



Career Advisor® Assessment Report

Report prepared on: **Joe Applicant**
Customer Service
ABC Company
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Report Type: General



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Mental Aptitudes

Mental Acuity

Joe, you are high in Mental Acuity, indicating you are a very fast thinker with a high degree of critical thinking ability. You have excellent problem solving capabilities and can reason through and make good decisions based on knowledge, intuition and reasoning skills. You will not only enjoy, but will require, mentally challenging work for job satisfaction.

Business Terms

You have an average understanding of the specialized language of business. You appear to have had some exposure to business, perhaps through your job or in a business class.

Memory Recall

You have a superior knowledge of events happening in the world around you and should be strongly aware of competitive trends, as well as the economy's affect on business.

Vocabulary

Joe, your language skills are average and your vocabulary should be adequate for most communication needs. Highly complex information which needs to be relayed to others may be a little more difficult for you to communicate.



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Numerical Perception

Your exemplary Numerical Perception score indicates that you can process data quickly and accurately.

Mechanical Interest

You are very interested in machines and the inner workings of mechanical devices. You probably like working with mechanical equipment and should have the ability to understand information regarding such devices. This aptitude, however, measures interest, not mechanical ability.

Personality Dimensions

Energy

Joe, you have a good level of energy and take an energetic approach to matters. You have a high drive level, but are generally able to control your high energy level sufficiently to concentrate and accomplish assignments in a timely, yet effective manner.

Flexibility

You are an ethical individual with a good sense of integrity, but are also creative, adaptable to change and able to handle multiple demands and assignments. You will stick to the "tried and true" on certain occasions, but also can generate new ways of doing things. You remain focused on your goals and committed to quality, but are innovative enough to look for new techniques which could advance the company you work for in the marketplace.



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Organization

You do not exhibit a great deal of interest in planning your time and activities in advance. Since your plans are not always thorough, you may not take full advantage of the time and resources you have available to you to reach goals and priorities. A high score in Mental Acuity may compensate for a low score in this dimension.

Communication

You have an interactive, sharing style of communicating and will be a good collaborator who will share your own thoughts and knowledge with others. Even though you are open and interactive and feel comfortable expressing your thoughts to people, you do not require constant contact with people to be content.

Emotional Development

Joe, you have a healthy level of self-confidence without being unrealistic and are not easily deterred if situations occur which slow down your efforts. You believe in yourself, and when faced with obstacles, are patient enough to wait for results.

Assertiveness

You will seldom challenge or outwardly disagree with others' feelings or opinions. If you feel strongly about an issue, you may defend your beliefs, but will not initiate a conflict. You will probably not attempt to exert influence or power over others, and may feel uncomfortable having to direct others' activities or deal with confrontation.



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Competitiveness

You enjoy competition and are most successful when you are contributing to a group competitive effort. You have a competitive spirit and desire to win, and will work hard to help the team achieve its goals, but may avoid competition against co-workers, feeling that this type of competition could ruin good relationships with others.

Mental Toughness

You are a very sensitive person who is concerned about the needs of others. You prefer working in an aesthetic, comfortable environment free from criticism, rejection, etc. Criticism may hurt your feelings and you can allow emotions to take over when making good decisions.

Question/Probing

You are basically trusting, but not gullible. Although you tend to accept most information, instructions and directives at face value, you will do a moderate amount of probing to better understand a situation.

Motivation

Joe, you are motivated by challenge and recognition for your achievements, and will take personal action to accomplish more when the right rewards are offered. You will accept a risk when the potential for profit and recognition exists. You are willing to work long hours and put in extra effort, even if it means making sacrifices in order to achieve success.



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Validity Scales

Distortion

You are a secure person who is not afraid to admit your weaknesses. You are also good at assessing your strengths. You tend to be open and frank.

Equivocation

You have scored within our acceptable equivocation range.

