

Taylor Williams

My 4D-i[®]
Smart Skills Builder

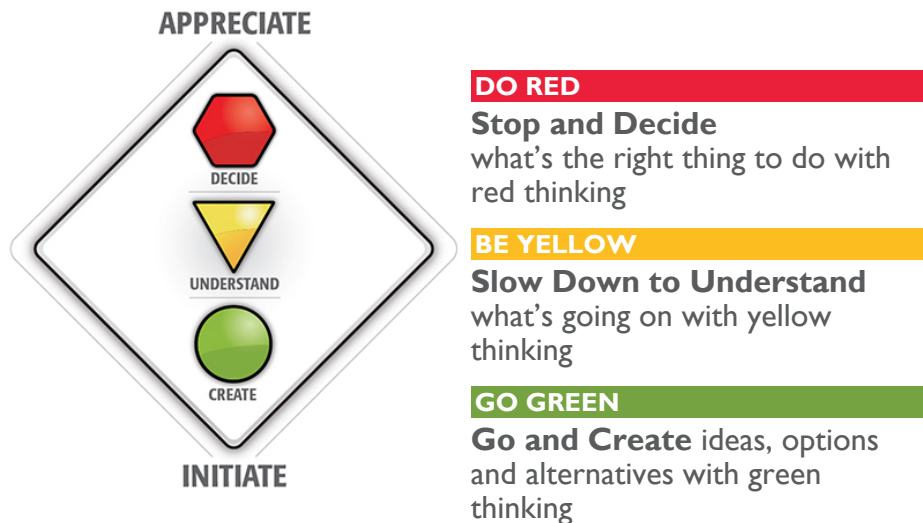


ONE
SMART
WORLD[®]

Be Smarter

4 Dimensions of High Performance Thinking

The 4D-i® Smart Skills Builder is designed to empower you to learn and use four dimensions and key strategies of high performance thinking. This system gives you the tools to increase your creativity, deepen your understanding, improve your decision-making and strengthen your personal spirit. It's built on a simple, common language and our unique system of brain-based thinking strategies and skills.



The first three dimensions are color-coded like a traffic light to make them easy for you to remember and use every day.



IGNITE YOUR WHITE

Appreciate the positive. Take initiative!

This color-coded system will help you to harness your strengths. You can use it to choose the right type of color-coded thinking to get specific work done or to get on the same page with other people, who think differently than you do.

How to Understand These Results

Your 4D-i® Smart Skills Builder shows your preferences – what you like to do and what motivates you. Your results highlight the specific thinking and feeling strategies you like to use the most, as well as the strategies you don't like to use or tend to avoid. Your results are shown in percentiles. This means you can see how your way of thinking compares to how others like to think and operate.

HIGH 84-99

This shows a high, strong preference. You like to use it a lot – significantly more than what other people prefer to do.

HIGH AVERAGE 66-83

This shows a high average preference. You like to use it somewhat more than what other people prefer to do.

AVERAGE 34-65

This shows a relatively similar preference to what others like to do.

LOW AVERAGE 17-33

This shows you like to use it somewhat less than what other people prefer to do.

LOW 0-16

This shows a low preference. You like to use it significantly less than what other people prefer to do.

Make the Most of the 4D-i®

Think of the 4D-i® Smart Skills Builder as your personal toolkit for success. This will help you think things through, solve problems and work smarter with other people.

- ✓ Your results show your preferences for what you like, not your competencies in what you're good at.
- ✓ All of the smart skills can be learned with practice. They are not fixed personality traits or types.
- ✓ The more you master each strategy and skill, the better you will perform and the more success you will have.

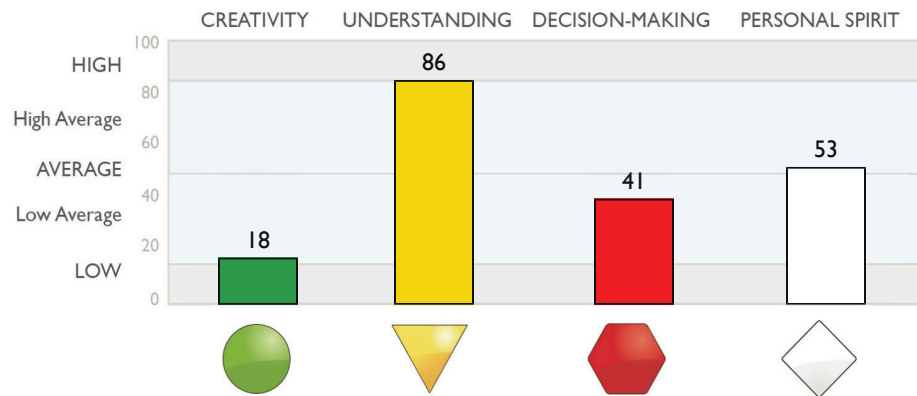
Know Yourself: Highlights of My 4D-i® Results

 Taylor Williams

Welcome to a new power toolkit for your mind. Your 4D-i® Smart Skills Builder gives you the color-coded common language, mental strategies and the skills to generate more ideas, understand everything better and make smarter decisions. Harness your strongest preference to do great work. Use this as a 'how-to' guide to build new skills to improve your results in solving problems, communicating and working in teams.

