

# SAMPLE REPORT

Style: **Advisor IS**

CK Academy Profile

Thursday, March 28, 2019

# CK Academy Student Profile

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For a young person to have high emotional intelligence gives many valuable advantages in life.

When we consider understanding our personal strengths and where we may be challenged, to understand better how others view the world and to communicate easily and clearly these are skills that stay with us throughout our lifetime.

How wonderful if we could develop these in our teens, to then use this knowledge in our education and in the wider world of work, I can think of no skill set more highly prized in today's world.

Easy to understand and implement, this report has everything you and your child need to identify their unique strengths, potential challenges and ideal communication styles.

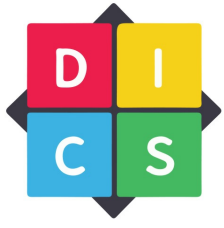


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Your report uses the **DISC Personality System**. The DISC Personality System is the universal language of behavior. Research has shown that behavioral characteristics can be grouped together in four major groups. People with similar styles tend to 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)**, and **C (Correct, Conscientious)**.

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, every day. 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 friends who are great communicators and friendly to everyone? Some people are optimistic, friendly, and talkative. ***This is the I style.***

Do you have family members who are good listeners and great team players? Some people are steady, loyal, and practical. ***This is the S style.***

Have you ever worked with someone who is factual, thorough, and detail oriented? Some people are precise, sensitive, and analytical. ***This is the C style.***

# DISC Overview

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.

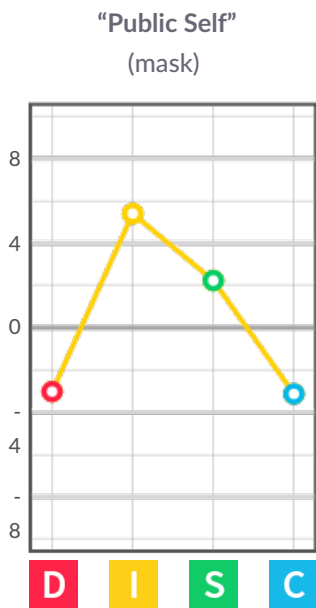
This chart below helps put the four dimensions of the personality into perspective

	<b>D</b> DOMINANT	<b>I</b> INFLUENCING	<b>S</b> STEADY	<b>C</b> COMPLIANT
Seeks:	Control	Recognition	Acceptance	Accuracy
Strengths:	Administration Leadership Determination	Persuading Enthusiasm Entertaining	Listening Teamwork Follow-through	Planning Systems Orchestration
Dislikes:	Inefficiency Indecisions	Routines Complexity	Insensitivity Impatience	Disorganization Impropriety
Decisions:	Decisive	Spontaneous	Conferring	Methodical

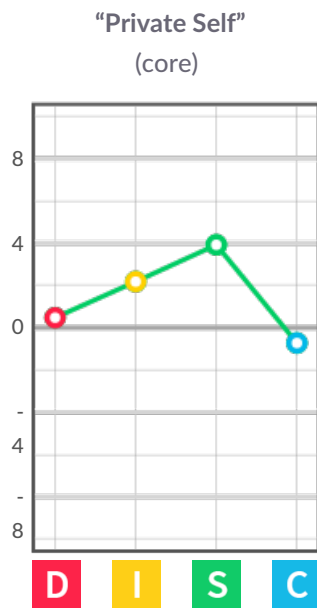


# Your DISC Graphs

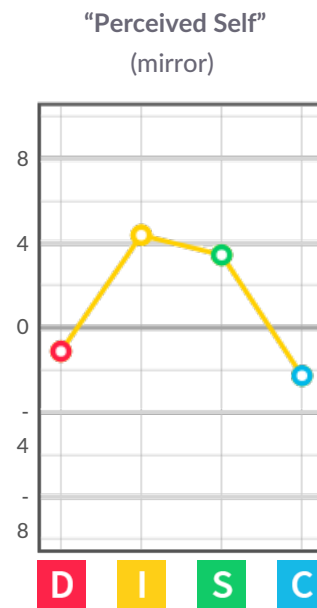
Below are your three DISC graphs and the meaning of each graph.



