and decisions in your private and professional life.

HOW TO INTERPRET THE REPORT



When analysing your results, pay attention to the fact that some subdimensions may present your natural traits and other subdimensions may provide information about your learned reactions. It's completely natural. In your everyday functioning, you mostly apply your innate traits, talents and strong sides.

However, sometimes the position that you take or the role that you assume in a team (privately and professionally) requires from you certain behaviours. After some time innate reactions become so obvious that you accept them as your natural reactions.

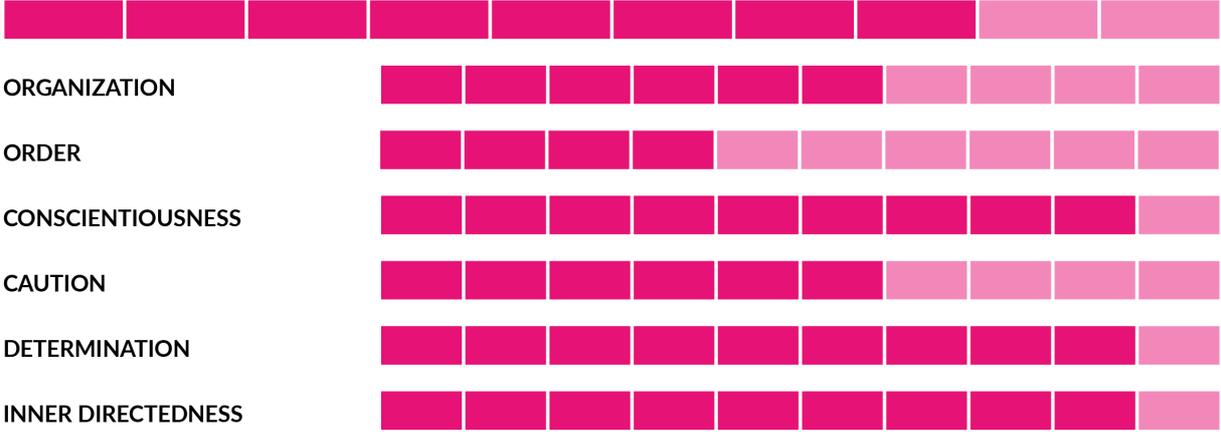
When analysing the results, decide which of the subdimensions show what is innate to you and which ones show a developed way of being. Additionally, decide which traits you would like to keep working on, which ones you would like to start working on and which ones you are fully satisfied with.

Pay attention to the fact that in some of the assessments you may have a generally high result in your overall score, however, particular subdimensions (one or two) may show moderate or low scores.

Example:

The overall assessment score, which is the average of the subdimension results, describes the global image of a person in action, combining the results of all the subdimensions into one general score.

MY ACTIONS



It is possible to receive a high result on the scale of **MY ACTIONS** and simultaneously receive a low result in one of the subdimensions - **ORDER**.

We are then dealing with a person who is highly organized, conscientious and determined in action, furthermore, they are cautious in making decisions and are strongly inner directed, meaning they are strongly decisive regarding themselves, however, their way of ordering private matters as well as professional ones may be at a low level, which means this is a person who doesn't pay full attention to the order surrounding them.

MY ACTIONS - A

The dimension **My Actions** describes task-oriented or goal-oriented behaviours which are connected with reliability, organisation, orderliness, thoroughness and durability. It refers to the pursuit of achievements, planning and organisational skills and completion of tasks. It reflects the tendency to follow rules, be obedient and loyal and the ability to take control over one's personal life in the decision-making process.

ORGANISATION

It describes trends in planning tasks in private and professional life. It describes the ability to organise tasks and implement plans into life.

ORDER

Measures the tendency to maintain order in various spheres of life. It also concerns keeping one's surroundings tidy.

CONSCIENTIOUSNESS

It measures the tendency to live according to ethical and social principles. It shows how they influence your private and professional life. It determines the level of obligation, reliability and diligence in action. It shows how much you can rely on someone and how much the person under examination is responsible for his or her actions.

CAUTION

It determines the tendency to analyse exactly what is to be done. It shows the level of prudence and caution or spontaneity and impulsiveness in the decision-making process. It indicates how cautious we are in action.

