

## The Shortcut Quotient Inventory

Everybody loves a good assessment, especially one that helps them develop into a stronger, more highly functioning individual. The Shortcut Quotient Inventory or SQI® will help you learn about being and becoming a Shortcut. Please complete the questions honestly and answer in a way that describes how ***you are today*** and not how you wish to be. If you do, you will get a good idea of your areas of strength and those of growth opportunity. After you've received your results, read *Be a Shortcut: The Secret Fast Track to Business Success* by Scott G. Halford to learn how to improve and heighten your awareness about ways to change your behavior. Soon you'll be well on your way to becoming a highly influential Shortcut.

Upon completion of the quiz questions you can calculate your score and have an opportunity to review the correct answers and a brief explanation about each.

**1. Your company wants you to improve skills that are very specific to the company. Your boss says he unfortunately doesn't have money budgeted to pay for classes until next year. You: \***

- Find a class that you can afford; let your boss know you've made arrangements for the class and let him know any future reimbursement would be greatly appreciated.
- Let your boss know you'll check in periodically to see if the funds have been cleared for the class.

**2. At the end of a very busy day at your current work, you most often: \***

- Feel tired and dissatisfied.
- Feel tired and satisfied.

**3. There is an area of your job *right now* for which people would agree you are the best go-to resource in the company. \***

- True
- False

**4. Your current job: \***

- Is constantly challenging to you and offers great opportunities to grow.
- Is something you can do without thinking about it.

**5. If you could pick any career, you would: \***

- Explore something entirely different.
- Choose the one you're in.

**6. Each year you purposefully take classes or find other educational opportunities to expand your professional knowledge and expertise. \***

- True
- False

**7. When you feel overwhelmed and anxious in your job, you tend to: \***

- Get focused and get the work done the best I can.
- Find others to help me.

**8. You often feel elation when you're doing the most difficult aspects of your job. \***

- True
- False

**9. When you're angry with someone at work you are most likely to: \***

- Have a discussion with them about what has made you angry.
- Let things be until they blow over.

**10. Your boss obviously doesn't appreciate how busy you are and keeps piling on more work for you to do. You: \***

- Let her know you can take care of the requests and with a smile let her gently know she owes you one.
- Sit down with her and have a discussion about workload.

**11. You're on a deadline and you're behind. It's late in the day when a colleague comes by and asks for some help with her own impending deadline. She always acts as if her work is more important than yours. You: \***

- Inform her that now is a bad time for you because you're under your own deadline pressures. The last time you asked her for help, she told you the same thing.
- Explain that your deadline is looming and give her a time when you can help her. You also offer the names of others who can help if she needs immediate attention.

**12. It feels to you like your opinion is consistently disregarded by your supervisor. You: \***

- Express that you feel your opinions are not heard and that you would appreciate not being dismissed so readily.
- Only express your opinion when asked, even if you know that your opinion will make your unappreciative boss look good.

**13. When you are at work and it is very chaotic, you: \***

- Are very aware of the time passing.
- Lose track of the time.

**14. Choose the statement that most accurately reflects your behavior when everyone seems to pile on the work for you: \***

- I set up proper expectations and let them know I have other work ahead of their request unless it's an emergency that requires me to reprioritize my work.
- I inform the person requesting the task about when they can expect to have the job done.

**15. You reach out weekly to people in both your personal and professional network just to check in. \***

- True
- False

**16. You believe that those who get ahead professionally: \***

- Are competitive with others.
- Are collaborative with others.

**17. When morale is bad at work you can usually: \***

- Identify management decisions that are the reason.
- Identify your role in the bad morale.

**18. When you choose a job, you: \***

- Look for a job that emphasizes personal life, but pays less.
- Look for a job that pays more but requires some personal sacrifice.

**19. You are overwhelmed and busy. Your boss consistently asks you to take on additional work that is not a part of your job description. You: \***

- Explain that you are happy to do it and explain how you propose to reprioritize this request with other tasks your boss has assigned.
- Find a colleague or additional resources to help accomplish the tasks.