**This report is confidential and is an opinion based on assessment results only.
Its contents should contribute approximately 1/3 to developmental
discussions since it is only one of several evaluatory and feedback resources.**



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Career Potential Report Entrepreneur Level III

You exhibit the potential to establish and operate your own full time business. You are motivated to want to grow the business and will thrive on the opportunity to increase production and sales by hiring, training and managing employees. The complexities of running a business, such as billings, collections, inventory control, etc., are challenges you will enjoy meeting. You would not likely be satisfied with operating a Level I OR Level II business where you only sold what you personally produced, OR where you worked alone If providing a service. You have an entrepreneurial spirit and as such, will continually set and try to reach higher business goals.

You might enjoy a business where you manufacture and sell goods to American craft stores OR other stores nationally as a standard line of goods to be marketed through gift shops, novelty stores, specialty stores, etc. These could include producing and selling goods like:

- Braided rugs
- Decorated knit clothing
- Jewelry (costume, silver and precious)
- Wood creations, i.e., toys, plates, etc.
- Beading

Or, you might enjoy operating a service-oriented business such as:

- Building cleaning and maintenance
- Plumbing
- Heating and air conditioning repair
- Electrical repair
- Ground care
- Internal landscaping
- PC and/or printer repair
- Software installation
- Computer data entry
- Web designs
- Computer programming
- Beauty shop OR nail salon
- Recycling of garbage, i.e., newspapers, corrugated, pallets, cans, plastics, fabrics, garments, upholstery, computer parts, silver
- Upholstery

These ideas do not reflect the full spectrum of what you may enjoy and be capable of, but are simply some ideas you might consider. You exhibit the management traits of planning, organizing, directing, staffing and controlling, and will be willing to take some risks in order to see your business grow. You enjoy the opportunity to make decisions on your own and will step out and try new approaches to growing your business.



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Job Family: College

Very Good Potential

Landscape Architecture
Wildlife & Fisheries Sci.

Scientific Nutrition

Surgical Nurse

Good Potential

Agricultural Economics
Civil Engineering
Food Science & Technology
Kinesiology
Petroleum Engineering
Recreation and Parks

Agronomy
Engineering Technology
Health
Marketing
Pre-Dentistry
Theatre Arts

Biology
Environmental Design
Journalism
Nursing (General Practice)
Real Estate



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Job Family: Trades & Vocational

Very Good Potential

Fashion Illustration
Photography

Interior Design

Nursing Assistant

Good Potential

Acting
Commercial Art
Dental Assistant
Electrical Engineering
Hospitality Management
Manicurist
Vocational Nurse

Automotive Service Tech.
Cosmetology
Diesel Mechanics
Engine Repair
Hotel/Motel Administration
Ophthalmic Technician

Bartending/Beverage Spec.
Court Reporting
Diver Training
Estate Planning
Interior Decorating
Travel Agent



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Job Family: Degreed

Excellent Potential

Advertising Manager
Commercial & Industrial Designer
Interior Designer
Set Designer
Heavy Equipment Sales
Astronomer
Technical Analyst
Hardware Analyst

Art Critic
Fashion Designer
Music Arranger
Agricultural
Mechanical Equipment & Supplies
Atmospheric & Space Scientist
Computer Security Coordinator

Choreographer
Graphic Designer
Professional Photographer
Cemetery At-Needs Sales
Medical
Programmer
Database Administrator

Very Good Potential

Advertising Agent
Cartoonist
Actor - Stage
Director - Motion Picture
Art Appraiser
Program Director
Technical Director
General Insurance
Chemist
Historian
Marketing Manager
Systems Specialist

Advertising Sales
Actor - TV
Composer
Producer - TV
Museum Technician & Conservator
Radio/Television Announcer
Advertising
Industrial Supply
Soil Conservationist
Scientist
Purchasing Manager
MS Cert. Solutions Developer

Art Director
Actor - Motion Picture
Director - TV
Producer - Motion Picture
Music Director
Talent Director
Cemetery Pre-Needs Sales
Anthropologist
Geologist
Administrative Service Manager
Systems Operator
Application Developer

Good Potential

Advertising Agency Manager
Public Relations Specialist
Chemical
Instruments
Medical Insurance
Textile
Bio-Environmental Scientist
Geographer
Cytologist
Epidemiologist
Life Scientist
Plant Scientist
Meeting & Convention Planner
Sales Manager
Regional Manager - Distribution
Warehouse Manager
Software Engineer

