

## OUTGOING » » TASK-FOCUSED

### STRENGTHS

- ▲ Confident and driven
- ▲ Results-oriented
- ▲ Thrives on challenge
- ▲ Decisive
- ▲ Action taker

### WEAKNESSES

- ▼ Impatient and argumentative
- ▼ Overpowering
- ▼ Dislikes routine
- ▼ Workaholic
- ▼ Ego

### TO STAY FOCUSED, YOU NEED

- » Challenge
- » Control

### MOTIVATION

- » Motivated by challenge and control
- » When stalled, jump start your activity by engaging in a competition.

### CORRECT YOUR BLIND SPOT

- » Put people before goals.
- » Listen to other people's ideas and opinions.

### KEY STRENGTHS TO LEVERAGE

- ★ Motivating people to action
- ★ Decisiveness

If you FEAR you are LOSING CONTROL or BEING TAKEN ADVANTAGE OF, you will attempt to DOMINATE.

As a **D**, you aspire for those with whom you work to have an immediate result so they are aligned more closely with you.

You tend to provide an opportunity for a "small win" so they feel content and look to you for further leadership.

Be sure to inspire and not intimidate, and you will move into your key strengths.

As a **D**, here  
is how to  
connect  
with a:

**D**

Understand each other's boundaries of authority and expertise. If you have mutual respect, you will experience great results with little to no conflict.

**I**

Lighten up in their presence and make the work enjoyable. Remember to smile! Negotiate commitments and goals with a degree of flexibility as to how they are completed.

**S**

Avoid being confrontational. Recognize their great work. Use a friendly, conversational tone. Be relaxed in your approach.

**C**

Provide facts and details. Expect and answer questions. Stop looking at their questions as if they are questioning you; they are merely gathering information. Allow them time to process thoughts before responding.

## OUTGOING » » PEOPLE-FOCUSED

### STRENGTHS

- △ Friendly
- △ Talkative
- △ Adaptable
- △ Optimistic
- △ Encouraging

### WEAKNESSES

- ▽ Difficulty with follow-through
- ▽ Inattentive to details
- ▽ Easily distracted
- ▽ More concerned with popularity than results
- ▽ Tendency to over-promise and under-deliver

### TO STAY FOCUSED, YOU NEED

- » Acceptance and appreciation
- » Freedom to express yourself verbally and creatively

### MOTIVATION

- » Motivated by recognition, popularity and approval
- » If you are stalled, consider moving an item forward by breaking it down into smaller steps and engage with people after each step to present some of the information. This will energize you to take the next step.

### CORRECT YOUR BLIND SPOT

- » Listen more.
- » Focus on deadlines/milestones.

### KEY STRENGTHS TO LEVERAGE

- ★ Ability to connect quickly with others
- ★ Ability to inspire others to action

If you FEAR you are NOT ACCEPTED AND APPRECIATED, you will DO EVEN MORE TO GET ATTENTION.

*As an I, you have a natural ability to relate. You are great at making contact with people and initiating relationships.*

*This is a key strength.*

*Be sure to have systems or support in place to ensure timely and effective follow-through to position yourself for true success.*

As an **I**, here  
is how to  
connect  
with a:

**D**

Be direct. Get to the point quickly. Deal with issues in a straightforward way. Negotiate commitments and goals and deliver as promised.

**I**

Be your friendly self. Acknowledge each other's accomplishments. Be sure to listen and follow up on the details.

**S**

Slow your pace. Be easygoing, congenial and show appreciation for them as a person. Respect their strengths of organization and systems and allow them time to plan.

**C**

Do not be overly chatty. Prepare facts in advance and be sure they are accurate. Expect questions and get back to them with answers when necessary. Give them time to make a decision. In a conversation, stay on topic and pause to give them time to provide a reflective answer.

