

# COMMUNICATION CHEAT SHEET

## PERFECTIONIST

**Basic Values:** Excellence, Responsiveness, Cooperation

**Personal Goal:** To be helpful, responsive, valued, trusted, and to achieve excellence.

To communicate with a boss of this style	To communicate with an employee of this style	What approach makes them tune out	What approach makes them tune in	What this style wants to know
Demonstrate worth Show loyalty Think of others Be a team member	Focus on excellence Appeal to principles Set goals together Stress worthy causes	Critical Ridiculing Failing Unhelpful	Respectful Receptive Reassuring Idealistic	Is it fair? Benefit all? Is it the best? Can I help?

## RISK-TAKER

**Basic Values:** Action, Competence, Risk Taking

**Personal Goal:** To be active, powerful, competent, and able to overcome obstacles, discover opportunities and achieve results.

To communicate with a boss of this style	To communicate with an employee of this style	What approach makes them tune out	What approach makes them tune in	What this style wants to know
Initiate Be responsive Show competence Talk bottom-line	Focus on action Provide autonomy Stress opportunity Offer challenge	Resources restricted Authority undercut Less responsibility No challenges	Competitive Enterprising Fast-moving Pioneering	Opportunities? Bottom line? Who's in control? What's next?

## ANALYST

**Basic Values:** Reason, Objectivity, Caution

**Personal Goal:** To be objective, purposeful, rational, and able to minimize or eliminate risks and make the most of what I have.

To communicate with a boss of this style	To communicate with an employee of this style	What approach makes them tune out	What approach makes them tune in	What this style wants to know
Progress slowly Use logic Do your "homework" Be precise	Focus on reason Use facts, figures Be organized Tie new to old	Constant changes Highly emotional Fast decisions Unplanned action	Unemotional Factual Inquiring Practical	How does it work? Who does what? The trade-offs? Can we sample?

## PEACEMAKER

**Basic Values:** Harmony, Flexibility, Diplomacy

**Personal Goal:** To be flexible, adaptable, and to get along with people and keep them happy so that we get results and have fun.

To communicate with a boss of this style	To communicate with an employee of this style	What approach makes them tune out	What approach makes them tune in	What this style wants to know
Be sociable, tactful Use the light touch Show how you fit in Get along	Focus on harmony State your position Be friendly Show flexibility	Unfriendly people Critical authority Routines and details Strict schedules	Social Flexible Informal Accepting	People's opinion? Is it disruptive? Can it be changed? Gaining acceptance?