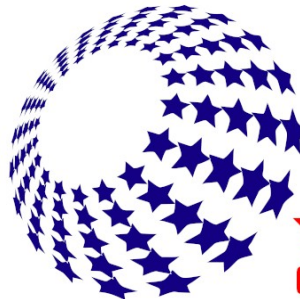




**TTI Success Insights®**  
Time P.L.U.S.™ Version



**Sara Sample**  
Company Inc  
4-2-2010



**YOUR  
COMPANY**

Communicate  
Company Inc  
123 St.  
Scottsdale, AZ  
800-555-5555



Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment. Our ability to interact effectively in any given environment may determine the difference between our success or failure in the workplace and in our personal relationships.

Effective use of time starts with an accurate perception of ourselves. This report was designed to quantify information on how you see yourself. The report translates that information into how others may see you to assist in formulating strategies to better manage your time.

Is the report 100% true? Yes, no and maybe. We are only measuring behavior. We only report statements which are true for you and areas of behavior in which you show tendencies. Delete any statement from this report that you feel doesn't apply after checking with a friend or colleague to see if they agree with you. Sometimes we are not aware of certain behavioral traits that are seen by others.

*"All people exhibit all four behavioral factors in varying degrees of intensity."  
-W.M. Marston*

Company Inc  
123 St.  
800-555-5555

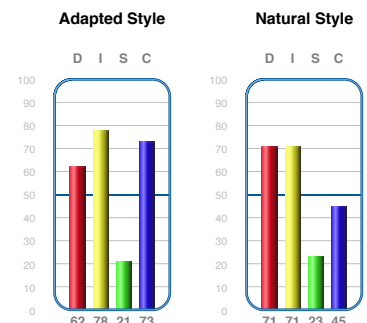


## GENERAL CHARACTERISTICS

*Based on your responses, the report has selected general statements to provide a broad understanding of your work style. These statements identify the basic natural behavior that you bring to the job. That is, if left on your own, HOW YOU WOULD CHOOSE TO DO THE JOB. Use the general characteristics to gain a better understanding of your natural behavior.*

Sara prefers being a team player, and wants each player to contribute along with her. She has high ego strengths and may be viewed by some as egotistical. She is extremely results-oriented, with a sense of urgency to complete projects quickly. She wants to be viewed as self-reliant and willing to pay the price for success. Sara wants to be seen as a winner and has an inherent dislike for losing or failing. She tends to work hard and long to be successful. She displays a high energy factor and is optimistic about the results she can achieve. The word "can't" is not in her vocabulary. She is goal-oriented and driven by results. She is the team member who will try to keep the others on task. She is a goal-oriented individual who believes in harnessing people to help her achieve her goals. She needs people with other strengths on her team. Sara is often considered daring, bold and gutsy. She is a risk taker who likes to be seen as an individualist. She is forward-looking, aggressive and competitive. Her vision for results is one of her positive strengths.

Sara prefers authority equal to her responsibility. She should realize that at times she needs to think a project through, beginning to end, before starting the project. Many people see her decisions as high-risk decisions. However, after the decision is made, she tends to work hard for a successful outcome. She likes to make decisions quickly. Sara has the unique ability of tackling tough problems and following them through to a satisfactory conclusion. Sometimes she becomes emotionally involved in the decision-making process. When

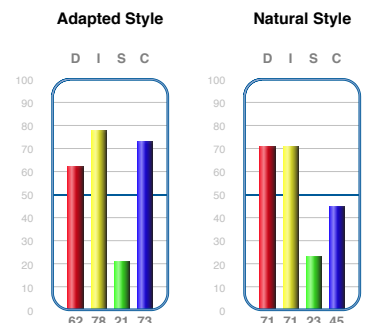


Company Inc  
123 St.  
800-555-5555



faced with a tough decision, she will try to sell you on her ideas. She will work long hours until a tough problem is solved. After it is solved, Sara may become bored with any routine work that follows.

Sara may lose interest in what others are saying if they ramble or don't speak to the point. Her active mind is already moving ahead. She may lack the patience to listen and communicate with slower acting people. She likes people who present their case effectively. When they do, she can then make a quicker assessment or decision. She challenges people who volunteer their opinions. Sara should exhibit more patience and ask questions to make sure that others have understood what she has said. She likes people who give her options as compared to their opinions. The options may help her make decisions, and she values her own opinion over that of others! She may sometimes mask her feelings in friendly terms. If pressured, Sara's true feelings may emerge. She tends to be intolerant of people who seem ambiguous or think too slowly.



