



















SHAPE	COMMUNICATING WITH EACH SHAPE
 Information and Structure	<p>Keep it Professional.</p> <ol style="list-style-type: none"> 1. Make an Appointment, Provide Information, or an Agenda, in advance. 2. Be Punctual, Prepared, Calm, and Patient. Boxes need Time to Think About It. 3. Be Logical. Ask for Results based on Facts, include Details, and Engage Boxes with words like Systems, Data, Value, Process, Efficient, or Improve.
 Accountability and Results	<p>Demonstrate Competence and Confidence.</p> <ol style="list-style-type: none"> 1. Be Assertive, have a controlled Sense of Urgency, Think Big Picture and Bottom Line. 2. Be Strong, but also Show Respect. Illustrate your own level of Experience, Knowledge, or Expertise. 3. Think Bullet Points. Less is best. Offer 2 or 3 Options. Engage Triangles when you give them Control.
 Change and Growth	<p>Be Open, Ask, and Listen.</p> <ol style="list-style-type: none"> 1. Be Open-Minded, Ask Questions, and Engage Rectangles when you say, "Tell Me More." 2. Listen for Understanding and Acceptance, not necessarily Agreement or Approval. 3. Be Supportive and Encouraging. Simplify Recommendations or Instructions and Reinforce Decisions.
 Connection and Engagement	<p>Show Care and Emotional Intelligence.</p> <ol style="list-style-type: none"> 1. Be Friendly, Sensitive, and Aware of Body Language, Facial Expressions, and Feelings. 2. Acknowledge Shared Interests, Values, Special Occasions, and Teamwork. 3. Engage Circles by Promoting Inclusion, Belonging, Collaboration, and Unity.
 Energy and Innovation	<p>Be Enthusiastic, Creative, and Have Fun!</p> <ol style="list-style-type: none"> 1. Be Flexible, Encouraging, Spontaneous, and Transparent. 2. Face Challenges with Hope, Optimism, and Innovation. 3. Embrace and Promote Differences, Highlight and Reward the Unique, Lighten up, and Make it Fun!






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SHAPE	SHAPE TRAITS
 Information and Structure	Informational, Factual, Detailed, Organized, Rarely Shows Emotion, Needs Time to Make Decisions, Prefers Working Alone, Tends to be a Perfectionist. <i>"If you want a job done right, do it yourself."</i>
 Accountability and Results	Ambitious, Competitive, Focused, Decisive, Strong Opinions, Quick to Get to the Point, Big Picture, Bottom Line, Likes Options, Wants to be in Control. <i>"Just make a decision, and right or wrong, work to make it right!"</i>
 Change and Growth	Growing, Searching, Exploring, Introspecting, Open, Undecided, Anxious, or Excited. <i>"Please listen to me, then tell me what to do."</i>
 Connection and Engagement	Inclusive, Nurturer, Caregiver, Stabilizer, Relationship-Oriented, Sensitive, Emotional, Team Player. <i>"I don't care how much you know, until I know how much you care!"</i>
 Energy and Innovation	Creative Intelligence, Free Spirit, High Energy, Spontaneous, Bored Quickly by Routine, Unique, Idea Producers. <i>"Let's go with the flow and have some fun!"</i>



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