

Email Subject Line: You have your DiSC profile...what now?

Hi,

Congratulations on completing the Everything DiSC Workplace® assessment. Now that you've received your DiSC® Profile, we hope you'll find the descriptions true to you. In our experience, how each individual is described is very on point—at least 80% correct. And sometimes we've heard that the Profiles are so right on that it feels like someone has been following folks around and watching their every move!

You have your Profile in-hand. You've had time to absorb some of the valuable insights and strategies it offers. So, you might be asking yourself, "what do I do next?".

Well, here's our advice. Start looking at how your DiSC style compares with others who have also completed Everything DiSC Workplace—coworkers, friends, family—using MyEverythingDiSC.com. This interactive, mobile-friendly learning center is packed with exclusive content to help you learn more about your own style and the styles of others, too.

Building self-awareness (those "aha" moments you might have had when reading your Profile) is important. But, the real power of DiSC is when you take the next step to find out more about what it takes to interact more effectively with everyone else.

Ready to get started?

Use this simple <u>instruction sheet</u> to create your personal MyEverythingDiSC® account. Once you've activated your new account, you can invite others to compare styles and get your reports online immediately! And if you need a little more help, click <u>here</u> to watch a brief MyEverythingDiSC.com tutorial that takes you step-by-step through the process.

Good luck!



Email Subject Line: Free Online Resources to Help You Help Others

Hi,

Did you know that taking the Everything DiSC Workplace® assessment, the one you recently completed, gets you more than the insight and strategies contained in your personalized Profile?

That's right. Your engagement with us in experiencing DiSC® also gives you easy access to *free* resources that will help you maximize your learning and growth.

<u>MyEverythingDiSC.com</u> is an exclusive mobile-friendly, interactive website that's accessible anytime, anywhere. On your laptop or smartphone—whichever device is easiest and whenever it's convenient, it's all at your fingertips—and all completely free to you.

Once you set up and activate your personal account, you'll be able to keep your learning alive beyond the classroom. You can access your DiSC® Profile and learn more about your style. You can invite others who have taken Everything DiSC Workplace to share their Profile results with you to create both individual and group Comparison Reports. Plus, you get free access to content that is only available on MyEverythingDiSC.com!



DiSC Email 03a

Email Subject Line: Don't Miss Out on MyEverything DiSC.com

Hi,

We noticed that you haven't yet registered on MyEveryingDiSC.com. No worries. It's not too late to take advantage of this terrific interactive resource site.

Why do we think it is so valuable?

MyEverythingDiSC® is designed to help you take everything you've learned about yourself and apply it in the real world. It provides a collaborative space for you to continue learning about your habits and preferences, while getting personalized advice on how best to work with your colleagues in real workplace situations.

Isn't it Time You Checked Out These Key Features:

In the interactive **My Style** section, you can see how your DiSC style impacts your communication and interactions with others.

The very cool **Effort Meter** helps you figure out what kind of interaction, communication, and environmental situations come more naturally, and which ones might require more energy.

A powerful supplement to your personalized Everything DiSC report, **My Style Podcast** is like a 60-minute, one-way coaching session. You'll gain powerful, and often surprising, insight into your actions, behaviors, and motivations.

My Comparisons helps you understand your co-workers—their reactions, motivations and needs... and be warned, quite often they are not the same as yours.

When generating a **Group DiSC Map** you can easily find and share one one-to-one tips for working with others on your team.

If we haven't convinced you yet, <u>meet Kari from this video</u>. You'll see how Kari has used MyEverythingDiSC to be more successful in her job.

And when you're ready to get started, here are some simple instructions for activating your account.

Have fun!



DiSC Email 03b

Email Subject Line: Watch Kari using MyEverything DiSC.com

Hi,

<u>MyEverythingDiSC</u> can help you take everything you've learned about yourself and apply it in the real world. Jump into a collaborative space to continue learning about your habits and preferences, while getting personalized advice on how best to work with your colleagues. <u>Watch</u> how Kari does it.

Take Your Learning to the Next Level with MyEverythingDiSC.com

My Style - See how your DiSC style impacts your communication and interactions with others. **Effort Meter** - Helps you figure out what kind of interaction, communication, and environmental situations come more naturally, and which ones might require more energy.

