

# WorkStyle Patterns® (WSP<sup>TM</sup>) Individual Inventory Report

# Report for: Marcia Sample

March 17, 2020



TERM MEMBER ASSIGNMENT



# WorkStyle Patterns® (WSP<sup>TM</sup>) Individual Preference and Position Actual Inventory

## Marcia Sample

# The Tipped Evolving Structure for the Shifting Workplace



Adapting

Vertical Structures Established

# The Meaning of Aligned Work

This report is your personal guide to discover and utilize new information from your perspective about your Preferred WorkStyle and that of your work through the WorkStyle Patterns® (WSPTM) Alignment Process. The principle of WorkStyle Alignment moves beyond the "what" of work to the crucial "how." It involves comparing how the work is currently being performed (the IS) with work environment expectations (the SHOULD), and with the preferences of those doing the work (the WANT). The closer the match, the better the alignment. The WorkStyle Patterns® (WSPTM) Alignment Process will help you recognize how to contribute even more effectively to your work while using your Preferred WorkStyle.

The cornerstone of the Industrial Society organization was a vertical hierarchy of three primary roles — workers, supervisors, managers — for direction, responsibility and control of the work.

However, since the rise of the information society in the 1950s, people and their roles have been changing. Many positions now require activities from all three roles as work environments continue to flatten their work structures to allow for more flexibility and quicker market response. Another way of viewing these changes is to imagine the vertical hierarchical tipping. Along with this tippage, new structures, roles and systems are emerging.

As a result, roles are no longer predictable or easily understood. The WSP<sup>TM</sup> Individual Inventory from the WorkStyle Patterns® Process that you just completed helps define these roles and provides a means of communicating shifts in work activities. The **WorkStyle Patterns®** (WSP<sup>TM</sup>) Alignment Process also allows people to assess their fit or alignment to changing work requirements.



# WorkStyle Patterns® (WSP<sup>TM</sup>) Individual Preference and Position Actual Inventory

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What is the WorkStyle Patterns® (WSP™) Individual Inventory?



This Inventory addresses the WANT and the IS. With it, you will determine how you prefer to approach work and the approach – from your perspective – the work requires of you.

# You have successfully completed your WSP<sup>TM</sup> Inventory

With the WorkStyle Patterns® Individual Inventory, there are seven steps to discover the degree of alignment between your **Preferred** WorkStyle and your **Position Actual** WorkStyle. On-line you completed Steps 1-3. This report begins with Step 4.

With the WorkStyle Patterns® Individual Inventory, you will follow seven steps to discover the degree of alignment between your Preferred WorkStyle and your Position Actual WorkStyle:

Introduction to the WSP™ Inventory

Completed — Practice Examples

Identify your **Preferred** WorkStyle Orientation and Profile Completed — your WorkStyle Preference Assessment

Identify your **Position Actual W**orkStyle Orientation and Profile Completed — a Position Actual Work Activity Assessment

Learn how you like to think about, communicate and perform work *Interpret your preference results; preview your WSP*<sup>TM</sup> *graph and Profile* 

Learn from your perspective how your position needs you to think about, communicate and do the work.

Interpret your actual work results; preview its WSP<sup>TM</sup> graph and Profile

Learn about WorkStyle Stress and your Work Alignment
Compare distinctions and differences between your
Preferred and Position Actual WorkStyles

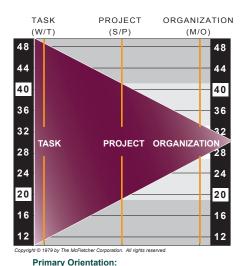
Plan how to meet both your preference needs and your position needs Print your results and discuss with your Certified WSP<sup>TM</sup> Facilitator



# **WorkStyle Patterns® (WSPTM) Inventories – Orientation Tendencies**

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Project

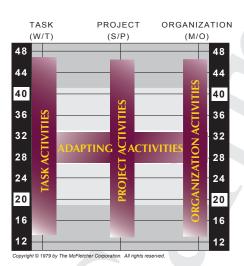
and

People

Goals

and

Results



#### **Primary Orientation**

**Product** 

Service

Product	Project	Goals
or	and	and
Service	People	Results

# Interpretation of Your WSP<sup>TM</sup> Individual Inventory Results

The premise of the WorkStyle Patterns® (WSPTM) Inventory is that every person prefers some TASK, PROJECT and ORGANIZATION activities. Some people prefer a balance of all three, which is a fourth Orientation called ADAPTING. The extent to which you would like to exercise activities in these four Orientations determines your Preferred WorkStyle. The extent to which your work requires each of these Orientations determines your Position Actual WorkStyle.

