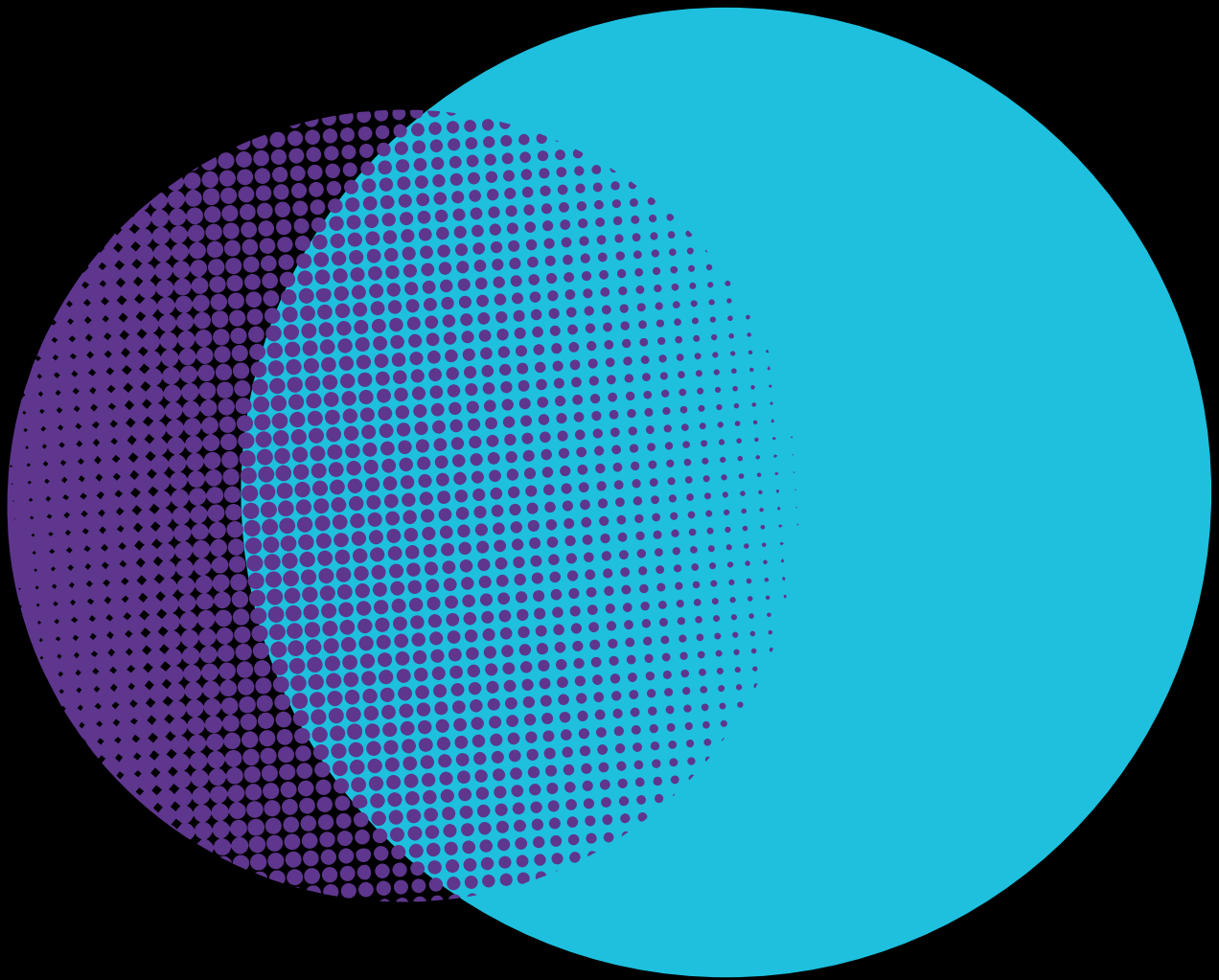




Spotlight

Joe Bloggs 1 June 2020
Spotlight v3.0

Profile
Framework
Thinking

SpotlightPROFILE
a mindflick brand





JOE

Welcome



Have you ever noticed that you seem to click with some people easier than others? When the pressure is on, have you ever noticed that some people respond similarly to yourself, whereas others react differently?

