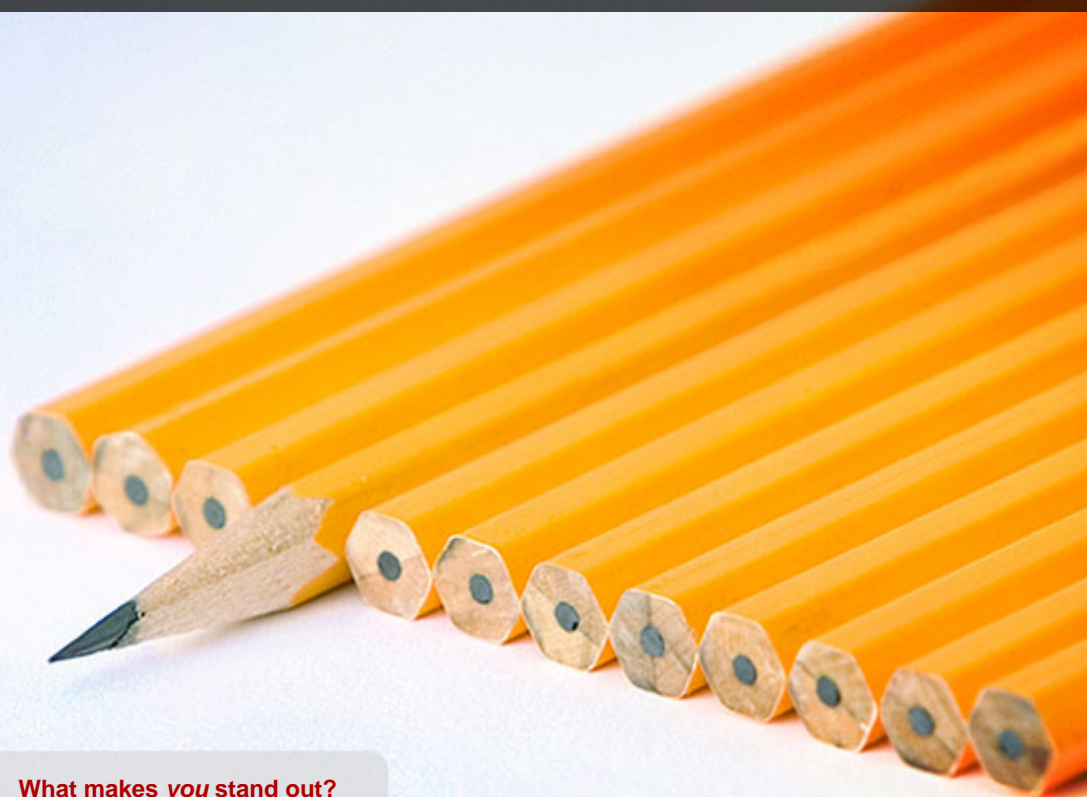


clifton  
**strengthsfinder** 2.0

Strengths Discovery and Action-Planning Guide



**What makes *you* stand out?**

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## **JAMES BURNES**

### Your Top 5 Themes

**Significance**

**Strategic**

**Command**

**Relator**

**Achiever**

### **What's in This Guide?**

- For each of your top five themes, you will find:
  - A brief Shared Theme Description
  - Your Personalized Strengths Insights, which describe what makes you stand out from others with the same theme in their top five
  - Some examples of what the theme "sounds like" — real quotes from people who also have the theme in their top five
  - 10 Ideas for Action
- A Strengths Discovery Activity to get you thinking about how your talents and your investment work together to build strengths that you can apply to your work and personal life
- A Strengths-Based Action Plan for review with a friend, manager, or colleague

## SIGNIFICANCE

### Shared Theme Description

People who are especially talented in the Significance theme want to be very important in the eyes of others. They are independent and want to be recognized.

