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# The McQuaig Self-Development Survey®

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The Pulse Check

The   
**PulseCheck**  
align • engage • perform





## Introduction

Self-awareness is the foundation for achieving higher levels of performance. Highly successful people are not necessarily blessed with a higher intellect or more charisma than others, but they do know how to make the best use of their talents and how to avoid the pitfalls that could limit their success.

The McQuaig Self-Development Survey Report will help you identify your strengths and become aware of weaknesses that decrease your effectiveness. This knowledge will enable you to improve your performance, increase your job satisfaction and achieve greater success.

The report focuses on your preferred or natural pattern of behaviour. You may feel that some of the Action Items are less relevant to you at this time than others. Some may not apply to you. Before you disregard any of the items, however, discuss them with someone who knows you well and whose opinion you respect.

This report will provide you with information that will not only make you more effective in your current role but will also give you concrete ideas as you look forward and consider new assignments and roles.

Read the report, absorb its contents and complete your Personal Action Plans. Then review the report with your manager or coach. Finally, determine the most appropriate plan of action.

Remember, your development starts and ends with you.

## How to Get the Most Out of Your Report

### **STEP 1: Read Section A - Your Behavioural Profile**

- review Your Profile Highlights and Understanding Your Behavioural Profile
- scan the Action Items

### **STEP 2: Complete Section B - Leveraging Your Strengths**

- prioritize the items and identify two or three key Strengths that are most important to you at this time
- focus on the one priority you want to work on immediately - don't over commit yourself

### **STEP 3: Complete Section C - Managing Your Developmental Areas**

- again, prioritize the items and identify two or three key Developmental Areas
- focus on the one priority you want to work on now

### **STEP 4: Use Section D - Getting Input from Your Manager or Coach**

- discuss your Personal Action Plans with your manager or coach
- gain further insight and ensure that you are getting the support you need

### **STEP 5: Review your Personal Action Plans Frequently**

- track your progress
- remember to revise your Personal Action Plans as you work through each priority

*This report is based on an assessment of your temperament and behaviour patterns exclusively. As you are working through this report, remember that your overall performance will also be influenced by other factors, including your attitudes, values, intelligence, aptitudes, emotional maturity, education, skills, etc.*

## A Graphical Summary of Your Behavioural Profile

### Accommodating ↔ Competitive



Accommodating

Competitive

Preferring to be part of a team, to seek consensus, to be helpful.

Having the desire to win, to assert yourself and to influence others.

### Analytical ↔ Sociable



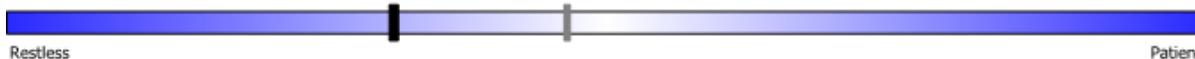
Analytical

Sociable

Objective, logical, basing decisions more on facts, numbers.

Empathetic, outgoing and factoring others' feelings into your decisions.

### Restless ↔ Patient



Restless

Patient

Fast-paced, pressure-oriented and having a desire for change.

Remaining calm, planning ahead and allowing for contingencies.

### Independent ↔ Structured



Independent

Structured

Preferring room to manoeuvre and make decisions; strong-willed.

Systems-oriented, precise, operating within guidelines and policy.

 Your natural behaviour pattern.

 Your adjustments to your current situation, if significant.

## Your Profile Highlights

Your responses are typical of individuals who...

### Accommodating ↔ Competitive



- are very goal oriented and competitive;
- take charge and want authority and responsibility for others;
- look for challenges and tough problems to solve;
- take risks and hold themselves accountable for the results.

### Analytical ↔ Sociable



- are friendly, sociable and enjoy interacting with others;
- are empathetic and develop rapport easily;
- prefer to take the people factor into account when making decisions.

### Restless ↔ Patient



- are restless, energetic and quick to take action;
- are change oriented, taking on new projects readily;
- work well under pressure and set tight deadlines;
- have a strong sense of urgency.

### Independent ↔ Structured



- are highly self-directed, enjoying freedom of action and room to improvise;
- are determined to persist despite obstacles;
- are unrestricted by past precedent and come up with innovative solutions;
- fit in well in entrepreneurial environments.

