QUIZ: What is YOUR Personality?

PLEASE COMPLETE THIS FRIDAY EVENING.

1. When talking to a client or co-worker…
   a. I maintain eye contact the whole time.
   b. I alternate between looking at the person and looking down.
   c. I look around the room a good deal of the time.
   d. I try to maintain eye contact, but look away from time to time.

2. If I have an important decision to make…
   a. I think it through completely before deciding.
   b. I go with my gut instincts.
   c. I consider the impact it will have on other people before deciding.
   d. I run it by someone whose opinion I respect before deciding.

3. My office or work area has mostly…
   a. Family photos and inspirational items displayed.
   b. Inspirational art posters and awards displayed.
   c. Graphs and charts displayed.
   d. Calendars and project outlines displayed.

4. If I am having a conflict with a co-worker or client…
   a. I try to help the situation along by focusing on the positive.
   b. I stay calm and try to understand the cause of the conflict.
   c. I try to avoid discussing the issue that caused the conflict.
   d. I confront it right away so that I can get it resolved as soon as possible.

5. When I talk on the phone at work…
   a. I keep the conversation focused on the purpose of the call.
   b. I will spend a few minutes chatting before I get down to business.
   c. I am in no hurry to get off the phone and don't mind chatting about personal things.
   d. I try to keep the conversation as brief as possible.

6. If a co-worker is upset…
   a. I ask if I can do anything to help.
   b. I leave him alone because I don't want to intrude on his privacy.
   c. I try to cheer him up and help him to see the bright side.
   d. I feel uncomfortable and hope he gets over it soon.

7. When I attend meetings at work…
   a. I sit back and think about what is being said before offering my opinion.
   b. I put all my cards on the table so that my opinion is well known.
   c. I express my opinion enthusiastically, but listen to others' ideas as well.
   d. I try to support the ideas of other people in the meeting.

8. When I am making a presentation in front of a group…
   a. I am often entertaining and humorous.
   b. I am clear and concise.
   c. I speak relatively quietly.
   d. I am direct, specific, and sometimes loud.

9. When a client is explaining a problem to me…
   a. I try to understand and empathize with how she is feeling.
   b. I look for the specific facts pertaining to the situation.
   c. I listen carefully for the main issue so that I can find a solution.
   d. I use my body language and voice so that I can show her that I understand.

10. When I attend training programs or presentations…
   a. I get bored if the person moves too slowly.
   b. I try to be supportive of the speaker, knowing how hard the job is.
   c. I want it to be entertaining as well as informative.
   d. I look for the logic behind what the speaker is saying.

11. When I want to get my point across to a client or co-worker…
   a. I listen to their point of view first and then express my ideas gently.
   b. I strongly state my opinion so that they will know where I stand.
   c. I try to persuade them without being too forceful.
   d. I explain the thinking and logic behind what I am saying.

12. When I am late for a meeting or an appointment…
   a. I don't panic but call ahead to say that I will be a few minutes late.
   b. I feel bad about keeping the other person waiting.
   c. I get very upset and rush to get there as soon as possible.
   d. I apologize profusely once I arrive.

13. I set goals and objectives at work…
   a. I think I can realistically attain.
   b. I feel are challenging and that I can realistically attain.
   c. I need to achieve as part of a bigger objective.
   d. Will make me feel good when I achieve them.

14. When explaining a problem to a co-worker whom I need help from…
   a. I explain the problem in as much detail as possible.
   b. I sometimes exaggerate to make my point.
   c. I try to explain how the problem makes me feel.
   d. I explain how I would like the problem to be solved.

15. If clients/co-workers are late for a meeting with me…
   a. I keep myself busy by making phone calls or working until they arrive.
   b. I assume they were delayed a bit and don't get upset.
   c. I call to make sure I have the correct information (time, date, etc.)
   d. I get upset that the person is wasting my time.

16. When I am behind on a project and feel pressure to get it done…
   a. I make a list of everything that I need to do, in what order, by when.
   b. I block out everything else and focus 100% on the work I need to do.
   c. I become anxious and have a hard time focusing on my work.
   d. I set a date to get the project done by and go for it.

