

ACHIEVE WORK STYLES ASSESSMENT

Purpose of Assessment:

The purpose of this self-assessment is to deepen your awareness about your dominant mode of thinking and acting at work so that you can more easily access the other styles.

Instructions:

Respond to each of the following statements with your everyday work environment in mind, rating each on a scale of **1 to 5**. A 5 indicates you strongly agree with the statement; a 1 indicates you strongly disagree with the statement. Once completed, total your ratings.

	5: Indicates you strongly agree 1: Indicates you strongly disagree
1.	I tend to spend a lot of time thinking about something before I act.
2.	People seek me out when they need emotional support.
3.	I feel impatient with lengthy conversations about pros and cons.
4.	l don't want to talk about it, l just want to do it.
5.	l like to analyze a situation fully before making a decision.
6.	I often refrain from saying things that I think may upset the other person.
7.	I am quick to come up with new ideas.
8.	I am happiest when I am doing something that is hands-on and practical.
9.	I get excited thinking about and discussing ideas, theories, and concepts.
10.	l put a lot of effort into making people feel comfortable.
11.	People seek me out because I am innovative.
12.	I like to do lots of different things and get bored if I do the same thing over and over.
13.	I love spending time thinking about plans.
14.	I want to know that others feel good about my decision before moving on.
15.	I get excited thinking about possibilities and dreaming about the future.
16.	People seek me out when they want to get a task done.
17.	I value logic more than I value sentiment.
18.	I like to make sure everyone is heard.
19.	I get a strong sense of whether I like someone right away.
20.	People see me as practical and helpful.
21.	People seek me out when they want to think something through.
22.	I can quickly sense how others are feeling in a room.
23.	l often know what I want to do before I can say why.
24.	People describe me as realistic and down to earth.

Scoring

Write the number you wrote for each question onto the blanks below. Total the columns; the highest score is your dominant style or energy.

Head - Analyzer	Heart - Harmonizer	Gut - Intuitor	Feet - Actualizer
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
Total	Total	Total	Total

The Four Styles

Each personality-based work style has unique strengths and challenges. The following diagram is intended to help you think about yours. Note your strongest and secondary styles, as well as your lowest scoring style. The following chart shows some strengths and focuses of each style, as well as some challenges people can face when one style becomes too dominant.



Head - Analyzer

Strengths: Analysis, strategy.

Challenges: Over-processing. Not taking enough action.

Heart - Harmonizer

Strengths: Peacemaking, building relationships.

Challenges: Trying to please all. Taking too much time.

Gut - Intuitor

Strengths: Creativity, inspiring others.

Challenges: Making decisions too quickly, leaving others behind.

Feet - Actualizer

Strengths: Doing, practicality.

Challenges: Taking on too much, not planning enough.