

Style: Technician S DISC Report Thursday, January 2, 2020

# Introduction

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. 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 behavioral 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 behavioral 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



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

#### The chart below helps put the four dimensions of behavior into perspective.

Because human personality is comprised of varying intensities of the four behavioral 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 your three DISC graphs, and a brief explanation of the differences between the 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.

## Description understanding your style

#### Sample's style is identified by the keyword "Technician".

Sample, as a Technician style, is a consistent individual who works to maintain an unchanging environment. Technicians work well with many of the other personality styles because of their controlled and modest behavior. Sample is patient, loyal and helpful to friends. Friendships are developed slowly and selectively. A Technician is not bored by routine and works best with guidelines and rules that are clearly spelled out. They may require help and supervision in the initial stages of new projects. They need time to adjust to changes and are reluctant to let go of the "old way of doing things". Technicians will avoid confrontation at almost any cost and tend to internalize their feelings to cope.

Technicians tend to not be open with information about themselves unless they completely trust an individual. They may be possessive with people or objects, as their greatest fear is loss of security. Sample is very empathetic and sympathetic to people. Sample is a helpful, dedicated person who likes to be in supportive roles rather than in the forefront. Technicians achieve their goals through diligence and steadfastness. Sample is committed, loyal and can be counted on to do what they say.

When pushed, Technicians can become passively resistant. They use logic rather than emotion to make decisions. Once they have made a decision, they will stick to it, even stubbornly, because much time has gone into the decision-making process. Sample desires security and a calm, steady environment. A Technician has a hard time saying "no" to anyone because they long for peace and do not want to disappoint others. Sample will be around even in tough times and will stay steady and true through it all.

Sample prefers to work through problems by analyzing things that worked in the past. This is someone who is able to lead, if necessary, but usually prefers to wait and see if another person volunteers first. Sample is willing to follow another person's lead if they display adequate ability and if Sample has confidence in their ability.

A thoughtful, caring person who likes to be around others, Sample is one who appreciates relationships and enjoys being involved in social functions, but does not usually care to be the center of attention. Sample seeks balance between personal and social time, and enjoys a quiet evening with a few close friends as a good mix of the two.

A loyal friend, Sample is patient and caring when attending to the needs of others. This is usually an even-paced individual who thrives in a peaceful, harmonious environment. Sample tends to be quite predictable, sticking with proven, reliable methods of dealing with situations rather than taking chances with a new, unproven approach.

Sample will usually test ideas against proven standards in an effort to be inventive. Sample can be very creative as he/she identifies new solutions to problems. An original and creative thinker, Sample acts in a rational way to make sure desired results are achieved in an orderly manner while not afraid to "break the mold" if that appears to be the key to a solution.

Good listener, team player Loyal, logical Steady, patient, diplomatic Understanding, friendly

**General Characteristics** 

Recognition for loyalty and dependability Safety and security No sudden changes in procedure or lifestyle Activities I can start and finish

Motivated By

Practical procedures and systems Stability and predictability Tasks that can be completed at one time A team atmosphere

My Ideal Environment

# Historical Characters

Famous people who share your personality

#### Nicholas Copernicus

1473-1543

#### Polish Astronomer

Copernicus is hailed as the founder of modern astronomy. This recognition stems from his detailed and thorough studies of the sky and his steady and consistent tests and experiments to develop and test his theories. If a major change is proposed by a Technician, you may be sure they have deliberately worked through each step of the process in a careful manner. This was the case when Copernicus published his four hundred page work On the Revolutions of the Celestial Spheres, in which he presented his theory of the earth rotating daily about its own axis and annually about the sun. Once Copernicus had made his decision, he stubbornly held on to it because so much time had gone into the decision-making process; this is characteristic of the Technician style. Even a very hostile reception to his theory could not dissuade him from it. Though a Technician prefers to avoid conflict, they can adopt a very tenacious attitude when they are convinced of the truth of their position. They will not pursue a conflict, but neither will they be moved; once you have pushed them to their limit -- they are immovable.

#### Barbara Bush 1925-2018

#### Former First Lady

Known chiefly for her public service while she and President Bush served in Washington, Bush demonstrates the character of the Technician by her unpretentious realism even while First Lady. She has worked for many causes that affect people in the United States, including the homeless, the elderly, AIDS and leukemia research. This sort of public volunteerism is characteristic of the Technician, who prefer supporting roles, but can lead when the situation requires it. Technicians have deep feelings for families and family concerns, and often demonstrate that with efforts to provide stable situations for those in difficult ones.

