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# John Sample

Keyword: Precisionist

## Sample DISC Report

Wednesday, November 18, 2009

# Introduction

## to your Personality Report

John Sample

Your report uses the DISC Personality System. The DISC Personality System is the universal language of behavior. Research has shown that behavioral characteristics can be grouped together in four major groups called "personality styles". People with similar styles tend to exhibit specific behavioral characteristics common to that style. All people share these four styles in varying degrees of intensity. The acronym DISC stands for the four personality styles represented by the letters:

- D = Dominant, Driver
- I = Influencing, Inspiring
- S = Steady, Stable
- C = Correct, Compliant

Knowledge of the DISC System empowers you to understand yourself, family members, co-workers, and friends, in a profound way. Understanding personality styles helps you become a better communicator, minimize or prevent conflicts, appreciate the differences in others and, positively influence those around you.

In the course of daily life, you can observe personality styles in action because you interact with each style, to varying degrees, everyday. As you think about your family members, friends and co-workers, you will discover different personalities unfold before your eyes.

- Do you know someone who is assertive, to the point, and wants the bottom line?

Some people are forceful, direct, and strong-willed.

**This is the D Style**

- Do you have any friends who are great communicators and friendly to everyone they meet?

Some people are optimistic, friendly, and talkative.

**This is the I Style**

- Do you have any family members who are good listeners and great team players?

Some people are steady, patient, loyal, and practical.

**This is the S Style**

- Have you ever worked with someone who enjoys gathering facts and details and is thorough in all activities?

Some people are precise, sensitive, and analytical.

**This is the C Style**

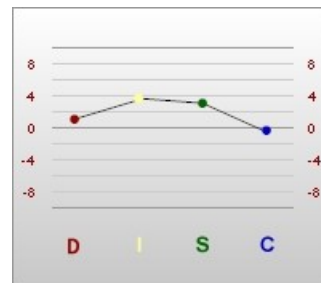
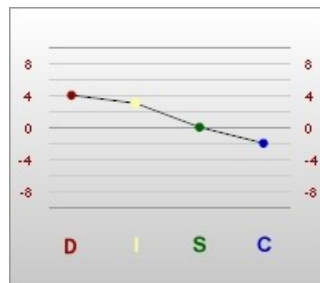
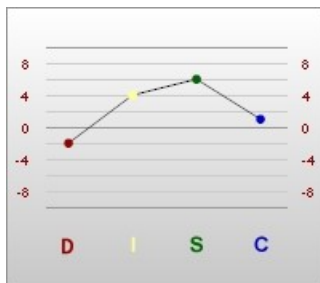


**The chart below helps put the four dimensions of the personality into perspective.**

	<b>D = Dominant</b>	<b>I = Influencing</b>	<b>S = Steady</b>	<b>C = Compliant</b>
<b>Seeks</b>	Control	Recognition	Acceptance	Accuracy
<b>Strengths</b>	Administration Leadership Determination	Persuading Enthusiasm Entertaining	Listening Teamwork Follow-Through	Planning Systems Orchestration
<b>Challenges</b>	Impatient Insensitive Poor Listener	Lack of Detail Short Attention Low Follow-Through	Oversensitive Slow to Begin Dislikes Change	Perfectionist Critical Unresponsive
<b>Dislikes</b>	Inefficiency Indecision	Routines Complexity	Insensitivity Impatience	Disorganization Impropriety
<b>Decisions</b>	Decisive	Spontaneous	Conferring	Methodical

Because human personality is comprised of varying intensities of the four personality styles, the DISC graph helps make the personality style more visual. The DISC graph plots the intensity of each of the four styles. All points above the midline are stronger intensities, while points below the midline are lesser intensities of DISC characteristics. It is possible to look at a DISC graph and instantly know the personality and behavioral characteristics of an individual.

**Below are examples and explanations of the three DISC graphs.**



**DISC graph 1 represents your "public self" (the mask)**

This graph displays the "you" others see. It reflects how you perceive the demands of your environment, and your perception of how you believe others expect you to behave.

