

HR Profiling Solutions Ltd

RemoteWorX

This report is based on your responses given in the Extended DISC® online questionnaire. The purpose of this report is to provide supporting information for your personal and professional development.

Sam Sample

Organisation:

FinxS

Date:

23.02.2023



RemoteWorX INTRODUCTION

A RemoteWorX assessment provides you with powerful insights into your current and potential ability to demonstrate the competencies required to work effectively in remote conditions. This report can also be used as a tool to help you develop the necessary competencies to work effectively from home.

By knowing and using the information from the RemoteWorX assessment, you can adjust your routines, communication and ways of working to match your natural behavioural style.

Working from home can be very isolating. The RemoteWorX assessment also provides tips to help you create an environment that motivates you and minimises stress. Additionally, these tips help to support your well-being when you work out of the office.

The RemoteWorX promotes understanding of behavioural preferences. These insights ensure you feel more comfortable working remotely.



- **Preferred communication styles** – Do you like to keep communication to a minimum and need space to work independently? Or do you need lots of people contacts throughout the day to keep you motivated?



- **Motivation** – Different behavioural styles are motivated by different things. For this reason, it is not possible to define one ideal environment or way of working that would effectively motivate all remote workers. This report will identify aspects of the work environment that may help you to stay motivated when working remotely.



- **Self-Management** – How effective will you be at staying on track with your tasks and achieving your goals when there is no one to monitor you directly? The RemoteWorX Assessment helps determine how simple or challenging it will be for you to keep the end goal in mind and stay focused.



- **Attitude and mindset** – staying positive in unprecedented times is not always easy. The RemoteWorX assessment helps to identify times when you may slip out of your winning attitude and feel demotivated. It also provides tips to reset your mindset.

DISC OVERVIEW

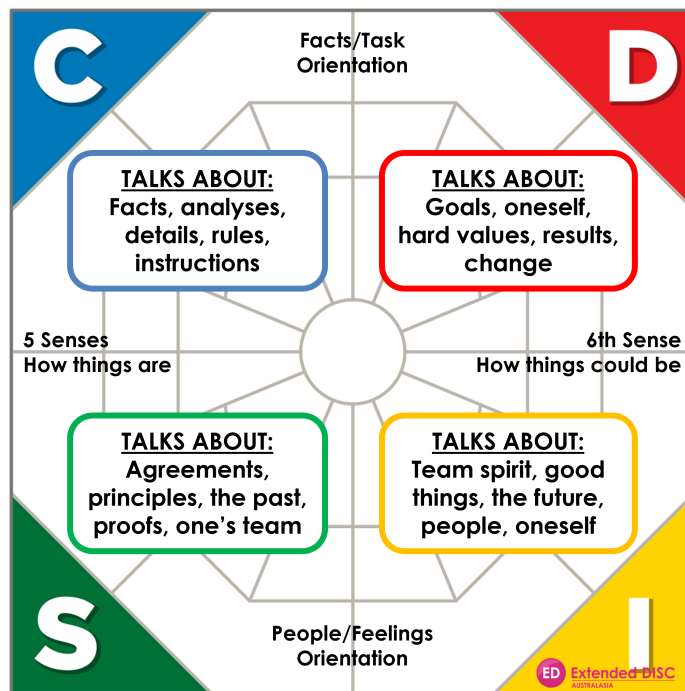
What is Extended DISC®?

The Extended DISC® Behavioural Assessment is a self-assessment that identifies your natural strengths and development areas. Sam, your Extended DISC® Assessment is a valuable resource that you can draw on to help you strengthen and develop your behaviours. This assessment can help when you encounter challenges in any area of your life as it provides insight into both your own behaviour and the behaviour of those around you. It allows for more effective communication, ways to relieve stress, as well as providing insight into why you may find a particular situation challenging.

Extended DISC® Assessments are based on concepts of human behaviour from well-renowned psychologists and behavioural theorists. Today Extended DISC® assessments are part of human management systems of organisations all across the world, with over one million assessments completed annually.

- All of the information in this report is derived from your "natural behavioural style". Your natural behavioural style takes the least energy and effort, requires the least amount of concentration, and is usually the most comfortable to you. It is the style that you normally use to react to situations and is most frequently exhibited in your behaviour.
- This Behavioural Assessment recognises the uniqueness of individuals and divides the four main styles into 160 different combination styles. These styles are not better or worse. Each of the styles has its unique strengths and development areas.

OVERVIEW OF THE EXTENDED DISC® MODEL



IDENTIFYING DISC STYLES

Here are some tips on how to identify the four DISC Styles:



Dominance (D Style)

- D styles are competitive, aggressive, decisive and results-oriented, but can also be impatient, overbearing and even rude.
- D styles tend to dominate the conversation, so communication is often one-directional.