Perhaps you seem to connect with colleagues who are more thorough and disciplined in their preparation? Maybe you tend to relate to those people who are detailed and systematic in their approach, or people who make a decision objectively and logically?

WHAT DO I NEED TO KNOW?

1. Spotlight measures performance preferences, it is not a measure of capability
2. All preferences are equally valuable to performance, there are no 'better' preferences
3. Everyone has a blend of all preferences, although certain preferences fall more within the Spotlight for each individual
4. Spotlight recognizes that mindset and behavior can flex across contexts, including when we are under pressure
5. By developing a greater understanding of self, method, and mind individuals can become more effective when working with others and enhance their performance under pressure, and therefore the profile is divided into these 3 sections

**KNOW SELF****KNOW METHOD****KNOW MIND**



IT'S ALL ABOUT...

Moving

We all have areas of our character that are strengths and weaknesses, and there is no single best type of personality. How useful a certain 'mindset' or 'behavioural style' is to us in any given moment ultimately depends on the context that we find ourselves in. Having the ability to adapt how we think or behave, depending on the situation we are in, allows us to stay focused on a goal but adjust how we go about achieving it in a more effective way.

Spotlight helps you to identify and get the most out of your natural mindset and behavioural style preferences, and provides two intuitive frameworks to help you develop your adaptability.

COPE TO THRIVE

Imagine a mouse weighing up a sprint across a kitchen floor, right under the nose of a sleeping cat, to the reward of cheese the other side of the room.

For some mice, the excitement caused by a whiff of cheese is all that is needed to take a risk, propelling them to action. Other mice are all too aware of the risk posed by the cat, and see wisdom in waiting for an opportunity when the cat is out of sight, secure in the knowledge they have eliminated the risk.

The COPE framework helps you to understand four different mindsets based on the combination of sensitivity to reward (or cheese to stick with the mouse analogy) and sensitivity to threat (the cat!). To truly thrive in an ever-changing world we need to be skilled at adopting the mindset that is most appropriate for the situation we are in.

FLEX TO CONNECT

The four FLEX behavioural styles are complementary, and your unique balance of these will reflect how you tend to behave and interact with others.

Your Spotlight profile considers how you might get the most out of your strengths by considering situations from different perspectives. It explores styles that might be less natural to you, providing you with practical ways in which you might FLEX to connect with your environment and those within it.



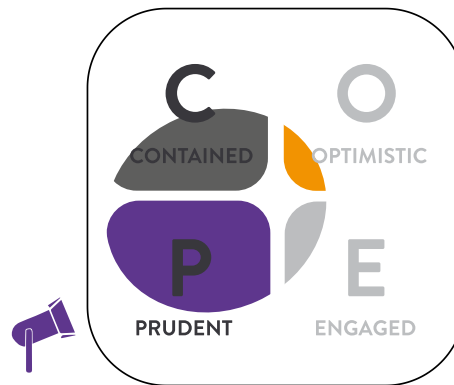


YOUR

Spotlights

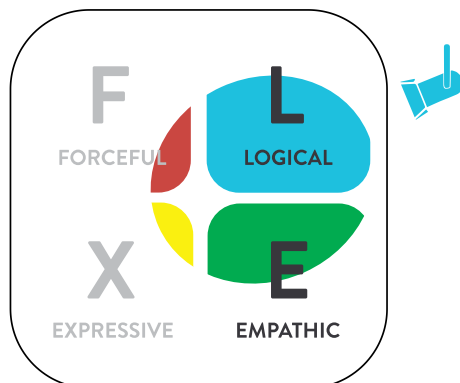
MINDSET

With a first preference for a 'Prudent' mindset, you are careful not to get overly excited when things are going well - remaining sensitive to potential threats on the horizon. You tend to approach challenges in a considered and pragmatic manner, ensuring that you are well prepared and have done the groundwork to prevent mistakes or things going wrong. As a result you tend to be considered as being thorough and well-judged in your approach to decision-making.



LOGICALLY PRUDENT

BEHAVIOURAL STYLE



With a first preference for a 'Logical' behavioural style, you may prefer to work independently, applying your reflective and analytical approach to most situations. With a rich internal world and dominant internal focus, you tend to be a relatively private individual, adopting a thoughtful and methodical approach to tasks. Your careful attention to detail and considerate approach often makes you a valued team member.



