Email Communications & the DISC Personality Assessment

Match that style!

D = Dominance
- task focused, quick responses
- one word responses
- results-oriented language

i = influence
- people-focused, quick responses
- use of colors, different fonts
- enthusiastic, optimistic feel

S = Steadiness
- people-focused, more detail
- friendly, methodical
- sincere, team-oriented approach

C = Conscientiousness
- task-focused, lengthy response
- cautious, reserved feel
- formal, logical & detailed in nature

If you're emailing a "D":
- Provide direct answers
- Stick to business
- Present facts logically
- Be clear, specific, to the point

If you're emailing an "i":
- Allow time for socializing
- Ask them for their ideas/goals
- Allow time for them to verbalize

If you're emailing an "S":
- Be sincere, agreeable
- Be patient, ask questions
- Listen carefully, don't interrupt
- Ask how they are

If you're emailing a "C":
- Be direct, straightforward
- Avoid personal or informal talk
- Come with data to support your ideas
- Allow for time to make decisions

Over email, you may see...

- people-focused, quick responses
- use of colors, different fonts
- enthusiastic, optimistic feel
- people-focused, more detail
- friendly, methodical
- sincere, team-oriented approach
- task-focused, lengthy response
- cautious, reserved feel
- formal, logical & detailed in nature

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