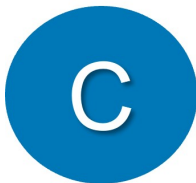
Influence (I Style)

- I styles are talkative, sociable, optimistic and friendly, but can also be inattentive to detail, overly talkative and emotional.
- I styles love to talk about people and positive subjects. They tend to avoid negative issues and are not always direct in their approach to communication.



Steadiness (S Style)

- S styles are calm, helpful, patient, modest and laid back, but also need stability and security and, therefore, help with change.
- S personality styles listen more than they talk. They are great instructors and can see things from many viewpoints. S styles are more comfortable in one-on-one communication.



Compliance (C Style)

- C styles are precise, logical, matter-of-fact, analytical and careful, but can also focus too much on details and lose the big picture.
- C styles prefer to use written communication over verbal communication. They talk a lot about facts and figures and can be reasonably quiet and reserved.

IDENTIFYING DISC STYLES VIRTUALLY

Without face-to-face interaction, we can miss out on so many communication cues, including tone, body language, and context. Here are some key indicators to help you identify the DISC styles of your virtual co-workers & clients.



Zoom

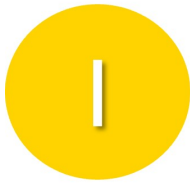
- D styles will not listen or listen very impatiently to others. Their Zoom meetings will be straight to point, with no or very little small talk. Will express opinions as facts and allows little discussion on decisions.

Email

- Concise, often just the subject line. Usually, many abbreviated words, no punctuations, all lower or capital letters.

Voice Mails

- Concise, to the point. Loud with a fast pace, i.e. "This is Jake, call me."



Zoom

- I style will be interactive, talk often and in long sentences. They will sound optimistic and might share personal stories.

Email

- Receives an email, calls the sender: "Hi, I just got your email." If they email back, the email is often one long sentence with several different points.

Voice Mails

- Cherry, funny, loud and relatively long. Fast tempo. Reason for the call may not be apparent. May include phrases "well, anyway..." or similar. Forgets to leave a number to return call.



Zoom

- S style will not interrupt the conversation, they will wait for their turn to speak. They will be listening patiently and talking calmly and logically.

Email

- Friendly tone and starts with "I hope this finds you well." Relatively long emails with a few paragraphs. Tries to convey a message clearly and thoroughly. Ends with "sincerely", "all the best, or "best wishes."

Voice Mails

- Calm and soft voice with a slow tempo. May include the phrase "sorry to bother you" or similar. Tends to be a reasonably long voicemail and concludes: "I look forward to your call. Thank you"



Zoom

- C style will ask a lot of questions to get all the facts but will not provide lots much feedback. They will not engage in talk about opinions and will avoid conflict.

Email

- Very long, you will have to scroll down to find the end. Lots of detail, formal. Spelling and grammar are impeccable as they always spell-check.

Voice Mails

- Formal and soft voice with a slower tempo, includes a lot of detail about the reason for the call. Also, they may leave a number to call back twice.

YOUR DISC STYLE

How to Interpret the Profiles

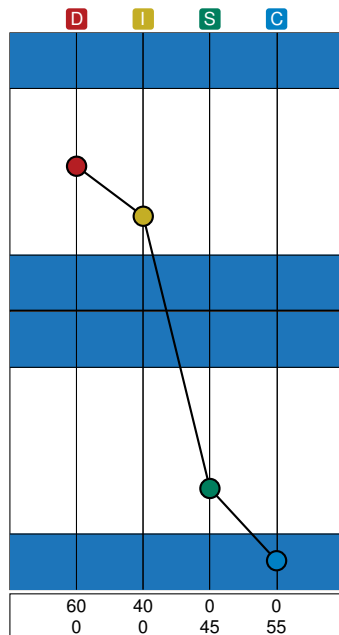
The following profiles are a visual representation of your behavioural style. They are based on your responses to the online questionnaire and have been calculated by putting your "most" and "least" selections into a frequency distribution of each of the behavioural styles - D, I, S and C.

There are no good or bad behavioural styles / profiles. Just different ones.

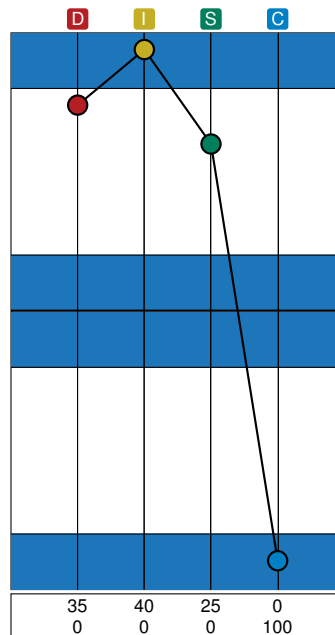
Profile I - your adjusted style (conscious behaviour).
This is the style you believe you must adopt to meet the demands of your present environment.