**DISC graph 2 represents your "private self" (the core)**

This graph displays your instinctive response to pressure, and identifies how you are most likely to respond when stress or tension are present. This would be your instinctive reaction.

**DISC graph 3 represents your "perceived self" (the mirror)**

This graph displays the manner in which you perceive your typical behavior. It could be referred to as your self perception. although at times you may be unaware of the behavior you use with other people, this graph shows your typical approach.

## understanding your personality style

### John's style is identified by the keyword "Precisionist".

John, as a Precisionist style, is a systematic thinker who tends to follow procedures in both personal and business life. Proceeding in an orderly, predetermined manner, Precisionists are precise and attentive to detail. They act in a highly tactful, diplomatic fashion and rarely antagonize their associates consciously. Being extremely conscientious, John painstakingly requires accuracy in work and maintains high standards. Precisionists may tend to get bogged down in details, particularly when decisions must be made. John desires standard operating procedures and no sudden changes.

As a Precisionist, John likes a protected and secure environment governed by rules and regulations. A Precisionist enjoys people, but prefers a few close friends to having many acquaintances. Precisionists prefer small groups rather than large crowds. They will be correct most of the time due to how precise they are. Precisionists may be overly sensitive and perhaps do not handle critique well. They may need to develop confidence and be more independent. They tend to be somewhat concerned about what people think of them and they avoid conflict and change at all costs.

Being exact is imperative in everything John does. Precisionists can be counted on to carry out any tasks correctly. They want exact facts and figures before they will make a decision; they feel uneasy when forced to make a quick decision. Precisionists will often keep feelings to themselves. Others may not be aware of their strong beliefs. John will not blow up easily when pressured or stressed, but may withdraw. John wants a steady home and work environment which promotes security. The more stable, organized and non-confrontational the environment, the happier a Precisionist will be.

Because this individual cares about how others feel, John may feel uncomfortable making decisions that strongly affect others. An encourager to others, John promotes involvement in the decision-making process and prefers to work in a team role. Others tend to see them as agreeable and humble.

John usually avoids being the center of attention. This is an individual who chooses friends carefully and is usually cautious and not overly "open" to strangers. John may sometimes come across as being skeptical of what others say they will do, but once a person has proven their reliability, John is willing to invest more time and trust in the relationship.

John values close, personal relationships and will often put the needs and desires of those who are loyal friends ahead of their own. This is an even-paced individual who thrives in a peaceful, harmonious environment. John will work to avoid conflict and sudden changes in lifestyle and finds joy in keeping tradition.

A perfectionist, John is very willing to expend the effort to achieve high quality results. Because this individual works so carefully, they tend to be sensitive to criticism. John tends to gather a great deal of information before making choices. This person believes that if everyone would process information in the same way as they do, a better level of quality would be maintained.

**Careful, methodical,  
thinking things through**

**Sensitive, practical**

**Loyal, predictable**

**Disciplined, logical**

#### General Characteristics

**Recognition for loyalty  
and dependability**

**Approval of their high  
quality work**

**Orderliness and neatness**

**Activities to start and see  
through to the end**

#### Motivated By

**Practical procedures and  
systems**

**Stability and  
predictability**

**Neat and orderly**

**A team atmosphere**

#### My Ideal Environment

# Historical Characters

## historical character matches

John Sample

### Historical Characters

**Ludwig van Beethoven**  
1770-1827

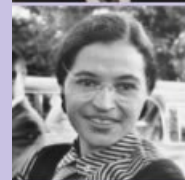
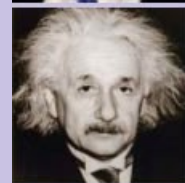
German Composer

One of the worlds best known and most recognized composers, Beethovens painstaking accuracy, creativity and high standards were applied to the creation of incredible music. Taking his early training from Mozart, Hayden and other notables, he soon began to develop his own musical style. His works are intricate and detailed, his symphonies reflect the deep creative nature of the Precisionist, and even accomplished musicians find some of his pieces difficult. Even after he began to go deaf, Beethoven displayed the precise and stable nature of the Precisionist, continuing to write music. As many great musicians, he heard the music in his head before he ever put it to paper, and his determination to do a task well allowed him to create some of his greatest works even after losing his hearing. Music is a higher revelation than all wisdom or philosophy.

