

LIFO
A PROGRAM FOR IMPROVING
COMMUNICATIONS AND PERSONAL
STRENGTHS

The LIFO survey provides an opportunity for you to describe your unique strengths and personal styles -- the actions that make you as successful as you are. LIFO describes your style and your strength as a leader, or as a team member when things are going well. It also helps you understand how those strengths and styles may alter when you meet stress and conflict. When answering the LIFO survey it is important to remember that:

- * The LIFO survey is not a test. There are no good or bad, right or wrong answers.
- * When you are completing the survey adopt the mindset of being at work as part of a team.
- * Answer the questions describing yourself as you are NOW, not as you would like to be.
- * The more honest you are with yourself, the more benefit you will get from this exercise.

DIRECTIONS

You will be given an incomplete descriptive statement followed by four possible endings. You are to indicate the order and priority you feel these endings apply to you. In the blank before each statement fill in the numbers 4, 3, 2, 1, according to which ending seems most like you (4) to the ending that least typifies you (1).

Example

MOST OF THE TIME I AM

- | | |
|---|--------------------------------|
| 2 | good natured and helpful |
| 4 | hard working and full of ideas |
| 1 | practical and careful |
| 3 | charming and popular |

Note: You must rank all endings - Do not use 4,3,2,or 1 more than once. No decimals or fractions please.

PLEASE DO NOT BEGIN UNTIL DIRECTED

I FEEL MOST PLEASED WITH MYSELF WHEN I

2.

- _____ 1. Act idealistically and with optimism
- _____ 2. See an opportunity for leadership and take it
- _____ 3. Look after my own interests and let others look after theirs
- _____ 4. Adjust myself to fit in with the group

I AM MOST APT TO TREAT OTHERS IN

- _____ 5. A respectful, polite, and admiring manner
- _____ 6. An active, energetic and self confident manner
- _____ 7. A careful, reserved and orderly manner
- _____ 8. A congenial, social and friendly manner

I MAKE OTHERS FEEL

- _____ 9. Well regarded, capable, and worthy of being called on for advice
- _____ 10. Interested and enthusiastic about joining me in what we need to do
- _____ 11. Justly treated, respected, and appreciative of the consideration I show them
- _____ 12. Pleased, impressed and desirous of having me as part of the team

IN DISAGREEMENT WITH ANOTHER PERSON I CAN GAIN MORE BY

- _____ 13. Relying more on the other persons sense of justice
- _____ 14. Trying to outwit or outmaneuver the other person
- _____ 15. Remaining composed, methodical and immovable
- _____ 16. Being open minded and adaptable to the other person

IN RELATING TO OTHERS I MAY

- _____ 17. Become confidential and give my trust to others even though they may not seek it
- _____ 18. Become aggressive and take advantage of them
- _____ 19. Become suspicious and aloof and treat them with reserve
- _____ 20. Become too friendly and find myself with others, even though I'm not especially invited

I IMPRESS OTHERS AT TIMES AS

- _____ 21. Someone with little confidence or initiative
- _____ 22. A hard negotiator who will try to get the best of the bargain
- _____ 23. A stubborn individual who is cold toward others
- _____ 24. An inconsistent person who will not take a hard stand

I FEEL I CAN BEST WIN PEOPLE OVER BY BEING

- _____ 25. Modest and idealistic
 _____ 26. Persuasive and winning
 _____ 27. Patient and practical
 _____ 28. Entertaining and lively

IN RELATING TO OTHERS I AM MOST APT TO BE

- _____ 29. Trusting, confiding, and supportive of others
 _____ 30. Quick to develop useful ideas, and to organize others to carry them out
 _____ 31. Practical, logical and careful to know with whom I am dealing
 _____ 32. Curious to know all about them and anxious to fit in with what they expect of me

I FIND IT MOST SATISFYING WHEN OTHERS SEE ME AS

- _____ 33. Loyal and trusting
 _____ 34. A person who can take ideas and make them work
 _____ 35. A person who is practical and thinks for himself/herself
 _____ 36. A noteworthy and significant person

IF I DON'T GET WHAT I WANT FROM A PERSON I TEND TO

- _____ 37. Give up readily and justify her or his inability to do it
 _____ 38. Claim my rights and try to talk him or her into doing it the right way
 _____ 39. Feel indifferent and find another way to get what I want
 _____ 40. Laugh it off and be flexible about the whole thing

IN THE FACE OF FAILURE I FEEL IT IS BEST TO

- _____ 41. Turn to others and count on them to help me out
 _____ 42. Fight for my rights and take what I really deserve
 _____ 43. Hold on tight to what I already have and keep a close eye on the others
 _____ 44. Keep up a front and try to sell myself as well as possible

I AM FEARFUL THAT AT TIMES I MAY IMPRESS OTHERS AS

- _____ 45. Submissive and impressionable
 _____ 46. Agressive and domineering
 _____ 47. Cold and stubborn
 _____ 48. Superficial and attention-seeking

I FEEL THE BEST WAY TO GET AHEAD IN THE WORLD IS TO

- _____ 49. Be a worthy person and count on those in authority to recognize that worth
- _____ 50. Work to establish a right to advancement and then claim it
- _____ 51. Preserve and build on what I already have
- _____ 52. Develop a winning personality that will attract the notice of others

4.

IN SOLVING THE PROBLEM OF WORKING WITH A DIFFICULT PERSON, I WOULD

- _____ 53. Find out from others how they have met that problem and follow their advice
- _____ 54. Match wits with the person and get around the problem as best I can
- _____ 55. Decide for myself what is right and then stand by my own convictions
- _____ 56. Change myself to fit and make the relationship more harmonious

I IMPRESS OTHERS AS

- _____ 57. A trusting person who appreciates advice and counsel
- _____ 58. A self-confident person who takes the initiative in getting other people going
- _____ 59. A steadfast person who deals with others in a careful manner
- _____ 60. An enthusiastic person who can fit in with almost anyone

I FEEL THAT IN THE FINAL ANALYSIS IT IS BETTER TO

- _____ 61. Simply accept defeat and look for what I want elsewhere
- _____ 62. Engage in a contest of wits, rather than lose and get nothing
- _____ 63. Be suspicious and possessive rather than give up what I have
- _____ 64. Compromise and go along for the time being

AT TIMES I AM APT TO BE

- _____ 65. Easily influenced and unsure
- _____ 66. Aggressive, grasping and conceited
- _____ 67. Disbelieving, cold and critical
- _____ 68. Childlike and given to seeking the spotlight

AT TIMES I MAY MAKE OTHER PEOPLE FEEL

- _____ 69. Superior and condescending toward me
- _____ 70. Taken advantage of and angry with me
- _____ 71. Distant and cold toward me
- _____ 72. Mistrustful and disbelieving toward me