Profile II - your natural style (unconscious behaviour).
This style is innate and uses the least amount of energy; the natural style remains fairly stable, but not rigid, throughout a person's life.

Profile I - Perceived Need to Adjust



Profile II - Natural Style



PSiz	PSim	PPos
5	4	5

YOUR FLEXIBILITY ZONES

The Extended DISC Diamond visually shows what behavioural styles are the most comfortable for you and what styles require the most energy from you.

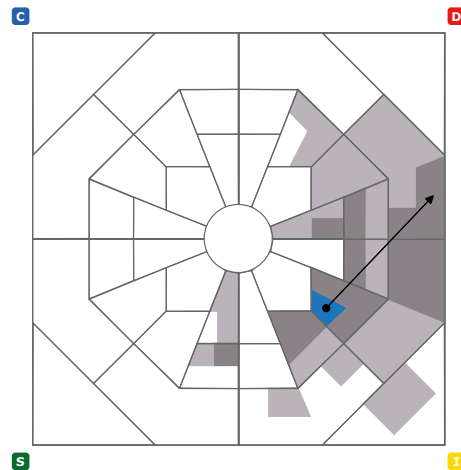
The **coloured shade** on the Diamond shows the location of your natural behavioural style. This is your most natural and comfortable behavioural style.

The **grey shadings** demonstrate the behavioural styles that are most comfortable and where you can easily develop.

The **white areas** of the Diamond illustrate the behavioural areas that require the most energy, effort and concentration from you.

The **arrow** shows how you are adjusting your natural behaviour to meet the demands of your present environment. The beginning of the arrow represents Profile II and the end of the arrow represents Profile I.

The further you move from your deepest shade, the more energy required.



ABOUT YOUR STYLE

The attributes below are a description of how you are typically seen by others. While this page describes your typical behaviour, a person can modify their conscious behaviour to suit a particular situation.

Attributes

Social, pleasant, sociable, thorough, organised, goal-oriented, ambitious, independent, emotionally unyielding, nice, easy to approach, people-oriented.

Communication style

This person has sometimes been described as a pleasant, people-oriented but purposeful conversationalist. You are able to encourage and inspire people, take the team's interest into account and guide your team towards the goal. You are not so receptive a listener as you seem.

Decision making

You can certainly be a good, deliberate decision maker in your field. In new matters, you may superficially analyse the facts and to some extent trust your intuition. Sometimes you can be cheated by involving emotions.

COMMUNICATION

Now, that many of us are working in a remote environment, adjusting our communication style to others is really important. Remote working really does amplify a lot of things, especially in regards to communication. Various channels, such as phone calls, messages, zoom or other similar tools allow us to work remotely. However, these mediums can also be vehicles of miscommunication. Even though we can hear people and see people, we still miss those vital nuances that help us to communicate effectively.

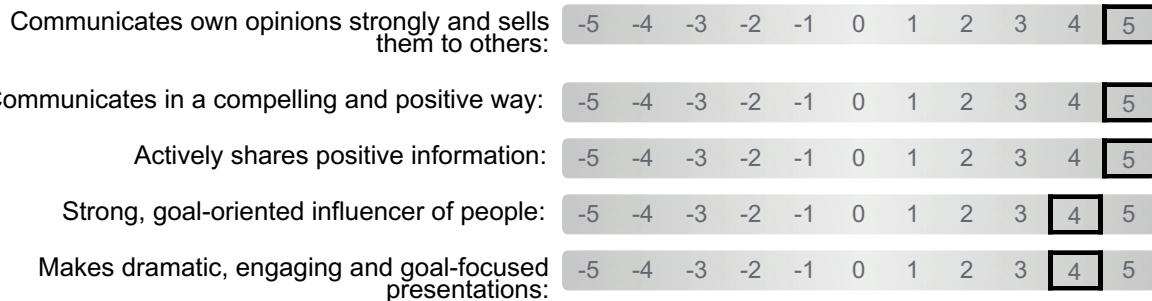
Almost everyone has experienced an occasion where communication goes completely wrong. Either one party fails to get their message across, or the other person doesn't pick it up right. Sometimes the message just doesn't get through.

