

# Appreciation 5 at Work Languages



## MBA Inventory Questionnaire

For each of the following 30 pairs of statements, choose one statement from each pair which best describes how you like to be appreciated by others, by circling the letter next to your preferred statement. Try to choose the one that would seem most likely to be your instinctive response in a work situation.

1. **B** I appreciate it when someone gives me their undivided attention.  
**C** I appreciate it when others assist me with jobs or projects.
2. **C** I feel encouraged when someone helps me get tasks done.  
**D** Receiving a gift card from my favourite store really encourages me.
3. **D** When someone buys lunch for me, it communicates to me that I am important to them.  
**A** Being told “thanks” for the work I do is really important to me.
4. **B** I appreciate it when my colleagues choose to spend time with me.  
**D** I appreciate it when I am given tickets to an activity I enjoy (e.g. *movie tickets*).
5. **C** I am energised when those around me help me out with tasks that need to be done.  
**A** It motivates me when others praise me verbally.
6. **A** I feel important when I am told how much the work I do is appreciated.  
**D** I feel important when I receive tangible rewards (*gifts cards, gift certificate for eating out*) for a job well done.
7. **C** When I am having a difficult day, it means a lot to me if someone helps me with a project I am working on.  
**B** When I am having a difficult day, it means a lot to me when someone close to me stops by to see how I am doing.
8. **D** Receiving tangible gifts (*food, gifts cards*) cheers me up.  
**C** When others help me get tasks done at work, it cheers me up.
9. **A** I am more likely to persevere through a difficult task when someone thanks me for the work I am doing.  
**B** When others show a genuine interest and listen to me, it helps me to persevere through a difficult task.
10. **B** I feel valued when people take time to listen to my concerns.  
**D** I feel valued when people close to me celebrate a special day or event by getting me a gift.

11. **B** I'm encouraged when I'm able to spend time together with my closest colleagues.  
**C** I'm encouraged when my colleagues help me get caught up on tasks that are behind schedule.
12. **D** I feel supported when those with whom I work closely bring me an item related to one of my hobbies or interests.  
**C** I feel supported when those with whom I work closely help me out when I am overload with work.
13. **D** I feel valued when someone who is important to me gives me gift.  
**B** I feel valued when people listen to me patiently (*without interrupting*).
14. **A** When I am feeling stressed, words of encouragement help me feel better.  
**C** When I am feeling stressed, having others help me get things done can reduce my stress level.
15. **A** Being complimented for the work I do means a lot to me.  
**B** Being able to "hang out" with friends and colleagues means a lot to me.
16. **A** Kind words from others are especially encouraging to me.  
**C** When someone gives practical help to me, I feel encouraged.
17. **B** It energises me when I spend time with the people from work whom I enjoy.  
**A** It energises me when I am told that I am doing a good job by those who work with me.
18. **C** If I am discouraged, someone offering to do a small favour for me will lift my spirits.  
**D** If I am discouraged, a small gift (humorous card, dessert) can lift my spirits.
19. **C** I feel supported when others help me with tasks I need to complete.  
**B** Spending time with people important to me gives me a sense of support.
20. **A** It really cheers me up when someone praises me for a "job well done".  
**C** When someone enthusiastically does a task I have requested, it cheers up my day.
21. **A** When I am having a difficult day, a compliment really encourages me.  
**D** When I am having a difficult day, receiving a small gift from a colleague really encourages me.
22. **D** If life's circumstances are really difficult, I feel supported when someone gets me an encouraging card or snack they know I'd like.  
**B** If life's circumstances are really difficult, I feel supported when someone takes time to listen and understand what is going on.
23. **A** I am energised when I receive verbal encouragement from others.  
**B** When I get to spend time with people who are important to me, I am energised.
24. **A** Being recognised for achievements I have accomplished makes me feel valued.  
**D** I know people value me when they take the time and effort to buy me something they know I would like.

25. **C** I enjoy my work more when my co-workers offer to help me prepare for a big project or meet a deadline.  
**A** I enjoy my work more when those around me acknowledge my skills and contributions.
26. **B** Any discouragement I may be experiencing seems to lessen when a colleague spends time with me to think through the issues I am facing.  
**A** Any discouragement I may be experiencing seems to lessen when a colleague affirms my contributions to the team.
27. **B** After a large project has been completed, I like doing something special to celebrate with co-workers.  
**D** After a large project has been completed, I like receiving some small token of appreciation as an acknowledgment of my efforts.
28. **B** When a colleague takes time to listen to my concerns, I find myself feeling more positive about my work.  
**C** When others work with me to get tasks done (*in the way I want them done*), I find I feel more positive about my work.
29. **D** If I am feeling unappreciated by those around me, receiving a gift card (*or tickets*) to go do something fun helps me feel better.  
**A** If I am feeling unappreciated by those around me, others telling me how important I am to the team helps me feel better.
30. **C** I feel more energised about my work when I know others will help me complete a project, if assistance is needed.  
**D** I feel more energised about my work when I know I will get tickets to an activity of interest to me when the project is done.

No set of scores will ever describe you perfectly. They provide a way to talk about your *most preferred and least preferred* language of appreciation.

Add up how many **A**'s, **B**'s, **C**'s and **D**'s you have circled and transfer the number of each onto the below table:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Words of Appreciation</b>	<b>Quality Time</b>	<b>Acts of Service</b>	<b>Tangible Gifts</b>

The highest score represents your preferred language of appreciation

The lowest score represents your least preferred language of appreciation

You will receive a handout that describes each in more detail.