

# Action-Planning Guide

Ana Clara Rios Gouveia

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## Learner

- ☐ Refine how you learn. For example, you might learn best by teaching; if so, seek out opportunities to present to others. You might learn best through quiet reflection; if so, find this quiet time.
- ☐ Develop ways to track the progress of your learning. If there are distinct levels or stages of learning within a discipline or skill, take a moment to celebrate your progression from one level to the next. If no such levels exist, create them for yourself (e.g., reading five books on the subject or making three presentations on the subject).
- ☐ Be a catalyst for change. Others might be intimidated by new rules, new skills, or new circumstances. Your willingness to soak up this newness can calm their fears and spur them to action. Take this responsibility seriously.
- ☐ Seek roles that require some form of technical competence. You will enjoy the process of acquiring and maintaining this expertise.
- ☐ As far as possible, shift your career toward a field with constantly changing technologies or regulations. You will be energized by the challenge of keeping up.
- ☐ Because you are not threatened by unfamiliar information, you might excel in a consulting role (either internal or external) in which you are paid to go into new situations and pick up new competencies or languages quickly.
- ☐ Research supports the link between learning and performance. When people have the opportunity to learn and grow, they are more productive and loyal. Look for ways to measure the degree to which you and others feel that your learning needs are being met, to create

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manager for information about scholarships and other educational opportunities.

- ☐ Honor your desire to learn. Take advantage of adult educational opportunities in your community. Discipline yourself to sign up for at least one new academic or adult learning course each year.
- ☐ Time disappears and your attention intensifies when you are immersed in studying or learning. Allow yourself to “follow the trail” by scheduling learning sessions during periods of time that will not be interrupted by pressing engagements.

## Achiever

- ☐ Select jobs that allow you to have the leeway to work as hard as you want and in which you are encouraged to measure your own productivity. You will feel challenged and alive in these environments.
- ☐ As an achiever, you relish the feeling of being busy, yet you also need to know when you are “done.” Attach timelines and measurement to goals so that effort leads to defined progress and tangible outcomes.
- ☐ Remember to build celebration and recognition into your life. Achievers tend to move on to the next challenge without acknowledging their successes. Counter this impulse by creating regular opportunities to enjoy your progress and accomplishments.
- ☐ Your drive for action might cause you to find meetings a bit boring. If that’s the case, appeal to your Achiever talents by learning the objectives of each meeting ahead of time and by taking notes about progress toward those objectives during the meeting. You can help ensure that meetings are productive and efficient.
- ☐ Continue your education by attaining certifications in your area or specialty in addition to attending conferences and other programs. This will give you even more goals to achieve and will push your existing boundaries of accomplishment.
- ☐ You do not require much motivation from others. Take advantage of your self-motivation by setting challenging goals. Set a more demanding goal every time you finish a project.
- ☐ Partner with other hard workers. Share your goals with them so they can help you to get more done.

- ☐ Count personal achievements in your scoring “system.” This will help you direct your Achiever talents toward family and friends as well as toward work.
- ☐ More work excites you. The prospect of what lies ahead is infinitely more motivating than what has been completed. Launch initiatives and new projects. Your seemingly endless reserve of energy will create enthusiasm and momentum.
- ☐ Make sure that in your eagerness to do more at work, you do not skimp on quality. Create measurable outcome standards to guarantee that increased productivity is matched by enhanced quality.

## Developer

- ☐ Make a list of the people you have helped learn and grow. Look at the list often, and remind yourself of the effect you have had on the world.
- ☐ Seek roles in which your primary responsibilities include facilitating growth. Teaching, coaching, or managing roles might prove especially satisfying for you.
- ☐ Notice when others succeed, and tell them. Be specific about what you saw. Your detailed observations of what led to their victory will enhance their growth.
- ☐ Identify the mentor or mentors who recognized something special inside you. Take the time to thank them for helping you develop, even if this means tracking down a former schoolteacher and sending him or her a letter.
- ☐ Partner with someone with strong Individualization talents. This person can help you see where each person’s greatest talents lie. Without this help, your Developer instincts might lead you to encourage people to grow in areas in which they lack real talent.
- ☐ Carefully avoid supporting someone who is consistently struggling in his or her role. In such instances, the most developmental action you can take is to encourage him or her to find a different role — a role that fits.
- ☐ You will always be compelled to mentor more people than is possible. To fulfill this inner drive while maintaining a primary mentoring focus, consider the impact of being a “mentor for the moment.” Many of the most poignant and memorable developmental moments occur when the right words are delivered at the right time — words that clarify understanding, reignite a

passion, open eyes to an opportunity, and change a life course.

