Understanding Yourself

To effectively manage your relationship with your supervisor, it is not enough to understand them, they are only half of the team. You also need to understand the other half of the team – you.

Complete the following questionnaire to organise your thinking about these issues.

About yourself:
1. Do you prefer to receive information through: (tick box)
   - □ Phone Calls
   - □ Formal meetings
   - □ Email
   - □ Other (specify)

2. What is your preferred working style?
   - □ Organised, highly structured
   - □ Moderately organised, and structured
   - □ As little organisation and structure as possible
   - □ Finishing one thing at a time, before moving on to the next
   - □ Multi-tasked
   - □ Other (specify)

3. What are your top three organisational priorities at work?
   1. ......................................................................................................................................................
   2. ......................................................................................................................................................
   3. ......................................................................................................................................................

4. What are your top three personal priorities?
   1. ......................................................................................................................................................
   2. ......................................................................................................................................................
   3. ......................................................................................................................................................
5. What is your attitude to conflict?

☐ Thrives on it
☐ Avoids it all costs
☐ Tries to keep it to a minimum
☐ Doesn't mind it
☐ Sees it as an opportunity to achieve something worthwhile
☐ Other (specify)

6. What are your three outstanding strengths?

1. 
2. 
3. 

7. (a) What is your greatest pressure?

   
   

(b) What is your greatest energy drain?

   
   