

# Identify Your Personal Communication Style and Understand Others

## Get It Right

### Strengths

- Accurate
- Fact Finder
- Precise
- Organized

### Weaknesses

- Stubborn
- Boring
- Unimaginative
- Change stifler

### Effective Behaviors

- Know your stuff
- Schedule time – make an appointment
- Use facts, logic, and structure
- Proceed step-by-step

## Get It Done

### Strengths

- Decisive
- Gets things done
- Confident

### Weaknesses

- Intimidates
- Alienates People
- Uses force instead of cooperation

### Effective Behaviors

- Get to the point
- Approach businesslike
- Be task-oriented
- Understand and support their goals

## Get Appreciated

### Strengths

- People-oriented
- Persuasive
- Verbal skills
- Optimistic

### Weaknesses

- Egotistical
- Lacks follow-through
- Flaky
- Disorganized

### Effective Behaviors

- Use flexibility
- Be enthusiastic
- Let them talk

- Use demonstrations

## Get Along

### Strengths

- Likeable
- Loyal
- Team Player
- Patient

### Weaknesses

- Indecisive
- Wastes time
- Overly emotional
- Illogical decisions

### Effective Behaviors

- Be casual and sincere
  - Slow down and listen
  - Make honesty safe
  - Set goals
  - Build them up
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## WHEN BEING RIGHT IS WRONG....

**4 questions to ask yourself next time you're feeling "right"**

**1. Do I want to be right or be happy?**

**2. What's more important to me:**

***making someone wrong for the moment  
or having a great long-term relationship?***

**3. What would happen if I let go of the urge to correct  
and concentrated instead on the rewards of connecting?**

**4. Could I let someone else be right for just a minute  
*before* I say what I think?**

**TRY THIS: Say, "You're right. I understand your point of view,"  
And then give your point of view,  
This will work miracles.**