Sam, the following sections will give you more information about the strengths and development areas of your own communication style. They will also give you information on how you perceive the communication styles of others and how they may perceive yours. Lastly, this section will look at how you can potentially communicate better with other DISC Styles.

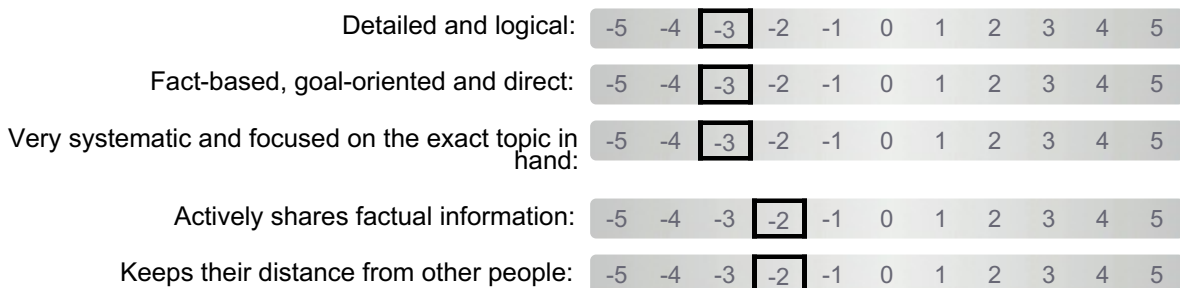
Your Communication

We all have our own unique communication style. When we become aware of how we tend to communicate with others, whether face-to-face or when working remotely, it becomes easier to make conscious modifications to our style. These modifications improve our effectiveness with others.

The following is the list of communication styles that are the most natural to you.



The following is the list of communication styles that are the least natural to you.



The **rectangles to the right side** of the graph (1 to 5) identify your preferred communication styles.

Be conscious not to overuse them.

The **rectangles to the left side** of the graph (-5 to -1) identify communication styles requiring more energy from you. You **CAN** communicate this way, but it may require more energy and concentration.

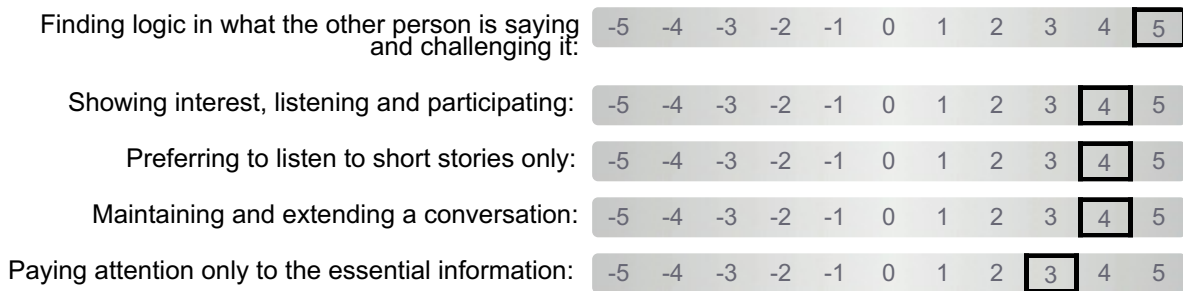
Your Listening

Communication is a two way street. We put our message across, but we also need to listen. A remote working environment might present extra challenges to our listening skills. Often when we're on the phone, or even on Zoom, we can't see our listeners' facial expressions and gestures. On other occasions, we are stuck in a meeting where we are forced to listen to others for very long time.

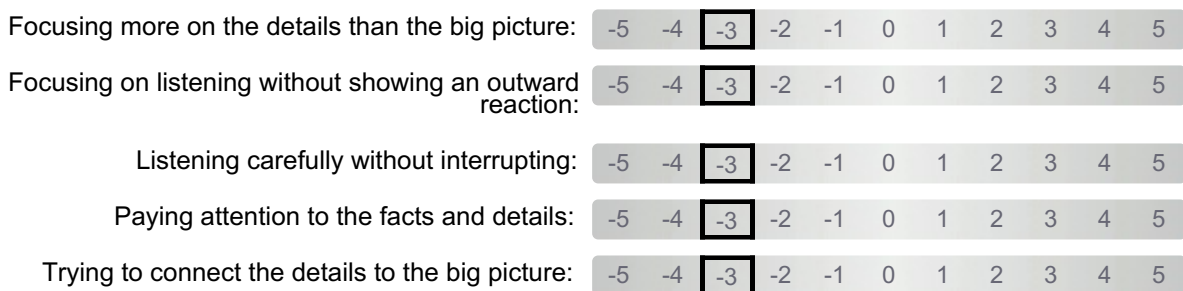
Listening is a skill and skills can be developed. Learning to listen in specific ways is an integral part of communicating, and it's not always what we hear, but rather how we filter and interpret the message.

