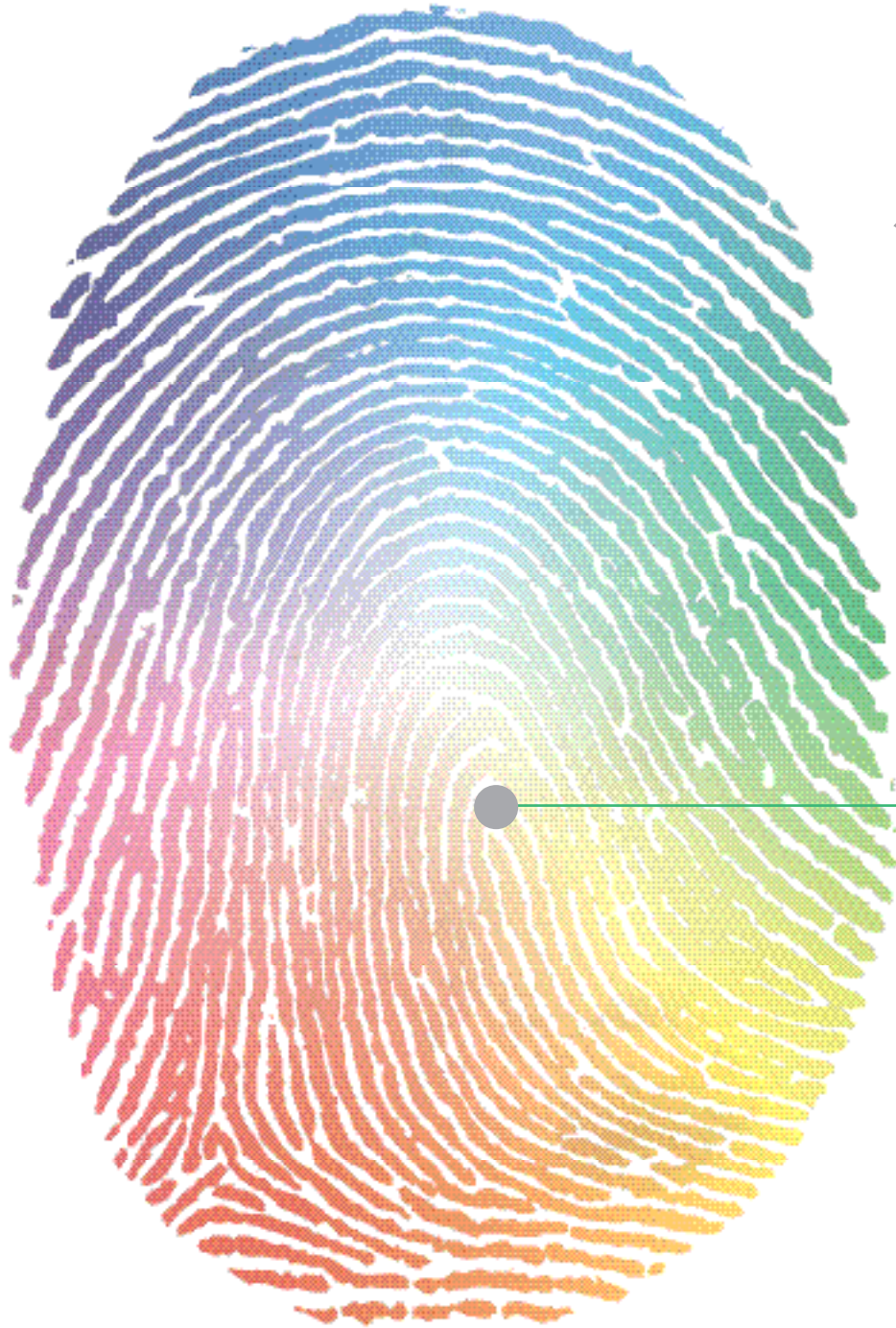


WEB
PREVIEW



INSIGHT Inventory[®]