The graph below is a summary of your results.

Your Personal Operating Style



We've designed this Smart Skills Builder and online toolkit to help you build new leadership skills and to harness the total intelligence of your people to do great work together.

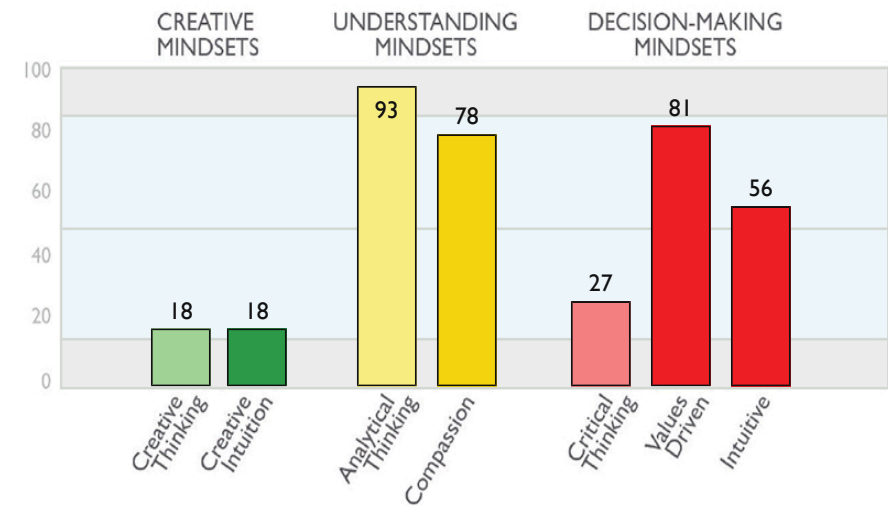
Results Highlights

Your Overall Style: Balanced + Yellow

The First 3 Dimensions

The color red, yellow or green is selected from the first 3 dimensions and indicates your highest overall preference. It does not include results from white. Cool shows a preference for using thinking strategies. Warm shows a preference for using emotional strategies. Balanced means an equal comfort for using both.

How You Like to Use the 7 Different Mindsets



Your Strongest Personal Spirit Success Factor is:

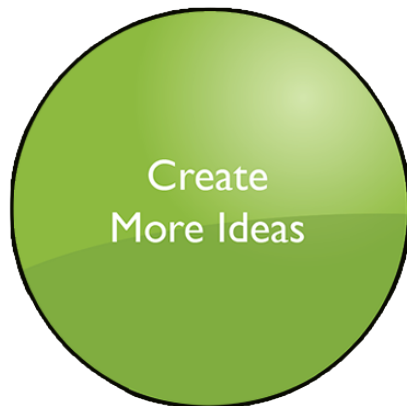
SENSE OF CONTROL

Your Sense of Control is a belief that one can exert personal control, through one's own efforts, to impact an outcome.

Dimension I: Creativity

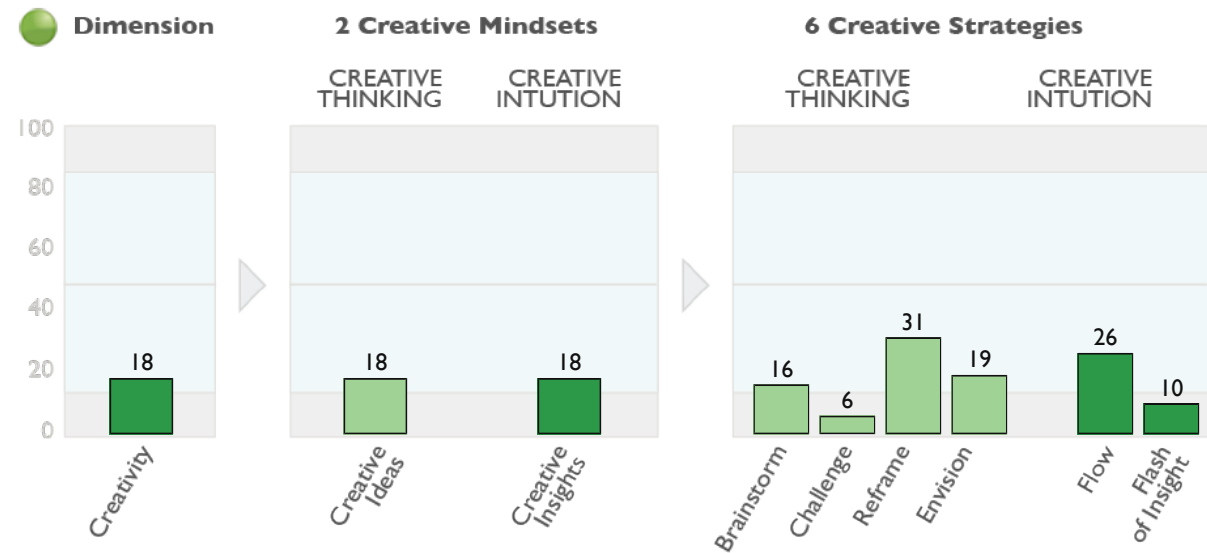
GO GREEN. Use these six precision strategies to increase your creativity. Green is the color code for divergent thinking, to focus your mind to go and create more ideas, generate different options and insights to produce new solutions.