Company Inc  
123 St.  
800-555-5555



*This section of your report is designed to identify time wasters that may impact your overall time use effectiveness. Possible causes and solutions will serve as a basis for creating an effective plan for maximizing your use of TIME and increasing your PERFORMANCE.*

## 1. LACK OF A WRITTEN PLAN

A plan in this context may be an overall business plan including mission, goals, objectives, task requirements and utilization of resources. It may also simply mean written priorities and a written daily plan of action.

### POSSIBLE CAUSES:

- Action oriented, want to get things done now
- Priorities keep changing (self- or other-imposed)
- Have been successful without a plan in the past
- Want to "go with the flow" and not be stifled by a written daily agenda

### POSSIBLE SOLUTIONS:

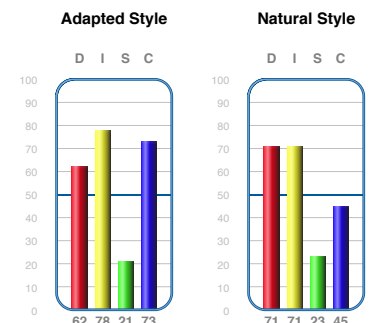
- Write down personal and job-related values and prioritize them
- Write out a long-term plan that will support those values
- Recognize that by having priorities clearly in mind, constant change will be replaced with change-by-design

## 2. FIREFIGHTING

Firefighting is often defined as being pulled away from priority tasks to answer questions, offer solutions, delegate or solve problem-related minor issues. These issues usually "flare up" quickly and are "put out" quickly.

### POSSIBLE CAUSES:

- Desire to solve problems quickly and sometimes without adequate information
- Lack of delegation
- Lack of standard operating procedures
- Poor/wrong priorities
- Failure to fit intensity to the situation





## POSSIBLE SOLUTIONS:

- Establish a plan
- Create operational procedures for tasks and known problems
- Establish a "management by objectives" approach

## 3. POOR DELEGATION

Poor delegation usually means the inability to discriminate between tasks needing your time and attention, and those others are capable of accomplishing.

## POSSIBLE CAUSES:

- Do not want to give up control
- Do not trust the abilities of others
- Do not understand the abilities of others
- Fear the talents of others
- Do not want to overload others

## POSSIBLE SOLUTIONS:

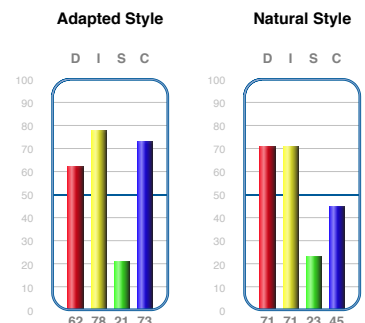
- Train and mentor others
- Develop a support team
- Give people the opportunity to help
- Recognize the time spent training others on routine tasks will result in gained cumulative time for higher priority tasks

## 4. SNAP DECISIONS

Snap decisions in this context are those decisions that are made too quickly without having all the necessary information.

## POSSIBLE CAUSES:

- Impatience overrides need to wait for more information
- Try to do too much
- Failure to plan in advance
- Lack specific goals





## POSSIBLE SOLUTIONS:

- Ask for recommendations
- Establish process for decisions prior to situation occurring
- Establish standard operating procedures and alternative procedures for possible problems

## 5. CRISIS MANAGEMENT

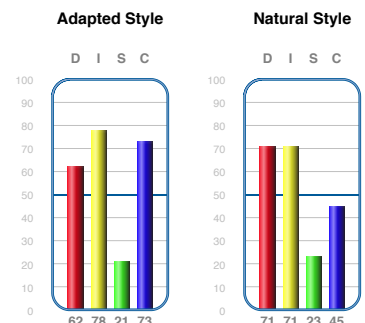
Crisis Management is defined as a management style that is consistently driven by uncontrolled external issues as the preferred method of managing. This style allows crises to precipitate rather than anticipating them and being pro-active.