Community Relations
Museum Curator
Consumer Electronics
Lighting Distributor
Sales Engineer
Wholesale & Manufacturing
Biologist
Aquatic Biologist
Pharmacologist
Food Scientist
Materials Scientist
Soil Scientist
Plant Manager
Quality Control Manager
Retail Store Manager
Systems Programmer/Analyst

Government Affairs
Film & Video Editor
Electrical Distribution
Life Insurance
Securities/Commodities
Archaeologist
Botanist
Biophysicist
Physiologist
Forensic Scientist
Medical Scientist
Materials Manager
Production Manager
District Manager - Distribution
Transportation Manager
Research & Development



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Job Family: Management

Excellent Potential

Bank Manager
Hotel Manager
Paper Co. Distr. Mgr.
Public Relations Manager
Sr. Accnt. Manager
Wtr Treatmnt Plnt-Area Mgr

Dir. Of Sales Train./Devlp
Lawn Mwr Distr. Mgr
Phone Room Supervisor
Retail Store Manager
Telecommunication Manager

Fnd Rsing Corp.Reg Sls Mgr
Natl/Intl Sls/Mkt Mgr
Program Supervisor
Shipping Supervisor
Used Car Sales Manager

Very Good Potential

Auto Finance/Insurance Mgr
Convenience Store Manager
Food Mnfcturing-Managers
MIS Director
Mortuary Manager
Office Manager
Pre-Need Sales Manager
Project Manager
Upper Management

Bldng. Materials-Top Mgmt
Dir. Franchise Operations
Food Srv.Dstrb.Wrhs Op.Mgr
Management
Moving & Stg General Manager
Operations Manager
Printing Comp.-Supervisor
Repair Service Manager
V.P. Of Manufacturing

Cash Recovery Manager
Director, Info. Systems
Health Service Management
Middle Management
Moving/Storage Sls Manger
Personnel Manager
Prod.Mgr/Tech. Mrkt.
S&L Branch Manager
Vice President/Executive

Good Potential

Administrative Supervisor
Cafe Shift Manager
Convnce Store Dist.Sls mgr
Distribution Manager
Engineering Manager
Fasteners Dist.-Brnch Mngr
Indust. Suppl.-Wrhse Supvr
Marketing Manager
Paper Co. Top Region Mgr.
Property Manager
Retail Store Asst. Manager
Sales Manager (General)
Warehouse Management

Auto-Service Manager
Chief Financial Officer
Data Processor-Supervisor
Distribution Supervisor
Executive/President
Finance Company Manager
Insurance-Entry Lvl Manager
Mortgage Closing Manager
Pers. Agency Branch Mngr.
Purchasing Manager
Risk Manager
Supervisor - General

Bank-Data Proces.Suprvsr.
Computer Systems Manager
Dir. Human Resources
Ed./Tech.Trng-Asst.Reg.Mgr
Fast Food Manager
Hospitality Manager
Insurance-Sales Manager
Nursing Supervisor
Plant Manager
Restaurant Manager
S&L Data Proces.Supervisor
Trucking-Facility Manager



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Job Family: Sales

Excellent Potential

Account Executive
Auto Sales Controlled
Church Consultant
Distributn.Co. Outside Sls
Financial Planner
Industrial & Textile Sales
Insurance-General Agent
New Car Sales
Real Estate Sales - Resid.
Stockbroker

Account Specialist
Auto Sales Manager
Distrib.-Metropolitan Sls
Elec. Distrib.-Inside Sls
Food Serv.Distrb.Outsd Sls
Insrnce-Market Pioneer
Liquor Distrib.-Field Rep.
Outside Sales
Realty-Residential Sales
Telecomm. Equipment Sales

Art Prod.Distrb.Sales/Srvc
Cemetary At-Need Sales
Distribtn. Co. Inside Sls.
Elect. Distrib.Outside Sls
Heavy Equipment Sales
Insurance Agents
Marketing
Paper Sales
Sales
Telemarketing Outbound

