ADVANCE LEADERSHIP SOLUTIONS

Communication Style Quick Guide

A simple self-awareness tool to help you work, lead, and connect with greater clarity.

Direct

"Let's get it done."

Results, action, decisions

Inspiring

"Let's make it fun."

People, energy, collaboration

Supportive

"Let's do it together."

Stability, trust, consistency

Analytical

"Let's get it right."

Details, accuracy, quality

Quick Self-Check

Circle or note the statement that sounds most like you most often. You may relate to more than one, but start with your strongest tendency.

D	I prefer direct communication, clear expectations, fast decisions, and measurable results.
I	I enjoy enthusiasm, collaboration, encouragement, and bringing positive energy to the room.
S	I value trust, steadiness, support, consistency, and knowing how decisions affect people.
C	I want accuracy, details, time to think, quality information, and a clear process.

My strongest tendency today: _____

How to Work Better With Each Style

Use these tips as conversation starters, not labels. Most people are a blend of styles, and context matters. The goal is to adjust your communication so others can hear you more clearly.

Style	What they tend to value	How to communicate well	Watch for
Direct	Decisions, progress, ownership, efficiency.	Be concise. Lead with the bottom line. Offer options and next steps.	Being too blunt, rushed, or focused only on the task.
Inspiring	People, ideas, energy, connection, enthusiasm.	Start relationally. Invite input. Share the vision and the why.	Talking more than listening or skipping follow-through details.
Supportive	Trust, consistency, cooperation, stability.	Give context. Be patient. Show appreciation and clarify expectations.	Avoiding hard conversations or moving too slowly when urgency is needed.
Analytical	Accuracy, process, quality, preparation, facts.	Provide details. Allow time to process. Define standards and deadlines.	Overthinking, delaying action, or focusing only on what is wrong.

3 Reflection Questions

1. What style do I most naturally use when I am under pressure?
2. Which style do I sometimes misunderstand or struggle to work with?
3. What is one adjustment I can make this week to connect better?

My one adjustment:

_____

_____

_____

Go Deeper

A full Maxwell DISC Personality Indicator report can help you understand your communication style, leadership tendencies, motivators, strengths, and potential blind spots.

Ask about:

- Maxwell DISC Personality Indicator
- Leadership coaching
- Communication workshops
- Team development
- Speaking and training

Next step: Use this guide to start a conversation with your team, students, clients, or colleagues. Better communication starts with better self-awareness.

Let's connect to explore your next steps

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