

Are My Co-Workers

ALIENS?

Please complete
this Pre-Program
survey before the
session begins

Thank you!

Communication Comfort Zones® Survey

Instructions: Compare each set of statements. Then circle the letter I or E, P or A that best describes you *most of the time*. Please make a choice for every set of statements.

1.	I am easy to get to know personally in business or unfamiliar social environments	E	
	I am more difficult to get to know personally in business or unfamiliar social environments		I
2.	I focus conversations on issues and tasks at hand and stay on subject	I	
	My conversation reflects personal life experiences, and may stray from "business at hand"		E
3.	I am not a frequent contributor to group conversations	P	
	I frequently contribute to group conversations		A
4.	I tend to adhere to the letter of the law	P	
	I tend to interpret the spirit of the law		A
5.	I make most decisions based on my goals, facts or evidence	I	
	I make most decisions based on my feelings, experience or relationships		E
6.	I don't generally use gestures and voice intonations to emphasize points	P	
	I often use gestures and voice intonations to emphasize points		A
7.	I am more likely to make emphatic statements like "This is so!" and "I feel..."	A	
	I am more likely to make qualified statements like "According to my sources..."		P
8.	I have a greater natural tendency toward animated facial expressions or observable body responses when speaking or listening	E	
	I am more limited in my facial expressions or observable body responses when speaking and listening		I
9.	I tend to keep important personal feelings private, and share only when necessary	I	
	I tend to be more willing to show or share personal feelings more freely		² E

10.	I tend to show less enthusiasm than the average person	I	
	I tend to show more enthusiasm than the average person		E
11.	I am more likely to introduce myself to others at social gatherings	A	
	I am more likely to wait for others to introduce themselves to me at social gatherings		P
12.	I am flexible about how my time is used by others	E	
	I am disciplined about how my time is used by others		I
13.	I stick with my own schedule and agenda	I	
	I go with the flow		E
14.	I exhibit more naturally assertive behavior	A	
	I exhibit more naturally reserved behavior		P
15.	I tend to express my own views more readily	A	
	I tend to reserve the expression of my own opinions		P
16.	I tend to naturally decide more quickly or spontaneously	A	
	I tend to naturally decide more slowly or deliberately		P
17.	I prefer to work independently or dictate the relationship conditions	I	
	I prefer to work with others or be included in relationships		E
18.	I naturally approach risk or change more slowly or cautiously	P	
	I naturally approach risk or change more quickly or spontaneously		A

19.	I am often direct and frank in team meetings	A	
	I tend to be more reserved and careful in team meetings		P
20.	I take control when there are crisis situations my team is confronted with	A	
	I tend to be more reflective and to see what happens before taking action when a crisis occurs		P
21.	My decision making with the team is usually based on intuition and feelings that I have, or that are raised by team members	E	
	My decision making is usually based on facts, logic and specific information I have, or that is communicated by team members		I
22.	I tend not to express my emotions and feelings to team members	I	
	I often express my emotions and feelings to team members		E
23.	I usually contribute information or add to team member discussions and team conversations	A	
	I seldom contribute to team member discussions or team conversations since I prefer for them to solve their own problems		P
24.	I am careful and contemplative about taking risks and accepting new, difficult challenges where I or the team could fail	P	
	I am quick to take risks and accept new, difficult challenges, even though some may be difficult for the team to accomplish		A
25.	My facial expressions and enthusiasm in conveying my views or responding to the views of team members are greater than most people I know	E	
	I tend to be less expressive in my facial expressions and enthusiasm in conveying my views or in responding to the views of team members		I
26.	I am usually a bit difficult to get to know in interpersonal and business situations	I	
	I feel like I am easy to get to know both in interpersonal and business situations		E
27.	I usually make decisions deliberately, more slowly and with forethought when I know my team will be affected	P	
	I usually make decisions quickly, spontaneously and "in the heat of the moment"		A
28.	I am able to adapt to changing schedules and the whims of individuals around me	E	
	I am more rigid and disciplined about how I spend my time		4 I

29.	I tend to use strong language and sometimes expressive gestures in communicating to team members, and I feel comfortable in stating my opinions	A	
	I tend not to raise my voice, use a harsh tone or use dramatic gestures to express my views, feelings and opinions to team members		P
30.	I emphasize planning and detailed information about who should do what, how it should be done and when	I	
	I emphasize spontaneity and exciting. unplanned events that capture my attention		E
31.	My conversations with team members focus on personal experiences and other people in my life	E	
	My conversations with team members focus on my job, professional experiences and the work of other people		I
32.	I tend to sometimes bend the rules to fit my needs and the team's needs	A	
	I always follow policies and rules in getting things done, and I encourage team members to do the same		P
33.	My body language and facial expressions tell people right away, and with little doubt what I am thinking and feeling	E	
	My body language and facial expressions tend to be more reserved so as to disguise my true feelings and personal thoughts from team members		I
34.	I like to be out among my team members to get things done and elicit their ideas	E	
	I prefer to work alone and to not be encumbered by the thoughts, ideas and feelings of other team members		I
35.	I enjoy introducing myself to new team members and am willing to talk to them about myself and personal matters	A	
	I usually let new team members introduce themselves to me rather than approaching them first, and I am reluctant to get personally involved		P
36.	In expressing myself and my views to the team, I often use personal statements such as "I know...", "I feel...", and "I believe..."	A	
	In expressing myself and my views to the team, I often use statements that defend and justify my beliefs such as, "According to experts in the field..." "Based on a previous conversation..." "Research has found that..."		P

Now, count how many of each letter you have. The combined total of the "I's" and "E's" should be 18. The combined total of the "A's" and "P's" should also be 18.

I _____ E _____ A _____ P _____