Very Good Potential

Account Representative
Beer Distrib.-Pre-Sales Sls
Fabric Distrib.-Sales
Industrial Sales
Insurance/Life Sales Rep.
Mech. Devcs.Dist.Outsd Sls
New Account Rep.
Printing Co. Sales Rep.
Sales Specialist II
Telemarketing Inbound

Advertising Sales
Cemetery Pre-need Sales
Fund Rsing Corp-Sales Rep.
Insurance Sales
Lawn Prod. Sls/Field Tech.
Moving&Storage/Outsd Sls C
Paper Co. Natl. Acct. Rep.
Product Manager
Sales/Manufacturers Rep.
Telesales Specialist

Auto Sales-Middle Priced
Consumer Elec. Outside Sls
Indust.Supply Sales
Insurance-Asst.Gnrl Agent
Legal Materials Sales Rep.
Moving&Storage/Outsd Sls R
Paper Company-Outside Sls
Real Estate Sales
Telecomm.-Sales People
Used Car Sales

Good Potential

Auto-Counter/Parts Sales
Beer Distrib.-Sales
Consumer Elec. Inside Sls
Elec./Ind.Supply-Outsd Sls
Greeting Card Sales
Pest Control Sales
Route Sales
V.P. Sales

Auto-Finance&Ins. Sales
Bldg. Matl. Insd/Outsd Sls
Dictating Equip. Sales
Financial-Sales Rep.
Inside Sales
Pharmaceutical Sales
Sales Support

Beer Distrib-Rte. Sls/Delv.
Consulting-Sales Personnel
Distrib.-Rural Sales
Fine Jewelry Sales People
Lighting Dist.-Off.Sls/Srv
Real Estate Sales - Comm.
Software Representative



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Job Family: Medical

Excellent Potential

Chaplain
Hospital Administrator

Communications Director

Executive Sect./Adm. Asst

Very Good Potential

Cardiopulmonary Dir
Chief Radiology Techn
Dialysis Director
Engineering Svc. Director
Infection Control Director
Materials Management Dir
Medical Staff Coordinator
Nursing Education Dir
OT Director
Reg. Med. Technologist

Cath. Lab Director
Data Processing Director
EEg Director
Family Nurse Practitioner
Managed Care Director
Med. Record Administrator
Nuclear Medicine Dir
Nursing Service Director
Pharmacy Director
Staff Accountant

Chief Dietitian
Diagnostic & Imaging Dir
ER Director
Human Resource Director
Marketing Director
Medical Records Director
Nursing Div. Director
OP Service Director
Physical Therapy Director
Staff Pharmacist

Good Potential

Accounting Director
Chief Accountant
Clinical Engineer
Controller2
Education Director
Head Nurse
Medical Records Tech
Nenatal Nurse (MSN)
OR Services Director
Planning & Dev. Director
Quality Assurance Coord
Reg. Occupational Thrpst
Social Services Director
Staff Registered Nurse
Voc. Nursing School Dir

Admissions Director
Chief Lab Technician
Computer Programmer
Critical Care Nurse2
Guest Relations Director
Home Health Service Dir
Medical Transcriptionist
Neonatal Nurse (BSN)
Paramedic
Public Relations Director
Recreation Therapist
Reg. Respiratory Therapist
Social Worker (BS)
Staff Vocational Nurse
Volunteer Services Director

Business Office Manager
Clinic Nurse
Contract Negotiations Dir
DRG Coordinator
Hardware Specialist
Licensed Phys. Therapist
Multi-Skilled Technician
Nurse Practitioner (BSN)
Patient Accts Director
Purchasing Director
Recreational Therapy Dir
Respiratory Therapy Dir
Social Worker (MSW)
Utilization Director



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Job Family: Scientific

Very Good Potential

Agricultural Economist
Audiologist
Dentist
Historian
Physician
Surgeon

Agronomist
Chemist
Environmental Design
Medical Practitioner
Plant and Soil Scientist