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.



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



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

## Differences between the Public and Private Self:

People often act based on how they think others expect them to behave or to adapt to a specific job or role. This adapted behavior (the Public Self) represents what we project to the world. Your core style (Private Self) represents your instinctive response to pressure. During times of stress or tension, these core behaviors become prominent. This Private Self graph is least likely to change because these are natural and ingrained responses.

Little or no difference between the Private Self and Public Self indicates that there is not much need to adapt your style to your environment. However, if the Public Self is different from the Private Self, you may perceive a need to flex your style to fit your job, your current role or the expectations placed upon you.

## General Description



Rocco's style is identified by the keyword "Advisor". (IS)

Rocco, as an Advisor style, impresses most people with their outgoing charisma, warmth, and fun loving personality. Advisors possess a natural disposition for people and possess a casual kind of poise in most social situations. Many people will come to them because

Advisors are seen as encouragers and instinctive communicators. Rocco can be demonstrative, trusting others and showing clear emotions. Advisors will not attempt to force their ideas on others; they prefer to win people over and influence decision making by their ability to effectively communicate. Advisors tend to take criticism of work as a personal rejection rather than based on the quality of the work itself. Advisors take a very positive and optimistic approach in all they do and often put people's needs ahead of tasks and deadlines for completing a project. Advisors want to feel part of a strong team cohesion, and this bond can be a powerful motivator for achieving success.

Rocco prefers to deal with people on a personal, intimate basis in a low pressure and non-antagonistic situation. Advisors desire for others to give them personal attention and value compliments for assignments done well. Rocco loves to talk with and about people; they want social intimacy with everyone they meet. They are equally adept in mingling in a large social setting or in a one-on-one environment with close friends. Advisors may have difficulty being honest about their feelings if there is a fear that there will be devastating effects to a relationship, as relationships are extremely important to Advisors.

While Advisors are very stable, they are also flexible and can fit into almost any environment. They are seen as neighborly and accepting of others. Once a bond is formed, Rocco has no problem talking about personal subjects and extending trust. Rocco is family-oriented; working toward stability in these relationships. Advisors are persistent in working to accomplish the goals through teamwork and creating an enjoyable environment to get the job done. Advisors seek team recognition but also want their personal contributions noticed.

### Your Personality Style Traits



#### Rocco's General Characteristics

- Enthusiastic; Fun loving
- Trusting; Optimistic
- Persuasive; Talkative
- Relational; People Oriented



#### Rocco's Value To Team

- Values Relationships and the need for people
- Great encourager; Good Friend
- Motivates others to achieve
- Positive sense of humor
- Negotiates conflicts; peacemaker



#### Rocco's Challenge Areas

- May not put enough priority to tasks
- Social time and friendships dominate time
- Tends to overuse gestures and facial expressions
- Does not like to be isolated from others



#### Rocco's Dominant Fear

- Loss of social acceptance; change (especially in relationships)



#### Rocco is Motivated by

- Praise, popularity, and acceptance
- A friendly environment
- Freedom from many rules and regulations
- Other people available to handle details

### Rocco's Ideal Environment

- Practical procedures
- Few conflicts and arguments
- Freedom from controls and details
- A forum to express ideas
- Group activities in professional and social environments

### Remember, Rocco may want:

- Social esteem and acceptance, freedom from details and control, people to talk to, positive working conditions, recognition for abilities, opportunity to motivate and influence others, loyalty from relationships.

### When communicating with Rocco, DO:

- Build a favorable, friendly environment
- Give opportunity for them to verbalize about ideas, people and their intuition
- Assist them in developing ways to transfer talk into action
- Allow time for stimulating, sociable activities
- Submit details in writing, but don't dwell on them
- Develop a participative relationship
- Create incentives for following through on tasks

### When communicating with Rocco, DON'T:

- Eliminate social time
- Be overly aggressive or confrontational
- Ignore their ideas or accomplishments
- Make them work alone

### While analyzing information, Rocco may:

- Be a very good listener and encourager
- Tend to dismiss facts as irrelevant
- Fail to begin an action plan
- Discuss the situation with others





