

Your Personal Organizing Profile Quiz

- Answer each question **TRUE** or **FALSE** and tally at the bottom
- Remember...this quiz is based on your preferences so there are **NO** 'right' or 'wrong' answers
- Your initial response is **best**

	TRUE	FALSE
Question 1 I prefer having my files surrounding me on top of my desk rather than inside file cabinets or on my computer	_____	_____
Question 2 I don't mind using manila file folders as long as they are labeled, but I'd really rather have colored file folders	_____	_____
Question 3 I almost can't live without Post-it® notes to remind me of things	_____	_____
Question 4 I prefer keeping my papers and files in baskets or sorting bins	_____	_____
Question 5 When I put my files in a filing cabinet or an electronic file folder I tend to forget they are even there	_____	_____
Question 6 I tend to identify a file by a project or a person associated with the project rather than alphabetically	_____	_____
Question 7 I generally don't mind handling several projects at once, rather than one at a time	_____	_____
Question 8 Most of the time, I tend to lose track of time when working on a project	_____	_____
Question 9 I don't readily throw things out	_____	_____
Question 10 I just love to-do lists	_____	_____
TOTALS:	_____	_____

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Answer Key

- If you have **7** or more **TRUE** answers, you lean towards being **right-brain dominant**. This is also called creative-brained, as the right side of the brain is best at expressive and creative tasks. Right-brain dominant people are often described as being more emotional, intuitive, and artistic. They do well in careers that involve creative expression and free thinking.

- If you have **7** or more **FALSE** answers, you lean towards being **left-brain dominant**, which is considered more logical and analytical. Left-brained people are often described as being good with language, critical thinking and numbers. People who are left-brain dominant do well in careers that involve linear thinking, math, and verbal information.

- If you have an **even number** of **TRUE** and **FALSE** answers, this means you lean towards being **whole-brained**, and can tap into both sides of your brain pretty equally. Whole-brained people are able to combine both creativity and logic, stretch their brains as needed given the situation, and are often great at problem solving.

Please note: We all use both sides of our brain in all of our daily activities and endeavors. Being categorized as right, left or whole brained is a tool that helps identify our “natural” and most comfortable state. As with anything, once you know your natural strengths and tendencies, you can begin to improve upon other helpful traits that may not come as easily to you.

Right-brain dominant people may benefit from using calendar reminders and checklists to keep track of meetings, tasks, and to dos. Left-brain dominant people may benefit from reminding themselves to think outside of the box when problem solving and picking up a creative hobby just for fun and to stretch their brains.