

Over email, you may see...

D=Dominance

- task focused, quick responses
- one word responses
- results-oriented language

i= influence

- people-focused, quick responses
- use of colors, different fonts
- enthusiastic, optimistic feel

S = Steadiness

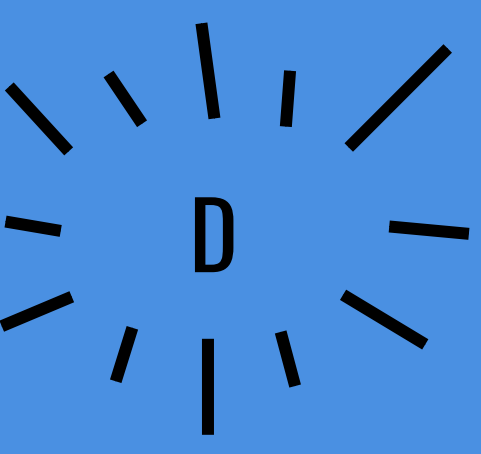
- people-focused, more detail
- friendly, methodical
- sincere, team-oriented approach

C = Conscientiousness

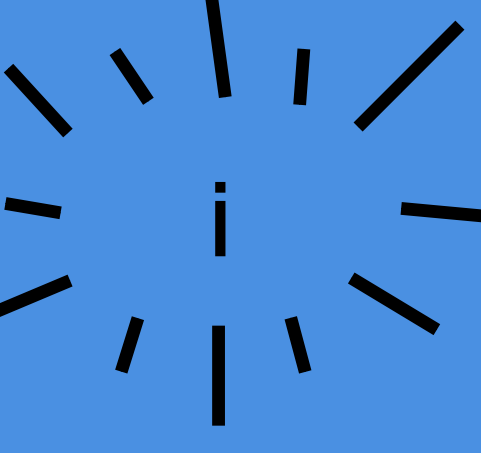
- task-focused, lengthy response
- cautious, reserved feel
- formal, logical & detailed in nature

# Email Communications & the DISC Personality Assessment

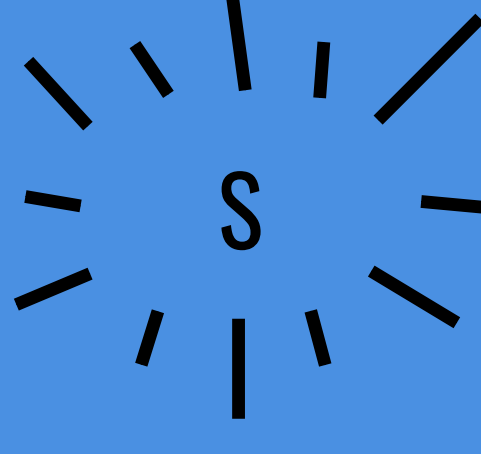
## Match that style!



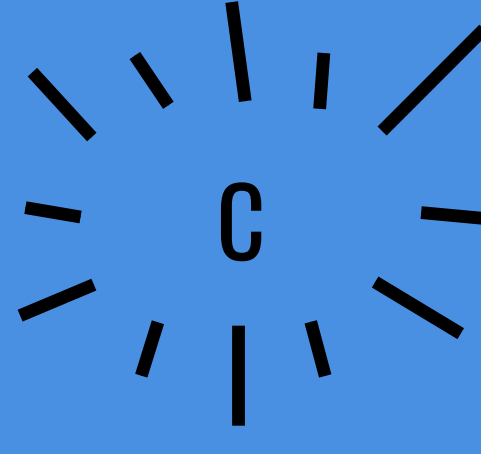
- If you're emailing a "D":
- Provide direct answers
  - Stick to business
  - Present facts logically
  - Be clear, specific, to the point



- If you're emailing an "i":
- Allow time for socializing
  - Ask them for their ideas/goals
  - Allow time for them to verbalize



- If you're emailing an "S":
- Be sincere, agreeable
  - Be patient, ask questions
  - Listen carefully, don't interrupt
  - Ask how they are



- If you're emailing a "C":
- Be direct, straightforward
  - Avoid personal or informal talk
  - Come with data to support your ideas
  - Allow for time to make decisions