### Your Personalized Strengths Insights

*What makes you stand out?*

Instinctively, you definitely desire a career that allows you to concentrate on your areas of talent, skill, and expertise. When you find your perfect niche, your work is likely to be a source of personal fulfillment as well as a means of earning a living. You have an inner need to regard your vocation as important, and you want others to view it the same way. Driven by your talents, you occasionally seek to control the circumstances of your life. Perhaps you choose to work on tasks by yourself so you can determine what to do, when to do it, and how to do it. Group decision-making may frustrate you. It's very likely that you inspire excellence among talented individuals. How? You challenge them to exceed their best accomplishments of the past. You probably notice capable people want to work with and for you. They satisfy your need to be surrounded by the most successful performers and the hardest workers. Because of your strengths, you likely have a reputation for being a hard worker. This explains why you tell individuals they can accomplish a lot more than they think they can. You repeatedly pressure people to excel rather than settle for mediocre results. You probably have a very difficult time associating with people who do only what is expected and who whine when they are challenged to do much more.

### Significance sounds like this:

Mary P., healthcare executive: "Women are told almost from day one, 'Don't be too proud. Don't stand tall.' That kind of thing. But I've learned that it's okay to have power, it's okay to have pride, and it's okay to have a big ego -- and also that I need to manage it and drive it in the right directions."

Kathie J., partner in a law firm: "Ever since I can remember, I have had the feeling that I was special, that I could take charge and make things happen. Back in the '60s, I was the first woman partner in my firm, and I can still recall walking into boardroom after boardroom and being the only woman. It's strange, thinking back. It was tough, but I actually think I enjoyed the pressure of standing out. I enjoyed being the 'woman' partner. Why? Because I knew that I would be very hard to forget. I knew everyone would notice me and pay attention to me."

John L., physician: "All through my life, I felt that I was onstage. I am always aware of an audience. If I am sitting with a patient, I want the patient to see me as the best doctor he or she has ever had. If I am teaching medical students, I want to stand out as the best medical educator they have ever had. I want to win the Educator of the Year award. My boss is a big audience for me. Disappointing her would kill me. It's scary to think that part of my self-esteem is in other people's hands, but then again, it keeps me on my toes."

### Ideas for Action:

- Choose jobs or positions in which you can determine your own tasks and actions. You will enjoy the exposure that comes with independence.
- Your reputation is important to you, so decide what it should be and tend to it in the smallest detail. For example, identify and earn a designation that will add to your credibility, write an article that will give you visibility, or volunteer to speak in front of a group who will admire your achievements.

- Share your dreams and goals with your family or closest friends and colleagues. Their expectations will keep you reaching.
- Stay focused on performance. Your Significance talents will drive you to claim outstanding goals. Your performance had better match those goals, or others might label you as a big talker.
- You will perform best when your performance is visible. Look for opportunities that put you on center stage. Stay away from roles that hide you behind the scenes.
- Leading crucial teams or significant projects brings out your best. Your greatest motivation may come when the stakes are at their highest. Let others know that when the game is on the line, you want the ball.
- Make a list of the goals, achievements, and qualifications you crave, and post them where you will see them every day. Use this list to inspire yourself.
- Identify your best moment of recognition or praise. What was it for? Who gave it to you? Who was the audience? What do you have to do to recreate that moment?
- Unless you also possess dominant Self-Assurance talents, accept that you might fear failure. Don't let this fear prevent you from staking claims to excellence. Instead, use it to focus on ensuring that your performance matches your claims.
- You might have a natural awareness of what other people think of you. You may have a specific audience that you want to like you, and you will do whatever it takes to win their approval and applause. Be aware that while reliance on the approval of others could be problematic, there is nothing wrong with wanting to be liked or admired by the key people in your life.

## STRATEGIC

### Shared Theme Description

People who are especially talented in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.

