

## Compressed Workweek Self-Assessment Form

	✓
My job duties enable me to be out of the office on certain days, e.g. by shifting the tasks normally done at those times to other hours or days.	
Some of my job duties are task-based and can be done independently of other co-workers.	
I can participate in some way in all critical meetings and training opportunities while on a compressed workweek.	
I am comfortable making independent decisions.	
I can concentrate and stay focused for long periods of time without getting distracted or burning out.	
I have enough stamina to work longer days in exchange for longer blocks of time-off.	
I consistently complete work assignments and meet deadlines without constant supervision.	
I understand that business needs may sometimes require my coming to work on a 'day off' and I accept that fact.	
My communication skills are strong enough to keep my managers, co-workers and internal/external customers apprised of my schedule and work process where necessary.	
I am adaptable and flexible.	
I can maintain a high quality of service to customers on a compressed workweek.	
A co-worker is available and able to respond quickly to customer needs if I am off work that day, without any negative impact on his/her own job performance.	