<table>
<thead>
<tr>
<th><strong>My head rules my heart.</strong></th>
<th>Bring out the best in others.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm intelligent and insightful.</td>
<td>I'm caring and empathetic.</td>
</tr>
<tr>
<td>I'm a problem solver.</td>
<td>Follow your heart.</td>
</tr>
<tr>
<td>Work is play; play is work.</td>
<td>I want peace and harmony.</td>
</tr>
<tr>
<td>I'm an independent thinker.</td>
<td>I'm a romantic.</td>
</tr>
<tr>
<td>I'm a non-conformist.</td>
<td>I look for significance in life.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>I know what's right and wrong.</strong></th>
<th><strong>I learn by doing.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect authority.</td>
<td>Life is a game.</td>
</tr>
<tr>
<td>I'm practical and punctual.</td>
<td>I act on a moment's notice.</td>
</tr>
<tr>
<td>I must get the job done.</td>
<td>I need fun and excitement.</td>
</tr>
<tr>
<td>Rules must be followed.</td>
<td>I'm a performer.</td>
</tr>
<tr>
<td>I need to be useful.</td>
<td>I'm an entrepreneur.</td>
</tr>
</tbody>
</table>

**Rank them from MOST like you (4) to LEAST like you (1).**

Read the description in each quadrant.

**Identity Your Colors: Step 1**
<table>
<thead>
<tr>
<th>Green</th>
<th>Blue</th>
<th>Gold</th>
<th>Orange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rational</td>
<td>Sym pathetic</td>
<td>Conventional</td>
<td>Courageous</td>
</tr>
<tr>
<td>Philosophical</td>
<td>Affectionate</td>
<td>Cooperative</td>
<td>Curious</td>
</tr>
<tr>
<td>Determined</td>
<td>Vicious</td>
<td>Warm</td>
<td>Open-minded</td>
</tr>
<tr>
<td>Ingentious</td>
<td>Tender</td>
<td>Developed</td>
<td>Realistic</td>
</tr>
<tr>
<td>Theoretical</td>
<td>Poetic</td>
<td>Organized</td>
<td>Loyal</td>
</tr>
<tr>
<td>Knowledgeable</td>
<td>Musical</td>
<td>Cooperative</td>
<td>Adventurous</td>
</tr>
<tr>
<td>Conceptual</td>
<td>Empathetic</td>
<td>Conservative</td>
<td>Open-minded</td>
</tr>
<tr>
<td>Curious</td>
<td>Unique</td>
<td>Loyal</td>
<td>Realistic</td>
</tr>
<tr>
<td>Competent</td>
<td>Empathetic</td>
<td>Debatable</td>
<td>Individuals</td>
</tr>
<tr>
<td>Inventive</td>
<td>Responsible</td>
<td>Respectful</td>
<td>Compassionate</td>
</tr>
<tr>
<td>Versatile</td>
<td>Responsible</td>
<td>Parental</td>
<td>Optimistic</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

3. Finally, add each column, making sure to include the top row to determine your TRUE COLORS.

3. Place the rankings from Step 1 into the first row of boxes below.

Identify Your Colors: Steps 2 & 3
Orange

I am...
Bold
Charming
Eager
Fraternal
Generous
Immediate
Impactful
Impulsive
Optimistic
Physical
Spontaneous
Witty

At work...
I am bored and restless with jobs that are routine and structured.
I am satisfied in careers that allow me independence and freedom, while utilizing my physical coordination and my love of tools.
I view any kind of tool as an extension of self.
I am a natural performer.

In love...
I seek a relationship with shared activities and interests.
With my mate, I like to explore new ways to energize the relationship.
As a lover, I need to be bold and I thrive on physical contact.
I enjoy giving extravagant gifts that bring pleasure to my loved one.

In childhood...
Of all types of children, I had the most difficult time fitting into academic routine.
I learn by doing and experiencing, rather than by listening and reading.
I need physical involvement in the learning process and am motivated by my own natural competitive nature and sense of fun.

