

Behavioral Action Plan

The purpose of this **Behavioral Action Plan** is to help you create a practical plan to achieve sustainable behavioral change for improved performance and success at work - and in your life. It provides a very practical process to identify and prioritize the behaviors to modify so you will achieve your goals.

This workbook is designed to be a stand alone tool, although we highly recommended you download the **Extended DISC Reinforcement Report: My Behavioral Action Plan Chart** at www.ExtendedDISC.org/BehavioralActionPlanChart. You can easily track and prioritize your goals, as well as make updates and take notes.

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EXTENDED DISC

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Introduction

Definition of Action Plan

A planned series of actions, tasks or steps designed to achieve a goal(s).

Definition of Behavioral Action Plan

A planned series of conscious adjustments to your Natural Style (Profile II) designed to achieve a goal(s).

Your Profile II

Your DISC style is: DI (D - 80%, I - 20%)

Review the Extended DISC® 4 Steps to Effective Communication:

1. Understanding the DISC-styles
2. Identifying your style through your Extended DISC® Individual Assessment
3. Identifying the styles of others
4. Adjusting your style to better communicate with others

Now it is time to roll up your sleeves and put the information from your report into action. The real value comes from using what you have learned from your DISC report, reflecting on what behaviors you need to modify and practicing the behavioral change over time. This Behavioral Action Plan is designed to help you in this process.

This action plan serves as your guide. It is not a set of rigid rules and regulations. It's a dynamic workbook you should review and update often. It describes where you want to go and how you plan to get there. It helps you monitor your progress and assures your success.

This action plan works for all styles. As a D-style you can appreciate a tool that is short and to the point. Remember, most of us are a combination of styles and we give focus to our dominant style in order to learn and understand the DISC framework.

This workbook is designed to be a stand alone tool, although we highly recommended you use the ***Extended DISC Reinforcement Report: My Behavioral Action Plan Template***. You can easily track and prioritize your goals, as well as make updates and take notes.

Download it at: <https://www.extendeddisc.org/disc-assessments/Behavioral-action-plan-template>



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Steps to Creating Your Behavioral Action Plan

Stephen, in this workbook you will be able to:

Step 1: Identify and write down your goals.

Step 2: Determine which of your goals are non-behavioral (skill based) and which are behavioral.

Step 3: Determine the priority level of your behavioral goals:

- High Priority
- Medium Priority
- Low Priority

Step 4: Determine if your High Priority behavioral modifications are:

- Overall
- Specific/Situational
- Key Players/Individuals adjustments.

Step 5: Determine the behavior modifications needed to achieve your goals.



Now that you have an overview of the Behavioral Action Plan, you are now able to follow the specific instructions for each step to create your own Behavioral Action Plan.

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Step 1: Identify and write down your goals

You already know the power of goals. Setting goals is a must if you want to be successful. Without goals, we tend to be aimless in our actions and behaviors. We lack direction in our efforts and cannot even determine if we have succeeded. Identify and write down your goals now on page 6 of this report or on the downloadable Extended DISC Reinforcement Report: *My Behavioral Action Plan*.

NOTE: Be aware of your behavioral style!

As a D-style, keep in mind you will achieve results sooner with your Behavioral Action Plan.

Step 2: Determine which of these goals require skills development and which goals require behavioral adjustments

This action plan focuses only on behavioral goals. Not all of the goals you write down can be reached through behavioral adjustments

Determine which goals need to be achieved by developing or improving a skill(s), and which ones require behavioral adjustments.

While skills are very important, this Behavioral Action Plan will not focus on these. From this point forward, focus on behavioral goals for your action plan.

Identify behavioral or skills for each goal listed on page 6 of this report or the downloadable *Your Behavioral Action Plan*.

Step 3: Determine the Priority Level of Your Goals – High(H), Medium(M) or Low(L) Priority

Almost as important as writing down your goals is determining their priority level. Ask yourself a simple, but very important question: How important is this goal to my success now? The simple activity of listing your goals and then prioritizing them forces you to re-think what you deem important now. Which goals will help you reach success the fastest, or will have the greatest impact on your productivity? Identify the priority for each goal listed on page 6 of this report or on the downloadable *Extended DISC My Behavioral Action Plan*.

Select a priority for each behavioral goal:

- **High Priority (H)** - have the most positive impact on your life and career, or the biggest negative impact if you do not address them. You will focus on these goals first.
- **Medium Priority (M)** - may have a positive impact on your life and career, or may have negative impact if you do not address them. Focus on them if you have achieved your High Priority Goals.
- **Low Priority (L)** - not a current priority.

How many High Priority goals do you have listed? If you have more than three listed, you should reprioritize to focus on three for now. Trying to tackle more may be too aggressive and cause you to give up.

Try not to let your Natural Style (Profile II) cloud your judgment. Example: C-Styles may believe accurate paperwork is a high priority, while D-Styles may believe less time on paperwork would be a high priority. Focus on what would be a high priority from an organizational or managerial standpoint versus your Natural Style viewpoint.