## Understanding Your Behavioural Profile (Ranked in order of Strength)

**Note:** From this page on, the strongest aspect of your behavioural profile will be described first, followed by the second strongest, and so on.



This scale measures the degree to which you are more inclined to be Competitive (assertive and goal oriented) or Accommodating (co-operative and team focused) or a combination of both.

### Detailed Analysis of Your Strengths and Developmental Areas:

Driving Results	Collaborating with Others
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You are very self confident and results oriented.</li> <li>▪ You are assertive and have a strong desire to succeed.</li> <li>▪ You are comfortable expressing your point of view.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ You want to be in control of most situations.</li> <li>▪ You can come across as overwhelming, discouraging input from others, and too focused on your own agenda.</li> </ul>

#### Action Items:

##### To leverage your strengths...

- Take stock of your successes. Think of the specific actions you took to achieve great results and recall situations where others helped along the way. Next time you face a challenge, draw on these experiences to guide you.
- Conduct your own performance review. Where are you compared to your goals? Determine what you are doing well and look for areas where a different approach might be beneficial.

##### To manage your developmental areas more effectively...

- Take a back seat role. Approach your next project with the idea that you do not have to take complete responsibility for the outcome. Instead, seek out the contributions of others and be prepared to share the credit with them.
- Be the last to speak. In meetings, try not to influence the discussion too early on. Filter your comments by asking “Does this need to be said or do I just want to say it?”

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Competitive (assertive and goal oriented) or Accommodating (co-operative and team focused) or a combination of both.*

Competing	Teambuilding
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You enjoy winning and the success that comes with it.</li> <li>▪ You seek out opportunities to compete with your peers.</li> <li>▪ You expect recognition.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ Your desire to win the battle can draw you away from the best solution.</li> <li>▪ You may create long-term adversaries and discourage future collaboration.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Encourage competition among your team. You can increase productivity and get everyone engaged with a little healthy rivalry. Look for opportunities to beat the forecast – or your competitors.
- Take charge of your personal development. Meet with your boss/coach to discuss how your job relates to the goals of the organization and find out what you have to master in your current role to take it to the next level.

#### To manage your developmental areas more effectively...

- Look for a team win. When negotiating, rather than viewing a desired outcome in terms of “What’s in it for me?” ask “What’s in it for us?” instead.
- Perform an unprovoked act of kindness. For example, send a business opportunity to another division or volunteer to help an associates you do not always see eye to eye with. Create a long-term ally who may help you down the road.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Competitive (assertive and goal oriented) or Accommodating (co-operative and team focused) or a combination of both.*

Asserting Yourself	Listening to Others
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You believe that your solutions and ideas are the best ones.</li> <li>▪ You express your opinions without hesitation.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ At times, despite your empathy, you may not listen as well as you should.</li> <li>▪ You can find yourself formulating a response before your colleague has had a chance to finish.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Find a mentor. Pick a person who has had a great impact on your company - someone who does a good job of influencing others while achieving consensus. Seek this person's advice next time you have an idea you want to push through.
- Go to bat for someone else. Use your assertive nature to help out team members who may be struggling with a difficult situation.

#### To manage your developmental areas more effectively...

- Listen actively. Look your colleagues in the eye and nod to indicate that you understand their point of view. Start your response by summarizing what they have said. Never assume you know what someone is going to say before they say it.
- Solicit feedback. Accept the fact that your ideas may not always be the best ones. Bounce them off someone you trust and listen to his/her opinions before moving forward.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Structured (systems oriented and precise) or Independent (strong willed and self-reliant) or a combination of both.*

Acting Decisively	Applying Existing Solutions
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You size up situations and develop your own solutions to problems.</li> <li>▪ You keep the big picture in mind and are not deterred by obstacles.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ You have such strong opinions that others may feel their ideas are unwelcome or disregarded.</li> <li>▪ You approach every problem with a blank page and may not benefit from past experience.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Share your vision. Others will be more likely to support your decisions and you will benefit from their input – a quick discussion with a colleague may save tremendous time in the long run.
- Free up gridlock. In team settings there is often a tendency to get stalled on issues that will have little impact on the long-term result. Use your big picture outlook to keep things moving forward.

