

# **STARTER GUIDE**

COLORADO CAREER ADVISING TOOL:

# MAXIMIZE YOUR RESULTS

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### Maximize your Results Guide

This guides provides information on each section of your Colorado Career Advising (CCA) Tool results. Results can evolve over time, and it's important to meet yourself where you are now. CCA believes that everyone was born with a specific set of strengths, interests and dispositions for a purpose. We hope the Colorado Career Advising Tool supports you in making that purpose real in the world.

See and appreciate yourself for who you are.



### Questions?

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### **Powerful Conversations**

Top 5 things you can do with the Colorado Career Advising Tool results.

We highly recommend you share you Colorado Career Advising Tool results with an advisor, mentor, parent or other career journey confidant.

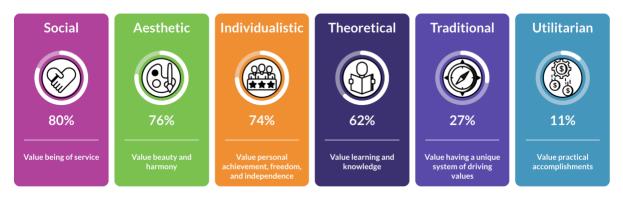
- Strengths Validation: Read through "Strengths and About You" sections on the 1. Results Summary Page. Share specific experiences you've had with each other where you saw pracitical application of that strength. Be as specific and validating as possible. Ask each other, "When do you feel like you are able to best shine?" "How does it feel when you are using your strengths?" "How can I support you in having more opportunities grow in strength areas?"
- Custom Advice Section: Read through the "Custom Advice" section at the 2. bottom of the summary results page with each other and talk about it. Feel free to modify or reframe statements you don't agree with.
- 3. **Communication Tips:** Read through the "Communication Tips" section on the results. Each person picks a few that are MOST important to them. Talk about ways in which you can alter your current communication patterns to honor their specific communication needs. For more information reference the communication tips starting on page 17.
- Motivators: Identify each persons top two Motivators. Talk about what these mean to you specifically, and how this might be different or similar to your own Motivators. Use the reference guide from the report or this packet to identify ways in which you are currently supporting each other's Motivators and where you can explore additional opportunities for activities Motivators can be maximized.
- 5. Questions: Reach each other's personalized questions. Each person picks a question they want to know most about the other. Ask and discuss with each other. You might be surprised by some of the answers!
- Career Matches: Look through the "Career Matches" section of the results. What pathways look most interesting to you? Which options are brand new that they've never heard of before? Check out the Industry Insider Info pages and some of the education pathways. Strategize ways in which you can both explore some of the interesting and new ideas to see if they might be worth considering.

### **Motivators**

Motivators are what drive us, like the fuel to an engine in a car. Understanding your own Motivators helps you understand yourself more clearly; understanding someone else's Motivators helps explain why they do the things they do.

Motivators = Engagement Engagement = Fulfillment

### The 6 Colorado Career Advising Tool Motivators



Motivators are listed in order from most important to least important on the Motivators results page.

### **Focusing Your Analysis**

Focus on the top two Motivators. These are typically the biggest driving forces behind the choices an individual makes. The third and fourth may be worth noting if the intensity is strong (above 60%).

The lowest Motivator may also be important for understanding what could be a turn off or disengaging for a person.

**Note:** People who have opposite top and bottom motivators can have hidden conflicts because their orientation toward what is important is sometimes conflicting.

### Ideal Career Environment

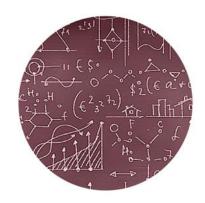
It's important to find activities and careers that align with your top two Motivators for engagment and fulfilment. See more on page 5 of this guide.

### **Theoretical**

**Driver:** Learning for the sake of knowledge.

Ideal Environment: Intellectual challenge about a subject that matters to you.

Tips: Find out what you love to learn about and find ways to tailor your career or further education around that passion or talent.



### Individualistic

**Driver:** Independence, rank, recognition, freedom or power.

Ideal Environment: Autonomy in work style, chances for recognition.

**Tips:** Find something to lead, look for an opportunity to perform, and make sure you have room to do things your own way.