I act on a moment’s notice.
I consider life as a game, here and now.
I need fun, variety, stimulation and excitement.
I value integrity and unity in relationships.
I am a natural trouble-shooter, a performer, a competitor.
Blue

I am...
Communicative
Compassionate
Empathetic
Enthusiastic
Flexible
Idealistic
Imaginative
Peaceful
Personal
Sincere
Spiritual
Sympathetic
Warm

At work...
I have a strong desire to influence others so they may lead lives that are more significant.

I often work in the arts, communications, education or the help professions.

I am adept at motivating and interacting with others.

In love...
I seek harmonious relationships.

I am a true romantic and believe in perfect love that lasts forever.

I bring drama, warmth and empathy to all relationships.

I enjoy symbols of romance such as flowers, candlelight and music.

I cherish the small gestures of love.

In childhood...
I was extremely imaginative and found it difficult to fit in to the structure of school life.

I reacted with great sensitivity to discordance or rejection and sought recognition.

I responded to encouragement rather than competition.

I look for meaning and significance in life.
I need to feel unique and authentic.
I need to contribute, to encourage and to care.
I value integrity and unity in relationships.
I am a natural romantic, a poet, and a nurturer.
Green

I am...
Abstract
Analytical
Calm
Conceptual
Collected
Cool
Global
Hypothetical
Inventive
Investigative
Logical
Perfectionist

At work...
I am conceptual and am an independent thinker.
For me, work is play.
I am drawn to constant challenges in careers, and like to develop models, explore ideas or build systems to satisfy my need to deal with the innovative.
Once I have perfected an idea, I prefer to move on, leaving the project to be maintained and supported by others.

In love...
I prefer to let my head rule my heart.
I dislike repetition, so it is difficult for me to continuously express feeling.
I believe that once feelings are stated, they are obvious to the partners.
I am uneasy when my emotions control me.
I want to establish a relationship, leave it to maintain itself, and turn my energies back to work.

In childhood...
I appeared to be older than my years and focused on my greatest interests, achieving in subjects that were mentally stimulating.
I was impatient with drill and routine, questioned authority, and found it necessary to respect teachers before I could learn from them.

I seek knowledge and understanding.
I value intelligence, insight, fairness and justice.
I need explanations and answers.
I am a natural non-conformist, a visionary and a problem solver.
I live life by my own standards.
Gold

I am...
Caring
Concerned
Concrete
Dependable
Faithful
Loyal
Organized
Prepared
Punctual
Sensible
Stable
Thorough

At work...
I provide stability and can maintain organization.
My ability to handle details and to work hard makes me the backbone of many organizations.
I believe that work comes before play, even if I must work overtime to complete the job.

In love...
I am serious and tend to have traditional, conservative views of both love and marriage.
I want a mate who can work along with me, building a secure, predictable life together.
I demonstrate love and affection through the practical things I do for my loved ones.

In childhood...
I wanted to follow the rules and regulations of the school.
I understood and respected authority and was comfortable with academic routine.
I was the easiest of all types of children to adapt to the educational system.

I need to follow rules and respect authority.
I have a strong sense of what is right and wrong in life.
I need to be useful and to belong.
I value home, family and tradition.
I naturally persevere, and am a natural parent and helper.
Winning at Work: Additional Tips for your Color Type

ORANGES generally want to share their opinion the minute it hits their mind. Interested in taking action and being expedient, they may skip the softeners and go straight for the "punch-line".

**ORANGE COMMUNICATION**

- Casual & playful
- Spontaneous
- Now-oriented
- Fast-paced
- Changes subjects quickly
- Straightforward
- Active & involved
- Mobile

**ORANGES**

Stay focused.
Decide your priorities and stick to them instead of letting your attention shift to whatever catches it at the moment. If possible, designate a block of time for taking and returning calls instead of answering the phone every time it rings.