... identifying your unique personality strengths

(student/teen) **SELF**
personality profile and interpretive booklet

Your INSIGHT Inventory Profiles

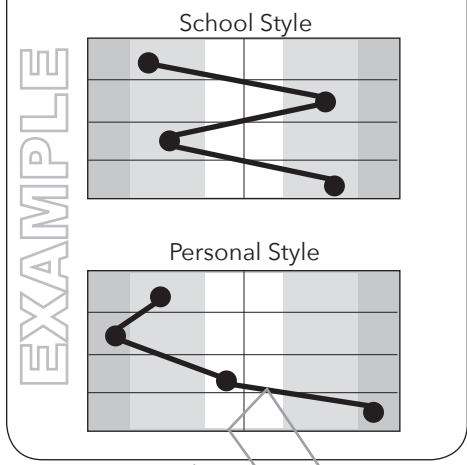
Instructions

After completing and scoring your INSIGHT Inventory, transfer your totals to the boxes on the left side of this page. Then, plot your School Style totals on the upper chart and your Personal Style totals on the lower chart.

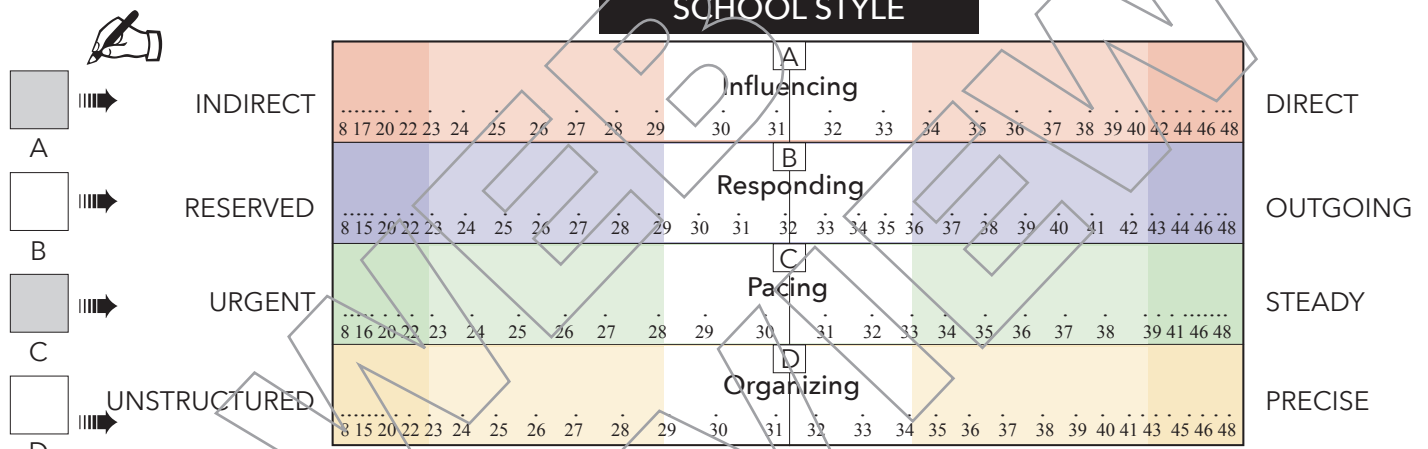
Connect your scores with lines to create easy-to-read profile shapes. See the examples to the right.

