

Disc Cheat Sheet
 How to impose on others willingly
 If you know which quadrant

High D's - Dominance			
How You Can Spot Them:		What They Want From Others:	
How They Talk:	What They Do:	High D's like others to be direct, straightforward, and open to their need for results	
<ul style="list-style-type: none"> • Ask What Questions • Tells vs. Asks • Talks More Than Listens • Go Right to The Issue • May Be Pushy, Even Rude • Fast Speech • Authoritative Tone of Control • Use Acronyms, Short Sentences • Open w/ Opinions 	<ul style="list-style-type: none"> • Task Focus, Results Oriented • Impatient • Direct, Forceful • Willing to Get in Trouble • Time Conscious • Good Eye Contact • History of Achievement • Can Rely on Gut Feelings • Maverick 	You Should Try To:	Be Ready For:
		<ul style="list-style-type: none"> • Communicate briefly/to the point • Respect their need for autonomy • Be clear about rules/ expectations • Let them take the lead • Show your competence • Stick to the topic • Show independence 	<ul style="list-style-type: none"> • Blunt/demanding approach • Lack of empathy • Lack of sensitivity • Little social interaction
How To Manage Your High D's			
You Can Help Them Learn:		They May Want From You/ Your Organization:	
<ul style="list-style-type: none"> • Identifying with others • Empathy for others • More logic, less gut • Listening skills • To "soften" body language 	<ul style="list-style-type: none"> • Ways to pace themselves • Relaxing • To be approachable • Complimenting others • To ask more questions 	<ul style="list-style-type: none"> • Power and authority • A promotion • Prestige • Big challenges • Authority to make changes 	<ul style="list-style-type: none"> • Results • To know the bottom line • Freedom from details • Direct answers • Flexibility

Disc Cheat Sheet
 How to impose on others willingly
 If you know which quadrant

High I's - Influence			
How You Can Spot Them:		What They Want From Others:	
How They Talk:	What They Do:	High I's like others to be friendly, emotionally honest, and recognize the I's contributions	
<ul style="list-style-type: none"> • Ask who questions • Tell vs. ask • Make small talk • Go off on tangents • Use stories or anecdotes • Faster speech • Express their feelings • Share personal emotions • Exaggerate 	<ul style="list-style-type: none"> • Animated • Lots of facial expression • Spontaneous • Laugh out loud • Stylish dress • Shorter attention span • Warm • May approach you closely 	You Should Try To:	Be Ready For:
		<ul style="list-style-type: none"> • Approach them informally • Be relaxed and sociable • Let them tell you how they feel • Keep the conversation light • Provide written details • Give public recognition • Use humor 	<ul style="list-style-type: none"> • Attempts to persuade/influence • Need for the spotlight • Over-estimates self/others • Over-selling ideas • Vulnerable to feeling rejected
How To Manage Your High I's			
You Can Help Them Learn:		They May Want From You/ Your Organization:	
<ul style="list-style-type: none"> • More control of time • Objectivity • Emphasis on clear results 	<ul style="list-style-type: none"> • Organization • Sense of urgency • Analysis of data 	<ul style="list-style-type: none"> • Popularity • Visible rewards • Public recognition 	<ul style="list-style-type: none"> • Casual warm relationships • Freedom from details • Approval And friendliness

Disc Cheat Sheet
 How to impose on others willingly
 If you know which quadrant

High S's – Steadiness			
How You Can Spot Them:		What They Want From Others:	
How They Talk: <ul style="list-style-type: none"> • Make Small Talk • Ask how questions • Ask vs. tell • Listen more than talk • Slow, steady delivery • Reserved with opinions • Lower volume • Warmth in voice • Use first names 	What They Do: <ul style="list-style-type: none"> • Display photos of relationships • Consult others • Friendly, functional work area • Casual, relaxed walk • Patient, tolerant • Service oriented • Embarrassed by recognition • Subdued clothing 	High S's like others to be relaxed, agreeable, co-operative and to show appreciation	
		You Should Try To: <ul style="list-style-type: none"> • Be logical and systematic • Provide a secure environment • Tell them about change early • Use sincere appreciation • Show how they're important • Let them go slowly into change 	Be Ready For: <ul style="list-style-type: none"> • Friendly approach to others • Resistance to change • Difficulty prioritising • Difficulty with deadlines
How To Manage Your High S's			
You Can Help Them Learn:		They May Want From You/ Your Organization:	
<ul style="list-style-type: none"> • Openness to change • Self affirmation • How to make accomplishments known 	<ul style="list-style-type: none"> • Short cut methods • Effective presentation skills • Believing their successes are worthwhile 	<ul style="list-style-type: none"> • Status quo • Private appreciation • Happy calm relationships • Standard procedures 	<ul style="list-style-type: none"> • Security • Time to adjust to changes • Listening • Sincerity

Disc Cheat Sheet
 How to impose on others willingly
 If you know which quadrant

High C's – Conscientious			
How You Can Spot Them:		What They Want From Others:	
How They Talk:	What They Do:	High C's like others to minimize socializing, and give details; they value accuracy and attention to detail	
<ul style="list-style-type: none"> • Ask Why questions • Ask vs. tell • Listen more than talk • Not a lot of reaction • Slower speech • Lower volume • Prefer to talk vs. writing • Get to point but like to talk • Precise, detailed speech 	<ul style="list-style-type: none"> • Focus on task and process • Orderly • Meticulous • Precise, accurate • "Sterile" work area • Time conscious • Hard to read • Diplomatic • Want to be right 	You Should Try To:	Be Ready For:
		<ul style="list-style-type: none"> • Give clear expectations/ deadlines • Show dependability • Show loyalty • Be tactful and reserved • Honor precedents • Be precise and focused • Value high standards 	<ul style="list-style-type: none"> • Discomfort with ambiguity • Resistance to vague information • Desire to double check • Little need to be w/ others people
How To Manage Your High C's			
You Can Help Them Learn:		They May Want From You/ Your Organization:	
<ul style="list-style-type: none"> • Tolerance of conflict • To ask for support • Group participation skills 	<ul style="list-style-type: none"> • Acceptance of others' ideas • Tolerance of ambiguity • Acceptance of their limits 	<ul style="list-style-type: none"> • Clear expectations • Limited exposure • Business-like environment • References & verification 	<ul style="list-style-type: none"> • No sudden changes • Personal autonomy • Chance to show expertise • Attention to their objectives