

## CONTENTS:

FEW WORDS OF INTRODUCTION.....	5
INSTRUCTIONS FOR WORKING WITH THE WORKBOOK.....	7
Task No. 01 .....	9
FINE FEATHERS MAKE FINE BIRDS .....	9
Task No. 02 .....	10
FOUND, NOT STOLEN! .....	10
Task No. 03 .....	11
ABSURDLY SERIOUS .....	11
Task No. 04 .....	12
UNUSUAL APPLICATIONS .....	12
Task No. 05 .....	13
IF THIS IS THE ANSWER, WHAT IS THE QUESTION? .....	13
Task No. 06 .....	14
THE ASSOCIATIONS.....	14
Task No. 07 .....	15
WHAT DOES IT HAVE TO DO WITH THE PRICE OF TEAIN CHINA?" .....	15
Task No. 08 .....	16
GUESS WHO I AM.....	16
Task No. 09 .....	17
BUY A BRICK .....	17
Task No. 10 .....	18
CHANGING PERSPECTIVE.....	18
Task No. 11 .....	19
J. HOLLAND OCCUPATIONAL PERSONALITY QUESTIONNAIRE .....	19
Task No. 12 .....	25
SWOT/TOWS ANALYSIS - my strengths and weaknesses.....	25
Task No. 13 .....	32
SMARTer method.....	32
Task No. 14 .....	38
THE COLOUR CODEĲ PERSONALITY PROFILE - THE HARTMAN'S TEST .....	38
Task No. 15.....	45
HERZBERG'S WORK MOTIVATION TEST.....	45

Task No. 16 .. .. .	52
LADDER OF INFERENCE - Chris Argyris.....	52
Task No. 17 .. .. .	57
GARDNER'S MULTIPLE INTELLIGENCES TEST .. .. .	57
Task No. 18 .. .. .	63
AM I ACTIVELY LISTENING? .. .. .	63
Task No. 19 .. .. .	68
FUKO METHOD .. .. .	68
Task No. 20 .. .. .	72
INDIVIDUAL TIME ALLOCATION .. .. .	72
Task No. 21 .. .. .	75
PERSONAL VALUES IDENTIFICATION .. .. .	75
Task No. 22 .. .. .	78
EISENHOWER MATRIX .. .. .	78
Task No. 23 .. .. .	82
IDENTIFICATION OF TIME THIEVES .. .. .	82
Task No. 24 .. .. .	86
CARTESIAN QUESTIONS IN GOAL PLANNING .. .. .	86
Task No. 25 .. .. .	91
LANGUAGE OF BENEFITS .. .. .	91
EVALUATION BOARD .. .. .	97