- ☐ Don't over-invest in losing causes. Your natural inclination to see the best in people and situations can create a blind spot that will keep you from moving on to more opportune situations.
- ☐ Your Developer talents might lead you to become so invested in the growth of others that you ignore your own development. Remember that you cannot give what you do not have. If you want to have a bigger impact on the well-being and growth of others, you need to keep growing yourself. Find a mentor or coach who can invest in you.
- ☐ Make a list of the people you would like to help develop. Write what you would consider to be each person's strengths. Schedule time to meet with each of them regularly — even if for only 15 minutes — and make a point of discussing their goals and their strengths.

## Input

- ☐ Look for jobs in which you are charged with acquiring new information each day, such as teaching, research, or journalism.
- ☐ Devise a system to store and easily locate information. This can be as simple as a file for all the articles you have clipped or as sophisticated as a computer database.
- ☐ Partner with someone with dominant Focus or Discipline talents. This person will help you stay on track when your inquisitiveness leads you down intriguing but distracting avenues.
- ☐ Your mind is open and absorbent. You naturally soak up information in the same way that a sponge soaks up water. But just as the primary purpose of the sponge is not to permanently contain what it absorbs, neither should your mind simply store information. Input without output can lead to stagnation. As you gather and absorb information, be aware of the individuals and groups that can most benefit from your knowledge, and be intentional about sharing with them.
- ☐ You might naturally be an exceptional repository of facts, data, and ideas. If that's the case, don't be afraid to position yourself as an expert. By simply following your Input talents, you could become known as the authority in your field.
- ☐ Remember that you must be more than just a collector of information. At some point, you'll need to leverage this knowledge and turn it into action. Make a point of identifying the facts

and data that would be most valuable to others, and use this information to their advantage.

- ☐ Identify your areas of specialization, and actively seek more information about them.
- ☐ Schedule time to read books and articles that stimulate you.
- ☐ Deliberately increase your vocabulary. Collect new words, and learn the meaning of each of them.
- ☐ Identify situations in which you can share the information you have collected with other people. Also make sure to let your friends and colleagues know that you enjoy answering their questions.

## Connectedness

- ☐ Consider roles in which you listen and counsel. You can become adept at helping other people see connection and purpose in everyday occurrences.
- ☐ Explore specific ways to expand your sense of connection, such as starting a book club, attending a retreat, or joining an organization that puts Connectedness into practice.
- ☐ Within your organization, help your colleagues understand how their efforts fit in the larger picture. You can be a leader in building teams and helping people feel important.
- ☐ You are aware of the boundaries and borders created within organizations and communities, but you treat these as seamless and fluid. Use your Connectedness talents to break down silos that prevent shared knowledge.
- ☐ Help people see the connections among their talents, their actions, their mission, and their successes. When people believe in what they are doing and feel like they are part of something bigger, commitment to achievement is enhanced.
- ☐ Partner with someone with strong Communication talents. This person can help you with the words you need to describe vivid examples of connection in the real world.
- ☐ Don't spend too much time attempting to persuade others to see the world as a linked web. Be aware that your sense of connection is intuitive. If others don't share your intuition, rational argument will not persuade them.

- ☐ Your philosophy of life compels you to move beyond your own self-interests and the interests of your immediate constituency and sphere of influence. As such, you see the broader implications for your community and the world. Explore ways to communicate these insights to others.
- ☐ Seek out global or cross-cultural responsibilities that capitalize on your understanding of the commonalities inherent in humanity. Build universal capability, and change the mindset of those who think in terms of “us” and “them.”
- ☐ Connectedness talents can help you look past the outer shell of a person to embrace his or her humanity. Be particularly aware of this when you work with someone whose background is very different from yours. You can naturally look past the labels and focus on his or her essential needs.