Managing Your Work

How we each manage our time and our work is personal, impacted by many factors. Understanding your DiSC style will provide some insights into your strengths and weaknesses when managing your work and time. Review the items below and consider what you can do to further enhance your work management skills

Dominance

Strengths: prioritizes quickly, doesn't get bogged down in details, moves quickly

Limitations: may lack follow through, fast pace may require rework, details may be missed

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Influence

Strengths: easily adjusts when working on multiple projects, delegates work because of belief in others

Limitations: may be too social, may be disorganized, details may be missed

Conscientiousness

Strengths: thorough, detailed, analytical, works well independently

Limitations: may not ask others for help, hard to delegate, gets bogged down in details

Steadiness

Strengths: planning and organizing work, structuring time, creating routines

Limitations: may be inflexible, doesn't easily adjust schedule, hard to try new approaches, accommodates others

Identify one thing you want to do differently in how you manage your work or time.

What steps will you take to begin to work on this?

When will you start?

