Learning to Access and Use Your Less Preferred Modes

Moving from Upper to Lower Modes

Pay attention to your instincts and learn to trust them; use your senses more purposefully; understand the visceral nature of the brain’s limbic mode; develop confidence in your body/gut reaction.

Moving from Left to Right Modes

Learn how to sense, feel, play, visualize; pay attention to your instincts. Try using creative materials to draw, sculpt, experience imagery.

Moving from Right to Left Modes

Learn how to use numbers; practice gathering, organizing and analyzing facts; delve into complex computer skills, time management skills, organizing techniques.

Moving from Lower to Upper Modes

Learn to use both facts and insights, numbers and metaphors, rational and intuitive problem solving. Practice personal decision making by moving back and forth between hard, fact-based positions and soft, insightful perceptions of the issue and acknowledge the validity of both modes.

Source: Herrmann, HBDI

HR Talent Management
## At Work Activities to Help You Access and Develop Your Less Preferred Modes

<table>
<thead>
<tr>
<th>Activities for right-mode dominant people to engage in and become competent</th>
<th>Activities for left-mode dominant people to engage in and learn to enjoy</th>
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</table>
| **Blue - Upper Left Activities**  
☐ Analyze and solve a technical problem  
☐ Support your point of view with data  
☐ Use bullet points vs. narratives  
☐ Read and understand a financial report, budget  
☐ Ask someone how a piece of equipment works and actually listen and try to understand  
☐ Calculate your salary per minute/second  
☐ Learn a new computer program that would enhance your job performance  
☐ Clearly define work goals for next quarter  
☐ Learn to use a spreadsheet and develop a project budget, timeline  
☐ Use logical process in decision-making, follow steps  
☐ Conduct analysis of a project, process  
☐ Track lessons learned from a project  
☐ Solve a problem using a step-by-step process | **Yellow – Upper Right Activities**  
☐ Look for the positive in a proposed change  
☐ Don’t say, “That will never work.” Imagine how it might.  
☐ Set time aside for generating ideas; think of at least one “different” idea per day  
☐ Ask people for their ideas  
☐ Generate more than one solution to a problem  
☐ Design a logo for your job, work unit  
☐ Initiate a brainstorming session on an important issue  
☐ Draw a picture of a process, without using words or numbers  
☐ Make a decision based on your “gut” (start small)  
☐ Conceptualize a new way of doing something  
☐ Suspend judgment about others’ ideas  
☐ Encourage visual representation – draw on white boards  
☐ Look at a whole process from start to finish, look at next steps |
| **Green – Lower Left Activities**  
☐ Read and follow instructions  
☐ Meet a deadline; turn something in early  
☐ Make a “to do” list and use it  
☐ Use a time log to record your daily activities  
☐ Reorganize a project file keeping only latest and most relevant information  
☐ Plan out a project in detail and follow through  
☐ Arrive on time/early for a meeting, appointment  
☐ Create a highly detailed description of your job  
☐ Read a policy/procedure for something you need to know; be able to access it  
☐ Be conservative and safekeeping in making a decision; weigh the risks  
☐ Resist making a change just to make a change  
☐ Examine how you can do parts of your job more efficiently, eliminate steps | **Red – Lower Right Activities**  
☐ Ask people how they’re doing  
☐ Participate in social gatherings at work and stay longer than 5 minutes  
☐ Be more visible; don’t hide in your cubicle all day  
☐ Recognize colleagues in a way that is personal and meaningful to them  
☐ Be aware of your non-verbal communication and make it friendlier (e.g., relax, smile more)  
☐ Encourage some fun activities at work  
☐ Volunteer to help someone  
☐ Make a decision using team consensus  
☐ Occasionally start meetings with “check-ins”  
☐ Use the word “feel” instead of “think”  
☐ Let people finish their stories without showing impatience  
☐ Tell people a little something about yourself  
☐ Thank people for their contributions; tell them that you appreciate your efforts |