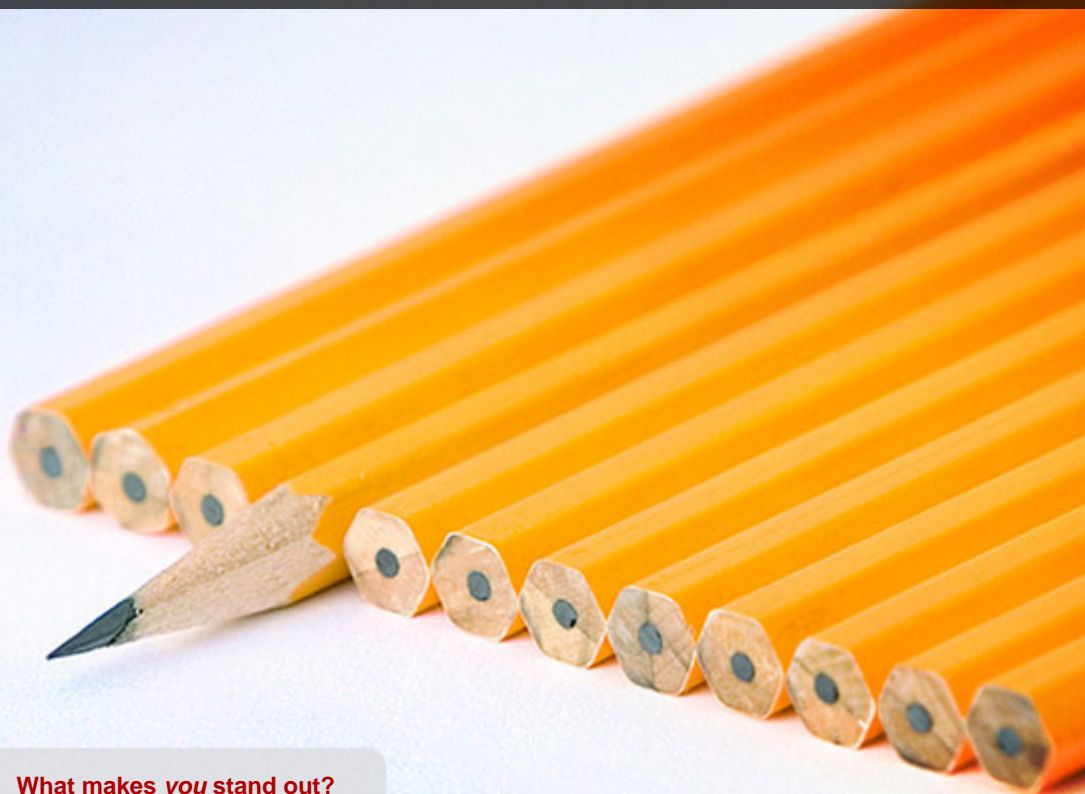


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Strengths Discovery and Action-Planning Guide



What makes *you* stand out?

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PAUL STEINBRUECK

Your Top 5 Themes

Analytical
Relator
Learner
Responsibility
Focus

What's in This Guide?

- For each of your top five themes, you will find:
 - A brief Shared Theme Description
 - Your Personalized Strengths Insights, which describe what makes you stand out from others with the same theme in their top five
 - Some examples of what the theme "sounds like" — real quotes from people who also have the theme in their top five
 - 10 Ideas for Action
- A Strengths Discovery Activity to get you thinking about how your talents and your investment work together to build strengths that you can apply to your work and personal life
- A Strengths-Based Action Plan for review with a friend, manager, or colleague

ANALYTICAL

Shared Theme Description

People who are especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.

Your Personalized Strengths Insights

What makes you stand out?

