

# Work Styles

Circle the words in each box that describe **you at work**.

This worksheet will help you assess your dominant work style. In each box, circle the words that best describe you at work. Don't think too hard about your answer, go with your first thought. Choose words that describe you most of the time. Then, add up the points using the system in each box. The quadrant with the highest score will determine your dominant work style. Match your highest quadrant score with the work style descriptions on the next two pages.

<p style="text-align: center;"><b>Quadrant 1</b></p> <p><b>Enthusiastic</b> Takes risk  <b>Innovative</b> Motivator  Energetic Very verbal  Idealistic Friendly  Mixes in groups easily Fun loving  Enjoys popularity Enjoys change  Likes variety <b>Spontaneous</b>  <b>Creative – new ideas</b> Group oriented  Optimistic Inspirational  Infectious laughter</p> <p>The number of non-bolded circled: _____  Add 5 points for each <b>bold</b> circled: _____  Total: _____</p>	<p style="text-align: center;"><b>Quadrant 2</b></p> <p><b>Sensitive Feelings</b> <b>Loyal</b>  Calm Even keeled  Non-Demanding Gives in  Avoids confrontations Indecisive  Enjoys routine Dislikes change  <b>Appreciative</b> Dry humor  <b>Cooperative</b> <b>Understanding</b>  Thoughtful Nurturing  Patient Tolerant  Good listener Peace maker</p> <p>The number of non-bolded circled: _____  Add 5 points for each <b>bold</b> circled: _____  Total: _____</p>
<p style="text-align: center;"><b>Quadrant 3</b></p> <p>Enjoys instructions Accurate  Consistent Controlled  Reserved Predictable  <b>Logical</b> <b>Disciplined</b>  Factual Conscientious  <b>Perfectionist</b> Perceptive  <b>Detailed</b> Analytical  Inquisitive Precise  Persistent Scheduled  Sensitive <b>Objective</b></p> <p>The number of non-bolded circled: _____  Add 5 points for each <b>bold</b> circled: _____  Total: _____</p>	<p style="text-align: center;"><b>Quadrant 4</b></p> <p>Likes authority <b>Takes charge</b>  <b>Confident</b> Determined  Firm Enterprising  <b>Enjoys challenges</b> <b>Competitive</b>  <b>Results oriented</b> Productive  Bold Purposeful  Goal driven Adventurous  Strong willed Independent  Self Reliant Controlling  Persistent Assertive</p> <p>The number of non-bolded circled: _____  Add 5 points for each <b>bold</b> circled: _____  Total: _____</p>

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Match your highest score with the style that most describes **you at work**.

## Quadrant 1 - Promoter

**Promoters** are innovative, flexible, spontaneous, creative, and idealistic people. Promoters are risk takers and love drama, style, and imaginative design. They like the abstract fresh ideas and are passionate about their work. The keyword for promoters is “action.”

Effective traits	Ineffective traits	How to relate	Possible workplace stressors
Imaginative	Unrealistic	Be enthusiastic	Lack of enthusiasm by co-workers and supervisor
Creative	Unreliable	Be involved	No involvement in workplace activities
Visionary	Inconsistent	Be flexible	No place in work for decision making - rigid
Idealistic	Hasty	Be accepting of change	No change even when change is needed - “That’s the way we have always done it”
Enthusiastic	Impulsive	Talk about dreams and possibilities	Deadlines
Innovative	Impatient	Focus on creative ideas	
	Fragmented		
			<b>Too many Analyzers</b>

## Quadrant 2 - Supporter

People who are **supporters** tend to be cooperative, honest, sensitive, warm, and understanding. They relate to others. They value harmony and are informal, approachable, and tactful. In business, they place emphasis on people and are concerned with the values and feelings of those around them. The keyword for supporters is “feelings.”

Effective traits	Ineffective traits	How to relate	Possible workplace stressors
Understanding	Overly compliant	Be friendly	Tense, unfriendly workplace
Gentle	Passive	Be positive	Lack of guidance and procedures
Loyal	Slow to act	Listen actively	Quick decision making
Cooperative	Naïve	Focus on personal values	Lack of integrity in the workplace
Sensitive	Can be overly sensitive	Create a comfortable, relaxed climate	Perceived displeasure with employee by supervisor
Diplomatic			
Appreciative		Create an experience they can relate to	
			<b>Too many Controllers</b>

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## Quadrant 3 - Analyzer

**Analyzers** tend to be logical, thoughtful, loyal, exact, dedicated, steady, and organized. They like following directions and work at a steady pace. The keyword for analyzers is “thinking.”

Effective traits	Ineffective traits	How to relate	Possible workplace stressors
Objective	Too cautious	Be factual and logical	Lack of organization
Logical	Abrupt	Be formal and thorough	Supervisors not enforcing or following policies and procedures
Thorough	Unemotional	Be organized, accurate, and use critical thinking	Pressure to make quick decisions
Precise	Aloof	State facts briefly and concisely	Forced into high social activities
Detail-oriented	Indecisive	No need to be “overly” friendly	Working in noisy and busy environments
Disciplined	Unimaginative		<b>Too many Supporters</b>

## Quadrant 4 - Controller

**Controllers** are confident, self-directed, energetic, dynamic, decisive, risk-takers, and results-oriented people. They like to be the leaders of the group and respond to ideas of others when they are logical and reasonable. Their strengths are in the practical application of ideas. The keyword for controllers is “results.”

Effective traits	Ineffective traits	How to relate	Possible workplace stressors
Confident	Aggressive	Set deadlines	Not having deadlines or a plan of action
Assertive	Pushy	Be responsible for your actions	Supervisors or co-workers that make excuses for work undone
Decisive	Insistent	Focus on achievements	Supervisors or co-workers who are indecisive
Forceful	Overpowering	Do not make excuses for work undone	Long meetings
Effective leader	Dominating	Be careful in taking control from a controller	<b>Too many Supporters</b> <b>Too many Controllers</b>
Results-oriented			

**Questions to think about and discuss: How can understanding work styles help you at work? How can understanding work styles improve safety and health?**