



# *Value the Differences!*

## *Brainwork made easy...*

### **ANALYTICAL**

<b>STRENGTHS</b>	<b>APPEARANCE IF OVERUSED</b>	<b>AS A BLUE REMEMBER TO . . .</b>	<b>WHEN SPEAKING TO BLUE</b>
<ul style="list-style-type: none"> <li>● Logical</li> <li>● Objective</li> <li>● Rational</li> <li>● Data oriented</li> <li>● Assimilates information easily</li> <li>● Researcher</li> <li>● Quick problem solver</li> <li>● Skilled at data analysis</li> <li>● Efficient</li> <li>● Gets end results</li> </ul>	<ul style="list-style-type: none"> <li>● Intimidating</li> <li>● Boring</li> <li>● Curt</li> <li>● Distant / cold</li> <li>● Narrow-minded</li> <li>● Nerdy</li> <li>● Not creative</li> <li>● Too logical</li> <li>● Uncaring</li> <li>● Unemotional</li> <li>● Quick to judge</li> </ul>	<ul style="list-style-type: none"> <li>● Practice patience with others</li> <li>● Take time to clarify your decisions</li> <li>● Listen openly and reflectively</li> <li>● Paraphrase to ensure understanding</li> <li>● Mirror others' body language, tone &amp; words</li> <li>● Remain aware of others' emotions</li> <li>● Remain open to other perspectives</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure accuracy</li> <li>● Cut to the chase – bottom line</li> <li>● Give executive summary</li> <li>● Give just the facts – short &amp; sweet</li> <li>● Provide information to analyze</li> <li>● Less is more</li> <li>● Present logical, data-based conclusions</li> <li>● Allow reasonable amount of time to digest</li> <li>● Give opportunity for questions</li> </ul>

### **STRUCTURAL**

<b>STRENGTHS</b>	<b>APPEARANCE IF OVERUSED</b>	<b>AS A GREEN REMEMBER TO . . .</b>	<b>WHEN SPEAKING TO GREEN</b>
<ul style="list-style-type: none"> <li>■ Dependable</li> <li>■ Follows guidelines, policies, rules</li> <li>■ Follows through</li> <li>■ Practical</li> <li>■ Brings order out of chaos</li> <li>■ Detail oriented</li> <li>■ Good implementers</li> <li>■ Hands on learner</li> <li>■ Methodical / predictable</li> <li>■ Thorough</li> </ul>	<ul style="list-style-type: none"> <li>■ Black &amp; White</li> <li>■ Boring</li> <li>■ Inflexible</li> <li>■ Neurotic</li> <li>■ Nit-picky</li> <li>■ Rigid</li> <li>■ Straight forward</li> <li>■ Too detail oriented</li> <li>■ Too structured</li> <li>■ Unimaginative</li> </ul>	<ul style="list-style-type: none"> <li>■ Remain open to change</li> <li>■ Practice being curious about new ideas</li> <li>■ Allow for tangents</li> <li>■ Ask "what if?" and/or "why not?"</li> <li>■ Be selective about battles for details</li> <li>■ Lighten up</li> <li>■ Ask if they want/need details prior to providing them</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide all the facts &amp; details</li> <li>■ Give specifics and provide clear direction</li> <li>■ Leave them alone to get the job done</li> <li>■ No surprises</li> <li>■ Give advance notice</li> <li>■ Stay on track / no tangents</li> <li>■ Stay within established guidelines</li> <li>■ Give written information</li> <li>■ Allow time for questions and clarifications</li> </ul>

# CONCEPTUAL

STRENGTHS	APPEARANCE IF OVERUSED	AS A YELLOW REMEMBER TO . . .	WHEN SPEAKING TO YELLOW
<ul style="list-style-type: none"> <li>* Ability to create a vision</li> <li>* Big picture</li> <li>* New ideas</li> <li>* Breaks down barriers to solutions</li> <li>* Considers all impacts</li> <li>* Creative</li> <li>* Experimenters</li> <li>* Global</li> <li>* Intuitive about ideas</li> <li>* Thinks into the future</li> </ul>	<ul style="list-style-type: none"> <li>* Flaky</li> <li>* Impractical</li> <li>* Inattentive</li> <li>* Dreamer</li> <li>* Non-linear</li> <li>* "Out there"</li> <li>* Scattered</li> <li>* Undisciplined</li> <li>* Unstructured</li> <li>* Weird</li> </ul>	<ul style="list-style-type: none"> <li>* Put rational backing behind your ideas</li> <li>* Be selective about adding whimsy</li> <li>* Create a frame for out-of-the-box ideas</li> <li>* Be willing to get rational/practical</li> <li>* Be respectful of the need for details and process</li> <li>* Think about impact on others of suggested changes</li> <li>* Value other's perspective</li> </ul>	<ul style="list-style-type: none"> <li>* Allow them to brainstorm ideas</li> <li>* Give them freedom to get to the goal their own way</li> <li>* Give the big picture; skip the details</li> <li>* Give them time to think out-of-the-box</li> <li>* Allow for tangents</li> <li>* Keep things fun</li> <li>* Give them projects to utilize their creativity and inventiveness</li> </ul>

# SOCIAL

STRENGTHS	APPEARANCE IF OVERUSED	AS A RED REMEMBER TO . . .	WHEN SPEAKING TO RED
<ul style="list-style-type: none"> <li>☞ Able to communicate the difficult message</li> <li>☞ Advocate</li> <li>☞ Approachable</li> <li>☞ Caring and Compassionate</li> <li>☞ Empathetic</li> <li>☞ Fair</li> <li>☞ Intuitive about people</li> <li>☞ Socially sensitive</li> <li>☞ Tactful</li> <li>☞ Thinks about the cause and effect of actions</li> </ul>	<ul style="list-style-type: none"> <li>☞ Cheerleader</li> <li>☞ Cry baby</li> <li>☞ Emotional</li> <li>☞ Irrational</li> <li>☞ Not thinking practically</li> <li>☞ Push-over</li> <li>☞ Overly-sensitive</li> <li>☞ Soft-hearted</li> <li>☞ Too soft</li> <li>☞ Touchy-feely</li> </ul>	<ul style="list-style-type: none"> <li>☞ Practice getting to the point</li> <li>☞ Remember – it's usually not personal</li> <li>☞ Do a pro-con analysis</li> <li>☞ Practice speaking objectively</li> <li>☞ Have the facts in hand prior to moving forward</li> <li>☞ Do a self check on your emotions</li> <li>☞ Let go of past hurts/emotions</li> </ul>	<ul style="list-style-type: none"> <li>☞ Ask for and value their input into decisions</li> <li>☞ Give more than just the facts</li> <li>☞ Allow some non-work conversation to break the ice</li> <li>☞ Avoid sarcasm – be sincere</li> <li>☞ Use tactfulness</li> <li>☞ Watch non-verbals (eye contact / body language)</li> <li>☞ Ask them how they feel about decisions, etc.</li> <li>☞ Support their passion / feelings</li> </ul>