Look at the two WorkStyle Patterns® (WSP<sup>TM</sup>) graphs to the left.

The first WSP™ graph illustrates a framework within which the tipped vertical structure and its three roles are placed — Worker/TASK, Supervisor/PROJECT and Manager/ORGANIZATION.

The second WSP™ graph illustrates the anchoring of the TASK, PROJECT, ORGANIZATION and ADAPTING Orientations.

The following explanation specifies what each of the WorkStyle Orientations represent:

# **WorkStyle Orientation Definitions**

[W/T]

Worker/TASK— identifies directly with the Product or Service; performs specific work activities— work to be performed through individual contribution

[S/P]

Supervisor/PROJECT— identifies with the Project and its People; coordinates work activities—
work to be implemented for performance of others through

systems / coordination / interface

[M/O]

Manager/ORGANIZATION — identifies with the Goal and Results; initiates organizational activities — work for performance of the work environment through influence / impact / outcomes

[ADAPTING]

ADAPTING — a combined Orientation that balances activities with all three W/T, S/P and M/O Orientations — work to be performed simultaneously through own performance, implementation for performance of others and influence for performance of the work environment

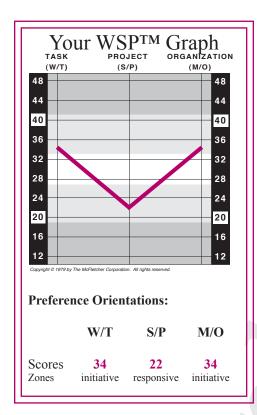


# **WorkStyle Patterns® (WSPTM) Inventories – Orientation Tendencies**

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# Your Most Preferred WorkStyle Patterns® (WSP<sup>TM</sup>) Orientation(s)



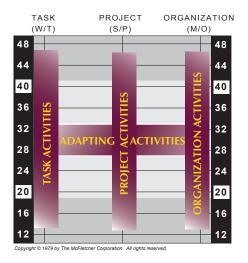
YOUR TWO EQUALLY MOST PREFERRED  WSP™ ORIENTATIONS				
YOU OFTEN:	W / TASK (W/T)	M / ORGANIZATION (M/O)		
FEEL REWARDED BY A COMBINATION OF	<ul> <li>Individual accomplishments</li> </ul>	Work environment achievements		
WANT MOST ACTIVITIES TO	Perform specific tasks	Mobilize and influ- ence work environment resources		
WANT LEAST ACTIVITIES WITH	Work sharing	Specific, routine tasks		
CAN BE PATIENT WITH	Details and own     work corrections	Goals and long-term requirements		
VALUE MOST OPPOR- TUNITIES FOR	Self-fulfillment	Work environment results		
MOST ENJOY WORK ENVIRONMENTS THAT INCLUDE	Stable work setting with defined work expectations	Flexible work structure with access to resources		
LEAST ENJOY WORK ENVIRONMENTS THAT INCLUDE	<ul> <li>Multiple directives with crisis requirements</li> <li>Inadequate tools to work with</li> </ul>	Limited resources and restricted authority		



# **WorkStyle Patterns® (WSPTM) Inventories – Orientation Tendencies**

# Marcia Sample





#### **Primary Orientation**

Product	Project	Goals
or	and	and
Service	People	Results

# More About WorkStyle Patterns® (WSP<sup>TM</sup>) Orientations

**TASK** represents the work at the individual performance level but does not mean "tasky." The higher your score is for this Orientation the more it indicates your preference to be the producer at work — "artist of the craft"

## For example:

writing reports
doing engineering designs
teaching as an instructor
troubleshooting – independently
dealing with customers face-to-face

**PROJECT** represents the work at the coordinating level to ensure everyone can perform their work successfully.

## For example:

establishing and scheduling activities coaching and training others ensuring systems to monitor quality standards providing information about the work

**ORGANIZATION** represents influencing goals and results of the work environment.

## For example:

allocating resources establishing goals solving problems that impact results influencing decisions assessing the culture