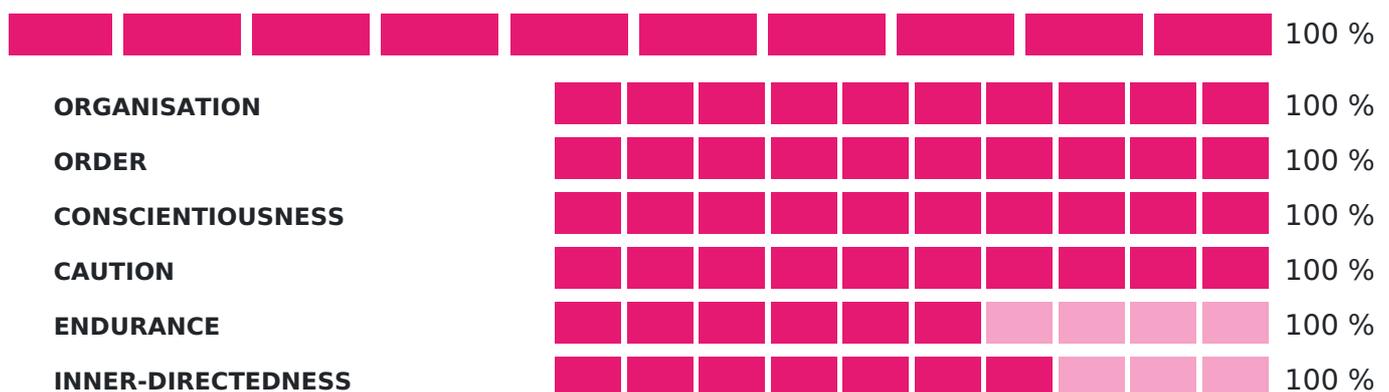
ENDURANCE

It measures the tendency to lengthen the duration of the task, to remain in the process of implementation, despite the presence of nuisances, distractors or deficiencies. It measures the degree of focus when performing different tasks and activities as well as the reactions whenever difficulties occur.

INNER-DIRECTEDNESS

Measures how strongly you rely on yourself, on your own judgements. It informs of the independence in making decisions in different situations, both private and professional. It shows the level of control in life. It determines to what extent a person controls their life independently and to what extent under the influence of other people or situations.

MY ACTIONS - A



DIMENSION

SOCIAL APPROVAL - A



SOCIAL APPROVAL - A



The dimension ***Social Approval*** describes the tendency to present yourself in a better light to achieve greater social acceptance. It is connected with the willingness to behave in a socially desirable and acceptable manner. The need to win social approval is also demonstrated in the test situations by attributing to yourself positive or commendable behaviour, as well as negating the presence of undesirable attitudes or behaviour within yourself. To some extent it overlaps with conformism and increases the tendency to alter or embellish your own way of behaviour.

High result

Your result on the ***Social Approval*** scale is high in comparison with other people. It means that you tend to ascribe yourself extraordinary strengths and deny common flaws.

DIMENSION

MY ACTIONS - A



SUBDIMENSIONS:



ORGANISATION



ORDER



CONSCIENTIOUSNESS



CAUTION



ENDURANCE



INNER-DIRECTEDNESS



MY ACTIONS - A

GENERAL DESCRIPTION

VERY HIGH RESULT

Below you will find overall result for the **MY ACTIONS** dimension being the average of your subdimensions

Your result on the scale of the **My Actions** dimension is very high in comparison with other people. It means that in your life you are a very proactive person. You make decisions on the basis of your own thoughts and analyses. Your approach to action is planned and highly organised. Your actions are very logical and follow a self-defined direction. You are a person who is confident in action. You take full responsibility regardless of the fact if your decision was right or wrong. You don't like to be directed by anyone. You don't accept somebody else's orders. You feel most comfortable when you are the one to decide and you are in full control of the situation. You are always fully prepared to act. You control the deadlines, you set the phases of work and draw up timetables. Nothing is able to surprise you as you have carried out full risk analysis. You are enemy to random and chaotic activities. You hate forgetfulness, messiness and unpunctuality. You always approach your tasks with due care. You are a systematic and diligent person. You can be relied on and the result of your work doesn't need to be subject to scrutiny. You always deliver on time. You are a result-oriented person and you play by the rules in your actions. You despise fraud and you value reliability. What distinguishes you is attention to order, you tend to be a perfectionist. Both your workplace and your everyday life environment are neat and clean. You keep everything organised around yourself which additionally strengthens your efficiency. In your activities you are an exceptionally resilient person, focused on work regardless of its scale of difficulty and time requirements.

