

Knowing Me The Coordinator

“Let’s make a plan!”



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 Coordinator

	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"> Organise tasks and set clear priorities. Ensure efficient workflows. Keep the team focused on goals and deadlines. 	
What I tend to overdo	<ul style="list-style-type: none"> Stick too rigidly to rules and processes. Prioritise efficiency without exploring alternatives. Enforce structure when flexibility is needed. 	
What I might overlook	<ul style="list-style-type: none"> Spontaneous or unconventional approaches. Team morale when processes are too rigid. Opportunities to try new methods. 	
What I need to be at my best	<ul style="list-style-type: none"> Structured environments with clear goals. Authority to enforce systems. Regular updates and progress checks. 	
What others do that can annoy me	<ul style="list-style-type: none"> Change plans without consultation. Ignore deadlines. Disregard the importance of organisation. 	
What I typically look like under stress or pressure	<ul style="list-style-type: none"> Become controlling and rigid. Over-focus on rules and procedures. Struggle to adapt to changes or spontaneity. 	
How I tend to deal with conflict	<ul style="list-style-type: none"> Seek to resolve issues quickly and efficiently. Can be blunt or overly assertive. Prefer practical solutions over emotional disc. 	
My communication style	<ul style="list-style-type: none"> Clear and task-oriented. Focus on efficiency and outcomes. Can be directive and straightforward. 	





Knowing Me: The Coordinator



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 organise tasks and set clear priorities.• I ensure efficient workflows.• I keep the team focused on goals and deadlines.	
What I tend to overdo	<ul style="list-style-type: none">• I stick too rigidly to rules and processes.• I prioritise efficiency without exploring alternatives.• I enforce structure when flexibility is needed.	
What I might overlook	<ul style="list-style-type: none">• Spontaneous or unconventional approaches.• Team morale when processes are too rigid.• Opportunities to try new methods.	
What I need to be at my best	<ul style="list-style-type: none">• Structured environments with clear goals.• Authority to enforce systems.• Regular updates and progress checks.	
What others do that can annoy me	<ul style="list-style-type: none">• Change plans without consultation.• Ignore deadlines.• Disregard the importance of organisation.	
What I typically look like under stress or pressure	<ul style="list-style-type: none">• I become controlling and rigid.• I over-focus on rules and procedures.• I struggle to adapt to changes or spontaneity.	
How I tend to deal with conflict	<ul style="list-style-type: none">• I seek to resolve issues quickly and efficiently.• I can be blunt or overly assertive.• I prefer practical solutions over emotional discussions.	
My communication style	<ul style="list-style-type: none">• I am clear and task-oriented.• I focus on efficiency and outcomes.• I can be directive and straightforward.	