### Social

**Driver:** Helping others or solving society's problems.

**Ideal Environment:** Make sure there is a clear connection between your work and its impact.

**Tips:** Identify what causes you care about, and see if you can do things in your career path that intersects with them.



### **Aesthetic**

**Driver:** Form, balance, harmony, and beauty.

**Ideal Environment:** Workplaces that match your personal definition of balance and creativity.

Tips: Avoid environments make you feel "off" and make time to explore your artistic or aesthetic passions.



### Utilitarian

**Driver:** Return on investment of time, money, or energy.

**Ideal Environment:** Situations where the result you get are rewarded in relation to your efforts.

**Tips:** Find a job with a clear path to a larger salary or other reward that motivates you.



### **Traditional**

**Driver:** A set of principles or core values.

**Ideal Environment:** Places where your work is tied to preserving and promoting your values.

**Tips:** Match your values to your chosen career, and learn how to positively express your traditions to others.



## Motivator Reference Guide: College & Career

Motivators	Ideal Career Environments	Major/Career Ideas	
Theoretical  Value learning  and knowledge	<ul> <li>Jobs with research opportunities</li> <li>Broad or intellectually intensive subject matter.</li> <li>Jobs that are intellectually challenging and push you to think at a deeper level or learn new things.</li> </ul>	Science, R&D, Astronomy, Engineering, Law, IT, Education, Mathematics, Economics, Philosophy, Journalist, Medicine, Aerospace, Think Tanks, Engineering, Pre-med, Pre-law, Neuroscience / Psychology, Economics, STEM, Masters or PhD Programs, Anthropology, Political Science	
Utilitarian  Value practical accomplishments	<ul> <li>Jobs with a high starting salary.</li> <li>Jobs with clear growth opportunities in terms of salary increases or bonuses.</li> <li>Look for practical and hands-on programs where you get a return on investment.</li> <li>Sales, Finance, Trade Schools, Entrepreneur Law, Computer Programming Specific Scho Medicine, Consulting, Accounting, Engineer Real Estate, Construction, Business Managem Investment Banking, Construction Managem Hospitality and Tourism Management</li> </ul>		
Aesthetic  Value beauty, and harmony	<ul> <li>You should visit potential job offices to sense the atmosphere and to see how it looks/feels to you.</li> <li>Beautiful offices where you feel balanced.</li> <li>Jobs that have a creative outlet or form of self-expression.</li> </ul>	Media, Visual Arts, Architect, Therapy, Counselor, Entertainment, Event Planning, Interior Design, Fashion Design, Culinary Arts, Musician, Environmental Studies, Landscaping, Marketing/ Advertising, Journalism, Creative Writing, Horticulture, Environmental Design, Urban Planning, Theatre, Graphic Design, Film	
Value being of service to others	<ul> <li>Companies that are making an impact on the world in a way that you care about.</li> <li>Jobs with community service opportunities.</li> <li>Jobs where volunteering is part of the culture at work.</li> </ul>	Non-Profit, Social Entrepreneurship, Corporate Social Responsibility, Education, Healthcare and Social Services, Community Programs, Physical Training. Medicine, Social Work, Counseling / Therapy, Biomedical Engineering, Veterinarian, Public Policy, Environmental Studies, Public Health	
Value personal recognition and independence	<ul> <li>Jobs with control over your work and the structure of your days.</li> <li>Jobs where you can have independence in the day-to-day.</li> <li>Jobs with performance, political, or entrepreneurship opportunities where you can be in control and gain personal recognition.</li> </ul>	Entrepreneurship, Political Science, Chef, Philosophy, Public Speaker, Litigation, Driver, Business, Actor/Singer/Artist, Music or Entertainment Industry, Outdoor or Adventure Jobs, Personal Trainer, Broadcasting / Communications, Accounting, Trade Jobs such as Welding, Plumbing, Masonry etc., Real Estate, Consulting	
Traditional  Unique system of values drives you	<ul> <li>Companies that support your core values and encourage you to bring them out.</li> <li>Jobs where your core beliefs are valued and respected.</li> <li>Groups or opportunities that align with your core values.</li> </ul>	Government, Education, Counselor, Banking, Military, Engineering, Medicine, Philosophy, Health Services or Public Health, Insurance, Religious Roles, Lobbying, Languages (i.e. Spanish), Quality Control, Industrial or Trade Jobs, Activism, Business, Cultural Studies	