**ADAPTING** represents a balance of the other three Orientations.

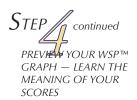
## For example:

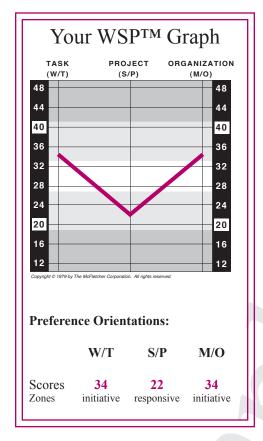
doing ones own work, while coordinating work for others, and also planning for work environment goals

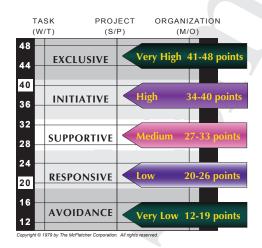


# **WorkStyle Patterns® (WSPTM) Inventories – Preferred Scores** and **Zones**

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# Now to Your Own Preferred WSP<sup>TM</sup> Graph – Scores and Zones

The WSP™ graph has shaded zones which indicate the various degrees to which an individual prefers to engage in TASK, PROJECT, ORGANIZATION or ADAPTING activities.

- Compare the table below to your own WSP<sup>TM</sup> graph as a guide to determine what the scores in each zone reflect for you.
- Look at your own WSP<sup>TM</sup> graph. Note your TASK, PROJECT and ORGANIZATION scores and zones that are listed under the graph. Which Orientation is your most preferred? If your scores are all equal, or nearly equal such as 31, 30, 29, your preferred score set is in the medium zone, which is the ADAPTING Orientation.

Very High represents 41-48 points in the Exclusive Zone — If you have a preferred score in this zone, it indicates that you are likely to find a way to use your preference no matter what. It is a contribution that is very important to you.

High represents 34-40 points in the Initiative Zone —

If your highest preference score is in this zone, it indicates that you will focus here first but are likely to draw upon other Orientations as well.

Medium represents 27-33 points in the Supportive Zone — A score in this zone indicates that with this Orientation you have a preference to support other Orientations as a back-up.

Low represents 20-26 points in the **Responsive Zone** — A score in this zone indicates that with this Orientation, you like to be available to respond but only as required.

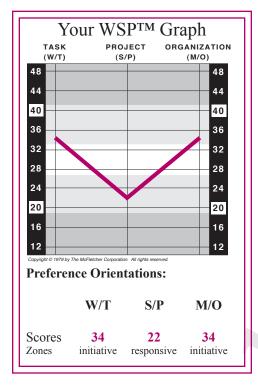
Very Low represents 12-19 points in the Avoidance Zone — If you have a preferred score in this zone, it indicates that you will most likely choose to avoid work activities of this Orientation. Even though you may be very skilled with these activities, you just do not prefer to do them.

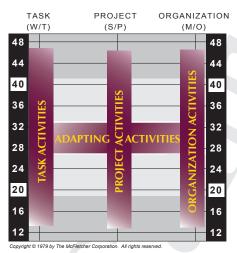


# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Orientation Point Spread

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#### **Primary Orientation**

Product	Project	Goals
or	and	and
Service	People	Results

# Significance of Your Orientation and the Point Spread Difference

The Orientation to which you attributed your highest score represents your Preferred way of thinking about work. When communicating with others, you are most likely to think and talk from this perspective. The degree to which you prefer to rely upon this way of thinking is determined by the point spread difference between your highest and second highest score. In other words, it serves as your WorkStyle flexibility gauge.

# **Your Orientation Point Spread**

Your Orientation represents "*How you think about work*." The point spread between the TASK, PROJECT and ORGANIZATION scores on your WSP<sup>TM</sup> graph reflects your most Preferred Orientation and degree of latitude among the Orientations.

The point spread between your highest and second highest score is:

**A 3 POINT OR LESS DIFFERENCE.** This indicates you prefer to use a combination of two or more Orientations at all times. This represents flexibility in your thinking.

The Orientation to which you attributed your highest score represents your Preferred way of thinking about work. When communicating with others, you are most likely to think and talk from this perspective. The degree to which you prefer to rely upon this way of thinking is determined by the point spread difference between your highest and second highest score. In other words, it serves as your WorkStyle flexibility gauge.

