

# Action-Planning Guide

## Your Top 5 Themes

Positivity

Learner

Input

Connectedness

Maximizer

## Positivity

- You probably will excel in any role in which you are paid to highlight the positive. A teaching role, a sales role, an entrepreneurial role, or a leadership role will make the most of your ability to make things dramatic.
- You tend to be more enthusiastic and energetic than most people. When others become discouraged or are reluctant to take risks, your attitude will provide the impetus to keep them moving. Over time, others will start to look to you for this “lift.”
- Plan highlight activities for your friends and colleagues. For example, find ways to turn small achievements into events, plan regular celebrations that others can look forward to, or capitalize on the year’s holidays and festivals.
- Explain that your enthusiasm is not simple naivety. You know that bad things can happen; you simply prefer to focus on the good things.
- You may get your greatest joy by encouraging people. Freely show your appreciation of others, and make sure that the praise is not vague. Consistently seek to translate your feelings into specific, tangible, and personal expressions of gratitude and recognition.
- As you share your Positivity talents, be sure to protect and nurture them. As necessary, insulate yourself from chronic whiners and complainers, and intentionally spend time in highly positive environments that will invigorate and feed your optimism.
- Don’t pretend that difficulties don’t concern you. Other people need to know that while you find the good in virtually every situation, you are not naïve. Recognize challenges, and communicate the reasons for your optimism. Your positive approach will be most powerful when others realize it is grounded in reality.
- Because people will rely on you to help them rise above their daily frustrations, arm yourself with good stories, jokes, and sayings. Never underestimate the effect that you can have on people.
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Avoid negative people. They will bring you down. Instead, seek people who find the same kind of drama and humor in the world that you do. You will energize each other.

- Deliberately help others see the things that are going well for them. You can keep their eyes on the positive.

## Learner

- Refine how you learn. For example, you might learn best by teaching; if so, seek out opportunities to present to others. You might learn best through quiet reflection; if so, find this quiet time.
- Develop ways to track the progress of your learning. If there are distinct levels or stages of learning within a discipline or skill, take a moment to celebrate your progression from one level to the next. If no such levels exist, create them for yourself (e.g., reading five books on the subject or making three presentations on the subject).
- Be a catalyst for change. Others might be intimidated by new rules, new skills, or new circumstances. Your willingness to soak up this newness can calm their fears and spur them to action. Take this responsibility seriously.
- Seek roles that require some form of technical competence. You will enjoy the process of acquiring and maintaining this expertise.
- As far as possible, shift your career toward a field with constantly changing technologies or regulations. You will be energized by the challenge of keeping up.
- Because you are not threatened by unfamiliar information, you might excel in a consulting role (either internal or external) in which you are paid to go into new situations and pick up new competencies or languages quickly.
- Research supports the link between learning and performance. When people have the opportunity to learn and grow, they are more productive and loyal. Look for ways to measure the degree to which you and others feel that your learning needs are being met, to create individualized learning milestones, and to reward achievements in learning.
- At work, take advantage of programs that subsidize your learning. Your organization may be willing to pay for part or all of your instructional coursework or for certifications. Ask your manager for information about scholarships and other educational opportunities.
- Honor your desire to learn. Take advantage of adult educational opportunities in your community. Discipline yourself to sign up for at least one new academic or adult learning course each year.
- Time disappears and your attention intensifies when you are immersed in studying or learning. Allow yourself to "follow the trail" by scheduling learning sessions during periods of time that will not be interrupted by pressing engagements.