**Leonardo da Vinci**  
1452-1519

Italian Artist and Scientist

Beginning the study of art in his early twenties, da Vinci applied the detailed and precise nature of the Precisionist to his works. He studied and practiced for almost thirty years before creating his first masterpiece, The Last Supper. His appreciation and understanding of artistic composition, along with his other studies, gave rise to efforts as both an engineer and an architect. Da Vinci worked with Michelangelo in the creation of some historical compositions, demonstrating the ability of the Precisionist to work in a team. His studies in the sciences display the precise and detailed nature of this style. Although few of his paintings have survived, several of his notebooks contain original insights in several realms of science, including biology, physiology, hydrodynamics, and aeronautics. His most celebrated painting, Mona Lisa, hangs in the Louvre. Iron rusts from disuse, stagnant water loses its purity and in cold weather becomes frozen; even so does inaction sap the vigors of the mind.



# Communicating with the Precisionist style

John Sample

## Remember, a Precisionist may want:

- Security in situations, sincere appreciation, repeated work patterns, time to adjust to change, limited territory of responsibility, identification with group, areas of specialization, clear definitions of their roles

## Greatest fear:

- Being criticized, especially by a close friend or relationship

## When communicating with John, a Precisionist, DO:

- Create a favorable environment that is personal and agreeable
- Express a genuine interest in them as a person
- Provide them with clarification for tasks and answers to "how" questions
- Present ideas in a non-threatening manner, be patient with timelines as they are thorough and conscientious
- Clearly define goals, procedures and their role in the overall plan
- Explain any changes to them in advance and give them time to adjust

## When communicating with John, a Precisionist, DO NOT:

- Be pushy, overly aggressive, or demanding
- Be too confrontational or critical of their actions
- Make sweeping or sudden changes
- Expect them to make decisions without all of the facts

## While analyzing information, John, a Precisionist may:

- Be openly agreeable but inwardly unyielding
- Internalize their concerns and doubts
- Hesitate to share feedback during presentations
- Require additional information and supporting materials

## Motivational Characteristics

- **Motivating Goals:** Quality results, correct procedures, security
- **Evaluates Others by:** Precise standards based on what they do
- **Influences Others by:** Attention to detail
- **Value to Team:** Conscientious, maintains standards, concerned about quality
- **Overuses:** Dependency; adherence to standard operating procedures
- **Reaction to Pressure:** Defensive, strict, slows down processes
- **Greatest Fears:** Antagonism, criticism
- **Areas for Improvement:** Increase self-confidence; don't be overly sensitive



Knowledge comes, but  
wisdom lingers.

- Alfred Lord Tennyson

# Communicating

## with the Precisionist style

John Sample

### Value to the group:

- Reliable, steady, loyal team worker, compliant towards authority
- Analytical with processes and procedures
- Calculated risk taker, conservative viewpoints
- Will take a task from beginning to end

### Precisionists possess these positive characteristics in groups:

- Adds a sense of continuity to the team
- Participative managers who accomplish goals through personal relationships
- Make others feel like they belong
- Provide specialized skills
- Show sincerity are diplomatic and strive to keep the peace
- Can be counted upon to finish what they start, disciplined approach
- Are patient and accepting of all types of people
- Can develop and follow processes for doing tasks
- Able to control quality, thorough, and methodical
- Intuitive about people and relationships
- Able to give common sense, realistic, and practical viewpoints
- Buy into team goals when the "why's" are explained
- Dependable, steady, and loyal
- Consider all the elements of a project

### Personal growth areas for Precisionists:

- Be more open to change, develop more flexibility
- Be more direct in your interactions, show more initiative in team roles
- Focus on overall goals of the team rather than specific procedures
- Deal with confrontation constructively
- Increase pace to accomplish goals
- Work at expressing your thoughts, opinions and feelings



You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere.

- Lee Iacocca

# Communication Tips

## relating to others

John Sample

**Your C and S plotted above the midline, your style is identified by the keyword "Precisionist".**

This next section uses adjectives to describe where your DISC styles are approximately plotted on your graph. These descriptive words correlate as a rough approximation to the values of your graph.

