

Jane Doe

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## Key Factors to Success

Your Blueprint for Success is designed to be used both personally and professionally. It utilizes a massive database of scientific information on human behavior to help you understand and capitalize on your unique strengths.

You selected all the statements below when completing the previous sections. They represent key factors to your success. Put this information to work for you as soon as possible by sharing it with important players in your personal and professional life.

### Jane's General Characteristics

- ✎ Jane is nondemonstrative and wants to be seen as an "anchor of reality" in a "sea of confusion."
- ✎ She prefers to help and support others rather than compete against them.
- ✎ She dislikes volunteering her opinion until she has collected sufficient information to warrant an opinion.
- ✎ She can be motivated through teamwork. She likes to know she is a valued team member.
- ✎ Jane may have difficulty sharing her feelings if it may disturb the relationship.
- ✎ Jane tries to use balanced judgment. She is the person who brings stability to the entire team.
- ✎ Logic is important when trying to influence her. She pays more attention to logic than emotional "hype."
- ✎ Jane is persistent and persevering in her approach to achieving goals.
- ✎ She can be sensitive to the feelings of others and is able to display real empathy for those who are experiencing difficulties.
- ✎ Jane remains aloof from active participation in unfamiliar groups. She will talk more, however, in a group of people she trusts and has known for a long time.
- ✎ Most people see her as being a considerate and modest person. She probably won't try to steal the spotlight from others.
- ✎ Rarely does she display her emotions; that is, she projects a good poker face. Others may get the feeling that she is unfriendly, when in reality she is not.
- ✎ She is somewhat reserved with those she doesn't trust or know. After trust has been established, she may be open and candid.
- ✎ She may guard some information unless she is asked specific questions. She will not willingly share unless she is comfortable with the knowledge she possesses about the topic.

### Jane's Unique Talents

- ✎ Patient and empathetic.
- ✎ Good listener.
- ✎ Good at reconciling factions--is calming and adds stability.
- ✎ Service-oriented.

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**Blueprint for Success™**

## Key Factors to Success - Continued

### Jane's Ideal Environment

- ✗ Little conflict between people.
- ✗ Needs personal attention from her manager and compliments for each assignment well done.
- ✗ Familiar work environment with a predictable pattern.
- ✗ Close relationship with a small group of associates.
- ✗ A stable and predictable environment.

### Communication Style - Do's and Don'ts

When communicating with Jane

- ✗ Make an organized contribution to her efforts, present specifics and do what you say you can do.
- ✗ Define clearly (preferably in writing) individual contributions.
- ✗ Make an organized presentation of your position, if you disagree.
- ✗ Give her time to verify reliability of your actions; be accurate, realistic.
- ✗ Draw up a scheduled approach to implementing action with a step-by-step timetable; assure her that there won't be surprises.

Don't do this when communicating with Jane

- ✗ Patronize or demean her by using subtlety or incentive.
- ✗ Be vague about what's expected of either of you; don't fail to follow through.
- ✗ Manipulate or push her into agreeing because she probably won't fight back.
- ✗ Threaten, cajole, wheedle, coax or whimper.
- ✗ Be abrupt and rapid.

### Keys to Motivating and Managing

Jane wants:

- ✗ Instructions so she can do the job right the first time.
- ✗ To be recognized for her continuance of quality work.
- ✗ Reassurance she is doing the job right.
- ✗ Time to perform up to her high standards.
- ✗ A leader to follow and one who sets good examples.

Jane needs:

- ✗ Capable associates with which to work.
- ✗ Complete instructions on her assignments.
- ✗ To set professional and family goals.
- ✗ Reassurances that she is doing the job right.
- ✗ Performance appraisals on a regular basis.

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## Potential Roadblocks to Success

All of us have a few predictable areas in which we would like to improve. If we do not address these areas, they will remain roadblocks to our success.

The statements below represent problem areas you selected that deal with time and communication with others. Extensive behavioral research indicates possible causes and potential solutions to the problem areas you selected. Review each carefully and consider the recommended solutions.

