



FOUR KEY DIMENSIONS

Understanding each of your abilities is an important first step in understanding yourself. Understanding how groups of your abilities work together is a powerful tool. As a way of summarizing your results, we include a description of how your abilities relate to the four key dimensions of work life: **Work Environment/Personal Style; Learning; Problem Solving/Decision Making; and Communication.**

WORK ENVIRONMENT/PERSONAL STYLE

As a key dimension of work life, Work Environment refers to the context or environment that is most conducive to your performing at your best. In determining whether a Work Environment is good for you, you must consider such factors as the pace of work, the amount of teamwork required and the amount of interaction with people involved.

Your preference for Extroversion indicates that you are energized more by external forces and events than by internal ones. You prefer many opportunities throughout your day to interact with others, in small and in large groups. You may not like working on projects which demand that you work completely alone. Throughout your day you may prefer a great deal of activity, which energizes you. Individuals who prefer Extroversion tend to have a wide range of interests and may enjoy multiple activities in the course of their work. The best strategy for them is to sandwich solitary work between periods of interaction with others. This allows them to concentrate better on their more solitary activities.

With a mid-range score on the Generalist/Specialist measure, you may find that you function most smoothly in a role that requires you to "bring the extremes to the middle." As someone who can understand the vocabulary of both the Generalist and the Specialist your role may become that of the translator or facilitator. Your score in this mid range also indicates flexibility in role and function. At times, you may find that you enjoy being on a team; but you may also work well autonomously. You will probably thrive best as a team member when your role is that of an expert on the team - bringing your unique perspective and expertise to the group.

With a short Time Frame Orientation you are likely to be at an advantage in situations or in organizations that expect you to contribute to tactical objectives. If you need to accomplish longer-term goals, break them into shorter segments upon which you can focus more easily. Your strength is in executing short-term projects.

Your Classification ability is very strong. This means you are able to solve many problems so quickly and easily that you enjoy being in work situations in which you are solving one problem after another. People with high Classification often

enjoy learning new jobs, tasks and roles. This gives them an outlet to use this very powerful ability. Sometimes people with high Classification have a hard time understanding that other people need to solve problems in a different way, so that what seems obvious to them may not be obvious at all to others. With high Classification, you may find that you are able to see potential problems in new plans or ideas almost immediately. It is important to be aware of this tendency to see and explain problems. You may need to make sure that others also hear the things you find positive in a plan, idea or piece of work.

Your Idea Productivity is in the midrange. Idea Productivity is such a powerful ability, however, that you may find that it has significant impact on what you do. With Idea Productivity in this range, you can expect to have a fairly constant stream of new ideas all day long. In your Work Environment, you can help yourself by making sure that you have an outlet for using these ideas. They are an important resource for you and your company. You use Idea Productivity when you are writing, when you are persuading or selling to others, and when you are speaking publicly. There are many ways to use this ability throughout the workday in brainstorming, planning, and making preparations. Your score in the midrange gives you some flexibility. The ability is there when you need to come up with new ideas, but it may not be so strong as to interrupt your flow of work.

Your Concept Organization ability is in the midrange. This means that you have a good ability to solve problems logically and linearly. You use this ability when you write, plan, devise strategy, predict what will happen in the future or figure out what went wrong if something fails. Your level in this ability gives you good facility with it, but it is not strong enough to compel you to use it constantly. There are always many outlets for Concept Organization in the workplace, so you don't have to worry about structuring your job around this ability; however, you can help yourself by learning to recognize when a logical, linear solution to a problem may be helpful.

You are likely to be quite content in a work situation in which you interact with people or ideas and/or manipulate data or information. You will be comfortable in work that involves dealing with intangible products or services - you do not need to have created something or to have a concrete object to show at the end of your work day.

Your two-dimensional visual abilities are strong and indicate that you would have an advantage in roles that are highly visual. You are likely to feel greater satisfaction when your work involves the visual dimensions that are among your strengths.

