

Knowing Me The Evaluator

“Let’s weigh up our options!”



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 Evaluator

	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"> • Clear and logical decision-making. • Identify risks and set efficient actions to achieve goals. • Offer objective analysis to keep the team focused. 	
What I tend to overdo	<ul style="list-style-type: none"> • Push others too hard for results, becoming overly critical. • Focus on logic and efficiency over emotional concerns. • Be blunt or dismissive of others' feelings during decision-making. 	
What I might overlook	<ul style="list-style-type: none"> • Underestimate the need for flexibility, favouring structure. • Dismiss creative ideas without immediate logic. • Overlook team members' personal growth, focusing on tasks. 	
What I need to be at my best	<ul style="list-style-type: none"> • Clear, goal-oriented tasks that emphasise results. • Access to data and logical frameworks to support decision-making and problem-solving. • Opportunities to contribute to strategic decisions. 	
What others do that can annoy me	<ul style="list-style-type: none"> • Indecisiveness or delays in action. • Subjective reasoning without logical support. • Overly detailed or repetitive discussions that slow progress. 	
What I typically look like under stress or pressure	<ul style="list-style-type: none"> • More forceful, critical, and impatient. • Focus narrowly on tasks, ignoring emotional needs. • Can become overly controlling or insistent on immediate results. 	
How I tend to deal with conflict	<ul style="list-style-type: none"> • Approach conflict head-on with direct, logical communication. • Prioritise resolving the issue efficiently, often over emotionality. • May overlook emotions, focusing on facts. 	
My communication style	<ul style="list-style-type: none"> • Direct and to the point, with a focus on logic. • Tend to lead conversations, driving toward solutions. • May appear blunt or overly objective. 	





Knowing Me: The Evaluator



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 use clear and logical decision-making.• I identify risks and set efficient actions to achieve goals.• I offer objective analysis to keep the team focused.	
What I tend to overdo	<ul style="list-style-type: none">• I push others too hard for results, becoming overly critical.• I focus on logic and efficiency over emotional concerns.• I can be blunt or dismissive of others' feelings during decision-making.	
What I might overlook	<ul style="list-style-type: none">• The need for flexibility.• Creative ideas without immediate logic.• Team members' personal growth.	
What I need to be at my best	<ul style="list-style-type: none">• Clear, goal-oriented tasks that emphasise results.• Access to data and logical frameworks to support decision-making and problem-solving.• Opportunities to contribute to strategic decisions.	
What others do that can annoy me	<ul style="list-style-type: none">• Indecisiveness or delays in action.• Subjective reasoning without logical support.• Overly detailed or repetitive discussions that slow progress.	
What I typically look like under stress or pressure	<ul style="list-style-type: none">• I can be more forceful, critical, and impatient.• I focus narrowly on tasks, ignoring emotional needs.• I can become overly controlling or insistent on immediate results.	
How I tend to deal with conflict	<ul style="list-style-type: none">• I approach conflict head-on with logical arguments.• I prioritise resolving the issue efficiently, often with a "win" mentality.• I may overlook emotions, focusing on facts and outcomes.	
My communication style	<ul style="list-style-type: none">• I am direct and to the point, focused on logic and results.• I tend to lead conversations, driving toward decisions.• I may appear blunt or overly objective.	