

# DISCOVER YOUR NATURAL APPROACH TO WORK

by

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The “right” way to do any job is the way that is most effective (and preferably enjoyable) *for the person who has to do it*. This questionnaire reveals how to put your best foot forward at work. It is not a test. There are no right or wrong answers—only choices which reflect your personal preferences. Write “A” beside your first preference and “B” beside your second preference for all ten questions.

A. At work, I’m naturally inclined to concentrate on:

- 1     \_\_\_ Producing a good product or performing a valuable service
- 2     \_\_\_ Encouraging people to take advantage of a product/service
- 3     \_\_\_ Keeping track of (measuring) how well the business, or my own work, is going

B. I am good with:

- 4     \_\_\_ People
- 5     \_\_\_ Tools (methods)
- 6     \_\_\_ Numbers

C. At work, I am most motivated by:

- 7     \_\_\_ Making more profit
- 8     \_\_\_ Raising quality
- 9     \_\_\_ Attracting more attention

D. I like to improve my ability to:

- 10    \_\_\_ Get a quality result
- 11    \_\_\_ Be organised
- 12    \_\_\_ Convince people

E. I find it easy to work on making my product or service:

- 13    \_\_\_ More attractive to customers
- 14    \_\_\_ More economical for customers
- 15    \_\_\_ More useful to customers

F. I would rather be in charge of:

- 16 \_\_\_\_\_ Systems  
17 \_\_\_\_\_ Promotion  
18 \_\_\_\_\_ Quality Control

G. At work, I tend to:

- 19 \_\_\_\_\_ Find out what works best  
20 \_\_\_\_\_ Get everybody working together  
21 \_\_\_\_\_ Work to a system

H. I prefer to:

- 22 \_\_\_\_\_ Communicate  
23 \_\_\_\_\_ Research  
24 \_\_\_\_\_ Calculate

I. I get most excited by:

- 25 \_\_\_\_\_ Money  
26 \_\_\_\_\_ Cooperation  
27 \_\_\_\_\_ Competition

J. When free to do it my way, I prefer to:

- 28 \_\_\_\_\_ Work on one thing until I've got it right  
29 \_\_\_\_\_ See that the right amount of each activity happens  
30 \_\_\_\_\_ Have a variety of things to do

RESULTS

“Product-oriented” %    “People-oriented” %    “Number-oriented” %

\_\_\_\_\_  
(Production)

\_\_\_\_\_  
(Marketing)

\_\_\_\_\_  
(Finance)

The highest score shows how you approach tasks instinctively and the lowest shows what you instinctively avoid doing if you can. Your **Natural Work Profile** is formed by placing the letter of your highest score first and your lowest score last. Circle the appropriate sequence below:

**PMF**

**MPF**

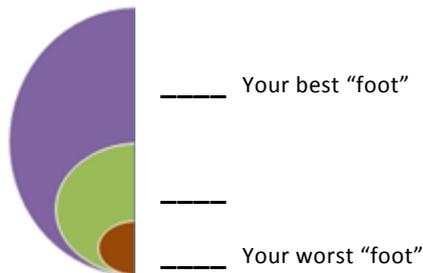
**FPM**

**PFM**

**MFP**

**FMP**

## PUTTING YOUR BEST FOOT FORWARD



Your greatest strength is also the area of your greatest potential. The way to the top opens for you as you focus more and more tightly *on what you do best*. The world responds to excellence.

Just because you *can* do a job doesn't mean you *should* do it. Learning slows down when you move out of your 'strength zone', so it becomes increasingly difficult to improve your performance.

Along with strength goes awareness; and with weakness goes *unawareness*. When you take on *uncongenial* duties, you aren't able to see problems that are obvious to others. This is when you're likely to make your biggest mistakes.

These arrows also represent how much benefit you derive from training. People think they should train to improve in areas where they lack competence, but the opposite is actually true. The greatest achievers in every field surpassed even their own expectations only by constantly finding ways to “improve on perfection”.

Just as everyone has natural preferences, so every role has intrinsic requirements. Matching one with the other makes the boss's job easy indeed. There's no need to drive people to do what they're naturally inclined to do anyway.

But don't mistake qualifications & experience for talent. Your natural inclination is what indicates talent—and potential—so turn everyone on to their “best foot” today with this **Natural Approach Questionnaire!**

*Whatever you are by nature, keep to it; never desert your line of talent. Be what nature intended you for, and you will succeed ...*

— Sydney Smith

## Questionnaire Scoring Form

1. Check all questions have been marked with an “A” and a “B” option. If not, return questionnaire to be completed.
2. Every option is to be given a score—including the options left blank.  
Options marked with an “A” receive 10 points.  
Options marked with a “B” receive 6 points.  
Options left blank receive 2 points.
3. Score all the options in the **P** column below by entering the appropriate number of points next to the corresponding option number.  
For example, look at option “1” in the first question of the questionnaire. If it has been marked with an “A” write 10 on the line next to the number 1 below, if marked with a “B” write 6 and if not marked write 2. Then look at option “5” in the second question of the questionnaire. If it is marked “A” write 10 next to the number 5 below, if marked “B” write 6 and if not marked write 2. Repeat for all the options in the **P** column below.
4. Score all the options in the **M** and **F** columns below in the same way.
5. Tally up the scores for each column and write the total for each on the corresponding line in the RESULTS box.<sup>1</sup> Then circle the appropriate Natural Work Profile in the RESULTS box (PMF or MPF, etc).
6. Finally, on the PUTTING YOUR BEST FOOT FORWARD page, write the appropriate letter on the “best foot”, “worst foot” and middle lines.

### “P” Options

1 \_\_\_\_\_  
5 \_\_\_\_\_  
8 \_\_\_\_\_  
10 \_\_\_\_\_  
15 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_  
23 \_\_\_\_\_  
26 \_\_\_\_\_  
28 \_\_\_\_\_

### “M” Options

2 \_\_\_\_\_  
4 \_\_\_\_\_  
9 \_\_\_\_\_  
12 \_\_\_\_\_  
13 \_\_\_\_\_  
17 \_\_\_\_\_  
20 \_\_\_\_\_  
22 \_\_\_\_\_  
27 \_\_\_\_\_  
30 \_\_\_\_\_

### “F” Options

3 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
11 \_\_\_\_\_  
14 \_\_\_\_\_  
16 \_\_\_\_\_  
21 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
29 \_\_\_\_\_

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<sup>1</sup> You can check your addition by adding the three totals together: they should add up to **180**.