



# Personality<sup>Index</sup>

## **Personality Index Extended Report** **John Sample** Friday, January 17, 2003

## About This Report

This report provides a description of your responses to the Personality Index. The Personality Index describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and the types of activities you enjoy. This report is designed as a tool for personal growth. It contains interpretive notes that describe your preferences and provides tips for increasing your personal effectiveness.

The focus of your report is on your personal characteristics and behaviors that influence how you deal with activities and people. The Personality Index measures seventeen traits that provide a comprehensive overview of your personality. This report contains information about your preferences and tips for increasing your personal effectiveness in the following sections: Personal Drive, Interpersonal Style, Thinking Style, Work Style, and Stress Management.

When reading your results it is important to avoid reading "good" or "bad" into any of the statements. Your characteristics can be either a strength or weakness depending on the situation. What may be an asset in one setting can be a liability in another. Everyone has strengths and areas that may require improvement. As a result, some parts of this report will appear to be positive and other parts may concern you. If aspects of this report appear to be inaccurate, trust what you believe to be true about yourself. No questionnaire will ever know you as well as you know yourself. However, it is possible that in some circumstances you may not have thought about certain aspects of your behavior. If after reflection the information still seems to be at odds with your experience, you might want to discuss it with someone who knows you well.

## Personal Drive

Easygoing, relaxed, prefer routine over variety, avoid leadership positions

### Personal Drive



Ambitious, energetic, prefer variety over routine, like to be in charge

Your personal drive describes how you move forward in life and what you want to achieve. Some people are very energetic and strive for advancement and rewards. Others adopt an easy-going approach to life and are not particularly interested in getting ahead in the traditional sense. Your Personal Drive influences the way you set goals, approach challenges, adapt to change and measure success. This section contains information about the five personality traits that go to make up your Personal Drive: Ambition, Initiative, Flexibility, Energy and Leadership.

## Ambition

Easy going, non-competitive, focus on achievable, less ambitious targets

### Ambition



Sets difficult goals, has high aspirations, competitive and driven to succeed

You are easy-going. You find happiness in whatever circumstance you find yourself, and do not push yourself to get ahead, or become "successful." People with a similar style often find family and friends as, or more, important than career advancement or financial rewards. As a result, they put more energy into these areas, and less into their career. Enjoying what you have is probably a common theme in your life.

### *Tips for Better Living*

- In some situations your laid-back attitude may not be effective. Think about how your easy going style could hinder your success at work and your career advancement.
- Identify work situations where a competitive approach is better suited, and adopt a more aggressive style.
- Set more difficult goals and work hard to achieve them.

## Initiative

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Prefers stable work, undertakes new projects only after discussion with others

### Initiative



Proactive, quickly takes initiative, enjoys identifying and solving new challenges

When faced with new opportunities you are very cautious. Rarely will you jump into something with both feet. Instead, any enterprise you undertake is well thought out. Before starting a new project you consult with others. You are more willing to try something after you have seen other people be successful at it. You find greater enjoyment in a life with stable work and personal responsibilities.

### *Tips for Better Living*

- Be open to new opportunities and take the initiative to capitalize on them.
- Do not let your current responsibilities prevent you from looking to the future.
- Watch that your preference for stability does not negatively influence your evaluation of new opportunities.
- Be more willing to take risks.

## Flexibility

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Values order and predictability, prefers adaptation to innovation

### Flexibility



Prefers variety and novelty, adapts quickly to change, dislikes routine

You do not see yourself as very flexible. Instead you like sticking with the tried and true. You enjoy having a consistent routine both at work and at home. You tend to resist change and prefer routine over variety. This makes you most comfortable when your life is well established and rarely changes. When facing a lot of change you will likely experience stress and discomfort. You are happiest when you can plan your life and not have to worry about adjusting to change.

### *Tips for Better Living*

- Adopt a more flexible attitude to increase your effectiveness in settings where there is frequent change.
- Approach changes with a positive outlook that focuses on how they can improve your life.
- Learn techniques such as stress management exercises to help you deal with change more effectively.

## Energy

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You do not describe yourself as energetic. When you find yourself really busy you quickly run out of energy. As a result you guard your time to avoid over committing yourself. You like to move at a steady pace, and enjoy life most when you are not faced with a large number of pressing demands or the need to juggle a variety of tasks. Finding time to relax and recharge your batteries is important.

### *Tips for Better Living*

- Commit more time and energy to the activities you are involved in.
- Show vigor and enthusiasm when interacting with others. Other people may see your relaxed attitude as indifference or a lack of motivation.
- Be more generous with your time and energy. Often after beginning a project or activity you will find that the energy requirements are not that extensive.