_____ (your name) _____ (date)

Plot your scores and connect them with lines.
Example:

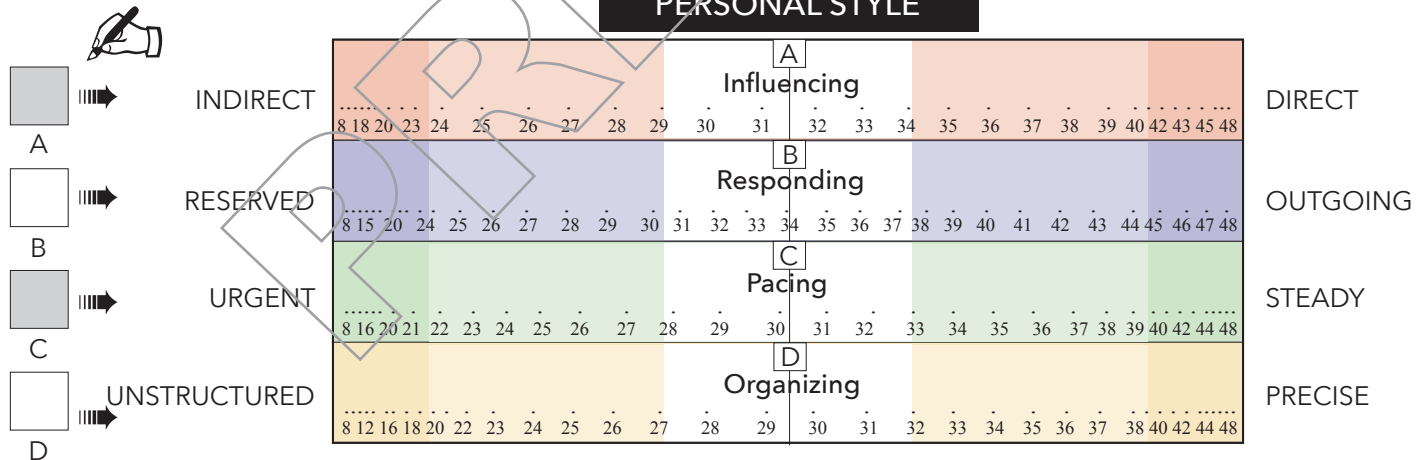


School Style Scores



Your behavior at school is influenced by the classes and activities you are in, friendships, and relationships with teachers.

Personal Style Scores



Your Personal Style profile indicates how you tend to behave around your friends outside of school and when dealing with family and responsibilities at home.



INSIGHT Inventory®

... identifying your unique personality strengths

Your personality is as unique as your fingerprint. The INSIGHT Inventory will help you better understand yourself and others and use this "insight" to improve communications with friends, teachers, and parents.

You'll learn:

- about the strengths of your personality,
 - how to flex your style to get along better with others,
 - strategies for bringing out the best in yourself and others,
- and many additional ways to increase your personal effectiveness.

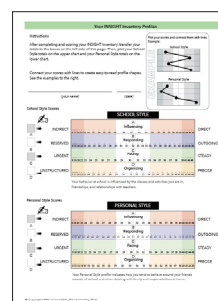
Part 1

Completing the INSIGHT Inventory.

Begin by completing and scoring the INSIGHT Inventory—the form on the left. Then, chart your scores on the inside cover. Your results will provide a positive, strengths-focused profile of your personality preferences.

1st: Complete the Inventory
(form to the left)

2nd: Score your results.
(second carbonless sheet)



3rd: Plot your profiles.
(inside front cover)

School Style and Personal Style – they may be different

As you complete the INSIGHT Inventory, you will be describing how you behave in two different settings, school and home. Your behavior may change from one environment to the other as a response to the people you're around, expectations, pressures, rules, etc.

Strengths and Flexing

After plotting your profiles and learning about the strengths of each of your personality traits, you'll get an opportunity to discuss why you behave differently in various settings. Your friends, teachers, and family (perhaps even you) may be surprised.

Identifying your preferences on each trait.

Review the trait preferences listed below and their opposites on the facing page. The characteristics listed reflect each trait's extremes. If you scored midway or near the center on a trait, some descriptions from both sides may apply to you. Starting with your School Style, customize the lists by checking (✓) the phrases that best describe you at school.