## POSSIBLE CAUSES:

- Lack planning
- Place unrealistic time requirements on people and tasks
- Always looking for problems to solve

## POSSIBLE SOLUTIONS:

- Have a well defined operational plan
- Target key individuals to handle specific problems
- Ask for recommendations from key people
- Delegate authority and responsibility when possible



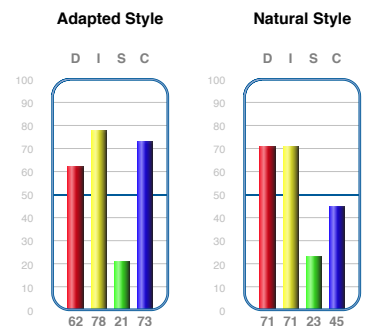


## CHECKLIST FOR COMMUNICATING

*This section of the report is a lists of things to DO when communicating with you. Read each statement and then identify 3 or 4 that are most important to your optimal use of time. By sharing this information with others, the better they can plan meetings, presentations and informal discussions. This will result in more efficient and time saving the communications.*

Do:

- Provide testimonials from people she sees as important.
- Present the facts logically; plan your presentation efficiently.
- Provide facts and figures about probability of success, or effectiveness of options.
- Ask for her opinions/ideas regarding people.
- Talk about her, her goals and the opinions she finds stimulating.
- Ask specific (preferably "what?") questions.
- Motivate and persuade by referring to objectives and results.
- Come prepared with all requirements, objectives and support material in a well-organized "package."
- Plan interaction that supports her dreams and intentions.
- Deal with details in writing, have her commit to modes of action.
- Offer special, immediate and continuing incentives for her willingness to take risks.
- Leave time for relating, socializing.



Company Inc  
123 St.  
800-555-5555



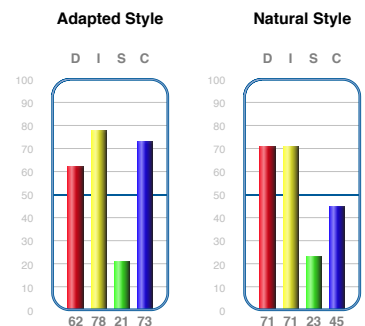


## DON'TS ON COMMUNICATING

*This section of the report is a list of things NOT to do while communicating with you. Read each statement and identify those that cause the most frustration. By sharing this information, both parties can avoid time wasting interactions and achieve more effective communications.*

Don't:

- Try to convince by "personal" means.
- Talk down to her.
- Come with a ready-made decision, or make it for her.
- Ramble on, or waste her time.
- Try to build personal relationships.
- Let disagreement reflect on her personally.
- Be curt, cold or tight-lipped.
- Legislate or muffle--don't overcontrol the conversation.
- Leave decisions hanging in the air.
- "Dream" with her or you'll lose time.
- Drive on to facts, figures, alternatives or abstractions.
- Be dictatorial.





*A person's behavior and feelings may be quickly telegraphed to others. This section provides additional information on Sara's self-perception and how, under certain conditions, others may perceive her behavior. Understanding this section will empower Sara to project the image that will allow her to control the situation.*

## "See Yourself As Others See You"

### SELF-PERCEPTION

Sara usually sees herself as being:

Pioneering  
Competitive  
Positive

Assertive  
Confident  
Winner

### OTHERS' PERCEPTION

Under moderate pressure, tension, stress or fatigue, others may see her as being:

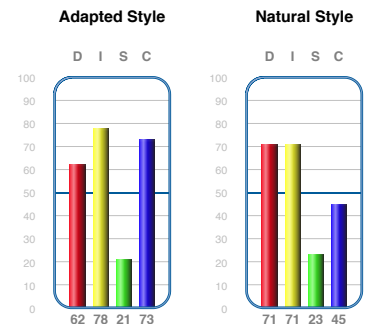
Demanding  
Egotistical

Nervy  
Aggressive

And, under extreme pressure, stress or fatigue, others may see her as being:

Abrasive  
Arbitrary

Controlling  
Opinionated



Company Inc  
123 St.  
800-555-5555



Based on Sara's responses, the report has marked those words that describe her personal behavior. They describe how she solves problems and meets challenges, influences people, responds to the pace of the environment and how she responds to rules and procedures set by others.