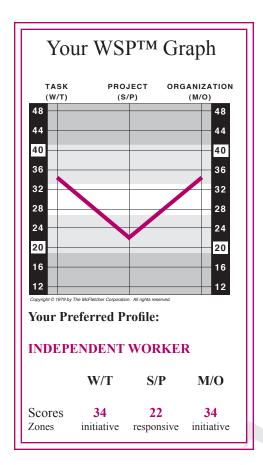
# Learn About Your Preferred WorkStyle Profile

Your WSP<sup>TM</sup> Preferred Profile represents "How you want to perform your work." Your Orientation scores combine to create your Preferred WorkStyle Profile: a picture or pattern of your Preferred approach to work.



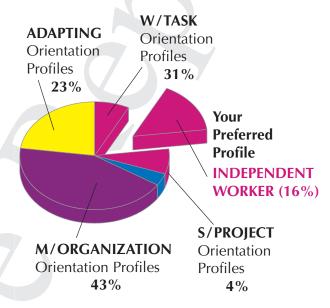
# WorkStyle Patterns® (WSPTM) Inventories – Preferred Profile

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# WorkStyle Patterns® (WSP<sup>TM</sup>) Profile Percentages **Preference**

How your Preferred WorkStyle compares with that of others (n=19,170)



You may be wondering how your Preference compares with that of others. The percentages in the above pie chart include a study group of 19,170 individuals working in a wide variety of industries and professions. Sixteen percent (16%) of the represented workforce prefers the same WorkStyle Profile as you.

Because each Profile is unique and has a special WorkStyle to offer, acknowledge and celebrate your Preferred way of working! Be proud of your WorkStyle and then learn how to extend your strengths.



# WorkStyle Patterns® (WSPTM) Inventories – Preferred Profile

## Marcia Sample

#### YOUR PREFERRED WORKSTYLE PROFILE — DESCRIPTION

#### INDEPENDENT WORKER

- TO -

#### Manage Own Work

People who prefer the *INDEPENDENT WORKER* WorkStyle Profile like to offer new, innovative approaches. Those with this Preference do not necessarily conform to the norms, expectations or limitations imposed by others.

Those with an INDEPENDENT WORKER Preference typically prefer a single-minded dedication to creating ideas that foster self developmental growth. While this single-mindedness can lead to exceptional achievement levels by individuals like you, it may also result in a lack of sensitivity to others' needs, especially if they conflict with your own goals and course of action.

Individuals with the INDEPENDENT WORKER Preference often enjoy planning work processes, forecasting variables and considering the whole product or service in the context of its relevancy, cost and probabilities. These proficiencies can be misleading because they indicate an overall interest to manage or supervise others, an interest which is, in fact, not desired. Even though individuals like you with an INDEPENDENT WORKER approach to work may be excellent managers of ones own work and projects, those of you with this preference may tend to be impatient with and even critical of the work of others whose standards differ.

Most people with the INDEPENDENT WORKER WorkStyle Profile appreciate being recognized for personal contributions. Work responsibilities must provide for recognition and visibility of your talents. If the work environment does not provide work with which you can closely identify, you might be likely to leave and seek an autonomous opportunity that offers more personal incentive.

#### CONTRIBUTIONS PREFERRED TO OFFER WORK ENVIRONMENTS

characteristics discriminating, creative, resourceful and enterprising

task orientation "assign to me the total responsibility and I will surpass your expectations"

work orientation focuses on the total process, product or service with self-implementation

responsibility gives high priority to the process, product or service that allows for close identification, placing it above

individual needs

accountability is accountable for all aspects of own work

problem solving adjusts work rapidly in accordance with changes

**communication** communicates on as as-needed basis to plan; organizes and maintains quality control over own work

area of expertise challenges the status quo if it is blocking the success of the process, product or service

**pride** takes pride in completing a major process, product or service

WORKSTYLE PATTERNS

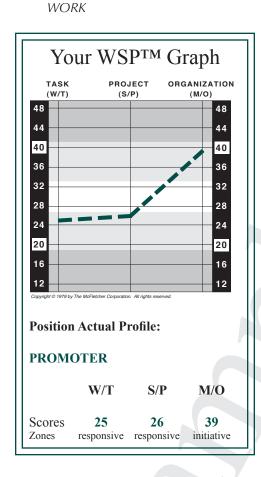
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# WorkStyle Patterns® (WSP<sup>TM</sup>) Position Actual Work Activities Results