<p>INDIRECT</p> <p>You influence others using strategy and diplomacy and,</p> <ul style="list-style-type: none"> ___ State your position on issues carefully and diplomatically. ___ Persuade others with a supportive and tactful approach. ___ Come across as approachable and unassuming. ___ Prefer to negotiate rather than argue or debate differences. ___ Tend to "ask" rather than "tell." ___ Present new ideas modestly, sometimes understating them. 	<p>Your strengths include:</p> <ul style="list-style-type: none"> ___ Mediating and facilitating discussions by keeping your own issues in the background. ___ Phrasing comments carefully so you don't offend others or create conflict. 	<p>Influ How you express thoughts,</p>
<p>RESERVED</p> <p>You respond to others in a quiet, reserved manner and,</p> <ul style="list-style-type: none"> ___ Are most at ease interacting with others one on one. ___ Keep your emotions rather private and self-contained. ___ Get energized when alone and away from activity. ___ Prefer to think problems through alone to clarify feelings. ___ Use few gestures and facial expressions when you talk. ___ Contact friends and acquaintances occasionally. 	<p>Your strengths include:</p> <ul style="list-style-type: none"> ___ Listening well and feeling comfortable letting others talk more than you do. ___ Holding information confidential and not divulging it through observable expressions. 	<p>Respo How you approach and respond</p>
<p>URGENT</p> <p>You take action and make decisions quickly and,</p> <ul style="list-style-type: none"> ___ Consider a few important options before deciding. ___ Get things done by initiating changes and moving forward. ___ Prefer short-term projects requiring quick responses. ___ Work with a fast-paced, urgent style. ___ React quickly when frustrated and angered. ___ Believe in seizing the moment "opportunity knocks but once." 	<p>Your strengths include:</p> <ul style="list-style-type: none"> ___ Taking fast action when opportunities arise that require immediate decisions. ___ Quickly eliminating options that seem to confuse an issue or delay action. 	<p>Pac The speed at which you make</p>
<p>UNSTRUCTURED</p> <p>You strive to keep time unstructured and plans flexible, and</p> <ul style="list-style-type: none"> ___ Tend to postpone organizing and attending to details. ___ Use unconventional procedures to accomplish tasks. ___ Like plans open and somewhat unpredictable. ___ Proceed on projects before reading all the directions. ___ Take pride in doing things in new and different ways. ___ Get frustrated by too many guidelines and rules. 	<p>Your strengths include:</p> <ul style="list-style-type: none"> ___ Discovering and following innovative ways to reach goals. ___ Working around disorganization and getting work done in situations that might bother other people. 	<p>Organ How you structure time,</p>

Optional Activity:

As an additional activity, you may want to repeat the previous exercise and identify the descriptions that best fit your Personal Style. Place an **X** beside the descriptions that fit your Personal Style. When finished, compare these to your School Style.

DIRECT

encing

present ideas, and assert yourself.

- You express yourself with assertiveness and conviction and,
- ___ State your position on issues candidly and frankly.
 - ___ Influence others with an assertive, direct approach.
 - ___ Come across as self-assured and even forceful at times.
 - ___ Prefer to confront conflicts and openly debate differences.
 - ___ Tend to "tell" rather than "ask."
 - ___ Present ideas with confidence, sometimes overstating them.

Your strengths include:

- ___ Taking charge, especially in situations that need control and clear direction.
- ___ Getting vague or hidden issues out on the table and restated in a straightforward way.

OUTGOING

nding

to others, particularly groups.

- You respond to others in a talkative, expressive manner and,
- ___ Interact easily with many people and groups.
 - ___ Share emotions openly and freely.
 - ___ Get energized by people contact and lots of activity.
 - ___ Prefer to talk problems out with others to clarify feelings.
 - ___ Use many gestures and expressions when talking.
 - ___ Contact friends and acquaintances frequently.

Your strengths include:

- ___ Meeting and greeting others, putting people at ease, and making them feel important.
- ___ Staying connected and up to date on personal issues that friends and family are going through.

STEADY

ing

decisions and take action.