The following section will address how you usually listen. Some listening skills might come to you naturally and some might require a bit more effort and conscious thought.

Displayed below are your top five most natural listening style competencies.



Displayed below are the five least natural listening style competencies for you.



The **rectangles to the right side** of the graph (1 to 5) identify your preferred listening styles.

Be conscious not to overuse them.

The **rectangles to the left side** of the graph (-5 to -1) identify listening styles requiring more energy from you. You **CAN** communicate this way, but it may require more energy and concentration.

How to communicate with other styles

Do you ever find yourself wondering why someone did not do what you requested, even though you gave them "clear instructions"?

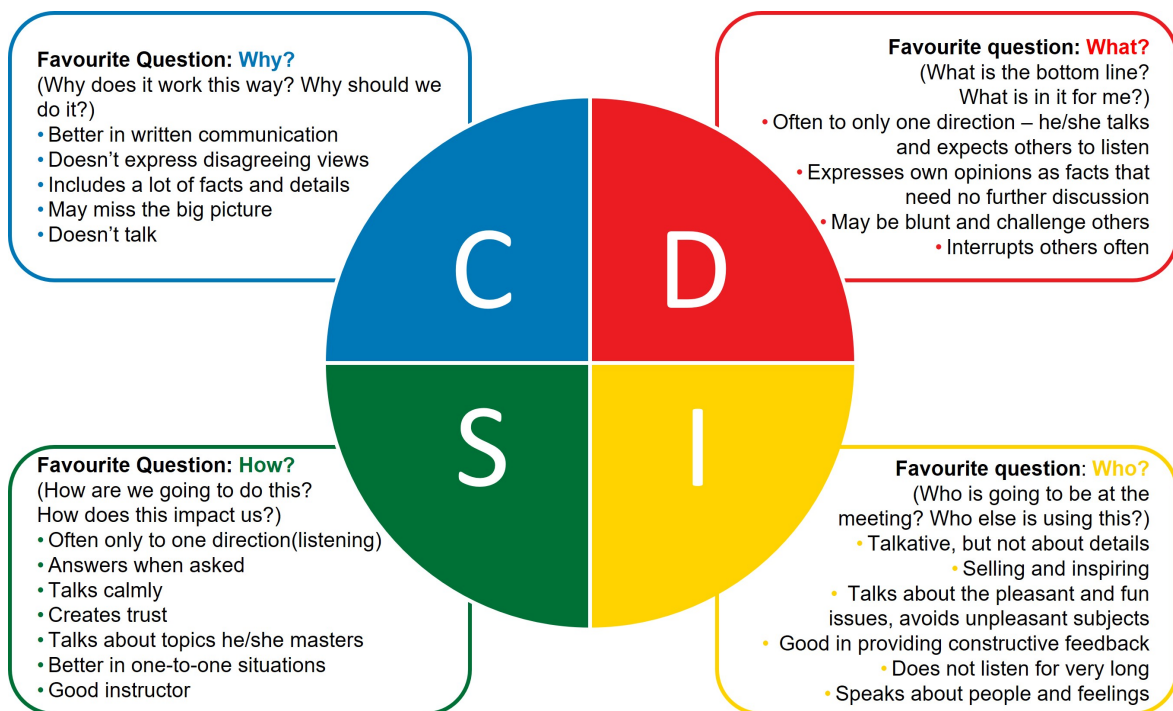
This could happen because your message came across differently than you intended it to. Different people can interpret the same message in a different way. In addition, some people might prefer to receive messages via phone and video conversation, while others will prefer receiving emails or texts.

While we cannot control others, you can become more aware of your natural communication style and how it is perceived by others. You can then make the necessary adjustments in your interactions with others.

Sam, this is how others may perceive your communication style.

This person has sometimes been described as a pleasant, people-oriented but purposeful conversationalist. You are able to encourage and inspire people, take the team's interest into account and guide your team towards the goal. You are not so receptive a listener as you seem.