TAPPING INTO

Drivers

Drivers are the things that can help us to maintain our motivation through time, allowing us to keep a focused sense of momentum and progress towards our goals.

By identifying opportunities to make small changes to how we think and how we act, we can shape our daily interactions to tap into these drivers more effectively. In doing so, we can craft our roles and our environment to help keep us motivated and driven over time.



Analytical and pragmatic, you tend to be driven to help bring structure and detailed thinking to the situations that you face, trying to ensure that mistakes are avoided by doing so. Considered to be something of an observer of those around you, you pair logic with a well grounded sense of what you believe should be done.

**PERSONAL DRIVERS FOR YOU MAY INCLUDE:**

- Quietly and conscientiously approaching what needs to be done
- Picking up on the small details that others miss
- Being someone that others can depend upon
- Being fully prepared to take an opportunity when it arises
- Maintaining a tight group of close friends and confidants
- Thinking ahead to be prepared for potential danger
- Giving and receiving reassurance
- Being perceived by others to be a calculated risk-taker
- Following a clear process and a structured approach
- Showing your experience, knowledge and good judgement

What drivers might you need to tap into?



PLAYING TO

Strengths

Are you playing to your strengths every day? Research would suggest that all too often our natural talents remain untapped or undiscovered.

Although counterintuitive, our greatest opportunity to grow and develop often lies in areas where we are already strong. By understanding these talents, we can maximise their impact and discover new ways to apply them across a range of different situations.

**JOE, YOUR KEY CHARACTER STRENGTHS MAY INCLUDE:**

- An ability to quickly understand the underlying principles
- Demonstrating a naturally cautious instinct that prevents you from slipping-up
- Identifying the most efficient and effective route to achieving yours and others' goals
- Sensing the risks that lie beneath the surface, you are able to draw these out into the open
- The ability to do the right thing, in the right way, even when it is difficult
- Taking a careful approach to risks, knowing what might go wrong and making plans to overcome these challenges
- A reflective mind, you think long and hard to fully understand situations
- Noticing the little things that don't seem right and dealing with them
- Thinking through complex scenarios in a systematic and logical way
- Knowing that the grass isn't always greener, you will tentatively explore opportunities to fulfil your ambitions

How might you play to your strengths?



REMEMBER TO

Take Care

Our strengths and weaknesses are two sides of the same coin, with our strengths over-played often becoming our weaknesses.

Sometimes our strengths become over-played because we fail to notice that the context around us has changed, meaning our strengths are no longer as useful or appropriate. At these times we can appear overly fixed or rigid, failing to adapt our approach to suit the situation.

**SOMETIMES, OVER-PLAYING YOUR STRENGTHS MAY RESULT IN YOU:**

- Finding it difficult to open up and express your opinion on a situation, despite having valuable things to share
- Overthinking situations, resulting in doubting your own decision making
- Failing to engage in the social interactions that you may consider irrelevant (e.g. small talk)
- Consistently flagging reasons to "take care"
- Not making progress quickly enough, developing a growing sense of inertia
- Turning down opportunities that you later regret missing out on
- Being too inflexible to changes, not wanting to divert from the original plan
- Becoming problem-sensitive rather than solution-focused
- Adopting an overly mechanistic and linear approach to tasks
- Being overly hesitant in your approach

Where might you need to take care?



CONSIDER YOUR

Counter-weights

Counter-weights allow us to demonstrate that we value the areas that fall outside of our natural preferences, helping us to keep our strengths in balance.

They are vital in allowing us to move and adapt, letting us smoothly shift our focus and highlight more relevant and impactful areas when required.

By skillfully utilising counter-weights, our own strengths are more likely to be seen as being in 'balance' as opposed to over-played or fixed.



JOE, CONSIDER HOW THE FOLLOWING PIECES OF ADVICE MAY HELP YOU COUNTER-WEIGHT YOUR STRENGTHS:

- Your focus on following a logical process may get in the way of thinking 'outside of the box', identifying new or creative approaches
- Sometimes, despite our initial wariness, what we fear doing most is actually what we most need to do
- Although well thought through, you may struggle to convince others to fully engage with your point of view
- At times you may let worries build up in your mind, forgetting that these concerns are often far worse than the reality
- With your preference for working alone, you may struggle to work with others who don't share the same level of attention to detail
- Once you feel fully prepared, it is important to then allow yourself to go with the flow
- You may fail to recognise how your way of working may not suit others, with the processes you put in place feeling overly restrictive
- Rather than trying to avoid getting carried away, sometimes there may be a benefit in allowing yourself to get caught up in the excitement of a new idea or opportunity
- Your desire to analyse and fully understand a situation before taking action may result in no action being taken at all
- When you feel like your instinct is telling you to avoid a situation, you may wish to press 'pause' before responding

What counter-weights might help balance your strengths?