- You take action and make decisions after much deliberation and,
- ___ Consider many options and alternatives before deciding.
 - ___ Get things done by "sticking with it" and persisting.
 - ___ Prefer long-term projects requiring calculated responses.
 - ___ Work with an even-paced, consistent style.
 - ___ React slowly when frustrated and angered.
 - ___ Make most decisions cautiously—"Timing is everything."

Your strengths include:

- ___ Holding back on decisions until better opportunities and deals have time to surface.
- ___ Patiently staying open to alternatives and possibilities that show promise and that others may have closed their minds to.

PRECISE

izing

organize tasks, and handle details.

- You strive to have your time structured and plans defined and,
- ___ Tend to organize details in a timely and thorough fashion.
 - ___ Use established procedures to accomplish tasks.
 - ___ Like plans clearly set and somewhat predictable.
 - ___ Proceed on projects only after reading all the directions.
 - ___ Take pride in doing things in established, proven ways.
 - ___ Get frustrated by ambiguity and lack of specific guidelines.

Your strengths include:

- ___ Bringing order and structure to disorganized situations.
- ___ Seeing ways to improve systems and policies that help make work flow smoothly.

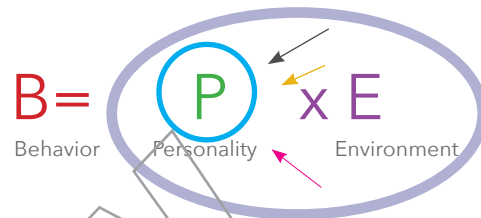
Some situations bring out the best in you. Other settings may be stressful and limit you.

If your School Style and Personal Style profiles are different, you are probably adapting to certain responsibilities, pressures, or stresses in one or the other of these two settings.

FIELD THEORY

Behavior is a function of the Personality within an Environment.

$B = P \times E$



To fully understand behavior its important to consider both personality traits and the environment that brings them out.

Key Point

Over time you have probably developed a fairly predictable style, yet you may alter your behavior somewhat from one setting to another.

Use the activity below to explore the differences (if any) between your profiles and better understand how you react to certain situations or pressures.

School Style

List some factors at school that may affect your style and note whether any behavior changes are intentional or are reactions to stress.

Example:

At school there are many deadlines and I'm very Urgent there. But, my natural style is to be more Steady and to take my time making decisions. Therefore, I'm often stressed at school.

Personal Style

List some ways that your Personal Style differs from your School Style and identify what issues at home (people, pressures, etc.) influence these changes.

Example:

I am more Direct at home than at school because speaking confidently and being more forceful seems necessary when parenting my two rather strong-minded brothers.

Identifying situations that stress you and increasing your awareness of how your reactions relate to your personality style will help you develop strategies to cope with stress in more positive ways.

Stress

Situations preventing you from using your preferred style are likely to be stressful. For example, if you are Direct, you probably like being in control. When you are in situations where you have little authority or power to change things, you'll probably feel stressed.

Key Point

Under stress you'll tend to overuse your strongest traits. You'll do more of what you already do best. However, you may overdo it and when this happens, your strengths can become your weaknesses.

Stress Reactions

Be aware of your responses to stress when communicating with others, particularly when there is tension or conflict. Avoid moving into your "stress reaction" which usually has a negative effect and decreases communication.

FIGHT
Flight
Freeze
Refuse

Be aware of your stress reactions!

STRESS REACTIONS

The grid below lists situations each trait finds stressful and typical reactions. Identify which ones are most descriptive of you. You'll probably find that you overreact on one or two of your strongest traits. Draw a circle around your hottest triggers. Discuss your "stress" reactions with others and find out how they are affected by you at those times.