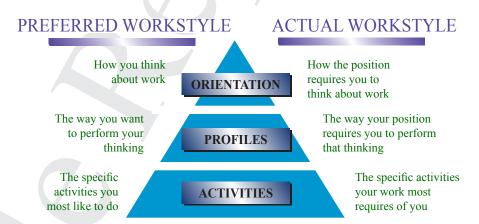
## Marcia Sample

# STEP LEARN FROM YOUR PERSPECTIVE HOW YOUR POSITION NEEDS YOU TO THINK ABOUT, COMMUNICATE AND PERFORM



# Your Position Actual Work Activity Graph — How You Are or Have Been Working

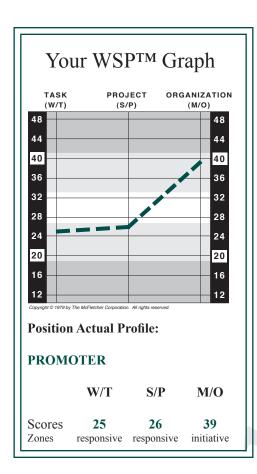
Now that you understand your **Preferred** Orientation and Profile — the left side of the Assessment Pyramid — you will move, in this step, on to your Position **Actual** Orientation and Profile — the right side of the Assessment Pyramid. This reflects how, from your perspective, your position requires you to "think" about your work activities — its Orientation and what Profile best describes how you have been working.





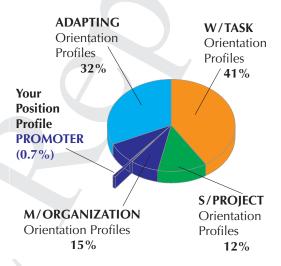
# WorkStyle Patterns® (WSPTM) Inventories – **Position Actual Profile**

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WorkStyle Patterns® WSPTM **Profile Percentages Position Actual** 

How your Position Actual WorkStyle compares with that of others (n=19,170)



Perhaps you would like to see how your Work / Position Actual Profile compares with how others in the workforce are working. The percentages\* in the above pie chart include a study group of 19,170 individuals representing a wide variety of industries and diverse professions.

The positional breakdown of how these individuals are working is as follows:

Total WSP™ Study Group:	19,170
Managers, Middle/Top:	3,477
Supervisors/Team Leads:	4,343
Non-Management:	11,350

Seven tenths of one percent (0.7%) of the represented workforce is working through the same WorkStyle Profile as you. Explore with your Certified WSPTM Facilitator how this WorkStyle Profile aligns with your Preference and work environment needs.

<sup>\*</sup>Precentages shown may exceed 100% due to rounding



# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Position Actual Profile

## Marcia Sample

#### YOUR POSITION ACTUAL WORKSTYLE PROFILE — DESCRIPTION

#### **PROMOTER**

- TO -

#### Advocate Alternatives

A position with the Profile of *PROMOTER* offers opportunities to gather and evaluate facts, and assess situations which require envisioning possibilities and identifying alternatives. Once the alternatives have been identified, the person fulfilling this Profile must assume responsibility to persuade others to pursue the alternatives. The person fulfilling the Profile must make decisions designed to put own plans into action to produce specific results.

The PROMOTER WorkStyle Profile requires the ability to bridge the gap between making a static appraisal of a situation and initiating action to affect the situation. The bridging is made possible first by obtaining factual information and reliable data and then by exercising a quick and cogent plan. Advocacy is the outcome of the combined analysis and action. A person operating within the PROMOTER WorkStyle Profile will not necessarily perform the action, but would rather convey key information to appropriate people so others can begin the process of implementation. A position with this Profile needs for the person fulfilling the Profile to witness the results of own efforts undertaken by others and be comfortable serving as a coach or consultant.

A person assuming the activities of the PROMOTER WorkStyle Profile must be comfortable and confident in adversarial situations and view them as opportunities to debate and negotiate to produce desired results.

