

Style Assessment

Consider each of the following questions separately and circle the one letter that most fits you as you are today. There are no right or wrong answers.

1. When speaking with another person I...

- a. maintain eye contact the entire time.
- b. alternate between looking at the person and looking down.
- c. look around most of the time.
- d. try to maintain eye contact but look away from time to time.

2. If I have an important decision to make I...

- a. think it through completely before deciding.
- b. go with my gut instincts.
- c. consider the impact it will have on other people before deciding.
- d. run it by someone whose opinion I respect before deciding.

3. My home / office or work area has on display...

- a. family photos and sentimental items.
- b. inspirational posters, awards, or art.
- c. project and to-do lists.
- d. calendars.

4. If I am having a conflict with another person I...

- a. try to help the situation along by focusing on the positive.
- b. stay calm and try to understand the cause of the conflict.
- c. try to avoid discussing the issue causing the conflict.
- d. confront it right away so that it can be resolved as soon as possible.

5. When I speak on the phone I...

- a. keep the conversation focused on the purpose of the call.
- b. spend a few minutes chatting before getting to the reason for the call.
- c. am in no hurry to get off the phone and don't mind chatting about personal things, the weather, and so on.
- d. try to keep the conversation as brief as possible.

6. If another person is upset I...

- a. ask if I can do anything to help.
- b. leave him alone because I don't want to intrude on his privacy.
- c. try to cheer him up and help her to see the bright side.
- d. feel uncomfortable and hope he gets over it soon.

7. When I attend group meetings I...

- a. sit back and think about what is being said before offering my opinion.
- b. put all my cards on the table so my opinion is well known.
- c. express my opinion enthusiastically, but listen to others' ideas as well.
- d. try to support the ideas of other people in the meeting.

8. When I speak in front of a group I...

- a. am entertaining and often humorous.
- b. am clear and concise.
- c. speak relatively quietly.
- d. am direct, specific, and sometimes loud.

9. When someone is explaining a problem to me I...

- a. try to understand and empathize with how she is feeling.
- b. look for the specific facts pertaining to the situation.
- c. listen carefully for the main issue so that I can find a solution.
- d. use my body language and tone of voice to show her that I understand.

10. When I attend educational programs or presentations I...

- a. get bored if the person moves too slowly.
- b. try to be supportive of the speaker, knowing how hard the job is.
- c. want it to be entertaining as well as informative.
- d. look for the logic behind what the speaker is saying.

11. When I want to get my point across to other people I...

- a. listen to their point of view first and then express my ideas gently.
- b. strongly state my opinion so that they know where I stand.
- c. try to persuade them
- d. explain the thinking and logic behind what I am saying.

12. When I am late for a group meeting I...

- a. don't panic but call ahead to say that I will be a few minutes late.
- b. feel bad about keeping other people waiting.
- c. get very upset and rush to get there as soon as possible.
- d. apologize profusely once I arrive.

13. I set goals and objectives that...

- a. I think I can realistically attain.
- b. I feel are challenging and would be exciting to achieve.
- c. I need to achieve as part of a bigger objective.
- d. will make me feel good when I achieve them.

14. When explaining a problem to someone from whom I need help I...

- a. explain the problem in as much as detail as possible.
- b. sometimes exaggerate to make my point.
- c. try to explain how the problem makes me feel.
- d. explain how I would like the problem to be solved.

15. If someone is late for a meeting with me I...

- a. keep myself busy until he arrives.
- b. assume he was delayed slightly and don't get upset.
- c. call to make sure that I have the correct location, date, and time.
- d. get upset that the person is wasting my time.

16. When I am behind on a project and feel pressure to get it done I...

- a. make a list of everything I need to do, in what order, by when.
- b. block out everything else and focus 100% on the work I need to do.
- c. become anxious and have a hard time focusing on my work.
- d. set a date by which to get the project done and go for it.

17. When I feel verbally attacked by another person i...

- a. tell her to stop.
- b. feel hurt but usually don't say anything about it to her.
- c. ignore her anger and try to focus on the facts of the situation.
- d. let her know in strong terms that I don't like this behavior, or attack back.

18. When I encounter a person whom I like and haven't seen recently I...

- a. give him a friendly hug.
- b. greet him but don't shake his hand.
- c. give him a firm but quick handshake.
- d. give him an enthusiastic handshake that lasts a few moments.

19. I perceive chaos to be...

- a. inefficient.
- b. illogical.
- c. harmful to people.
- d. exciting and sometimes full of opportunities.

20. I have been described as...

- a. warm and easygoing.
- b. quiet, difficult to get to know, even mysterious.
- c. passionate, a salesperson, humorous.
- d. task-oriented, a work-a-holic.

21. To meetings I bring...

- a. reports, information.
- b. the agenda.
- c. food.
- d. my sense of humor.

22. When others are emotional I...

- a. sometimes also become emotional.
- b. am concerned and try to help.
- c. become uncomfortable
- d. ignore them, or assume I'm being manipulated.

23. I value...

- a. dependability, speed, and efficiency.
- b. a challenge, passion, and inspiration.
- c. information, thoroughness, and privacy.
- d. relationships, friendships, and harmony.

24. I enjoy projects when I...

- a. am in control.
- b. can work closely with others.
- c. am able to work alone or provide information
- d. am the center of attention.

25. I dislike change when it...

- a. causes harm to people.
- b. disrupts the smooth flow of work.
- c. threatens my status.
- d. implies that my work is insufficient or outdated.