My Style Podcast - A 60-minute, one-way coaching session. Gain powerful, and often surprising, insight into your actions, behaviors, and motivations.

My Comparisons - Understand your co-workers—their reactions, motivations and needs... and be warned, quite often they are not the same as yours.

Group DiSC Maps - Easily find and share one-to-one tips for working with others on your team.



Email Subject Line: Why do we do what we do?

Hi,

Now that you have a solid understanding of Everything DiSC®, let's put this newfound knowledge to use in a real workplace situation.

Perhaps you are having trouble expressing concerns about your workload with a hard-driving D-style manager.

Or maybe your S-style teammate is having a really hard time getting onboard with the recent shift in project priorities.

Where could you use some advice and guidance?

To help you out, we've created a quick <u>reference guide</u> for communicating with each of the four main DiSC® styles. The next time you're preparing to launch a project or prepare for a difficult conversation, check out the articles below to get quick tips on how to build more effective relationships with your colleagues.

Communicating with the D Style - Dominance: They get it done!

Communicating with the i Style - influence: They keep it lively!

Communicating with the S Style - Steadiness: They keep the peace!

Communicating with the C Style - Conscientiousness: They get it done right!



Email Subject Line: Putting DiSC strengths and motivators to work

Hi,

What if you were able to see more clearly how and why your teammate is always about collaboration and providing support, when you're driving for accuracy and results?

As unique as every individual is, so are the things that get each of us jazzed about our work.

Knowing how you are similar and different is powerful!

Get to know more about what motivates you—and others—by taking a deeper dive into your teams' Everything DiSC Workplace® styles.

Leveraging the **strengths** each person brings to the table builds resilience and cohesion within the team.

Understanding each team member's **motivators** can ensure that people are put in positions to succeed and that the team works seamlessly to ensure its success, too.

If you don't already know your teammates' motivators in detail, a good place to start is to review page 7 of your Everything DiSC Workplace Profile.

When you're ready to learn even more about motivators and styles, check out these <u>tips for putting</u> <u>DiSC®</u> style motivators to work.



Email Subject Line: Everything you always wanted to know about DiSC®

Hi,

You've had a chance to work with DiSC® for a while. And you've started to make some good progress.

You've found new insight into how you respond to stress. And you've got a good handle on what motivates your manager to do what he or she does. But, we bet you've still got a few questions.

Well, we're here with some answers!

Check out our Integris Resource Center for a helpful <u>FAQ on Everything DiSC.</u> You'll find answers to some of the most commonly asked questions from our worldwide community of DiSC users.

And while you're at it, check out these other blog posts for more background on the research and history of DiSC: What's the evidence behind DiSC? and Why DiSC is more than the little "I".

Plus, remember you can also find more resources at MyEverythingDiSC.com.

Oh, and before we go....if we haven't answered a burning question you have, let us know. Drop us a line. We'd love to hear from you!



Email Subject Line: Don't let inertia stand in the way of progress!

Hi,

You've been working for months now with your Everything DiSC results and you've made some real headway. But, you're thinking there might be more you can do to improve, other areas you could focus on.

Where do you go for additional advice and guidance?

The quickest way to access the information you need to continue your journey and make better relationships happen is at MyEverythingDiSC.com. If you haven't already created an account, sign up now.

Here are a few tips and resources that will help get you started:

- Run a free one-to-one Comparison Report that will include information about the style preferences of both you and your teammate. Curious about what a Comparison Report looks like? Check one out here.
- Schedule a series of 15-minute conversations with your teammate to debrief the reports using the format provided and concluding with the action page.
- Read how co-workers <u>Jessica and Connor</u> improved their working relationship over a few months. And get ready for a bit of a surprise!



Email Subject Line: Tips for connecting, problem solving, and moving beyond conflict

Hi,

Your regular team meeting went off the rails this week. There's way too much on everyone's plate. And when you looked to your even-tempered S-style teammate to keep things cool and on-track, she just exploded!

Yikes!

Even when we know our DiSC® style and those of your colleagues, we'll never be 100% true-to-form in every situation, in every interaction. Yet there are things we can do to avoid triggering those blow-ups during tense times. We can understand people's stressors and avoid them.

