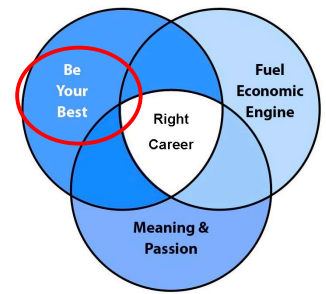


“Be Your Best” Insights

Leverage your natural strengths & personality



Begin at the End Exercise

If I did pursue the path I described in the Work Backwards document, being the Director of Marketing & PR at a clothing firm, I can see how it would leverage my outgoing personality. It would also use my talents in the clothing area; I am good at bringing together pieces from different areas and turning them into a great outfit.

Personality Exercise

My official Myers-Briggs Type Indicator assessment is an ENFJ

- **E** (Extraversion): I focus on the outer world of people and activity
 - o Clarity is **Moderate**
- **N** (Intuition): I take in information from patterns and the big picture and focus on future possibilities
 - o Clarity is **Slight**
- **F** (Feeling): I make decisions based on values and subjective evaluation of people-centered concerns
 - o Clarity is **Moderate**
- **J** (Judging): I like a planned and organized approach, plus I want to have things settled
 - o Clarity is **Clear**

General Description of my ENFJ personality type:

- 1) “Maintaining harmony relationships is a lifelong goal and a natural skill”
 - a. I feel like this pertains to me because I have maintained relationships with my friends who I have known since I was five. I also tend to make sure that my friendships with them are going well because I truly value friends as part of my life.
 - b. As I get older and become an adult, it has become apparent that my new friendships I have formed at college also need to remain harmonious, as well as my relationships with members of my family.
- 2) “Gift for understanding other’s people’s feelings and are driven to make others happy.”
 - a. I can always sense when someone is feeling down or is uncomfortable with a situation. I can also always sense the mood in the room and I am also good at interpreting people’s body language.
 - b. I am the happiest when other people around me are happy because I can feed off their energy.
- 3) “Warm, compassionate and friendly, naturally empathetic, are able to anticipate other’s needs, especially emotional ones.”
 - a. I am good at reading when my friend is down and can even come to understand what they need to do to feel better before they even know.

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- b. I describe my self as warm, compassionate, and friendly and I treasure these traits of mine with all my heart.
- 4) “Blessed with rare gift of making personal connections, pride themselves on being able to make people feel good”
 - a. I always make sure my friends are happy and I am able to make friends with people easily. I can also hold conversations with strangers and am good at making people feel comfortable and appreciated.
- 5) Highly productive, organized, have a lot of energy”
 - a. I always have a lot of energy and am always finding ways to accomplish tasks as fast as possible.
- 6) “Go to great lengths to avoid offending others”
 - a. This is probably one of my weaknesses because at times I don’t let tell one of my friends if something they did bothers me because I don’t like confrontation.
- 7) “Tend to be very sensitive and take things personally”
 - a. This is also one of my weaknesses because I can get very upset very easily over small things. I am offended when I hear if someone doesn’t really like me and tend to overreact to things a lot.
- 8) “Idealize relationships, deeply disappointed when people let them down”
 - a. I tend to become sad when people do not seem to give me the same amount of attention, time, and compassion that I give them. I also become agitated when people do not show the same respect for me that I do for them.

Work Related Strengths

- 1) Charismatic leadership and ability to build consensus
 - a. I am good at doing these things on school projects, friendships, and athletic teams.
 - b. This will help when I start working because I want to make sure that the majority of the people are happy with a decision that the team makes.
- 2) Enthusiasm and ability to enlist cooperation from others
 - a. I always have a lot of passion for things I care about and people like to feed off my energy.
 - b. This will be helpful in the workplace because I will be able to get people motivated to be the best they can be. This will help the company do better overall and will improve the work environment positively.
 - c. I am able to make people excited about doing things.
- 3) A strong drive to be productive and reach your goals.
 - a. This will be helpful when I start working because I can keep people on task and set goals for everyone to accomplish.
- 4) Deep commitment to work you really believe in
 - a. If I am passionate about something, I give it 100% of my attention and commit to it 100%.