Driven by your talents, you occasionally uncover how and why certain things happen as they do. You might share these discoveries with colleagues, teammates, or friends. Perhaps you streamline your explanations, covering only the essential facts. Some listeners may appreciate receiving less detail so the main points are apparent. It's very likely that you spontaneously think through things to arrive at sensible conclusions. You generally refrain from letting your emotions rule how you act or react to events, problems, or people. Instinctively, you may identify the specific traits or experiences that distinguish one person from the next. When you familiarize yourself with someone, you might be able to predict how the person will react in different situations. By nature, you often spend considerable time examining the details underpinning an idea. Rather than rush through your research, you typically stick with it until you are convinced everything makes sense.

Analytical sounds like this:

Jose G., school system administrator: "I have an innate ability to see structures, formats, and patterns before they exist. For instance, when people are talking about writing a grant proposal, while I'm listening to them, my brain instinctively processes the type of grants that are available and how the discussion fits into the eligibility, right down to the format of how the information can fit on the grant form in a clear and convincing way."

Jack T., human resources executive: "If I make a claim, I need to know that I can back it up with facts and logical thinking. For example, if someone says that our company is not paying as much as other companies, I always ask, 'Why do you say that?' If they say, 'Well, I saw an ad in the paper that offers graduates in mechanical engineering five grand more than we are paying,' I'll reply by asking, 'But where are these graduates going to work? Is their salary based on geography? What types of companies are they going for? Are they manufacturing companies like ours? And how many people are in their sample? Is it three people, and one of them got a really good deal, thus driving the overall average up?' There are many questions I need to ask to ensure that their claim is indeed a fact and not based on one misleading data point."

Leslie J., school principal: "Many times, there are inconsistencies in the performance of the same group of students from one year to the next. It's the same group of kids, but their scores are different year to year. How can this be? Which building are the kids in? How many of the kids have been enrolled for a full academic year? Which teachers were they assigned to, and what teaching styles were used by those teachers? I just love asking questions like these to understand what is truly happening."

Ideas for Action:

- Choose work in which you are paid to analyze data, find patterns, or organize ideas. For example, you might excel in marketing, financial, or medical research or in database management, editing, or risk management.
- Whatever your role, identify credible sources on which you can rely. You are at your best when you have well-researched sources of information and numbers to support your logic.

For example, determine the most helpful books, websites, or publications that can serve as references.

- Your mind is constantly working and producing insightful analysis. Are others aware of that? Find the best way of expressing your thoughts: writing, one-on-one conversations, group discussions, perhaps lectures or presentations. Put value to your thoughts by communicating them.
- Make sure that your accumulation and analysis of information always leads to its application and implementation. If you don't do this naturally, find a partner who pushes you from theory to practice, from thinking to doing. This person will help ensure that your analysis doesn't turn into paralysis.
- Take an academic course that will expand your Analytical talents. Specifically, study people whose logic you admire.
- Volunteer your Analytical talents. You can be particularly helpful to those who are struggling to organize large quantities of data or having a hard time bringing structure to their ideas.
- Partner with someone with strong Activator talents. This person's impatience will move you more quickly through the analytical phase into the action phase.
- You may remain skeptical until you see solid proof. Your skepticism ensures validity, but others may take it personally. Help others realize that your skepticism is primarily about data, not people.
- Look for patterns in data. See if you can discern a motif, precedent, or relationship in scores or numbers. By connecting the dots in the data and inferring a causal link, you may be able to help others see these patterns.
- Help others understand that your analytical approach will often require data and other information to logically back up new ideas that they might suggest.

RELATOR

Shared Theme Description

People who are especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

Your Personalized Strengths Insights

What makes you stand out?

By nature, you are comfortable being open and honest about who you are. Often you intentionally avoid people who are less than truthful. You prefer to spend time with individuals who speak as candidly as you do about their strengths, shortcomings, hopes, disappointments, failures, or successes. Driven by your talents, you might sense that you are being as productive as you can be. Perhaps you design methods for managing the details or deadlines of certain repetitious tasks. Over time, your familiarity with the required steps may improve how efficiently you use your time, energy, effort, or talents. Chances are good that you have close companions who frequently seek your guidance. You help them find answers to their personal and professional problems. This makes you a valuable friend. Instinctively, you feel most fulfilled when you are busy and simply performing routine tasks. When you have nothing to do, typically you find something to do. Sitting around and wasting time does not suit you at all.