### Your Personalized Strengths Insights

*What makes you stand out?*

It's very likely that you are innovative, inventive, original, and resourceful. Your mind allows you to venture beyond the commonplace, the familiar, or the obvious. You entertain ideas about the best ways to reach a goal, increase productivity, or solve a problem. First, you think of alternatives. Then you choose the best option. Instinctively, you work diligently to invent alternative courses of action. You notice new as well as unusual configurations in facts, evidence, or data. Others, however, can see only separate, unrelated bits of information. You are fascinated by problems that puzzle, confound, or frustrate most people. Driven by your talents, you can reconfigure factual information or data in ways that reveal trends, raise issues, identify opportunities, or offer solutions. You bring an added dimension to discussions. You make sense out of seemingly unrelated information. You are likely to generate multiple action plans before you choose the best one. Chances are good that you notice that the right word usually pops into your mind exactly when you need it. Your comfort with language makes the oral or written expression of your ideas or feelings appear almost effortless. Others benefit from your ability to transmit information, thoughts, or emotions by using a vocabulary they can easily understand.

### Strategic sounds like this:

Liam C., manufacturing plant manager: "It seems as if I can always see the consequences before anyone else can. I have to say to people, 'Lift up your eyes; look down the road a ways. Let's talk about where we are going to be next year so that when we get to this time next year, we don't have the same problems.' It seems obvious to me, but some people are just too focused on this month's numbers, and everything is driven by that."

Vivian T., television producer: "I used to love logic problems when I was a kid -- you know, the ones

where 'if A implies B, and B equals C, does A equal C?' Still today, I am always playing out repercussions, seeing where things lead. I think it makes me a great interviewer. I know that nothing is an accident; every sign, every word, every tone of voice has significance. So I watch for these clues and play them out in my head, see where they lead, and then plan my questions to take advantage of what I have seen in my head."

Simon T., human resources executive: "We really needed to take the union on at some stage, and I saw an opportunity -- a very good issue to take them on. I could see that they were going in a direction that would lead them into all kinds of trouble if they continued following it. Lo and behold, they did continue following it, and when they arrived, there I was, ready and waiting. I suppose it just comes naturally to me to predict what someone else is going to do. And then when that person reacts, I can respond immediately because I have sat down and said, 'Okay, if they do this, we'll do this. If they do that, then we'll do this other thing.' It's like when you tack in a sailboat. You head in one direction, but you jinx one way, then another, planning and reacting, planning and reacting."

### Ideas for Action:

- Take the time to fully reflect or muse about a goal that you want to achieve until the related patterns and issues emerge for you. Remember that this musing time is essential to strategic thinking.
- You can see repercussions more clearly than others can. Take advantage of this ability by planning your range of responses in detail. There is little point in knowing where events will lead if you are not ready when you get there.
- Find a group that you think does important work, and contribute your strategic thinking. You can be a leader with your ideas.
- Your strategic thinking will be necessary to keep a vivid vision from deteriorating into an ordinary pipe dream. Fully consider all possible paths toward making the vision a reality. Wise forethought can remove obstacles before they appear.
- Make yourself known as a resource for consultation with those who are stumped by a particular problem or hindered by a particular obstacle or barrier. By naturally seeing a way when others are convinced there is no way, you will lead them to success.
- You are likely to anticipate potential issues more easily than others. Though your awareness of possible danger might be viewed as negativity by some, you must share your insights if you are going to avoid these pitfalls. To prevent misperception of your intent, point out not only the future obstacle, but also a way to prevent or overcome it. Trust your insights, and use them to ensure the success of your efforts.
- Help others understand that your strategic thinking is not an attempt to belittle their ideas, but is instead a natural propensity to consider all the facets of a plan objectively. Rather than being a naysayer, you are actually trying to examine ways to ensure that the goal is accomplished, come what may. Your talents will allow you to consider others' perspectives while keeping your end goal in sight.
- Trust your intuitive insights as often as possible. Even though you might not be able to explain them rationally, your intuitions are created by a brain that instinctively anticipates and projects. Have confidence in these perceptions.
- Partner with someone with strong Activator talents. With this person's need for action and your need for anticipation, you can forge a powerful partnership.
- Make sure that you are involved in the front end of new initiatives or enterprises. Your innovative yet procedural approach will be critical to the genesis of a new venture because it will keep its creators from developing deadly tunnel vision.

### COMMAND

### Shared Theme Description

People who are especially talented in the Command theme have presence. They can take control of a situation and make decisions.

