

However, when dealing with individuals, be mindful not to overly stereotype them. Just because you see someone walking with a planner or PDA does not necessarily indicate that this is a structured person. The individual might not be structured at all. This might be a highly unstructured person who is using planning tools as a means to survive in the workplace and to stay on task. This is certainly true for Becky. As an unstructured person, Becky often multi-tasks while in the office. She is comfortable jumping from one project to another, all of which are spread out before her. Yet, when she is with clients, she is highly structured. She has learned to use a variety of time management tools (labeled boxes, folders, “to do” lists, planners, etc.) in order to stay on task and to accomplish her work. Additionally, recognizing her unstructured style, Becky has hired an extremely structured administrative assistant. Once you identify your style, you might want to hire people that will complement your style.

### **Time to Reflect**

#### **Dealing with Details: Unstructured vs. Precise**

You and your spouse should independently answer the following questions and then compare answers.

Note: Original purchasers of this book are permitted to photocopy or download the forms in this book for personal use only, not for distribution. All forms can be found and downloaded at [www.SleepingWithYourBusinessPartner.com](http://www.SleepingWithYourBusinessPartner.com).

1. How does your spouse differ from you in terms of structuring his/her use of time, prioritizing tasks, and handling details?

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2. If your spouse has an opposite personality style from yours in terms of dealing with details, how can you “flex” or adapt your style so as to maximize your work environment?

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3. How does your style affect your office space?

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4. How does your spouse's style affect your work space (if the two of you work in close proximity)?

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**Summary**

We have highlighted the four ways people commonly use their personalities. We have described the opposite extremes of these four areas, yielding eight personality style preferences. We again encourage you and your spouse to participate in the online version of the INSIGHT Inventory, as it is a comprehensive, professional, and thorough self-identifying instrument at a significantly reduced cost. (To take the personality assessment, go to [www.SleepingWithYourBusinessPartner.com](http://www.SleepingWithYourBusinessPartner.com) and click on the link to INSIGHT Inventory.)

We have provided a summary of the eight style preferences as a quick and easy reference guide. Keep in mind your preferences and those of your spouse. Be observant of the preferences of others with whom you are dealing and adapt your style as needed to build bridges to better communication.

Handley's online version of the INSIGHT Inventory explains in detail how to "flex" your style to enhance your communication with others. The blocks below are from Handley's INSIGHT Inventory and provide guidelines as to how you can improve your communication with those of the same style, as well as those with the opposite style.