



# HOW DO I UPDATE THE PARADOX ASSESSMENT WORKSHEET?

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## Navigate to the Paradox Assessment worksheet

- This should be the seventh worksheet updated for the PBC Assessment
- Navigate to the Paradox Assessment worksheet
  - In the PBC Assessment there is a menu at the top of the screen
  - Click on 'Paradox' to navigate to the worksheet

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | **Paradox** |  
• Candle vs Mirror | • Transposition | • Mess Finding | • Frameworks | • Filtration | • Coordination | • PBC Action Plan

## Select the PBC Assessment version to update

- On the left-hand side there is a drop-down menu for you to select the PBC Assessment version
  - Clicking on this will show all PBC Assessment versions

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | **Paradox** |  
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PARADOX ASSESSMENT

- From this list, select the current (active/open) PBC Assessment version

## How Do I Update the Paradox Assessment Worksheet Guide

- You will be taken to the selected version

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | ● Paradox |  
● Candle vs Mirror | ● Transposition | ● Mess Finding | ● Frameworks | ● Filtration | ● Coordination | ● PBC Action Plan

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✓ Version 4 - 2021-02-27

### PARADOX ASSESSMENT

**Name: \***  **What to Achieve: \***

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES +

PARADOX SCORING +

- Version 1 is the first version of the PBC Assessment
- If this has not been closed/completed then there will only be 'Version 1' in the drop-down menu
- The highest version number is the current version
- If there is an option to '[Start a new version](#)' then all PBC Assessment versions are closed/completed and a new version needs to be started
  - This option only displays if there are no open PBC Assessments
  - None of the PBC Assessment versions displayed can be updated
- **Note:**
  - There can only be one active or current PBC Assessment open at any one time
  - All completed PBC Assessment versions can be viewed but cannot be updated
  - Only the current PBC Assessment version can be updated, as it has not been closed/completed

## How Do I Update the Paradox Assessment Worksheet Guide

### Sections in the worksheet

- There are two sections in the Paradox Assessment worksheet
- These are:
  - Time Allocation Between Oil-Tanker and Speedboat Activities
  - Paradox Scoring

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | [Paradox](#) | [Candle vs Mirror](#) | [Transposition](#) | [Mess Finding](#) | [Frameworks](#) | [Filtration](#) | [Coordination](#) | [PBC Action Plan](#)

Version 4 - 2021-02-27

### PARADOX ASSESSMENT

Name: \*  
Tiana Weasley

What to Achieve: \*  
Enter information

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES +

PARADOX SCORING +

SAVE

SUBMIT

### Order to complete the worksheet

- The easiest way to complete the worksheet is to complete each of the sections in order
- There may be some questions that require the answers from previous questions

### Mandatory questions

- Questions with a red asterisk (\*) are mandatory and must be answered for the worksheet to be submitted and validated successfully
  - All worksheets need to be submitted and validated to complete and end an assessment
  - This is required to start a new PBC Assessment
- For the Paradox Assessment worksheet the following questions are mandatory:
  - Q1, Q2, Q3, Q4, Q5, Q6 and Q7

## How Do I Update the Paradox Assessment Worksheet Guide

### Answering the questions for each section

- To answer questions in each section, expand the section
  - Clicking on the '+' symbol for the section expands it
  - Once expanded clicking on the '-' symbol for the section contracts it
- When the section is expanded answer all questions
- Each section in the Assessment worksheet is covered below

## How Do I Update the Paradox Assessment Worksheet Guide

### 1. Time Allocation Between Oil-Tanker and Speedboat Activities section

- There is one question in this section
  - The question in this section is mandatory

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES

1. As a percentage of total, indicate how much of your time, money and resources are dedicated to normal everyday activities (ie. Oil-tanker) and how much are dedicated to activities that can help you to accomplish what you want to achieve (ie. Speedboat). \*

To complete this question, in the 'Oil-Tanker' answer box, select the percentage of time that you spend on oil-tanker activities from the drop-down provided. Once this is entered, the percentage for 'Speedboat' activities and the score calculates automatically

Oil Tanker - (Everyday Activities)

Select one

%

Score

Oil - Tanker

- 'Exploit' activities
- Everyday activities you undertake
- Keep things running
- Do not contribute to change or growth
- Should be a maximum of 90%

Speedboat

- 'Explore' activities
- Activities you undertake that contribute to achieving your goals
- Enable change, growth and development
- Should be at least 10% to be effective

Question #	Answer The Question By
1	Using the drop-down menu provided - for the Oil-Tanker Activities answer box  Based on the answer for the Oil-Tanker - the answers automatically update for the Speedboat Activities and the Score

- **Q1:** specify the proportion of your time, energy and resources you dedicate each day to Oil-Tanker activities - these are business as usual (BAU) activities - using the drop-down menu provided

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES

1. As a percentage of total, indicate how much of your time, money and resources are dedicated to normal everyday activities (ie. Oil-tanker) and how much are dedicated to activities that can help you to accomplish what you want to achieve (ie. Speedboat). \*

Oil Tanker - (Everyday Activities)

95%

Speedboat - (Activities to Help Achieve Goal)

5 %

Score

1

Oil - Tanker

- 'Exploit' activities
- Everyday activities you undertake
- Keep things running
- Do not contribute to change or growth
- Should be a maximum of 90%

Speedboat

- 'Explore' activities
- Activities you undertake that contribute to achieving your goals
- Enable change, growth and development
- Should be at least 10% to be effective

## How Do I Update the Paradox Assessment Worksheet Guide

### 2. Paradox Scoring section

- There are five questions in this section

PARADOX SCORING			
Question		Answer	Score
2. What is the ideal amount of time you would like to be able to dedicate each day to 'speedboat' activities to achieve your goals (in minutes)? *		Select one	
3. Realistically is this enough time for you to do that? *		Select one	
4. How do you think you can achieve the ideal amount of time to spend on speedboat activities that will help to achieve what you want to do (ie. Your goals)? *			
5. Of the time dedicated to 'oil-tanker' activities, what proportion of this is unproductive, or time which could be used more effectively? *		Select one	
6. How often do you consider how much time you dedicate toward activities that contribute to your growth, change and development and how you can enhance this? *		Select one	
7. Proportion of time spent on speedboat activities? *		5 %	1
		Total Score:	
		Average Score:	
		Percentage Score:	%

Question #	Answer The Question By
2	Using the drop-down menu provided - the score automatically updates
3	Using the drop-down menu provided - the score automatically updates
4	Using the drop-down menu provided - the score automatically updates
5	Using the drop-down menu provided - the score automatically updates
6	Using the drop-down menu provided - the score automatically updates
7	Not required to update - the information and score automatically updates from Q1

- After answering each question, the score for that question displays
- Once all questions are answered, the final overall scores for the Assessment worksheet calculate
- These are the:
  - Total Score
  - Average Score
  - Percentage Score

## How Do I Update the Paradox Assessment Worksheet Guide

- The Percentage Score is reflected in the PBC Assessment Canvas and also the Dashboard for Paradox

PARADOX SCORING			
Question		Answer	Score
2. What is the ideal amount of time you would like to be able to dedicate each day to 'speedboat' activities to achieve your goals (in minutes)? *		>60-90 minutes ▾	3
3. Realistically is this enough time for you to do that? *		Indifferent ▾	3
4. How do you think you can achieve the ideal amount of time to spend on speedboat activities that will help to achieve what you want to do (ie. Your goals)? *	Enter information		
5. Of the time dedicated to 'oil-tanker' activities, what proportion of this is unproductive, or time which could be used more effectively? *		>40-60% ▾	3
6. How often do you consider how much time you dedicate toward activities that contribute to your growth, change and development and how you can enhance this? *		Half-Yearly ▾	3
7. Proportion of time spent on speedboat activities? *		5 %	1
		Total Score:	13.00
		Average Score:	2.60
		Percentage Score:	52.00 %

## How Do I Update the Paradox Assessment Worksheet Guide

### Saving the worksheet

- If you don't have time to complete the worksheet in full, once you've entered your answers, select the 'Save' button
  - This will ensure your work is saved and does not need to re-entered
  - After selecting 'Save' a success message displays

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Answers for the Paradox Assessment have been saved successfully.

Version 4 - 2021-02-27

### PARADOX ASSESSMENT

Name: \*  What to Achieve: \*

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES +

PARADOX SCORING +

**SAVE**

SUBMIT

- However, the 'Save' button does not validate the completeness of the worksheet or verify it has been completed
    - This is indicated by the name of the worksheet in the menu still appearing with a red dot next to it
  - To do this, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
- 
- You can update the worksheet as often as required and then save it
  - Amendments and updates can be made until the PBC Assessment has been finalised
    - This can only be done in the [PBC Action Plan](#) worksheet
    - And is usually done at the end of the assessment period (i.e. end of the quarter)



## How Do I Update the Paradox Assessment Worksheet Guide

### Submitting the worksheet

- After all questions in the worksheet have been answered, select the 'Submit' button
  - This validates all questions have been answered and saves the worksheet
  - If all questions are answered, a success message displays and the name of the worksheet no longer has a red dot next to it in the menu

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Answers for the Paradox Assessment have been submitted successfully.

✓ Version 4 - 2021-02-27

### PARADOX ASSESSMENT

Name: \*

What to Achieve: \*

PARADOX - TIME BETWEEN OIL-TANKER AND SPEEDBOAT ACTIVITIES +

PARADOX SCORING +

SAVE

SUBMIT

- You can update the worksheet as often as required, even after it has been submitted, and then resubmit the worksheet
- Amendments and updates can be made, and the worksheet resubmitted, until the PBC Assessment has been finalised
  - This can only be done in the [PBC Action Plan](#) worksheet
  - And is usually done at the end of the assessment period (i.e. end of the quarter)
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet
  - You will know if any worksheets need to be submitted as the name of the worksheet will display with a red dot next to it in the menu

## How Do I Update the Paradox Assessment Worksheet Guide

### How to complete the PBC assessment?

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide
- For more information on saving or submitting worksheets, starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
  - '[Save Worksheets in the PBC Assessment](#)'
  - '[Submit Worksheets in the PBC Assessment](#)'
  - '[Start a New PBC Assessment](#)'
  - '[Update the Goals and Vision Worksheet](#)'
  - '[Update the Elevation Assessment Worksheet](#)'
  - '[Update the Specification Assessment Worksheet](#)'
  - '[Update the Integration Assessment Worksheet](#)'
  - '[Update the Skill and Will Assessment Worksheet](#)'
  - '[Update the Productive Paranoia Assessment Worksheet](#)'
  - '[Update the Candle versus Mirror Assessment Worksheet](#)'
  - '[Update the Transposition Assessment Worksheet](#)'
  - '[Update the Mess Finding Assessment Worksheet](#)'
  - '[Update the Frameworks Assessment Worksheet](#)'
  - '[Update the Filtration Assessment Worksheet](#)'
  - '[Update the Coordination Assessment Worksheet](#)'
  - '[Update the PBC Action Plan Worksheet](#)'