#### CONTRIBUTIONS REQUIRED FOR THE WORK ENVIRONMENT

**characteristics** be impactful, articulate, persuasive, calculating and factual

task orientation demonstrate that success depends upon selecting the best alternative and then making it happen

work orientation promote information and opinions that will be of benefit

**responsibility** determine alternatives and convince others of viable options

accountability initiate and facilitate those activities that make the achievement of strategic goals possible

**problem solving** present problem-solving methods which encompass both pragmatic and creative elements

**communication** cultivate channels for the flow of information and be persuasive

area of expertise demonstrate personal conviction based upon practical appraisal of relevant data and alternatives

pride take pride when others achieve results based upon own advocacy

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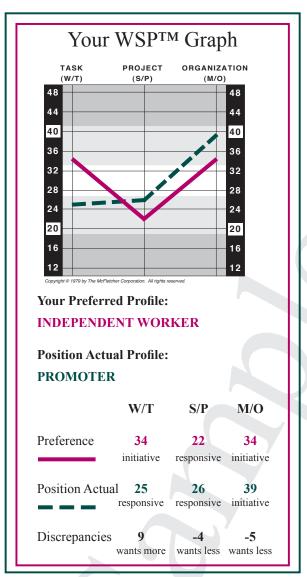
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# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Profile Comparisons

Marcia Sample





# Comparing Your Preferred and Position Actual Profiles and Interpreting WorkStyle Stress

- Compare the Profile description to your Preferred Profile, particularly the "Contribution to Organization." In what ways does your Preferred Profile complement the Position Actual Profile and what ways do the two Profiles conflict?
- We suggest you print these descriptions and highlight or underline 3 or 4 words or phrases that most reflect your preference and your work. Then compare for similarities and differences between each.
  - The difference between Preference and Position Actual Profiles can also be expressed in point differences. The discrepancy scores calculated for you with your WSP<sup>TM</sup> graph represent this difference, which can be further translated into WorkStyle Stress.
  - Look at the discrepancy difference for each Orientation on your WSP<sup>TM</sup> graph. Use the check boxes on the next page to determine, by Orientation, how you might experience and address personal and organizational stress to further utilizer your Preference with your Position Actual.



# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Profile Comparisons

## Marcia Sample



# Stress Level Discrepancy Chart

## Level I

#### A 3 point or less difference

 on each of all three Orientation axes – indicates a comfortable match

#### Level II

### A 4 to 8 point difference

on any one Orientation axis –
 indicates a tolerable to uncomfortable difference

### Level III

#### A 9 point or greater difference

- on any one Orientation axis - indicates a conflicting difference

# Comparing Your Preferred and Position Actual Profiles and Interpreting WorkStyle Stress, continued

- WorkStyle Stress is very common in today's workplace. This represents a discrepancy between your Preferred WorkStyle and your Position Actual WorkStyle that can produce various degrees of stress. This may be manifested in a variety of ways. Typical personal responses include:
  - apathy and/or low productivity
  - irritability and frequent complaints
  - and health disorder or illness.
  - A person may make changes in the work to meet his or her own personal needs. This can cause both Personal and Organizational stress.

Other forms of organizational stress can be observed through misunderstandings of work expectations, product quality and customer service problems, missed deadlines and higher turnover.

#### **PERSONAL Stress**

When Preferred scores are *higher* than Position Actual scores, you may experience stress because you want to perform MORE activities of a specific kind than the work requires. You need to make a plan to more fully meet your interests.

#### PERSONAL Stress

- □ [W/T] You prefer to do MORE specific task activities than the work requires. Find ways, either within or outside of your work, to be more directly involved with the tasks related to products or services.
- □ [S/P] You prefer MORE specific coordinating and communicating activities than the work requires. Find ways, either within or outside of your work to be more involved in coordinating others' work activities and providing communication.
- ☐ [M/O] You prefer to have MORE influence and organizational responsibilities. Find ways to become more involved, either within or outside of your work, in such activities as defining organizational goals and influencing decisions.

#### **ORGANIZATIONAL Stress**

When Position Actual scores are *higher* than Preferred scores, the organization may experience stress because the work requires MORE activities of a specific kind than you are inclined to perform. You need to make a plan to more fully meet your position's requirements.

#### **ORGANIZATIONAL Stress**

- □ [W/T] You prefer to do LESS specific task activities than the work requires. Find ways to meet these requirements by obtaining new skills, sharing tasks or monitoring any inclination to procrastinate.
- □ [S/P] You prefer LESS specific coordinating and communication than the work requires. Find ways to meet these requirements through conducting group meetings, delegating or by developing systems for others to use.
- □ [M/O] You prefer to assume LESS organizational responsibilities. Find ways to meet these requirements by increasing your understanding of the organization and making decisions for the organization in low-risk situations.



