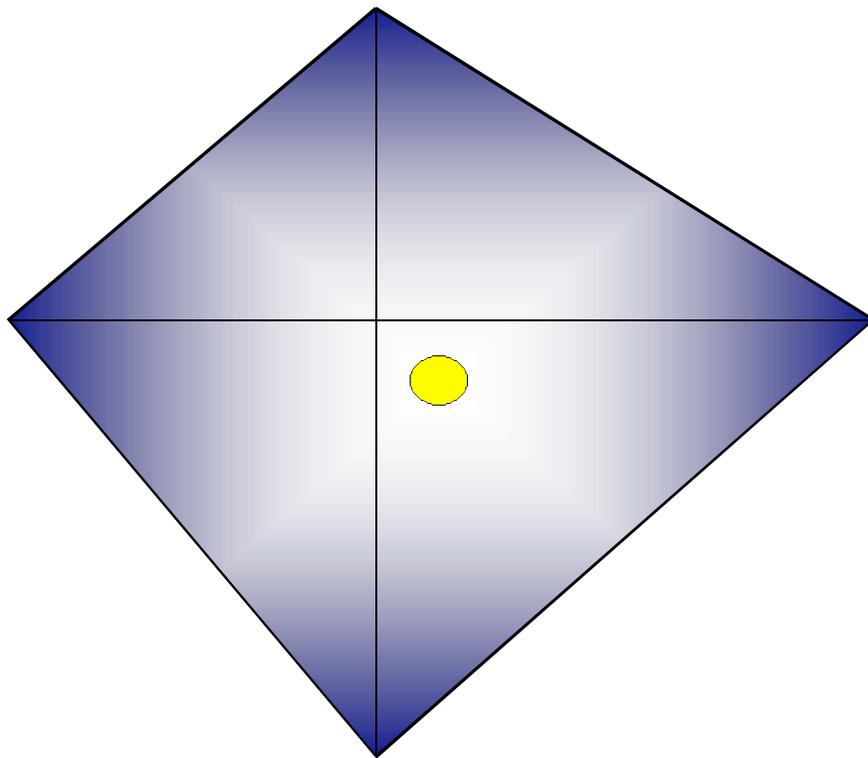


# "I OPT"

(Input Output Processing Template)

## CAREER REPORT



This report has been prepared for:

**Sample Person**

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## **“I OPT” Career Report**

Prepared for: **Sample Person**

Date Prepared: 7/13/2009

Thank you for completing the “I Opt” Survey. Your answers indicate that you scored highest in the “Logical Processor” style (disciplined action). You are likely to couple this posture with analysis as well a willingness to act expediently if needed. This strategy governs the kind of information you have available to conduct life. Paying attention to one thing rather than another means that you are likely to be better in some areas than in others. This report gives you a quick overview of the career relevant factors that usually accompany your preferred posture.

The way you process information is chosen because it is what works for you. You can change it. You are not locked into the characteristics covered in this report. You can “be” anything that you want to be. However, change is not easy. Also, your current strategy gives you some “natural” advantages in particular areas. This report assumes that you want to make best use of the way you like to do things now.

This report is a “snapshot.” It does not try to be exhaustive. It also does not outline every aspect of the qualities and tendencies that it cites. “I Opt” has other tools targeted toward more in-depth reviews. This report is only intended to catalyze your thinking in a way you can use to advance your career.

The items covered in this report do **NOT** reflect nor predict your ability or suitability for a job or activity. ALL relevant input such as actual experience, interests, abilities and skills must be considered for that type of evaluation. However, this report can serve as a useful guide to things that you may want to consider in that evaluation.

## SOME MAJOR STRENGTHS

Your choice of processing information in a particular way automatically creates advantages or strengths that you are likely to display in conducting your life. These capacities include:

**Results** orientation is likely to be strong. You focus on task completion and get satisfaction from seeing results. This quality is of most value in positions involving tangible outcomes (versus study, advise, etc.).

**Certainty** is important but not compelling. You can devote considerable effort to assuring a desired result. However, you can use expeditious means if required by a situation. This posture is of value in situations where quality is important but “getting it done” matters more.

**Focus** is likely to be strong but flexible. You can center your attention for long periods but can tolerate interruptions. Demanding situations where quality is important but action also counts will find this quality of most value.

**Insight** will probably allow you to see deeply into operational and conceptual issues. This is of most value in areas where efficiency matters and where small errors can have serious consequences.

**Breadth** involves the range of issues you can successfully address. This is likely to be broad. Areas which have expansive (rather than narrow) boundaries are likely to find this quality of value.

**Controlled intensity** is likely to typify your posture. You can adopt an intense posture that lends a vitality to your image. However, this is unlikely to get out of hand. Areas that are intermittently dynamic will value this quality.

**Creativity** is likely to be evident in your approach. You probably see it as a tool to be used in combination with your other capabilities. This posture will be of most value in positions where multiple interests must be balanced.

**Discipline** is likely to be valued in your approach to work. A methodical, careful approach that assures both certainty and quality is preferred. You are likely to prosper in a well-directed and orderly work environment.