**20. Your boss asks you to prepare a report to support his presentation to the executive committee.**

**You: \***

- Give him the report a little before it's due and add a few things you think will be helpful in his presentation.
- Give him the report far in advance of the due date so he'll have time to work with it.

**21. Please indicate which statement is most accurate about you now: \***

- I will do the work I am in now for the rest of my work life.
- I think I will probably try other careers.

**22. A client is angry about work you and others have done for her. You: \***

- Listen carefully and then explain your role, and the roles of each of the others so she will know who to talk to when addressing what went wrong.
- Listen carefully; agree to communicate the issues to your colleagues; let the client know you'll get back to her with a solution.

**23. An external caller mistakenly calls you with a question that belongs to a department with which you have no experience and no contacts. You: \***

- Listen to the caller's question and ask him to hold while you find the right person to talk to. You determine the right person to direct them to; transfer the call; make an introduction and provide a brief explanation in a three-way connection and then excuse yourself.
- Save the caller time by stopping their request because you know the question is not for you. You direct them back to the main switchboard so they can be properly connected. You provide the main number for them to call.

**24. An internal client has an expectation that you'll regularly do tasks that in the past you've done for her as a favor. These tasks are not part of your job description. The next time she asks you: \***

- Kindly remind her that in the past you've done this work as a favor and will do it one more time. After this you will need to make your own work a priority.
- Do the task as well as you can. You clarify with her afterwards about her future expectations about these tasks.

**25. It's Friday night. You're walking out the door of your office to go home for the evening after a hectic and exhausting week. A co-worker with whom you have no business and don't know well is busy assembling packets in the conference room. Your most likely reaction would be to: \***

- Offer to help as you're making your way to the door, knowing that he will likely tell you to go home.
- Tell him you have 30 minutes to give him a hand but have to leave after that.

**26. When it comes to getting your job done which is most accurate about you: \***

- You're better at your job than most people to whom you would delegate the work so it's better for you to do it.
- You find different people who can get the job done.

**27. Think of your personal life. Which statement most accurately describes your weekends? \***

- I have plenty of time for myself.
- The majority of my time is spent running errands.

*See the next pages for the answer key.*

## SQI Answers

The correct answers to the SQI, along with the explanations for each, are detailed here, along with the related areas that determine a Shortcut: Expertise; Emotional Intelligence (EI); Responsibility; Initiative.

1. A., *Initiative and Responsibility*: This shows that you take responsibility for your future, and you don't leave your success to fate.
2. B., *Emotional Intelligence*: People who are happy (an emotional intelligence attribute) have a lot more zest; and even when they are tired, they still feel gratitude.
3. A., *Expertise*: If you're viewed as a resource, you probably have greater expertise than most.
4. B., *Initiative, Expertise, Responsibility*: This question, though brief, is fully loaded. If you're not being challenged to think, your expertise is probably not growing. It takes both initiative and responsibility to put yourself into a challenging job.
5. B., *Expertise, Initiative*: The earlier in your career you can choose a path of expertise that works for you, the more quickly you will become the go-to resource. It takes initiative to change careers when your current one feels like it's not right for you.
6. A., *Initiative, Responsibility, Expertise*: It's your responsibility, and it takes your initiative, to educate yourself. Shortcuts are committed to their own growth.
7. B., *Emotional Intelligence*: It takes assertiveness, stress management, reality testing, and problem-solving (all EI attributes) to delegate when you're anxious. Shortcuts know they are not at their best when they're feeling stressed, so they lean on their Shortcut network to help out.
8. A., *Emotional Intelligence, Expertise*: Happiness, self-actualization, and stress management are EI attributes that work well together; and they can bring about joy and elation, even when a job is quite challenging, and you've mastered aspects of it.
9. A., *Emotional Intelligence, Initiative*: It takes many EI attributes to be able to have a civilized, timely discussion with someone when you're angry. Letting things blow over rarely works in the long run. The issues behind the anger just fester and can become explosive if not dealt with properly. Shortcuts don't let bad feelings slow things down. They take care of problems promptly.
10. B., *Emotional Intelligence, Initiative, Responsibility*: The first answer, doing it with a smile, is passive-aggressive and does not really get at the heart of the matter. Shortcuts don't carry a lot of emotional baggage around with them. To be an excellent Shortcut, you must take responsibility for your own success; that requires taking the initiative to have a difficult discussion and the EI to conduct it in a productive way.
11. B., *Emotional Intelligence, Expertise*: The first answer is vengeful, and leads only to further bad feelings. The correct answer, b., shows you to be an assertive and clear resource.
12. A., *Emotional Intelligence, Initiative*: It takes courage to speak up about difficult issues, especially when they feel personal to you. Again, Shortcuts do not allow emotional baggage to sabotage relationships. They deal with things head-on.

