

Know Your Talents™

Companion Workbook

Produced in association with

LearnKey™

Introduction

This workbook is designed to be used in tandem with LearnKey's Know Your Talents™ course. Expert Lori Coruccini will indicate throughout the course when to use this workbook. It is recommended that prior to viewing the course you take a moment and read through the workbook to become familiar with its content. This workbook, when used appropriately, will serve as a reminder of the knowledge you gained during the course. Refer back to it often to refresh the concepts presented in Know Your Talents™.

How to use the Workbook

It is recommended that you print the workbook prior to beginning the video training. The workbook is divided into three main sections that correlate to the sections in the video training. The introduction section of the training does not contain any specific use of the workbook.

Expert Lori Coruccini will indicate throughout the training when it is time to use the workbook. When instructed to use the workbook, pause the training and follow the instructions given (the instructions in the training are repeated in the workbook). Once you have completed the task, press play to resume the video training.

Above all, be honest; your responses to the questions asked and activities presented will be all the more valuable. As you will find in the training, there are no right or wrong answers; there are just *your* answers.

Now sit back and prepare to enter the world of behavioral understanding!

***“When we are engaged and using our talents to accomplish tasks,
we feel as if we are on fire!
We have a sense of purpose and direction.
Despite challenges, it is easier to accomplish things.
This is where you want to be; this is ‘living in your zone.’”***

—Lori Coruccini

Understanding Your Behavior

Think about a time when you were in an environment where you had to adapt all of the time, an environment where you couldn't just "be yourself." Over time, you likely became unmotivated, disengaged, agitated, tense, or overwhelmed. You may have noticed that it was difficult to make decisions. This is a common occurrence when adapting outside of our natural behaviors.

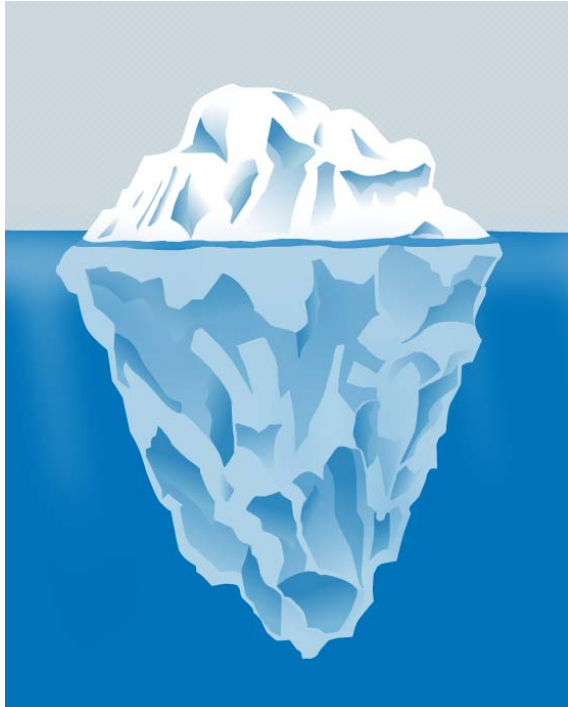
Does this mean that we shouldn't stretch or challenge ourselves to do things outside our comfort zones? No. If we didn't, we wouldn't grow. However, if we are continuously forcing our behaviors, it is time to check if we are truly capitalizing on our natural talents.

There is no right or wrong to your behaviors. Be objective when looking at yourself. You are who you are and only you can decide who you are supposed to be.

Take a moment and write: *I am who I am, and I am exactly who I am supposed to be behaviorally.* (It is important that this be in your own handwriting).

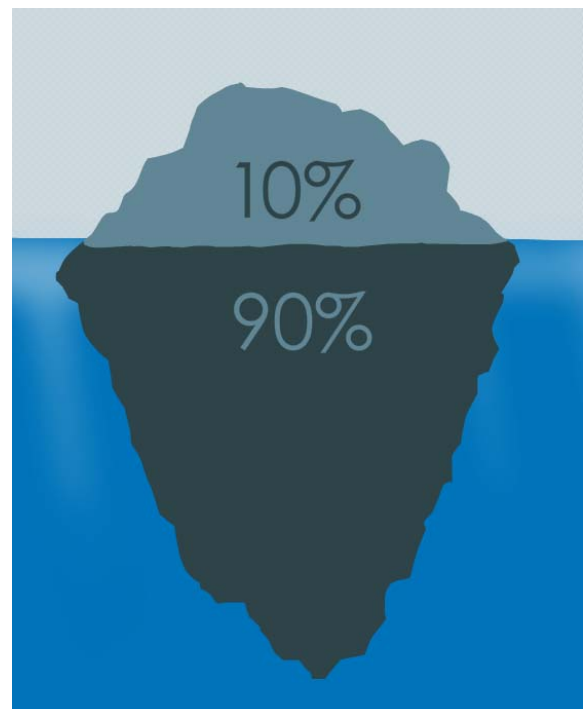
Your behaviors are the result of both genetic and environmental conditions. You carry the behaviors you developed in childhood throughout your life. As you age you will gain knowledge and experience which will add to and further enrich your behaviors, but the behaviors themselves stay the same throughout life.