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Work related weaknesses

- 1) Difficulty working in competitive or tension filled environments.
 - a. I get discouraged when others treat people badly and this tends to make me less productive.
- 2) Tendency to make decisions too quickly/tendency to make errors due to haste
 - a. This could be a problem in the work place. I like to get everything done quickly and sometimes this can lead to errors.
- 3) Avoidance of conflict and tendency to ignore unpleasantness
 - a. I have a problem where I don't like to confront people because I truly cherish harmonious relationships.
 - b. In the work place, I need to make sure I confront people who do not respect me in order to be productive and respected at work.
 - c. I also need to confront people who are not carrying their weight on projects or doing quality work
 - d. When I become a manager I will have to really deal with this issue

The Secret to Success

A) Understand that using your strengths is easy

- 1) I am able to feed off of other people's energy.
- 2) I have a talent for seeing the good in others and for bringing people together.
- 3) I am a goal oriented person.

B) The secret to success for an ENFJ is learning to:

“Slow down, relinquish some control, and take things less personally.”

Slow Down:

I need to slow down at times and sit back and think about the bigger picture. Sometimes I rush into things too fast and then I end up making errors. If I can slow down, I will be better prepared and things will be done more efficiently and better.

Relinquish some control:

I like things to go the way I planned them to be and can become irritated if things don't happen as I planned. I also like things to be done a certain way and I need to learn to let other people do things the way they want to do them as well. If I let others help me out, then I won't be as stressed and can put more energy into a fewer things so that those things turn out better.

Take things less personally:

I need to take things less personally, especially when it comes to constructive criticism. In the work world the way I can improve is by asking for constructive criticism from my peers. Also, if I am working with a difficult person, I need to realize that they might not have the same empathetic attitude I have because that is just not who they are.

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What I need to do in order for a career to be satisfying

- 1) “Establish warm and supportive relationships with co-workers, clients, customers etc.”
 - a. I know that this will be easy for me to do since I have done this my whole life.
- 2) “Done in an environment where expectations are clear, contributions are appreciated, and personal/profession growth and development are encouraged”
 - a. I like to know that I am appreciated because this boosts my energy level and work ethic.
- 3) “Gives you a variety of activities but allows you to work in a relatively ordered and well planned manner”
 - a. I always am looking for new ways to be creative and tend to get bored easily if I keep doing the same things over and over again.
 - b. I love to plan things out and I would need a work environment that would let me plan things out the way I want to.

Conduct Successful Job search

- need to plan how to use my weaknesses/strengths to fully reach my potential in the job search
- use enthusiasm/self confidence for job to my advantage
- develop a network with people

Summary Insights

- use my passion for my job to my advantage by setting an example for others (work ethic/attitude)
- learn how to confront people when they do something that bothers me
- learn how to confront people so small problems don’t become bigger ones/spiral out of control
- use my likeability to make large network of people (always be looking for ways to connect with people)
- learn to slow down and take a step back instead of hurrying through projects and making mistakes
- use my planning mentality to help other people stay on track
- use my positive attitude to boost moral

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Interests Exercise (interests might equal strengths)

- General Occupational Themes Insights (below are my top 3)

- Enterprising:
 - Interests: business and entrepreneurship started in 7th grade when I founded a company
 - Work activity: like persuading and marketing
 - Potential skills; fits me b/c it involves motivating and directing others
 - Values: influence is important but I am not a risk taker
- Social:
 - Interests: include people/teamwork
 - Work activities: not interested in teaching, maybe training employees, but always been part of athletic teams since I was little
 - Skills: good people skills, verbal ability, being understanding
 - Values: cooperation is one of my important values, I don't like contention
- Artistic
 - Interests: self expression is important, probably should have done more art
 - Work activity: did some painting for relaxation in senior year of high school
 - Potential skills: not musical, but am creative. Can put together clothes
 - Values: beauty, originality, independence, imagination (all things creative which I cherish and value)

- Strong Theme & MBTI Type Insights

- Enterprising and ENFJ = Collaborative Persuaders
 - Like to persuade others, but not in a head on sales approach, rather by working with them.
- Enterprising work environments
 - Says I like a fast paced environment which I do because I always like to be doing things
 - Says business oriented – true because I am not really interested in non profit world
- ENFJs at work
 - “Make decisions that promote consensus and harmony”
 - true, I like to get everyone on the same page
- Enterprising and ENFJ individuals often like....
 - “goal directed decisiveness”
 - like to have goals in order to work faster/effectively

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- “project orientation that benefits others”
 - like to help people
- The report says “You may be appreciated for your ability to:”
 - “Encourage open discussion of ideas” – I am good at getting discussions going and including other people
 - “Facilitate consensus when making decisions” – I try to involve everyone
 - “Contribute a future orientation to decision making” – not as good at this
 - “Bring a different outlook that combines imagination and innovation with efficiency and productivity” – I am very creative

It also says “some Enterprising work environments may seem to focus on the organization rather than the individual, which doesn’t align with your concern for human development and innovation.” – I really value personal relationships so it would be hard for me to work in that environment.