Consider ways you can be more thoughtful and intentional in your interactions with each DiSC style.

Start by reviewing pages 8-15 of your Everything DiSC Workplace® Profile. Gain a deeper understanding of how you react to colleagues with other styles—and your same-style colleagues, too—when **trying to connect**, **problems need to be solved**, and **things get tense**.

And then take a look at some strategies to improve your effectiveness...

MORE QUICK TIPS

If you're an i style **trying to connect** with a D-style boss.

Get to the point. Avoid making small talk. Demonstrate how your focus on people can deliver the bottom-line results that are a key priority for her.

Read this article to learn more tips and techniques for each DiSC style

Look at the comparison reports you ran on MyEverythingDiSC.com to reacquaint yourself with similarities and differences with your colleagues.



Email Subject Line: What's recognition got to do with it?

Hi,

Recognition keeps us engaged, happier, and perhaps more loyal. But the <u>type</u> of recognition that shy and reserved Katy will find motivating will not do at all for Sheila who's much more likely to want compliments made public for a job well done.

The secret to getting it right is to understand that different people want recognition for different things, in different ways. And the key to knowing who wants what and how is to consider their unique DiSC® style.

So, before you rush out to pat your colleague on the back for making that tough deadline or make a big deal out of the team's next milestone, follow a few of these tips to make sure your efforts at recognition make the solid connection you want and your colleague will be honored to receive:

TIPS ON HOW TO GIVE RECOGNITION

- Find ways to encourage your colleagues that are simple and effective. **Don't assume.** Start by simply asking them!
- Learn more about how to <u>encourage the heart</u>—and appeal to the specific ways others will find motivating and inspiring—by taking the LPI®
- Review your Everything DiSC Workplace® profile to reacquaint yourself with your colleague's unique motivators and stressors—which directly influence how they will likely want to receive recognition. Don't forget to run a comparison report on MyEverythingDiSC.com
- And finally, read more about how each <u>DiSC style may want to be recognized</u>.



Email Subject Line: Differences don't have to lead to destructive conflict

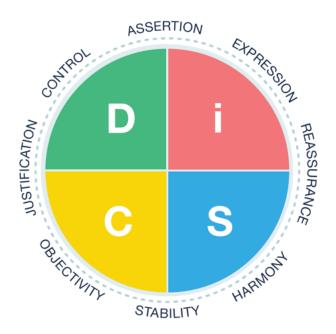
Hi,

What does conflict look like to you? Do explosive outbursts make you start sweating? Or is it that long-simmering resentment that eats away at you whenever you're forced to work with your certain colleague? We won't name names, here.

Different types of disagreements trigger different knee-jerk thoughts and subsequent behaviors in each of us. We look to even the score, point fingers, or just shut down. But one thing is certain: it doesn't have to be that way.

There's no one-size-fits-all solution when it comes to learning productive ways to respond to the conflict that's inevitable in every relationship—workplace and otherwise. The first essential step, however, is to increase your awareness of how your own automatic thoughts —the stories you tell yourself about others during conflict—drive your behaviors.

Learn how your unique DiSC® style influences how you react in times of conflict and what you can do to reframe your responses—from destructive to productive.



A great place to start is the Everything

DiSC® Productive Conflict Profile. In it,
you'll find out more about the drivers and
stressors each of your DiSC style
colleagues brings to situations when
emotions clash.

And if you haven't already, ask us about taking the <u>Productive Conflict</u> <u>assessment</u> yourself and get the indepth, personal feedback created specifically for you and your unique style.

Plus, there's more! Check out these short videos and learn how automatic thoughts impact how you respond to conflict—especially when times are tough and things get tense.



Email Subject Line: 3 Strategies for Keeping your Emotions out of Conflict

Hi,

Self talk...we all do it—when taking on a new challenge, solving a gnarly problem, or engaging in a tense situation. And while some can be helpful, in conflict situations we often go into protection mode and instinctively react with self-talk before we even know what we're thinking.

Did my teammate really just question my ability to deliver my piece of our project on time?

Seriously? I'm not the one who needs to change. I'm right and he's wrong!

Clearly she has no idea what she's talking about!

Our past experiences set off triggers that get automatic thoughts swirling in our heads. Fed by anger or anxiety, they can lead us into some pretty destructive places. But there is definitely a better way.