**D -- Measures how decisive, authoritative and direct you typically are. Words that may describe the intensity of your "D" are:**

- **WEIGHS PROS & CONS** Consider both sides of an issue
- **UNOBTRUSIVE** Doesn't force oneself upon others without invitation
- **CONSERVATIVE** Tending to preserve established traditions
- **PEACEFUL** Not quarrelsome; disturbance free; calm, quiet

**I - Measures how talkative, persuasive, and interactive you typically are. Words that may describe the intensity of your "I" are:**

- **WITHDRAWN** Retreating within oneself; shy; reserved; abstract
- **RETICENT** Habitually silent or uncommunicative; reserved

**S -- Measures your desire for security, peace and your ability to be a team player. Words that may describe the intensity of your "S" are:**

- **NON-DEMONSTRATIVE** Not showing feelings openly and frankly
- **DELIBERATE** Careful in considering; not rash or hasty; slow; unhurried
- **AMIABLE** Having a pleasant disposition; friendly
- **STABLE** Not easily thrown off balance; steady; resisting change

**C -- Measures your desire for structure, organization and details. Words that may describe the intensity of your "C" are:**

- **PERFECTIONIST** One who wants completeness, flawlessness; accuracy
- **ACCURATE** Careful and exact; free from errors
- **FACT-FINDER** A searcher for truth; reality
- **DIPLOMATIC** Tactful
- **SYSTEMATIC** According to a system; orderly



The only way to change is by changing your understanding.

- Anthony De Mello



# Communication Tips

## how you communicate with others

John Sample

### How You Communicate with Others

Please return to the "Communicating" section of this report and review the communicating "DO" and "DO NOT" sections for your specific style. Reviewing your own communication preferences can be an eye-opening experience or simply confirmation for what you already know to be true. Either way, you have your communication characteristics in writing. This information is powerful when shared between colleagues, friends, and family. Others may now realize that some approaches do not work for your style, while other ones are received well by you. Equally important is that you now see that THE WAY YOU SAY SOMETHING can be as important as WHAT IS SAID. Unfortunately, we all have a tendency to communicate in the manner that we like to hear something, instead of the method another person prefers.

**Your style is predominately a "C" style**, which means that you prefer receiving information that gives you enough details to make an informed decision. But, when transferring that same information to a client or co-worker, you may need to translate that into giving them just the end results, or even telling them in a manner that is more experiential and less detail oriented. More detail may not necessarily be better when communicating to some other personality styles.

This next section of the report deals with how your style communicates with the other three dominant styles. Certain styles have a natural tendency to communicate well, while certain other styles seem to be speaking different languages all together. Since you are already adept at speaking your "native" language, we will examine how to best communicate and relate to the other three dominant languages people will be using.

This next section is particularly useful for a dominant "C" style as you may have the tendency to give many facts and details, while others are making decisions based more on their "gut" reaction, or on one or two of the most important details.

### The Compatibility of Your Behavioral Style

A "C" and a "D" must be careful not become too detail oriented or too demanding, respectively. However, a "C" provides the detail attention the "D" needs, but must remember to answer based on what the end result will be rather than talk about the process.

The "C" and the "I" work well together as their strengths tend to complement one another. In relationships there can sometimes be conflicts as the "C" is more detail oriented and has less of a need to be constantly involved in new or changing social environments.

The "C" and the "S" complement each other and work well together, as each style prefers to work at a pace that provides for accuracy. Also, both styles like to work on something together until completion, while the "I" and the "D" have a tendency to multitask rather than focus on one area until completion.

Two "C"s work well together and also are compatible socially as both will want to make decisions and choices based on careful selection.



Speech is the mirror  
of the soul; as a man  
speaks, so is he.

- Publilius Syros

# Communication Tips

## compatibility of your behavioral style

John Sample

### How the "C" Can Enhance Interaction with Each Style

#### C with D

C's tend to view High D's as argumentative, dictatorial, arrogant, pushy and impetuous. Your tendency will be to become defensive, and refer to an external authority to deflect the D's demands. If you are not careful, there will be tension in the relationship. You'll focus on details while the D sees only the "big picture".