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Step 4: Determine if the Adjustments Needed are Overall, Specific/Situational, or Key Player/Individual Adjustment

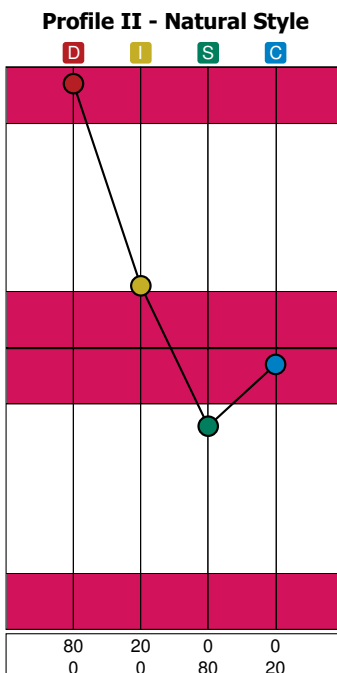
Classify your High Priority behavioral goals into three main categories, based on the potential behavioral adjustments needed to accomplish the goal. These three categories are:

- 1. Overall** – These are adjustments you may need to make overall in your behavior. Example: If you are an I-style, you may decide to work on listening actively and talking less in all aspects of your business and personal life.
- 2. Specific/Situational** – These are behavioral adjustments for specific situations. Example: If your goal is to close more sales and you are an S-style, you may need to be more assertive for brief moments during the sales call to close the sale.
- 3. Key Players/Individuals** – These are behavioral adjustments that involve a specific individual. Example: Your goal is to communicate better with your boss. You can specifically identify how you need to adjust your natural communication style to reach your goal.

Identify the required adjustments (Overall, Situational, Individual) needed to help reach for each goal listed on page 6 of this report or the downloadable *Your Behavioral Action Plan*.

Profile II - Your Natural Style

Stephen, below is your Profile II - Natural Style Graph. You may need to refer to the graph as you determine your behavioral adjustments.



Your DISC style is: DI (D - 80%, I - 20%)

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Behavioral Action Plan Worksheet

This worksheet is designed to take you through the steps to prioritize your behavioral goals.

Tip: Use your downloaded the *Extended DISC Reinforcement Report: My Behavioral Action Plan Template*

- **Step 1:** My goal is
- **Step 2:** Is the goal behavioral(B) or skill (S)
- **Step 3:** Is priority: High (H) Medium (M) Low (L)
- **Step 4:** Is the type of adjustment required for only for **High** Priority (H) Behavioral (B) Goals identified: Overall (O) Situational/Specific (SS) Key Player (K)

Example:

My goal is to communicate better with my boss John. B (for behavioral), H (for high priority), K (for key player)

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Lined area for notes or details.

Now you are ready to focus on the adjustments needed to achieve your high priority behavioral goals!



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Step 5: Determine the Behavior Modifications Needed to Achieve Your Goals

Once you've categorized and prioritized your behavioral goals, you are now ready to focus on your High Priority Goals to create your Behavioral Action Plan. Typically, adjustments to achieve a goal will require some increase and some decrease of DISC styles. For each High Priority Goal:

1. Determine which DISC style(s) you will need to adjust. For example, do you need to emphasize your D-style and/or deemphasize your C-style to achieve the goal?
2. Now, be more specific. Determine what specific behavioral adjustments are needed to be taken. What specific behaviors will you practice and consciously adjust to help achieve your goal?

Behavioral Action Plan Worksheet: High Priority Goals

Now you are ready to focus on the adjustments needed to achieve your high priority behavioral goals! This worksheet is designed to create the behavioral action steps to achieve your high priority behavioral goals.

You should constantly reevaluate your goals - adding new ones and removing completed ones. As your situation, priorities, or career change, so should your goals. When you stop adapting and adjusting, you will start to stagnate and possibly fail.

Tip: Use your *Extended DISC Individual Assessment* results section in the back of this Action Plan to help customize your modifications. They will help you to better identify and prioritize goals. They will help you identify both your strengths and development areas, and your motivators and demotivators - making it easier for you to create a successful Behavioral Action Plan.



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Instructions for my High Priority Goals Action Plan

1. Write down your prioritized goals (refer to your list on pages 6 - 7).
2. Determine what DISC style adjustments are needed to achieve the goal. Put a ✓ next to the ↑ (up) or ↓ (down) arrows for each DISC style you want to focus more on ↑ or focus less on ↓.
3. Write specific real world modifications needed. What behaviors do you need to consciously change, and how, to achieve this goal?

Example:

- My high priority behavioral goal is: Increase sales of my sales force.
- I will increase my D, decrease my I and S.
- I need to be more assertive and direct by increasing my D-style while lowering my I and S-styles when meeting with my sales team. I will determine consequences for my sales staff for not meeting sales goals and stick to them. I will not accept excuses during meetings.

