

Analytical Style

- Need the details
- Give the specifics, what specific steps do you need me to do
- Don't care how your weekend was or any "small talk"

Driving Style

- BLUF (Bottom Line Up Front)
- Will read a brief Executive Summary
- Will skip to find the pertinent Next Actions
 - What do you need from me and when
- If you want my input, give me options and recommendations to select from then let me choose
- Don't care how your weekend was or any "small talk"

Amiable Style

- Establish some kind of rapport with a greeting. Don't just jump to the work.
- Give me some background, why are we doing this and why is my help needed
- Tell me who I'll be working with (it helps if I know them already)

Expressive Style

- Give me the big picture
- Make me feel like my input is important
- Don't make me read through meaningless details
- Tell me who else is going to be involved

Sample Email

To: xxx

From: You

Subject: ABC. Action Required

This is where you would write a brief greeting to establish a rapport with the Amiables. Something like, “I hope you had a great vacation and are as excited to work on this project as I am.” Keep it brief. The Drivers and Analyticals will probably skip over it anyway.

Executive Summary

This is where you give the 2-3 sentence summary. What is the purpose of the email? What do need, when do you need it, and why are you asking me? Be sure to include the big picture so the Expressives and Drivers know where this is going.

Background

This is where you give the historical perspective. Why are we doing this, why are these people on distribution important and what is being asked of them.

Supporting Materials

This would be a good place to include any attachments or other related materials. The Analyticals will want the details.

Attachment 1

Attachment 2

Attachment 3...

Options

If you are looking for input or for a decision, list the options that were considered, with a brief description of each.

- Option 1
- Option 2
- Option n

Recommendation

List which option you are recommending and why (the Drivers will want to know you have thought through the issues and have some solutions in mind but they will want to be the ones to ultimately make the decision). Specify which key individuals are also endorsing this recommendation (that is important to the Expressives) and what the impacts will be to people .as a result of the recommendation (that is important to the Amiables).

Action Required

Specify the exact next steps that are required and who is responsible for each by when. For example:

Action: Do action ABC **by end of day tomorrow (MM/DD/YYYY).**

Responsible party: Horton Farclar

Additional detail may also be appropriate here, so feel free to attach further attachments, if necessary.
(If an Analytical is responsible, they will appreciate the extra detail/data)

Attachment 4

Include a brief closing thanking them for their time and attention.
Your name here