Now take a close look at the detailed results to find out which of the subdimensions have the greatest impact on your overall result.

DETAILED DESCRIPTION



ORGANISATION

Your result on the scale of the **Organisation** subdimension means that you always approach both private and professional matters with a plan. Your actions are logical, well thought-out and well planned. You set your goals and tasks and you prepare precise schedules of steps to be taken. You keep the timing of the activity under control, so if the job depends on you, you will always complete the plans for the given day. This gives you the sense of security and performance while giving the people around you the conviction that you know what you are doing. In your actions there is no room for chaos and accidental moves. You are the enemy of coincidences and illogical actions, therefore you may be distracted from work by unexpected changes which you couldn't have been prepared for. As a well-organised person you always

deliver your tasks on time, additionally, you are characterised by punctuality. You do not accept delays as they disrupt your schedule. Your organisation can even be seen in how you prepare yourself for different activities. You keep all the actions under control, you know perfectly well what you need in order to perform each task, therefore before you proceed you collect all the data, documents or tools which are indispensable at each stage of an activity. During the day you perfectly manage your biological clock using your intuition and you arrange your work in the most effective way.

REMEMBER: In current times, the ever changing market as well as consumer needs bring about constant changes to organisation. It is very often that only the top management is fully aware of the purpose of the changes. Be an open person to introduce adjustments to your everyday work, remembering that sometimes a change which you don't understand is necessary for the department, team or whole organisation, which you, as an employee, may be informed about later.



ORDER

Your result on the scale of the **Order** subdimension means that your activities are marked by an excessive tendency to keep things in order. Only a pristine workplace gives you the opportunity to focus on a task. Such a level of orderliness is reflected in perfectionism. Both at work and at home you keep everything around you in perfect order. You won't rest until everything around is clean and tidy. You meticulously clean your workplace, your car or your apartment. Everything has its own place in wardrobes, cabinets and drawers. You file your documents and you assign them to appropriate ring binders. You don't have to look for anything - you have everything under control and you know precisely where you can find it. Such attention to detail may, however, take away the joy of regular functioning. The constant tension connected with the necessity to organise things which are still in use may take away the joy of living in the moment. At work, maintaining order in your documents or tools is a positive feature, but it must not stop or slow you down because of constantly taking care of order. Excessive attention to order may lead to a loss of the core sense of activity, it may also tire the people around you.

REMEMBER: There is no perfection. It is important to maintain order, but not at the expense of your relaxation or loss of joy in your daily life. Sometimes you can postpone the cleaning or delegate it to others who also use the same room. Excessive attention to detail can take away your ability to look at the matter as a whole. The excessive tendency to immediately organise things around you may cause people to see despotic qualities in you.



CONSCIENTIOUSNESS

Your result on the scale of the **Conscientiousness** subdimension means that you meticulously fulfill your obligations. Both in your private and professional life you approach all your tasks responsibly, and when you commit yourself to something, you can always be counted on. You do your job as best as you can and you never fail to complete a task. You bring things to a conclusion and on time. You can definitely be relied on because what you do is done with great care and you don't need any additional control over the task you perform. You appreciate the value of work and you do not shy away from it. You are a person who is diligent, systematic and who follows applicable rules. Having such a result, when in action you are most likely to be a person who is focused primarily on an outcome of your work that will fully satisfy you and not on the action itself. When reaching the goal or solving a task you follow the rules, you do not cheat, you do not gloss over things, but you work reliably and, if necessary, you report on your progress.

REMEMBER: People with such an approach are valued in the labour market, because when

they take up a certain position they do not focus on doing what is required and returning to their private lives, but they work with full commitment so that the tasks entrusted to them are performed as best as possible.