## Your Personalized Strengths Insights

*What makes you stand out?*

Driven by your talents, you help people do more and better work by issuing demands. You tell them it is unacceptable to simply meet minimum requirements. You want to see proof they are accomplishing what you told them to do. Because of your strengths, you occasionally intimidate people by comparing your performance to theirs. Perhaps they grow a bit edgy as your drive to be the best becomes evident to them. Maybe you take advantage of your rivals' timidity -- that is, lack of boldness and determination -- to earn the best score, rating, or ranking. By nature, you might enjoy discovering complicated words and committing their meanings to memory. Maybe you are pleased to add a few uncommon terms to your vocabulary. Possibly few things please you more than showcasing bits and pieces of your newfound vocabulary in conversations, discussions, or presentations. Perhaps you are taken aback -- that is, surprised and confused -- if some people feel threatened by your command of language. It's very likely that you usually have more innovative concepts to suggest to the group than your teammates. You use methodical reasoning to explain your proposals, theories, or plans. People are prone to take what you say quite seriously. In fact, your careful forethought as well as your spontaneous ideas have such importance that they often influence and impress others.

### Command sounds like this:

Malcolm M., hospitality manager: "One reason I affect people is that I am so candid. Actually, people say that I intimidate them at first. After I work with them a year, we talk about that sometimes. They say, 'Boy, Malcolm, when I started working here, I was scared to death.' When I ask why, they say, 'I've never worked with anyone who just said it. Whatever it was, whatever needed to be said, you just said it.'"

Rick P., retail executive: "We have a wellness program whereby if you consume less than four alcoholic beverages a week, you get twenty-five dollars; if you don't smoke, you get twenty-five dollars a month. So one day I got word that one of my store managers was smoking again. This was not good. He was smoking in the store, setting a bad example for the employees, and claiming his twenty-five dollars. I just can't keep stuff like that inside. It wasn't comfortable, but I confronted him with it immediately and clearly: 'Stop doing that, or you are fired.' He's basically a good guy, but you can't let things like that slide."

Diane N., hospice worker: "I don't think of myself as assertive, but I do take charge. When you walk into a room with a dying person and his family, you have to take charge. They want you to take charge. They are a bit in shock, a bit frightened, a bit in denial. Basically, they're confused. They need someone to tell them what is going to happen next, what they can expect -- that it's not going to be fun but that in some important ways, it will be all right. They don't want mousy and soft. They want clarity and honesty. I provide it."

### Ideas for Action:

- Your Command talents might compel you to wrestle for the reins of power because you love being in the driver's seat. But remember that even when you are not formally in charge, your presence can be an unseen yet powerfully felt force.
- Step up and break bottlenecks. Others count on your natural decisiveness to get things moving. When you remove roadblocks, you often create new momentum and success that would not have existed without you.
- Consider taking the lead on a committee. You have definite ideas about what you would like to see happen, and you can naturally influence a group to follow you. You might be comfortable spearheading new initiatives.
- Seek roles in which you will be asked to persuade others. Consider whether selling would be a good career for you.
- Find a cause you believe in and support it. You might discover yourself at your best when defending a cause in the face of resistance.

- You will always be ready to confront. Practice the words, the tone, and the techniques that will turn your ability to confront into real persuasiveness.
- In your relationships, seize opportunities to speak plainly and directly about sensitive subjects. Your unwillingness to hide from the truth can become a source of strength and constancy for your colleagues and friends. Strive to become known as a candid person.
- Ask people for their opinions. Sometimes your candor will be intimidating, causing others to tread lightly for fear of your reaction. Watch for this. If necessary, explain that you are upfront simply because it feels uncomfortable to keep things bottled up, not because you want to frighten other people into silence.
- Partner with someone with strong Woo or Empathy talents. Some obstacles do not need to be confronted; they can be circumvented. This person can help you avoid obstacles through relationships.
- Your "take charge" attitude steadies and reassures others in times of crisis. When faced with a particularly trying challenge, use your Command talents to assuage others' fears and convince them you have things under control.