#### Relationship Tip:

Develop direct communication and learn to deal with issues in a straightforward manner. Negotiate commitments and goals on an equal basis. Use summary data in communication.

#### C with I

You will tend to view the High I as egotistical, superficial, overly optimistic, glib, overly self-assured and inattentive. You may view I's as overbearing, and appeal to external authority to deflect their demands, too. You'll tend to point out possible dangers and problems; and will insist on providing facts and details; but don't overwhelm the I with data.

#### Relationship Tip:

Be friendly and complimentary, I's truly desire relationships and are not as superficial as you believe them to be. Listen to their ideas and applaud their accomplishments.

#### C with S

C's will tend to view S's as impassive, apathetic, too accepting, lenient, possessive, complacent and nonchalant. You will agree with S's on the importance of cooperation and the need for caution in the face of risk, especially when making decisions; but you'll likely feel that the S is not precise enough.

#### Relationship Tip:

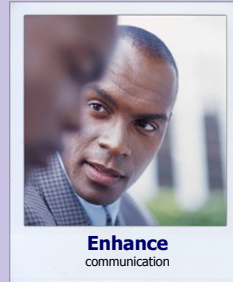
S's appreciate a relaxed, slowly developing relationship, but they will focus more on the personal aspects than you will. Allow yourself to appreciate personal details. Also, show appreciation for tasks that are well done by praising them, not the accomplishment.

#### C with C

You will most likely view other C's as perfectionists who are accurate, thorough, systematic and agreeable. Since you both favor attention to detail, you will work well together. When working with another C, you will each tend to cooperate and develop extensive control systems for projects. High C's often allow their concern for being correct override their concern for meeting deadlines; and two C's will frequently compete to see who is "more correct".

#### Relationship Tip:

Be natural and go at a slow pace; talk about facts and details. Be certain to remove any apparent threats to your relationship. Plan carefully and be well prepared for meetings with one another. Accept and encourage one another's doubts and questions. Be certain that you give each other ample time to consider data before asking for decisions.



Communication works  
for those who work at  
it.

- John Powell

### Communication Tips Worksheet

Changes in your graphs indicate your coping methods. The human personality is profoundly influenced by changes in our environment. Typically, people change significantly from graph one to graph two as a result of stressors or environmental changes. Recognizing the differences or changes between these two graphs helps us understand our instinctive coping mechanism, and indicates how to better adapt in the future.

Instructions: Each of your graphs illuminates different aspects of your personality. A closer look at those changes reveals valuable insights. Please refer to both graphs (if necessary, reference data throughout your profile). Compare the D, I, S, and C points on graphs one and two. Finally, read the analysis of your answers, and consider how your environment affects your decisions, motivations, actions and verbal messages.

#### D Changes:

Compare graphs 1 and 2. When you look at graph 2, is your "D" higher or lower than the "D" in graph 1? Consider how high or low the letter moves. A higher value indicates someone who desires more control in stressful situations. If the D goes up considerably, you can become very controlling when you become stressed. A lower value indicates someone who desires less control in stressful situations. If the D goes down considerably, you may want someone else to lead you and you will follow.

#### I Changes:

Compare graphs 1 and 2. When you look at graph 2, is your "I" higher or lower than the "I" in graph 1? Consider how high or low the letter moves. A higher value indicates someone who desires more social influence in stressful situations. If the I goes up considerably, you may try to use your communication skills to smooth things out. A lower value indicates someone who desires less social influence in stressful situations. If the I goes down considerably, you rely less on verbal means to come to a resolution.

#### S Changes:

Compare graphs 1 and 2. When you look at graph 2, is your "S" higher or lower than the "S" in graph 1? Consider how high or low the letter moves. A higher value indicates someone who desires a more secure environment in stressful situations. If the S goes up considerably, you may tend to avoid any conflict and wait until a more favorable environment is available before making any changes. A lower value indicates someone who desires a less secure environment in stressful situations. If the S goes down considerably, you become more impulsive in your decision-making.

