

Good Day

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Personality Essentials Series

Day to Day Reputation

Sam Sample

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Discovering insights about your Reputation

People are different in predictable ways. These differences are important in work-related contexts.

Welcome to your Report

This report provides insight into day-to-day personality, your reputation, based on contemporary work-psychology research. This is not about 'good' or 'bad' behaviour, there are advantages and challenges associated with both ends of any personality factor.

Even though the personality characteristics described in this report are important, there are other characteristics and circumstances that can also affect behaviour and performance in work-related contexts. The results should not be interpreted in absolute terms; rather, they should be viewed as an indication of day-to-day factors that influence behaviour in the workplace. Personality assessment is about prediction rather than certainty. Try to approach the insights presented in this report with curiosity and an open-mind.

It is also important to remember that personality is complex and different combinations of scores on different scales may influence how a person shows up. The Personality Essentials Report series presents information about individual factors. For an integrated narrative, consider the Leader Develop or Executive Develop Reports.

Five Reputation Factors

Science has shown us that these five factors describe personality and associated behaviour – your day-to-day reputation:

Emotional Experience. Concerns a person's overall emotional tone, confidence in their own abilities and how the person handles stressful situations.

Extraversion. Explores a person's engagement with their environment, particularly socially. It includes their comfort, dominance levels, and the stance they usually adopt in social interactions.

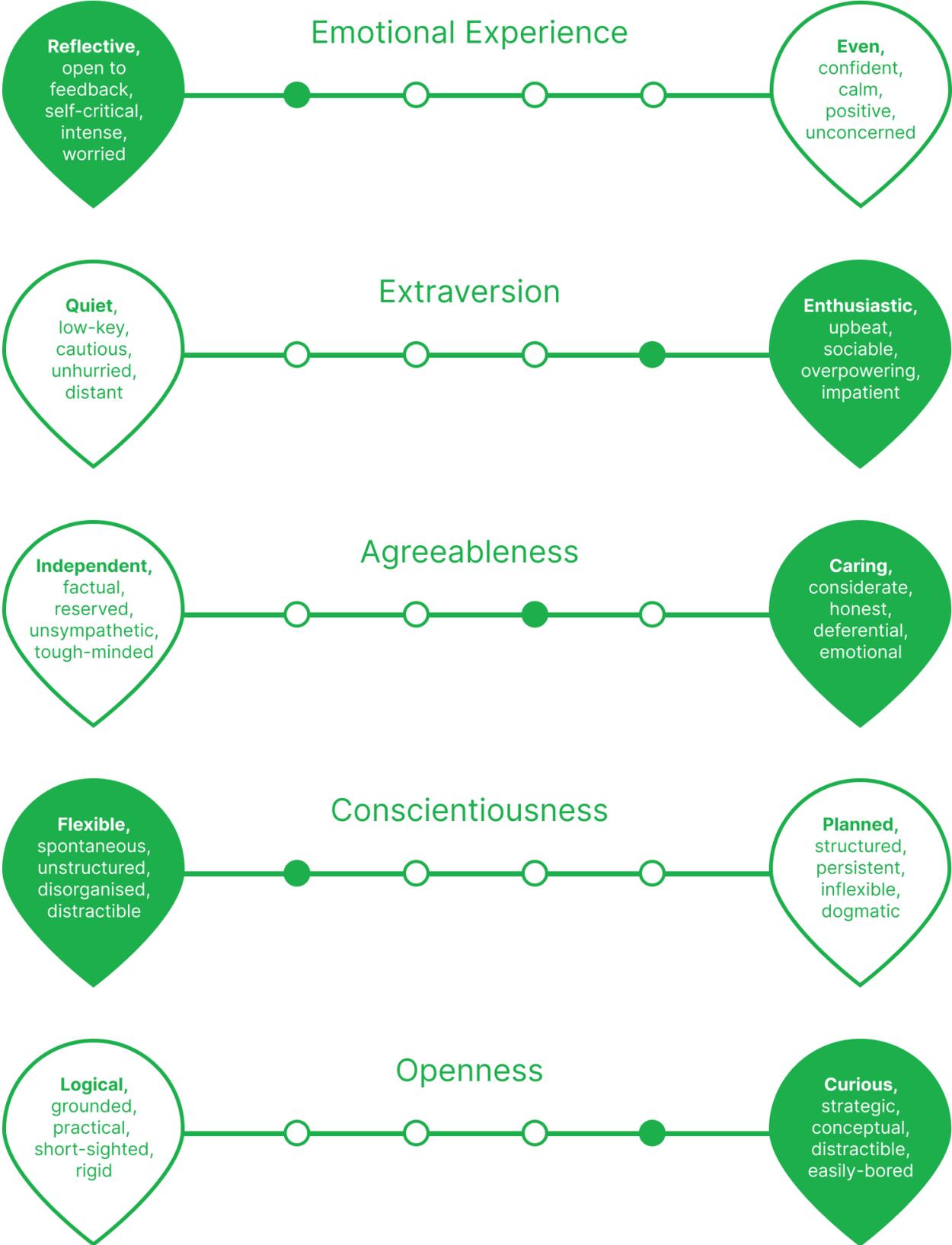
Agreeableness. Concerns the degree people are concerned by and motivated to meet the needs and feelings of others.