"Cherish your human connections: your relationships with friends and family."



# Communicating

with the Technician style

#### Remember, a Technician may want:

 Security in situations, sincere appreciation, repeated work patterns, time to adjust to change, limited territory of responsibility, identification with group, area of specialization

#### **Greatest fear:**

Loss of security

#### When communicating with Sample, a Technician, 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
- Be patient in drawing out their goals
- Present ideas or departures from current practices in a non-threatening manner; give them time to adjust
- Clearly define goals, procedures and their role in the overall plan
- Assure them of personal follow-up support
- Explain how their actions will minimize the risks involved and enhance current procedures

#### When communicating with Sample, a Technician, DO NOT:

- Be pushy, overly aggressive, or demanding
- Be too confrontational

#### While analyzing information, Sample, a Technician may:

- Be openly agreeable but inwardly unyielding
- Internalize their concerns and doubts
- Hesitate to share feedback during presentations
- Provide valuable support for team goals

#### **Motivational Characteristics**

- Motivating Goals: Maintain status-quo and an environment with very few changes
- **Evaluates Others by:** Initially by standards of friendship and subsequently by competency
- Influences Others by: By consistent performance, accommodating attitude
- Value to Team: Stability, steady paced, predictability
- Overuses: Resistance to risk taking and change
- Reaction to Pressure: Will adapt to authority
- Greatest Fears: Loss of security, unplanned change
- Areas for Improvement: Establish self confidence based on feedback; develop openness to change



Knowledge comes, but wisdom lingers.

- Alfred Lord Tennyson

# Communicating

with the Technician style

#### Value to the group:

- Reliable, dependable, excellent team member
- Compliant towards authority
- Good listener, patient and empathetic
- Good at reconciling conflicts

#### Technicians possess these positive characteristics in groups:

- Instinctive relaters
- Participative managers who accomplish goals through personal relationships
- Make others feel like they belong
- Show patience even with difficult people
- Can see an easier way of doing things
- Provide specialized skills
- Focused and intuitive about people and relationships
- Has realistic, practical and common-sense viewpoints
- Buy into team goals
- Dependable, stable, loyal
- Identify strongly with the team
- Strive to build relationships
- Even tempered, diplomatic, will strive for consensus and peace
- Consider elements of a total project

#### Personal growth areas for Technicians:

- Be more open to change, develop more flexibility
- Focus on overall goals of the team rather than specific procedures
- Do not be afraid to confront others directly
- Increase pace to accomplish goals
- Delegate tasks to others when possible
- Do not be afraid to express 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

## Your S plotted above the midline, your style is identified by the keyword "Technician".

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 Does not force oneself upon others without Invitation
- **CONSERVATIVE** Tending to preserve established traditions
- PEACEFUL Not quarrelsome; free from disturbance or disorder; calm

## 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 reserved; disinclined to speak; 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:

- **PASSIVE** Submissive; influenced without response
- **PATIENT** Enduring pain, trouble; refusing to be provoked
- LOYAL Faithful to persons and ideals that one is obligated to defend
- **PREDICTABLE** Behavior, actions, and reactions can be easily foretold
- TEAM-PERSON Enjoys working together toward a common goal with a group

## C -- Measures your desire for structure, organization and details. Words that may describe the intensity of your $\C''$ are:

- FIRM Solid; hard; not moved easily; fixed; not fluctuating; steady
- **ARBITRARY** Left to one's own choice; based on one's whim



Communication Tips relating to others

The only way to change is by changing your understanding.

- Anthony De Mello

# **Communication Tips**

### how you communicate with others

#### 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 an "S" style**, which means that you prefer receiving information that allows you to feel part of a team. But, when transferring that same information to a client or co-worker, you may need to translate that into giving them precise facts, or just the end result.

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 "S" style as you may have the tendency to not voice your opinions as much as others around you, while at the same time others will value the input you have.

#### The Compatibility of Your Behavioral Style

The "S" and the "D" will work well together as the "S" will provide support the "D" needs and will help to keep the environment at a level they both can freely work together. The "S" may wish the "D" style would slow down the pace and be more people oriented when it comes to personal relationships.