## Leadership

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You do not feel comfortable telling others what to do. Instead you prefer a consultative style and discuss things with others. While you are willing to assume leadership positions, you dislike having to constantly direct or influence others. This goes against your natural style. You are very open to doing what others want to do, and prefer to let others worry about the responsibility of bringing things together.

### *Tips for Better Living*

- Take control of activities when your skills allow you to make a significant contribution.
- Examine the situations where your consultative leadership style may be inefficient or ineffective.
- Learn how to comfortably give direction and guidance to people.

## Interpersonal Style

Independent, formal and reserved, reluctant to get involved in others problems, introverted

### Interpersonal Style



Enjoy working with others, consultative, sympathetic and concerned about others, outgoing

Your personality strongly impacts the amount and type of interaction you prefer having with others. This includes how you work with people and the types of relationships you like to have with them. Some individuals are outgoing and warm, while others have a more formal, independent style. Knowing your preferred approach to dealing with others is very important as it will help you understand which types of activities and personal interactions you will find satisfying. The Interpersonal Style section of the report contains four personality traits: Democratic, Teamwork, Concern for Others, and Outgoing. Your results are discussed below.

## Concern for Others

Unaware of others feelings, reluctant to get involved in peoples problems

### Concern for Others



Caring and understanding, shows concern for others, sympathetic

You can be caring, sensitive, and well aware of how people feel. However, you may also be selective with your sympathy, withholding it from those you do not feel are in serious trouble. You often take other people's thoughts and feelings into consideration. Yet when required to constantly deal with personal issues you may become tired and dissatisfied. You probably enjoy a balance of working with others in a supportive manner, and working on tasks with little interpersonal requirements.

### *Tips for Better Living*

- Learn to identify the situations where it is appropriate to consider the concerns of others and where it is not.
- Pay careful attention to how the thoughts and feelings of others influences how you make decisions.
- Find tasks that will allow you to balance your preferences for working with others in a supportive manner, and working on tasks with little interpersonal requirements.

## Teamwork

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You enjoy a balance of activities that you can do on your own, with those you can participate in with others. For some things you like to interact with others, while for different tasks you would rather be on your own. You tend to be cooperative and willing to help others. Yet you also focus on meeting your own needs and goals. When you find yourself doing a lot of independent tasks you may begin to feel disconnected. On the other hand, working closely with people all the time may leave you feeling frustrated.

### *Tips for Better Living*

- Identify the tasks you complete well when working independently, and those you complete well when working with others.
- Work independently on tasks that you can complete effectively on your own. Involving others in these activities is often inefficient.
- Do not avoid making difficult decisions because of your desire to work collaboratively. In some situations providing critical feedback and making unpopular decisions will increase your effectiveness and the effectiveness of your colleagues.

## Outgoing

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You are warm and friendly. You feel at ease in most social situations and enjoy meeting new people. However, you also value having some time where you can be alone and collect your thoughts. As a result, you will be happiest when your life has a mix of opportunities to meet others and socialize, as well as have time to yourself. While meeting too many people may leave you exhausted, too much time without personal interaction may leave you feeling lonely.

### *Tips for Better Living*

- Learn to recognize when you are becoming tired from either spending too much time with others, or too much time alone.
- Adopt a more introverted approach (do not talk as much, allow time for reflection) when dealing with less outgoing individuals.

- Give other people a chance to say what they think and keep some of your thoughts to yourself.

## Democratic

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Makes decisions independently, seldom looks for advice

Democratic



Makes decisions through consultation, works well with supervision

When faced with a decision you choose to consult with others or go it alone depending on the issue. For relatively minor decisions you often make choices independently, and ignore the feedback from others when it clashes with your own thinking. However, when you need to make more difficult decision you seek out advice and guidance. At these times you are quite receptive to suggestions.

### *Tips for Better Living*

- Consult with others when decisions that can result in serious consequences need to be made.
- Make minor decisions on your own.
- Learn to recognize when your decision making style may be too slow (too much consultation) or does not allow you to gather enough information (not enough consultation).

## Your Thinking Style

Prefer conventional ideas, build upon established methods, rely on instinct to guide choices

### Thinking Style



Creative and original, take a logical approach to solving problems

Your thinking style determines the way you approach and solve problems. The way you deal with problems involves two main tasks - analyzing information and developing solutions. When analyzing information some people are very analytical while others rely on their intuition. In order to come up with solutions some people are original and creative, while others are well grounded and practical. The Thinking Style domain contains two personality scales: Innovation and Analytical Thinking. Your preferences are discussed below.