Conscientiousness. Provides an understanding of the way a person approaches goals and tasks, and the degree to which they manage attention and effort.

Openness. Reveals the need for mental stimulation, a person's willingness to try new things as well as engage in imaginative and intellectual activities.

What Anchors Your Reputation?

These factors anchor your reputation



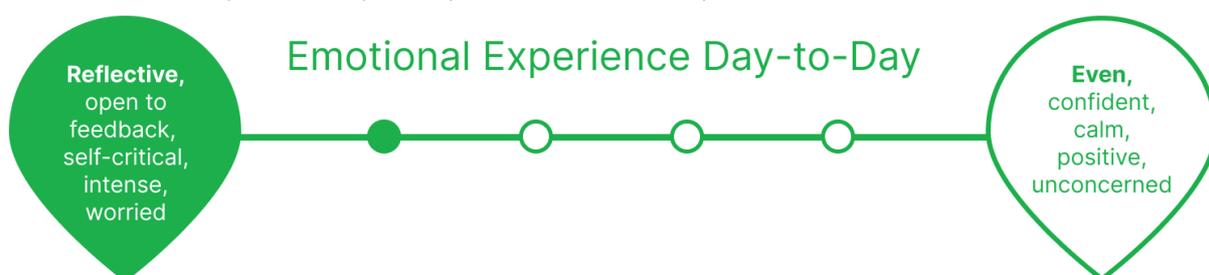
Emotional Experience

The Emotional Experience scale reflects a person's general emotional state. This relates to how intensely and how often a person experiences emotions such as anger, worry, or guilt. This includes whether a person tends to be self-confident or self-critical, and how a person manages their impulses. A key aspect is also how sensitive a person is and how they react when dealing with setbacks and life's stressful situations.



What - about you:

You are more aware of negative feelings, risks, and problems, which can mean you are more emotional than many people. You can feel positive and upbeat too, which might lead others to experience you as up and down or even moody. At your best you will be lively, energetic, and keen to hear feedback. At your worst you may seem intense, easily frustrated and sensitive.



You are likely to:

- feel anxious about the future and worry about how to handle it. Since you are more alert to risks and reflect more than most people, you might feel anxious and nervous about your decisions.
- express your feelings - even if you don't want to. That means others can read your mood; however, you can be perceived as easily provoked and overly sensitive.
- have a fairly confident and secure sense in your own ability, not tending to worry too much about making mistakes and what people think about your performance. This confidence may be perceived as lack of interest or indifference in the feedback you are receiving.
- give in to frustrations and feel annoyed at things not working out. You may act on impulse, even when the consequences might be negative.
- experience stress and feel overwhelmed. You may worry that you cannot cope at times. Others are likely to experience you as excitable in these times.



So What - reflections and review:

How you show up

- How do you maintain an optimistic manner when navigating pressured situations?

How you relate

- Being sensitive, how can you validate your feelings with other people?

How you lead

- Mood is contagious - whether you are a leader or a team member. What are you projecting for your team?

How you think and plan

- How do you go about explaining risks and challenges, without seeming overly negative or pessimistic?