Relator sounds like this:

Gavin T., flight attendant: "I have many wonderful acquaintances, but as for true friends that I hold dear, not very many. And I'm real okay with that. My best times are spent with the people I'm tightest with, like my family. We are a very tight-knit Irish Catholic family, and we get together every chance we can. It's a large family -- I have five brothers and sisters and ten nieces and nephews -- but we all get together about once a month and yuk it up. I'm the catalyst. When I'm back in Chicago, even if there is no birthday or anniversary or whatever, I become the excuse for getting together and hanging out for three or four days. We really enjoy one another's company."

Tony D., pilot: "I used to fly in the Marines, and, boy, you had better be comfortable with the word 'friend' in the Marines. You had better feel good about trusting someone else. I can't tell you how many times I put my life in someone else's hands. I was flying off my friend's wing, and I'd be dead if he couldn't get me back safely."

Jamie T., entrepreneur: "I'm definitely selective about my relationships. When I first meet people, I don't want to give them very much of my time. I don't know them; they don't know me -- so let's just be pleasant and leave it at that. But if circumstances make it so that we get to know each other better, it seems like a threshold is reached where I suddenly start wanting to invest more. I'll share more of myself, put myself out for them, do things for them that will bring us a little closer, and show that I care. It's funny because I am not looking for any more friends in my life. I have enough. And yet with each new person I meet, as soon as that threshold is reached, I feel compelled to go deeper and deeper. Now I have ten people working for me, and I would call each of them my very good friend."

Ideas for Action:

- Find a workplace in which friendships are encouraged. You will not do well in an overly formal organization. In job interviews, ask about work styles and company culture.
- Deliberately learn as much as you can about the people you meet. You like knowing about people, and other people like being known. By doing this, you will act as a catalyst for trusting relationships.
- Let it be known that you are more interested in the character and personality of others than in their status or job title. This is one of your greatest talents and can serve as a model for others.
- Let your caring show. For example, find people in your company to mentor, help your colleagues get to know each other better, or extend your relationships beyond the office.
- No matter how busy you are, stay in contact with your friends. They are your fuel.
- Be honest with your friends. True caring means helping the other person be successful and fulfilled. Giving honest feedback or encouraging your friend to move out of a role in which he or she is struggling is a compassionate act.
- You probably prefer to be seen as a person, an equal, or a friend, rather than as a function, a superior, or a title. Let people know that they can address you by your first name, rather than formally.
- You might tend to withhold the most engaging aspects of your personality until you have sensed openness from another person. Remember, building relationships is not a one-way street. Proactively "put yourself out there." Others will quickly see you for the genuine individual you are, and you will create many more opportunities to cultivate strong, long-lasting connections.
- Make time for family and close friends. You need to spend quality moments with those you love in order to "feed" your Relator talents. Schedule activities that allow you to get even closer to the people who keep you grounded and happy.
- Make an effort to socialize with your colleagues and team members outside of work. It can be as simple as lunch or coffee together. This will help you forge more connected relationships at work, which in turn can facilitate more effective teamwork and cooperation.

LEARNER

Shared Theme Description

People who are especially talented in the Learner theme have a great desire to learn and want to continuously improve. In particular, the process of learning, rather than the outcome, excites them.

Your Personalized Strengths Insights

What makes you stand out?

