

Understanding my Working Styles

Your working style reflects how you naturally collaborate with others, structure your work and organise your environment. We all have defaults and preferences for doing our best work.

When answering these questions, reflect on your natural tendencies and ideal way of working rather than how you're currently working or how you've had to adapt to current circumstances.

1 What are your some of your working style preferences?

- Work steadily or deadline-driven work
- Time of day preference (morning, middle of day, evening, late night)
- regular short breaks or prefer to work in longer blocks
- Do you work quickly and efficiently or more slowly and methodically
- Do you like to do 'hard' work when fresh or build up to it?
- Do you prefer collaborative work at certain times and solo work at others?

2 What are some of your physical working style preferences?

- Do you have any needs or requirements or preferences that allow you to do your best work?
- Do you need complete silence when working on something that needs concentration?
- Do you generally like loud, inspirational music playing when focusing?
- Do you do your best thinking when staring out a window with a 'long view' where you can see off into the distance?
- Do you like natural light, warm/yellow or cold/white light?
- Do you like to be very warm or extra cool?
- Do you like to move a lot, or regularly or can stay in one position for long periods of time?

3 Do you prefer to work autonomously or collaborate with others? (Plot where on the spectrum you usually like to operate)

Collaborate

Work autonomously

4 Do you like to take the lead, or be more in a support role?

- ☐ Take the lead
- ☐ Support role

5 Do you tend to multitask, or like to complete one task before starting the next?

☐

Multitasker

☐

One task at a time

6 Do you focus more on details or big-picture thinking?
(Plot where on the spectrum you usually like to operate)

Detail focused

Big picture focus

7 How responsive and reliable are you in meeting commitments?
(Plot where on the spectrum you usually like to operate)

Consistent & dependable

Struggle to follow through

8 How do you like to be updated – constant check-ins versus periodic updates?
(Plot where on the spectrum you usually like to operate)

Constant check-ins

Periodic updates

9 Do you like a lot of information, or just the highlights?
(Plot where on the spectrum you usually like to operate)

Headline information only

Alot of information

10 Are you more collaborative or competitive?
(Plot where on the spectrum you usually like to operate)

Extremely competitive

Collaborative

10 How adaptable are you when things don't go the way you expect?
(Plot where on the spectrum you usually like to operate)

Highly flexible

Prefer consistency