- **Cool Green: Creative Thinking** – use it to generate and explore a wide variety of ideas, options, alternatives, approaches and possibilities.
- **Warm Green: Creative Intuition** – use it to wait for any breakthrough Aha! ideas or flashes of insight to emerge.



The Six Creativity Strategies

DI: Green - My CREATIVITY Style



Creative Thinking

1. **Brainstorm Ideas:** Generate many ideas, alternatives and options.
2. **Challenge Assumptions:** Question how things are done and challenge the status quo to find new approaches.
3. **Reframe Problems into Opportunities:** Change the way you look at a problem, to discover hidden opportunities and possible solutions.
4. **Envision Possibilities:** Create mental pictures of the future you want or imagine “what if...” descriptions of success.

Creative Intuition

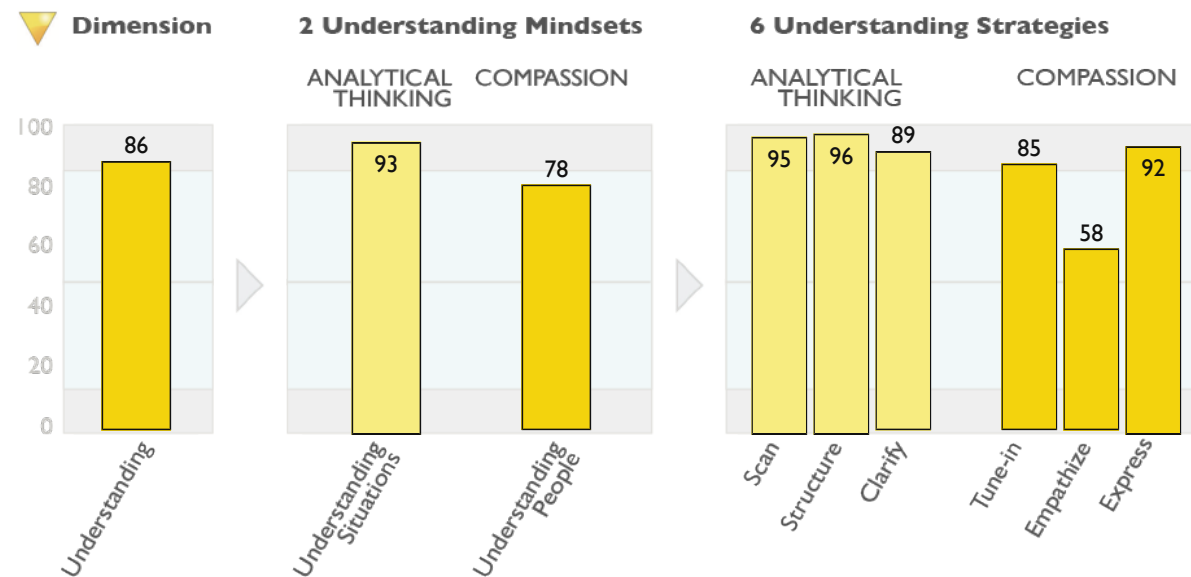
1. **Get into the Flow:** Live with uncertainty. Absorb yourself completely in what you are doing.
2. **Flash of Insight:** Wait for a sudden flash of insight, hunch or bright idea.

Dimension 2: Understanding

BE YELLOW. Use these six precision strategies to develop a better understanding of facts and feelings. Yellow is the color code for deepening understanding to slow down and understand information and people better.