It's very likely that you can block out distractions when you are working or studying. You are seldom pulled away from a task. You probably desire to understand ahead of time what needs to be done. You also expect to receive background briefings and/or a list of a project's criteria. Armed with this information, you move closer to your goal. With ease and certitude -- that is, having no doubts -- you determine what is and is not important to know about an activity, event, or project. Chances are good that you sometimes pursue courses of study that force you to expand your thinking. Now and then, acquiring certain kinds of knowledge or skills is exhilarating. You might want to be the topmost producer or the best student. You may feel restless until scores, ratings, grades, or rankings are finalized. Perhaps you have defined the areas in which you have a chance of earning first-place honors. Maybe these insights calm you when the margin of victory is narrow or the outcome is uncertain. Driven by your talents, you have little difficulty giving intense effort to projects, problems, or opportunities that capture and keep your attention. By nature, you yearn to know a lot. It makes little sense to you to skim through a book and read only the highlights. You delve more deeply into intriguing subjects than most people do. You love to gather all kinds of information. This explains why you take time to grasp ideas that appear in print.

Learner sounds like this:

Annie M., managing editor: "I get antsy when I am not learning something. Last year, although I was enjoying my work, I didn't feel as though I was learning enough. So I took up tap dancing. It sounds strange, doesn't it? I know I am never going to perform or anything, but I enjoy focusing on the technical skill of tapping, getting a little better each week, and moving up from the beginners' class to the intermediate class. That was a kick."

Miles A., operations manager: "When I was seven years old, my teachers would tell my parents, 'Miles isn't the most intelligent boy in the school, but he's a sponge for learning, and he'll probably go really far because he will push himself and continually be grasping new things.' Right now, I am just starting a course in business-travel Spanish. I know it is probably too ambitious to think I could learn conversational Spanish and become totally proficient in that language, but I at least want to be able to travel there and know the language."

Tim S., coach for executives: "One of my clients is so inquisitive that it drives him crazy because he can't do everything he wants to. I'm different. I am not curious in that broad sense. I prefer to go into greater depth with things so that I can become competent in them and then use them at work. For example, recently one of my clients wanted me to travel with him to Nice, France, for a business engagement. So I started reading up on the region, buying books, and checking the Internet. It was all interesting and I enjoyed the study, but I wouldn't have done any of it if I wasn't going to be traveling there for work."

Ideas for Action:

- 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.

RESPONSIBILITY

Shared Theme Description

People who are especially talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.

Your Personalized Strengths Insights

What makes you stand out?

Chances are good that you conduct yourself in an exceptionally mature and orderly fashion even when your teammates, classmates, friends, coworkers, and colleagues are acting childish. By nature, you may strive to be a dependable person. Maybe you please people by being reliable. You might enjoy assuming accountability for certain tasks, projects, assignments, or commitments. Perhaps you accept these additional duties without making a fuss. It's very likely that you are naturally compelled to admit the truth. If someone asked you or told you to intentionally mislead someone, you would reply, "I cannot and I will not do that!" Because of your strengths, you are quite comfortable being honest about yourself with others. You harbor very few illusions about who you really are. Furthermore, you can openly acknowledge your mistakes and shortcomings. This is apt to distinguish you from most people.

Responsibility sounds like this:

Nigel T., sales executive: "I used to think that there was a piece of metal in my hand and a magnet on the ceiling. I would just volunteer for everything. I have had to learn how to manage that because not only would I end up with too much on my plate, but I would also wind up thinking that everything was my fault. I realize now that I can't be responsible for everything in the world -- that's God's job."

Kelly G., operations manager: "The country manager in Sweden called me in November and said, 'Kelly, could you please not ship my inventory until January 1.' I said, 'Sure. Sounds like a good plan.' I told my people about the plan and thought I had all the bases covered. On December 31, however, when I was checking my messages while on a ski slope, making sure everything was hunky-dory, I saw that his order had already been shipped and invoiced. I had to call immediately and tell him what happened. He's a nice man, so he didn't use any four-letter words, but he was very angry and very disappointed. I felt terrible. An apology wasn't enough. I needed to fix it. I called our controller from the chalet, and that afternoon we figured out a way to put the value of his inventory back on our books and clean it off his. It took most of the weekend, but it was the right thing to do."