**Self-control** is likely to be in evidence. You seldom let emotional responses carry you beyond the boundaries of discretion. Positions demanding an output uninfluenced by emotions or inconclusive/incomplete evidence would find this quality of high value.

**Versatility** involves the capacity to do many things competently. While you favor a particular strategy, you have a capacity in the others. This flexibility is of highest value in positions whose demands can vary widely.

## FAVORABLE CAREER POSITIONS

Your approach tends to prosper in demanding but stable areas. Within these areas you are likely to find the best match in positions that have:

**Bounded Variety** You enjoy variety but probably not chaos. Situations that offer a controlled variety of challenges within a rational and organized framework should be favored. This condition allows you to elect the appropriate method of addressing an issue and execute it with precision.

**Clear Goals** You have a capacity in multiple directions. In any situation you are likely to see many different opportunities. Positions that offer clear goals will help you focus and this will increase the level of success you will enjoy.

**Broad Spectrum** You are likely to be of most value in positions that offer a range of different kinds of opportunities. You should probably try to avoid areas where success is measured against a narrow band of criteria. You bring more value in breadth rather than in depth.

**Challenge** Simple, repetitive tasks are likely to quickly bore you even if they are highly rewarded. Your strategy needs stimulation—either intellectual or operational (a variety of things to do). Narrow jobs are likely to be frustrating.

**Environmental Consistency** This concerns the reliability and uniformity of the work environment over time. Your approach works best where you can anticipate conditions. This allows you to develop strategies to resolve issues effectively and efficiently. The demands can vary, but you want an ability to exercise a degree of control on how they are to be met.

## CAREER EXPOSURES

Every profile carries exposures. These can be managed or avoided if you are aware of them. In your case, your likely exposures are:

**Risk** You can and will take risks. However, your overall tendency is to minimize the exposure. This may give you a bit of an overly cautious image. Cultivating a somewhat more adventurous image by selective risk-taking may open up opportunities that favor a higher risk profile.

**Passion** You have a tendency to suppress your emotions and rely on your rational abilities to “carry the day.” You may want to consider giving your emotions more of a play. People can judge sincerity and conviction based on displays of feelings and passion. This could be worth some experimentation.

**Over Investment** You tend to study, assess and plan before you move on new items. There is a probability that you will invest a bit more in these activities than the gain you will get from a perfect versus adequate result. Over investing can lower the volume of your work output and influence your career.

## CAREER NAVIGATION

Part of your success in a career will be how you deploy your profile. Among the characteristics you may want to remain sensitive to are:

**Conviction** You can see things in multiple dimensions and can be too “understanding” of the positions of others. This can make you seem a bit indecisive. Adopting a more stringent posture on matters in which you are confident can help overcome this exposure.

**Skepticism** This is a doubting or questioning attitude. While not excessive, you tend to take a critical view. This is valuable in some situations and a handicap in others. Applying your critical posture too vigorously can make you appear a bit of a pessimist. You may want to temper any criticism with a complement. This will enhance the reasonableness of your position.

**Continuous Improvement** This involves refining methods already in existence. Your insight, ideas and focus on efficiency will probably make this an area in which you will excel. However, you may be a bit overly cautious in making these initiatives visible and a bit restrained in implementing them. A more aggressive posture in this area could serve your career interests.

**Caution** You can and will “take a chance.” However, you are probably a bit conservative in your choice of situations in which to apply this capacity. You may want to adopt a “what's the worse that can happen” strategy. Minor downside consequences could be your signal to act aggressively.

**Expertise** The price of broad range capabilities is a lessening of depth. Focusing broadly reduces the time available to devote to any particular approach and thus limits expertise. Seeking positions that benefit from breadth rather than depth is well advised.

## YOUR “FIT” WITH GROUPS

It is likely that you will “fit” with most groups with whom you will work in your career. Your natural tendency is to assume a reserved and composed posture. This in combination with the variety of different postures you can assume can cause your unique contributions to “melt” into the group and be somewhat masked.

You might consider developing a strategy that causes the group to take note of you. For example, you might want to adopt a more committed posture toward one or another of the options offered to resolve an issue. Adopting a forceful and narrowly directed stance will be a bit “out of the norm.” If done periodically, it would cause group members to take more note of your position.

Increased notice can cast you in a more positive light as well as highlighting the various contributions that you are likely to make.

## **A PROBABLE SUMMARY OF Sample Person**

You can use the items covered in this report to paint a verbal picture of your current posture. A first pass at an “elevator pitch” that crystallizes your career posture might be:

**“My approach is to get things done. New ideas and deep analysis are within my reach. However, my preferred strategy is to use trusted, well-understood methods if I can. I will use expedient methods if necessary but will always try for the highest quality achievable. I enjoy environments where I can develop and use the full range of my expertise and see the visible results of my efforts.”**

Your strategy will be ideal in some circumstances. It will be imperfect if it is applied to others. Career decisions are about where to locate yourself within the mix of opportunities that you have available. Once this choice is made, your attention should shift to how to navigate the area that you have selected. This report is intended to assist you in that process.

**Good luck on your future!**