3 Strategies for Keeping your Emotions out of Conflict

- 1. **Don't react in the moment.** Walk it back, and recognize the automatic thoughts that lead to your instinctive behaviors and responses. Ask yourself, "Why do I do what I do?" when faced with conflict.
- 2. **Disrupt the process.** Check your emotional response and reframe how you view what is actually happening—not what your triggers suggest is going on.
- 3. **Make a choice to respond in a more productive way.** Think about how a different response from you might change the outcome.

Check out this video to see how automatic thoughts impact our responses to conflict.

3 More Tips for Dealing with Conflict on Your Team

- 1. Talk about team conflict norms. For example, is it okay to raise your voice when you get passionate? How about staying beyond the meeting time?
- 2. Share hot buttons. Let your teammates know what types of things <u>others</u> do that trigger a negative response from you. And brainstorm ways to take the heat out of the situation.
- 3. If conflict does occur, trust that your teammates will recover. Encourage everyone to feel free to talk openly and figure out a way to avoid a recurrence.



Email Subject Line: Consensus is NOT commitment

Hi,

Achieving team commitment doesn't require consensus. It *does*, however, require that everyone has a chance to weigh in—to have that <u>productive conflict</u> so important to the health of a team. Only then can you get buy in and commitment to the final decision.

But, have you ever noticed how different team members approach commitment differently? While Jennifer is ready to jump right in, Alison takes a lot longer to analyze the fine points before getting on board.

You guessed it: They are probably different styles.

Understanding and learning to appreciate the different priorities, preferences, and values each individual brings to the team will go a long way in helping you adapt your own approach to building commitment and, in the end, better relationships and healthier workplaces. You'll find great resources at MyEverythingDiSC.com to get you started.

When people don't weigh in, they don't buy in"

- Patrick Lencioni, creator of The Five Behaviors of a Cohesive Team™

Take a look at this brief <u>video</u> to see what Lencioni means and learn more about what it takes to build a cohesive team all your own.

More Tips to Create Commitments That Stick

- Clarify priorities as a team. Teams that don't understand their ultimate goals have a hard time committing.
- Make clear everyone's role in making decisions. A meeting agenda format that identifies
 whether items are for information only, for discussion, or for decision—and who the ultimate
 decision maker is—will keep the team on track.
- Share information before a decision is requested. Some team members will need more time to
 process the information and come to a team meeting ready to contribute to a discussion. Allow
 for the different ways each individual, with different styles, engage in decision making and
 making commitments.
- Check out this quick tip: <u>Cohesive Teams Choose Clarity Over Certainty</u>



Email Subject Line: If feedback is a gift, why is it so difficult to give?

Hi,

Giving your peers difficult feedback is challenging. No doubt about it. Yet, <u>constructive feedback truly is a gift</u>. It is essential for growth. Without it, teams risk missing deadlines and delivering mediocre results. And a hot-bed of resentment can build between team members over different expectations, missed milestones, or disregarded team agreements.

What if everyone on your team challenged one another to give unsolicited, honest feedback—to hold each other accountable for their commitments?

Pushing each other to do their best or calling out behaviors that hurt the team helps keep everyone focused on driving toward collective goals. What you get is a team that doesn't turn to the team leader when someone doesn't deliver on a commitment. They find a way to talk to their teammate directly.

<u>Watch this video</u> of coworkers describing the challenges of working with Stephanie, who has an i or "influence" style, and strategies they have used to communicate more effectively with her.

Success in giving peer-to-peer feedback depends on knowing and taking into account each teammate's unique style.

The key to creating a team culture that embraces accountability is to <u>deliver feedback in a way that</u> <u>your teammate will hear it</u>, accept it in the spirit in which it is intended, and use it to improve. Your colleague who values keeping the peace, for example, will likely be completely stressed and shut down if constructive criticism is delivered in a way that is too blunt.

And if your own style is more driven and results-focused, you'll probably prefer someone to get to the point quickly when delivering feedback to you.

Holding one another accountable on your team isn't easy. But gaining a deeper understanding of your teammates' various communication preferences and styles will make it less daunting—and much more successful.