Harry B., outplacement consultant: "I was just a young bank manager in one of the branches when the president of the company decided that he wanted to foreclose on a property. I said, 'That's fine,

but we have a responsibility to give the people full value for their property.' He didn't see it that way. He wanted to sell the property to a friend of his for what was owed, and he said my problem was that I couldn't separate my business ethics from my personal ethics. I told him that was correct. I couldn't because I didn't believe -- and still don't believe -- that you can have two standards. So I quit the firm and went back to earning five dollars an hour working for the forestry service picking up trash. Since my wife and I were trying to support our two kids and make ends meet, it was a hard decision for me to make. But looking back, on one level, it really wasn't hard at all. I simply couldn't function in an organization with those kinds of ethics."

Ideas for Action:

- Emphasize your sense of responsibility when job hunting. During interviews, describe your desire to be held fully accountable for the success or failure of projects, your intense dislike of unfinished work, and your need to "make it right" if a commitment is not met.
- Keep volunteering for more responsibility than your experience seems to warrant. You thrive on responsibility, and you can deal with it very effectively.
- Align yourself with others who share your sense of responsibility. You will flourish when working with people who share your determination to get things done.
- Tell your manager that you work best when given the freedom to follow through on your commitments -- that you don't need to check in during a project, just at the end. You can be trusted to get it done.
- Push yourself to say no. Because you are instinctively responsible, it might sometimes be difficult to refuse opportunities. For this reason, you must be selective. Ask for more responsibility in only the areas that matter most to you.
- You naturally take ownership of every project you are involved in. Make sure that your capacity to own does not keep you from sharing responsibility. Allow others the opportunity to experience the challenges of ownership. In doing so, you will contribute to their growth and development.
- Learn to manage your Responsibility talents by considering whether you really are the person who should be handling a particular issue. Defer to your existing responsibilities and goals before undertaking additional burdens, as you may end up skimping on quality if you have too many tasks or competing demands.
- Partner with someone especially talented in Discipline or Focus. This person can help you stay on track and prevent you from becoming overloaded.
- Working with a like-minded, responsible colleague is satisfying for you. Be sure to clarify expectations and boundaries so that each person can feel ownership for his or her particular tasks -- without stepping on each other's toes.
- Responsible individuals like to know they have "delivered" on their commitments, so create metrics and goals to gauge how effectively you meet your obligations. Also, make sure you have explicit and concrete expectations so that there is no question regarding quality outcomes and so that you can hit the mark as promised.

FOCUS

Shared Theme Description

People who are especially talented in the Focus theme can take a direction, follow through, and make the corrections necessary to stay on track. They prioritize, then act.

Your Personalized Strengths Insights

What makes you stand out?

Driven by your talents, you establish specific and measurable performance targets for yourself each week. It's very likely that you might prefer to be fully in charge of things that directly affect you. As a

result, you may yearn to know as much as you can about people. The more you understand individuals, the easier it might be for you to govern them or what happens in your life. Because of your strengths, you devote your full attention to immediate tasks and challenges. This explains why you give yourself plenty of time to comprehend what you read on the printed page or the computer screen. Diligence, persistence, and concentration are three of your distinguishing traits. By nature, you keep your assignments and projects on track by setting weekly objectives. You concentrate on these goals until they are attained.

Focus sounds like this:

Nick H., computer executive: "It is very important to me to be efficient. I'm the sort of guy who plays a round of golf in two and a half hours. When I was at Electronic Data Systems, I worked out a set list of questions so that I could conduct a review of each division in 15 minutes. The founder, Ross Perot, called me 'The Dentist' because I would schedule a whole day of these in-and-out, fifteen-minute meetings."

Brad F., sales executive: "I am always sorting priorities, trying to figure out the most efficient route toward the goal so that there is very little dead time, very little wasted motion. For example, I will get multiple calls from customers who need me to call the service department for them, and rather than taking each one of these calls as they come and interrupting the priorities of the day, I group them together into one call at the end of the day and get it done."

Mike L., administrator: "People are amazed how I put things into perspective and stay on track. When people around the district are stuck on issues and caught on contrived barriers, I am able to pole-vault over them, reestablish the focus, and keep things moving."