17. If I feel verbally attacked by a client or co-worker…
    a. I tell her to stop it.
    b. I feel hurt but usually don't say anything about it.
    c. I ignore my co-worker's anger and try to focus on the facts of the situation.
    d. I let that person know in strong terms that I don't like their behavior.

18. When I see a co-worker or client whom I have not seen in a while and like…
    a. I give them a friendly hug.
    b. I greet them but don't shake their hand.
    c. I give them a firm but quick handshake.
    d. I give them an enthusiastic handshake that lasts a few minutes.

Place your answers to each question in the spaces provided. Using this table will help you for the next step.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

SCORING – What is YOUR Work Personality?

1. a. driver, b. amiable, c. analytical d. expressive.
2. a. analytical, b. driver, c. amiable d. expressive.
3. a. amiable, b. expressive, c. analytical d. driver.
4. a. expressive, b. amiable, c. analytical d. driver.
5. a. driver, b. expressive, c. amiable d. analytical.
6. a. amiable, b. analytical, c. expressive d. driver.
7. a. analytical, b. driver, c. expressive d. amiable.
8. a. expressive, b. analytical, c. amiable d. driver.
9. a. amiable, b. analytical, c. driver d. expressive.
10. a. driver, b. amiable, c. expressive d. analytical.
11. a. amiable, b. driver, c. expressive d. analytical.
12. a. analytical, b. amiable, c. driver d. expressive.
13. a. analytical, b. expressive, c. driver d. amiable.
14. a. analytical, b. expressive, c. amiable d. driver.
15. a. expressive, b. amiable, c. analytical d. driver.
16. a. analytical, b. driver, c. amiable, d. expressive.
17. a. driver, b. amiable, c. analytical, d. expressive.
18. a. amiable, b. analytical, c. driver d. expressive.

Personality	Tally from answers to quiz
Analytical	
Driver	
Amiable	
Expressive	
Dominant Personality Trait	
Secondary Personality Trait	

We can't change the wind - but we can adjust our sails. People view the world differently. We can work more effectively when we understand their viewpoint. Following are four general personality groupings described by Dr. Shawn G. McKey for the work environment. They can be adapted by Key Club to improve team-work in accomplishing Key Club goals.

PERSONALITY	STRENGTHS	WEAKNESSES
ANALYTICAL		
20% of population Less assertive, less responsive Very factual Wants facts and numbers Described as: organized, systematic, logical, reserved	1 Good at fact-finding 2 Problem-solver 3 Patience for details 4 Finds logical solutions 5 Independent worker	1 Tends to look at facts, not feelings 2 Can be perceived as emotionally distant 3 Under stress: tends to overanalyze and avoid decision making 4 Avoids expressing feelings, even if situation calls for it
DRIVER		
25 % of population More assertive, less responsive Drives the project High-achiever Described as: decisive, independent, efficient, intense	1 Can make quick decisions 2 Risk-taker 3 Single-minded focus on goals 4 Takes authority in situations	1 Under stress: can overlook details and make mistakes 2 Can create tension in their environment 3 Tendency towards being workaholic 4 May push aside their own and others feelings to get job done
AMIABLE		
45% of population Less assertive, more responsive Values harmony In touch with feelings Described as: cooperative, friendly, supportive, relaxed	1 Great listener 2 People see them as supportive 3 Collaborators 4 Thrive in team environment	1 Have difficulty asserting themselves 2 Tends to make decisions slowly 3 Tends to avoid confronting team members with issues 4 Because they avoid confrontation, may become resentful when they don't get what they want
EXPRESSIVE		
10% of population More expressive, more responsive Thrives on drama; Lively nature Described as: outgoing, enthusiastic, persuasive, humorous	1 Motivates excitement in others 2 Fast-paced 3 Well suited to public presentations. 4 Good at building alliances and accomplishing goals	1 When upset, may attack others verbally 2 May be perceived as too intense 3 Personality may overwhelm some team members 4 Enthusiasm to press forward without details may cause mistakes