

# Work Styles Inventory



For each phrase, circle the number that best describes you in a team situation. For example, on question number one, if you tend to follow the lead of others, you would circle 1 or 2 in that line, if you tend to direct the action of others, circle 4 or 5 in that line. For each row, you should have only one number circled. Then you will add the numbers together for each section to get your Responsive score and your Assertive score.

ASSERTIVENESS	1	2	3	4	5	
	More Like This	In The Middle			More Like That	
I tend to follow the lead of others	1	2	3	4	5	I tend to direct the action of others
I tend to remain in the background	1	2	3	4	5	I tend to take charge of the situation
I tend to avoid conflict and confrontation	1	2	3	4	5	I tend to confront conflict
I tend to take minimal risks	1	2	3	4	5	I tend to take risks easily
I tend to wait for others to initiate interactions	1	2	3	4	5	I tend to initiate interactions with others
I tend to be supportive	1	2	3	4	5	I tend to be directive
I tend to keep things to myself	1	2	3	4	5	I tend to say what is on my mind
I tend to be easy-going and tolerant	1	2	3	4	5	I tend to be demanding of self and others
I tend to focus on process or methods	1	2	3	4	5	I tend to focus on outcomes or results
I tend to be patient with others	1	2	3	4	5	I tend to be impatient with others
I tend to be subtle	1	2	3	4	5	I tend to be direct
I tend to need time to decide	1	2	3	4	5	I tend to decide quickly
I tend to be more cooperative	1	2	3	4	5	I tend to be more competitive

RESPONSIVENESS	1	2	3	4	5	
	More Like This	In The Middle			More Like That	
I tend to hide my emotions	1	2	3	4	5	I tend to show my emotions
I tend to pay more attention to reason	1	2	3	4	5	I tend to pay more attention to feelings
I tend to limit my interactions with others	1	2	3	4	5	I tend to have lots of interaction with others
I tend to be structured	1	2	3	4	5	I tend to be flexible
I tend to be serious and thoughtful	1	2	3	4	5	I tend to be playful and fun-loving
I tend to be organized	1	2	3	4	5	I tend to be unorganized
I tend to be businesslike and formal	1	2	3	4	5	I tend to be casual and informal
I like to work alone	1	2	3	4	5	I like to work with others
I tend to be distant	1	2	3	4	5	I tend to be caring

I tend to be task-oriented	1	2	3	4	5	I tend to be relationship oriented
I tend to be more deliberate and cautious	1	2	3	4	5	I tend to be more impulsive and dramatic
I tend to be cool and guarded	1	2	3	4	5	I tend to be warm and friendly
I tend to withhold feelings	1	2	3	4	5	I tend to express feelings

**Directions:** Add up your circled numbers from the Assertiveness section and insert your total in the Assertiveness box below. Then add up your circled numbers from the Responsiveness section and insert your total in the Responsiveness box below. Using those two numbers, plot your X axis and Y axis on the chart below to determine your strongest work style.

Your Assertiveness Score

Your Responsiveness Score

