

Jane Doe



**Blueprint For Success™**  
**Success Version**

**Jane Doe**  
**ABC Company**  
**Accounting Manager**  
**1-14-2003**

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# Blueprint For Success™

## Success Version

### Personal Effectiveness

Your Blueprint For Success™ is a summary document that is designed to be used both personally and professionally in increasing your personal effectiveness. Refer to your Interactive Insights™ Success Version report for full details on your behavioral style.

You selected all the statements below when completing the previous sections. They represent key factors to success. Put this information to work as soon as possible. The key to success is communicating and acting on these valuable insights.

#### Jane's Natural Behavioral Style

- Jane likes to win through persistence. She uses her strong, steady tendencies to accomplish her goals.
- She likes a consistent pace in her life, not too fast and not too slow.
- She requires many good reasons, as well as the benefits involved, before agreeing to making changes.
- She is good at concentrating in order to listen and learn. She is not easily distracted by peripheral activity.
- At times she can be quite skeptical. Others may misinterpret this strength as a negative one, but she is only seeking needed data.

#### Jane's Problem Solving Style

- She may want to think over major decisions before acting. She must be convinced that actions will produce the desired result.
- When faced with a tough decision, she will seek information and analyze it thoroughly.
- Once she has arrived at a decision, she can be tough-minded and unbending. She has made her decision after gathering much data, and she probably won't want to repeat the process.
- She is persistent and persevering in her approach to achieving goals.
- She tries to use balanced judgment. She is the person who brings stability to the entire team.

#### Jane's Communication Style

- Rarely does she display her emotions; that is, she projects a good poker face. Others may get the feeling that she is unfriendly, when in reality she is not.
- She can be outgoing at times. Basically introverted, she will "engage" in social conversation when the occasion warrants.
- She is more motivated by logic than emotion. To her, logic represents tangible research.
- She may guard some information unless she is asked specific questions. She will not willingly share unless she is comfortable with the knowledge she possesses about the topic.
- She tends to be possessive of information; that is, she doesn't voluntarily share information with others outside of her team. This may be a blessing, or a curse, to her superiors.

#### Jane's Unique Talents

- Proficient and skilled in her technical specialty.

- Service-oriented.
- Comprehensive in problem solving.
- Dependable team player.
- Accurate and intuitive.

## Do's and Don'ts for communicating with Jane

When communicating with Jane:

- Support her principles; use a thoughtful approach; build your credibility by listing pros and cons to any suggestion you make.
- Make an organized presentation of your position, if you disagree.
- Patiently draw out personal goals and work with her to help her achieve those goals; listen and be responsive.
- Make an organized contribution to her efforts, present specifics and do what you say you can do.
- Give her time to be thorough, when appropriate.

Don't do this when communicating with Jane:

- Rush the decision-making process.
- Be abrupt and rapid.
- Be domineering or demanding; don't threaten with position power.
- Use gimmicks or clever, quick manipulations.
- Force her to respond quickly to your objectives. Don't say "Here's how I see it."



## Blueprint For Success™ Success Version

### Self-Development Plan

1. **How your unique talents can maximize your job performance, increase your productivity and contribute to your job satisfaction:**

Leverage my proficiency in accounting skills to bring a high degree of quality to the accounting department's operations. My service orientation and strengths as a team leader will help me increase the department's productivity through effective management of not only my own tasks but my staff's as well. When I do an excellent job it contributes a lot to my own career satisfaction through self pride.

2. **These specific actions are needed for you to take full advantage of your unique talents:**

A. **Do MORE of the following:**

Take every opportunity to enhance my staff management skills through practice and feedback (from my manager and coach).

B. **Do LESS of the following:**

Doing everything myself to be sure it's completed correctly and on time.

C. **BEGIN doing the following consistently:**

Delegating increasingly more of the workload to competent staff members.

D. **Obstacles or barriers that could prevent you from making these changes:**

My staff sometimes does not complete their tasks accurately.

3. **How you can work around or remove these barriers:**

Get to the root of the performance problems and make appropriate decisions.

4. **These are your most important short term PERFORMANCE GOALS (within 2 years) and specific action steps to reach those goals.**

Lower our 60-90 day accounts receivable from an average of \$10k/month to \$1k/month; find a less expensive off-site records storage facility with better retrieval services; lower our company's operating costs from \$300k/month to \$230k/month (or \$840k/year).

5. **These are your most important long-term CAREER GOALS and the action steps or intermediate goals to reach them.**

Widen my business experience every chance I get; earn my MBA in 3 years (part time studies); rise to the position of a CFO before I'm 45; earn over \$120k/year.

6. **One thing that will signify that you have reached a major milestone:**

When I have my MBA.

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**Your Name:**   
**Today's Date:**  **Start Date:**  **Review Date:**

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