#### C Changes:

Compare graphs 1 and 2. When you look at graph 2, is your "C" higher or lower than the "C" in graph 1? Consider how high or low the letter moves. A higher value indicates someone who desires more information before making a decision in stressful situations. If the C goes up considerably, you will probably not want to make a decision until you have significantly more information. A lower value indicates someone who desires less information before making decisions in stressful situations. If the C goes down considerably, you may make decisions based more on gut feelings.

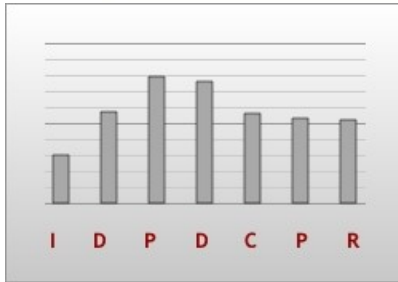
**Which one of your points makes the most dramatic move up or down? What does that tell you about how you react to pressure?**

**How could your coping method help or hinder you in making decisions? How can you use this information to help you see possible blind spots in your reaction to pressure?**



The basic building block of good communication is the feeling that every human being is unique and of value.

- Unknown



### **INFLUENCING**

Influencing and delegating to others is not exactly the role you desire most, but if it is an occasional part of what you need to do, you accept it. You prefer to be recognized as a part of a group rather than receiving individual recognition.

### **DIRECTING**

You were probably just selected to oversee yet another project, especially one that has a tight deadline. Your team values your work ethic. You may appear a bit distant at times, but your attention to detail and your inner drive causes others to respect you and to see the great value you add to the team. Learn to take time to get to know other team members; time invested in relationships is not time wasted.

### **PROCESSING**

You are probably overloaded with work because you hate to delegate; you tend to do most things yourself. You believe that for something to be done right, you need to do it. Train others around you to work to your own high standards and delegate to them. Although it may take longer initially, you will be helping others to achieve and grow more. Be willing to accept change and understand it may be necessary for growth and security.

### **DETAILING**

You sometimes spend more time justifying your actions than you spend learning new ways of solving problems and accomplishing goals. Be open to new paradigms and do not get defensive when you feel that you are being criticized. Try to look at criticism in a more analytical and detached manner, seeing if there is a seed of truth that can give you insight into more accomplishment.

### **CREATING**

You like to use your creativity to perfect basic concepts that other team members develop. You can oversee and help keep accountability in areas that others may compromise.

### **PERSISTING**

Others like working together with you because you typically do more than your share of whatever is required and this makes the entire team look good. You will maintain a hands-on approach and let others visibly see that you are a team player.

### **RELATING**

You value relationships and know what it takes to nurture them. You go out of your way to make new team members feel welcome and want to be included.



Developing excellent communication skills is absolutely essential to effective leadership. The leader must be able to share knowledge and ideas to transmit a sense of urgency and enthusiasm to others. If a leader can't get a message across clearly and motivate others to act on it, then having a message doesn't even matter

