

Checklist for Modifying Behaviors: How NOT to trigger back up mode - Drivers	
<p>Try to...</p> <ol style="list-style-type: none"> 1. Be clear, specific, brief and to the point 2. Be direct 3. Present facts logically. Plan ahead 4. Provide choices 5. Motivate and persuade by referring to objectives/results 	<p>Avoid</p> <ol style="list-style-type: none"> 1. Rambling on, or wasting their time 2. Be giddy, casual, informal, or loud 3. Leaving loopholes, cloudy issues 4. Arrive with ready-made decision 5. Trying to convince by “personal” means
Checklist for Modifying Behaviors: How NOT to trigger back up mode - Expressives	
<p>Try to...</p> <ol style="list-style-type: none"> 1. Support the person and his/her ideas 2. Provide testimonials from people important to them 3. Ask for their ideas/opinions on people 4. Keep conversation big picture and discuss ways to achieve the goal 5. Leave time for relating or socializing 	<p>Avoid</p> <ol style="list-style-type: none"> 1. Just stating the facts 2. Talking down to them 3. Trying to be impersonal or judgmental 4. Leaving decisions hanging in the air 5. Being curt, cold or reserved
Checklist for Modifying Behaviors: How NOT to trigger back up mode - Analyticals	
<p>Try to...</p> <ol style="list-style-type: none"> 1. Prepare your case in advance 2. Stick to business 3. Use thoughtful approach, build credibility 4. Form an action plan 5. If you disagree, provide an organized presentation of your position 	<p>Avoid</p> <ol style="list-style-type: none"> 1. Be disorganized or messy 2. Spend lots of time on personal issues 3. Rush the decision-making process 4. Be vague about follow through 5. Using gimmicks or clever, quick manipulations
Checklist for Modifying Behaviors: How NOT to trigger back up mode - Amiables	
<p>Try to...</p> <ol style="list-style-type: none"> 1. Break the ice with personal comment 2. Show sincere interest in them; be candid and open 3. Ask “how” questions to draw out their opinions 4. Watch carefully for areas of disagreement 5. Move casually, informally 	<p>Avoid</p> <ol style="list-style-type: none"> 1. Rush ahead on to business agenda 2. Stick coldly to business, be curt or short 3. Be domineering or demanding; forcing position power 4. Manipulate or bully them (they will retreat) 5. Being abrupt and rapid