- **Cool Yellow: Analytical Thinking** – use it to develop an objective understanding of a situation or task, by gathering facts and information, organizing data into categories and clarifying to ensure accuracy.
- **Warm Yellow: Compassion** – use it to deeply appreciate and understand the feelings and needs of others, by tuning- in and putting yourself in their shoes.

▼ D2: Yellow - My UNDERSTANDING Style



The Six Understanding Strategies

Analytical Thinking

1. **Scan the Situation:** Survey the environment, situation and the data to gather as much information as possible.
2. **Structure Information:** Organize information, data and resources into structured categories.
3. **Clarify Understanding:** Sharpen your understanding of a situation by pushing for more and more information, to make sure it's really clear.

Compassion

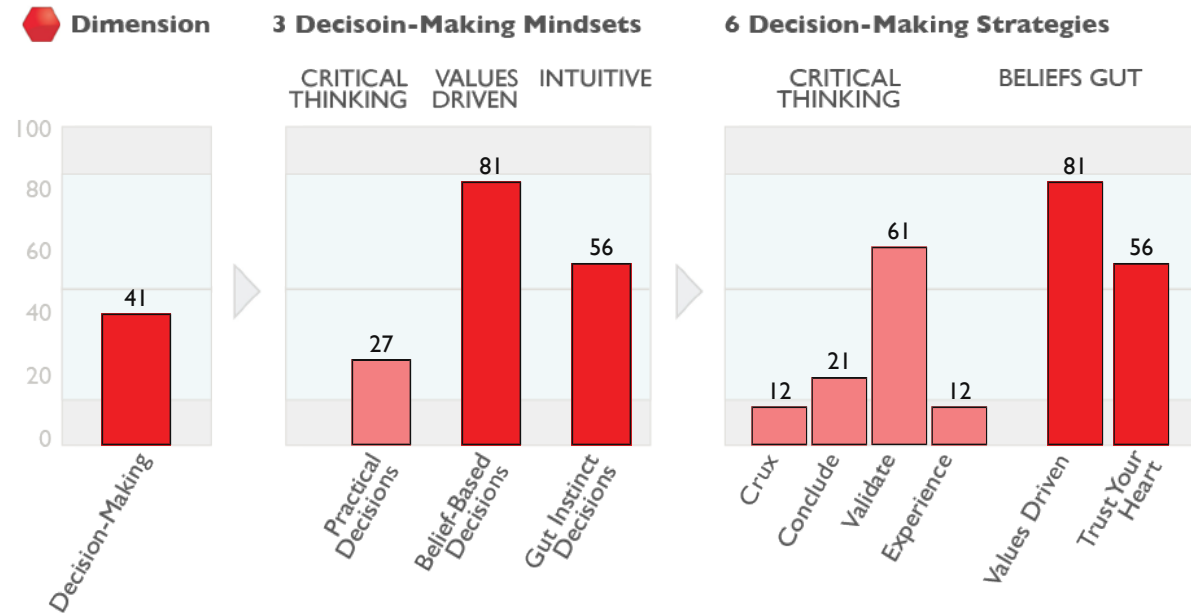
1. **Tune-In to Feelings:** Sense and connect with the feelings and emotions in yourself, in a situation, person or group.
2. **Empathize with Others:** Show genuine kindness, compassion and acceptance for the other person's needs and feelings.
3. **Express Feelings:** Select and use appropriate emotional ways to communicate your feelings constructively.

Dimension 3: Decision-Making

DO RED. Use these six precision strategies to make smarter decisions. Red is the color for divergent thinking to focus your mind to stop and decide. Make smarter decisions by using both your head and your heart.

- **Cool Red: Critical Thinking** – use it to make practical decisions, based on a disciplined assessment of the problem, coming to objective conclusions, supported by evidence and experience.
- **Warm Red: Emotion Based** – use it to make subjective decisions, based on personal emotions, values and beliefs.

D3: Red - My DECISION-MAKING Style



The Six Decision-Making Strategies

Critical Thinking

1. **Get to the Crux:** Determine the real issue or most critical root cause of a problem, issue or situation.
2. **Conclude:** Decide based on the most sensible, practical thing to do.
3. **Validate the Conclusion:** Ask tough questions to make sure there's enough evidence and proof to go ahead with the conclusion.
4. **Rely on Experience:** Use experience to guide your decision-making.