Understanding Your Behavior



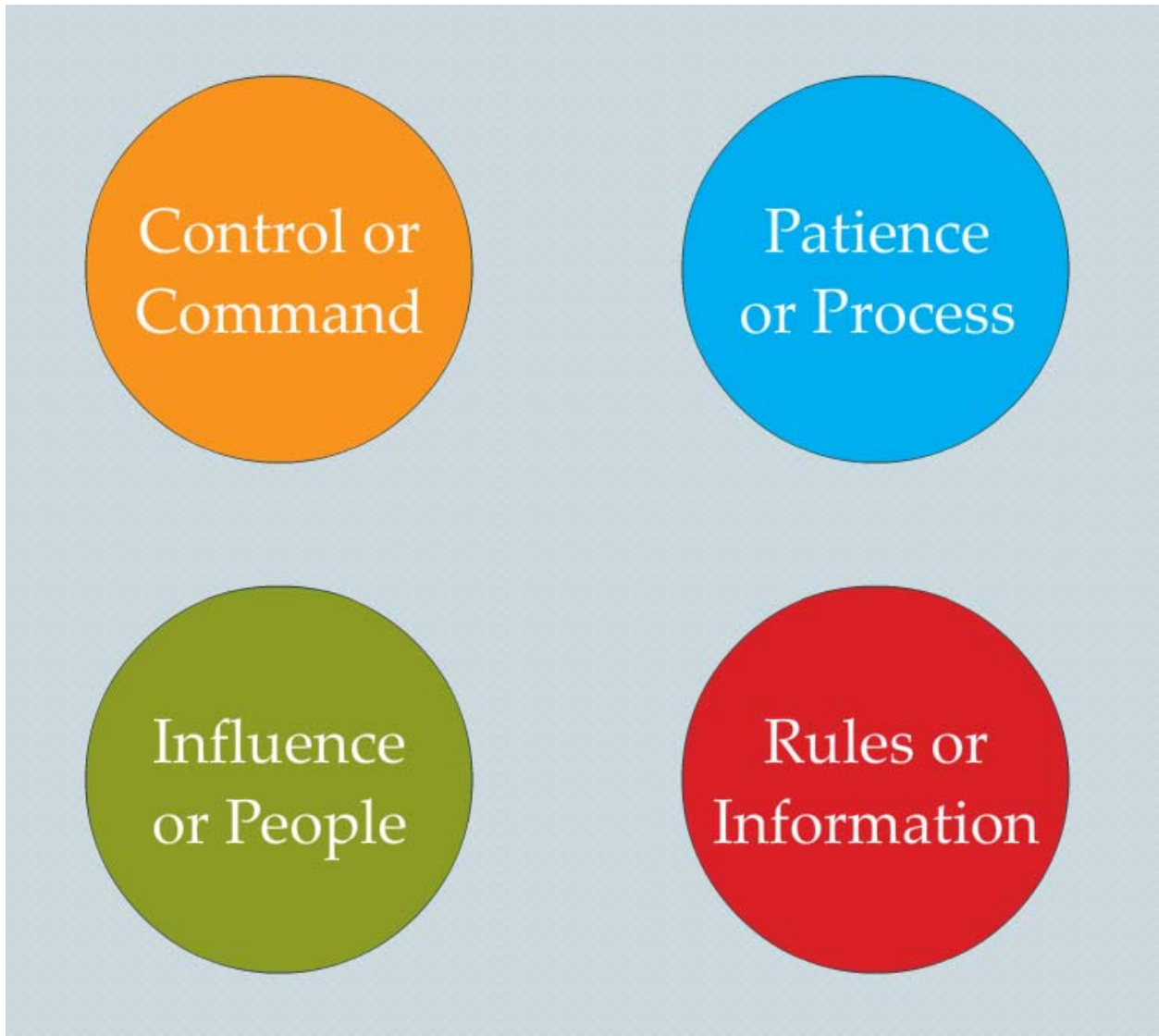
The majority of an iceberg lies below the waterline and is unseen. In fact, typically 90% of the total mass is hidden from view.