My high priority behavioral goal is:

D	I	S	C
↓_↑_	↓_↑_	↓_↑_	↓_↑_

My specific modifications needed:

1 _____

2 _____

3 _____

My high priority behavioral goal is:

D	I	S	C
↓_↑_	↓_↑_	↓_↑_	↓_↑_

My specific modifications needed:

1 _____

2 _____

3 _____



DISC Reinforcement Tool - Behavioral Action Plan

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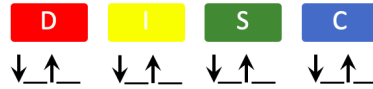
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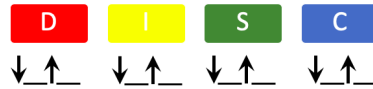
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My high priority behavioral goal is:



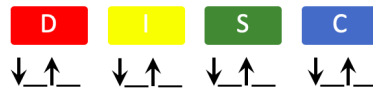
My specific modifications needed:

My high priority behavioral goal is:



My specific modifications needed:

My high priority behavioral goal is:



My specific modifications needed:

TIP: You can move on to your medium and low priority goals using the same process and decide how much attention you will use on these goals.



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Stephen at a Glance

This page identifies how other people **typically** see you. As you read the page remember the style of other people affects their perception of you. Are there any development areas you need to address? Consider the positive impact of making conscious modifications in your behavior. Think about the modifications in terms of Overall, Specific/Situational and Key Player/Individual adjustments. You will be surprised how much easier it is to create your Behavioral Action Plan.

How others may perceive you:

Strong-willed, decisive, mobile, alert, busy, active, independent, self-initiative, talkative, communicative, appealing, straightforward, ambitious, speaker.

How others may perceive your communication style:

His way to approach people may fluctuate greatly. He can be inspiring and encouraging when he wants, then another time be demanding, outspoken, commanding and unyielding. The latter behavior occurs in forced situations or when he is very enthusiastic about something and wants everyone to come along immediately.

How others may perceive your decision-making style:

He is strong and confident in making decisions. He forms his opinion quickly and thus is sometimes wrong. He does not change his mind when somebody tries to prove that he is mistaken. He has to discover that himself - others cannot tell him. His goals are most important to him, but he also tries to defend those people who he believes are important to him.

How others may motivate you:

Stephen is motivated by the opportunities to rule himself and his actions. He likes freedom, variety, challenges, and clear projects. This person should decide work-related matters for himself and after that, have the freedom to complete them. He likes measurable goals.

Situations you may try to avoid:

He may get bored or frustrated if his freedom is restricted by overly tight rules and restrictions. This person cannot wade through details nor concentrate on the same task for too long. Stephen needs to be supported by a person who handles the details and repetitive tasks. He may demand exactness and devotion to the task from others.



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Your Motivators and Demotivators

This page identifies aspects of your environment that increase and decrease your motivation.

Motivators

- Renewal, generating ideas
- Possibility to win and achieve
- Freedom from boring and tedious tasks
- Getting people involved in the action
- Achieving results by influencing people
- Varying and multifaceted situations
- Freedom caused by change
- Facing new situations
- Possibility to react freely
- Generating new and creative ideas
- Daring to enter the unknown
- Deciding his own matters

Consider your Motivators. Are you able to take full advantage of them? Should you adjust or reprioritize your goals? Are your goals motivating?

Demotivators

- Having to follow things from the sideline
- Detailed instructions
- Public failure
- Showing weakness
- Losing position
- Boring and dull people
- "Hesitators"
- Routine tasks
- Waiting, staying in line
- Restraints, restrictions
- Having to be at the end of the line
- Slower paced people

Carefully consider your Demotivators. Be aware of their impact on making goals a reality. Make necessary adjustments.



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Strengths and Reactions to Pressure Situations

Use this page to review your natural **Strengths** and **Reactions to Pressure**. Do not try to choose all to be included in your **Behavioral Action Plan**, that may become overwhelming and you will lose focus and may even become unmotivated.

Strengths

Stephen, ensure you are capitalizing on your strengths in achieving your goals. Do not take them for granted.

- Keeps the troops in shape
- Motivates with independence and challenge
- Direct and clear in a diverse way
- Can set the goals
- Demands and maintains speed
- Dares to dive into risks
- Can generate new ideas
- Doesn't stumble in restrictions
- Wants to be the best
- Wants to manage his surrounding
- Doesn't allow jobs to become routine
- Is always ready for change

Reactions to Pressure Situations

Working toward your goals - not to mention the demands of work and personal life - creates pressure. Understanding how we may react under pressure makes it easier to deal with it. Using the Reactions to Pressure Situations section equips you with this awareness. Use it proactively and maybe add to your goals.

- Operates too directly and spontaneously
- Forgets the instructions just received
- Asks for advice but doesn't listen
- Doesn't inform about changes
- Makes too big changes
- Doesn't consider details important
- Doesn't follow-up
- May get excited too spontaneously
- Sees only the broad lines and the big picture
- Is too fast for others
- Doesn't tolerate slower paced people
- Doesn't listen



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Notes

It is important to recognize and celebrate the positive impact and hard work we put into our behavioral adjustments. Use this section to keep track of the times you've made adjustments and the outcomes. Consider if there was a personal impact, a relationship impact, a monetary impact, etc.

Remember: Be comfortable with who you are. Behavioral adjustments are often very brief, but the opportunity for a successful interaction is great. Do not try to change who you are - change your behaviors.