Emotion-Based

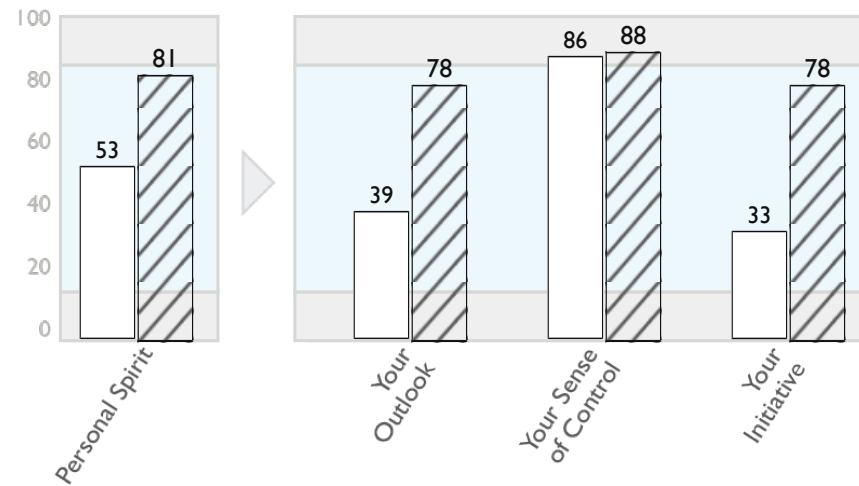
1. **Values Driven:** Make decisions based on your personal beliefs and values for what is good or bad, right or wrong.
2. **Trust Your Heart:** Make decisions based on what your heart and and your gut instincts tell you.

Dimension 4: Personal Spirit

D4: White - My PERSONAL SPIRIT Style

IGNITE WHITE. Spark your personal spirit to strengthen your resolve, build your grit and increase your resilience. Harness your personal spirit when you're under pressure to achieve your goals.

- **Results Key:** – Results are based on the three key success factors of personal spirit - outlook, sense of control and initiative. The higher you rated yourself, the higher the results. Personal spirit comes from what you do. It is strengthened everyday by taking small positive, empowering actions.



The 2 bars in each graph show your results in two different ways. All personal spirit results are based on how you chose to see yourself based, on a set of positive statements about yourself. The White bar shows your results in percentiles, comparing you to others. The Striped bar shows your raw scores. A score of 80+ means you selected Mostly True or Always True. A score of 60 means you selected About 1/2 True. Below 40, you selected Little True or Completely Not True.

