

Knowing Me The Auditor

“Let’s focus on the details!”



ME, MY TEAM, MY COMPANY

Worksheet



How to use this worksheet with your team



For Team Leaders planning a workshop:

1. Download and print the "Knowing Me" worksheets for your team.
2. Introduce the activity, explaining that the aim is to delve deeper into each person's work personality to promote understanding.
3. Ask each participant to reflect on their unique qualities.
4. Have everyone fill in the worksheet.
5. When everyone is done, facilitate a sharing session.

This is a fantastic opportunity to understand each other better and foster a more cohesive work environment.

For individuals completing this worksheet:

1. Be yourself. You are adding your own colour to this canvas.
2. Reflect on your work personality.
3. Be unapologetic in crossing out the examples that do not resonate with you, and add your responses in the space provided.
4. Once done, be ready to share your insights with the team.

Knowing Me: The Auditor

	These are examples are a starting point. Cross out the ones that don't resonate with you.	Make this worksheet all about you. Add your own responses in the spaces below.
My contributions to a team	<ul style="list-style-type: none"> Provide careful attention to detail and practical tasks. Work reliably and ensure tasks are accurate and complete. Offer realistic, grounded perspectives on immediate issues. 	
What I tend to overdo	<ul style="list-style-type: none"> Focus too much on minor details, slowing progress. Hesitate to make decisions without full information. Rely heavily on established methods. 	
What I might overlook	<ul style="list-style-type: none"> The bigger picture. Opportunities for innovation or risk-taking. Seeking input from others, preferring to work alone. 	
What I need to be at my best	<ul style="list-style-type: none"> Clear, detailed instructions. Time for thorough review and analysis. Structured guidelines and procedures. 	
What others do that can annoy me	<ul style="list-style-type: none"> Rush tasks that require careful attention. Ignore standards and procedures. Make decisions without sufficient information. 	
What I typically look like under stress or pressure	<ul style="list-style-type: none"> Become overly critical of small errors. Hyper-focus on details, missing the overall goal. Withdraw and focus inward, becoming more isolated. 	
How I tend to deal with conflict	<ul style="list-style-type: none"> Prefer to avoid conflict but will focus on facts. Can become passive-aggressive if pressured. May withdraw to reflect on the issue before responding. 	
My communication style	<ul style="list-style-type: none"> Precise and detail-oriented. Focus on facts and procedures. Can be reserved and methodical in discussion. 	





Knowing Me: The Auditor



Situations your personality shines through.	How my personality typically shines through. Cross out the ones that don't resonate with you.	What you want others to know about your personality. Reflect on these situations and add your insights below.
My contributions to a team	<ul style="list-style-type: none">• I provide careful attention to detail and practical tasks.• I work reliably to ensure tasks are accurate and complete.• I offer realistic, grounded perspectives on immediate issues.	
What I tend to overdo	<ul style="list-style-type: none">• I focus too much on minor details, slowing progress.• I hesitate to make decisions without full information.• I rely heavily on established methods.	
What I might overlook	<ul style="list-style-type: none">• The bigger picture.• Opportunities for innovation or risk-taking.• Seeking input from others, preferring to work alone.	
What I need to be at my best	<ul style="list-style-type: none">• Clear, detailed instructions.• Time for thorough review and analysis.• Structured guidelines and procedures.	
What others do that can annoy me	<ul style="list-style-type: none">• Rush tasks that require careful attention.• Ignore standards and procedures.• Make decisions without sufficient information.	
What I typically look like under stress or pressure	<ul style="list-style-type: none">• I become overly critical of small errors.• I hyper-focus on details, missing the overall goal.• I withdraw and focus inward, becoming more isolated.	
How I tend to deal with conflict	<ul style="list-style-type: none">• I prefer to avoid conflict but will focus on facts if necessary.• I can become passive-aggressive if pressured.• I may withdraw to reflect on the issue before responding.	
My communication style	<ul style="list-style-type: none">• I am precise and detail-oriented.• I focus on facts and procedures.• I can be reserved and methodical in discussions.	