Dominance	Influencing	Steadiness	Compliance
Demanding	Effusive	Phlegmatic	Evasive
Egocentric	Inspiring	Relaxed	Worrisome
Driving	Magnetic	Resistant to Change	Careful
Ambitious	Political	Nondemonstrative	Dependent
Pioneering	Enthusiastic	Passive	Cautious
Strong-Willed	Demonstrative	Patient	Conventional
Forceful	Persuasive	Possessive	Exacting
<b>Determined</b>	<b>Warm</b>	Predictable	Neat
<b>Aggressive</b>	<b>Convincing</b>	Consistent	Systematic
<b>Competitive</b>	<b>Polished</b>	Deliberate	Diplomatic
<b>Decisive</b>	<b>Poised</b>	Steady	Accurate
<b>Venturesome</b>	<b>Optimistic</b>	Stable	Tactful
<b>Inquisitive</b>	<b>Trusting</b>	<b>Mobile</b>	Open-Minded
<b>Responsible</b>	<b>Sociable</b>	<b>Active</b>	Balanced Judgment
Conservative	Reflective	<b>Restless</b>	<b>Firm</b>
Calculating	Factual	<b>Alert</b>	Independent
Cooperative	Calculating	<b>Variety-Oriented</b>	Self-Willed
Hesitant	Skeptical	<b>Demonstrative</b>	Stubborn
Low-Keyed	Logical	<b>Impatient</b>	Obstinate
Unsure	Undermonstrative	Pressure-Oriented	Opinionated
Undemanding	Suspicious	Eager	Unsystematic
Cautious	Matter-of-Fact	Flexible	Self-Righteous
Mild	Incisive	Impulsive	Uninhibited
Agreeable	Pessimistic	Impetuous	Arbitrary
Modest	Moody	Hypertense	Unbending
Peaceful	Critical		Careless with Details
Unobtrusive			



*Each person is different and each has needs they want met. This section will help you identify four basic behavioral styles of others. It will provide you with valuable information for meeting their needs. As you develop strategies for meeting their needs, you will gain their commitment and cooperation. You will be able to understand how interacting with different styles impacts your use of TIME.*

## "Improving Your Interactive Flexibility"

When interacting with an individual who has the following characteristics:

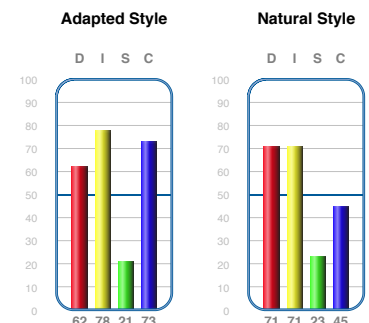
- Fast-paced speech
- Strong personality
- Impatient
- Direct
- Tries to control the situation

Factors that will improve Interaction with this Style:

- Minimize features - maximize benefits
- Help them with details
- LISTEN
- Ask specific questions
- Keep the pace fast enough so they don't become bored

Factors that will create tension or dissatisfaction with this Style:

- Over controlling the situation
- Telling them what to do





## "Improving Your Interactive Flexibility"

When interacting with an individual who has the following characteristics:

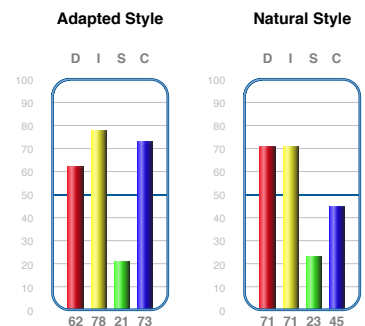
- Warm and friendly
- Impulsive
- Uses many hand gestures while speaking
- Talkative
- Imprecise about the use of time

Factors that will improve Interaction with this Style:

- Be friendly, not dominating
- Ask for their ideas and opinions
- Use testimonials
- Tell how others will benefit
- Control your impatience

Factors that will create tension or dissatisfaction with this Style:

- Over controlling
- Displaying your impatience





## "Improving Your Interactive Flexibility"

When interacting with an individual who has the following characteristics:

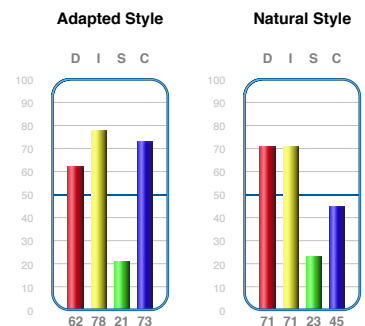
- Patient
- Easy going
- Uses few gestures
- Unemotional voice
- Reserved

Factors that will improve Interaction with this Style:

- Listen patiently
- Take time to explain
- Develop more empathy and patience
- Take a personal interest in them
- Exhibit friendly attitudes
- Slow down
- Give more attention to details
- Control body language
- Speak with sincere tone of voice

Factors that will create tension or dissatisfaction with this Style:

- Overselling or stressing new products
- Dominate with active body language





## "Improving Your Interactive Flexibility"

When interacting with an individual who has the following characteristics:

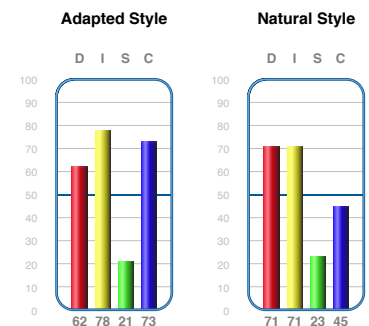
- Speaks slowly
- Asks many questions about facts and data
- Is deliberate
- Uses few gestures
- Unemotional

Factors that will improve Interaction with this Style:

- Slow down and LISTEN
- Explain details
- Be sincere - lower your tone of voice
- Be conservative in assertions
- Answer questions precisely
- Minimize risks

Factors that will create tension or dissatisfaction with this Style:

- Being too blunt and direct
- Forcing them to take risks





The following action plan will allow you the opportunity to minimize time wasters and increase available productive time. Periodically review your report and your action plan as a step toward achieving success.

1. Referring to the list of time wasters, which do you perceive to be your top three?
2. How could you improve or eliminate these time wasters?
3. With which behavioral style are you the most productive when working, and how does this impact your time management?
4. With which behavioral style are you the most unproductive when working and how does this impact your time management?
5. What could you do to improve your effectiveness when working with the styles listed in item four above?







## Personal Development

1. When reviewing my report for personal development, I learned the following key behaviors contribute to reaching my goals and the quality of life I desire: (list 1-3)
  
2. The following behaviors were revealed, which show room for improvement to enhance the quality of my life: (list 1-3)
  
3. When I make changes to these behaviors, I will experience the following benefits in my quality of life:
  
4. I will make the following changes to my behavior, and I will implement them by \_\_\_\_\_:



**Sara Sample**

Company Inc

4-2-2010

**MOST**

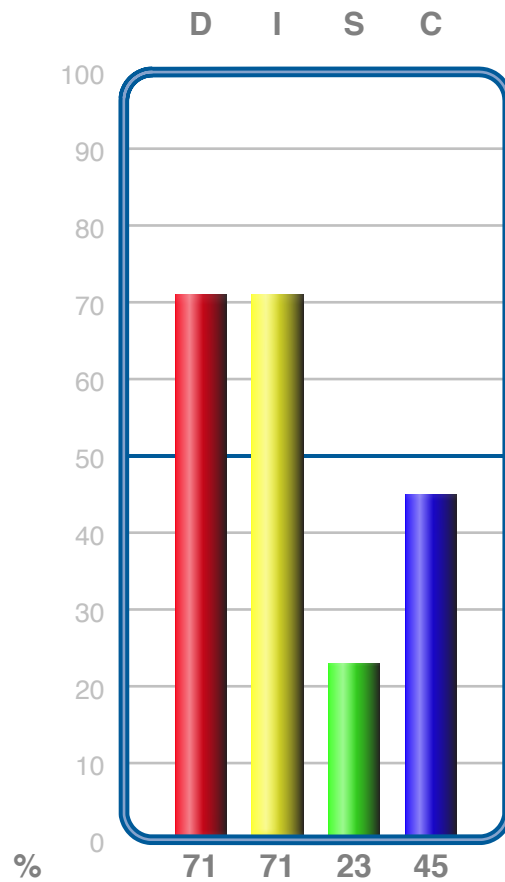
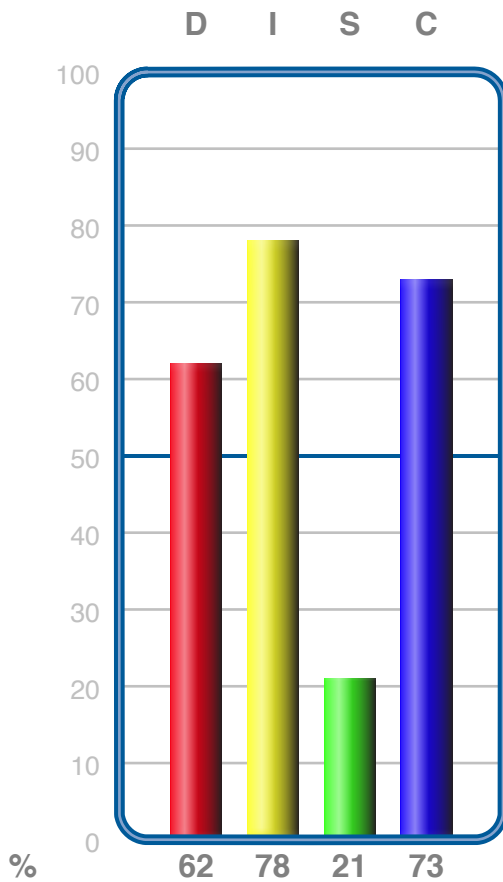
Graph I

**Adapted Style**

**LEAST**

Graph II

**Natural Style**



Norm 2009

Company Inc  
123 St.  
800-555-5555



The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you to:

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.
- If you filled out the Work Environment Analysis, view the relationship of your behavior to your job.

Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

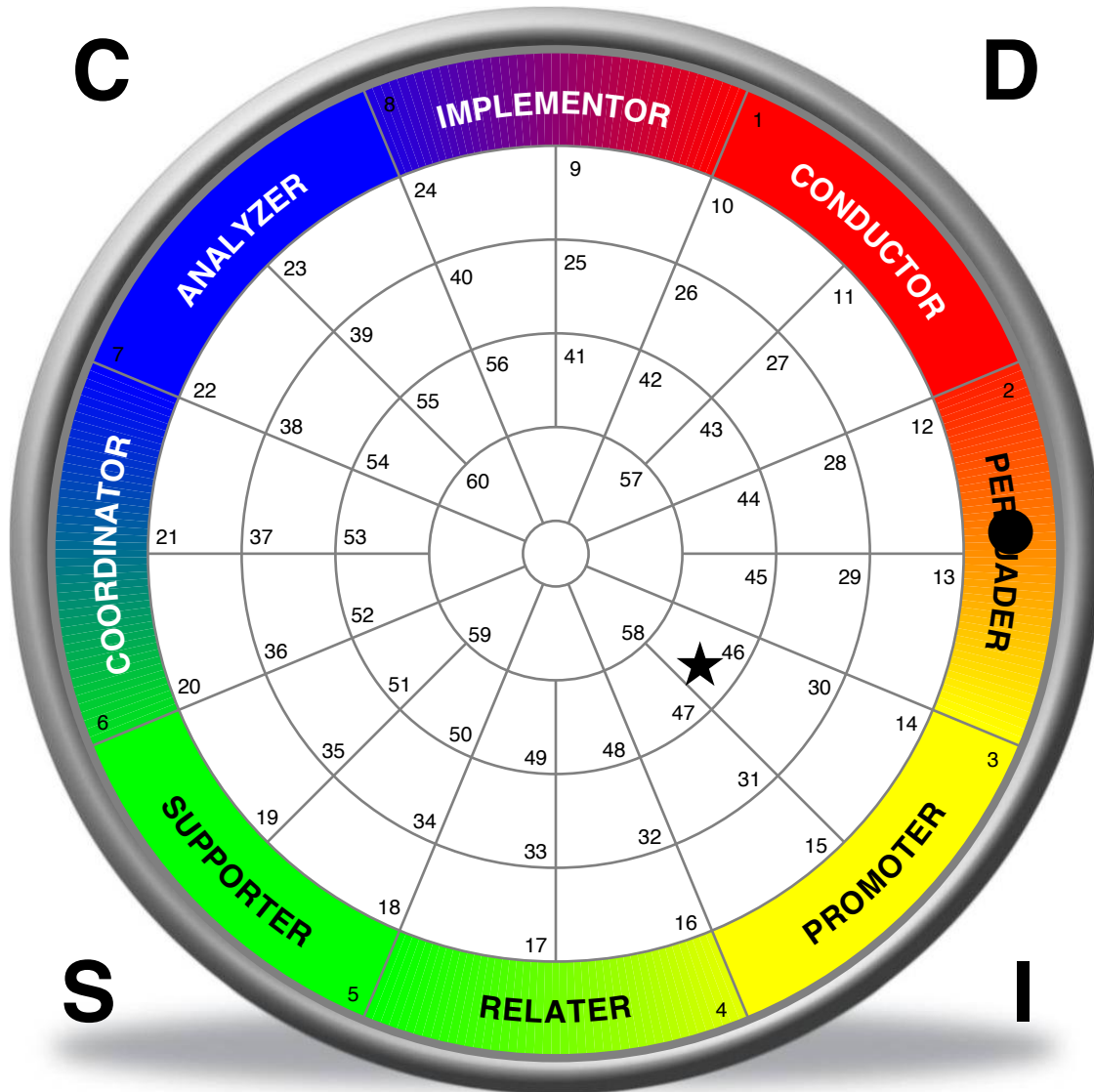
If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



Sara Sample

Company Inc

4-2-2010



Adapted: ★ (46) PERSUADING PROMOTER (ACROSS)

Natural: ● (2) PERSUADER

Norm 2009

Company Inc  
123 St.  
800-555-5555