### **Motivator Reference Guide: Activities**

Motivators	Things to do / Resources to look into		
Theoretical  Value learning and knowledge	<ul> <li>Continuing education, online classes.</li> <li>Explore your favorite topics by reading books, writing, or joining a club.</li> <li>Start a blog on a topic you are interested in or conduct research on it.</li> <li>Work or intern in a bookstore, museum, library, research facility, teaching assistant, etc.</li> <li>Coursera: take college level classes online and for free from the best colleges in the US.</li> <li>Khan Academy: learn about specific topics</li> <li>EdX: take college courses online and get credits for them!</li> <li>Udemy: online school for specific skills that can help you take your career to the next level</li> </ul>		
Utilitarian  Value practical accomplishments	<ul> <li>Get a job with chances to get a raise or gain responsibility.</li> <li>High paying or high credibility Internships to enhance your resume or make money.</li> <li>Build something tangible, join a startup company, or learn a specific trade.</li> <li>Read The College Investor (online blog for investing and making money)</li> <li>Investopedia.com: learn how to invest through mock investing online</li> <li>Learn to code, ex.: Code Academy (Online), Galvanize (In person)</li> <li>Join FBLA or Robotics club: (Any club where you can build things or make money)</li> <li>Udemy: online school for specific skills that can help you take your career to the next level</li> </ul>		
Aesthetic  Value beauty, and harmony	<ul> <li>Volunteer or work outdoors.</li> <li>Decorate your workshpace.</li> <li>Create your own blog.</li> <li>Explore graphic design for free on canva.com</li> <li>Take on real design projects and make money on designcrowd.com and 99designs.com</li> <li>Make arts and crafts and sell them online</li> <li>Get an internship, work, or join a club that encourages self-expression (art, music, etc.)</li> </ul>		
Value being of service to others			
- Volunteer in political campaigns Start your own business (Look at Techstars and Kickstarter to raise money for your ideas) - Create your own music or band (upload your music on YouTube or Soundcloud) - Participate in sports or get your personal training certificate Join debate club, local government, entrepreneur support group, radio or TV club Join Toastmasters (public speaking) or do a public speaking competition Udemy: online school for specific skills that can help you take your career to the next level.			
Unique system of values drives you	<ul> <li>Help local military groups and veterans or join ROTC.</li> <li>Work, volunteer, or intern with cultural groups, religious organizations or any company that aligns with your traditions.</li> <li>Work or intern in government, firefighting, police, military, etc.</li> <li>Start a blog, join a club, or read books related to your beliefs and traditions.</li> <li>Join a grassroots campaign or volunteer for a political candidate that shares your core values.</li> </ul>		

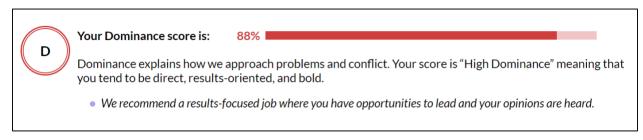
### Motivator Reference Guide: Job Fulfillment

Motivators	Key points to remember if this is a top Motivator		
Theoretical Value learning and knowledge.	e sure your job provides continuous intellectual challenge.		
Utilitarian Value practical accomplishment.	d a role that provides financial rewards for accomplishment. This may also take form of desiring tangible impact for time and energy invested in projects.		
Aesthetic Value beauty and harmony.	Find a job environment that makes you feel balanced and harmonious - whether or not you like the physical workspace will affect your performance.		
Social Value being of service to others.	Find ways to give back to others. This can be in many forms, including corporate social responsibility, helping team members or impacting your community.		
Individualistic Value personal recognition and independence.	ke sure your role gives you control over your own destiny and recognition for ur work.		
Traditional Unique system of values drives you.	Find a workplace where coworkers respect your traditions and values.		

### Behaviors (DISC)

Behaviors describe how we communicate, or "show up", when we are around people. It explains our social habits and styles.

### **Understanding DISC Scores**



Each of the DISC scores falls somewhere between 0-100%, and is indicated by a colored bar, with the numerical score listed to the left. There is no good or bad in DISC. The score just indicates which behaviors come more naturally to a person. If a person is Low (0-35) in a certain behavior, then they will favor the tendencies described in the Low category in most situations, just as the High (65 - 100) will favor the tendencies described in their categories. People in the Middle (36 - 64) in all four categories) can swing either way depending on the context.