## Input

- Look for jobs in which you are charged with acquiring new information each day, such as teaching, research, or journalism.
- Devise a system to store and easily locate information. This can be as simple as a file for all the articles you have clipped or as sophisticated as a computer database.
- Partner with someone with dominant Focus or Discipline talents. This person will help you stay on track when your inquisitiveness leads you down intriguing but distracting avenues.
- Your mind is open and absorbent. You naturally soak up information in the same way that a sponge soaks up water. But just as the primary purpose of the sponge is not to permanently contain what it absorbs, neither should your mind simply store information. Input without output can lead to stagnation. As you gather and absorb information, be aware of the individuals and groups that can most benefit from your knowledge, and be intentional about sharing with them.
- You might naturally be an exceptional repository of facts, data, and ideas. If that's the case, don't be afraid to position yourself as an expert. By simply following your Input talents, you could become known as the authority in your field.
- Remember that you must be more than just a collector of information. At some point, you'll need to leverage this knowledge and turn it into action. Make a point of identifying the facts and data that would be most valuable to others, and use this information to their advantage.
- Identify your areas of specialization, and actively seek more information about them.
- Schedule time to read books and articles that stimulate you.
- Deliberately increase your vocabulary. Collect new words, and learn the meaning of each of them.
- Identify situations in which you can share the information you have collected with other people. Also make sure to let your friends and colleagues know that you enjoy answering their questions.

## Connectedness

- Consider roles in which you listen and counsel. You can become adept at helping other people see connection and purpose in everyday occurrences.
- Explore specific ways to expand your sense of connection, such as starting a book club, attending a retreat, or joining an organization that puts Connectedness into practice.
- Within your organization, help your colleagues understand how their efforts fit in the larger picture. You can be a leader in building teams and helping people feel important.
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You are aware of the boundaries and borders created within organizations and communities, but you treat these as seamless and fluid. Use your Connectedness talents to break down silos that prevent shared knowledge.

- Help people see the connections among their talents, their actions, their mission, and their successes. When people believe in what they are doing and feel like they are part of something bigger, commitment to achievement is enhanced.
- Partner with someone with strong Communication talents. This person can help you with the words you need to describe vivid examples of connection in the real world.
- Don't spend too much time attempting to persuade others to see the world as a linked web. Be aware that your sense of connection is intuitive. If others don't share your intuition, rational argument will not persuade them.
- Your philosophy of life compels you to move beyond your own self-interests and the interests of your immediate constituency and sphere of influence. As such, you see the broader implications for your community and the world. Explore ways to communicate these insights to others.
- Seek out global or cross-cultural responsibilities that capitalize on your understanding of the commonalities inherent in humanity. Build universal capability, and change the mindset of those who think in terms of "us" and "them."
- Connectedness talents can help you look past the outer shell of a person to embrace his or her humanity. Be particularly aware of this when you work with someone whose background is very different from yours. You can naturally look past the labels and focus on his or her essential needs.

## Maximizer

- Once you have identified your own greatest talents, stay focused on them. Refine your skills. Acquire new knowledge. Practice. Keep working toward strength in a few areas.
- Develop a plan to use your most powerful talents outside of work. In doing so, consider how your talents relate to the mission in your life and how they might benefit your family or the community.
- Problem solving might drain your energy and enthusiasm. Look for a restorative partner who can be your chief troubleshooter and problem solver. Let that person know how important your partnership is to your success.
- Study success. Deliberately spend time with people who have discovered their strengths. The more you understand how marshaling strengths leads to success, the more likely you will be to create success in your own life.
- Explain to others why you spend more time building on great talent rather than fixing

weaknesses. Initially, they might confuse what you are doing with complacency.

- Don't let your Maximizer talents be stifled by conventional wisdom, which says you should find what is broken and fix it. Identify and invest in the parts of your organization or community that are working. Make sure that most of your resources are spent in the build-up and build-out of these pockets of excellence.
- Keep your focus on long-term relationships and goals. Many make a career out of picking the low-hanging fruit of short-term success, but your Maximizer talents will be most energized and effective as you turn top potential into true and lasting greatness.
- See if you can make some of your weaknesses irrelevant. For example, find a partner, devise a support system, or use one of your stronger talents to compensate for one of your weaker ones.
- Seek roles in which you are helping people succeed. In coaching, managing, mentoring, or teaching roles, your focus on strengths will prove particularly beneficial to others. Because most people find it difficult to describe what they do best, start by arming them with vivid descriptions.
- Devise ways to measure your performance and the performance of others. These measures will help you spot strengths, because the best way to identify a strength is to look for sustained levels of excellent performance.