#### To manage your developmental areas more effectively...

- Cut and paste. When faced with a new project, look to similar projects that someone else in the organization may have taken on. See if there is anything you can re-use.
- Learn from your mistakes. If you make a mistake, review it and see if a procedural change might prevent it from happening again.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Structured (systems oriented and precise) or Independent (strong willed and self-reliant) or a combination of both.*

Thinking Independently	Maintaining Harmony
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>You are an outside-the-box thinker who develops unique solutions.</li> <li>You are not afraid to test authority and bend the rules.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>You can be inflexible on issues that you feel strongly about.</li> <li>Your inclination to do things your own way can be counter-productive.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Expand your horizons. Meet with your boss to determine where you have the freedom to act and where you need to get approval. Find out what you need to do to attain greater autonomy.
- Choose your battles wisely. Even if your company puts a high value on entrepreneurs, there may be times when it would be better to go with the flow.

#### To manage your developmental areas more effectively...

- Look for a win/win. In a discussion, remember to voice your agreement on points raised and, when you disagree, try to seek common ground rather than digging in.
- Play by the rules. If you are tackling something new, send a quick email to all stakeholders to make sure you are not overstepping your bounds.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Structured (systems oriented and precise) or Independent (strong willed and self-reliant) or a combination of both.*

Being Resourceful	Respecting Structure
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You are determined to make things happen.</li> <li>▪ You take an innovative approach to problem solving.</li> <li>▪ You are comfortable negotiating your own solutions.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ You are more results than process oriented.</li> <li>▪ You are focused in the long-term sense, but tend to ignore details you do not see as important.</li> <li>▪ Your disregard of the particulars can catch up with you in the end.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Hold brainstorming sessions. Encourage your team to take a more innovative approach to handling issues. Remember to structure the meetings so that everyone contributes and leaves with action items.
- Look for start-up opportunities. Within your company, your natural style is well suited to entrepreneurial projects. Seek them out.

#### To manage your developmental areas more effectively...

- Pay attention to process. Make an effort to observe and understand the processes and structures that exist in your workplace. They are there for a reason.
- Make details your ally. Schedule time periodically to take care of the details and outstanding items rather than face the consequences of letting things pile up.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Patient (consistent and reliable) or Restless (energetic and pressure oriented) or a combination of both.*

Driving Change	Staying Focused
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>You enjoy change and are not wedded to the status quo.</li> <li>You shift focus easily and flourish in fast-paced environments.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>You may jump in without taking the time to plan first.</li> <li>You can go off in too many directions at once.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Share your enthusiasm. You may be just the shot in the arm that your peers need. Get your team to rally around a new idea – then be the one to step up and make things happen.
- Examine the processes your company has in place. There may be policies and procedures that have not changed with the times. Challenge them, but first take the time to understand them.

#### To manage your developmental areas more effectively...

- Eliminate surprises. Respect that others may not share your sense of adventure. Make sure that everyone is on the same page prior to starting new activities.
- Look before you leap. Before jumping into something – and dragging everyone else in with you – take the time to think through the full ramifications of what you are about to do. List the pros and cons.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Patient (consistent and reliable) or Restless (energetic and pressure oriented) or a combination of both.*

Exploring New Directions	Juggling Tasks
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>You are proactive and look for opportunities to do things differently.</li> <li>You can keep a number of balls in the air at the same time.</li> <li>You look for ways to change and improve things.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>You can get distracted from a project when something more interesting comes along.</li> <li>Your tendency to leave things until the last minute can create stress.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Foster change. Join a task force or transition team and draw on your ability to look at things from a fresh perspective. You will not only get the opportunity to shape change, but you may gain a better understanding of why things are the way they are.
- Develop a new skill set. Channel your desire for personal growth by taking a course in an area relevant to your career.

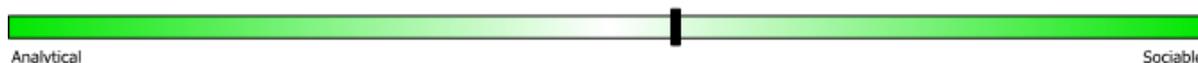
#### To manage your developmental areas more effectively...