Someone in the Middle on all 4 Behaviors is called a "Bridge" and can adapt to a wide variety of environments, so focus more on Motivators than behavior style.

### There is no "Right" or "Wrong" Style

People often want to know the best DISC combination, but there is no best combination. High performing teams and organizations have a mix of all styles because all styles can contribute their unique strengths.

There is no wrong style, but it's important to remember that there are wrong environments for every style.

### All Styles Can Lead

All styles can lead. DISC is not a measurement of leadership potential. Your style only influences the way that you lead. However, High D's do exhibit a natural desire to lead more often than other styles.

### **High Dominance**



Your Dominance score is:

Dominance explains how we approach problems and conflict. Your score is "High Dominance" meaning that you tend to be direct, results-oriented, and bold.

We recommend a results-focused job where you have opportunities to lead and your opinions are heard.

**Style:** Direct, opinionated, takes initiative

Ideal Work Environment: Results oriented, competition encouraged

When you communicate with a High D person: Be clear, don't be

intimidated, get to the point

### Low Dominance



Your Dominance score is:

Dominance explains how we approach problems and conflict. Your score is "Low Dominance" meaning that you tend to be cooperative, collaborative, and peaceful.

• We recommend a job with little confrontation and a team approach to decision making.

**Style:** Cooperative, agreeable, peaceful

Ideal Work Environment: Collaboration, no unnecessary conflict

When you communicate with a Low D person: Connect on a personal

level, ask questions, don't be aggressive

### High Influencing



Your Influencing score is:

Influencing explains how we approach people. Your score is "High Influencing," meaning that you tend to be talkative, sociable, and enthusiastic. Please note, you can identify as an introvert and still have an influencing behavioral style.

We recommend a job where you interact with people and enjoy a friendly working environment.

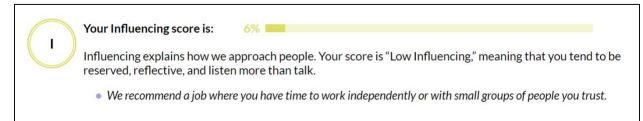
Style: Talkative, friendly, enthusiastic

Ideal Work Environment: Group projects, lively discussions

When you communicate with a High I person: Be friendly, speak

warmly, act enthusiastic

### Low Influencing



Style: Reserved, analytical, matter of fact

**Ideal Work Environment:** Independent projects, analytical activities **When you communicate with a Low I person:** Don't crowd them, keep dialogues short, give them time to process

### **High Steadiness**

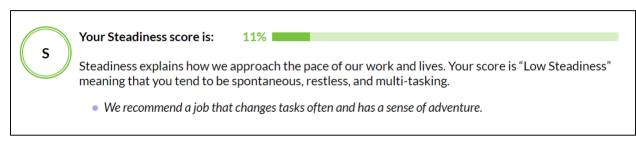


**Style:** Patient, understanding, loves consistency

**Ideal Work Environment:** Well defined projects, clear path to completion

When you communicate with a High S person: Don't be all over the place, explain structure clearly, be patient

### Low Steadiness



Style: Flexible, restless, change oriented

**Ideal Work Environment:** Room for variety, juggling multiple priorities **When you communicate with a Low S person:** Be spontaneous, don't make them sit down and listen, show emotion

### **High Compliance**



Your Compliance score is:

97%

Compliance explains how we approach details and procedures in our work and lives. Your score is "High Compliance," meaning that you tend to be detail-oriented, conscientious, and cautious.

• We recommend a job where high quality work, and detail matter.

Style: Precise, conscientious, cautious

Ideal Work Environment: Jobs where quality matters, details are

important

When you communicate with a High C person: Be accurate, be factual, be realistic

### Low Compliance



Your Compliance score is:

17%

Compliance explains how we approach details and procedures in our work and lives. Your score is "Low Compliance," meaning that you tend to be instinctive, big-picture oriented, and unsystematic.

We recommend a job with freedom from lots of rules, processes, and micromanaging.