Anthropologist
Conservationist
Geologist
Pharmacist
Scientist

Good Potential

Agricultural Scientist
Bio-Environmental Scientist
Geographer
Phlebotomist

Animal Scientist
Biologist
Horticulturalist

Archaeologist
Botanist
Kinesiologist



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Job Family: Services

Excellent Potential

Cafe General Manager

Cafe Host/Hostess

Very Good Potential

Cafe Assist. Manager
Cashier
Hospital Orderly
Waitpersons

Cafe Bartender
Chauffeur
Hotel-Bartender/Waitperson

Cafe Waitperson
Convenience Store Cashier
Technical Service

Good Potential

Airline Reservationist
Cafe Busers
Diving Instructor
Hotel-Housekeeping
Travel Agency Rsvrationist

Bartender
Cook
Driving Instructor
Manicurist

Bartending/Beverage Spec.
Cosmetologist
Flight Attendant
Toll Booth Attendant



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Job Family: Automobile Dealerships

Excellent Potential

Used Car Sales Manager

Auto Sales Manager

New Car Sales

Very Good Potential

General Sales Manager

New Car Sales Manager

Used Car Sales

Good Potential

Auto Counter/Parts Sales
Service Writer
Body Shop Technician
Administrative
Auto Technician

Auto Finance and Ins. Sales
Service Associate
Receptionist/Greeter
Clerical

Service Manager
Parts Manager
Cashier
Make Ready



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Job Family: Social Services

Excellent Potential

Law Enforcement Officer
Sociologist

Nurse

Psychologist

Very Good Potential

Career Counselor
Mediator
Peace Corps Volunteer
Surgical Nurse

Civil Service Worker
Medical/Technical Support
Police/Fire Dispatcher

Dental Assistant
Office Center Secur.Guards
Recreation Worker

Good Potential

Allied Health Science Worker
Jail Officer
Nursing Home/Nurse Attend.
R.N.

Counselor - General
Licensed Vocational Nurse
Ophthalmic Technician
Social Worker

Educator/Teacher
Nursing Assistant
Physical Therapist
Technical Teacher



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Job Family: Technological

Excellent Potential

Information Sys. Analyst
Programmer
Scientific Engineering

Manuf. Proc. Engr
Project Engineer
Software Specialist

Oil Field Svc-Field Eng.
Sales engineer
Sr. Manuf. Pro. Engr

Very Good Potential

Electronics Technician
QA/QC Technician
Systems Operator

Engineer
Senior Programmer
Systems Specialist

Microcomp. Appl. Engr.
Systems Engineer
Technician Support

Good Potential

Aerospace Engineer
CAD Drafter
Computer Engineer
Drafter
Nuclear Engineer
Telecommuter

Bioengineer
CRT Operator
Design Engineer
Industrial Technician
Petroleum Engineer

Broadcast Engineer
Civil Engineer
Digital Technician
Maintenance Engineer
Technical Writer



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Job Family: Building Trades

Excellent Potential

General Laborer

Very Good Potential

Estimator
Make Ready
Roofer
Tile Layer

Millwright
Painter
Concrete Finisher
Field Supv. / Manager

Sheetmetal Installer
Drywall Installer
Building Contractor

Good Potential

Bidder
Construction Foreman
Truck Driver
Carpenter

Paperhanger
Insulation Worker
Forklift Operator
Construction Engineer

Construction Manager
Building Inspector
Brick Mason
Scheduler



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Job Family: Industrial

Excellent Potential

Machinist

Very Good Potential

Bld.Mtrl.Ind.-Yardman
Warehouse Clerk

Finisher

Furniture Technician

Good Potential

Beer Distrib.Warehse Workr
Indust.Suppl.Wrhse Worker
Tool/Steel Part Mfg.