### Potential Time Wasters

- ⌘ FAILURE TO SHARE INFORMATION - The failure to share information is the inability or unwillingness to discuss with others.
  - ⌘ POSSIBLE CAUSES:
    - ⌘ Don't think others want to know the information
    - ⌘ Unclear of the way the information will be used/received
    - ⌘ Wait until asked before sharing information
  - ⌘ POSSIBLE SOLUTIONS:
    - ⌘ Let others know that they need to ask for information
    - ⌘ Share with those whose opinions you trust
- ⌘ POSTPONE THE UNPLEASANT - Postponing the unpleasant is similar to procrastinating but is usually a continual reprioritizing of daily tasks. It is often a way to delay something that is not enjoyable.
  - ⌘ POSSIBLE CAUSES:
    - ⌘ Like low-conflict environments and relationships
    - ⌘ Want to feel the success of accomplishment so the simple tasks are done first
  - ⌘ POSSIBLE SOLUTIONS:
    - ⌘ Change your routine and, for one week, do the unpleasant tasks first
    - ⌘ See the accomplishment of unpleasant tasks as an equal or even greater achievement of success
    - ⌘ Reward yourself for every unpleasant task that you complete without postponing
    - ⌘ Confront those people who are causing you discomfort and discuss the problems

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## Potential Roadblocks to Success - Continued

### Potential Time Wasters

- ✍ FAILURE TO ANTICIPATE - Failure to anticipate is the lack of focusing on possible outcomes or requirements.
  - ✍ POSSIBLE CAUSES:
    - ✍ Expect only the best to happen
    - ✍ Expect everyone else to do their best
    - ✍ Trust the system to run well
    - ✍ Focus on the here and now rather than the future
    - ✍ Resist change
  - ✍ POSSIBLE SOLUTIONS:
    - ✍ Set aside a specific amount of time each day to consider outcome possibilities
    - ✍ Talk with others who may have prior experience with a specific task or person
- ✍ FAILURE TO CLARIFY PRECISE RESPONSIBILITIES WITH MANAGER - The failure to clarify precise responsibilities with your manager assumes that you have a full understanding of his/her expectations. It infers that your manager understands your job and concurs with your assessment of requirements.
  - ✍ POSSIBLE CAUSES:
    - ✍ Unsure of how you will be perceived
    - ✍ Don't want to overstep authority
    - ✍ Want to be a team player
    - ✍ Want to help everyone so you don't object to the manager when requests are being made that are not your responsibility
  - ✍ POSSIBLE SOLUTIONS:
    - ✍ Have informal conversations with the manager about his/her expectations
    - ✍ Share with manager your expectations
    - ✍ Clarify with peers and other managers your duties and responsibilities
    - ✍ Read and discuss articles on "management by objectives"

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## Potential Roadblocks to Success - Continued

### Communicating with Others

- ⌘ You have indicated that you experience difficulty **when communicating with a person who is ambitious, forceful, decisive, strong-willed, independent and goal-oriented:**
  - ⌘ Be clear, specific, brief and to the point.
  - ⌘ Stick to business.
  - ⌘ Be prepared with support material in a well-organized "package."

#### **Factors that will create tension or dissatisfaction:**

- ⌘ Talking about things that are not relevant to the issue.
- ⌘ Leaving loopholes or cloudy issues.
- ⌘ Appearing disorganized.

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### Contract With Yourself

This contract consolidates your responses and is the MOST IMPORTANT SECTION by far. If you keep this contract with yourself and act on the items listed below, there should be no limit to the amount of success and happiness that you can achieve.

**1. How would your overall satisfaction both personally and professionally improve if more people understood your unique strengths?**

If more people understood my reserved and withdrawn personality, I think that they would realize to ask more questions and to know that I will not always go and ask questions, but will try at first to figure it out on my own. Individuals that I work with, probably need to communicate with me on a higher level than most, so I will continue to feel more comfortable going to them for questions or concerns.

**2. What specific actions are needed to make others more aware of your unique strengths?**

a. I will need to do MORE of the following:

Ask more questions - Volunteer more information - Clarify information.



b. I will need to do LESS of the following:

Assume I know exactly what is meant the first time - Do less of keeping to myself.

c. I will need to BEGIN doing the following consistently:

Clarifying what I am doing step-by-step, instead of showing the final product - to make sure everybody is on the right page.



d. What obstacles or barriers could prevent you from making these changes?

Not always having leader there to talk to - Not enough knowledge on the topic.

e. How can you work around or remove these barriers?

Learn more about processes - learn everyone's schedule and set meeting times in advance to be aware of what everyone is doing.

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**3. What workshops, training programs, books, self-development activities, professional associations, etc., are you aware of that can support further development of your strengths?**

Study more with the DISC applications and learn more about behavior. Also possible attend a Psych-K workshop to learn more about that. Sit in one of Jim's workshops to gain insight on how they facilitate.

**4. Who in your personal and professional life can help you accomplish these action items? And how?**

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Jim or Sue can help in this aspect - Showing me what books they started with and also starting to attend some of their workshops

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5. **Who else can support your efforts to improve your effectiveness? And how?**

Cameron - have somebody to read and study with who also shows an interest in what I do.

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Your Name

Todays Date  Start Date

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