It also says “At times you may be viewed by others as soft or as one who lacks focus on the bottom line.” – I will have to adapt to the business world, figuring out how to turn my strength in personal relationships into business strength as well.

- Personal Style & MBTI Preferences Insights

- Work style + ENFJ:
 - Enjoy work that offers opportunities to collaborate with others
 - Like to work in a friendly social environment
 - Want to socialize during and after work, have a busy social life unrelated to work
 - Always like being around people
 - Feed off people’s energy
- Learning style (they have my Learning style wrong)
- Leadership style + ENFJ:
 - Choose when and where to express my ideas
 - Good at sensing tone in room
 - Prefer a cooperative work environment that lets you choose when to take charge
 - Don’t like confrontation, but can get people to cooperate
- Risk taking + ENFJ:
 - Comfortable in positions that provide stability
 - Always like to have a plan
 - Want your job to consistently and reliably offer opportunities for you to help others
 - Helping others is one of my strengths and it will help me succeed
- Team orientation + ENFJ
 - Enjoy lots of contact with others and working as part of a team
 - Collaborate on team goals/problem solving/goal setting

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- Be willing to share the recognition for group efforts
 - I have done that in college group efforts and it helps with future group efforts

- Overall Interest Inventory Insights

- Shows I need to work with people overall
- Be actively involved in the team process
- Lead by example

- Overall Strong & Meyers-Briggs Insights

- Fast paced environment
- Work with other people
- Learn to promote others
- Know marketing strategy
- Identify audiences

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Autobiography Exercise

Autobiography

- Allowed me to become more confident to speak in front of others
- Allowed me to practice my creative talents
- Was able to start a business from the ground up in 7th grade (showed me that I would like to work in business world)
- doing journalism and soccer in high school was time consuming, but it allowed me to do both my creative and athletic talents
- College group projects help me improve my communication with other people
- being able to play on a team at the college level helps me build my “teambuilding” skills in the class room as well
- I realized competitive swimming was not a good sport for me (even though I was naturally good at it, I did not enjoy it). So I now know just because you are naturally good doesn’t mean it is what you want to do

Autobiography Insights:

- I am a social person
 - o For example, making friends in kindergarten who I am still friends with now, having to make new friends in middle school, reconnect with old friends in high school and completely new friends in college shows that I am good at making friends and establishing relationships
- I am a hard worker:
 - o School, athletics, journalism has shown me this
- I am passionate:
 - o About my family, friends, soccer, and school
 - o But I chose what to be passionate about
- I am good at having a balanced life
 - o Between athletics (physical well being), friends and family (emotional well being) and school (mental well being)

Transition Insights:

- I realized the major academic transitions have been the hardest for me: large public elementary school to small private all girls middle school back to large public co-ed high school and then to east coast college.
- While these transitions have been difficult, they have helped me attain traits which I am most proud of today (my outgoing personality, optimistic attitude, being able to adapt to a new environment).

Accomplishments Exercise

General Insights

Elementary School:

- overcame reading disabilities and became a good reader

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Middle School:

- became attracted to writing which lead me to do journalism in high school
- passionate about reading and writing

High School:

- Doing journalism made me see that I was a natural writer and I could pursue that as a career. This has also showed me that I could do business/journalism combined by working at a magazine in NYC

Elementary School:

- Made best friends, who I am still friends with today. This shows that I can maintain friendships over a long period of time

Middle School:

- Going to an all girls private school was a very different experience for me.
- had to make new friends and work/learn in all female environment

High School:

- transitioning back to a coed public high school was not difficult for me since I kept in touch with a lot of my friends
- established a group of six best girl friends who I am still best friends with today
- Playing on a different soccer club team than my friends challenged me to branch out and make new friends. It also taught me you sometimes have to make decisions that are just based on being with your friends.

