



## Four People You Should Know - Quick Reference Guide

<p><b>How to Identify Someone with a Blue Personality</b></p> <p>Warm, Friendly, Sociable, Creative, Open            Their <b>desk</b>: Pictures! Family, pets &amp; friends            Their <b>dress</b>: Casual, fashionable, soft/clean lines</p>	<p><b>How to Identify Someone with a Gold Personality</b></p> <p>Formal, Structured, Factual, Controlled, Firm            Their <b>desk</b>: Organized, neat, motivational signs            Their <b>dress</b>: Tailored, conservative, formal</p>
<p><b>What to Expect When Meeting a Blue</b></p> <p>Likes small talk and want to get to know you.            Listen, make eye contact &amp; watch body language            Want open and honest discussions</p>	<p><b>What to Expect When Meeting a Gold</b></p> <p>Values punctuality, direct discussions, agendas            Likes to be in charge and lead the process            Focused on expectations and solutions</p>
<p><b>What to Avoid</b></p> <p>Being inflexible with your solutions            Applying pressure for next steps            Ignoring their expressed feelings</p>	<p><b>What to Avoid</b></p> <p>Arriving late, and not being prepared            Being too loose with facts and expectations            Acting unprofessionally</p>
<p><b>How to Identify Someone with a Green Personality</b></p> <p>Curious, Detailed, Serious, Succinct, Calm            Their <b>desk</b>: Devices, books, disorganized            Their <b>dress</b>: Practical, comfortable, functional</p>	<p><b>How to Identify Someone with an Orange Personality</b></p> <p>Excited, Bold, Competitive, Optimistic, Persuasive            Their <b>desk</b>: Pictures with celebs, awards, trophies            Their <b>dress</b>: Casual, sporty, eye-catching</p>
<p><b>What to Expect When Meeting a Green</b></p> <p>Open to possibilities that are relevant &amp; objective            Want details, facts and data they can analyze            Expect time for questions and processing</p>	<p><b>What to Expect When Meeting an Orange</b></p> <p>Likes to look at the big picture            Wants to get to the point, focusing on results            Focused on success and achievements</p>
<p><b>What to Avoid</b></p> <p>Emotions and small talk            Generalities; not enough details            Expecting quick decisions</p>	<p><b>What to Avoid</b></p> <p>Being too serious            Too many details            Focusing on rules and regulations</p>