The "S" and the "I" style get along well in the work environment since the "S" will serve as support for the "I" in making sure tasks stay on track. In relationships the "I" may want to be more socially oriented while the "S" would prefer to spend more quality time with less people and outside activities.

Two "S" styles work well together and also get along well in personal relationships as they both strive to work together as a team and provide a very sincere and meaningful relationship.

The "S" and the "C" 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" has a tendency to multitask rather than focus on one area until completion.



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

- Publilius Syros

# **Communication Tips**

compatibility of your behavioral style

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

S with D

You will tend to view a high D as argumentative, dictatorial, arrogant, domineering, nervous and hasty. You will likely resent them giving you orders, and be intimidated by their dictatorial approach. Although you will not get angry, you will be sorely tempted to get even. When confronted by the D, you will tend to withdraw and slow down the action.

Relationship Tip: It is imperative that you establish direct communication, and learn to deal with issues in a straightforward manner. Develop the ability to negotiate goals and commitments with them on an equal basis. The D will respect your desire to be direct, and it will enhance communication.

#### S with I

You will tend to view a high I as egotistical, superficial, overly optimistic, glib, too self-assured and inattentive. On the surface, the relationship will look good, but internally you'll find yourself attempting to slow down the I's pace; even though you'll avoid confronting them.

Relationship Tip: Be friendly, they are more sincere than they seem be. Be complimentary and listen to their ideas. They will appreciate it if you recognize and discuss their accomplishments.

#### S with S

You will view another S as dependable, self-controlled, patient, kind, accommodating and attentive. You will enjoy supporting each other, but little will be accomplished in the process. Each of you will avoid confrontation; and if you disagree, you won't do so openly. To accomplish results, you'll likely need some external means of setting goals.

Relationship Tip: Move towards goals at a steady pace. Express sincere appreciation for one another. You will enjoy the long lasting friendships you establish with another S and find them rewarding.

#### S with C

S's tend to view high C's as overly dependent, evasive, defensive, too focused on the details, too cautious and overly compliant. You'll be similar in that neither of you will want to hurry, nor will you desire to take charge and make a decision. However you may translate the C's coolness as rejection. Your tendency will be wanting to build a relationship too soon for them.

Relationship Tip: Move at a slower pace than you think you should; use the patience that epitomizes your personality. When presenting facts in a discussion, do so in a clear and organized manner. Be prepared for discussion, but expect the C to express doubts and put off a decision until they have considered the matter fully; so provide time for them to give full consideration to the ideas you present.



Communication works for those who work at it.

- John Powell

## Communication worksheet

### **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?

## **PowerDISC**<sup>™</sup>

### your strengths in leadership



#### INFLUENCING - Good

Leading and influencing others is something that comes easier for others, but you are willing and able to step up to that role when no one else volunteers. You have a balance between following and leading, and are comfortable in either arena.

#### **DIRECTING** - Adequate

You understand that directing others and doing what needs to be done to hit deadlines is important. You find ways to make sure this is part of your routine, although you do not consider it your primary strength.

#### **PROCESSING** - Above Average

Hands on and following through, you inspire others to be as conscientious as you are. You are the type that others rely on to make the team look good because of your work ethic and follow through. You may have a hard time delegating at times, but you are able to do so when necessary. Others see you as loyal and caring, a real team player.

#### DETAILING - Good

Others appreciate it when you take the time to make sure the little things get done. You may have a tendency to start at a quick pace but not complete the task. Remember the necessity of the paperworkand details so that you may add value to your other stronger traits.

#### CREATING - Good

You are more comfortable moving ahead in areas in which you have experience and proven results. Sometimes you prefer to have the pace slowed down a bit so that one project can be completed before another venture is begun.

#### PERSISTING - Above Average

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 - Well Developed

You are a naturally friendly and caring individual who is very approachable. Others feel very comfortable coming to you and you make friends very easily. You are frequently called on when there is a need to network with others to get a project done.

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

## Scoring Data graph page

### **Personality Style Graphs**



## **Graphs Explanation Page**

Each of the three graphs reveals a different snapshot of behavior, depending on the conditions of the environment. Within a given environment, Graph 1 reveals the "Public Self;" Graph 2 displays the "Private Self;" and Graph 3 portrays the "Perceived Self."