## Innovation

Prefers using and building upon established methods, avoids unconventional ideas

### Innovation



Creative and original, likes solving problems, intellectually curious

You are realistic and down to earth. You focus your attention on narrow topics and like to come up with practical solutions to problems. You like to use tried and true methods when working on projects. You tend to distrust unconventional ideas or those that have not proven to be useful in the past. You have a down-to-earth manner and do not describe yourself as creative. You prefer to stick with what you know and build upon the ideas of others.

### *Tips for Better Living*

- Keep an open mind to unconventional ideas and solutions.
- Carefully examine the ideas of others before discounting them.
- Learn to recognize when previous solutions are no longer effective and a more original approach is necessary.

## Analytical Thinking

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Spontaneous, makes quick decisions, relies on personal instinct to guide choices

### Analytical Thinking



Analytical, cautious and deliberate, takes logical approach to problem solving

You use your intuition to make decisions. You do not spend a lot of time analyzing information. Instead you trust your instincts and go with what feels right. As a result you reach conclusions quickly. You tend to dislike looking at problems from all possible angles. Your less cautious style is commonly found among people who enjoy risk. You enjoy taking on projects without a lot of planning or deliberation.

### *Tips for Better Living*

- While your intuition is a key strength, avoid making important decisions with limited information. Take the time to carefully analyze information.
- Discuss your ideas with people who have a more analytical style.
- Too much analysis and discussion is not your preferred style and may be tiring for you. Recognizing when you are beginning to tire will help you avoid making mistakes.

## Your Work Style

Prefer tasks with few obstacles, focus on global issues not details, not restricted by rules

### Work Style



Enjoy overcoming obstacles, pay close attention to details, follow rules closely

Your personality determines the way in which you approach tasks. Some people are persistent, dependable, and have a desire for structure and guidance. Others naturally focus on global issues are not restricted by rules and prefer a flexible approach to work. Your personal preferences will influence how you complete activities and what kind of environments you will enjoy. The Work Style domain measures the following traits: Persistence, Dependability, Attention to Detail, and Rule-Following. Your preferences are discussed below.

## Persistence

Prefers work that can be completed quickly, dislikes overcoming obstacles

### Persistence



Enjoys overcoming obstacles, very persistent, works until task is finished

You prefer activities that can be completed quickly and with relative ease. You also enjoy having the opportunity to switch tasks when bored or the work becomes difficult. When approaching new projects, you rarely commit time and resources to those that have little chance of success. At times you are easily distracted and find it difficult to force yourself to do tasks that require persistence and determination. You will also enjoy activities that are straightforward and easily finished.

### *Tips for Better Living*

- Find ways to limit distractions when you need to complete demanding tasks. Common techniques include closing your office door, minimizing interruptions, and not taking phone calls.
- You rarely commit too much time and resources to futile projects. However, watch that you do not give up on difficult tasks that are worth completing.
- You may be able to improve your effectiveness by motivating yourself to stick with tasks until they are completed.

## Dependability

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Place less importance on meeting deadlines, casual about work requirements

### Dependability



Dependable, meets obligations and deadlines

You work hard to follow through on your word and meet your obligations. You strive to meet your commitments and stress the importance of meeting deadlines. However, you do view deadlines as somewhat flexible. As a result, you are willing to shift priorities and ignore deadlines when more important things come up. While this gets in the way of completing work at the originally scheduled time, it allows you to meet more pressing demands.

### *Tips for Better Living*

- Ensure that you complete important tasks on schedule so that you do not come across as unreliable or irresponsible.
- Watch that you do not take too casual an approach to deadlines.
- Meet the obligations you have to others, unless a change in the situation no longer warrants it.

## Attention to Detail

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Focuses on global issues, not preoccupied with detail, will cut corners to meet deadlines

### Attention to Detail



Well organized, methodical, enjoys detailed work

You have a relatively strong eye for detail, but also enjoy focusing on broader issues. You tend to take a methodical and organized approach to your life, and like having things done to the best of your ability. Yet when things need to be done quickly you are willing to cut corners. You work hard at striking an appropriate balance between the efficiency and exactness of your work. For simple tasks you enjoy not having to pay close attention to details. For complicated tasks, you prefer to spend the time carefully reviewing your work to ensure it is up to standard.

### *Tips for Better Living*

- You are not naturally inclined to focus on specific details. Take time to identify the settings and tasks that you may find unsatisfactory or tiring because of this.
- Make decisions based on your intuition as well as concrete data.
- Check the quality and details of your work before showing it to others.