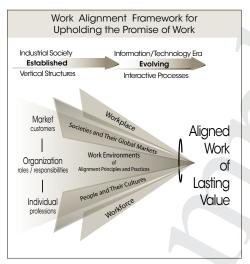
# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Productive Responses

## Marcia Sample



# Aligned Work

Aligned work occurs when people, the work they do, the environment within which they work and those whom they serve – in relationship to each other – fulfill a shared purpose in a productive and principled manner.



The Work Alignment Framework provides a visual graphic of the movement from established vertical structures to evolving interactive processes. It also illustrates the flow and major sections of this book.

# Celebrate Your Preferred Way of Working! Maximize Your WorkStyle While Meeting the Needs of Your Work!

Because each Profile is unique and has a special WorkStyle, we again suggest that you first acknowledge and celebrate your Preferred way of working, feel good about and maximize your WorkStyle. Then learn how to "extend" by using your strengths and those of others. Here are some ideas to discuss with your Certified WSP<sup>TM</sup> Facilitator or a McFletcher Consultant

First identify ways to utilize more fully your areas of high Preference. This is for when you want to offer more than the position requires — Personal Stress. If your Preference is well-utilized in the position, you may still want to consider these productive responses to enhance your personal growth.

# PRODUCTIVE RESPONSES FOR MAXIMIZING MY PREFERENCE — SELECTIONS

- 1. Establish outlets within the work environment to use and test my Preference(s). These outlets may include task assignments, special projects or committee memberships.
- 2. Establish outlets in which I can use and test my Preference(s) outside the position or work environment. These include hobbies, home projects, teaching, or community or church activities.
- 3. Shift the use of my high Preference in order to better meet other needs of the work environment. After assessing my skills and position realistically, share some of my work activities, or seek resource advice and training.



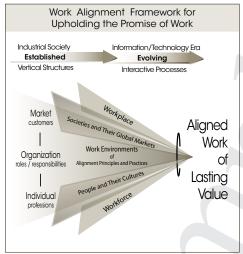
# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories – Productive Responses

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# Aligned Work

Aligned work occurs when people, the work they do, the environment within which they work and those whom they serve – in relationship to each other – fulfill a shared purpose in a productive and principled manner.



The Work Alignment framework provides a visual graphic of the movement from established vertical structures to evolving interactive processes.

Second, consider responses that will make it possible for you to "extend" where you have a low Preference. This is when the position needs more of an Orientation than you prefer to offer – when your Preferred score is lower than your Position Actual score and there may be ORGANIZATIONAL stress.

# PRODUCTIVE RESPONSES FOR MEETING THE NEED OF MY WORK SELECTIONS

- 1. *Increase my skill/interest in low Preference area(s)* through a mentor, training, or special assignments.
- 2. *Delegate, reassign or share my work activities* with those who have a higher Preference.
- **3.** *Stretch my skills* in low-risk, low-visibility projects and tasks. Take on small tasks and have backup help for more complex tasks.
- **4.** Align the position's activities closer to my Preference after receiving input and approval from my place of work.
- **5. Seek a different position** which more closely matches my Preference.



# WorkStyle Patterns® (WSP<sup>TM</sup>) Inventories Completion

Marcia Sample





# Congratulations — You Have Completed Your Participation in Work Alignment for Work of Promise!

- You may re-enter to review your results. Your information will remain stored for your reference and also for your Certified WSP<sup>TM</sup> Facilitator
- Enter from mcfletcher@mcfletcher.com as you did to take this Inventory. You will need your Access Code, username and password.
- Any suggestions or questions about your WSP<sup>TM</sup> Individual Inventory experience or the practice of Work Alignment? Feel free to contact your Certified WSP<sup>TM</sup> Facilitator or a consultant at the McFletcher Corporation. We welcome any opportunity to have a discussion with you.
- In the meantime, if you would like to learn more about WorkStyle solutions, products or research results, there are a variety of information sources for your exploration at our website, www.mcfletcher.com.

May your work life be a blessing for you as you bless your place of work.