CAUTION

Your result on the scale of the **Caution** subdimension means that you belong to a group of people who carefully consider all pros and cons before making a decision. You are the real judge when you have to make a decision. Both in your private and professional life you don't happen to make a decision without thinking or spontaneously, based on impulse or sudden emotions. You are the type of person who think first and then acts according to what they have decided. Before you decide to do something, you examine all the risks, analyse all the available possibilities and possible consequences. Before you start to act, you arrange all possible scenarios in your head, still having the possible dangers under control. No risk will escape your attention. This protects you from risky investments in your life, but on the other hand, it does not allow you to take advantage of opportunities in which decisions have to be made very quickly, sometimes intuitively. You are alien to bravado, carelessness and all kinds of blind games. If you decide on something, you are fully aware of the possible opportunities and threats. With such a result, you are most likely faced with constant and excessive doubts and a constant, even tiring analysis of the situations you are in.

REMEMBER: Caution and prudence in making decisions actually protect you from any losses you may suffer that are tied to executing uncertain ideas, concepts or investments. Remember, however, that the numerous analyses you conduct in everyday situations keep you from acting and often direct your thoughts to dark scenarios. Meanwhile, the anticipated risks do not always have to occur, and even if they do occur, you can prepare for them without giving up on a project.



ENDURANCE

Your result on the scale of the **Endurance** subdimension means that you can spend hours or even days on one task, if you would only want to. However, if it's not for you, you stop your actions in a set direction in order to transfer your energy to another activity. You are often fully committed to the activity and act to the end, regardless of the level of difficulty, but equally often you are tired of a topic and give up the activity for an indefinite period of time. Sometimes you can be described as persistent, goal-oriented and very enduring, and sometimes you can be described as a person with short-lived energy, who will get excited about the activity for a while and then jump over to another topic right away.

REMEMBER: High endurance allows you to achieve success in many cases. It is mainly the people with such an approach who celebrate achieving their goals. On the outside, it seems that people who have done something great, have done it quickly or with exceptional ease. The truth is, however, that the surrounding people fail to notice how many hours the successful person had to spend on hard, strenuous, sometimes repetitive, sometimes creative work and the difficulties they had to face, without being hindered by them. Short-lived energy for tasks in turn causes you to waste a lot of energy and time on activities, the outcome of which you will never see due to the interruption of a task. However, the completion of the tasks is still something to be developed. It is a matter of work and self-training. Eventually, you can practice the habit of completing the activities regardless of the level of nuisance.



INNER-DIRECTEDNESS

Your result on the scale of the ***Inner-directedness*** subdimension means that both in private and professional life you make conscious decisions and you don't avoid responsibility for them. You are rather an independent and active person. You don't want to be the result of someone's actions. It's you who sets directions, otherwise you would lose a sense of control. You are strongly convinced that you can rely on yourself, your thoughts and intuition. You don't need to be surrounded by advisors in order to know what to do in your life or at work. You need listeners to accompany you when you analyse difficult issues on your own, but you don't need a person who will suggest how you should do something. You are predisposed to being a leader as you are not used to subordination, conformism or a rigid way of thinking. You may find it difficult to recognise authority as for you the biggest authority is yourself. Do's and don'ts as well as rules of conduct created by someone else have a rather bad effect on you. You feel best when everything depends on you, when you have full control over a situation, when you plan your work and life in your own way. You know your own value and somebody else's opinion doesn't change your self-esteem.

REMEMBER: High inner-directedness affects the strong sense of one's own efficiency i.e. the conviction that you're going to make it regardless of the situation, that most things in life are up to you. Such a conviction is a boost for you every day and it causes your strength and your confidence to grow.



MY ACTIONS - A

DEVELOPMENTAL RECOMMENDATIONS



ORGANISATION

- Setting goals and planning actions is your strength. You approach that with a great deal of commitment. Keep on doing that and this will allow you to use your energy and time mainly in the areas which are important to you.
- Use your very high ability to plan actions at work - thanks to it you will be always perceived as a person constantly prepared for action.
- You can perfectly prepare yourself and your workplace for action. Be careful, however, not to let the preparations delay the commencement of the activities.
- Logic in action is your big strength. Remember, however, that sometimes you can act intuitively without intensive preparation. This may allow you to take advantage of a opportunity which arises for a brief moment.
- Continue to organise your activities according to your logic, however, be careful not to be too rigid - allow yourself to be a bit flexible sometimes when implementing your schedule of the day.
- Your plan of the day may be sometimes subject to change. Be open to the human factor which you occasionally may fail to plan, which can sometimes demolish your plan but it is more important than acting according to your schedule.