Didn't Like Doing Insights

High School:

- taking math and science courses which were really hard for me but I still graduated with a 3.55 GPA which shows that if I work really hard at something I can still do well in life

College:

- taking financial accounting was very difficult for me but showed me that a business major wasn't the right path for me

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Strengths Exercise

I will “Be MyBest” when I leverage my natural Talents/Strengths. Below is a list of my natural talents, which I can develop into Strengths through practice and knowledge.

Empathy

People who are especially talented in the Empathy theme can sense the feelings of other people by imagining themselves in others’ lives or others’ situations.

- always put myself in other peoples shoes, especially when it comes to friendships
- good at feeling the mood in a room and others people moods and know how to react accordingly to it
- able to make friends easily because I can tune into people’s feelings
- able to tell when someone is down and able to cheer them up easily, makes me feel good and the other person feel good (win-win situation)

Developer

People who are especially talented in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from these improvements.

- like to do things that have meaning to myself
- like to see small improvements in myself and in others, shows that I am reaching the “ultimate overall goal”

Restorative

People who are especially talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.

- aim to overcome obstacles and weaknesses
- put a lot of thought and effort into my goals
- engage in a lot of self improvement activities to become a better person

Includer

People who are especially talented in the Includer theme are accepting of others. They show awareness of those who feel left out, and make an effort to include them.

- am good at this in any area in my life
- enjoy working with others so I can use this strength
- company of others energizes me more than working alone
- always been drawn to team sports because of this
- less inclined to be a loner
- very social

Individualization

People who are especially talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how people who are different can work together productively.

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- good at convincing people to keep going through a hard problem
- guidance counselor type of attitude
- care about every one being recognized for their talents

Skills Exercise

I am going to “Be My Best” when I leverage the skills I really enjoy using.

Overall Skills Insights

People Skills

- I am good at being empathetic with others and can put myself in others people’s shoes
- Am good at making new connections with people
- Can get people to come together, am able to see how everyone can get along

Information skills

- I like to plan in order to have a structure/comfort/security
- I am good at looking at projects that are underway and seeing how to make it even better (improvements)
- I am good at connecting all the little pieces together to see the bigger picture and reach the main goal

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Individual Skills Insights

People skills

- **Sensing/Feeling:** Apprehending through intuition, showing sensitivity to others, especially their feelings. Intuiting; being sensitive and responsive to the feelings of others; empathizing; showing warmth; keen ability to put self in someone else's shoes
 - I have strong intuition and usually am able to tell if someone is having a hard time even if they are not telling anyone that they are
 - I always feel for other people when they are in tough situations, which can sometimes drain my energy
 - I am able to put myself in other people's shoes and see other's people viewpoints
- **Communicating:** *Signaling, speaking, or listening to others so as to convey or receive information* Listening; receiving information; learning; questioning; interviewing; exchanging information; signaling; telling; talking; writing; informing; giving instructions; speechwriting; playwriting
 - I am able to communicate well with people through different means of communication
 - I like to be on the same page as people
 - Helps in my friendships
 - Am good at writing
- **Advising/consulting:** *Giving expert advice or recommendations, based on an area of expertise one possesses.* Reading avidly; continually gather information with respect to a particular problem or area of expertise; offering services; giving expert advice; consulting; trouble-shooting; recommending; referring.
 - Good at focusing on one project and doing well in it
 - Good at advising people on personal matters
 - Enjoy communicating through consulting

Information skills

- **Organizing:** *Giving a definite structure and working order to things* Forming into a whole with connected and interdependent parts; collating; formulating; defining; classifying materials; arranging according to a prescribed plan or evolving schema; expertly systematizing
 - like to connect things together in order to do the planning component of information skills
 - good at connecting the dots together to see the bigger picture
 - going along with a prescribed plan
- **Visualizing:** *Able to conceive shapes or sounds, perceiving their patterns and structures, and to enable others to see them too* Having form perception; imagining; able to visualize shapes; perceiving patterns and structures; skilled at symbol formation; creating poetic images; visualizing concepts; possessing accurate spatial memory; easily remembering faces; having and uncommonly fine sense of rhythm; estimating (e.g. speed); illustrating;

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photographing; sketching; drawing; coloring; painting; designing; drafting; mapping.

