Workplace Communication Style

Instructions: For each question below, choose the answer that most fits how you behave or prefer to act at work.

1. **When starting a new project, I tend to focus on…**
   - o A. The specific data and facts I need to report on.
   - o B. Brainstorming what can make this project really successful and exciting.
   - o C. Who is in charge of what, how the work will be managed, and what are the milestones and ultimate deliverables.
   - o D. Team dynamics. I want to play to people's strengths and make sure everyone understands their role.

2. **Do you enjoy engaging in small talk at the office or at the start of meetings?**
   - o A. Not really — everyone has work to do, so let's get down to it!
   - o B. Yes! I love knowing that everyone is doing well, but I don't need a play-by-play of what they did over the weekend.
   - o C. Sure, as long as it happens while people are joining the meeting and doesn't cut into any agenda items.
   - o D. Absolutely. I want to hear what others think about the recipe / weekend / life / whatever I shared.

3. **When making a decision about a project, the first thing I think about is…**
   - o A. The data. What are the trends telling me?
   - o B. The bigger picture. How will this decision affect the rest of my team or organization's work?
   - o C. The timeline. I want to make sure my decision can be quickly implemented through effective project management.
   - o D. How my co-workers or the community I serve will be impacted.

4. **You are having trouble with a co-worker who isn't pulling their weight on a specific project. How do you navigate the conflict?**
   - o A. I cite specific examples of how my work builds off of theirs, including what information I need from them to complete my own work.
   - o B. I motivate the co-worker by explaining how their role is integral to the project's success.
   - o C. I go over the project plan with them so they understand how every task fits together.
   - o D. I schedule a coffee date to find out if they are overwhelmed, need help, or are confused about the project.

5. **How would your co-workers describe you at the office?**
   - o A. Focused
   - o B. Creative
   - o C. Organized
   - o D. Personable