

WORK STYLE TEST

HOW ARE YOU ORGANIZED? *Are you structured or unstructured?*

For each item, select the word you think best describes what you would prefer to do or be in **most** situations.

1. Most of the time I prefer to:
_____ be spontaneous _____ follow a set plan
2. I prefer to set guidelines that are
_____ general _____ specific
3. I prefer to
_____ leave my options open _____ settle things now
4. I prefer projects that have
_____ variety _____ routine
5. I like to
_____ play it by ear _____ stick to a plan
6. I find routine
_____ boring _____ restful
7. I accomplish tasks best
_____ by working it out as I go _____ by following a plan

If you chose the first option 4 or more times over the second option, your organization method is generally **unstructured**.

If you chose the second option 4 or more times over the first option, your organization method is generally **structured**.

UNSTRUCTURED people like variety and flexibility.

STRUCTURED people prefer detailed planning.

HOW ARE YOU ENERGIZED? *Are you task-oriented or people-oriented?*

For each item, mark the word you think best describes what you would prefer to do or be in **most** situations.

1. I'm more comfortable
_____ doing things for people _____ being with people
2. When doing a task, I tend to
_____ focus on the goal _____ focus on relationships
3. I get more excited about
_____ advancing a cause _____ creating community
4. I feel I have accomplished something when I've
_____ gotten a job done _____ built a relationship
5. It is more important to start a meeting

_____ on time

_____ when everyone gets there

6. I'm more concerned with
_____ meeting a deadline

_____ maintaining the team

7. I place a higher value on
_____ action

_____ communication

If you chose the first option 4 or more times over the second option, you are generally **task-oriented**.

If you chose the second option 4 or more times over the first option, you are generally **people-oriented**.

TASK-ORIENTED people are energized by doing things. They measure results in terms of accomplishment so the job takes precedence over people.

PEOPLE-ORIENTED individuals are energized by interacting with people. They like to measure results in terms of relationships, and prefer to work with other people in a team setting, so people take precedence over the job.