## RELATOR

### Shared Theme Description

People who are especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

### Your Personalized Strengths Insights

*What makes you stand out?*

Instinctively, you bond with and work well with people who tell you what they want to accomplish in life. It's very likely that you cause people to feel worthwhile and appreciated. How? You invite them to share their aims for the future. When you know someone's aspirations, you can begin nurturing a meaningful partnership. Chances are good that you genuinely enjoy activities when just about everything makes sense. You naturally gravitate to tasks where facts, events, processes, or ideas are methodically outlined. By nature, you are quite comfortable being honest about yourself with others. You harbor very few illusions about who you really are. Furthermore, you can openly acknowledge your mistakes and shortcomings. This is apt to distinguish you from most people.

### Relator sounds like this:

Gavin T., flight attendant: "I have many wonderful acquaintances, but as for true friends that I hold dear, not very many. And I'm real okay with that. My best times are spent with the people I'm tightest with, like my family. We are a very tight-knit Irish Catholic family, and we get together every chance we can. It's a large family -- I have five brothers and sisters and ten nieces and nephews -- but we all get together about once a month and yuk it up. I'm the catalyst. When I'm back in Chicago, even if there is no birthday or anniversary or whatever, I become the excuse for getting together and hanging out for three or four days. We really enjoy one another's company."

Tony D., pilot: "I used to fly in the Marines, and, boy, you had better be comfortable with the word 'friend' in the Marines. You had better feel good about trusting someone else. I can't tell you how many times I put my life in someone else's hands. I was flying off my friend's wing, and I'd be dead if he couldn't get me back safely."

Jamie T., entrepreneur: "I'm definitely selective about my relationships. When I first meet people, I don't want to give them very much of my time. I don't know them; they don't know me -- so let's just be pleasant and leave it at that. But if circumstances make it so that we get to know each other better, it seems like a threshold is reached where I suddenly start wanting to invest more. I'll share more of myself, put myself out for them, do things for them that will bring us a little closer, and show that I care. It's funny because I am not looking for any more friends in my life. I have enough. And yet with each new person I meet, as soon as that threshold is reached, I feel compelled to go deeper and

deeper. Now I have ten people working for me, and I would call each of them my very good friend."

### **Ideas for Action:**

- Find a workplace in which friendships are encouraged. You will not do well in an overly formal organization. In job interviews, ask about work styles and company culture.
- Deliberately learn as much as you can about the people you meet. You like knowing about people, and other people like being known. By doing this, you will act as a catalyst for trusting relationships.
- Let it be known that you are more interested in the character and personality of others than in their status or job title. This is one of your greatest talents and can serve as a model for others.
- Let your caring show. For example, find people in your company to mentor, help your colleagues get to know each other better, or extend your relationships beyond the office.
- No matter how busy you are, stay in contact with your friends. They are your fuel.
- Be honest with your friends. True caring means helping the other person be successful and fulfilled. Giving honest feedback or encouraging your friend to move out of a role in which he or she is struggling is a compassionate act.
- You probably prefer to be seen as a person, an equal, or a friend, rather than as a function, a superior, or a title. Let people know that they can address you by your first name, rather than formally.
- You might tend to withhold the most engaging aspects of your personality until you have sensed openness from another person. Remember, building relationships is not a one-way street. Proactively "put yourself out there." Others will quickly see you for the genuine individual you are, and you will create many more opportunities to cultivate strong, long-lasting connections.
- Make time for family and close friends. You need to spend quality moments with those you love in order to "feed" your Relator talents. Schedule activities that allow you to get even closer to the people who keep you grounded and happy.
- Make an effort to socialize with your colleagues and team members outside of work. It can be as simple as lunch or coffee together. This will help you forge more connected relationships at work, which in turn can facilitate more effective teamwork and cooperation.

## **ACHIEVER**

### **Shared Theme Description**

People who are especially talented in the Achiever theme have a great deal of stamina and work hard. They take great satisfaction from being busy and productive.

