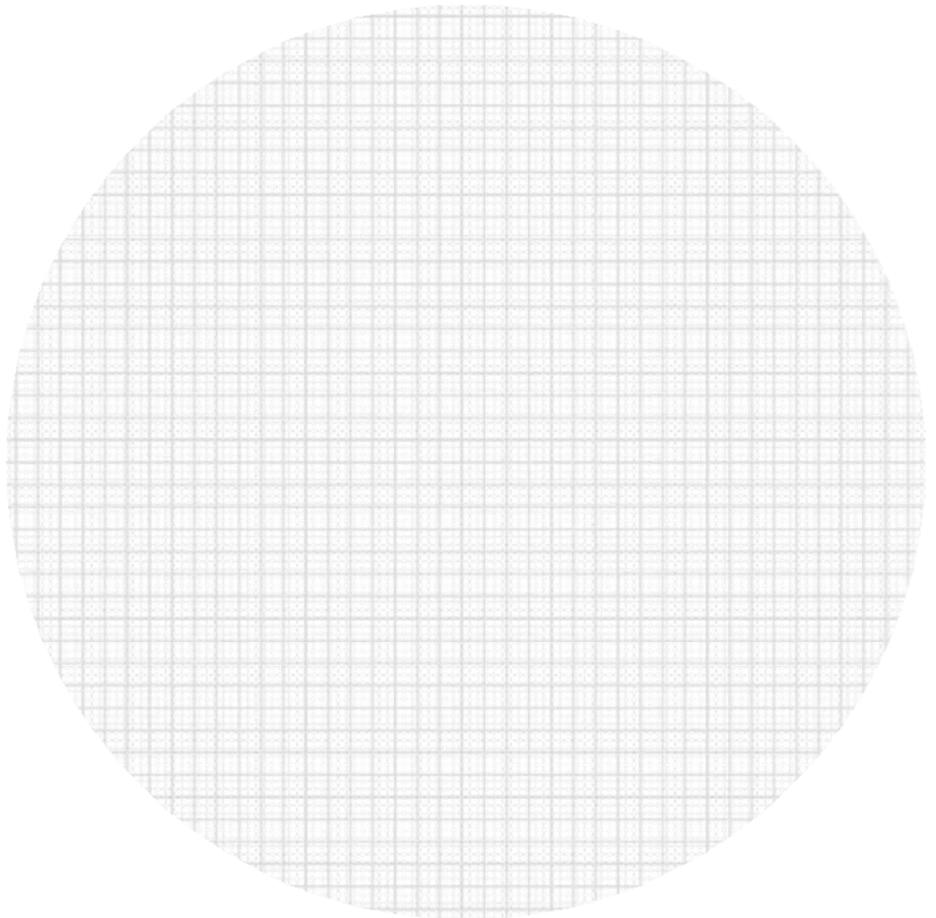




---

# Work Styles Inventory Worksheet



# Work Styles Inventory Worksheet

## Part I: Work Styles Questionnaire

**STEP 1:** For each of the five statements below, rank order the four responses labeled a, b, c, and d. Place a “1” by the response that matters most to you and a “4” by the statement that matters least to you.

**1. When performing a job, it is most important to:**

- a. \_\_\_\_\_ do it correctly, regardless of time.
- b. \_\_\_\_\_ set deadlines and get it done.
- c. \_\_\_\_\_ work cooperatively as a team.
- d. \_\_\_\_\_ contribute my talents and excitement.

- c. \_\_\_\_\_ discuss the options with others.
- d. \_\_\_\_\_ follow my “gut” about the best option.

**2. The best part of working on a job is:**

- a. \_\_\_\_\_ the information you learn.
- b. \_\_\_\_\_ the results you achieve.
- c. \_\_\_\_\_ the people you work with.
- d. \_\_\_\_\_ seeing the job contribute to progress.

**4. In working on a long-term job, it is most important to:**

- a. \_\_\_\_\_ thoughtfully complete each step.
- b. \_\_\_\_\_ complete the work efficiently.
- c. \_\_\_\_\_ work with others as a team.
- d. \_\_\_\_\_ keep the work stimulating.