Rocco contributes these positive characteristics in teams:

- Instinctive communicator
- Participative manager - influence and inspire
- Motivates the team
- Spontaneous and agreeable
- Responds well to the unexpected
- Creates an atmosphere of well-being
- Enthusiastic
- Will support the leader
- Expresses ideas well
- Works well with other people
- Makes a good spokesperson
- Will offer opinions
- Persuasive
- Has a positive attitude
- Accomplishes goals through people
- Good sense of humor
- Accepting of others
- Strong in brainstorming sessions



Personal Growth Areas for Rocco:

- Rely on facts more than instincts
- Be more results oriented
- Exercise control over your actions, words and emotions
- Focus more on details and facts
- Remember to slow down your pace for other team members
- Talk less; listen more
- Consider and evaluate ideas from other team members
- Concentrate on following through with tasks

### Your Style Characteristics in the Workplace

In the workplace, the “I” personality style is enthusiastic, influential, expressive, accepting and sociable. Many I personality styles find success in sales positions because the field of sales demands all of the characteristics that exemplify an “I” style. Yet, I styles can flourish in other business areas as long as the role allows for much human interaction, communication and relationship building.

I styles often serve as the “face” of the business world. Since I styles are clever communicators, polished, outgoing, energetic and influential, they are often business spokespersons. They serve as driving forces behind public relations, advertising, journalism, and political affairs. They also help in the arts, non-profit organizations, and image-building campaigns. In the business world, influencing personalities are called upon to set trends, shape opinions and to promote ideas, companies and products. I styles like the spotlight and are savvy at inspiring, persuading and moving others to action.

In business, I styles are liked by co-workers and customers alike. They are generally agreeable, trusting, optimistic and witty. Co-workers will see they have a good attitude making others feel comfortable, accepted and warm. I styles have a knack for “lightening” heavy situations with humor or cleverness which can help when weighty business matters loom. Like D styles, I styles respond well to change and would rather not have a predictable routine. Instead, I styles like spontaneity, respond well to the unexpected, and would welcome or create changes inherent in the business world.

As managers, “I”s are considered to be “participative”. They don’t hand down orders and expect compliance. Their leadership is open, facilitated through face-to-face communication where ideas, solutions and decisions are shared. Their desire to be well liked by their staff drives them to create a positive and peaceful work environment.

I styles are excellent team members who are able to motivate the team toward a goal. In a team atmosphere, an I style will be outspoken and opinionated. He/she will be skilled at “thinking outside the box” with clever solutions. They create a fun atmosphere, negotiate conflicts between members, and present the team’s ideas to others.

There is so much to like about the I style in the workplace, you may think, “what’s not to like?” I styles in the workplace are so busy building relationships that critical details like paper work, record keeping, and routine tasks are often avoided or done in poor quality. I styles are excellent communicators, but sometimes not the best listeners. Also, their style is so concerned with popularity and avoiding rejection that it may interfere with their work.

### The I Style's "Interactive" Workplace Style Characteristics:

- Desires to have fun and be spontaneous in the workplace
- Can become extremely busy managing all the relationships they have developed
- Optimistic or even idealistic
- Desires to be "friends" with co-workers
- Is not afraid to show emotion, or be expressive with feelings and opinions
- Attempts to keep the peace between team members and associates
- Can be too permissive when the situation calls for stern or strict actions
- Would rather not be involved in a workplace confrontation
- Can be indecisive or appear wishy-washy on issues
- Has difficulty saying "no" in an attempt to please associates
- Values maintaining a good relationship with others in the workplace
- Clever use of humor, wit and creativity to keep spirits light in the workplace
- Can be inventive and resourceful. Someone who is known for original ideas

Tips for self-growth and to enhance communication for the "Interactive" workplace style:

I Workplace Characteristics	Tips for self-growth and to help you be better understood by co-workers of different styles
<b>I's don't like confrontation.</b>	I's will try to avoid confrontation at all costs because it puts their popularity at risk. In a business leadership role, actions and behaviors often need to be confronted to help the bottom line. <b>Just remember, when it's business, it's nothing personal.</b>
<b>I's tend to always be talking.</b>	<b>I styles also have to remember to listen as well. Listening is especially important in sales positions.</b> How can you find solutions to your customer's problems if you haven't first listened to their needs? Sometimes great communicators are thinking of what they want to say while another person is talking. <b>Remember to concentrate on what others are saying and ask more questions.</b>
<b>I's like to move and speak at a fast pace.</b>	<b>Remember to slow down, especially for C and S styles or more passive co-workers.</b> Sometimes I styles have so much they want to do and say, they can be exhausting for other styles to keep up with or watch. <b>Be aware of your pace and modify it for others.</b>
<b>I's have a hard time saying "no" and can become busy, hectic, stressed, or burned-out.</b>	<b>Be aware of the reasons I styles often find themselves overloaded and stressed out.</b> An I style's busy life may be attributed to three things. 1) They desire to please so they have difficulty saying no. 2) They enjoy being active and involved with others in projects. 3) Their social time cuts into their task time. <b>Prioritize and practice saying "no" more often.</b>
<b>I's don't like to manage the details and are not particularly self-disciplined.</b>	<b>Don't procrastinate or let detailed tasks go undone or done hurriedly. If you are not willing or able to do detailed tasks, make sure you have someone around who can. Know your limits and tell others with whom you work so they can arrange for someone to help you manage the details.</b>

**I's are not naturally concerned with time and like to be spontaneous.**

I's have a tendency to translate timeframes "loosely" and live more impulsively than planned. Know that other styles are more structured and concerned with time frames. **Arriving late, missing deadlines and forgetting appointments can be detrimental or annoying to others. Set your watch 10 minutes early, practice saying "no", make "to do" lists, and keep a scheduler or PDA.**

**I's need plenty of encouragement, incentives and recognition.**

Encouragement, recognition, rewards, and feedback are all great motivators for the I style. Yet, many jobs don't offer such an ideal environment. **Since your employer may not know your desire for being recognized for your accomplishments, you should suggest more performance feedback between you and your employer. Also, allow for your own personal rewards system which may be travel, shopping, or entertainment. All are great motivators for the I style.**

**I's need to interact with others, socialize and build relationships.**

**Do not, under any circumstance, cut yourself off from others during your work life. Don't choose working environments that are heavily task oriented cutting off human communication.** Regardless of your technical skill set, you need to interact with others for personal fulfillment and contentment.

**I's have difficulty finishing what they started.**

**I's like to jump from one project to another without necessarily finishing the first.** They operate in a more random, rather than sequential, order. I's have great enthusiasm at first when beginning a project, but often lose their passion and want to begin something new. **Practice following through. Don't begin things you know you can't finish. Be more realistic with what you know you can accomplish. Be aware that others may feel disappointed or let down.**

**I's fear rejection.**

Fear of rejection is the biggest barrier to the success of the I style. The fear reveals itself in different ways, it may prevent an I from leadership roles, it may keep an I from reaching sales objectives, or stifle creative ideas from being proposed. **In any case, I styles have to develop a thicker skin and realize that they cannot and should not try to please everyone.**

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:

- **MILD** Gentle or kind in disposition; not severe or harsh
- **QUIET** Not easily excited or disturbed; quiet disposition
- **RELIANT** Influenced, directed by others
- **MODEST** Not forward, but shy and reserved

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

- **ENTHUSIASTIC** Inspirational; visionary; intense
- **GREGARIOUS** Fond of the company of others; sociable
- **PERSUASIVE** Having the power to persuade; influencing
- **EMOTIONAL** Easily aroused to emotion; quick to weep or show anger

**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 being part of a group, working toward a common goal

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

- **BOLD** Open, bold resistance to authority
- **DETERMINED** Resolute in getting one's own way; immovable

### How You Communicate with Others

Your style is predominately an “I” style, which means that you prefer receiving information that stresses the EXPERIENCE; But, when transferring that same information to a client or co-worker, you may need to translate that into giving them precise facts, just the end result, or how they are a part of the solution and “we need to work as a team.”

