



We don't all plan in the same way.

Knowing your personal planning style will enable you to use your natural preferences and strengths to

- Plan effectively and easily
- Contribute effectively to a team or organisational plan
- Understand what planning tools do and do not work for you

To identify your personal planning style answer the questions on the next page and once you are done, work out your scores and then check out the handy guide to each planning style.

Remember there are no right or wrong answers, just personal preferences, so be as honest with yourself as you can!

There are four possible answers to each question. You need to rank the answers from the one that is most like you to the one that is least like you. Give 4 points to the answer that is most like you, 3 points to the next, then 2 points and finally 1 point to the answer that is least like you.

Rank the answers to each question, scoring 4 for the answer that is most like you through to 1 for the answer that is least like you.

		Score	
1.	It is New Year's Day and you are setting your New Years Resolutions do you		
	- Set a SMART Objective for the year	<input type="text"/>	A
	- Map out you would like to be at the end of the year	<input type="text"/>	B
	- Write a list of the things you would like to get done in the year	<input type="text"/>	C
	- Just enjoy the day, the rest of the year will take care of itself	<input type="text"/>	D
2.	At the start of the day the first thing you do is		
	- Decide what areas and opportunities you want to explore today	<input type="text"/>	B
	- Start on whatever is in front of you now	<input type="text"/>	D
	- Write a to do list	<input type="text"/>	C
	- Think about what goals you need to achieve today	<input type="text"/>	A
3.	You are given a work goal for the year do you		
	- Make a list of all the things you need to do to make it happen	<input type="text"/>	C
	- Break it down into personal goals and objectives	<input type="text"/>	A
	- Work out what you can do about it today	<input type="text"/>	D
	- Figure out where it fits with the other goals on the plan	<input type="text"/>	B
4.	You are facing a problem do you		
	- Stay calm and focus on what you can do with the situation as it presents itself right now	<input type="text"/>	D
	- Turn the problem into a project, list all the steps and track your progress towards them	<input type="text"/>	C
	- Consider how this fits with the bigger picture and then work out where you will be / what it will be like when you have solved the problem	<input type="text"/>	B
	- Decide a process for solving the problem and then work out what sequence of steps you need to take	<input type="text"/>	A
5	When you think about the long-term future do you		
	- Know the direction you are headed	<input type="text"/>	B
	- Have a list of things you would like to do	<input type="text"/>	C
	- Have clear 5 year goals	<input type="text"/>	A
	- Leave thinking about it to other people	<input type="text"/>	D
6	I am happiest when		
	- I have a clear to do list with some things already checked off	<input type="text"/>	C
	- I have a map of where I would like to go	<input type="text"/>	B
	- I am fully present and focussed in the moment	<input type="text"/>	D
	- I have defined goals and am tracking my progress to them	<input type="text"/>	A
7.	I get stressed when		
	- A plan is imposed on me	<input type="text"/>	D
	- I can't see the direction I am going	<input type="text"/>	B
	- I am not clear what the objectives & goals are	<input type="text"/>	A
	- The actions I need to take are not clear	<input type="text"/>	C

Now it is time to add up your scores.

Next to each answer is a letter – add up your scores for each letter and place it in the box below

My Scores

A

B

C

D

My Personal Planning Style Results

My highest score is for letter This is my primary planning style

My second highest score is for letter This is my secondary planning style

Personal Planning Styles Explained

Understanding more about your planning style preference will help you use the strengths of that style. If you are planning with someone else or as part of a team, knowing your style and how the other styles work will allow you to plan together more effectively.

Your primary style is your default planning style – the one you reach for whenever possible. This will be when you are planning at your best. It is supported by your secondary style.

As we have learned about planning we will have been taught tactics that come from each of the different planning styles detailed below. Indeed you may well be comfortable using tactics from each of the styles. You will however be most motivated by the plans you make using your primary style, and be operating at your most effective.

No one planning style is better than another – each has areas of strength which when applied allows you to plan easily and effectively. When combined, especially in a team or organisational setting the different preferences and styles combine to build a very robust plan. The planning challenges one style faces are balanced out by the other styles.

Knowing what planning styles you are least likely to use allows you to add people or processes from that style to support and complement your natural preference

Letter A – Objective Orientated Planner

This is the type of planning that is found in most of the literature. For you it all starts with a clear objective and goal. You find it easy to think about long term plans. You know the process you need to follow, you know the milestones and thrive on specific measurable targets.

Letter B – Directional Orientated Planner

This type of planner knows where they are and where they want to be and will work out the big steps along the way. They like to see the bigger picture and use it to build a map of the future. These long range thinkers who are full of ideas are good at spotting opportunities and moving into new territory.

Letter C – Task Orientated Planner

This type of planner is rarely seen without a to do list. They are less concerned about the final destination and concentrate on what is to be done and by when, working in a series of projects. They have a list of steps and check off progress along the way.

Letter D – Present Orientated Planner

This type of planner will focus on the here and now, focussing on the actions and opportunities that present themselves right now. They are calm in a crisis and intuitively know what has to happen next. Plans are all very well but these planners rarely look beyond the next week and what actions they are going to take in that time.

To find out more about your planning style and how to use it to your advantage contact hello@turquoisethyme.co.uk