

Appendix 1

The Personality Zoo

Have fun with this overview of ten personality types and their traits. Envision that you work at a zoo. Each personality type is coupled with an animal that exemplifies its characteristics. What animals resemble you and the people with whom you work? Are those in your office sly as foxes, stubborn as mules, lazy as koala bears, or busy as beavers?

Put a check by the characteristics that describe you, a co-worker, or customer. It is common to have traits of several animals, but usually one or two areas are dominant.

The Law Abider

Animal: owl

Professions: police, accountants

- Quiet
- Reserved

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- Interested in security
- Loyal
- Faithful
- Dependable, on time
- Believes in laws and traditions
- Honest
- Stressed with moving “out of the box”
- Prefers coloring within the lines

The Protector

Animal: wolf

Professions: news providers, social workers

- Literal
- Deals with concrete facts and needs
- Lives in the present
- Desires organization
- Honors traditions and beliefs
- Values competence and efficiency
- Takes charge
- Clear vision of what should be
- Can be critical and demanding
- More interested in self-evaluation than what others think

The Caregiver

Animal: Labrador retriever

Professions: ministry, teachers

The Personality Zoo

- Warmhearted and kind
- Believes the best in people
- Exceptional memory for details that are important to their value system
- Reads body language
- Values security and kindness
- Respects traditions and laws
- Strong sense of duty
- Sense of balance
- Empathetic

The Technician

Animal: beaver

Professions: engineers, scientists, financial analysts, statisticians

- Wants to understand why and how
- Logical analysis
- Practical concerns
- Adventurous spirit
- Wants to do his own thing
- Desires fairness
- Enjoys being alone
- Lots of natural ability
- Trusts her instincts
- Inventive

The Doer

Animal: bee

Professions: ministry, teachers, politicians

- Wants to get on with it if something needs to be done
- Straight-shooting types who abide by the job description
- Blunt
- Judges priorities on long-term goals
- Fast-moving, fast-talking
- Bored if project is not in their interest
- Practical
- Enthusiastic
- Moves the job to completion

The Performer

Animal: otter

Professions: entertainers, sports

- Extreme interest in external evaluations
- Loves people
- Lively, fun, enjoys being the center of attention
- Decisions based on internal values
- Lives in the here and now
- Spontaneous
- Becomes depressed and overwhelmed by stress or by being alone
- Keen appreciation for aesthetics
- Rules are guidelines

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- More interested in working together and getting everyone on board than the final product

The Artist

Animal: Siamese cat

Professions: authors, artists, zookeepers

- Focus is self and feelings
- Keenly in touch with senses: look, feel, taste, sound, smell
- Quiet and reserved, difficult to get to know
- Animal and nature lover
- Likes hands-on, simple
- Extremely perceptive and aware of others
- Warm and sympathetic
- No desire to be a leader
- Perfectionist traits
- Not willing to flit from project to project until all effort has been expended on current concept

The Executive

Animal: elephant

Professions: business, politics, leadership

- Enjoys leading
- Bulldozer
- Dominates and controls
- Not detail oriented
- No patience for inefficiency

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- Not particularly caring for other's feelings
- Strong sense of confidence
- Forceful and decisive
- Does not deal well with feelings and values
- Strong critic of the status quo
- Believes the ends justify the means

The Visionary

Animal: lion

Professions: politics, professors

- Dominant leader
- Intuitive
- Very aware of all aspects of culture
- Enthusiastic about their ideas
- Fluent conversationalist and loves debate
- Mentally quick
- Values knowledge and one's own evaluation of information
- Charismatic
- Likes to assign the workload

Appendix 2

The Workplace Stress Barometer

Every workplace has stress. Think about your current job and rate how often each of the following statements describes your feelings. It will be clear whether you need to find ways to ameliorate the stress by adjusting your schedule, counseling, developing better coping skills, changing positions within the company to find a better fit, or possibly seeking other employment.

Most of us have some parts of our job that are not enjoyable. However, if you answer “very often” to even half of the statements, you need to act to bring healthy change to lessen your negative feelings. Your goal is to find ways to use your gifts and talents within your current job, if possible. Talk through your issues with someone who has the power to bring about change. Adjust your attitude if issues are irresolvable and you feel you have no alternative to your current job. Allowing issues to simmer and your stress barometer to rise is a no-win for you and your employer.

Appendix 2

Consider yourself fortunate if you have a score, when tallied, of 38 or less. The closer you move from 38 to 50, the more you must evaluate whether the problem is you, your self-esteem, or your company culture. Work toward resolution. You don't want to be like the frog who stayed too long in hot water.

Question	Never	Rarely	Sometimes	Often	Very Often
1. I feel under tension from the moment I walk in the door at work until I leave.	1	2	3	4	5
2. I worry about how I am perceived at work.	1	2	3	4	5
3. I have too much work to do in a reasonable time frame.	1	2	3	4	5
4. My responsibilities at work are causing tension in my personal life.	1	2	3	4	5
5. I feel unable to control what is expected of me.	1	2	3	4	5
6. I do not feel I am using my gifts and talents.	1	2	3	4	5
7. I feel unappreciated.	1	2	3	4	5
8. I feel uncomfortable expressing my concerns or ideas.	1	2	3	4	5
9. I am unable to say no.	1	2	3	4	5
10. I fantasize about having a different job.	1	2	3	4	5