## Rule-Following

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You see yourself as a strict follower of rules and principles. You have high ethical standards that you steadfastly refuse to compromise. In situations where you see others bending or breaking rules you feel uncomfortable. You carefully consider what is right when making decisions. People probably see you as someone with a high level of integrity because you do things by the book, even when it is personally inconvenient.

### *Tips for Better Living*

- Willingly adapt and change regulations and work structures if they can be made more efficient and the changes do not result in serious consequences.
- Frequently review whether the guidelines that direct your work remain useful.
- At times, sticking with how things have been done in the past may not be in your best interest. A more questioning attitude that reviews how things could be completed better may be more appropriate.

## How you Deal with Pressure and Stress

Open with thoughts and feelings, find it hard to relax

### Dealing with Pressure and Stress



Composed, slow to anger, tolerate stress well

Your approach to life is influenced by how you deal with stress and how emotionally resilient you are. People who tolerate stress well are able to cope with multiple demands and tend to enjoy high pressure activities. Those who are prone to experience stress are likely to find success and satisfaction in less demanding settings. The Stress Management domain can be broken down into two areas: Self-Control, and Stress Tolerance. Your preferences are discussed below.

### Self-Control

Very open with thoughts and feelings, can be impatient and easily annoyed

### Self-Control



Maintains composure, hides feelings from others, slow to anger

You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. It is important to you to maintain your composure, and you work hard to conceal your emotions if they may be interpreted negatively. While you prefer to maintain a high level of self-control, people are probably able to recognize your feelings most of the time. Like most individuals you have ups and downs, and can become frustrated when faced with obstacles. You seem able to function effectively in tense situations, but are more likely to be comfortable in settings where emotions do not run high. When faced with a lot of difficulties you may find yourself becoming impatient or irritated. In very tense situations it may take a good amount of effort and concentration for you to maintain your equilibrium.

#### *Tips for Better Living*

- In situations where you begin to feel upset, work hard to maintain your self-control and avoid expressing negative feelings.
- When upset, count to 10 and carefully evaluate your thoughts and feelings before you speak your mind.
- Walk away from situations where you do not feel you are able to maintain your self-control.

## Stress Tolerance

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You tolerate stress very well and find it easy to remain relaxed. When you are under a lot of pressure you stay calm and can effectively cope with many demands. You are seldom overwhelmed by concerns, and maintain effective work behavior in the face of setbacks. It is only in rare instances that you will feel worried or frustrated. In most situations your ability to relax also acts as a calming influence on others. On the whole, you find it easy to manage stressful situations in a balanced, adaptive way. You are also able to accept criticism positively because you do not take it personally.

### *Tips for Better Living*

- Since you tolerate stress very well and tend not to worry, you may not put enough planning and preparation into tasks. Watch that your lack of anxiety does not negatively affect your level of preparation.
- Limit your exposure to routine, low pressure work. These types of activities will probably leave you feeling bored and lethargic.
- Help others remain calm and relaxed in tense situations.

## Using This Report

The Personality Index Extended Report is designed to help you understand your unique strengths and identify areas to enhance your personal and professional effectiveness. The personal characteristics measured by the Personality Index have both positive aspects and liabilities. Your goal in using this report should be to learn about yourself, so that you will be able to capitalize on the assets of your characteristics and minimize the effect of their downside potential. The more you understand how you approach situations, the better you will be able to work to your full potential, and make decisions that result in greater satisfaction. The planning steps below should help you increase your self-knowledge and identify areas of strength and development.

- First, read through your report a number of times. Pay close attention to what it says about you and highlight the statements you believe describe you best.
- Second, underline the statements that surprise you or indicate areas where you could improve your effectiveness. Consider these qualities and ask people who know you well about them to see if they are true. Develop a plan to avoid or guard against the behaviors that may lower your effectiveness and performance.
- Finally, create a list of areas to address that will help you improve your work and personal life. Carefully examine your current environment and set some realistic goals for increasing your effectiveness. Then consider your future goals and outline adjustments you could make that would enable you to reach them.

While the Personality Index outlines a number of areas that can impact your satisfaction and success in life, it is important to recognize that many other variables also play an important role. The Personality Index addresses your typical behaviors and personality characteristics, but it does not provide information on your skills, abilities, work experience, or specialized training. These also need to be reviewed when determining what you need to acquire to achieve what you desire.

Changing your approach to tasks, people and the environment requires time and a committed effort. Personality preferences are not easy to change, but with practice, people can become adept at adjusting in order to meet the needs of their immediate situation. As you continue to develop your strengths, review your progress with those who know you well, and can help you remain focused on your goals and provide feedback on your progress.