

Working Styles Questionnaire



Complete this questionnaire to gain an indication of your working styles.

Before completing the questionnaire please read the following conditions of use.

The instructions on how to complete the questionnaire are to be found over the page.

Conditions of using this questionnaire are as follows:

- 1 The working styles results are the property of the person completing the questionnaire. Your Organisation has no right to the information. The questionnaire can be used for self awareness, team building and other applications where a further perspective on how you work could be useful. In these situations it may be useful to share the results with others.
- 2 It is a further condition of using this questionnaire that you appreciate that this can only provide you with an indication of your possible working style. It is not designed to provide a definitive psychological profile. The numbers give an indication of working style and as numbers have no further meaning.
- 3 All working styles are OK. That is to say they are all perfectly acceptable and there are no 'right' or 'wrong' styles, just differences.
- 4 It would help me to research the validity and usefulness of this questionnaire if you would complete the short statistical survey form and return to me. I do not need you to identify yourself on this form. Thanks

Please return statistical survey form to:
Bill Heasman, 12 Granary lane, Budleigh Salterton, Devon, EX9 6JD.
e-mail bill@heasman.freemove.co.uk

WORKING STYLES QUESTIONNAIRE

Score each of the following statements on a scale of 0 to 6 where **0 is not at all typical of you** and **6 is very typical of you at work**.

Before answering these questions here are some useful points to consider; there are no right or wrong answers, use the full extent of the scale, answer each question honestly and as you feel or see yourself at **work**.

- 1 ____ I prefer to work by myself most of the time.
- 2 ____ By choice I start new tasks whilst I have yet to complete others.
- 3 ____ I tire of meetings that go on too long, for example for more than an hour.
- 4 ____ When I chat with colleagues it is about their families and home life.
- 5 ____ It is when there is a crisis that I manage best.
- 6 ____ For meetings I arrive either just in time or slightly late.
- 7 ____ I take accurate notice of the details.
- 8 ____ I think that you have to be tough and resilient to survive in this world.
- 9 ____ I enjoy the prospect of starting new projects or tasks.
- 10 ____ I find it hard to say no if a colleague or manager asks me to do something I do not want to do
- 11 ____ I often find that I have left some preparations to the last minute.
- 12 ____ I regularly make more than one draft of my letters or reports before submitting them.
- 13 ____ I have a fast work rate.
- 14 ____ The well-being of acquaintances in work concerns me.
- 15 ____ I often choose to do more than one thing at a time.
- 16 ____ I am not particularly concerned with being popular.
- 17 ____ I become interested when hearing what work others are involved in.
- 18 ____ I actively involve myself so that people enjoy work.
- 19 ____ I could be described as a perfectionist.
- 20 ____ It is important that I am popular with most people.
- 21 ____ My work pattern shows me working fastest as time-scales are due.
- 22 ____ I like to have a number of projects on the go at any one time.
- 23 ____ I think that it is important to keep my feelings to myself.
- 24 ____ I make sure that I have crossed all the 't's and dotted all the 'i's.
- 25 ____ I produce work with no mistakes in it.

Results

To discover what your working style might be take the following steps:

- 1 Transpose the scores from the questionnaire to the table below.
- 2 Add up the columns and put the total in the box below.

Be Strong	Hurry up	Be Perfect	Please Others	Try Hard
1 _____	3 _____	7 _____	4 _____	2 _____
5 _____	6 _____	12 _____	10 _____	9 _____
8 _____	11 _____	19 _____	14 _____	15 _____
16 _____	13 _____	24 _____	18 _____	17 _____
23 _____	21 _____	25 _____	20 _____	22 _____

The trainer/facilitator will now explain what these Working Styles might mean to you and the way they might affect your approach work. Alternatively read the descriptions available from www.dtaweb.co.uk

References and Acknowledgements;

Taibi Kahler, originator of the Miniscript and the Five Drivers.
 Julie Hay : Transactional Analysis for Trainers. Sherwood

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Statistical Survey Form for the Working Styles Questionnaire

This form should take 2 minutes to complete. The results will be of value in improving and testing the questionnaire. Please send it to me at this address. (You can use a windowed envelope to save time.):

Bill Heasman
12 Granary Lane
Budleigh Salterton
Devon
EX9 6JD

or email bill@heasman.freemove.co.uk

Place your scores in the box below:

Be Strong	Hurry Up	Be Perfect	Please Others	Try Hard

Please answer the following questions for further analysis:

How would you describe your occupation?.....

Are you? male ☐
 female ☐

Comment on the accuracy of your working style as described by the questionnaire and subsequent discussion or from the descriptions.....

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