ORDER

- Tend to your habit of keeping your records in order - it saves you time when looking for information.
- Maintaining order around you is a desirable feature. However, don't let cleaning become the main purpose of your functioning.
- Beware of the trap of perfectionism. There is no workplace that can be pristine all the time. There is no way to keep absolute order around you at work and at home, especially when you work with others.
- If you feel tired, give yourself the right to rest. You can regenerate yourself first and only then start cleaning up.
- Consider the possibility of delegating the cleaning to other people, or at least dividing this duty among several people: the housemates at home and the co-workers at work.
- Remember that your relationships are more important than shiny rooms around you. At a social gathering or a work meeting focus on the people and things you are talking about and not on controlling the order around you. There will be time for that when everyone is gone.



CONSCIENTIOUSNESS

- Keep on working like that. Your regularity and diligence are outstanding.
- You can always be relied on, you finish things and you perform tasks with great care. Keep up this level of your work.
- Continue to make sure that the tasks that you are involved in are as diligent as they have been so far, the people around you can see it.
- Continue to be such a timely and punctual person, it has a positive impact on the image you are building.
- Continue to maintain the responsibility for the tasks entrusted to you at the level you set yourself, it shows the people around you that important issues can be put into your hands.

- If you perform tasks assigned by other people, do not feel offended by control. Control is independent of your approach to work, your diligence and accuracy. It is simply one of the elements of the correct delegation of tasks.



CAUTION

- You're the type of person who can be entrusted with a detailed analysis of the situation before making a difficult decision. Take care of your ability to take a cool and analytical look at the subject under examination.
- Tend to your care in terms of checking all the pros and cons of a given choice. But don't let your deep analysis of all possible threats overshadow any possible opportunities.
- Your caution certainly protects you from ill-considered steps. But be careful so that this does not inhibit your actions. Sometimes you have to take risks to ultimately enjoy success.
- Your caution is often your strength, but be careful that it doesn't make you view the future mainly in terms of negative scenarios.
- It is good that you can predict most of the possible risks, but remember that they do not have to occur. The fact that you anticipate them allows you to prepare a possible solution or counteract them, but it should not result in cessation of an activity.
- Remember, there are always two sides of the same coin. Sometimes you can see mainly one. It is worth talking to others and getting to know different points of view before making a decision, so as not to give up a chance because of the one-sided perspective of looking at the situation.



ENDURANCE

- When you want, you can focus your attention on a difficult and demanding task. Transfer this ability to tasks that you are less willing to do but are important in your life.
- Prioritise among your tasks and determine when exactly you are doing only that set task, without having to worry about other novelties.
- Divide your tasks into smaller ones, set up milestones with a deadline or a final hour. This will allow your mind to focus more strongly on the task at hand.,
- Learn how to manage yourself effectively in time and about the negative power of distracting activities.
- Beware of your "short-lived energy". Don't let your work, lasting many hours or weeks, suddenly cease to interest you because of something new or more interesting.
- If a task is important to you in your life, try to get support from people who are friendly and helpful. In those moments, when you start to ease off, let them remind you of the importance of your goal.



INNER-DIRECTEDNESS

- You are a very independent person and you know perfectly well what you want and what you are supposed to do. However, you should pay more attention to people who are around you and who may often show you a slightly different point of view which may positively influence your decisions.
- Be careful with your high need for controlling the situation. Sometimes you have to let it go or partly surrender control to another person. It doesn't have to be bad. Together you can sometimes achieve more.
- Be careful so that your need to control the situation and your own life doesn't develop into the need to excessively control your close friends and family or those around you.
- Very often you are right and you can fully rely on your knowledge and intuition. However,

listen to what others say. Nobody is a walking encyclopedia. You don't have have full knowledge about everything you do either. Therefore you should open up to listening to people.

- High inner-directedness affects high self-confidence. Be careful not to cross the border becoming an arrogant person who knows everything best and thinks that they should decide about everything and everyone.