

Meetings by Personality Type

- **Begin and end on time!!!**
- **Have an agenda and stick to it**
- **Be clear before you begin to speak**
- **Start with the bottom line**
- **Be ready to back it up with facts**
- **Ask them *what* they think or want**
- **Minimize small talk**
- **Be assertive and self-confident**

- **Begin on a positive note**
- **Express your appreciation**
- **Be friendly and considerate**
- **Always be polite and respectful**
- **Ask them how they feel about it**
- **Avoid offensive language**
- **Appeal to their need for security**
- **Be inclusive of everyone**

- **Be on time (they will often be early)**
- **Start with the big picture**
- **Appeal to their need to understand**
- **Use words that mentally stimulate**
- **Ask them *what* or *how* questions**
- **Discuss possibilities with them**
- **Be truthful and don't exaggerate**
- **Solicit their suggestions and ideas**

- **Don't be surprised if they're late**
- **Ask for their ideas**
- **Appeal to their creativity**
- **Ask open-ended questions**
- **Ask them how they feel about it**
- **Use their name in conversation**
- **Use words that paint pictures**
- **Keep conversations light & lively**