

A Guide for Getting To Know *The Way We Work*

by Cynthia Ulrich Tobias, M.Ed.

Communicating With Your Colleagues: An Individual Profile

The following is based on information in *The Way We Work* by Cynthia Ulrich Tobias. It is designed to be a guide for describing your individual strengths and preferences to those with whom you live and work. **You have permission to copy and distribute this Profile for personal and small group/classroom use, as long as you do not use or sell the Profile commercially or revise the Profile in any way.**



Remember, you are *not* using this to provide an excuse for not doing what is difficult or unpleasant. You're simply providing insights that can help your family and colleagues understand and communicate with you more effectively. After you have filled out one of these profiles for yourself, try asking another person who knows you well to complete one on your behalf. It will be interesting to see if the two match!

Name _____

Date _____

Each line represents a continuum—place your mark somewhere along the continuum.

I. How Do I Concentrate?

The time of day when I am most alert:

Early morning

Late evening

When doing my best work, my intake (food or drink) requirements are:

Need to eat or drink

Distracted by eating or drinking

My best light for concentrating:

Bright light

Dim light

My most comfortable setting for working:

Formal, desk & chair

Informal, sometimes unconventional

II. How Do I Remember?

I am successful most often when I can:

use others as a sounding board to talk through issues or plans.

Almost always

Almost never

see a picture of what is meant, sketch out an idea, use colorful folders to organize.

Almost always

Almost never

keep on the move, take frequent breaks, work in spurts of great energy, shift positions.

Almost always

Almost never

III. How Do I Interact With Information?

When listening to information or directions, I usually:

get the gist of things, understand the main idea.

Almost always

Almost never

remember specific details, can repeat things word for word.

Almost always

Almost never

When reading, I often:

read quickly, skipping unfamiliar words or substituting words; tend to choose topics of personal interest and fiction.

Almost always

Almost never

read slowly and deliberately, read every word, stopping when there is an unfamiliar word; tend to choose subjects that can further knowledge, don't do much light reading.

Almost always

Almost never

When organizing, I usually:

work with piles instead of files; spread materials out over several work areas; tend to procrastinate.

Almost always

Almost never

work best with a structured schedule; need a clear and efficient work space; need to break larger projects into manageable parts.

Almost always

Almost never

IV. How Do I Communicate What I Know?

When learning, I am:

more interested in obvious facts than in hidden meanings.

Almost always

Almost never

often interested in where a person got the facts.

Almost always

Almost never

most interested in the background of the person giving the facts.

Almost always

Almost never

mostly just interested in how much of the facts are really necessary.

Almost always

Almost never

On a day-to-day basis, I prefer:

being provided with predictable plans and routines, specific expectations.

Almost always

Almost never

designing my own schedules or routines, grasping an overall design or structure.

Almost always

Almost never

knowing what will keep everyone happy, what will bring harmony and understanding.

Almost always

Almost never

doing whatever the inspiration of the moment dictates, keeping lots of action in my day.

Almost always

Almost never

When it comes to responding to authority figures, I especially need:

clear and specific rules and expectations.

Almost always

Almost never

logical reasons for procedures and guidelines.

Almost always

Almost never

reassurance of personal worth despite making a mistake.

Almost always

Almost never

to feel the mutual respect of the person in authority and input on the issues.

Almost always

Almost never

