

Knowing Me
The Doer 
“Let’s get it done!”



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 Doer ✓

	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 practical, reliable, and organised approaches to tasks. • Focus on task completion and meeting deadlines. • Ensure precision and attention to detail. 	
What I tend to overdo	<ul style="list-style-type: none"> • Stick to familiar methods. • Focus too much on immediate tasks. • Become overly task-oriented, limiting innovation. 	
What I might overlook	<ul style="list-style-type: none"> • Flexibility when plans or circumstances change. • New or experimental approaches, sticking to tried-and-true methods. • Long-term planning beyond current projects. 	
What I need to be at my best	<ul style="list-style-type: none"> • Clear objectives and structured tasks. • Consistency and stability in workflow. • Regular feedback on performance. 	
What others do that can annoy me	<ul style="list-style-type: none"> • Assign vague tasks without clear instructions. • Push for change without a clear rationale. • Disrupt established routines. 	
What I typically look like under stress or pressure	<ul style="list-style-type: none"> • Become overly rigid and resistant to change. • Focus solely on tasks, ignoring bigger picture. • Insist on control and order in unpredictable situations. 	
How I tend to deal with conflict	<ul style="list-style-type: none"> • Directly address conflict, seeking resolution. • Focus on practical solutions and rules being agreed-upon. • May become frustrated if others do not adhere to agreed-upon process. 	
My communication style	<ul style="list-style-type: none"> • Direct and to the point. • Focus on facts and immediate tasks. • Can be straightforward and practical. 	





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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 practical, reliable, and organised approaches to tasks.• I focus on task completion and meeting deadlines.• I ensure precision and attention to detail.	
What I tend to overdo	<ul style="list-style-type: none">• I stick to familiar methods.• I focus too much on immediate tasks.• I become overly task-oriented, limiting innovation.	
What I might overlook	<ul style="list-style-type: none">• Flexibility when plans or circumstances change.• New or experimental approaches, sticking to tried-and-true methods• Long-term planning beyond current projects.	
What I need to be at my best	<ul style="list-style-type: none">• Clear objectives and structured tasks.• Consistency and stability in workflow.• Regular feedback on performance.	
What others do that can annoy me	<ul style="list-style-type: none">• Assign vague tasks without clear instructions.• Push for change without a clear rationale.• Disrupt established routines.	
What I typically look like under stress or pressure	<ul style="list-style-type: none">• I become overly rigid and resistant to change.• I focus solely on tasks, ignoring the bigger picture.• I insist on control and order in unpredictable situations.	
How I tend to deal with conflict	<ul style="list-style-type: none">• I directly address conflict, seeking resolution quickly.• I focus on practical solutions and rules being upheld.• I may become frustrated if others do not adhere to the agreed-upon process.	
My communication style	<ul style="list-style-type: none">• I am direct and to the point.• I focus on facts and immediate tasks.• I can be straightforward and practical.	