

What is Your Work Orientation?

For each set of paired statements, circle A or B next to the sentence that best describes your work orientation.

- A. I prefer working alone
- B. I prefer working with other people

- A. I like to work on a single task at a time
- B. I like to work on multiple tasks simultaneously

- A. I am good at noticing details
- B. I am good at seeing the big picture

- A. I engage in conversation to share information
- B. I engage in conversation to make connections

- A. I need a sense of closure on projects
- B. I don't mind leaving projects uncompleted

- A. I approach my work in a systematic way
- B. I approach my work in an unstructured way

- A. I make decisions based on facts and logic
- B. I make decisions based on intuition

- A. I am regularly on time for appointments
- B. I am frequently late for appointments

- A. I think inside the box
- B. I think outside the box

- A. People view me as methodical and precise
- B. People view me as flexible and carefree

- A. I make decisions easily and quickly
- B. I take my time making decisions

- A. I focus on what people say
- B. I focus on the feelings behind what people say

- A. I work well with "to do" lists and deadlines
- B. I do just fine without a "to do" list

- A. I am more planned than spontaneous
- B. I am more spontaneous than planned

- A. I keep my feelings to myself
- B. I freely show my feelings

- A. I value clear and precise thinking
- B. I value creative thinking

- A. Other people's opinions matter only a little to me
- B. Other people's opinions matter a great deal to me

- A. I consider myself a paper person
- B. I consider myself a people person

Tally the total number of As and Bs you circled. The A statements describe characteristics typical of a task-oriented work style. The B statements describe characteristics of a process-oriented work style.

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