Communication of Different DISC Styles





When you communicate with a D-Style

As you are a person with a dominant I style, people with a D communication style might think that you enjoy too much small talk, and it takes you too long to get to the point of the conversation. They may believe you are prone to straying from the matter at hand and take an unnecessarily long time to express things. When you try to be pleasant regarding issues, they may perceive you as dishonest and attempting to hide the truth. The following tips will help you to improve your communication with D style people:

- Show that you are strong but you also respect their strength
- Summarise the main points that you have discussed and agreed upon
- Focus on the topic in your product presentation
- Justify your opinions to them
- Be very systematic and concise in what you say
- Offer them other topics of discussion but let them decide what to talk about
- Create a friendship that they can control



When you communicate with a I-Style

As you are a person with a dominant I style, people with the same style may find you easy to get along with as you both are eager communicators. People with an I communication style may see you as polite and expressive and can readily identify with you. They will enjoy conversing with you as they will feel that you can easily understand them and can join them in creating and discussing fun ideas while avoiding unpleasant ones. However, even when communicating with the same style as you, there are still a few things to remember. Please note the following:

- Talk briefly and clearly, offering him/her more opportunities to talk
- Get to the point but do not talk too long
- Try to get him/her to talk
- Let him/her tell the best story
- Make sure that you are not pushy
- Show that you are also interested in the topic and are not just trying to sell
- Be prepared to listen a lot



When you communicate with a S-Style

As you are a person with a dominant I style, people with an S communication style may find you to be an enjoyable communicator who cares about others and has lots of ideas. S styles are good listeners and are comfortable letting you do all the talking unless you ask them for their opinion. While they appreciate listening to you, they may feel you do not offer enough specifics and go from one topic to the next too quickly. They might also think that you focus only on the positive side of things and avoid talking about the negatives. When communicating with S style people, try to remember the following recommendations:

- Use a modest tone of voice
- Provide him/her with all of the facts they need
- Provide an overview of what you are going to say before you begin
- Progress step-by-step
- Demonstrate that you are honestly trying to help him/her
- Do not patronise him/her - even if they let you
- Listen carefully to what he/she says



When you communicate with a C-Style

As you are a person with a dominant I style, people with a C communication style may perceive your communication as unstructured and too off-topic. Unlike you, they like to discuss the details and may feel that you avoid key aspects of the issues. This may give them the impression that you do not know enough about the topic. They might also think that you are too emotional in your communication and avoid discussing difficult topics. To avoid common challenges when communicating with C style people, see the suggestions given below:

- Set aside time proving the quality of your product/service
- Maintain the distance he/she wants to keep
- Provide him/her with more facts than they have asked for
- If you require anything from him/her state it well in advance
- Be prepared to present all possible details but do not do it before he/she asks for them
- Cover one topic at a time and do not skip anything too quickly
- Talk more about the product/service than about him/her

How to communicate virtually with other styles

This section describes how you can adjust your typical communication when communicating with others virtually.

Emails

As with any type of communication, the content of emails is important. You can usually identify a person's behavioural style from the way they write emails.

Here are some examples of **Typical Emailing styles**:

- **D Style**: Concise, often just the subject line. Usually you'll find many abbreviated words, no punctuation, all lower or all upper case letters.
- **I Style**: Receives an email and may call the sender: "Hi, I just got your email." If they email back, you may find it's one long sentence containing several different points.
- **S Style**: Friendly tone, starting with "I hope this finds you well." They tend to compose relatively long emails with a few paragraphs. They try to convey a message clearly and thoroughly. They will usually end it with "sincerely", "all the best, or "best wishes."
- **C Style**: Very long, you will have to scroll down to find the end. They tend to put in lots of detail and it may be formal. Spelling and grammar are impeccable as they always spell-check.

Often, at the very start, a person takes note of what the email they've received looks like; they form an opinion about its appearance, and only after that do they start reading. Here are a few tips on how you can adjust your typical emails when communicating with the different styles:



Voice Mail

Here are some key indicators to help you identify the DISC styles of virtual employees, co-workers and clients from their voice mail..

Typical Voicemail Greetings:

- **D-style:** "Leave me a message!"
- **I-style:** "Wow, you missed me! Leave me a message! Hope you're having a great day! Cheers!"
- **S-style:** "Sorry I missed your call. I check my messages often, and will return your phone call as soon as possible. If you need assistance now, please hit '0' and my associate will gladly help. Again, sorry to miss your call."
- **C-style:** "You have reached my voicemail. Please speak slowly, clearly and leave your number, the time you called and the reason for your call. Please let me know a good time to return your call."

Sam, follow these tips when you are leaving a voice mail for different that different behavioural styles :



MOTIVATION

We use motivation in all aspects of the workplace, whether as leaders trying to motivate disengaged employees or as salespeople attempting to motivate and lead prospects or in any number of other situations. No doubt you've learned that what motivates you doesn't necessarily motivate others, and what works with one person may not work with another.

Different things motivate different behavioural styles. As a result, there is no single ideal environment, or way of working, that would optimally motivate all remote workers. Working at home is very similar to working alone. To stay engaged and productive, you need to find out what is likely to help you stay motivated when working remotely. The section below describes what motivates you, and what things may reduce your motivation.