Follow the rules.
Be aware of your tendency to take shortcuts. It may seem to help temporarily, but adhering to established systems and procedures will save you and others more time and frustration overall.

Get organized.
Clean out the clutter that may be getting in your way. Sort some junk and create systems for easy access of what you really need most. Learn how to use a planner. It will help you remember deadlines, appointment and priorities.

**TIPS FOR TALKING TO A ORANGE**

- Use "sound bites"
- Move with them while they multitask
- Appreciate their flair
- Allow options and flexibility
- Lighten up
Winning at Work: Additional Tips for your Color Type

GOLDS are generally respectful & responsible. They listen for details so they know what their part is. They size up a situation for what would be most appropriate before responding.

GOLD COMMUNICATION

- Purposeful
- Plans ahead
- Respectful
- Appropriate
- Supportive of policies & rules
- Detail-oriented
- Chronological
- Loyal & Devoted

GOLDS

Know when enough is enough.
Go home when your shift ends, call in sick when you are not feeling well. The house does not have to be clean-clean all of the time.

Focus on what you really can control.
When things around you seem to be unraveling, notice the areas that you have power over. One of them is your perception of the situation. Pay attention to the words you are using. Do you label it a disaster or an opportunity to learn something?

Be prepared for change.
Let's face it-- things don't always work out the way they are supposed to. Be mentally ready to switch gears. Don't waste time getting mad or feeling sorry for yourself because your task of the moment has to take second place.

TIPS FOR TALKING TO A GOLD

- Be prepared
- Give details
- Be consistent
- Show respect
- Don't interrupt
- Recognize their contributions
- Stay on target
Winning at Work: Additional Tips for your Color Type

A BLUE'S world revolves around people, relationships, & fostering growth in themselves & others. They first focus their attention on establishing a relationship or reconnecting with the person. The information they wish to convey is woven into this relationship-building endeavor.

BLUE COMMUNICATION

- Friendly
- Helpful
- Empathetic
- May use metaphors to embellish points
- Optimistic
- Expressive with emotion
- Fosters or maintains harmony

BLUES

Resist the urge to be everything to everyone.
There is only one of you. If you continually let yourself get stretched to your limits, there will be nothing left of you to give!

Foster growth in others.
Be careful not to promote others' dependence on you. Sometimes we dig ourselves in so deeply doing for others that we don't leave them any other option but to depend on us.

Take a stand.
It is not mean or harsh to state your expectations or set boundaries. Contrary to what you might expect, people will respect you for it if you do so with caring firmness.

TIPS FOR TALKING TO A BLUE

- Acknowledge them
- Show appreciation
- Include them
- Have patience
- Don't "bark" orders
Winning at Work: Additional Tips for your Color Type

GREENS for the most part, communicate for the purpose of gaining or sharing information. During a conversation, their attention is usually focused on the matter at hand, not on the relationship.

GREEN COMMUNICATION

- Logical and Objective
- Includes Facts & Information
- Wry Sense of Humor
- Big Picture
- Conceptual
- Questioning
- Critiquing

GREENS

Smile.
Greens have a tendency to get so involved in their work or the task at hand that they can forget their surroundings. A smile opens up lines of communication and creates rapport, which will save you time accomplishing your goal if it involves others.

Put off procrastination.
Pay attention to how much time you are spending researching information to make the perfect decision. Go for it! You may want to argue the point, but you do not have to be totally competent in everything you do.

Find diplomatic ways to prevent others from infringing on your time. Set up a system for letting others politely know when it is ok to approach you and when you need your time. Since it often takes about three weeks to break a habit, give yourself at least that long to adapt a more effective pattern. Choose one time management habit you would like to change and decide now to change it!

TIPS FOR TALKING TO A GREEN

- Allow them time to ponder
- Skip the "small talk"
- Avoid redundancy
- Give big picture then fill in details (if asked)
- Don't misinterpret their need for info as interrogation