



<p style="text-align: center;">BLUE: Give Me The Details</p> <p>Do: Be well prepared and thorough Put things in writing Give them time to consider all the details</p> <p>Don't: Be flippant on important issues Change routine without notice Call a meeting without an agenda</p>	<p style="text-align: center;">RED: Be Brief, Be Bright, Be Gone</p> <p>Do: Be direct and to the point Focus on the results and objectives Be confident and assertive</p> <p>Don't: Hesitate or dilly-dally Try to take over Say it can't be done</p>
<p style="text-align: center;">YELLOW: Involve Me</p> <p>Do: Be friendly and sociable Be entertaining and stimulating Be open and flexible</p> <p>Don't: Bore them with details Tie them down with routine Be gloomy or pessimistic Ask them to work alone</p>	<p style="text-align: center;">GREEN: Show Me You Care</p> <p>Do: Be patient and supportive Slow down and work at their pace Ask their opinion, give them time to answer</p> <p>Don't: Take advantage of their good nature Push them to make quick decisions Spring last minute surprises</p>