INDIRECT	Influencing	DIRECT
<p>Stressful situations: being confronted and drawn into arguments; having your tactfulness taken advantage of.</p> <p>Reactions: may avoid conflicts and disagreements, or give in when not really in agreement.</p>		<p>Stressful situations: not being able to voice opinions; not knowing where you stand; loss of authority or influence.</p> <p>Reactions: may get demanding or become argumentative or overly forceful as a way of regaining control.</p>
RESERVED	Responding	OUTGOING
<p>Stressful situations: dealing with too many people; pressure to talk more and be entertaining.</p> <p>Reactions: may withdraw, become excessively quiet, or withhold input when it's needed.</p>		<p>Stressful situations: lack of people contact; loss of affirmation and group support.</p> <p>Reactions: may talk excessively, try too hard to gain approval, or come on overly friendly.</p>
URGENT	Pacing	STEADY
<p>Stressful situations: lack of action, slow decision making; changes in decisions that cause delays.</p> <p>Reactions: may get frustrated and impatient, or make decisions impulsively.</p>		<p>Stressful situations: pressure to make fast decisions, last minute deadlines; frequent interruptions.</p> <p>Reactions: may find ways to postpone decisions or delay taking action.</p>
UNSTRUCTURED	Organizing	PRECISE
<p>Stressful situations: too many policies and procedures to work around; lack of flexibility or support for doing things differently.</p> <p>Reactions: may work around rules and not attend to details and schedules that are important to others.</p>		<p>Stressful situations: ambiguity and lack of organization; poor planning; unpredictable change.</p> <p>Reactions: may get compulsive and more organized than needed, or overwhelm others with details and lists.</p>

Communicating with people having opposite styles.

When people have opposite styles, misunderstandings and conflicts may arise not over what is said, but how it is said. Learn to flex your style so you communicate with other people in a manner they are most receptive to.

Review the guidelines below and place a check (✓) beside those you would like to practice more often when communicating with someone having an opposite style.

For an INDIRECT to communicate better with a DIRECT:

- ___ Present your ideas and opinions more assertively and forcefully. Directs respect conviction and confidence.
- ___ Stand your ground and be prepared to debate your position. Directs like to challenge and even argue a bit.
- ___ Use direct eye contact, stand up straight, and speak confidently. Directs like others who are sure of themselves.

A

For a DIRECT to communicate better with an INDIRECT:

- ___ Avoid coming on too forcefully. Indirects may perceive this as pressure and find ways to avoid discussions.
- ___ Try not to come across too self-assured and overly confident; Indirects may perceive this as arrogance.
- ___ Watch your body language; don't overpower Indirects with excessive eye contact, a loud voice, or close body space.

For a RESERVED to communicate better with an OUTGOING:

- ___ Display more animation and enthusiasm than you normally might. Outgoing people like energy and excitement.
- ___ Open up and share more about yourself. Speak up, initiate conversations and don't wait for others to talk first.
- ___ Use expressive mannerisms, smiling, and gestures. Outgoing people like animated body language.

B

For an OUTGOING to communicate better with a RESERVED:

- ___ Listen carefully and encourage Reserved people to talk. Be a good listener; don't talk too much.
- ___ Ask open-ended questions. Avoid yes or no questions or you'll get a one-word answers.
- ___ Don't take their quiet style personally. Their quiet nature isn't about you. Don't judge this negatively.

For an URGENT to communicate better with a STEADY:

- ___ Hold back some of your snap decisions; Steady people may read your decisiveness as impulsiveness or recklessness.
- ___ Don't pressure Steady individuals into making quick decisions; give them plenty of time to think things over.
- ___ Try not to react too emotionally to setbacks and mistakes or say critical things when delayed. Words can hurt.

C

For a STEADY to communicate better with an URGENT:

- ___ Present your ideas quickly. Use fast speech and energetic gestures. Urgent people like to get to key points quickly.
- ___ Be ready to change topics and move ahead when Urgent individuals show signs of restlessness. Don't go on and on.
- ___ Offer to help Urgent people with projects that make use of your patience, cooperation, and concentration.

