Personal Work Style Survey

Questionnaire

Please answer each item according to how often the statement is true for you. Write your answers in the box alongside each statement. Please use this scale:

5 = Strongly Agree   4 = Agree   3 = Neutral   2 = Disagree   1= Strongly Disagree

1. I enjoy tracking down and compiling data and information.

2. I feel de-energised when working constantly to unrealistically tight deadlines.

3. I am eager to start a new project even though I may still have work to do on existing projects.

4. Attending to minor details as they come up helps me to keep on track when I am working on a project.

5. I find it frustrating when work requirements change at very short notice.

6. I find work requests frustrating when there are insufficient details, or the output is unclear.

7. I feel energised at the start of a project.

8. I am not really interested in the big picture at work.

9. I like to find new ways of doing work.

10. I like to map out and plan all my work, no matter how small the task.

11. I like to keep my finger on the pulse of what is happening around me.

12. I multi-task whenever I can, and I quickly make decisions about what I do next.

13. My workspace can get messy, but I can still find things.

14. I have a well-defined way of keeping track of all my deadlines.

15. I get distracted by other interesting things when working on a priority task.

16. I like to keep my task list current by checking it regularly.

17. I have often revamped how I organise my work, but I need something to stick to.

18. I pay a lot of attention to what is happening at work right now - the future is less interesting to me.

19. I find myself losing interest in a project if the time-frame is drawn out.

20. I feel energised when I have a lot of different tasks and projects on my plate.

21. I like to have the time and mental space to develop thoughtful plans for achieving high quality results.

22. Working on lots of different things at the same time keeps my work interesting.

23. I prefer organising the details of major work events rather than spending much effort on broader objectives.

24. I work more effectively when working on a wide range of tasks.

25. Punctuality at meetings is important to me, and it bothers me when others show up late.

26. I get bored when I do not have enough variety in my work.

27. I tend to take on several projects simultaneously, even though my workload is already heavy.

28. I find abstract frameworks and models less helpful when doing my work.

29. I like to thoroughly map out all the steps in a complex piece of work.

30. I like to initiate work and be proactive rather than wait and respond to requests.

	31.	Clear deadlines work better for me rather than a general outline of time-frames.

	36.	Redoing work I have already finished because something changed feels like a waste of time.

	32.	I get frustrated when things change at short notice and make a mess of my planning.

	37.	I am very specific and consistent in how I prefer to handle projects.

	33.	I rush into a new project, preferring to start with little thinking or planning.

	38.	I like to work on projects with longer time-frames.

	34.	I find that the way our team organises information and documents could be more helpful to me.

	39.	I can miss key details and requests because I tend to jump too quickly between tasks.

	35.	I feel more motivated when I control my work.

	40.	I feel disappointed when I cannot see an important piece of work through to completion.

Results

Please transfer the statement from each question to the appropriate column, then add up the total of each column.

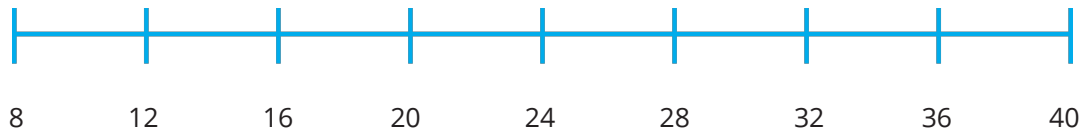| General		Task		Processing		Structure		Action	
1		7		3		14		2	
4		9		12		16		5	
6		11		20		25		10	
8		13		22		29		21	
18		15		24		31		30	
23		17		26		32		35	
28		19		27		34		38	
37		33		39		36		40	
Total		**Total**		**Total**		**Total**		**Total**	

Your Indicated Preferences

Preference 1: General Focus

Global Focus   Detailed Focus

8	12	16	20	24	28	32	36	40

Preference 2: Task Focus

Inward Focus   Outward Focus

8	12	16	20	24	28	32	36	40
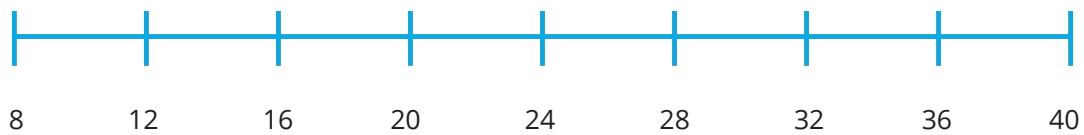
Preference 3: Processing Strategy

Linear Strategy   Concurrent Strategy

8	12	16	20	24	28	32	36	40
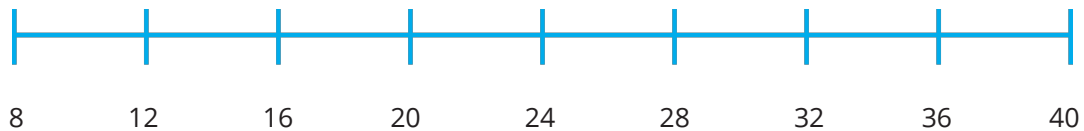
Preference 4: Structure Orientation

Less Structure   More Structure

8	12	16	20	24	28	32	36	40
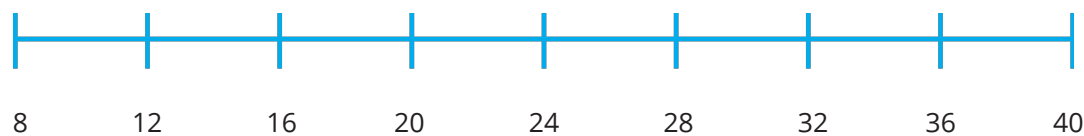
Preference 5: Action Orientation

Reactive   Proactive

8	12	16	20	24	28	32	36	40