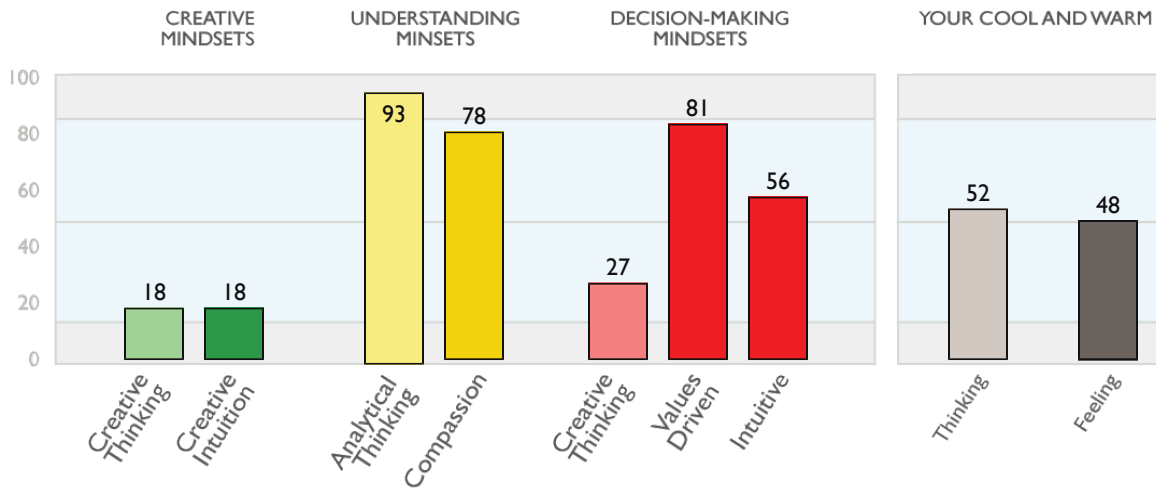


The Three Personal Spirit Strategies

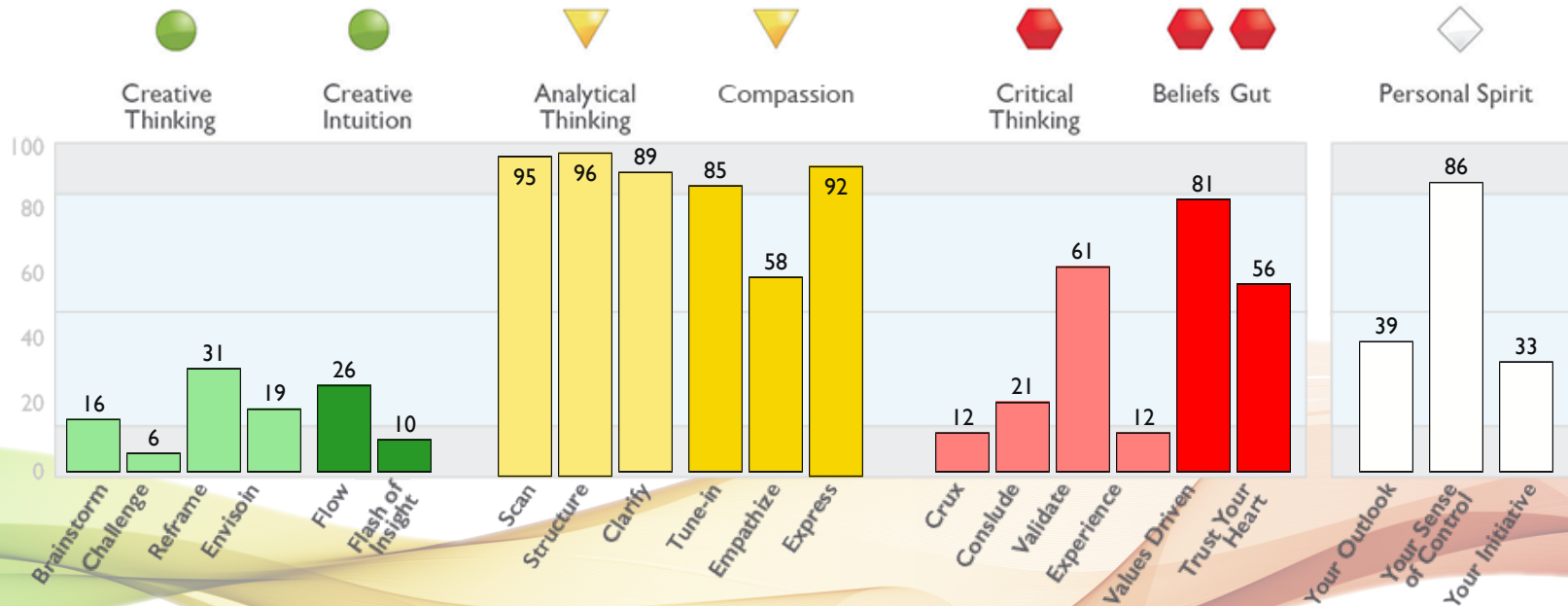
My Outlook. See It.	My Sense of Control. Own It.	My Initiative. Do It.
<p>A belief that an optimistic approach helps you succeed and find hidden, positive opportunities in every situation and person. See it.</p> <ul style="list-style-type: none"> • Bring a positive outlook everyday • Make others feel great • Choose to be optimistic when dealing with difficulties 	<p>A belief that you can impact an outcome through your own personal efforts and discipline. Own it.</p> <ul style="list-style-type: none"> • Take full responsibility for your situation • Focus on what you can do and control • Start with small steps and keep moving forward 	<p>A belief that you can reach beyond what's expected and do whatever it takes to achieve important results. Do It.</p> <ul style="list-style-type: none"> • Go above and beyond • Build support for positive change • Help others succeed

Bob Wiele: Your Results Summary in Graphs

Your PERSONAL OPERATING Style



Your 18 Success Strategies and 3 Success Factors



Make a Personal Development Plan: Taylor Williams

CAPITALIZE ON YOUR STRENGTHS

Tap into your 4 highest preferences

▼ Structure Information

Use your strong preference for organizing data and everything else to create order out of chaos. Use it to help others when there are large amounts of information to handle. Coach others in how to think things through. Pay attention to how others feel. Don't impose structure when it's not appropriate. Use structure to break problems into manageable chunks. Sequence tasks to get things done more efficiently.

▼ Scan the Situation

Use your strong preference for gathering information from many sources as a real strength. Build a solid foundation for success by doing the in-depth analysis of data. Avoid paralysis by analysis. Use this strategy help others do better planning and to make fact-based decisions. Conduct a scan to make sure you and others have the comprehensive knowledge needed to solve complex problems.

▼ Express Feelings

You are comfortable expressing your true feelings to others. Use this to help others understand how you really feel on important issues. Be compassionate in working with others. Use this as your way to build deeper connections. Know when to hold back your feelings. Use your emotional openness to develop mutual trust and understanding. Invite others to feel safe and comfortable sharing how they feel too.

▼ Clarify Understanding

Use your strong preference for knowing as much as you can and getting clarity as a powerful tool in managing complex, confusing or ambiguous situations. Use this strategy to get precise information on what's going on. Use it to help others figure out what's going on. Be careful not to overdo it by asking too many questions. Use your quest for clarification as a consistent method to improve planning and decision-making.