# S

## RESERVED » » PEOPLE-FOCUSED

### STRENGTHS

- △ Reliable
- △ Loyal
- △ Systematic
- △ Good listener
- △ Mediator

### WEAKNESSES

- ▽ Lack of self-motivation
- ▽ Resistant to change
- ▽ Sensitive
- ▽ Difficulty establishing priorities
- ▽ Avoids confrontation

### TO STAY FOCUSED, YOU NEED

- » Security
- » Appreciation

### MOTIVATION

- » Motivated by security and feeling appreciated
- » When you are stalled, consider a mentor to review what you have completed and provide you with the appreciation and assurance needed to continue. Don't put off showing them the whole project; share it in small sections so you receive multiple assurances while methodically moving through your action item without pressure to complete it in one sitting.

### CORRECT YOUR BLIND SPOT

- » Learn to accept change.
- » Balance the needs of others with your own.

### KEY STRENGTHS TO LEVERAGE

- ★ Helping people feel comfortable
- ★ Finding middle ground

*As an S, you make sure a group is relaxed and comfortable. Mediating problems is also one of your key strengths.*

*Your ability to be transparent and authentic with people resonates best with them.*

**If you FEAR you are NOT SECURE, you will WITHDRAW FROM THE SITUATION.**

As an **S**,  
here is how  
to connect  
with a:

**S**

**D**

Be more assertive than is comfortable for you. Deal with issues in a straightforward way and quicken your normal pace. Focus on facts more than feelings. Use your ability to systematize to deliver results efficiently.

**I**

Be friendly and complimentary and listen to their ideas. Recognize their accomplishments. Share in their excitement.

**S**

Express appreciation for them and make it a friendly atmosphere. Foster the mutual trust and team approach you both enjoy. Collaborate on planning, systems and technology to create efficiencies.

**C**

Enter through the door of logic and not relationship so your feelings don't get hurt. Slow your pace and communicate on one topic at a time. Do your homework and bring facts. Expect them to ask questions so they can gather more information, and provide them time to evaluate data before making a decision.

# C

*As a C, you have the ability to create order, and that is a key strength that many individuals and companies want and need.*

*Lean into this key strength as you execute, remembering you can always go back and make it better.*

*The key is creating and executing the plan, while tweaking along the way.*

## RESERVED » » TASK-FOCUSED

### STRENGTHS

- △ Analytical problem solver
- △ Organized, scheduled
- △ Creative
- △ Quality-focused
- △ Precise

### WEAKNESSES

- ▽ May over-analyze and under-react
- ▽ Perfectionism, fear of failure
- ▽ Isolation
- ▽ Inflexibility
- ▽ Resistant to change

### TO STAY FOCUSED, YOU NEED

- » Quality, accuracy and clear expectations
- » Time to think and quiet space

### MOTIVATION

- » Motivated by excellence and value
- » If you find yourself stalled, seek the advice of a D- and C-wired mentor who can help you find a balance between perfection and execution. Strive for progress, not perfection.

### CORRECT YOUR BLIND SPOT

- » Focus on excellence, not perfection.
- » Set time limits for analysis in order to reach deadlines.

### KEY STRENGTHS TO LEVERAGE

- ★ Ability to create logical order
- ★ Creativity

**If you FEAR you are BEING CRITICIZED, you will ANALYZE MORE and TAKE LESS ACTION.**

As an **C**,  
here is how  
to connect  
with a:



Be direct and brief, and focus on results. Communicate with bullet point emails. Negotiate commitments and goals. Respect their need to work fast while ensuring the work is done right.



Be friendly, complimentary and interactive. Talk about something personal before business. It is better to have four 10-minute discussions on four different topics than one 40-minute discussion on all four topics.



Focus on the friendship first and tasks second. Express appreciation for what they do. Establish a relationship before expecting trust. Allow their people focus to complement your task focus to create balance within the team.



Enjoy trading facts and gathering additional information. Appreciate their focus. Ask for their expert opinion or input and collaborate to solve challenging problems that require analysis. Practice agreeing to disagree in some areas where you each have valid arguments.