**Working Styles Characteristics**

**A - Analytical**
- Cautious actions and decisions
- Likes organization and structure
- Dislikes involvement with others
- Asks many questions about specific details
- Prefers objective, task-oriented work environment
- Wants to be accurate and therefore relies too much on data collection
- Seeks security and self-actualization

**B - Driver**
- Takes action and acts decisively
- Likes control
- Dislikes inaction
- Prefers maximum freedom to manage self and others
- Cool and independent, competitive with others
- Low tolerance for feelings, attitudes and advice of others
- Works quickly and efficiently by themselves

**C - Amiable**
- Slow at taking action and making decisions
- Likes close, personal relationships
- Dislikes interpersonal conflict
- Supports and "actively" listens to others
- Weak at goal setting and self-direction
- Demonstrates excellent ability to gain support from others
- Works slowly and cohesively with others
- Seeks security and inclusion

**D - Expressive**
- Spontaneous actions and decisions, risk taker
- Not limited by tradition
- Likes involvement
- Generates new and innovative ideas
- Tends to dream and get others caught up in the dream
- Jumps from one activity to another
- Works quickly and excitingly with others
- Not good with follow-through

# Using your Style with Other Styles

<table>
<thead>
<tr>
<th>YOUR STYLE</th>
<th>ANALYTICAL</th>
<th>DRIVER</th>
<th>AMIABLE</th>
<th>EXPRESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANALYTICAL</strong></td>
<td>Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.</td>
<td>Take a deep breath, relax and slow down. With analyticals, you need to demonstrate that you have considered all or most options before moving ahead.</td>
<td>Cut short the social hour and get right down to the specifics. The more information you have to support your position, the better.</td>
<td>Translate your vision into specific tasks or goals. Involve analyticals in research and developing the details of the plan.</td>
</tr>
<tr>
<td><strong>DRIVER</strong></td>
<td>Organize your work around major themes; prepare &quot;executive summaries&quot; with headings or bullets that state the conclusions first and supporting data and analysis second.</td>
<td>Remind each other of your similarities and your need to adopt qualities of the other styles.</td>
<td>Don’t take anything personally. Getting results is what counts with drivers; be decisive and dynamic. Emphasize the bottom line.</td>
<td></td>
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<tr>
<td><strong>AMIABLE</strong></td>
<td>Start off on a personal note; gravitate to project specifics and expectations; emphasize the greater good of the project.</td>
<td>Spend time up front gaining trust and confidence; be inclusive. Be sure to be specific about deadlines, even when it seems obvious.</td>
<td>Laugh with each other about how important it is being relational. Then focus on what we really need to accomplish here and do it.</td>
<td>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.</td>
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<tr>
<td><strong>EXPRESSIVE</strong></td>
<td>Jazz up your presentation; try to think of the BIG picture. Involve the expressive in developing the &quot;vision&quot; or marketing of the plan.</td>
<td>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 rein of creativity.</td>
<td>Engage the expressive with your appreciation of their vision and creativity. Harness this energy to deal with the pesky but important details that only they can address.</td>
<td>Remind each other of your tendency to generate a lot of ideas without thinking through how to implement them.</td>
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</tbody>
</table>