Engine Repair Spec.
Machine Operator
Truck Loader

Forklift Operator
Oil Field Worker



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Job Family: Mechanical

Very Good Potential

Building Contractor
Housekeeper

Furniture Inspector
Landscape Architect

General Maintenance Worker
Tile Layer

Good Potential

Appliance Service Repair
Bldg. Manager
Diesel Mechanic
Moving&Storage/Van Driver
Set Up Mechanic

Auto Body/Paint Repair
Brick Mason
Electrical Wiring Specialist
On Site Delivery
Small Motor Repair Tech

Automotive Service Tech.
Carpenter
Landscape Designer
Printing Operator
Truck Driver



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Job Family: Restaurant

Very Good Potential

Bar Manager
Fine Dining
Kitchen Manager
Multi-Unit Manager

Contract Feeder Manager
Food and Beverage Manager
Manager
Assistant Manager

Dining Room Manager
General Manager
Management Trainee

Good Potential

Chef



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Job Family: Cosmetology

Excellent Potential

Barber
Hair Cutting
Salon Management/Admin

Cosmetology (Basic)
Hair Weaving
Teacher Training

Hair Coloring
Salon Coordination

Very Good Potential

Beauty School Mgmt./Admin
Platform Artistry

Esthetics and Skin Care
Sculptured Nails

Permanent Waving

Good Potential

Cosmetology (Advanced)

Makeup Specialist



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Job Family: Direct to Work

Excellent Potential

Outside Sales
Bartender
Machinist
Concrete Finisher
Painter
Sales

Sales/Auto
Restaurant Host/Hostess
Store Assistant
Drain Cleaner
Roofer

Telemarketing Outbound
Hotel-Bartender/Waitperson
Caulker
Entry Level Physical Labor
Electrician Asst

Very Good Potential

Advertising Sales
Tile Layer
Convenience Store Cashier
Recreation Worker
Executive Assistant
Glazier

Indust. Supply Sales
Cashier
Hospital Orderly
Clerical/General Office
Personnel Assistant
Housing/Dorm Mgr

Housekeeper
Chauffeur
Warehouse Clerk
Credit Clerk
Construction Apprentice
Sheet Metal Worker

Good Potential

Inside Sales
Moving&Storage/Van Driver
Toll Booth Attendant
Truck Loader
Customer Service Rep
Heavy Eqpt. Oper
Paint Stripper

Route Sales
Cook
Forklift Operator
Jail Officer
Loan Clerk
Bus Driver

Telemarketing Inbound
Hotel-Housekeeping
Oil Field Worker
Teller
Receptionist
Lifeguard



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Job Family: Artistic/Advertising

Excellent Potential

Art Critic
Advertising Agent
Photographer

Fashion Illustrator
Artist

Interior Design
Performing Artist

Very Good Potential

Art Director
Environmental Design
Graphic Artist

Architect
Interior Decorator
Actor

Commercial Artist
Design & Visual Artist
Advertising Sales

Good Potential

Computer Graphics Artist

Computer Graphics Artist

Drafting



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Development Suggestions

Introduction

The behavior of each individual is influenced by genetics, biochemistry and environment. The individual's scores related in this assessment depict the individual as of the date and time the individual took the assessment.

Major changes in biochemistry and/or environment can change the scores on the assessment. Effective training and/or development that the individual is exposed to can and should also affect scores.

Consequently, for those individuals who seek to achieve higher levels of productivity and success in their jobs and life, and for those employers who desire such for the people they employ, we have carefully reviewed the training and development materials available in the marketplace and have selected for recommendation those that we deem appropriate to suggest in areas where the person assessed could benefit most from growth and development.

We trust that you will find these suggestions helpful.



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Organization - Measures a person's attitude about organization, planning, how tasks are performed and how one's life is lived.

Planning your time and activities in advance does not come naturally to you. Since your plans are not always thorough, you may not take full advantage of the time and resources you have available to you to reach goals and objectives. A high score in Mental Acuity may help you compensate for a low score in this dimension.

Your self-affirmation sentence:

"I am organized in my life so I achieve more."