- Gilbert Amelio

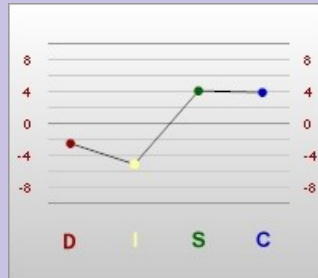
## Temperament Style Graphs

### Public Perception



D=-3.02, I=-0.93, S=4.07, C=6.93

### Stress Perception



D=-2.56, I=-5.19, S=3.92, C=3.71

### Mirror

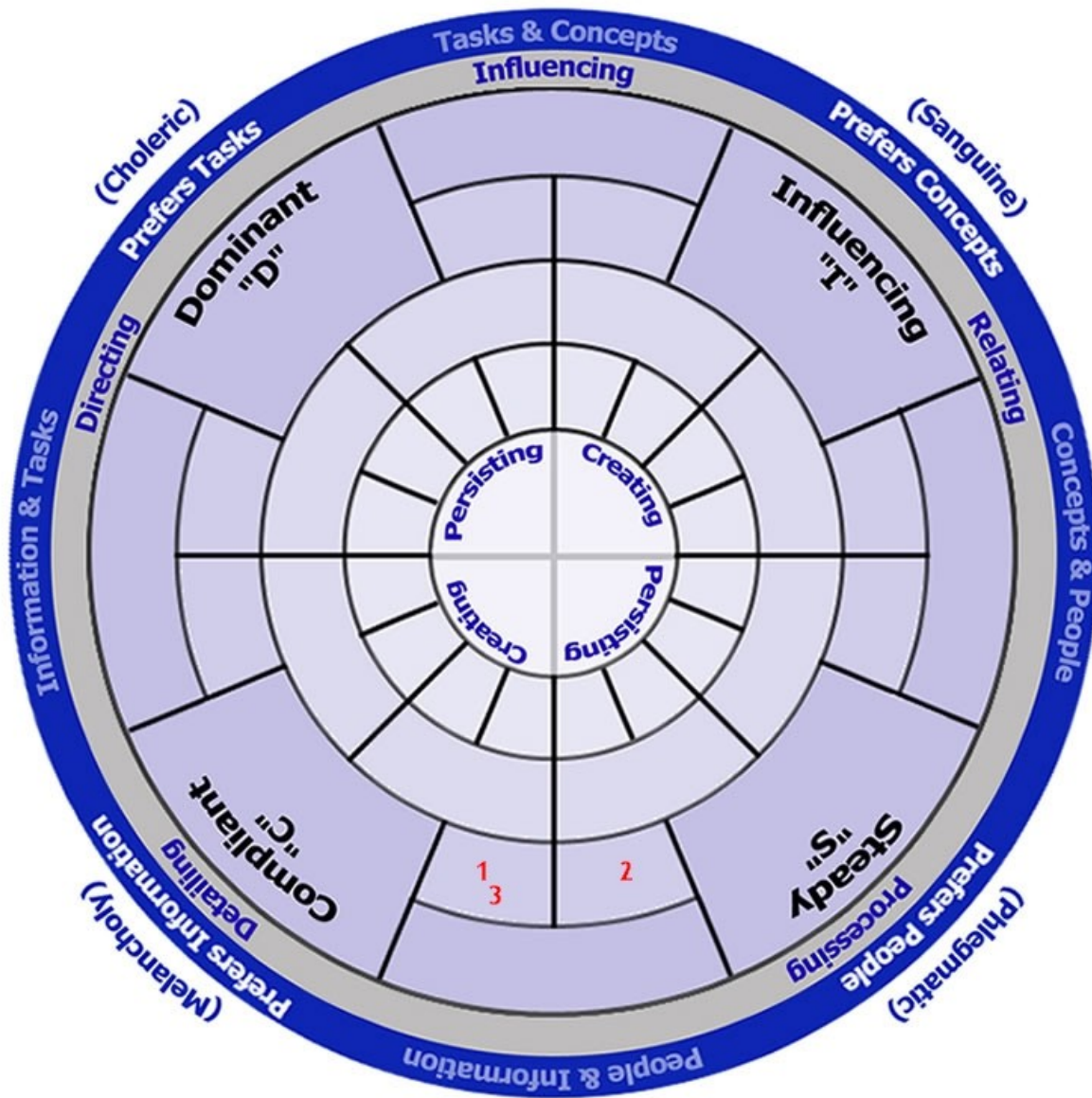


D=-2.86, I=-4.38, S=4.62, C=6.52

# Style Analysis

circle graph

John Sample



- 1 = Public Perception
- 2 = Stress Perception
- 3 = Mirror

**Outer Ring** = Describes the preferences of your personality style  
**Inner Ring** = Describes how you tend to control your environment

This graph will help you visualize your personality style tendencies. Are you a person who likes tasks or are you more people oriented? Do you tend to control your environment through people and relationships or with facts and information?

The wheel chart representation of your style quickly shows how closely your graph points relate to one another. Points close together indicate little change between your style in comparing graphs, points far apart show a significant amount of energy being expended when you shift from graph to graph. The wheel has been used to represent the dynamics of personality for decades, and we have included reference to the Choleric, Sanguine, Phlegmatic, and Melancholy Styles (ref: 1958 Eysenck Personality wheel).