### **Your Personalized Strengths Insights**

*What makes you stand out?*

Chances are good that you normally toil for hours to produce topnotch results. Being the very best at something is quite important to you. You have little, if any, tolerance for mediocrity, especially about the things that matter most to you. Driven by your talents, you are eager to get started on a project once you realize what you can accomplish in the coming weeks, months, or years. You work very hard to breathe life into your big dreams. These often push and pull you into the future. By nature, you sometimes enjoy launching new initiatives. Perhaps you have a reputation for knowing how to get projects moving forward. Because of your strengths, you aspire to head up a large enterprise. You feel you can transform this hope into reality by working quite hard.

### **Achiever sounds like this:**

Melanie K., ER nurse: "I have to rack up points every day to feel successful. Today I've been here only half an hour, but I've probably racked up thirty points already. I ordered equipment for the ER, I had equipment repaired, I had a meeting with my charge nurse, and I brainstormed with my secretary about improving our computerized logbook. So on my list of ninety things, I have thirty done already. I'm feeling pretty good about myself right now."

Ted S., salesperson: "Last year I was salesperson of the year out of my company's three hundred salespeople. It felt good for a day, but sure enough, later that week, it was as if it never happened. I was back at zero again. Sometimes I wish I wasn't an achiever because it can lead me away from a balanced life and toward obsession. I used to think I could change myself, but now I know I am just wired this way. This theme is truly a double-edged sword. It helps me achieve my goals, but on the other hand, I wish I could just turn it off and on at will. But, hey, I can't. I can manage it and avoid work obsession by focusing on achieving in all parts of my life, not just work."

Sara L., writer: "This theme is a weird one. First, it's good because you live in pursuit of the perpetual challenge. But in the second place, you never feel as though you've reached your goal. It can keep you running uphill at seventy miles an hour for your whole life. You never rest because there's always more to do. But, on balance, I think I would rather have it than not. I call it my 'divine restlessness,' and if it makes me feel as if I owe the present everything I have, then so be it. I can live with that."

### **Ideas for Action:**

- 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.

## Strengths Discovery Activity

As you begin to think about your talents, consider this equation:

$$\begin{array}{l} \mathbf{X} \quad \text{Talent (a natural way of thinking, feeling, or behaving)} \\ \text{Investment (time spent practicing, developing your skills, and building} \\ \text{your knowledge base)} \\ \hline \mathbf{=} \quad \text{Strength (the ability to consistently provide near-perfect performance)} \end{array}$$

Here is an example:

$$\begin{array}{l} \mathbf{X} \quad \text{Talent is: Truly listening to your customers' wants and needs} \\ \text{Investment is: Researching products and keeping up-to-date on the industry} \\ \hline \mathbf{=} \quad \text{Strength is: Consistently providing near-perfect customer service} \end{array}$$

Now, think about what *you* naturally do best. How can you invest in that talent to build strength?

Do your own Strengths Discovery Interview:

$$\begin{array}{l} \mathbf{X} \quad \text{Your Talent is:} \quad \underline{\hspace{15em}} \\ \text{Your Investment is:} \quad \underline{\hspace{15em}} \\ \hline \mathbf{=} \quad \text{Your Strength is:} \quad \underline{\hspace{15em}} \end{array}$$

## My Strengths-Based Action Plan

Now that you have discovered your top five themes and considered action items for development, choose 1-3 themes that describe you best, and list them below. Talk to people who know you well, and ask them to describe how you embody these themes. Ask them for specific examples of times when they have seen you using each theme in action or how each theme manifests itself in you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now, write down some specific actions that you could take in the next week, month, and year to build and apply your strengths. Refer to your Personalized Strengths Insights and Ideas for Action if you need help.

In the next week, I will:

- 
- 
- 

In the next month, I will:

- 
- 
- 

In the next year, I will:

- 
- 
- 

Next, list the name of at least one person who you will meet with to review this plan. Be sure to choose someone who can help you to keep these goals "top of mind" and who will help you leverage your talents to build strengths.

Name: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Name: \_\_\_\_\_ Date reviewed: \_\_\_\_\_