- Pace yourself. Drop goals off your list if you need to. Finish three tasks completely instead of semi-completing ten. The next time you are ready to dive into a new opportunity, ask yourself if it is critical or if it is merely exciting.
- Develop routine solutions to routine problems. Routines can help you deal with day-to-day activities efficiently and give you time to tackle more challenging projects.

**Note:** *At the moment, it appears that you are behaving more Patiently than is normal for you - which may temporarily affect the Action Items. Here are some typical reasons for this kind of adjustment:*

- You have experienced a setback from having rushed into something too quickly.
- You feel you need to focus on a smaller number of tasks.
- You have a number of routine responsibilities to work on.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Sociable (empathetic and outgoing) or Analytical (logical and work focused) or a combination of both.*

Focusing on People	Focusing on Numbers
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You enjoy working with others.</li> <li>▪ You value open communication and teamwork.</li> <li>▪ You would rather clarify issues by talking to someone than by reviewing documents.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ Unless a hands-on approach is critical, you let others deal with numbers.</li> <li>▪ You may become impatient with analyses or methodologies.</li> </ul>

### Action Items:

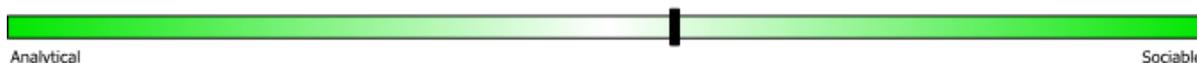
#### To leverage your strengths...

- Build bridges. Use your networking ability to raise the profile of your team and your company. Reach out and build a network of partners with whom you can cultivate mutually beneficial relationships.
- Encourage open communication. Set up informal networks and forums so that people can be kept in the loop. These can range from a company newsletter to lunch-and-learn sessions. Provide opportunities for people to belong.

#### To manage your developmental areas more effectively...

- Make numbers your friend. Get to know percentages, dollar figures and bottom line financial details – any information that is important to success in your role and the success of your organization.
- Get technical. Determine areas where special training may be required. If you are in a field that requires a level of technical competency, join a society dedicated to that field.

## Understanding Your Behavioural Profile (cont'd)



*This scale measures the degree to which you are more inclined to be Sociable (empathetic and outgoing) or Analytical (logical and work focused) or a combination of both.*

Building Loyalty	Keeping It Professional
<p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>▪ You are concerned for others and work to get them on side.</li> <li>▪ You want to be known by your peers as someone they can talk to.</li> </ul>	<p><i>Developmental Areas</i></p> <ul style="list-style-type: none"> <li>▪ You may have difficulty providing negative feedback and addressing people problems head on.</li> <li>▪ Your natural inclination to be upbeat can cloud your objectivity.</li> </ul>

### Action Items:

#### To leverage your strengths...

- Bring others into your group. Act as a welcoming committee for new employees or anyone who is on the perimeter. Your efforts will be appreciated, your team will benefit and you will create a long-term ally.
- Play the mediator. Try to spot conflicts and encourage your peers to talk things through with you when they have a problem. Use your diplomacy to smooth things out.

#### To manage your developmental areas more effectively...

- Be impartial. Next time you have to make an unpopular decision, first ask yourself if it is fair. In the long run, you will be judged by the fairness of your decisions rather than their popularity at the time.
- Don't get too close. Remember that you do not need to be someone's best friend to have an effective business relationship. Sometimes, too much empathy may work against you if performance issues arise. Make sure that your colleagues and direct reports have a clear understanding of your expectations.



## Leveraging Your Strengths – Summary

On the chart below, check off those Strengths that are critical to your success and that you want to leverage to improve your performance. Consider these areas:

- **Organizational:** What competencies has your organization identified as critical to its future success?
- **Career:** What do you need to do to be more successful in your current and future roles?
- **Motivational:** What are you passionate about? What values, interests and goals are important to you?

Identify 2 or 3 Strengths. Then select the one that you want to work on immediately.