Now What - Ideas to turn insight into action:

- *Give yourself time for reflection, especially in pressured situations. Don't let impulses steer your actions, as this could lead to decisions you later regret, or need to rework. This can be both inefficient and frustrating for you and those you're working with.*
- *Think about the situations you find stressful. If it would be hard, avoid them altogether, develop a strategy for how to prevent them from having too great an effect on you and your behaviour.*

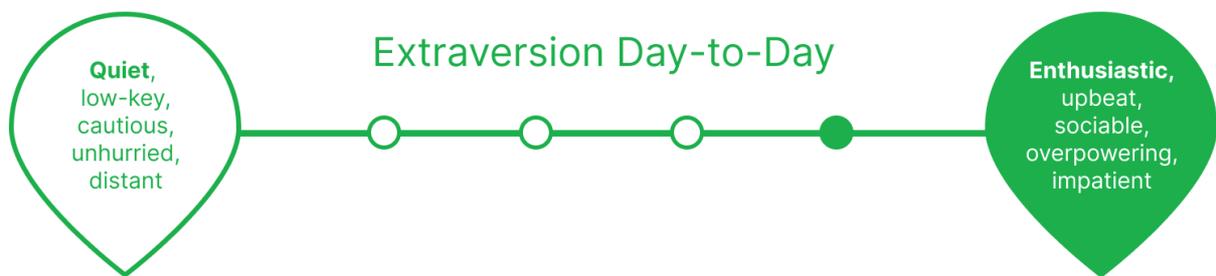
Extraversion

The Extraversion scale measures the degree of energy with which people interact with their environment, and reflects their level of sociability and need to surround themselves with others. This scale identifies how people act in social situations, their need to be the centre of other people's attention, and how comfortable they feel with other people, even among people they don't know. The core of this scale is about the degree to which people seek out experiences that provide stimulation, together with their pace of life.



What - about you:

You are very likely to be at the centre of things, engaged with lots of people. A faster pace with lots of interaction, discussion and collaboration allows you to shine in a group setting. Upbeat and cheerful, at times you may dominate, talk more than you listen, and seem attention-seeking.



You are likely to:

- have a stronger need for engaging with lots of people in teams, groups and gatherings. More than most people you are energised by connection. There may be times when collaborating with others might come at the expense of focusing on a task.
- enjoy being group settings, actively engaging with others without being socially domineering. Generally, you will voice your opinion whilst also give others the room to speak up, although at times may find yourself at the centre of discussion. People are likely to see you as a team player who initiates contact and generates discussions.
- enjoy a faster pace at work and have many things going on at the same time. That means you can be perceived as energetic but not always focussed. You might get impatient if you feel things are going too slowly.
- be willing to take risks in order to generate some excitement. You are likely to enjoy and new environments and meeting new people. You will prefer exciting work environments, where no one day is the same, and are likely to get bored in stable and predictable work environments.
- come across as cheerful and easygoing, and likely to express positive feelings more than most. Sometimes others might feel you miss the opportunity to recognise the seriousness of certain situations.



So What - reflections and review:

How you show up

- Your energy and pace may overwhelm others who are more reserved - how do you know when to dial it down?

How you relate

- How do you ensure others get the chance to contribute and feel heard, especially those who may be more reserved or quiet?

How you lead

- You're inclined to have a lot going on and your team may become confused about priorities - how do you stay focused and keep them focussed on what really matters?

How you think and plan

- Your comfort with excitement and risk may mean others feel you're too quick and distractible - how do you moderate this perception?



Now What - Ideas to turn insight into action:

- *Take time to think things through in your head and focus on what's most important. You can still bring enthusiasm, but others may be more open to your input when they can hear you're offering a more measured and considered perspective.*
- *Practise being present and actively listening when working with others. An acronym like "W.A.I.T - Why Am I Talking?" can support you to be more deliberate and concise when sharing your ideas and views, and to check that you're not just talking out of habit.*

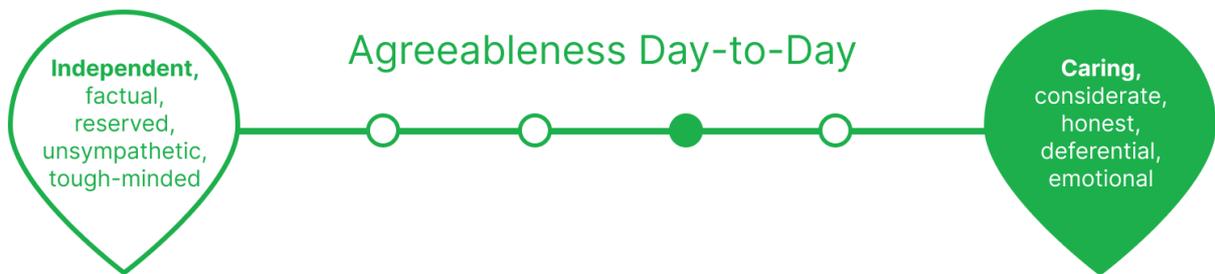
Agreeableness

The Agreeableness scale reflects how a person interacts with other people. This is shown in the degree of trust, the perception of other people as intrinsically good, the level of empathy they feel, and the desire to help and be there for others. This scale reflects how a person engages and the tone of their communication with others. Another aspect of this scale is the emotional depth that typifies a person's relationships.



