

# *Leaders Guide to Personal & Professional Success*

| BLUE                                                                                                                                                                      | ORANGE                                                                                                                                                                                                         | GOLD                                                                                                                                                                                                                   | GREEN                                                                                                                                                                                   |
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| <u>Workplace Strengths:</u><br>- sensitive to people's needs<br>- getting people to work together<br>- awareness of organization climate<br>- insightful<br>- charismatic | <u>Workplace Strengths:</u><br>- meets current needs<br>- ingenious & resourceful<br>- direct & straightforward<br>- takes risks<br>- opportunistic<br>- quick responder                                       | <u>Workplace Strengths:</u><br>- good time management<br>- practical<br>- planning and organization<br>- good with detail<br>- dependable follow-through<br>- realistic                                                | <u>Workplace Strengths:</u><br>- focus on mission<br>- conceptualize well<br>- understand systems<br>- analytical & impersonal<br>- sees core of complex problems<br>- sees big picture |
| <u>Preferred Taskings:</u><br>- leading<br>- motivating<br>- training<br>- working on a team<br>- public speaking<br>- mentoring                                          | <u>Preferred Taskings:</u><br>- emergency responses<br>- performing unrehearsed<br>- delegating<br>- competitive<br>- mid-course corrections                                                                   | <u>Preferred Taskings:</u><br>- organizing<br>- handling detail<br>- collecting data<br>- coordinating<br>- supervising<br>- following procedures<br>- securing                                                        | <u>Preferred Taskings:</u><br>- designing<br>- analyzing<br>- diagnosing<br>- mapping out<br>- conceptualizing<br>- explaining                                                          |
| <u>Meaningful Rewards:</u><br>- praise contribution to harmonious environment<br>- appreciate participation<br>- note creativity                                          | <u>Meaningful Rewards:</u><br>- quick, specific feedback<br>- note quickness of action & planning<br>- praise risk taking<br>- appreciate flexibility<br>- light-hearted humor                                 | <u>Meaningful Rewards:</u><br>- appreciation for contribution<br>- value organized style<br>- note quality of work<br>- note attention to detail<br>- praise follow-through<br>- note positive influence on co-workers | <u>Meaningful Rewards:</u><br>- listening to their ideas<br>- receptive to their observations & opinions<br>- note creativity<br>- reward accuracy<br>- reward competency               |
| <u>Team Contribution:</u><br>- supportive<br>- creative<br>- flexible<br>- optimistic<br>- communicates appreciation<br>- flexible                                        | <u>Team Contribution:</u><br>- energetic<br>- straight talk<br>- opportunistic<br>- action oriented, spontaneous<br>- flexible, adaptable<br>- light-hearted humor                                             | <u>Team Contribution:</u><br>- organization<br>- structure<br>- good admin<br>- task oriented<br>- operationalize                                                                                                      | <u>Team Contribution:</u><br>- precise language<br>- seek comprehensive information<br>- optimum effort<br>- good strategist<br>- good problem solving                                  |
| <u>Stress Out When:</u><br>- disharmony<br>- insincerity<br>- pressure to decide quickly<br>- impersonal treatment<br>- isolation<br>- dishonesty                         | <u>Stress Out When:</u><br>- lack of freedom & restrictions<br>- waiting<br>- unnecessary routing<br>- bogged down w/rules<br>- structured jobs<br>- detail work<br>- rigid timelines<br>- theory & philosophy | <u>Stress Out When:</u><br>- lack of structure<br>- chaos<br>- lack of time to do a good job<br>- unclear rules & procedures<br>- unexpected, unplanned events                                                         | <u>Stress Out When:</u><br>- unclear mission<br>- little time to analyze<br>- quick decisions<br>- rules that block strategy<br>- routine work<br>- repetition                          |