✓	Strengths	Action Items	Page
	<b>Driving Results</b>	<ul style="list-style-type: none"><li>▪ Take stock of your successes.</li><li>▪ Conduct your own performance review.</li></ul>	A-3
	<b>Competing</b>	<ul style="list-style-type: none"><li>▪ Encourage competition among your team.</li><li>▪ Take charge of your personal development.</li></ul>	A-4
	<b>Asserting Yourself</b>	<ul style="list-style-type: none"><li>▪ Find a mentor.</li><li>▪ Go to bat for someone else.</li></ul>	A-5
	<b>Acting Decisively</b>	<ul style="list-style-type: none"><li>▪ Share your vision.</li><li>▪ Free up gridlock.</li></ul>	A-6
	<b>Thinking Independently</b>	<ul style="list-style-type: none"><li>▪ Expand your horizons.</li><li>▪ Choose your battles wisely.</li></ul>	A-7
	<b>Being Resourceful</b>	<ul style="list-style-type: none"><li>▪ Hold brainstorming sessions.</li><li>▪ Look for start-up opportunities.</li></ul>	A-8
	<b>Driving Change</b>	<ul style="list-style-type: none"><li>▪ Share your enthusiasm.</li><li>▪ Examine the processes your company has in place.</li></ul>	A-9
	<b>Exploring New Directions</b>	<ul style="list-style-type: none"><li>▪ Foster change.</li><li>▪ Develop a new skill set.</li></ul>	A-10
	<b>Focusing on People</b>	<ul style="list-style-type: none"><li>▪ Build bridges.</li><li>▪ Encourage open communication.</li></ul>	A-11
	<b>Building Loyalty</b>	<ul style="list-style-type: none"><li>▪ Bring others into your group.</li><li>▪ Play the mediator.</li></ul>	A-12

**NOTES:**



## Creating Your Personal Action Plan — Strengths

On the next page, you will begin to complete your Personal Action Plan.

- First, transfer the key Strength that you selected on the preceding page.
- Then, use the suggested Action Items to help you set personalized, on-the-job Action Items.

Here's an example of how you might do this:

Suppose your Strength is "THINKING LOGICALLY" and your Action Item is...

*Build a solid business case. Use your talent with facts and figures to help your peers or boss build a quantifiable business case for their arguments.*

Your own Action Item might translate into...

*Help the national director prepare a business case for his territory realignment proposal in time for the conference in June.*

Your Desired Outcome might be...

*The territory realignment proposal gains acceptance and is fast-tracked for approval.*



## Your Personal Action Plan – Strengths

<b>STRENGTH</b> _____	
<b>DEVELOPING ON-THE-JOB ACTION ITEMS</b> (Review the Action Items that will help you leverage this Strength).	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>▪ Personalize the Action Items related to the key Strength you have selected or create your own Action Items below.</li> <li>▪ State your desired outcome.</li> </ul>	
<b>POTENTIAL OBSTACLES</b> (Identify any potential barriers to success)	<b>WAYS TO OVERCOME OBSTACLES</b> (What might you do to overcome these barriers?)
<b>ASSESSING YOUR PROGRESS</b> (To be completed once you have had the opportunity to implement your Action Plan). How did it go? What was the outcome? In what ways could you further leverage this Strength to achieve greater effectiveness?	

## Managing Your Developmental Areas – Summary

On the chart below, check off the critical Developmental Areas that you want to address. Consider these factors:

- **Organizational:** What competencies has your organization identified as critical to its future success?
- **Career:** What do you need to do to be successful in your current and future roles?
- **Motivational:** What are you passionate about? What values, interests and goals are most important to you?

Identify 2 or 3 Developmental Areas. Then select the one that you want to work on immediately.