These three graphs or snapshots are defined in detail below.

Graph 1 -Mask, Public Self

#### Behavior Expected By Others

Everyone acts according to how they think other people expect them to act. This behavior is the public self, the person projected to others. Sometimes, there is no difference between the true person and their public self. However, the public self can be very different from the "real" person; it is a mask. Graph 1 is generated by the "Most" choices on The Personality System, and has the greatest potential for change.

Graph 2 -Core, Private Self

#### Instinctive Response To Pressure

Everyone has learned responses from the past: consequently, these are behaviors which the person accepts about him/herself. Under pressure or tension, these learned behaviors become prominent. This is the graph which is the least likely to change because these are natural and ingrained responses. A person's behavior under pressure may be drastically different than his/her behavior in Graphs 1 and 3. Graph 2 is generated by the "Least" choices on The Personality System, and has the lowest potential for change.

Graph 3 -Mirror, Perceived Self

#### Self Image, Self Identity

Everyone envisions him/her self in a particular way. Graph 3 displays the mental picture that one has of him/her self, the self image or self identity. Graph 3 combines the learned responses from one's past with the current expected behavior from the environment. Change in one's perception can occur, but it is usually gradual and based on the changing demands of one's environment. Graph 3 is generated by the difference between Graph 1 and Graph 2.



# Graphs Explanation Page

### **Different Graphs Indicate Change or Transition**

- If Graph 1 is different than Graph 2, the demands of the environment are forcing behavior that is not congruent with the core, or instinctive behavior. In such a situation, a person trying to modify his/her behavior to meet the demands of the environment will most likely experience stress.
- If Graph 1 is different than Graph 2, but similar to Graph 3, the individual has been able to successfully alter his/her behavior to meet the demands of the environment without altering his/her core. This individual is probably fairly comfortable with the behavior shown in Graph 3 (Perceived Self), and is probably not experiencing stress.
- If Graph 1 is different than Graph 3, an individual may be in a period of growth (and some discomfort) while he/she attempts to alter behavior to meet the demands of a new environment. A person's behavior may fluctuate during this period of adjustment.

### Similar Graphs Indicate Few Demands For Change

An individual who perceives the current demands of the environment (Graph 1) to be similar to his/her past (Graph 2) will have little need to change his/her self-perception (Graph 3). This may be due to any of the following factors:

- The behavior demanded by the present environment is similar to demands in the past.
- This individual controls what others demand of him/her.
- The behavior demanded by the present environment is different than demands in the past. However, instead of altering behavior, this person has chosen to augment style. To accomplish augmentation, this individual has surrounded him/herself with people of complimentary styles, thus creating a team with combined strengths.

## Your keyword style of Technician S(S) and the contents of this report are derived from Graph 3.







## Action Plan Improving Your Interpersonal Skills

### **Sample'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.

Punctual and schedule aware	÷ =	Peaceful and diplomatic	÷ =
Sometimes overlooks others'	+ -	High standard/perfectionist	÷ =
feelings		Preoccupied with imperfections	÷ =
Persistent and thorough	+ -	Hesitant to start projects	÷ =
Possessive of work and	÷ =	Orderly and organized	÷ =
responsibilities		Resourceful and enterprising	÷ =
Practical solutions and observations 🖃 🖃		Excessive planning time	÷ =
Economical/efficient	÷ =	Prefers analysis to work	÷ =
Sees the problems/finds solutions	+ -	Sometimes self deprecating	÷ =
Creative and resourceful	÷ =	Excessively difficult to please	÷ =
Would rather follow than lead	÷ =	Great in crisis or under pressure	÷ =



Action Plan Improving Your Interpersonal Skills

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

- Mahatma Gandhi

## Action Plan Continued

**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:
  - Review Date:
  - Specific actions I will take on this item in the next 60 to 90 days:
  - Specifics to address
- 2. The second item upon which I will focus:
  - Review Date:
  - Specific actions I will take on this item in the next 60 to 90 days:
  - Specifics to address
- 3. The third item upon which I will focus:
  - Review Date:
  - Specific actions I will take on this item in the next 60 to 90 days:
  - Specifics to address



**Sample User** 



Action Plan Improving Your Interpersonal Skills

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

- Albert Camus