Style: Big picture, unsystematic, independent

Ideal Work Environment: Minimal rules, focus on broad topics

When you communicate with a Low C person: Talk about vision, be

casual, avoid details

# DISC Reference Guide: College & Career

Behaviors	You Should Avoid	Ideal Career Environment	Major or Job Fit
High D  Direct Competitive Opinionated	<ul> <li>Situations where you can't express yourself or be direct with others</li> <li>Jobs that have little room for opinions.</li> <li>Controlling bosses that treat you paternalistically</li> <li>Calm jobs with little to no challenge.</li> </ul>	<ul> <li>Careers where competition is encouraged.</li> <li>Jobs that are results-oriented and encourage risk-taking.</li> <li>Opportunities to lead and take initiative.</li> <li>Places where you can be direct with others and share your opinions.</li> <li>High intensity environments</li> </ul>	Political Science, Philosophy, Law, Business Management, Entrepreneurship, Surgeon / Intense Medical Paths, Firefighting, Real Estate, Armed Forces, Sports Management, Investment Banking, Consulting, Personal Training, Emergency Personnel
<b>High I</b> Talkative  Friendly  Enthusiastic	<ul> <li>Being alone too long.</li> <li>Bosses who appear cold and distant.</li> <li>Solo projects</li> <li>Jobs without collaboration.</li> <li>Jobs where you are not encouraged to raise your voice.</li> </ul>	<ul> <li>Friendly environments.</li> <li>Group projects.</li> <li>Careers with a lot of collaboration time and open discussion.</li> <li>Careers with a lot of face time with other people.</li> <li>Environments where you can express thoughts and feelings out loud.</li> </ul>	Broadcasting / Communications, Education, Theatre, Public Relations, Marketing / Advertising, Journalism, Music and Entertainment, Field Researcher, Liberal Arts, Community Programs, Comedy, Actor / Singer, Personal Training
High S Loyal Patient Understanding	<ul> <li>Changing and unstable situations.</li> <li>Lack of consistency.</li> <li>Jobs that are openended and require a lot of improvisation.</li> <li>Situations where the expectations are not clear.</li> </ul>	<ul> <li>Jobs where you can clearly see the structure of your work tasks.</li> <li>You should know what is expected from you on day one all the way until completion.</li> <li>Supportive, calm, and understanding environments.</li> <li>Minimal surprises or change.</li> <li>Jobs that encourage a patient, understanding, and calm approach.</li> </ul>	Nursing, Education, Social Work, Medicine, Counselor / Advisor, STEM, Psychology, Research Driven Majors, Accounting, Health Care and Social Services, Biology, Chemistry, Therapy, Librarian, Industrial Engineering, Airplane Steward or Pilot, Administration
High C Precise Conscientious Cautious	<ul> <li>Jobs without clear expectations.</li> <li>High risk environments.</li> <li>Jobs where the result is much more important than the process.</li> <li>Jobs that force you to think "big picture" only and not prioritize the details.</li> </ul>	<ul> <li>Structured jobs where quality, the process, and the details matter.</li> <li>Jobs that require a step-by-step approach.</li> <li>Jobs that encourage you to pay attention to all of the details and follow a process the "right" way.</li> <li>Jobs that encourage an analytical, systematic, or logical approach or mindset.</li> </ul>	Medicine, Engineering, STEM, Computer Science, Finance, Data Analysis, Data Scientist Law, Mathematics, Physics, Research driven majors. PhD programs, Architecture, Sociology and Psychology (Research Based), Pilot, Law Enforcement, Administration, Computer Systems, IT

**Dominance** 

### **High Dominance**

Not feeling in control (external)

Feeling helpless/ unable to take action

Not being communicated with What Causes Stress?

**Behavior Under Stress** 

Be angry

Exaggerate

Focus on self

Don't listen well

### **How Can You Reduce Stress?**



Exercise

Take what actions you can

Say "no" to low priority activities

Lead something

### **Low Dominance**

Anger-charged situations

Being challenged/ bossed around

High D's

What Causes Stress?