Doriane L., homemaker: "I am just the kind of person who likes to get to the point -- in conversations, at work, and even when I am shopping with my husband. He likes to try on lots of things and has a good time doing it, whereas I try one thing on, and if I like it and it is not horribly priced, I buy it. I'm a surgical shopper."

Ideas for Action:

- When you set goals, discipline yourself to include timelines and measurements. These will provide regular proof that you are indeed making progress.
- Seek roles in which you can function independently. With your dominant Focus talents, you will be able to stay on track with little supervision.
- Your greatest worth as a team member might be helping others set goals. At the end of meetings, take responsibility for summarizing what was decided, for defining when these decisions will be acted on, and for setting a date when the group will reconvene.
- Others will think, act, and talk less efficiently than you do. Pay attention. Sometimes their "detours" will lead to discoveries and delights.
- Stretch your goal setting beyond work. If you find yourself becoming too focused on work goals, set goals for your personal life. They will give weight to your personal priorities and thereby help create balance in your life.
- Hours can disappear when you are intent on a task; you lose track of time. Make sure that all of your objectives are met and all of your priorities are followed by scheduling your efforts and sticking to that schedule.
- You function best when you can concentrate on a few well-defined initiatives and demands. Give yourself permission to reject projects or tasks that do not align with your overall mission. This will help you concentrate your efforts on your most important priorities -- and will help others appreciate your need for focus.
- Take the time to write down your aspirations, and refer to them often. You will feel more in control of your life.
- At work, be sure to tell your manager your mid-term and short-term goals. This might well give your manager the confidence to give you the room you need.

- Make sure that the focus points you set for yourself take into consideration both quantity and quality. The integrity of your objectives will ensure that the application of your Focus talents leads to solid and long-lasting success.

Strengths Discovery Activity

As you begin to think about your talents, consider this equation:

$$\begin{array}{l} \mathbf{Talent} \text{ (a natural way of thinking, feeling, or behaving)} \\ \mathbf{X} \text{ } \mathbf{Investment} \text{ (time spent practicing, developing your skills, and building} \\ \text{your knowledge base)} \\ \hline \mathbf{=} \text{ } \mathbf{Strength} \text{ (the ability to consistently provide near-perfect performance)} \end{array}$$

Here is an example:

$$\begin{array}{l} \mathbf{Talent is:} \text{ Truly listening to your customers' wants and needs} \\ \mathbf{X} \text{ } \mathbf{Investment is:} \text{ Researching products and keeping up-to-date on the industry} \\ \hline \mathbf{=} \text{ } \mathbf{Strength is:} \text{ Consistently providing near-perfect customer service} \end{array}$$

Now, think about what *you* naturally do best. How can you invest in that talent to build strength?

Do your own Strengths Discovery Interview:

$$\begin{array}{l} \mathbf{Your Talent is:} \text{ _____} \\ \mathbf{X} \text{ } \mathbf{Your Investment is:} \text{ _____} \\ \hline \mathbf{=} \text{ } \mathbf{Your Strength is:} \text{ _____} \end{array}$$

My Strengths-Based Action Plan

Now that you have discovered your top five themes and considered action items for development, choose 1-3 themes that describe you best, and list them below. Talk to people who know you well, and ask them to describe how you embody these themes. Ask them for specific examples of times when they have seen you using each theme in action or how each theme manifests itself in you.

1. _____
2. _____
3. _____

Now, write down some specific actions that you could take in the next week, month, and year to build and apply your strengths. Refer to your Personalized Strengths Insights and Ideas for Action if you need help.

In the next week, I will:

-
-
-

In the next month, I will:

-
-
-

In the next year, I will:

-
-
-

Next, list the name of at least one person who you will meet with to review this plan. Be sure to choose someone who can help you to keep these goals "top of mind" and who will help you leverage your talents to build strengths.

Name: _____ Date reviewed: _____

Name: _____ Date reviewed: _____