What - about you:

You are a little more likely than most to balance peoples' needs ahead of the task. You tend to be trusting and considerate with others, and will seem warm in relationships. You tend to share your own feelings openly, expecting others to do the same. At your best you will be kind and empathetic and want to help people. At your worst you might err too much in giving in and find it hard to resist appeals from others.



You are likely to:

- be quick to trust other people and share information and feelings in an open way. This can come across as naive; there may be times when people may try to take advantage of your good nature.
- easily adapt the information content you provide and your approach in order to advance your own agenda. You will come across as pleasant and easy to connect with. Whilst socially skilled, others can perceive this tendency to finesse your message as being manipulative and lacking sincerity.
- pay attention to how others feel and be affected by other peoples' thoughts and feelings. You may tend to sacrifice your needs for others and be concerned with pleasing them.
- be kind, sympathetic, caring, and good-hearted. You are very aware of the problems and suffering of other people and feel great empathy for their situation. As a consequence you can be seen as being too easily moved by the plight of others and can have a hard time resisting emotional appeals.
- be more affectionate, warm-hearted, and loving in your relationships than most other people. You will tend to find it easy to meet new people and enjoy spending time with others. Sometimes people may prefer more distance, misinterpret your intentions, or think you lack emotional boundaries.



So What - reflections and review:

How you show up

- How do you ensure you're not pulled in multiple directions as you try to attend to others' distress or needs?

How you relate

- Generous and accommodating, how do you make certain your needs and priorities are also 'on the table' and being attended to?

How you lead

- How do you keep your messaging clear and direct when managing challenging issues with team members?

How you think and plan

- When dealing with complex issues, how do you separate the subjective and objective, emotions and facts, to ensure your solutions are evidentially robust?



Now What - Ideas to turn insight into action:

- *Think about the types of conflicts that are constructive and can further the task at hand, and work on leaning-in when you're in these situations. Try to counter your inclination to avoid conflict or to put aside your own needs in order to maintain harmony.*
- *Work on offering others space and the opportunity to work independently. They will likely appreciate the ability to give things a go and figure things out for themselves; this is where the deepest learning can occur. They will know you've 'got their back' but will also appreciate that you trust they are capable.*

Conscientiousness

The Conscientiousness scale describes a person's approach to their duties and tasks. This scale describes a person's preferred way of working –systematic, methodical and goal-oriented, or spontaneous, flexible and unplanned. This scale also represents the underlying drive to achieve something and characteristics associated with the delivery of results.



What - about you:

You are someone who works without much structure and you can be easily bored by routine. That makes you flexible and quick to adapt, but can also mean you miss deadlines, get distracted easily or give up on tasks. You can cut through rules and processes and make decisions on the fly. At best you thrive in ambiguity and spontaneity. At your worst you might seem unreliable and unfocused.



You are likely to:

- adopt your own calm pace at work. You prefer to take one thing at a time without being rushed, rather than being spread across multiple tasks. You may be comfortable delaying or postponing things and can dislike being made to work to a schedule or on boring tasks. Others may perceive this as being inefficient or sometimes a little slow.
- work well when rules and instructions are unclear and may feel trapped and inhibited in environments you consider are too structured. You can adapt on the fly and seldom spend much time preparing for things. This might mean you are seen as relaxed and flexible, but also sloppy and reckless.
- not have any great desire to achieve more than you already do. You can operate spontaneously and without a clear goal or plan, responding to opportunities as they arise and tending to be laid back about climbing the career ladder. Others may interpret this as being unstructured and lacking drive.
- shift priorities quickly if needed, and like change. You might have difficulty motivating yourself to complete necessary but monotonous tasks. You might be seen as easily distracted and unfocused.
- usually be dynamic, spontaneous, and impulsive in your decision-making. You can make quick decisions when the situation requires, even when you don't have all the desired information. You may base your decisions on the spur of the moment and gut feel, rather than on well-reasoned logic. This means others might find it difficult to understand or accept the decisions made.



So What - reflections and review:

How you show up

- Your spontaneous, flexible approach can mean you miss milestones and deadlines - how do you ensure you don't get a reputation for being unreliable?

How you relate

- When collaborating, how do you ensure others feel you're stepping into your 'fair share' of the more boring tasks?