LEARNING STRATEGIES

This key dimension of school and work life refers to how you take in new

information. Understanding your learning channels helps you identify what you need to do to facilitate learning and to remember new information. Knowing about how you learn best - through reading, listening, diagrams or a combination of these - also enables you to request information in particular formats.

Understanding your learning channels can help you understand more about yourself: why you enjoy having reading material around; why you remember data better when someone shows it to you on a graph; or why you remember more when you hear someone speak on a topic than when you try to read about it.

You can help yourself a great deal when trying to learn new material by utilizing more than one learning channel. For example, if you need to remember a complex written description of a concept or process, you can read and reread the written text, draw a picture representing what you need to remember, say it all aloud, or even act it out. This will bring all the learning channels into play and dramatically increase your retention of the material. In all, we measure five learning channels: Verbal Memory; Number Memory; Tonal Memory; Design Memory and Rhythm Memory.

In this section of the Report, we list those results which have relevance in your learning process.

NUMBER MEMORY

Number Memory measures the ability to recall a fairly long series of digits. It also measures the ability to recall miscellaneous material, facts, information, statistics, and trivia that may or may not be associated with other material. This ability is referred to as non-associative learning. Number Memory is the most specialized ability of the five Learning Channels (Number Memory, Design Memory, Tonal Memory, Verbal Memory and Rhythm Memory) and can best be used as a supporter of other abilities. It has a narrower usage than the other four Learning Channels. Limited Number Memory is not generally a problem because Number Memory is not essential for most careers. When it is strong, however, it can be very useful.

Number Memory has application in the more technical, scientific, and mathematical fields. It indicates an ability to use numerical information along with extraneous information to solve problems and make decisions and recommendations. One example is a travel agent who remembers plane schedules in detail. Another example is a sports broadcaster who can remember statistical information, yards gained, names and numbers of players and historical information. A cashier in a shop who remembers the price of an item without looking it up is using Number Memory.

You have an ability to retain information presented in the form of miscellaneous facts and figures. When there is no apparent association among or between

random facts, you are able to retain them and recall them whenever they are needed. You may use this in problem-solving, financial analysis, routing, scheduling and various other tasks.

SUGGESTIONS FOR MAXIMIZING YOUR NUMBER MEMORY

- Make use of your Number Memory in classes that rely heavily on numbers, such as math, science, technology, medicine, geography, accounting, and history.
- Use Number Memory for subjects that require memorization of formulas, dates and lists- such as classes covering organic compounds used in chemistry, anatomy and physiology.
- Number Memory can help you in everyday life: remembering dates for papers due or for exams, recalling items on a grocery list, and remembering a list of names and telephone numbers.

HOW DO YOUR OTHER ABILITIES IMPACT YOUR NUMBER MEMORY?

Your strong Design Memory and Number Memory work well together.

- You can create a picture and remember all of the details and miscellaneous pieces of information at the same time.
- When studying for a test, try to record all information on a single sheet of paper. Use your Design Memory to "take a visual picture" of the paper. Then, during the test, use your Number Memory to recall all the facts.
- A technique called "Mind Mapping" is explained and demonstrated in Mapping Inner Space by Nancy Margulies and in Use Your Brain and The Mind Map Book by Tony Buzan. Using this technique, you can devise creative ways to remember information.

VERBAL MEMORY

Verbal Memory is the ability to learn new words quickly and easily. It draws upon visual learning, i.e., the ability to recall what one has read. It measures the ease of mastering vocabulary and the reading and writing of foreign languages. It is related to the ease with which you gather information from the written word.

Success in school is enhanced by using Verbal Memory as a learning channel. However, as the demands of school increase, you will benefit from developing and using the other learning channels. The more learning channels you use, the more easily you learn. This applies no matter what your primary learning channel is.

Your strong Verbal Memory indicates an ease in recalling information acquired by reading. This means that reading an item once may very well be sufficient for you

to master it. This ability is closely related to learning the written vocabulary of a foreign language.