EXPAND YOUR CAPABILITIES

Improve your adaptability. Build skills in your lowest preferences

● Challenge Assumptions

Improve your results in problem solving by questioning how things are done. Get outside the box. Take a hard look at what others take for granted. Challenge the status quo. Look at the processes currently in place. Ask why do we do it this way? Is there a better way that can save time, money or energy? Use fresh thinking to find new ways to get things done.

● Flash of Insight

Use this strategy when you need to get beyond the obvious and come up with breakthrough ideas. Take a break. Tap into your own creative intuition. Use this powerful type of intelligence to spark unexpected ideas. Wait for it. Flashes of insight often arrive at the oddest times. Write down all the ideas. Don't discount them. Pay attention to your own insights and use them to come up with solutions.

◆ Get to the Crux

To be a more effective decision-maker, invest time and effort to slow down and get to the real crux of the problem. Ask over and over 'What is the real problem here?' 'Why is this a problem? Why is this a problem?' This will save time and effort later. The more complex problems are, the more you need to stop and figure out what the root cause of the problem is, before trying to solve it. Go slow to go fast. Be persistent.

◆ Rely on Experience

Experience is an excellent teacher. The more knowledge and experience you have in a particular area, the more likely you'll make better decisions. Trust and value your own experiences. Don't keep making the same mistake, by ignoring what you've already done. Seek out new experiences. Make each present moment, person or situation your teacher. Always ask 'What can this teach me?' 'What can I learn?'

Smart Tool: How to Work Smarter with Others

Build deeper relationships with other people, by appreciating how they like to think and see the world. Shift your approach and make a better connection, by matching the mindset color they are in.

Thinking Skills Work

CRITICAL THINKING

- Be sensible, focused and practical
- Be prepared to give proof and action
- Ask “What’s the problem? What makes the most sense?”
- Don’t give too much information or too many details
- Stay on track and don’t waste time



ANALYTICAL THINKING

- Give lots of detailed information
- Be organized and systematic
- Ask “Can you clarify? Can you tell me more?”
- Pay attention to the details
- Allow time to get it done right



CREATIVE THINKING

- Be open to their ideas
- Explore options and new approaches
- Ask “What if?” And “Could we...?”
- Don’t be rigid or criticize their ideas
- Focus on possibilities and options



Emotional Skills Work

EMOTIONAL DECISION-MAKING

- Use your values and beliefs to guide your actions
- Speak from the heart about what matters most
- Ask “What do you feel most strongly about?”
- Respect their values and beliefs
- Share their enthusiasm for their values

COMPASSION

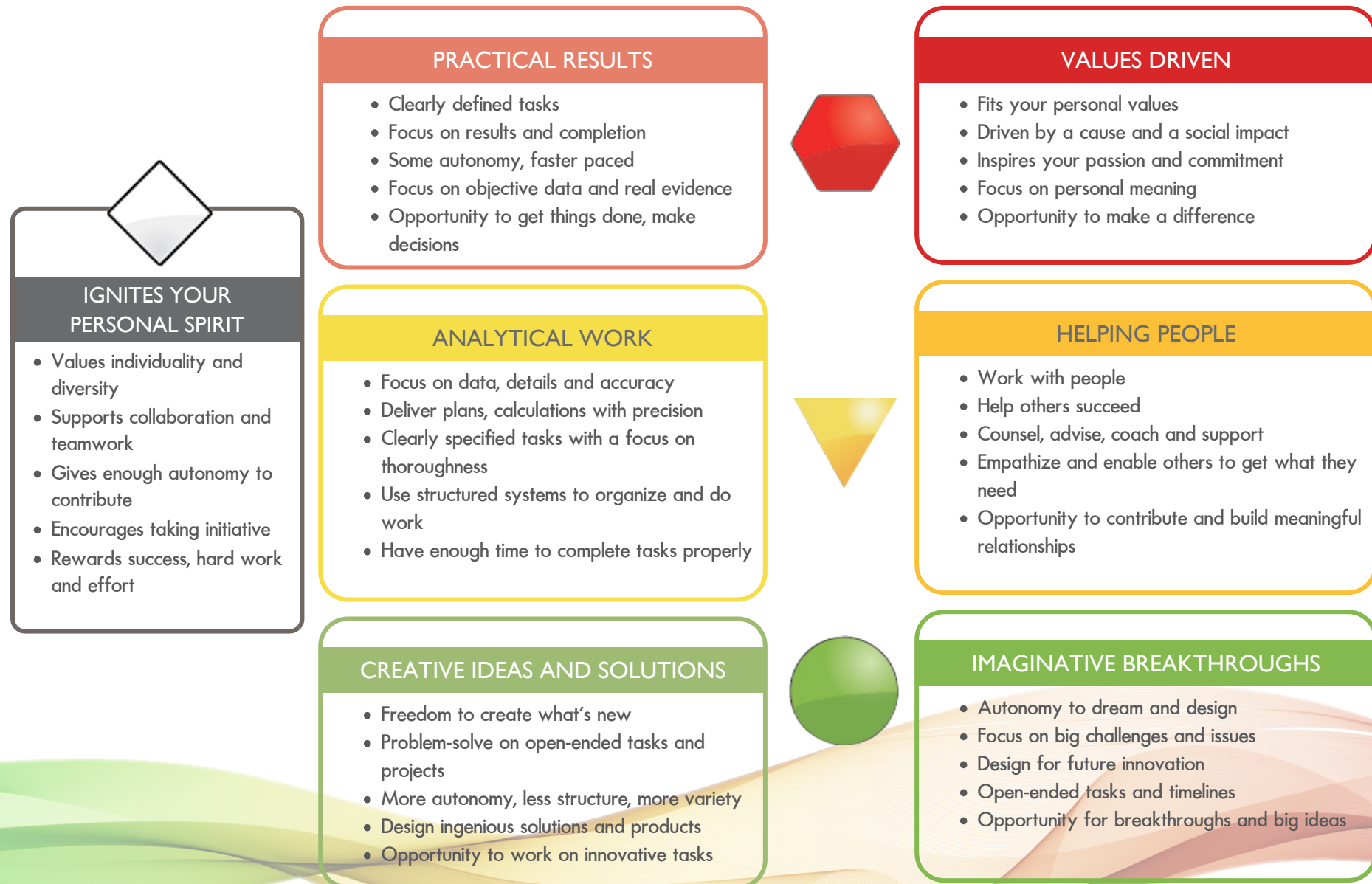
- Take time to build relationships
- Put yourself in their shoes. Listen, listen, listen
- Ask “What emotions are you tuning into?”
- Appreciate their insights and observations
- Show genuine empathy
- Tune into the feelings of the situation