How you lead

- Team members may want more structure and clarity than you naturally bring - how do you ensure they feel clear about roles, tasks, key milestones and parameters?

How you think and plan

- With an inclination to be quick and decisive - how do you know you have enough / the right information to make a robust decision?



Now What - Ideas to turn insight into action:

- *Take time to prepare and prioritise. Try to deal with one thing at a time and see it through to completion. Maintaining this focus leads to efficiency and thoroughness, which in turn gives an impression of reliability and competence.*
- *Try to view planning and structure as an aid both for yourself and others, rather than as a restriction. Bring a more systematic approach, especially to the parts of your work that others need to coordinate with; this will make your and their lives smoother. Think about how you can use a 'tight-loose-tight' to allocating tasks amongst your team.*

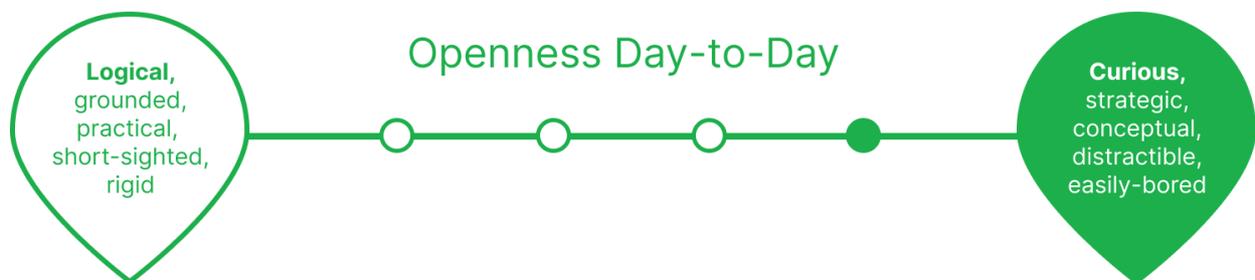
Openness

The Openness scale reflects whether a person prefers variety, complexity and creativity, or is more interested in specific knowledge, choosing the familiar and traditional ahead of the unexplored and unconventional. It encompasses characteristics such as imagination, pragmatism, responsiveness to one's inner emotions, rationality, and intellectual curiosity. This scale also describes a person's need for inner emotional experiences such as imagination and conceptualising, their appetite for change and creative expression.



What - about you:

More than many people you like to wonder about things, and have a need for interesting, new or unusual experiences. You are very likely to generate different ideas and may see things in unconventional ways. That means others might see you as unrealistic or impractical and may struggle to follow your reasoning.



You are likely to:

- have an active imagination and a dynamic ability to play with different concepts and scenarios. You will enjoy spending time in an internal world of possibility. To others you may seem original and fascinating but also scatterbrained and at times removed from reality.
- gravitate towards artistic expression and emotional stimulation. You enjoy a wide range of cultural interests. Others may not understand why you attach great importance to, and can become absorbed by, these activities.
- tend to pay attention to your own and other peoples' emotional states, without over-interpreting this. You will usually be able to express your feelings and others will find you display a good emotional balance.
- be open to trying new things and seeing new places. People will likely see you as a curious individual with a range of different hobbies, but someone who can get easily bored by routines. Others may become frustrated and exhausted by your continual drive to try something new.
- tend towards roles where practical reasoning and making things work are valued. You might be bored with philosophical discussions and see little to enjoy in intellectual games that have seemingly no connection to something concrete and realistic. Others may find you place little value on abstractions.



So What - reflections and review:

How you show up

- At times you can pay too much attention to your own emotions and feelings - when might it serve you to just notice what you're feeling and let it gently pass by?

How you relate

- At times others just want 'the facts' - how do you know when to reign it back in terms of sharing your ideas, connections and concepts?

How you lead

- At times your team or colleagues will need to focus on 'what is' vs. 'what could be' - how do you help them to bring appropriate attention to both of these perspectives?

How you think and plan

- Your openness to new and different ideas may test others' thinking - how do you ensure your ideas are both interesting and relevant?



Now What - Ideas to turn insight into action:

- *Reflect on your enthusiasm for new and different approaches, especially when there are well formulated and tested processes. Pause to consider whether the issue or opportunity needs your creative thinking, or just needs efficient completion following a prescribed approach.*
- *Show your appreciation for colleagues who focus on 'the how'. Be open to their suggestions about 'tried and true' approaches. When you find yourself inclined to say "I've got another idea..." pause and consider whether it is actually time to get into the planning and detail.*



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