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***WORK STYLE PREFERENCE  
ASSESSMENT***

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*This assessment will clarify how you receive and focus your emotional energy around tasks and people. Both people-oriented and task-oriented individuals value developing relationships and meeting goals, however each has a primary and secondary means of achieving them.*



# ❧ **WORK STYLE PREFERENCE** ❧ **ASSESSMENT**

This assessment will clarify how you receive and focus your emotional energy around tasks and people. Both people-oriented and task-oriented individuals value developing relationships and meeting goals, however each has a primary and secondary means of achieving them.

The information gathered through this assessment will help determine "how" you will serve. Complete the following questions as candidly as you can:

***DIRECTIONS.....***

- 1. For each of the items below, circle the number on the continuum between the two statements that represents what you would prefer to do or be in most situations. Ex., circling a "1" means that the words on left better describe your natural tendencies, a 5 means the words on the right better describe how you act. Circling a 3 would mean either statement describes you 50% of the time.*
- 2. Do not answer according to what you feel is expected by a spouse, family member, employer, etc.*
- 3. Select the behavior or perspective that would come naturally to you if you knew there were no restrictions on or consequences for your personal expression.*

**HOW ARE YOU ORGANIZED?.....**

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

***How are you organized?***

0=

**Total**

## HOW ARE YOU ENERGIZED?.....

1. I'm more comfortable	doing things for people	1 2 3 4 5	being with people
2. When doing a task I tend to	focus on the goal	1 2 3 4 5	focus on relationships
3. I get more excited about	advancing a cause	1 2 3 4 5	creating community
4. I feel I have accomplished something when I've	gotten a job done	1 2 3 4 5	built a relationship
5. It's more important to start a meeting	on time	1 2 3 4 5	when everyone gets there
6. I'm more concerned with	meeting a deadline	1 2 3 4 5	maintaining the team
7. I place a higher value on	action	1 2 3 4 5	communication

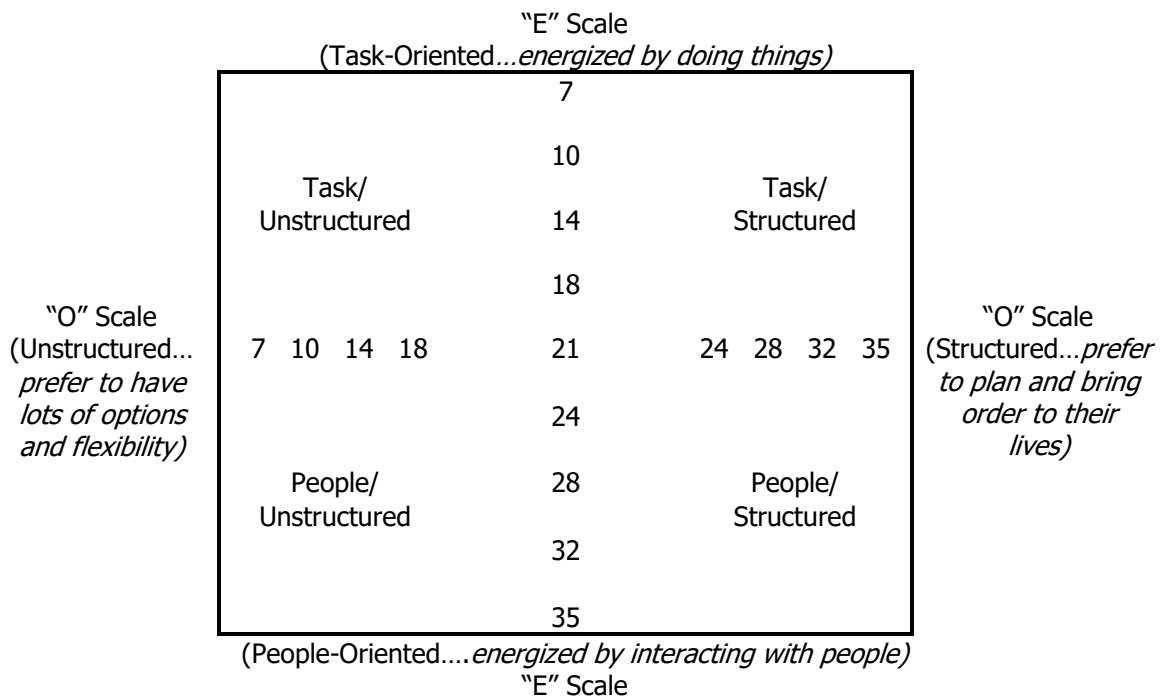
**How are you energized?**

**E =**

**Total**

## TABULATE YOUR PROFILE.....

1. On the grid below, put an X on the "O" scale that corresponds to your "O" total.
2. On the grid below, put an X on the "E" scale that corresponds to your "E" total.
3. Draw a vertical line through the X marked on the "O" scale.
4. Draw a horizontal line through the X marked on the "E" scale.
5. Your *Personal Style* is indicated where the lines meet.
6. Review the description of your "Work Style " preference on the following page.



## THE FOUR PERSONAL STYLE QUADRANTS.....

<p><b><u>TASK/UNSTRUCTURED</u></b></p> <ul style="list-style-type: none"><li>• General guidelines</li><li>• Helps wherever needed</li><li>• Versatile</li><li>• Likes tangible results</li></ul> <p><b><u>PEOPLE/UNSTRUCTURED</u></b></p> <ul style="list-style-type: none"><li>• Spontaneous situations</li><li>• Relates well to others</li><li>• Very conversational</li><li>• Tends to be flexible</li></ul>	<p><b><u>TASK/STRUCTURED</u></b></p> <ul style="list-style-type: none"><li>• Getting the job done</li><li>• Prefers to follow an agenda</li><li>• Focused on the results</li><li>• Appreciates clear direction</li></ul> <p><b><u>PEOPLE/STRUCTURED</u></b></p> <ul style="list-style-type: none"><li>• Defined relationships</li><li>• Projects warmth</li><li>• Familiar surroundings</li><li>• Enjoys familiar relationships</li></ul>
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The information above provides you with your *Work Style Preference*. This will help you and your Spiritual Gifts consultant determine "**how**" you will serve in a manner that best suits you.

**Another aspect of your Workstyle Preference is how you receive and expend energy.** This is often categorized as being an introvert or extrovert. This information is helpful to know so that you can choose roles that fit this aspect of your personality.

Think about which attributes better describe your comfort zone or natural state. Circle your choice.

**Introvert:** Processes information internally. Considers thoughts and ideas carefully before sharing them. Gets re-energized by spending quiet time alone. Can be impatient with distractions when work is interrupted. May work best independently

**Extroverts:** Develops ideas through discussion. Tends to "think out loud". Gets re-energized by being out with people. Welcomes the diversion when work is interrupted. May work best in a group.