

# WORKING STYLE Snapshot

A quick team reset to understand how each person works best — and make collaboration smoother.



## Purpose

To help teammates understand each other's work styles (communication, pace, focus, decision-making) so teams reduce friction, build trust, and collaborate with more ease.



## Outcomes

- Clearer "how we work" expectations
- Fewer miscommunications and assumptions
- More inclusive meetings and collaboration (different styles are normalized)
- A simple set of team agreements you can start using immediately



## Time Required

45-60mins



## Resources

- A shared doc/whiteboard (Teams/Google Doc/Miro/Flipchart)
- Sticky notes (optional)
- Timer
- A facilitator (team lead or anyone hosting)

### STEP 1 Set the tone 2 mins

Say: "This is not a personality test. It's a simple way to understand how we each work best — so we can support each other and collaborate better."

### STEP 2 Individual Snapshot 8 mins

Each person answers these prompts (write privately first):

1. When I'm at my best at work, I **need**... (e.g., clarity, autonomy, quiet, collaboration)
2. My **communication** preference is... (chat/email/call; direct vs detailed; quick vs considered)
3. My **decision-making** style is... (fast/needs time; data-driven; talk-it-through)
4. My **focus** style is... (deep work blocks; bursts; flexible)
5. One thing that **drains** me is... (e.g., last-minute changes, unclear priorities)
6. One thing that **helps** me is... (e.g., written context, time to prepare)

### STEP 3 Pair Share 8 mins

In pairs, share your answers and ask:

- "What's one thing you want me to know about your style?"
- "How can I work with you better?"

### STEP 4 Team Patterns 10-15 mins

As a group, capture themes under 3 headings:

- What helps us do great work
- What creates friction
- What we'll do differently from today

### STEP 5 Agree on Team Norms 5-8 mins

As a group, capture themes under 3 headings:

- What helps us do great work
- What creates friction
- What we'll do differently from today

### STEP 6 Follow Through 2 mins

Assign:

- 1 owner to document the agreed norms
- A 15-minute check-in in 2-3 weeks to review what's working and adjust



Different styles aren't a problem — they're information. The goal is to work with them, not around them.