### Action Plan : Improving Your Interpersonal Skills

#### John's Action Plan

This worksheet is a tool to enable effective communication between you and others with whom you interact on a regular basis. The goal is to help you maximize your strengths and minimize the effects of potential limitations. It addresses work-related and general characteristics that are common to your style as a whole, and is not derived directly from your graphs.

This section gives you an opportunity to sit down with a co-worker, employer, friend, spouse, etc., and assess your personality style, getting feedback from someone who knows you well. Although doing so is beneficial, it is not required to have anyone else present while completing this section. If you choose to get feedback from another, you may print the report and do so that way.

#### Instructions:

**Step 1:** The items listed below are areas to reflect upon between you and your closest contacts. After printing out this report, give this page to another person who knows you well (associate, team member, teacher, family member, friend) and ask them to read each item. They should consider whether or not they perceive the item to describe your traits. Then, check either Yes or No beside each item. Open dialogue is encouraged and any blind spots (areas of your personality that you are blind to) should be discussed. Since communication is a two way street, it is recommended that two people complete one another's worksheets.

Competent and steady	<input type="checkbox"/> Y <input type="checkbox"/> N	Peaceful and diplomatic	<input type="checkbox"/> Y <input type="checkbox"/> N
Needs additional self motivation	<input type="checkbox"/> Y <input type="checkbox"/> N	Good administrative ability	<input type="checkbox"/> Y <input type="checkbox"/> N
Difficulty starting tasks	<input type="checkbox"/> Y <input type="checkbox"/> N	Avoids conflicts/confrontation	<input type="checkbox"/> Y <input type="checkbox"/> N
Sometimes careless or inefficient	<input type="checkbox"/> Y <input type="checkbox"/> N	Good under pressure	<input type="checkbox"/> Y <input type="checkbox"/> N
Discourages others ideas	<input type="checkbox"/> Y <input type="checkbox"/> N	Finds the easy way	<input type="checkbox"/> Y <input type="checkbox"/> N
Punctual/schedule aware	<input type="checkbox"/> Y <input type="checkbox"/> N	Overlooks others' feelings	<input type="checkbox"/> Y <input type="checkbox"/> N
Preoccupied with imperfections in self/others	<input type="checkbox"/> Y <input type="checkbox"/> N	Persistent and thorough	<input type="checkbox"/> Y <input type="checkbox"/> N
		Hesitant to start projects	<input type="checkbox"/> Y <input type="checkbox"/> N
Orderly and organized	<input type="checkbox"/> Y <input type="checkbox"/> N	Excessive planning time	<input type="checkbox"/> Y <input type="checkbox"/> N
Prefers analysis to work	<input type="checkbox"/> Y <input type="checkbox"/> N	Sees the problems/finds solutions	<input type="checkbox"/> Y <input type="checkbox"/> N
Creative and resourceful	<input type="checkbox"/> Y <input type="checkbox"/> N		



**Action Plan**  
improving interpersonal skills

A man is but a product of his thoughts. What he thinks, he becomes.

- Mahatma Gandhi

## improving your interpersonal skills

**Step 2:** Now, select the three items that would benefit the most from focused attention. Discuss and determine specific outcomes and a reasonable time frame for their achievement. Write the details in the spaces provided, along with notes helpful to achieving specific outcomes. Set a date 60-90 days from now for a discussion with your contact to review your progress. The person who works with you on this is important to your growth and should help you stay accountable to your plan.

1. The first item upon which I will focus:

- Specifics to address:
  
  
- Specific actions I will take on this item in the next 60 to 90 days:
  
  
- Review Date:

2. The second item upon which I will focus:

- Specifics to address:
  
  
- Specific actions I will take on this item in the next 60 to 90 days:
  
  
- Review Date:

3. The third item upon which I will focus:

- Specifics to address:
  
  
- Specific actions I will take on this item in the next 60 to 90 days:
  
  
- Review Date:



We continue to shape our personality all our life. If we know ourself perfectly, we should die.

- Albert Camus