**3. When I have several ways to get a job done, I:**

- a. \_\_\_\_\_ review pros and cons of each way.
- b. \_\_\_\_\_ choose a way I can begin now.

**5. I am willing to take a risky action if:**

- a. \_\_\_\_\_ there are facts to support it.
- b. \_\_\_\_\_ it gets the job done.
- c. \_\_\_\_\_ it will not hurt others’ feelings.
- d. \_\_\_\_\_ it feels right for the situation.

**STEP 2:** Transfer your answers to the scoring grid below. Then calculate the total for each column.

1. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

2. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

3. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

4. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

5. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

**Totals:** a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

**STEP 3:** Identify your preferred or dominant work style, indicated by your **lowest** score above:

- a = Analytical
- b = Driver
- c = Amiable
- d = Expressive

Learn more about yourself and how to work successfully with others on the next page.

## Part II: Work Styles Descriptions and Guidance

### Analytical

You are cautious in your actions and decisions. You like to ask many questions about specific details before moving ahead. At times, your desire to be accurate can mean you rely too much on data collection. You like organization and structure and prefer an objective, task-oriented work environment. You tend to dislike involvement with others and to seek security and self-actualization.

Try these tips for working with others:

- **Analytical:** Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.
  - **Driver:** Organize your work around major themes; prepare “executive summaries” with headings or bullets that state the conclusions first and supporting data and analysis second.
  - **Amiable:** Start off on a personal note and gravitate toward project specifics and expectations. Emphasize the greater good of the project.
  - **Expressive:** Make your presentation lively and try to include the big picture. Involve the Expressive person in developing the “vision” or marketing plan.
- 

### Driver

You are cool, independent, and competitive. You like control and enjoy taking decisive action. You prefer maximum freedom to manage yourself and others. You have low tolerance for feelings, attitudes, and advice of others. You work quickly and efficiently on your own and become frustrated by inaction in others.

Try these tips for working with others:

- **Analytical:** Take a deep breath, relax, and slow down. You need to demonstrate you have considered all or most options before moving ahead.
  - **Driver:** Remind each other of your similarities and your need to adopt qualities of the other styles.
  - **Amiable:** Spend time upfront gaining trust and confidence and be inclusive. Be sure to be specific about deadlines, even when they seem obvious.
  - **Expressive:** Be patient. Consider working with a flip chart to harness creative spirits. Emphasize timelines and due dates. Build in flexibility to allow creativity.
- 

### Amiable

You have excellent ability to gain support from others. You like close, personal relationships and work slowly and cohesively with others, taking your time to make decisions. You dislike interpersonal conflict and seek security and inclusion. As a teammate, you are supportive and listen thoughtfully to others. You are weak at goal setting and self-direction.

Try these tips for working with others:

- **Analytical:** Cut short the social hour and get right down to the specifics. The more information you can provide to support your position, the better.
  - **Driver:** Don't take anything personally. Getting results is what counts with drivers; be decisive and dynamic. Emphasize the bottom line.
  - **Amiable:** Laugh with each other about how important it is being relational. Then focus on what you really need to accomplish and get to work.
  - **Expressive:** Show your appreciation for their vision and creativity. Harness this energy to deal with the pesky but important details that only they can address.
- 

### Expressive

You are comfortable with risk-taking and spontaneity. You love to generate new and innovative ideas and do not feel limited by tradition. You tend to dream and get others caught up in the dream, although you may struggle with follow through, especially because you often jump from one activity to another. You work quickly and excitedly with others.

Try these tips for working with others:

- **Analytical:** Translate your vision into specific tasks or goals. Involve the Analytical person in research and developing the details of the plan.
- **Driver:** Take time to think about what your vision really is; translate it into action steps with objectives and timelines.
- **Amiable:** Tell the Amiable person how important teamwork is for making your vision a reality. Give him or her the job of building the team to make the dream come true.
- **Expressive:** Remind each other of your tendency to generate a lot of ideas without thinking through how to implement them.