- Am good at being imaginative
- Can come up with ideas not only on paper but in my head
- Creative
- **Improving, adapting:** *Taking what others have developed and applying it to new situations, often in a new form* Adjusting; improvising; expanding; improving; arranging (as music); redesigning; updating; applying
 - am good at always trying to make the situation better/improve
 - can adapt to new situations easily
 - am good at improvising and expending academic projects
 - good at editing papers (expanding on what others have developed)
 - am good at looking at a project/plan and adding improvements to it
- **Planning, developing:** *Determining the sequence of tasks, after reviewing pertinent data or requirements and often overseeing the carrying out of the plan.* Reviewing pertinent data requirements; determining the need for revisions of goals, policies and procedures; planning on the basis of lessons from the past; determining the sequence of operation; making arrangements for the functioning of a system; overseeing; establishing; executing decisions reached; developing, building markets for ideas or products
 - I love to plan things because it gives me a sense of security, comfort, and purpose in life
 - Am able to set goals
 - Good at developing projects/new ideas

Stories Exercise

For sure I will not “Be My Best” if math or science is a main component in my career.

Math – Didn’t Enjoy Doing Story Insights

Since I go to a college where they do not force you to take math or science, I am much more passionate about school and do not have to worry about the agony of doing math and science problems. However, I have learned from taking math and science that if I work hard at something, I can still do well. I know that life will require you to do things that you do not enjoy and I am glad that I still have the motivation to accomplish those things.

I believe I will “Be My Best” if I can repeat the type of dedication I showed in soccer early in my career.

Soccer Endurance Story Insights

That dedication to soccer carried over to other parts of my life as well. Those long hours after soccer practices taught me that in the end, hard work pays off. I can play in college now because of the long hours I spent practicing.

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I will “Be My Best” when I leverage friendships – at work and outside work.

Long Term Friends Story Insights

Looking back, I realize that I would rather have a good amount of really good friends than a large amount of friends who I don’t truly know. I also have learned that I can maintain long-term relationships, which is a very important talent to have in life. The people who have known you since you were a teenager are the people who can give you the best advice and support you later on in life. I know I will always remain close with my group of girl friends from high school and I know I can always count on them no matter what.

Drivers Exercise

Some of my main Drivers will help me “Be My Best” (ones in bold)

- Belonging - to have a sense of belonging, part of a team/task force/org
- **Creativity - to be creative, have novel ideas, brainstorm**
- Friendship - to develop friendships: work, work-related, non-work
- **Fulfillment - reason to jump out of bed, know what you don't like**
- Identity - to have your work provide your identity, make you feel important
- **Passion - to pursue a passion, e.g. provides fulfillment beyond paycheck**
- Self-Esteem - to enhance your self-esteem, get positive feedback
- Social - to be connected to others, need others to energize you
- **Structure - to have structure, e.g. weekday/weekend routine, structured org**
- **Value - to give value to others & be indispensable**

How to Measure You Life Exercise

1) How can I be sure I will be successful and happy in my career?

In order to be successful and happy in my career, I need to make sure my hygiene factors, like status, pay, and job security are addressed if they become a problem. However, I will not be entirely satisfied with my career unless I address the motivation factors as well.

I need to make sure that I have personal growth in my career and that I feel like I am making a contribution to my company and even to the world. I can do this by making sure the company I am working for allows me to collaborate with my coworkers.

In addition, since I have taken a strengths test, I have found out that I have very high “idea euphoria” and “foresight”. I can use my strength of “idea euphoria” to my advantage if I work for a company that allows me to brainstorm ideas. I therefore would be good in marketing or public relations because those careers require you to come up with new ideas and strategies all the time. I have high “foresight” because I am a determined individual who will do almost anything to accomplish something that I want to accomplish. I have to be careful though that the things I want to accomplish will make me happy.

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Economic Engine Exercise

If I let the Economic Engine circle be a major influence on my Right Career this exercise gave me some clear guidance on how much money I would need to make.

At Age 30 I am assuming I will be making \$149,000/year, which is a very large increase from the \$49,000 I am assuming I got in my first job out of college.

This means I will have to choose a career (s) that have high income potential.

So I will need to choose something that leverages my natural strengths & personality, but also has a high income potential. I certainly will not earn a lot of money unless I can be my best and the career is a good fit for my personality and strengths.

I do know from doing the budget exercises those career (s) should not be heavy on analysis and budget work.