✓	Developmental Areas	Action Items	Page
	<b>Collaborating with Others</b>	<ul style="list-style-type: none"> <li>▪ Take a back seat role.</li> <li>▪ Be the last to speak.</li> </ul>	A-3
	<b>Teambuilding</b>	<ul style="list-style-type: none"> <li>▪ Look for a team win.</li> <li>▪ Perform an unprovoked act of kindness.</li> </ul>	A-4
	<b>Listening to Others</b>	<ul style="list-style-type: none"> <li>▪ Listen actively.</li> <li>▪ Solicit feedback.</li> </ul>	A-5
	<b>Applying Existing Solutions</b>	<ul style="list-style-type: none"> <li>▪ Cut and paste.</li> <li>▪ Learn from your mistakes.</li> </ul>	A-6
	<b>Maintaining Harmony</b>	<ul style="list-style-type: none"> <li>▪ Look for a win/win.</li> <li>▪ Play by the rules.</li> </ul>	A-7
	<b>Respecting Structure</b>	<ul style="list-style-type: none"> <li>▪ Pay attention to process.</li> <li>▪ Make details your ally.</li> </ul>	A-8
	<b>Staying Focused</b>	<ul style="list-style-type: none"> <li>▪ Eliminate surprises.</li> <li>▪ Look before you leap.</li> </ul>	A-9
	<b>Juggling Tasks</b>	<ul style="list-style-type: none"> <li>▪ Pace yourself.</li> <li>▪ Develop routine solutions to routine problems.</li> </ul>	A-10
	<b>Focusing on Numbers</b>	<ul style="list-style-type: none"> <li>▪ Make numbers your friend.</li> <li>▪ Get technical.</li> </ul>	A-11
	<b>Keeping It Professional</b>	<ul style="list-style-type: none"> <li>▪ Be impartial.</li> <li>▪ Don't get too close.</li> </ul>	A-12

**NOTES:**



## Creating Your Personal Action Plan — Developmental Areas

On the next page, you will begin to complete your Personal Action Plan.

- First, transfer the key Developmental Area that you selected on the preceding page.
- Then, use the suggested Action Items to help you set concrete, on-the-job Action Items.

Here's an example of how you might do this:

Suppose your Developmental Area is "BUILDING RELATIONSHIPS" and your Action Item is...

*Put yourself in your listener's shoes. When discussing a product, process or financial analysis, ask yourself whether your audience needs all the details or would they prefer a broader explanation?*

Your own Action Item might translate into...

*At the next staff meeting, start by asking each member to express their concerns about the upcoming merger before presenting our integration strategy and timetable*

Your Desired Outcome might be...

*Gain acceptance to the merger strategy by addressing the staff's needs and heading off any potential problems early on.*



## Your Personal Action Plan – Developmental Areas

DEVELOPMENTAL AREA _____		
DEVELOPING ON-THE-JOB ACTION ITEMS (Review the Action Items that will help you manage this Developmental Area more effectively).		TARGET DATE
<ul style="list-style-type: none"> <li>▪ Personalize the Action Items related to the key Developmental Area you have selected or create your own Action Items below.</li> <li>▪ State your desired outcome.</li> </ul>		
POTENTIAL OBSTACLES (Identify any potential barriers to success)	WAYS TO OVERCOME OBSTACLES (What might you do to overcome these barriers?)	
ASSESSING YOUR PROGRESS (To be completed once you have had the opportunity to implement your Action Plan). How did it go? What was the outcome? In what ways could you further manage this Developmental Area to achieve greater effectiveness?		

## Getting Input from Your Manager or Coach

It is critical that you get input and buy-in from your manager or coach on your Personal Action Plans. Outlined below is the suggested agenda for a one-on-one meeting:

### **STEP 1: Review Section A - Understanding Your Behavioural Profile**

- prior to the meeting, highlight a handful of key Strengths and Developmental Areas to address
- in the meeting, discuss these with your manager

### **STEP 2: Review Section B - Leveraging Your Strengths**

- get your manager's agreement on the key Strength you have selected - in what areas will this change make the most positive contribution?
- make note of additions/deletions

### **STEP 3: Review Section C - Managing Your Developmental Areas**

- get your manager's agreement on the key Developmental Area you have selected
- make note of additions/deletions

### **STEP 4: Review Your Personal Action Plans Frequently.**

- get your manager's agreement on your Action Items, target dates and outcomes
- use the extra Personal Action Plan sheets to re-draft if necessary
- agree on how your manager can help you implement your Personal Action Plan and measure results
- set a date to review your progress

This is your meeting... make the most of it!

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*In working with many successful people over the years, I've learned that understanding your own strengths and weaknesses is more important to career success than education, intelligence or charisma. Successful people know themselves and consciously play to their strengths. The good news is that we can all learn to do this.*

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Jack H. McQuaig,  
Founder,  
The McQuaig Institute®

Remember:

- Review your Personal Action Plans with your manager or coach.
- Get the most out of your talents.
- Be patient and persistent.
- Change happens over time, as you establish new habits.
- Even subtle changes can make a difference to your success.

***Additional Action Planners are attached.***