



# personal efficiency program

Create the conditions to allow you to work best.



# Personal Work Style Survey

## Questionnaire

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

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

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | 1. I enjoy tracking down and compiling data and information.  | <input type="checkbox"/> | 11. I like to keep my finger on the pulse of what is happening around me.                                   |
| <input type="checkbox"/> | 2. I feel de-energised when working constantly to unrealistically tight deadlines.                      | <input type="checkbox"/> | 12. I multi-task whenever I can, and I quickly make decisions about what I should do next.                  |
| <input type="checkbox"/> | 3. I am eager to start a new project even though I may still have work to do on existing projects.      | <input type="checkbox"/> | 13. My workspace can get messy, but I can still find things easily.   |
| <input type="checkbox"/> | 4. Attending to minor details as they come up helps me to keep on track when I am working on a project. | <input type="checkbox"/> | 14. I have a well-defined way of keeping track of all my deadlines.   |
| <input type="checkbox"/> | 5. I find it frustrating when work requirements change at very short notice.                            | <input type="checkbox"/> | 15. I get distracted by other interesting things when I am working on a priority task.                      |
| <input type="checkbox"/> | 6. I find work requests frustrating when there is not enough detail, or the output is unclear.          | <input type="checkbox"/> | 16. I like to keep my task list up to date by checking it regularly.  |
| <input type="checkbox"/> | 7. I feel energised at the start of a project.  | <input type="checkbox"/> | 17. I have revamped the way I organise my work many times, but nothing seems to stick.                      |
| <input type="checkbox"/> | 8. I am not really interested in the big picture at work.   | <input type="checkbox"/> | 18. I pay a lot of attention to what is happening at work right now – the future is of less interest to me. |
| <input type="checkbox"/> | 9. I like to find new ways of doing work.   | <input type="checkbox"/> | 19. I find myself losing interest in a project if the timeframe is drawn out.                               |
| <input type="checkbox"/> | 10. I like to map out and plan all my work, no matter how small the task.                               | <input type="checkbox"/> | 20. I feel energised when I have a lot of different tasks and projects on my plate.                         |

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

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | 21. I like to have the time and mental space to develop thoughtful plans for achieving high quality results.          | <input type="checkbox"/> | 31. Clear deadlines work better for me rather than a general outline of timeframes.               |
| <input type="checkbox"/> | 22. Working on lots of different things at the same time keeps my work interesting.                                   | <input type="checkbox"/> | 32. I get frustrated when things change at short notice and muck up my planning.                  |
| <input type="checkbox"/> | 23. I prefer organising the details of a major work event rather than spending much effort on the broader objectives. | <input type="checkbox"/> | 33. I rush into new projects preferring to start without doing much thinking or planning.         |
| <input type="checkbox"/> | 24. I work more efficiently when I am working on a wide range of tasks.   | <input type="checkbox"/> | 34. I find the way our team organises information and documents is not helpful to me.             |
| <input type="checkbox"/> | 25. Punctuality at meetings is important to me and it bothers me when others show up late.                            | <input type="checkbox"/> | 35. I feel more motivated when I am in control of my work.  |
| <input type="checkbox"/> | 26. I get bored when I do not have enough variety in my work.   | <input type="checkbox"/> | 36. Redoing work I have already finished because something changed feels like a waste of my time. |
| <input type="checkbox"/> | 27. I tend to take on several projects at one time, even though my workload is already heavy.                         | <input type="checkbox"/> | 37. I am very specific and consistent in how I prefer to handle projects.                         |
| <input type="checkbox"/> | 28. I find abstract frameworks and models less helpful when I am doing my work.                                       | <input type="checkbox"/> | 38. I like to work on projects with longer time frames.   |
| <input type="checkbox"/> | 29. I like to thoroughly map out all the steps in a complex piece of work.  | <input type="checkbox"/> | 39. I can miss key details and requests because I tend to jump quickly between tasks.             |
| <input type="checkbox"/> | 30. I like to initiate work and be proactive rather than wait and respond to requests.                                | <input type="checkbox"/> | 40. I feel disappointed when I cannot see an important piece of work through to completion.       |

# Results

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

General Focus
1
4
6
8
18
23
28
37
<b>TOTAL</b>

Task Focus
7
9
11
13
15
17
19
33
<b>TOTAL</b>

Processing Strategy
3
12
20
22
24
26
27
39
<b>TOTAL</b>

Structure Orientation
14
16
25
29
31
32
34
36
<b>TOTAL</b>

Action Orientation
2
5
10
21
30
35
38
40
<b>TOTAL</b>

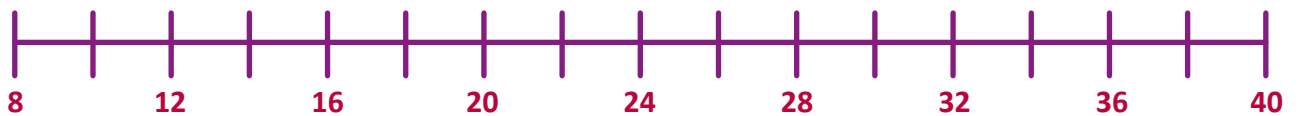
# Map Your Preference

Map your results onto the graph and join them with a smooth line.

## Preference 1: General Focus

Global Focus

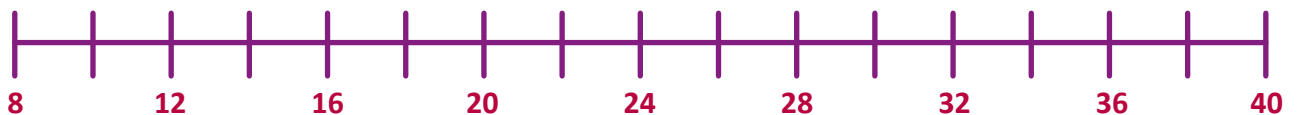
Detailed Focus



## Preference 2: Task Focus

Inward Focus

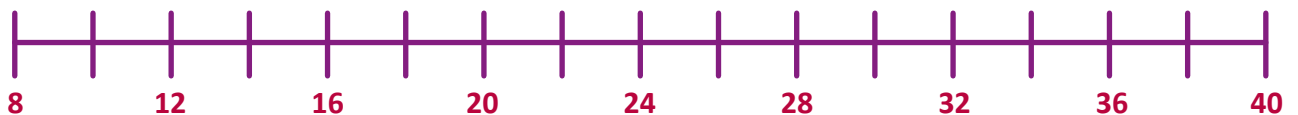
Outward Focus



## Preference 3: Processing Strategy

Linear Strategy

Concurrent Strategy



## Preference 4: Structure Orientation

Less Structure

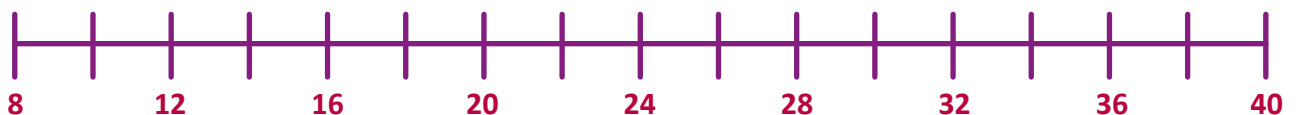
More Structure



## Preference 5: Action Orientation

Reactive

Proactive



Being kind to your future self.



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