

Making the Most of Your Working Style

		YOUR STYLE			
		a. Analytical	b. Driver	c. Amiable	d. Expressive
OTHER STYLE	a. Analytical	A challenging combination, run for your nearest driver! Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.	Take a deep breath, relax and slow down. With the analytical, you need to demonstrate that you have considered <i>all</i> (okay, <i>most</i>) options or outcomes before moving ahead.	Cut short the social hour, and get right down to the specifics. The more information you have to support your position the better.	Translate your vision into specific tasks or goals; involve the analytical in research and developing the details or the plan of action.
	b. Driver	Organize your work around major themes; prepare “executive summaries” with headings or bullets that state the conclusions and supporting data first and analysis second.	Get a car with a good set of brakes, because you will need them! Before revving up, remind each other of your similarities and your need to adopt qualities of the other styles.	Put on your thick skin, don’t take things personally. Getting results is what counts with drivers, be decisive and dynamic. Emphasize the bottom line.	Take time to think about what your vision really is; translate it into action steps with objectives and timelines.
	c. Amiable	Start off on a personal note, gravitate to project specifics and expectations. Emphasize the greater good of the project.	Spend time up front gaining trust and confidence; be charming and inclusive. Be sure to be specific about deadlines, even when it seems obvious.	Laugh with each other about how important social interaction and relationships are. Next provide focus on what is really needed to accomplish and then move forward.	Tell them how important the team concept is to making your vision a reality. Give the amiable the job of building the team to make the dream come true.
	d. Expressive	Jazz up your presentation, try to think of the BIG picture, involve the expressive in developing the “vision” or marketing of the plan.	Be patient and try to work with a flip chart to harness creative spirits. Emphasize time lines and due dates. Build in flexibility to allow the free reign of creativity.	Engage the expressives with your appreciation of their vision and creativity. Harness this energy to deal with the pesky, but important details that only they can address.	Now that you have discovered the solution to world hunger, find someone who can make it happen.