Your Motivators

You are motivated by social human contacts, good human relationships, acceptance in the team and co-operation. Actually you are not a person who could work for others, but you like to create a good environment and enjoy putting people in a good mood. You like independence inside an organised company. You also need a certain amount of freedom.

- Good and lively friends
- Positive and excited atmosphere
- Freedom in how to take care of responsibilities
- People who are easy to get involved
- Openness in communication
- Freedom from detailed tasks
- Opportunity to join in
- Free discussion
- Lofty ideas and changes to work with you
- Having own opinion been heard
- New opportunities
- Positive way to promote things

Your Demotivators

Your type of person does not like strict instructions nor chains that make their work boring and limited. You do not like an exaggerated pedantic attitude nor faultfinders. You have difficulty approaching people who do not know how to have fun or cannot enjoy each others' company.

- Dryness and boredom
- Dull routines
- Being separated from people
- Progressive changes being prohibited
- Detailed instructions
- Losing popularity
- Own team breaking up
- Coldness and toughness
- Restrictions
- Facts-oriented thinking
- Getting stuck in one place
- Bad team-spirit

Your Ideal Work Environment

Working from home may come with more distractions than working in the office. By knowing what situations and work motivates us, we can design an environment that will not only help us to stay engaged, but it will also reduce the stress that remote work can cause.

Furthermore, knowing what causes us to lose focus, get distracted and demotivated, can help us avoid such situations. If these things cannot be removed from our remote working environment, being aware of them will help us to accept them and work on improving our skills and abilities.

Below is a list of the top 7 aspects of your ideal work environment:

- Being able to leave the details to other people: -5 -4 -3 -2 -1 0 1 2 3 4 **5**
- Inspiring others to overcome their fears and become excited: -5 -4 -3 -2 -1 0 1 2 3 4 **5**
- Daily motivating of others: -5 -4 -3 -2 -1 0 1 2 3 4 **5**
- Strongly influencing people to achieve results: -5 -4 -3 -2 -1 0 1 2 3 **4** 5
- Showing excitement about new goals: -5 -4 -3 -2 -1 0 1 2 3 **4** 5
- Goal-focused and direct communication: -5 -4 -3 -2 -1 0 1 2 3 **4** 5
- An environment that focuses on positive emotions: -5 -4 -3 -2 -1 0 1 2 **3** 4 5

Some elements or factors that might decrease your motivation are listed below.

- Being allowed to finish one task at a time: -5 **-4** -3 -2 -1 0 1 2 3 4 5
- Repetitive duties requiring accuracy: -5 -4 **-3** -2 -1 0 1 2 3 4 5
- Analysing and researching complicated matters: -5 -4 **-3** -2 -1 0 1 2 3 4 5
- Gathering, analysing, and leveraging data from many sources to understand the environment: -5 -4 **-3** -2 -1 0 1 2 3 4 5
- Motivating by being knowledgeable and systematic: -5 -4 **-3** -2 -1 0 1 2 3 4 5
- Exercising patience when achieving goals is a drawn-out process: -5 -4 **-3** -2 -1 0 1 2 3 4 5
- Facing a tough and competitive environment: -5 -4 **-3** -2 -1 0 1 2 3 4 5

SELF-MANAGEMENT

Our ability to manage our behaviours, thoughts, and emotions in a conscious and productive manner is referred to as self-management. Someone with strong self-management abilities understands what to do and how to act in various situations. Remote workers often have to complete their work duties without having regular supervision and support from their managers. It is important that people are aware of the level of their self-management capabilities. Initiative, prioritising and independence are three of the most desired capabilities of successful remote workers.

Sam, the following section will help you understand what your natural self-management areas are and which capabilities may require more effort and energy from you.

Initiative

Initiative is the ability to assess and initiate things independently, and to act or take charge before others do. It's become increasingly important that employees demonstrate that they can think for themselves and can act without waiting for someone else to tell them what to do. Showing initiative is even more important when we work from a remote location.

Sam, you'll find a list of initiative behaviours below. The more natural each capability is to your DISC Style, the easier it will be for you to take the initiative. The less natural to your style, the more it will cost you in terms of energy and conscious effort.

Anticipating change in the environment and preparing for it:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Finding new, creative but logical solutions:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Independently developing your own area of responsibility:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Knowing when to analyse and when to act:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Managing own time:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Showing initiative in solving problems:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Shows initiative:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking action without existing solution models:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking initiative to achieve goals:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking the initiative to ask for information:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Thoroughly preparing for change:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking into account everyone's needs before deciding on how to change:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Ensuring all details are in place before taking action:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Thinking before taking an action:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Communicating own special knowledge to others:	-5	-4	-3	-2	-1	0	1	2	3	4	5

Prioritising

The ability to prioritise tasks is useful at any time. However, when it comes to working remotely, prioritisation is essential!