SUGGESTIONS FOR MAXIMIZING YOUR VERBAL MEMORY

If Verbal Memory is a primary learning channel, you should find resources to read when you are trying to learn. Sources include but are not limited to:

- Textbooks
- Supplemental readings (journal articles, magazines)
- Reading material found on the Internet or other computerized sources
- Browsing materials at bookstores or libraries

Make a conscious effort to get as much information as possible into written form. Learn the art of note-taking so you will have lectures in written format. Some examples of good techniques are:

- Write on one side of the paper; it will be easier for you to read later.
- Use a ring binder to be able to add additional material later. Make sure the ring binder has pockets for collecting and saving handouts.
- Leave large, blank spaces between topics being discussed in class. This will give you room to add additional information and fill in your notes. You can also use this space to clarify and summarize the information.
- Develop your own set of abbreviations so note taking will be more concise such as &/(and), w/(with), w/o(without), etc.
- Read and re-read any notes you take during class lectures.
- Before class, re-read the previous day's notes in order to refresh your memory.
- When studying with a partner (or group), make sure to put the major points discussed into written form. You can do this by taking notes, writing on a blackboard or by underlining relevant points in a book.
- Because there is a significant drop in memory after 24 hours and then again after two weeks, re-read your notes the day after the class lecture. This will reinforce the notes in your memory. Review them again within two-weeks.
- Preview all new chapters: read introductions, look over boldfaced terms, and read the chapter summary. Have some idea of what material is going to be covered before going to class.
- Remember that reading a textbook is a slower process than reading for pleasure. Be sure to factor in the extra time for reading a textbook.

HOW DO YOUR OTHER ABILITIES IMPACT YOUR VERBAL MEMORY?

Your preference for Extroversion can distract you from spending large periods of time studying. Spending time alone drains you of the energy you need to persist in studying.

Suggestions:

- Find your own "reading tolerance" time. Then take a 10 to 20 minute maximum "visit break." For example, spend 50 minutes reading then take a

10 minute break.

- Process information aloud. Studying with a group or a study partner can help you maintain your energy level as you study.

Your score in Classification aids you in-

- Quickly coming to a conclusion about information you are reading.
- Quickly understanding the significance of a passage, summarizing and getting the gist of the facts.

Your score in Classification Ability also means that you make connections quickly and may jump to conclusions about the things that you read. It can be difficult for you to focus on what you are reading long enough to learn it thoroughly. Because you like learning something new rather than going over the same material, you must learn to discipline yourself to reread material in order to learn and remember the details well enough to become proficient.

- You can be distracted; be aware that you can believe you have learned all that there is to know about a particular assignment when there is still more for you to learn.
- Fight the urge to move on.
- Be sure to internalize any new information you are reading.

Your score in Concept Organization will help you-

- Organize written information in a logical fashion.
- Organize your notes during a lecture.
- Write papers, outline class discussions, prioritize tasks.

Your limited Spatial Relations Visualization helps you-

- Enter the world of ideas, words, and abstract concepts when reading.
- Enjoy courses that require "heavy" reading (such as English literature, psychology, journalism, history, and business administration) versus structural fields like engineering, architecture, etc.

Your score in Vocabulary helps you with reading-comprehension because of the range you have for taking in, understanding, and communicating information.

Your score in Design Memory helps you take notes in picture, diagram, and/or outline form for the purpose of recalling the written information more quickly.

Your limited Rhythm Memory suggests that you can stay seated for longer periods of time when reading, which enables you to concentrate and focus better.

Your level of Idea Productivity creates numerous competing thoughts and ideas that can distract you from focusing on your reading. Working to edit your ideas should be your task.

Suggestions:

- When a thought or idea comes to you, learn to measure, filter out and ignore ideas of less importance.
- Place a pad next to you while you study to write down important data and ideas.
- Write down only those ideas you want to act on, implement or remember after you have completed your studies. Writing down your ideas will allow you to know that the ideas will be there when you complete your study time.
- Letting a radio play softly in the background while you study may aid your mental stimulation; listen preferably to music without words. See if it works for you. If not, turn off that radio!

Your score in Observation shows that you can be distracted, especially if you are studying in a visually stimulating environment, like a busy library or a park.

Suggestions:

- The more sterile the environment the better.
- Couple this with being away from the activity of others.
- Studying in a library carrel can help keep you focused on what you are reading.

Your limited Tonal Memory makes transposing information from the spoken word into written form more difficult for you.

Suggestions:

- You will need to be careful and conscientious about putting oral information into written form.
- You must make it an inflexible habit to write down anything that you want to remember. This is particularly important (and often difficult) when someone happens to tell you something that you will need to remember. Ask him or her to write the information down when possible. Keep a notepad handy.
- Tape lectures. Later, transcribe the lecture into written format. Put the tape away and read and reread your notes.
- Take written notes during lectures. Reread your notes often.

PROBLEM SOLVING/DECISION MAKING

This key dimension of work life refers to how you most efficiently solve problems, resolve issues and make decisions. In addition to identifying your style of solving problems, other important aspects of this dimension include how you think through problems, the time frame you use most naturally, and the perspective represented by your solutions.

You have very strong Classification ability. This means that you have a powerful ability to handle one problem after another all day long. You may find that the faster and more chaotic the situation, the more you like it, because it is precisely this kind of problem-solving that strong Classification handles best. Strong

Classification also makes it easy for you to do diagnostic problem-solving. You are able to sift through many facts and ideas and find almost immediately what problem a concept or a piece of work may represent. This particular aspect of Classification may make it difficult for you to be decisive at times. If you can see easily all the problems that lie in a particular idea, it may be difficult to decide on a course of action. By placing yourself in roles in which you can solve many new problems at work all day long, you will use your strong Classification and increase your overall satisfaction and productivity.

You are in the midrange in Concept Organization. This means you have some natural talent for linear and logical problem-solving. Tasks such as planning, ordering, prioritizing and/or writing should come fairly easily to you and be satisfying to do. You use this ability whenever you are communicating ideas and content to others, or whenever you are developing or communicating logical relationships. Since you are in the midrange of Concept Organization, you have a certain amount of flexibility in making use of this ability for a particular problem or in choosing some other problem-solving approach that may be more efficient for the problem.

You have a consultative problem-solving style. You are able to evaluate seemingly unrelated information and logically explain it to others. With this type of problem-solving style, you are able to draw conclusions quickly and accurately as well as explain how you arrived at the solution. Individuals with this type of problem-solving style excel in fast-paced environments where there are multiple problems to solve and others to listen, follow through, and carry out the work.

As a mid-range Generalist/Specialist, you can probably see problems from both the group and the "expert's" position. You are comfortable solving problems as part of a team as well as on your own. When solving problems in a group or team, you tend to balance the goals of the team with the advice of experts, and you may even feel comfortable providing that expertise yourself. You may find yourself in the position of assisting other team members in understanding the different perspectives. When you are on your own, you are likely to approach problems with a great deal of intensity and to develop the depth of knowledge that will lead you to a solution. This may include gathering input from others as well as developing a level of expertise on your own. Your mid-range score indicates flexibility in your comfort level with making contributions as an expert or as a member of a team.

As an Extrovert, you recharge by interacting with others and benefit most by solving problems with others. You think out loud and need to talk through your problem-solving process to be most effective. Since you process information externally, your first statement about a decision or solution may not represent your final conclusion. When you do not have the benefit of talking with others prior to making a decision, you may need to change course once things are underway.

Idea Productivity affects the rate or the volume of ideas. Your Idea Productivity level can affect the number of solutions you generate (although not the quality)

when trying to solve a problem. The impact of Idea Productivity depends upon the work environment. Generally, a more open, free-flowing work environment should favor and reward higher Idea Productivity.

Your low score in Spatial Relations Visualization means that you are more at ease in dealing with and solving problems that have to do with people, ideas, relationships, feelings, strategy, and concepts than in technical or mechanical areas. The solutions you develop to problems will probably involve these abstractions also, as opposed to purely technical or mechanical solutions.

With a score in the low range in Time Frame Orientation, you are most likely to think of solutions to problems that focus on or bear results from six months to a year in the future. You consider most easily the immediate impact of your solutions, and tend to develop the steps that need to happen first.

COMMUNICATION

This key dimension of work life refers to how you communicate with others or the context/situation in which you feel most comfortable communicating. Two important aspects of communication to consider include the methods of communication you prefer and the size of the group with which you are most at ease. Other important aspects to consider are your ability to remember what you hear, and how aware you are of those with whom you are communicating. Also important to consider are the number of ways in which you can communicate an idea and the types of examples you may use.

As a mid-range Generalist/Specialist you have the elements of both Generalists and Specialists. In situations requiring communication and understanding, you can often be the facilitator or the mediator because you can see and understand both the Generalist and the Specialist point of view.

Extroverts like and need to interact with others to recharge their batteries, and usually prefer communication on the phone or face-to-face. As an Extrovert, you often prefer to speak rather than listen. You can initiate and sustain interactions, because interacting with others is a rewarding end in itself for you. You like and need free social interaction during communications. Situations that require communicating in structured, stereotyped formats will feel stressful and energy-draining. You often process information by talking ideas or information over with others before drawing a conclusion. This can mean that when you communicate your thoughts or ideas, they may represent a series of possible suggestions rather than a final conclusion. You may react immediately to a thought or idea; but your initial reactions may not express your final conclusions.

Your Classification score is very high. This fact can have significant impact on your communication style. People who are as high as you are in Classification

often appear impatient with others, wishing they would hurry up and get to the point. You have a strong ability to draw conclusions from complicated sets of facts. You may find that you like situations in which there are many things going on at once and communication happens quickly, with many kinds of communication happening simultaneously. You will probably enjoy a fast pace in general and a generally quick pace to communication. All of this may well make you impatient at times. You may often think - 'OK, get to the point' when talking to others. You may find it difficult at times to slow down enough to listen to other points of view. Your communication style may improve if you consciously pay attention to the solutions offered by those with slower problem-solving styles.

Your Concept Organization ability is in the midrange. This ability makes it easy for you to organize your thoughts into a logical, linear track when presenting complex ideas to others. Your Concept Organization also makes it easy for you to organize your written communication into a linear logic track. Because you are in the midrange on this ability, you may not find it necessary to use it constantly to strengthen it; whenever you are persuading others, giving others feedback, planning, or trying to figure out what will happen in the future, you are leaning heavily on Concept Organization. In the midrange, this ability is a tool that you can use when the situation demands, but may not feel that you have to use it all the time in your communications.

Your score in Idea Productivity allows you to generate a large number of ways to communicate and many different angles and examples. Idea Productivity helps with persuasion and sales and facilitates communication roles such as teaching, brainstorming, and selling. High Idea Productivity may present problems of staying on track in conversations. Situations requiring attention to others or on focused communication may be more difficult. You may experience and communicate a number of different ideas that appear unrelated, which may be confusing to the listener.

Your low score in Spatial Relations Visualization means that you are most comfortable dealing with words, people, feelings, relationships, and ideas. This is often a huge help in dealing with organizations and teams, because it is relatively easy for you to see, understand and work with the abstract feelings and ideas of work teams or groups.

Your very high score in Vocabulary means that you have the ability to communicate at the level of people who end up in the upper management of corporations. It also means that you may feel somewhat isolated if you are usually around people with significantly lower Vocabulary levels than your own. This isolation may not occur if your vocabulary reflects a particular field of expertise.

A high score in Observation can help you in reading body language, enabling you to observe unspoken communication.