QUIZ

Adaptability and Flexibility Quiz



*About this tool*

**PURPOSE**

To evaluate individual employees’ respective levels of adaptability and flexibility, especially as it relates to change

**AUDIENCE**

Subordinate employees undergoing a workplace change who want to evaluate their level of adaptability and flexibility

**USE**

* E-mails
* Meetings with subordinate employees
* On an internal website

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Measure your level of adaptability and develop an action plan to improve your flexibility in the workplace

Given the environment of constant change we live in, adaptability and flexibility have become sought‑after characteristics for employers.

Adaptability is the ability to adjust one’s behaviour to meet the demands of a changing work environment. It includes reacting positively to change and adjusting readily with revised methods and priorities.

Flexibility is the ability to understand and appreciate different and opposing perspectives on an issue, adapt one’s approach as the requirements of a situation change, and easily accept changes in one’s own organization or job requirements.

To find out how adaptable and flexible you are, take the quiz below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Adaptability and Flexibility Assessment | | | | | |
| Read each statement below, and check the box that indicates how often the statement applies to you. | Always  5 | Often  4 | Sometimes  3 | Rarely  2 | Never  1 |
| I understand the background of the people I am working with. | □ | □ | □ | □ | □ |
| I expose myself to differing views. | □ | □ | □ | □ | □ |
| I respond to change enthusiastically. | □ | □ | □ | □ | □ |
| I think about my own preferences. | □ | □ | □ | □ | □ |
| I get feedback from my peers on my flexibility. | □ | □ | □ | □ | □ |
| I integrate other people’s viewpoints into my decision-making process. | □ | □ | □ | □ | □ |
| I apply rules in a flexible manner when required. | □ | □ | □ | □ | □ |
| When I find myself faced with many competing demands on my time, I ask my manager or team leader for ideas. | □ | □ | □ | □ | □ |
| I learn from someone who is flexible. | □ | □ | □ | □ | □ |
| I discuss the reasons behind rules and procedures with my manager. | □ | □ | □ | □ | □ |
| I discuss difficult cases to find out what alternatives are possible. | □ | □ | □ | □ | □ |
| I question my own position. | □ | □ | □ | □ | □ |
| I seek opportunities or volunteer for assignments where I know my viewpoints will be openly challenged. | □ | □ | □ | □ | □ |
| I create routines and habits that allow me to maintain a certain level of stability. | □ | □ | □ | □ | □ |
| I work with others who have strong opinions. | □ | □ | □ | □ | □ |
| I practice reaching win-win solutions. | □ | □ | □ | □ | □ |
| I volunteer for projects and assignments that involve topics that are new and different from my normal workload or that represent ground‑breaking areas for my team. | □ | □ | □ | □ | □ |
| I set a personal goal to regularly consider two or more reasonable alternative courses of action for every major decision. | □ | □ | □ | □ | □ |
| I identify barriers to keeping abreast of changes or updates in technology. | □ | □ | □ | □ | □ |
| I consider whether I need to change my priorities. | □ | □ | □ | □ | □ |
| I encourage and promote a healthy work‑life balance. | □ | □ | □ | □ | □ |
| I invest time in developing knowledge transfer in relation to the procedures, systems or equipment used in my area. | □ | □ | □ | □ | □ |

# Scoring Results

|  |  |
| --- | --- |
| **Most of your answers were 5 or 4** | *You are adaptable and flexible.*  You’re doing a great job at being adaptable and flexible by consistently considering different options, exposing yourself to new situations, considering others’ opinions, evaluating your own decisions, learning from others, and keeping in mind good adaptable and flexible practices. You might even be a good coach for others or be able to achieve even higher levels of performance by continuing to develop your skills in this area. |
| **Most of your answers were 3** | *You are somewhat adaptable and flexible.*  You’re on your way to learning how to be more adaptable and flexible. You have good skills, but there is room for improvement, and there are various ways you can achieve that. Keep developing your skills and exposing yourself to opportunities in areas that you rated lower in the quiz so that you will be more natural when adaptability and flexibility are needed. |
| **Most of your answers were 1 or 2** | *You need to develop your adaptability and flexibility.*  This is a call for you to develop your skills and become adaptable and flexible. It may look like a huge challenge, and it will mean taking risks. Take small steps but steps that will take you beyond your comfort zone. As you progress, you’ll see great improvement in a short period of time. Start by working on one or two of the areas you rated lower in the quiz. Once you’ve mastered the skills required for them, take on another one or two, and so on. Keep in mind that adaptability and flexibility are key skills that will create a better “you” at work and at home. |

# Action Plan

|  |  |
| --- | --- |
| **Areas for Improvement** | **Actions or Steps to Improve** |
| **Example:** I consider whether I need to change my priorities. | **Example:**  Examine my position and the effects that a change in my priorities will have on my work. With the help of co-workers and my manager, decide whether I will need to realign my work. |
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Following an action plan like the one provided below will help you improve your adaptability and flexibility skills. In the left column, note items in the quiz to which you answered 1 or 2. In the right column, indicate actions or steps you will take to improve in those areas.

***Source:*** *Adapted from tools developed by the Interdepartmental Organizational Change Network*