13. B., *Expertise, Emotional Intelligence*: When you are at your best in challenging and stressful situations, time will pass quickly because you are busy solving problems and dealing with issues. Shortcuts who are in “flow” lose track of time.
14. B., *Expertise, Emotional Intelligence, Responsibility*: You’re a Shortcut if you don’t subject others to your prioritization process. The question is, can you help or not? Excuses and a reading of your to-do list just wastes the time of others.
15. A., *Initiative, Responsibility, Emotional Intelligence*: Shortcuts nurture their networks. They take the steps necessary to remain in contact. Also, people with social networks are more likely to be happier.
16. B., *Expertise, Emotional Intelligence*: While competition can determine a clear winner, and is necessary in many situations, it is collaboration that “bakes the biggest pie” in the long run. Collaboration is a win/win scenario. But it takes good negotiation skills to be able to collaborate effectively.
17. B., *Responsibility, Emotional Intelligence*: Awareness is crucial to successful relationships. When a relationship with an individual or a group falters, responsible people look to themselves first to ascertain their part in the situation.
18. B., *Expertise, Emotional Intelligence*: This can be argued both ways, but the success chips are stacked more heavily on the side of a person with emotional rather than financial wealth.
19. B., *Expertise, Initiative, Responsibility*: Another loaded scenario. Answer a. could work, but it borders on feeling as if you’re putting your boss in her place. Remember, Shortcuts are resources and if they don’t have the expertise, they find someone who does.
20. A., *Expertise, Initiative*: Shortcuts add value and their expertise. They don’t just check off items on their to-do lists.
21. A., *Expertise, Emotional Intelligence*: You may actually be a Shortcut in a career that you’re not completely satisfied with; however, odds are that you’ll be a better one if you’re in a career that excites you. If you’re not, by all means, find one that does.
22. B., *Emotional Intelligence, Responsibility, Initiative*: If you “teach” the client who, other than you, to talk to, you’re shirking responsibility – dumping the problem back in the client’s lap. Shortcuts solve problems; they do not pass them off.
23. A., *Emotional Intelligence, Responsibility, Initiative*: See answer 22.
24. B., *Initiative, Emotional Intelligence*: Sometimes, we back ourselves into corners and get results we did not anticipate. Making someone else “pay” for that is not the way of a Shortcut. Also, an emotionally aware individual is capable of having a discussion to “set things straight” or clarify a point without putting another individual in his or her place.
25. B., *Emotional Intelligence, Initiative*: Everyone responds well to favors. Shortcuts provide them, and then often find favors returned, exponentially. It’s the way the world works.
26. B., *Expertise, Emotional Intelligence*: Experts don’t have all the answers, but they know a lot of people who do. Also, harboring resentment because you “always have to do it all yourself” brings on a negative attitude, and then you’re no longer a Shortcut, no matter how smart or good you are.

27. A., *Initiative, Responsibility, Emotional Intelligence*: Effective people take the time to blow off steam; they also give themselves downtime. Excellent Shortcuts nurture themselves so they can nurture others.

### **Scoring**

21-27 correct answers: You're probably an excellent Shortcut

14-20 correct answers: You're most likely a very good Shortcut

7-13 correct answers: You're about average as a Shortcut

0-6 correct answers: You will benefit greatly from the lessons in *Be a Shortcut*