CREATIVE INTUITION

- Relax. Be open to new insights and ideas
- Be patient and wait to see what emerges
- Ask “What’s your big idea? What’s your hunch?”
- Don’t “Yes, but...”
- Work with and support their imagination

Smart Tool: Find Tasks and Projects That Fit You

Use your 4D-i results to help you find different projects and tasks that either match how you like to think or to stretch and grow your skills.



Smart Tool: Five Smart Tracks for Meetings and Collaborative Work

The Smart Tracks are color-coded, step by step thinking processes to help you achieve better results. Here are five smart tracks to choose from to plan and run your meetings. Make sure you commit to stay on track and do the right type of thinking in each phase to achieve your goals.

HOW TO USE THE SMART TRACKS

Choose one of the tracks or design your own thinking track to get your work done.

Step 1. Decide the Outcome

First decide where you want to end up by selecting a color outcome. Red is for getting a decision. Yellow is for ensuring understanding or to make a plan. Green is for creating options and alternatives. White is for taking initiative.

Step 2. Select the Track Process

Choose the smart track to get you to your outcome.

Step 3. Allocate Times

Decide how much time to spend in each phase of your smart track process.

Step 4. Assign Roles

If you work in a group or team, assign the three key roles of meeting facilitator, timekeeper and recorder.

Step 5. Stay on Track

Make sure everyone stays in the same color zone together to achieve your outcome. Go green to create ideas together. Be yellow to listen and analyze data. Do red to argue and decide. Ignite white to appreciate and take initiative.

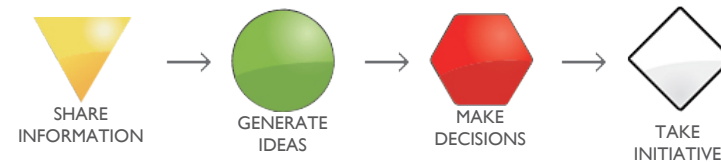
SMART TRACK A: FACTS TO UNDERSTANDING



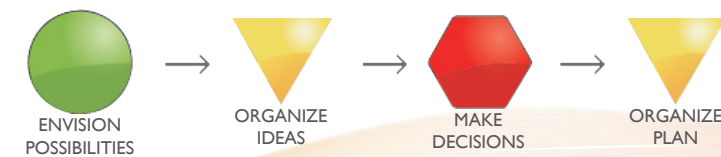
SMART TRACK B: FACTS TO ACTION



SMART TRACK C: DATA TO DECISIONS



SMART TRACK D: POSSIBILITIES TO PLANS



SMART TRACK E: CRUX TO INITIATIVES