**Behavior Under Stress** 

Withdraw

Be passive aggressive

Blow-up under extreme pressure

### **How Can You Reduce Stress?**



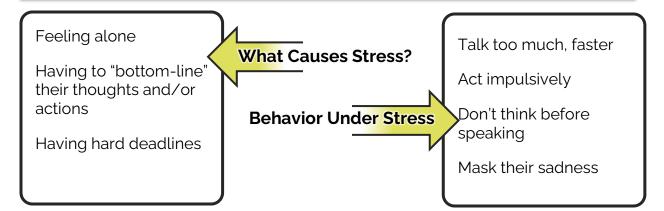
Seek out a calm environment

Clarify your responsibilities

Look for activities where everyone can succeed

Influencing

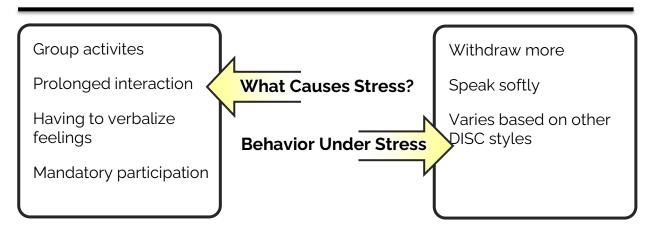
### **High Influencing**



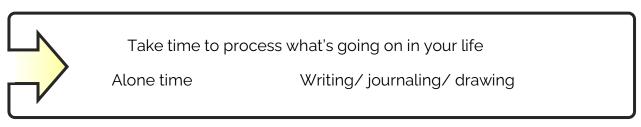
### **How Can You Reduce Stress?**



### Low Influencing

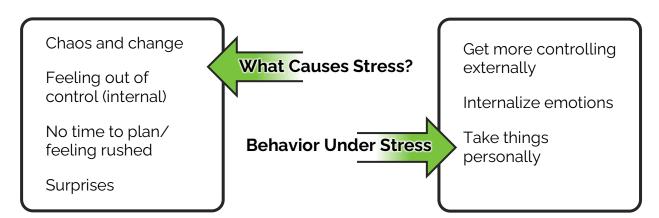


### **How Can You Reduce Stress?**

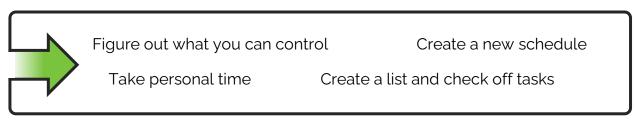


**Steadiness** 

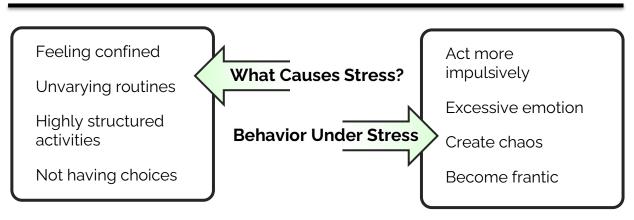
### **High Steadiness**



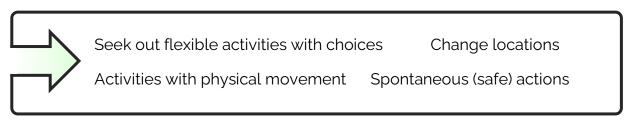
### **How Can You Reduce Stress?**



### **Low Steadiness**

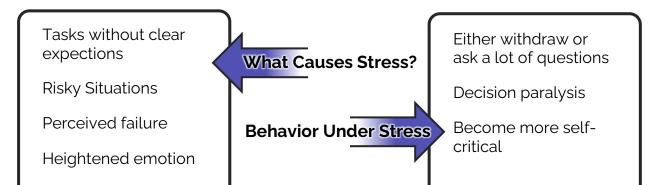


### **How Can You Reduce Stress?**



**Compliance** 

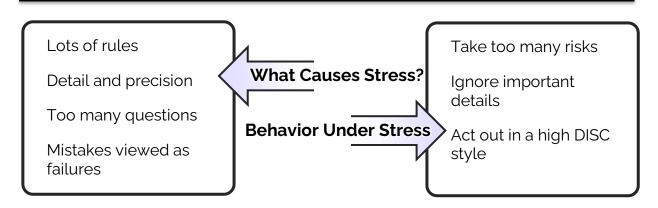
### **High Compliance**



### **How Can You Reduce Stress?**



### **Low Compliance**



### **How Can You Reduce Stress?**



# Colorado Career Advising Tool DISC Communication Tips

The Colorado Career Advising Tool results section only includes communication tips for your high or low DISC scores. The next three pages show all styles and how they like to communicate. We recommend you review this with significant relationships in your life and co-create a plan to improve communication with each other.