The next section is particularly useful for a dominant “I” style as you may have the tendency be more vocal but less focused on results or details as others around you.

### The Compatibility of Your Behavioral Style

**I WITH D** The “I” and the “D” styles normally get along pretty well in relationships since the “I” is a great encourager to the “D”. In work tasks, the “I” may feel the “D” is too demanding and too task oriented at times.

**I WITH I** Two “I” styles get along extremely well in personal relationships. They are very social and like to try new experiences. Two “I”s working together may have a tendency to miss deadlines and not complete tasks with attention to detail.

**I WITH S** The “I” and the “S” 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.

**I WITH C** The “I” and the “C” work well together as their strengths tend to complement one another. In relationships there can sometimes be conflicts as the “I” is much more socially motivated and impulsive than the “C”.

### How You Can Enhance Interaction with Each Style

#### YOU with a **D**

You tend to view D's as argumentative, dictatorial, arrogant, domineering, nervous, and hasty. You are likely to resent the D telling you what to do. It will frustrate you when they don't notice your ideas. Since you are used to being able to talk your way into or out of confrontations, you will likely be surprised when you find out that your charm does not bring a favorable response from the high D.

**Relationship Tip:** To make this relationship work, you must have direct communication. Deal with issues in a straightforward manner. Work at negotiating commitments and goals on an equal basis. Focus on tasks and issues, not people and personalities. Point out specific accomplishments.

#### YOU with an **I**

You enjoy relationships with other I's ... thoroughly. You will see each other as stimulating, charismatic, outgoing, and optimistic; relating well to each other and developing relationships quickly. You will both tend to mix business and pleasure, and strive to impress one another; possibly even competing for recognition.

**Relationship Tip:** Maximizing relationships between I's is not difficult; it's controlling them that will require effort. Be friendly, complimentary; acknowledge each other's accomplishments. Listen sincerely instead of planning what you want to say next.

#### YOU with an **S**

You will see high S's as passive, nonchalant, apathetic, possessive, and non-demonstrative. But you'll also find them accepting, and willing to enter into relationships if you can slow down the pace; even though you'll tend to become frustrated when the S doesn't express their thoughts and feelings like you want them to. You can be a motivator and encourager to S's.

**Relationship Tip:** Slow down; be more easygoing. Show them sincere appreciation and you'll find friendships with S's are very rewarding; they'll stick with you. Above all, don't be pushy.

#### YOU with a **C**

You view C's as overly dependent, evasive, defensive, too focused on details, too cautious, and worrisome. The natural interaction between you will strain the relationship and require work. You'll focus on people; they'll see the facts. You'll be optimistic; they'll seem pessimistic. You'll look at the "big picture"; they'll see only details. You'll want to make a decision; they'll frequently want to gather a little more data first.

**Relationship Tip:** Present your facts clearly, and don't exaggerate details and numbers. Prepare well for a discussion with a C. Expect them to express doubts and need time to evaluate data before making a decision. Remove any potential threats, making their decisions easier. Write notes often.



# Style Intensity Overview



The DISC Assessment measures the intensity of four behavioral traits; Dominance, Influence, Steadiness and Compliance. The higher your scores above zero (the midline) the more intensely that trait will be expressed. The lower your score the less intensely that trait will be expressed. The following paragraphs will provide you with an overview based on your specific intensity scores.



**With a somewhat low D-Style intensity,** Rocco prefers to work through problems by analyzing things that worked in the past. Rocco is someone who is able to lead, if necessary, but usually prefers to wait and see if another person volunteers first. Rocco is willing to follow another person's lead if they display adequate ability and if Rocco has confidence in their ability.



**With a high I-Style intensity,** Rocco's relationships play a key role in life. Rocco is a very trusting individual and enjoys making new friends and developing new relationships. Rocco is often involved in many things at once and loves social functions. Rocco enjoys encouraging others and people see them as a person who frequently inspires.



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



**With a low C-Style intensity,** Rocco is not afraid to take a bold approach and is willing to challenge the status quo. Original and creative, Rocco acts with confidence when implementing new solutions. Rocco will tend to use a balance of intuition and facts when making decisions. Once the decision is made, Rocco will not be afraid to act upon it.

