It's as Simple as 1,2,3,4

**Start Here** 

Think of someone you manage... Which quadrant best describes their style at work? We know people can

be more than just one style; how are they 51% of the time?



Which quadrant best describes your style at work? (Pick one)

## **Outspoken & Fast Paced**

## **DOMINANCE**

- Direct
- Results Focus
- Firm
- Strong Willed
- Forceful

## **CONSCIENTIOUS**

- Analytical
- Reserved
- Precise
- Private
- Systematic

### **INFLUENCE**

- Outgoing
- Enthusiastic
- Optimistic
- High Spirited
- Lively

### **STEADY**

- Patient
- Level-Headed
- Considerate
- Tactful
- Helpful

Accepting 20

Follow the arrow from **YOU** style



**Locate the quadrant** of the person you manage ... consider the advice offered

## **Cautious & Reflective**

- Not explaining big picture
- No risk-taking in approach
- Slow decision making

### **TRY THIS**

- Being specific, & on point
- Communicating directly

## **AVOID**

- Criticizing others' work
- Slow or hesitant decisions
- Resisting efforts to change
- **TRY THIS**

- Offer help with analysis Explaining details in detail

## **AVOID**

Skeptical & Questioning

- Being constantly critical
- Being sarcastic, holding back
- Too many facts & figures

### TRY THIS

- Offer options, they decide
  Be cooperative in interaction
- Minimizing need for details
  Relax concern for deadlines
  - Offering alternate solutions
- Agree on visible milestones
  Allow input, then be decisive
  - Help them prioritize & focus

### **AVOID**

- Over dependence on data
- Being demanding & rigid • Lacking emotion & feeling
- **TRY THIS**
- Offer help setting timetable
  Using teams to solve issues
- Provide info about decision
  Being decisive on issues
- Set time limits & deadlines | Providing details & specifics
  - Offering info & assistance Notice them doing it right

## **AVOID**

## • Slow or no decisions

- Unfocused small talk
- Building relationship early

## TRY THIS

- Offer choices, they decide
- Stick to agenda in discussion
- Focusing on business issues
- Be brief, be bold, be done
- Let them be in charge a little
  Focus on finishing things

### • Seek out their opinion

### **AVOID**

- Lack of follow through
- Having disorganized info
- **TRY THIS**
- Plan the work, work the plan Providing specifics & details
- Stick to business discussions
  Listen actively, with interest
- Providing charts & figures

## **AVOID**

- Expecting a quick decision
- Quick decisions with no plan Lack of action & initiative
- Asking for regular updates
  Be patient as they evaluate
- Regularly scheduled 1-on-1 Developing common goals
  - Ensure details are complete

**AVOID** 

**TRY THIS** 

**AVOID** 

**TRY THIS** 

Unrealistic over-committing
 Making unrealistic promises

• Set goals tied to milestones • Be supportive of their ideas

• Long drawn out discussions

• Incomplete hasty directions

• No implementation details

Focus on steps in a process

• Provide focus & direction

• Deliver committed results

• Quick actions & decisions

• Slow down your pace

• Build a relationship first

Work on one issue at a time

Not having a plan/direction

CONSCIENTIOUS

- Being stubborn & unyielding
  Constantly critical
- Being frantic & in a hurry
- A predetermined decision **TRY THIS**
- Agree on "stretch" goals
- Direct communication
- Focus on taking action
- Set priorities for actions

- · Focus on delivering results

Think through the details

Have regular one-on-one's

Focus on task completion

- **AVOID**
- Tough, single-minded view Being impatient & hurried
- Overbearing personality

## **TRY THIS**

- Clarify goals, responsibilities
- Give them time to evaluate Provide details & specifics
  - Ask open-ended questions
- Listen patiently to opinions Set limits, goals, milestones
   Be candid, honest & polite

- **AVOID**
- Missing commitments
- Being rigid & inflexible TRY THIS
- Focus on solving problems
- Help to prioritize & organize Agree on goals & results
- Focus on initiating action
- Ensuring things get finished

# **INFLU**

# · Being disorganized

## • Poor use of time - lateness **TRY THIS**

 Take business seriously • Offer choices & recommend • Start/end meetings on time

• Impulsiveness & dramatics

- Arriving on time or early
- Being bold & taking risks
- Keep agreements & deliver

## **AVOID**

- Surprises of any kind
- **TRY THIS** • Focus, one thing at a time
- Use facts not opinions • Explain process, hi-level first • Ask for specifics & details

• Poor use of time - lateness

• Be prepared, do the details

## **AVOID**

## Acting slowly & carefully

- · Having low energy • Living by rules, all the time
- **TRY THIS** • Document important details
- Help them focus
- Solicit input; act decisively

- Offering vague options
- **TRY THIS**

**NFLUENCE** 

## • Pushing for quick decisions • Being too complacent • Being manipulative **TRY THIS**

**AVOID** 

# **ACCELER^TE**

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