### KEY:

- High = over 60
- Low = under 40
- Bridge = between 40 and 60 in all 4 DISC categories

If you are a **Bridge DISC** - Adaptive Communication Style . . .

- You have a "Bridge" DISC style, which means all four of your scores are between 40 and 60. This means you have the most adaptable communication style and can usually relate to both high and low styles in each category.
- You might be excellent at helping people on a team better understand each other and bring together opposite points of view.
- An unintended impact of a bridge style might be that people have a hard time reading you or knowing how to communicate

### If you are a **High D** - Direct Communication Style . . .

- You prefer a direct, unfiltered communication style where people are clear and get to the point quickly.
- Be aware that some people who may be intimidated by your direct communication style might try to speak in a slower and more collaborative manner.
- An unintended impact of your high level of directness is that people might misinterpret your behavior as overly competitive or opinionated.

### If your scores are in the middle . . .

 You may identify with characteristics and tips from both the high and low communication style boxes. Read both and identify what is true for you.

### If you are a Low D - Reflective Communication Style . . .

- You prefer a collaborative communication style that is calm and free from direct confrontation.
- When communicating in groups or with someone who is bold and aggressive, be willing to speak up for those things that are most important to you.
- An unintended impact of your reflective communication style is that people might be unsure of your true thoughts or try to push their own agenda.

### If you are a **High I** - Outgoing Communication Style . . .

- You prefer a friendly, enthusiastic, and warm communication style.
- Be aware that communicating with someone who isn't as talkative as you isn't an indication that they aren't interested. Instead, appreciate their ability to listen and do your best to reciprocate and carefully consider their words when they do speak.
- Unintended impacts of your outgoing communication style are the tendency to talk too much and becoming insecure wondering if people like you.

Some people who are outgoing communicators appear to be Extroverted to others but identify as Introverts. Introverted high I's need time alone to recharge and reflect internally even though they still prefer a job with a high degree of people interaction.

### If your scores are in the middle . . .

• You may identify with characteristics and tips from both the high and low communication style boxes. Read both and identify what is true for you.

### If you are a **Low I** - Reserved Communication Style . . .

- You listen carefully to what other people are saying and prefer communicating in ways that include non-verbal communication via email or text.
- When communicating with someone who is talkative and loud, be willing to speak up on topics that are important to you because others will benefit greatly from your wisdom.
- Unintended impacts of your reserved communication style are that people might not realize how much you really have to say about a topic or may misinterpret your quietness for disinterest.

### If you are a **High S** - Steady Communication Style . . .

- You prefer consistently-paced communication with plenty of time to process information.
- When communicating with someone who is speaking too quickly or haphazardly, try to keep them focused on what you really want to discuss by asking questions.
- An unintended impact of your steady communication style is that people might not be able to read your emotions or they might think you are not moving fast enough.

### If your scores are in the middle . . .

• You may identify with characteristics and tips from both the high and low communication style boxes. Read both and identify what is true for you.

### If you are a **Low S** - Dynamic Communication Style . . .

- You prefer fast-paced, demonstrative conversations with people quickly moving from topic to topic.
- When communicating with someone who is thoughtful and patient, try to slow down and pay close attention to what they are saying.
- An unintended impact of your dynamic communication style is that people might get the feeling you are not listening, unfocused, or chaotic.

### If you are a **High C** - Precise Communication Style . . .

- You prefer analytical, realistic conversations where people stick to the facts and share important details or instructions.
- When communicating with someone who focuses on intangibles or the big picture, try to ask them questions about the most important points and share why these details matter to you.
- An unintended impact of your precise communication style is that you may become perfectionistic and self-critical; you might spend too much time getting things "right" before making a decision.

### If your scores are in the middle . . .

• You may identify with characteristics and tips from both the high and low communication style boxes. Read both and identify what is true for you.

### If you are a $\operatorname{\textbf{Low}} \operatorname{\textbf{C}}$ - Pioneering Communication Style . .

- You prefer to discuss the big-picture in conversations, not waste time analyzing too many figures and facts.
- When communicating with someone who is analytical and structured, try to understand their desire to minimize risk and provide more details and answer their questions.
- An unintended impact of your pioneering communication style is that you might miss important details and seem impulsive or careless to people with other styles of communication (especially if you are both Low Steadiness and Low Compliance).



For additional information visit our resource page at ColoradoCareerAdvising.com