Email Subject Line: There are lots of ways to drive toward collective results

Hi,

We all know colleagues who are willing to do whatever it takes to deliver results. They're go-getters who focus on making things happen. They're often seen as "movers and shakers" of the organization whose businesslike approach to opportunities and challenges is all good...right?

While it's true that your results-focused teammate probably <u>plays an essential role in moving the team</u> <u>forward to achieve its goals</u>, the motivators that drive her behavior can also result in unnecessary conflict with colleagues.

Consider your DiSC® S-style teammate. He may enjoy achieving results as much as anyone but tunes out when a focus on results completely overshadows the value of relationships.

Or your i-style teammate who may share a love of fast-paced action but balks when there's not enough collaboration which, she believes, is key to better outcomes.

Watch this <u>video of Patrick Lencioni</u> discuss the power of teamwork and what it takes to build a truly cohesive and effective team.

<u>Achieving collective results</u> is all about understanding styles and the different preferences, priorities, and values each person brings to our workplaces and our teams.

Remember that every style is equally valuable. And having an understanding of <u>The Five Behaviors of a Cohesive Team</u>™ model can go a long way in helping your team move from "normal" to highly productive.



Email Subject Line: Building trust—it's all about styles

Hi,

Vulnerability-based trust—it's what makes teams cohesive and productive. It's what makes personal relationships strong and healthy. It's what allows us to most effectively <u>connect</u> with others, solve problems, and make great things happen.

Open and unguarded trust can only exist when each of us assumes positive intent—when we let colleagues see our genuine selves. In turn, we make a concerted effort to see, understand—and adapt—to the unique styles and preferences of others.

Getting to a place of vulnerability-based trust looks and feels differently to different people.

<u>Watch</u> this video to see what it looks like when team members freely admit their mistakes, apologize to each other, and ask for help when needed.

Looking for more?

Log in to MyEverythingDiSC.com and run a comparison report with someone.

Read <u>Trust in the Workplace</u> and <u>Speeding up Trust by Giving Grace</u>—just two of dozens of great articles on the Integris website to help you build stronger relationships and more productive and cohesive teams.



Email Subject Line: How to manage with "style"

Hi,

Do you find it easier to manage people who are more analytical than enthusiastic?

Have you noticed that you are more comfortable—and perform better—when working with a boss who's focused on creating a lively environment versus someone who's constantly pushing for bottom-line results?

Managing others to perform at their very best is never a simple task. It's equally challenging when you need to "manage up". That's because each individual is motivated by different needs and priorities, and your approach to managing those relationships must be different, too.

The <u>Everything DiSC® Management Profile</u> uses your DiSC style to how you show up every day in your role as a manager:

- What priorities shape your management experience
- What you enjoy (and what stresses you out) about managing
- How you approach directing and developing employees

There's also plenty of insight into how your management style is seen from other points of view:

- Your role as a manager in creating a motivating environment
- How to work more effectively with your own manager's style

Take a look at the Everything DiSC Management <u>sample profile</u>. And remember, if you need a refresher on your own style and how it influences your overall interactions and communications with others, check out <u>MyEverythingDiSC.com</u> and listen to an in-depth podcast about your style (scroll down to the bottom of the landing page to find the "My Style Podcast" button).



Email Subject Line: Connect better with customers—in and out of your organization

Hi,

Think you're not a sales person? You may not carry that official title, but we are all "selling" something—all the time.

For anyone in a customer-facing role—whether external or internal—success depends on creating meaningful interactions that take into account the client's unique buying style.

How do you respond to your customer who is highly stressed because of missed deadlines and problems with the product s/he just received? You may need to stretch your own style to adapt to his or her need for reassurance, for you to be accountable for the situation, and to readily provide a solution.

Your D-style buyers or colleagues who prioritize competency, results, and action may not need (or want) a lot of chit-chat to convince them your proposal is worthy of their investment. You'll want to get to the point with what bottom-line results they can expect and get them onboard quickly.

When you're ready to learn more, take a look at the <u>Everything DiSC Sales sample profile</u>,. We can't wait to help you connect better with your co-workers and customers.



Email Subject Line: Is it time for a refresher?

Hi,

Even when we think we've mastered DiSC®—we've nailed our own style and we're sure we know everything there is to know about the styles of others—there's always more to learn.

