



DEALING WITH CHANGE: The Essentials for Trusting Your Instincts

In times of crisis, it is even more critical that we know who we are and what we can count on. Inside each of us there are unique strengths, our striving instincts, that enable us to survive and thrive. These powers to take action are over and above your ability to think and to feel. Your Kolbe A™ Index result is your own best method of solving problems and making decisions. This is true during trying times and when you're just trying to get through the day's work. Tap into your instincts to overcome the challenges you face.

Your Kolbe A Index report and the following information will help you spend your time most productively, determine when to collaborate with others versus do the task yourself, and reveal how you can best contribute. These tips will help you reduce stress and provide better outcomes when dealing with change.

Use the 4 numbers from [your Kolbe A Index result](#) to identify which tips are relevant for you. For example: Someone with a 2-6-8-4 result has one strength in the 7-10 range (8 in Quick Start) and would use the Quick Start information tips. You may have multiple Initiating (7-10) strengths or have a Facilitator result (see page 2).

FACT FINDER (7-10) *How you gather and share information*



You deal with change best when you:

- > Gather details and ask questions
- > Get expert advice
- > Verify the practicality of decisions
- > Build on past experience
- > Compare the pros and cons

Pitfalls you might face:

- > Getting mired in details and missing the big picture
- > Not taking action until you feel 100% confident in the data or have enough expertise

FOLLOW THRU (7-10) *How you organize and design*



You deal with change best when you:

- > Design a step-by-step plan
- > Prepare for worst case scenarios
- > Follow a daily routine
- > Seek closure on controllable tasks
- > Keep essential things organized

Pitfalls you might face:

- > Staying with a plan even when it's not working
- > Avoid moving forward until all the pieces are in place



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QUICK START (7-10)

*How you deal with risk
and uncertainty*



You deal with change best when you:

- > Brainstorm alternatives
- > Focus on the future
- > Experiment with innovative ideas
- > Act with urgency
- > Meet tough challenges

Pitfalls you might face:

- > Changing too much – even what’s working well
- > Neglecting the present due to future focus

IMPLEMENTOR (7-10)

*How you deal with space
and tangibles*



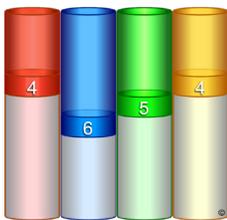
You deal with change best when you:

- > Build concrete solutions
- > Maximize physical environments
- > Communicate face-to-face
- > Surround yourself with quality materials and tools
- > Focus on the here and now

Pitfalls you might face:

- > Overfocusing on a long-lasting solution, slowing down progress
- > Freezing when a problem is intangible or you can’t actually see it

FACILITATOR: YOU HAVE 3 OR 4 STRENGTHS IN THE 4-6 RANGE (NONE IN THE 7-10 RANGE)



You deal with change best when you:

- > Work collaboratively vs independently
- > Respond to the ideas and actions of others
- > Switch between methods of problem solving as needed
- > Bridge opposing approaches of others
- > Support a wide variety of activities

Pitfalls you might face:

- > Getting overwhelmed from saying yes to the needs of others
- > Being stuck if no one else takes initiative first

WHAT'S NEXT?

It's also crucial to know the striving instincts of those around you. Understanding their strengths will help you work better together – whether that's as a leader, team member, colleague, or family member. *For more resources or to have someone you know get their Kolbe Index results, go to www.kolbe.com or email info@kolbe.com.*