Working Style Preferences Survey

How do you like to work? Help your team understand its habits.

How to fill this in

There are no right or wrong answers here. Both statements in a pair describe a reasonable way to work, and we are mapping preferences, not rating anyone. Please use a blue or black pen, answer every pair, and hand the form back at the end of the session.

01 How you like to work

Mark the circle above the statement that is closer to how you like to work, one in every pair.

1.	I think best out loud with someone else.	I think best alone, then bring it to the team.
2.	I start by sketching it out on my own.	I start by talking it through with the team.
3.	A good day leaves long stretches of quiet time.	A good day has plenty of contact with people.
4.	I ask a colleague as soon as I am stuck.	I work at it myself before asking anyone.
5.	The person who owns the work should decide.	The team should make the call together.
6.	I like feedback in conversation as I go.	I like feedback written down so I can reflect.
7.	Fewer meetings leave me free to do the work.	A short daily check-in keeps us on track.
8.	I learn fastest when a colleague shows me.	I learn fastest by working it out myself.

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02 About your work here

9. How long have you worked here? *(Please cross one)*

◯ Under 1 year ◯ 1 to 3 years ◯ 4 to 9 years ◯ 10 or more years

10. Which best describes your role? *(Please cross one)*

◯ Staff member ◯ Team leader ◯ Manager ◯ Senior leader

11. How many people are in the team you work with most days? *(Please cross one)*

◯ 1 to 2 ◯ 3 to 5 ◯ 6 to 12 ◯ More than 12

12. How much of a normal week do you spend in meetings? *(Please cross one)*

◯ Under 2 hours ◯ 2 to 5 hours ◯ 6 to 10 hours ◯ Over 10 hours

03 What helps you do your best work

How often do the following help you do your best work? *(Please cross one in each line)*

	Never	Rarely	Sometimes	Often	Always
13. Quiet time without interruptions	◯	◯	◯	◯	◯
14. Brainstorming with colleagues	◯	◯	◯	◯	◯
15. Clear written instructions	◯	◯	◯	◯	◯
16. Flexible working hours	◯	◯	◯	◯	◯
17. Regular one-to-one check-ins	◯	◯	◯	◯	◯
18. Working on several tasks at once	◯	◯	◯	◯	◯

19. When do you usually do your most focused work? *(Please cross one)*

◯ Early morning ◯ Late morning ◯ Afternoon ◯ Evening

20. How do you prefer colleagues to reach you with a quick question? *(Please cross all that apply)*

☐ In person ☐ Phone ☐ Team chat ☐ Email ☐ Video call

04 Your comments

21. If either side of a pair felt wrong to you, tell us what was missing from it.

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