Consider your S-style colleague who might typically find it easy to support others and provide stability for the team (often referred to as the "rock" around the office who everyone counts on). But when things get tense, you might find her normally easy-breezy way of communicating goes a bit off the rails.

What do you do?

How can you flex your own style to build and sustain trust-based relationships with others?

There are lots of resources available to help you keep moving forward with your efforts to build healthy and productive relationships at work.

One of the best places to start is <u>MyEverythingDiSC.com</u>. Here you can take a really deep dive into what motivates and drives each DiSC style, beginning with your own style.



Email Subject Line: What's your emotional intelligence quotient?

Hi,

How do you see yourself?

How do others see you?

Emotional intelligence is on the tip of a lot of tongues these days, for good reason.

"In a nutshell, EQ is the ability to be able to recognize and regulate your own emotions, while also empathizing with others and maintaining an awareness of their reactions. In turn, EQ enables you to manage your relationships more effectively, even if and when conflict arises." - Dr. Patricia Thompson

How you relate to others is a key component of creating more effective working relationships. This week, review these two resources for building your EQ.

- Watch this TED talk by Daniel Goleman
- Read 9 tips to increase your emotional intelligence for stronger relationships



Email Subject Line: It's Time for a Goals Refresh

Hi,

As with most things, we start new **development initiatives** with fresh eyes, enthusiasm, energy, and a clear vision of our goals. But as time goes by we often become just a bit too comfortable in our groove, and miss out on opportunities to continue learning—about ourselves and others.

Is it time for a tune-up to increase your effectiveness in the workplace?

If you haven't looked at your Everything DiSC Workplace® Profile lately, pull it out (or go to MyEverythingDiSC.com) and review pages 12-15.

Refresh your understanding of your own DiSC® style preferences and priorities, and review the suggested strategies for working with other styles when trying to connect, solve problems, or when things get tense. Or check out this quick reference guide for communicating with each of the four main DiSC styles

Now, turn to page 16. Remember this page? It provides really clear guidance with three key strategies to become even more effective in the workplace.

Consider your progress to-date and make a plan for next steps.

- Make note of which of the recommended strategies you've tried.
 - Which strategies have worked with each of the styles? Can you continue to build on those successes?
 - Which strategies haven't worked? Do you know why? Can you find out?
- What new strategies is it time to try? Jot down a few notes to help you become more effective over the next three to six months.
- Find a mentor of a different style. If you are having particular difficulties with one style, look for a mentor or a coach who can help you understand them better.

Continuous learning is essential for personal growth and improvement.



Email Subject Line: 6 ways to improve team effectiveness and performance

Hi,

If you're a leader in your organization, you likely spend a lot of time trying to come up with or implement ways to improve team performance or team effectiveness.

Team improvement ideas abound, but we think we have some valuable suggestions based on proven tools such as The Five Behaviors of a Cohesive Team™ and Everything DiSC® that can help you and your team maximize your potential to achieve the results you need.

This week, check out this article on 6 ways to improve team effectiveness and performance.

Of course, <u>myeverythingdisc.com</u> is just a few clicks a way for personalized guidance and advice for one-on-one interactions.



Email Subject Line: Improving Communication in the Workplace

Hi,

The leaders of an organization set the tone for behavior in the workplace, including how to effectively communicate.

When a leader models the attitudes and behaviors that support <u>effective communication</u> among his or her team members, a powerful lesson can be taught about how to act in one-on-one conversations. Respect is an attitude that is very strongly reflected in behavior. It is also the most important factor in effective communication.

This week's resource is an article about the improving communication in the workplace. Read the rest of the article here.

Get tips for communication with each <u>DiSC style</u>.



Email Subject Line: Your Everything DiSC® Questions Answered

Hi,

If you want to incorporate DiSC® styles into your daily routine, think about using visual reminders. Post your DiSC style to your workspace. Explain how to effectively work with you using a page from your profile or a simple card like below.

There's always <u>myeverythingdisc.com</u> for on-the-go guidance.

Still looking for answers?

Check out this helpful <u>FAQ on Everything DiSC.</u> You'll find answers to some of the most commonly asked questions from our worldwide community of DiSC users.