

# JOB WON! Worksheet

*An excerpt from Phil Blair's Book*

## Playing Nicely with Others

It takes a lot of different types of people to create a workplace. The office environment is like any other place where people gather together: There will be natural leaders, followers, motivators, slackers, overachievers and ne'er-do-wells. Every office is different, but every office has some basic personality types. To be effective and successful, you'll need to work with all of them. That means learning what makes each type tick, and how to interact with their different styles. Here's a basic chart:

<b>Pessimist</b>	Always negative, second-guessing	"Things will never improve."	Use facts, focus on the positive
<b>Gossip</b>	Spreads rumors, misinformation	"Did you hear..."	Avoid conversations, be skeptical
<b>Resister</b>	Doesn't like change, stubborn, recalcitrant	"I liked it better the old way..."	Introduce change gradually, show value
<b>Perfectionist</b>	Unrealistic standards, micromanages	"It could be better still."	Set realistic goals
<b>Know-it-all</b>	Acts like an expert, often arrogant	"My way is the right way."	Present data that proves your point, encourage open-mindedness
<b>Uncommitted</b>	Doesn't take job seriously	"I'll do that later."	Set clear goals, monitor closely
<b>Bully</b>	Steamrolls over everyone, lacks social skills	"Do it now."	Stand up for self
<b>Credit grabbers</b>	Always looking out for themselves at expense of others	"That was my idea."	Put your name on everything you do; don't let others take credit for your work