## RELATING -

Highly Effective



You are a great encourager, but you also are willing to take the hand of a teammate and stand beside that friend. Your optimism and loyalty in personal relationships makes you loved by many. You strive to maintain a friendly and secure environment for yourself and those around you.

## 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.

## DETAILING -

Fair



asking for clarity.

You tend to follow through on specific details that have been relayed to you as important. In new areas, you may not see the importance of certain portions of the work that require more precision and review. Try using new strategies such as note taking, repetition of the goal, and

## CREATING -

Above Average



You like to use your creativity to refine and perfect the basic concepts that other team members develop. You can oversee and help to keep accountability in areas where other team members may be more inclined to compromise.

## 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.

## PROCESSING -

Above Average



necessary. Others see you as loyal and caring, a real team player.

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

## INFLUENCING -

Well Developed



Leading and influencing people is something that comes easier for others, but you are willing to step up to the role when no one else volunteers. You prefer an association with a strong leader who has the same goals and values that you do.

### Aesop ~ Greek Raconteur



Almost legendary, Aesop became popular for the entertaining stories he told in the royal courts. The fables attributed to him are, in all probability, a compilation of tales from many sources simply retold by him. In his tales, all of which focused upon animals, we see the moral issues of individuality about which the Advisor/Counselor is so concerned. Also evident is the reflection of his interest in people and their interaction, as well as their care and support of one another. Outside show is a poor substitute for inner worth.

"Beware lest you lose the substance by grasping at the shadow."

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### Anne Sullivan ~ U.S. Teacher



Anne Sullivan was born in to very poor immigrants in April, 1866 in Feeding Hills, Massachusetts, a small village near Springfield. Anne contracted trachoma, a disease of the eyes, when she was about 5. This disorder is not unusual where there is poor hygiene, and Anne's situation was not good. She was physically strong, but the disease was left untreated and she gradually lost her vision, although she was never totally blind. Anne learned at the age of 14 that she was to be sent to Perkins Institute for the Blind in Boston. She started at the age of 14 at an elementary school level, but graduated at the age of 20 as class valedictorian. This was a great moment of triumph.

Shortly after this, the director of the school, Michael Anagnos, learned of a deaf blind student in Alabama who needed a teacher. Anne Sullivan was offered the position and her life then became entwined with that of Helen Keller. Anne Sullivan developed her own philosophy of teaching as she worked with Helen. She reasoned that a child learns to talk by imitation. As the child is spoken to--typically in sentences or phrases--the child repeats what is said and begins to work out by himself or herself the interconnections and structure of the language. Anne Sullivan came to be known as a great American teacher. Her gift was her dedication. Anne literally gave her life and career to make Helen Keller great.

## Rocco's Action Plan



This worksheet is a tool to enable effective communication. The goal is to help you maximize your strengths and minimize the effects of potential limitations by addressing characteristics common to your style.

This section gives you an opportunity to assess your personality style and get feedback from someone else.

## Instructions

**Step 1:** The items listed below are areas of reflection. Give this page to another person who knows you well (associate, team member, teacher, family member, friend, etc.) and ask them to read each item and consider whether or not the items describe you, 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.

Y  N Volunteers or takes initiative for projects

Y  N Would rather talk than work

Y  N Thinks up new activities

Y  N Frequently lacks follow through

Y  N Creative and colorful

Y  N Confidence fades fast

Y  N Has energy and enthusiasm

Y  N Outgoing and personable

Y  N Priorities often get out of order

Y  N Starts projects and tasks well

Y  N Uses feelings rather than logic

Y  N Inspirational to others

Y  N Easily distracted

Y  N Competent and steady

Y  N Not goal oriented

Y  N Avoids confrontation at all costs

Y  N Sometimes inefficient

Y  N Good under pressure

Y  N Discourages others ideas

Y  N Finds the easy way

## Action Plan Continued

**Step 2:** Now, select three items that would benefit the most from focused attention. Discuss and determine specific outcomes and reasonable time frames 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.

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:

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:

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: