



# Assess your Flexibility

Ei4Change

# Flexibility

This activity will help you to focus on how you use your time preference. You may well have spotted your preference already but this questionnaire will help you to decide.

Choose one of the following options.

1. When something unexpected means that I have to change my plans,
  - a. I feel annoyed by a break to my programme
  - b. I like the idea of doing something a little different
2. Keeping to plan
  - a. is frustrating
  - b. is satisfying
3. I like to decide what to do socially
  - a. well in advance
  - b. at the time
4. I like my life to be fairly
  - a. consistent
  - b unpredictable

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5. I think that

- a. variety is the spice of life
- b. it is better to deal with something familiar than something that is unfamiliar

6. Dull activities are best

- a. done in one go
- b. interspersed with more interesting activities

7. I like to

- a. make quick decisions
- b. contemplate the options

8. I work best

- a. swiftly at the last minute
- b. methodically and steadily

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## What Time Style Are You?

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**Planned**

Total =

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**Spontaneous**

Total =

Although you may sometimes move between the two styles, it is likely that you favour one over the other.

Review the strengths of your time style and how this can be perceived by others at work.

*What are the strengths of your time style?*



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*How is this perceived by others?*



*How can this be perceived positively by others at work?*



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*When can your time style be a liability for you and lead to conflict?*

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*When can your time style be a benefit for you and lead to solutions?*

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