For an UNSTRUCTURED to communicate better with a PRECISE:

- ___ Be on time and be as organized as possible. Precise individuals value punctuality and order.
- ___ Get your facts and details together before trying to persuade Precise people; use notes and refer to them if necessary.
- ___ Don't let follow-up and details fall between the cracks. Precises may view this as being unreliable.

D

For a PRECISE to communicate better with an UNSTRUCTURED:

- ___ Stick to the big picture and don't bring up too many small points; Unstructured people often tune out the details.
- ___ Stay open to unproven, vague, and innovative ideas; otherwise, you'll be seen as closed minded or set in your ways.
- ___ Avoid being a perfectionist. Don't try to enforce too many rules. Unstructured people see it as needless and nit-picky.

Communicating with people having similar styles.

People with similar styles usually get along great initially; they act and talk alike. Problems can arise when they both overuse the same traits at the same time and draw out each other's weaknesses rather than building on their shared strengths.

Review the guidelines below and place a check (✓) in the blank beside those behaviors you would like to practice more often.

<p>For two INDIRECT people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use your shared tactfulness to find points of agreement, but take a firm stand on issues when needed. <input type="checkbox"/> Don't avoid conflict when important things need to be discussed and dealt with. <input type="checkbox"/> Encourage each other to be more candid and straightforward when giving each other feedback. 	<p>For two DIRECT people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use your shared candor to get right to the point, but be ready to negotiate whose agenda gets addressed first. <input type="checkbox"/> Share control of conversations. You both like to be in charge, so find ways to trade off who has the floor. <input type="checkbox"/> Avoid getting into heated debates. Since you're both Direct, these can turn into confrontations.
<p>For two RESERVED people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draw out the other Reserved person's needs and concerns by asking more personal questions than you usually do. <input type="checkbox"/> Take the initiative in speaking, introducing yourself, and greeting other Reserved people; don't wait too long. <input type="checkbox"/> Let each other know if anything is on your mind, otherwise important issues may not be discussed. 	<p>For two OUTGOING people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remind yourself to listen more and talk less; otherwise, unnecessary competition for attention may occur. <input type="checkbox"/> Focus conversations on important issues so you don't find yourselves talking about everything but the agenda. <input type="checkbox"/> Avoid always being the center of attention; instead, arrange it so the other Outgoing person can be noticed and heard.
<p>For two URGENT people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slow down the decision-making process to avoid taking action in situations where you're both not quite ready. <input type="checkbox"/> Avoid saying something abrupt when you get impatient; you both can fire back quickly and hurt feelings. <input type="checkbox"/> Stay open to additional options so you don't influence each other to make premature or snap decisions. 	<p>For two STEADY people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Push each other to move quickly and take advantage of opportunities. <input type="checkbox"/> Express your frustrations more often; there may be times when neither of you knows what's irritating the other. <input type="checkbox"/> Encourage each other to be more decisive so you can avoid getting stuck and lose your momentum.
<p>For two UNSTRUCTURED people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get organized before meeting so you have productive discussions and don't overlook important details. <input type="checkbox"/> Avoid operating too loosely and frustrating each other since neither of you likes dealing with rules and structure. <input type="checkbox"/> Assign each other very specific items to do, otherwise you'll both tend to work without structure or order. 	<p>For two PRECISE people to better communicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restate the big picture once in a while to keep you both from getting lost in the details. <input type="checkbox"/> Don't get into disagreements over whose rules are best; you both like your own version of order and structure. <input type="checkbox"/> Provide each other with lists and procedures to help you be more efficient together; you'll both appreciate this.

Chart the profiles of your classmates, team members, teachers, friends, or family members.

Then, discuss each person's personality strengths and identify ways you can communicate better with them.

Profiles of your classmates, teachers, friends, or family members.

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:

INDIRECT	[A] Influencing	DIRECT
RESERVED	[B] Responding	OUTGOING
URGENT	[C] Pacing	STEADY
UNSTRUCTURED	[D] Organizing	PRECISE

- This person's personality strengths include:

- Ways I can communicate better with this person:
