



Influencing Others

Regardless of your current position or your aspirations for the future, you need to be adept at influencing others. By influencing others, they will want to work for you – for your success, which will make your job easier. When you have a group of people working for your success, even if they don't work for you, you will enjoy your work more and have a greater sense of community with your colleagues. And, if you aspire to move into positions of greater and greater responsibility, you'll need to use influence to get you there.

The best way to influence others is to understand their preferences and tailor your interactions with them to meet those preferences. For example, a task oriented person will be more influenced by you if you present your information in an organized, task oriented way. A people oriented person will be put off by this approach.

The most important thing to remember is that it doesn't matter what your preference is. You need to meet them at their preference.

Exercise:

Think about the 3 people you work with the most in your current job. Fill out the survey below. If you don't know the answers, then start to pay attention to the person's preferences as you interact with them over the next week.

Your Preference

First, you need to know what your preferences are. You will default to this style when you interact with others, so it is important to be aware of your default approach.

For each of the pairs, which of the following describes you (check the box that most applies):

- | | |
|--|---|
| <input type="checkbox"/> Task Oriented | <input type="checkbox"/> People Oriented |
| <input type="checkbox"/> Detail Oriented | <input type="checkbox"/> High Level, Vision Oriented |
| <input type="checkbox"/> Tactical In approach | <input type="checkbox"/> Strategic in approach |
| <input type="checkbox"/> Focused on a short timeline | <input type="checkbox"/> Focused on a longer timeline |
| <input type="checkbox"/> See things in black and white | <input type="checkbox"/> See things on a spectrum |
| <input type="checkbox"/> Introverted | <input type="checkbox"/> Extroverted |

Colleagues

List three colleagues that you interact with frequently. Given what you know about this person, how would you describe them?

Colleague #1 Name: _____

- | | |
|--|---|
| <input type="checkbox"/> Task Oriented | <input type="checkbox"/> People Oriented |
| <input type="checkbox"/> Detail Oriented | <input type="checkbox"/> High Level, Vision Oriented |
| <input type="checkbox"/> Tactical In approach | <input type="checkbox"/> Strategic in approach |
| <input type="checkbox"/> Focused on a short timeline | <input type="checkbox"/> Focused on a longer timeline |
| <input type="checkbox"/> See things in black and white | <input type="checkbox"/> See things on a spectrum |
| <input type="checkbox"/> Introverted | <input type="checkbox"/> Extroverted |

Colleague #2 Name: _____

- | | |
|--|---|
| <input type="checkbox"/> Task Oriented | <input type="checkbox"/> People Oriented |
| <input type="checkbox"/> Detail Oriented | <input type="checkbox"/> High Level, Vision Oriented |
| <input type="checkbox"/> Tactical In approach | <input type="checkbox"/> Strategic in approach |
| <input type="checkbox"/> Focused on a short timeline | <input type="checkbox"/> Focused on a longer timeline |
| <input type="checkbox"/> See things in black and white | <input type="checkbox"/> See things on a spectrum |
| <input type="checkbox"/> Introverted | <input type="checkbox"/> Extroverted |

Colleague #3 Name: _____

- | | |
|--|---|
| <input type="checkbox"/> Task Oriented | <input type="checkbox"/> People Oriented |
| <input type="checkbox"/> Detail Oriented | <input type="checkbox"/> High Level, Vision Oriented |
| <input type="checkbox"/> Tactical In approach | <input type="checkbox"/> Strategic in approach |
| <input type="checkbox"/> Focused on a short timeline | <input type="checkbox"/> Focused on a longer timeline |
| <input type="checkbox"/> See things in black and white | <input type="checkbox"/> See things on a spectrum |
| <input type="checkbox"/> Introverted | <input type="checkbox"/> Extroverted |

For each of the colleagues above, what do you need to adjust from your default approach in order to make your message more tailored to them? Set this list next to your computer so that the next time you interact with the person, you are reminded of their preferences.