Prioritising is characterised by the ability to identify and determine the importance of each task. Prioritising measures the tendency to make the best use of your time and efforts to reach individual and team goals.

Sam, the list below will show you which prioritising behaviours are natural to you and which are not. Being aware of behaviours that don't come naturally will help you to consciously focus on them and consequently prioritise your work tasks more effectively.

Adjusts quickly to changing priorities:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Identifying the goal and then taking quick and decisive steps to achieve it:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Ignoring unnecessary details:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Prioritising the most effective thing first:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Quick reaction time to unexpected and new situations:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking time to do the most important tasks:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Responding quickly to changing task priorities:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Planning of the daily project tasks:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Changing work plans or routines without complaint:	-5	-4	-3	-2	-1	0	1	2	3	4	5



HR Profiling Solutions Ltd - RemoteWorX

Sam Sample

Organisation:

Date:

FinxS

23.02.2023

Independence

Independence is the depth of a person's eagerness to take action and make their own decisions. Independence is the ability to think and / or act for oneself without support, and to be resourceful in the face of challenges. It goes without saying that remotely-working employees need to be able to work independently. There isn't someone constantly watching over their shoulder, ready to answer their questions right away.

Here is a list of behavioural competencies related to work independence. Explore which competencies do not require any or much energy from you, and which ones you may need to deliberately focus on to improve your self-sufficiency when working at home.

Independently developing your own area of responsibility:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Being an independent, logical planner:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Managing own time:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Taking action without existing solution models:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Working independently with no instructions provided:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Organising and completing daily activities:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Being well-organised and planful:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Solving problems independently:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Acting independently with no instructions:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Independent planning of daily processes:	-5	-4	-3	-2	-1	0	1	2	3	4	5

Remote working self-management tips

<p>Team task list Manage your time more effectively by breaking tasks down and assigning timeframes to each.</p>	<p>Learn and communicate your work limits Taking on too many tasks will lead to burnout – don't be afraid to say no.</p>	<p>Personal daily plan Make a daily schedule and try to stick to it, but leave room for unexpected tasks.</p>
<p>Deadlines and rewards for yourself Set deadlines for tasks and divide large projects into manageable chunks. Take some time to reward yourself after meeting a deadline.</p>	<p>Track your time Concentrate on your daily output and track it. You'll be able to assign reasonably accurate timeframes for future projects this way.</p>	<p>Unplug at the end of the day Create a simple end-of-day ritual and communicate your working hours to your team to maintain a clear distinction between work and personal time.</p>

ATTITUDE AND MINDSET

Attitude determines how a person interacts with their surroundings based on how they see things. The way we see our environment is our mindset. Some mindsets and attitudes come to us naturally because they are part of who we are.

Work attitude refers to the feelings that we have towards different aspects of our work environment and work tasks. People develop positive or negative work attitudes as a result of their personality, fit with their environment, stress levels, relationships, perception of fairness and much more.

Employees, including remote workers, with a positive work attitude are more likely to perform better, be effective team players, feel more satisfaction and have fewer absences.

Sam, here are some of the **positive attitudes** associated with your DISC style that may enhance your remote working experience.:

- I can create a positive atmosphere during our virtual meetings.
- I make myself approachable and make sure my colleagues are comfortable around me.
- Everything will be OK, as long as we work together as a team.
- I consider how others are affected by changes and find ways to motivate them.

Here are some of the **negative attitudes** that are associated with your DISC Style.

Is short-tempered and easily irritated: -5 -4 -3 -2 -1 0 1 2 3 4 **5**

Is overly optimistic or overly pessimistic: -5 -4 -3 -2 -1 0 1 2 3 4 **5**

Is not interested in details: -5 -4 -3 -2 -1 0 1 2 3 4 **5**

Thinks with their heart and their emotions: -5 -4 -3 -2 -1 0 1 2 3 4 **5**

Listens only when they want to: -5 -4 -3 -2 -1 0 1 2 3 **4** 5

Sam, recognising and understanding your attitudes will allow you to become more self-aware. Being conscious of natural attitudes enables an individual to use them the right way and at the appropriate moment. More importantly, when you start to be mindful of the typical shortcomings of your behavioural mindset, you will learn to apply energy and effort to prevent/change these, and to strive to apply other, less natural, but more appropriate, mindsets when the situation calls for it.

Thank you for completing the Extended DISC online questionnaire and for your interest in our Remote WorX report!