Steps to Effect Change

1. Good time and space management calls for a specific activity plan to identify priorities by the day or week. For sixty days, list daily plans on paper, then mentally list the six most important things to be done the following day, ranking them by priority, and the time allotted to each item. You will then have a good grasp of what must be done, prior to beginning each day.
2. To avoid losing track of important details you might need for certain tasks, such as filing your income tax, good recordkeeping is mandatory. Select a certain place to keep important records and discipline yourself to always put important papers in that one location.
3. Daily, weekly and monthly planning - even yearly planning - will help keep you on an organized and productive basis. Set goals and reach them.
4. Avoid any distractions which take you off track. If necessary, tell people around you what you are attempting to accomplish, so you will be less likely to be interrupted.



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Assertiveness - Measures an individual's desire to cooperate versus the desire to be in charge.

You will seldom challenge or outwardly disagree with others' feelings or opinions. If you feel strongly about an issue, you may defend your beliefs, but will not initiate a conflict. You will probably not attempt to exert influence or power over others, and may feel uncomfortable having to direct others' activities or deal with confrontation.

Your self-affirmation sentence:

"I am confident, decisive, and assertive."

Steps to Effect Change

1. Listen to tapes and read books on assertiveness development and you can learn to speak and act with more confidence, improve your dominance level, and learn to express your own opinions to others.
2. Assertiveness is a trait which can be learned. Seminars and workshops may be offered in your community on this subject and are worth researching.
3. A public speaking course or speech class at the local community or junior college will also benefit you.
4. Practice standing up for yourself by first role-playing the part of a more assertive person. Forcing yourself to do something as simple as asking for a glass of water, or returning overcooked food at a restaurant will slowly give you the confidence to move on to more important matters.
5. Others should push you to express your personal opinions, asserting yourself when appropriate, and this interactive flow can train you for more dominant, confident behavior.
6. Learn the difference between assertive and aggressive behavior. Learn to state how YOU feel, rather than demanding a behavior or action from someone else.



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Mental Toughness - Evaluates emotional strength

You are a very sensitive person who is concerned about the needs of others. You prefer working in an aesthetic, comfortable environment free from criticism, rejection, etc. Criticism may hurt your feelings and you can allow emotions to take over when making good decisions.

Your self-affirmation sentence:

"I 'hang tough' when life gets me down."

Steps to Effect Change

1. It is important that you have "significant others" in your life who can provide reinforcement when you are down, especially after a series of negative events in your life.
2. The weather, noise, unpleasant conditions, etc., really discourage you. As much as possible, learn to block unpleasantries such as these out of your mind, especially if you have little or no control over them.
3. Physical illness and stress can cause lower stamina levels, so a balanced exercise program, proper diet, and regular check-ups are encouraged. If you are currently experiencing an unusual degree of stress, look at matters very objectively if you start to get your feelings hurt or take offense with something someone has said. It is common to take things too personally when you are feeling ill or under stress.
4. Developing coping skills to control stress is important for the more sensitive individual. Using your sense of humor or writing in a journal are two examples of positive coping skills.



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Online Courseware

Organization

When working with others, your organizational preferences level may be affecting how effectively you work them. You may benefit from the following development suggestions.

Self-paced e-Learning:

- [Effective Personal Productivity](#) - Lesson 1: The Nature of Productivity.
- [Effective Personal Productivity](#) - Lesson 2: Goals Achievement Through Time Management

To access recommended online courseware, visit www.lmiuniversity.com.



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Assertiveness

When interacting with others in your work, your assertiveness level can dramatically impact these relationships. You may benefit from the following development suggestions:

Seminars / Workshops:

- Models for Management™ by Teleometrics International

Self-paced e-Learning:

- [Models For Management](#) - Module 3: Communication and Interpersonal Relationships should be of particular interest for those wanting to explore how assertiveness or lack thereof relates to communication style and effective relationships.
- [Models For Management](#) - Module 6: Empowerment should be of particular interest for those wanting to explore how assertiveness or lack thereof relates to the sharing of power and power dynamics.

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Motivation

When working with others, how you are personally motivated may be affecting the results you are achieving. You may benefit from the following development suggestions:

Seminars / Workshops:

- Models for Management™ by Teleometrics International

Self-paced e-Learning:

- [Models For Management](#) - Module 4: Work Motivation should be of particular interest for those wanting to explore more effective ways of dealing with motivation in the work environment.

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