It is the same with people; what we see is only 10% of the whole. We only see a small portion of what a person truly is. We are all so much more than “10%.” When we look deeper into a person and begin to understand their behavior—what makes them tick—you begin to see the remaining 90%.



Key Behavioral Areas

Four Key Behavioral Areas:



Each person possess each of these behaviors in varying degrees. Typically a strong feeling in an area indicates possible motivators or drivers. The inverse is also true: areas where you have little feeling often indicate factors that would act as demotivators. The level of your intensity of a given behavior can also reveal predictability in a given talent. Those around us will feel varying levels of intensity of each of the behaviors we exhibit; however, it is important to remember that we each possess **ALL** of these behaviors. Each behavior exists on a spectrum of preference, either for or against.

Key Behavioral Areas



In this behavioral circle, *control* refers to the level of control we prefer in our environment. We may prefer to completely control, prefer little control, or fall somewhere in between.

Words That Describe Those Who Prefer Control

- Easily takes charge
- Competitive
- Solutions-oriented
- Resourceful
- Results-driven

Words That Describe Those Who Prefer Little Control

- Supportive
- Loyal
- Agreeable
- Prefers direction
- Collaborative

Take a moment and write whether you prefer to be in control or whether you prefer supporting someone “in charge.” Write the words that describe you.

Key Behavioral Areas



This behavioral circle refers to our need for others and our desire to be near and communicate with them. You may prefer to have considerable contact with people, you may prefer your privacy, or you may fall somewhere in between.

Words That Describe Those Who Prefer more Socialization

- Likes to be social
- Enjoys group settings
- Likes to have influence
- Trusting
- Talkative

Words That Describe Those Who Prefer Privacy

- Private
- Others must earn your trust
- Thoughtful
- Thinks before speaking
- Prefers confidentiality

Take a moment and write whether you prefer to be social and enjoy influencing others or whether you prefer to be more private. Write the words that describe you.

Key Behavioral Areas



This behavioral circle refers to the speed at which we prefer to work in our environment and how quickly we think things through. We may have lots of patience, have little patience, or fall somewhere in between.

Words That Describe Those Who Have High Patience

- Listener
- Collaborative
- Prefers step-by-step processes
- Puts others first
- May have trouble saying “no”

Words That Describe Those Who Have Little Patience

- Prefers fast-paced environments
- Decisive
- Readily accepts change
- Prefers quick results
- Always ready to “move on”

Take a moment and write whether you prefer to think things through and work step-by-step or whether you prefer to make quick assessments and do things quickly. Write the words that describe you.

Key Behavioral Areas



This behavioral circle refers to the level of structure we prefer in our environment. We may prefer to have a highly structured environment, a more fluid always-changing environment, or our preference may fall somewhere in between.

Words That Describe Those Who Prefer Strong Rule-Drive Structure

- Does things right the first time
- Requires information
- Prefers specific instruction
- Prefers formality
- Seeks proven systems

Words That Describe Those Who Prefer Less Structure and Few Rules

- Prefers freedom from rules
- Creative
- Takes risks
- Not concerned with detail
- Thinks “outside the box”

Take a moment and write whether you prefer to work within rules and structure or whether you prefer a more fluid environment. Write the words that describe you.

Setting a SMART Goal

Remember these two definitions:

Leverage—positional advantage, power to act effectively

Optimizing—to make as perfect or effective as possible

Writing a SMART Goal

A SMART goal is a goal that is **S**pecific, **M**easurable, **A**ligned (with your talents), **R**eachable, and has a **T**imetable. A SMART goal is designed to help you take a step in the right direction once you understand your behaviors, motivators, and talents.

The most important thing to keep in mind when writing a SMART goal is to keep it simple. It is one small thing to get you moving toward positive change and growth.

Review your paragraph again. Apply it to your current situation and determine what might be missing in your job, schoolwork, or relationships. Now create a SMART goal that will help correct or fill in some of the missing pieces.

Writing your goal isn't enough, although it is an excellent first step. The second step is to share it with someone you trust, someone who will help you achieve your goals. Remember, a SMART goal has a timetable, and this person can help keep you on it. The third step is to write down how you plan to celebrate. The fourth step is to *do it!*