BUILDING YOUR

Confidence

True confidence is not indicated by the absence of self-doubt. Confidence is better thought of as our ability to decisively and consistently commit to action despite the presence of this doubt. Joe your inner voice may sound like:

“ What if I don't have anything to offer?

We can begin to gain more control over our confidence by understanding our inner voice so as not to get derailed by it, and also by knowing where we get our confidence from. Below are some suggested 'sources' of confidence based on your preferences, as well as suggestions on how to expand the base of your confidence by tapping into 'sources' of confidence that may feel less natural to you.



YOUR SOURCES OF CONFIDENCE:

- Having an objective way to assess your progress and improvement
- Identifying and rectifying weaknesses
- Knowing you have done your preparation
- Pragmatically relying on things that have worked for you before
- Clear goals that are realistic and achievable
- Being able to undertake in depth preparation and scenario planning
- Getting advice and encouragement from important others
- Continuing with tried and tested methods, that you know have worked in the past
- Helping or supporting others
- Having a pre-planned strategy for how you will deal with a situation

EXPAND THE BASE OF YOUR CONFIDENCE BY:

- Recognition from others about your skills and abilities
- Setting big, ambitious goals for yourself
- Creating new ideas or ways of approaching a task, that others may not be expecting
- Embracing new opportunities to prove and reinforce that you can do difficult things

How might you develop more robust confidence?



DEVELOPING YOUR

Resilience

Life is full of ups and downs. It is how we prepare for, manage, and respond to these moments that dictates our ability to keep focused following a success or bounce back from a setback.



With a 'Logically Prudent' preference, you are more sensitive to potential threats, and are unlikely to get carried away by your successes. You are likely to put solid plans in place in order to prevent mistakes being made, reducing the possibility of setbacks occurring.

**FOLLOWING A SETBACK, YOU MAY:**

- Initially be hit somewhat hard by the setback, questioning yourself and your approach
- Feel the need to understand what went wrong and put systems in place to avoid making the same error again
- Move forward with your new understanding knowing that you are better prepared for similar situations in the future

**FOLLOWING A SUCCESS, YOU MAY:**

- Appear to be relatively unaffected emotionally, pragmatically moving on to the next step in the journey and avoiding getting swept up by the emotion
- Reinforce aspects of the plan that worked, learning how to be even better prepared in the future
- Remain on the look out for the next threat to the execution of your strategy

**TO PROACTIVELY MANAGE THESE UPS AND DOWNS, CONSIDER:**

- Whilst you tend to feel most comfortable thinking through scenarios and guarding against potential pitfalls, you may benefit from logically exploring why things have worked well in the past and how this can help you during difficult times
- After a setback, you may benefit from connecting with someone you trust to help you organise your thoughts, reflecting on the experience to work out what lessons you can take from it, how you can grow as a result of the experience, and what opportunities there are looking forwards
- Once a course of action has been determined commit to it with optimism, taking energy from the potential possibilities that lie ahead

How might you become more resilient?



MAINTAINING YOUR

Energy

In order to maintain high levels of performance, it is important to think about how we are currently investing our energy and how we can re-charge and expand our energy reserves.

Below are some suggestions for re-charging your energy based on your preferences, as well as ideas for expanding the capacity of your energy reserves by investing time in re-energising strategies that potentially feel less natural to you. Whilst these may feel initially uncomfortable, these strategies often help us to enhance our energy levels in the long-term.

**YOU MAY CURRENTLY BE INVESTING ENERGY BY:**

- Really pushing yourself to be more outgoing and enthusiastic in order to be more involved
- Making an effort to take more risks and be more positive in your approach

**TO RE-CHARGE, CONSIDER:**

- Make, and maintain, a to-do list
- Make the time to relax and identify strategies to emotionally wind down
- Stop multi-tasking and focus all your energy on one thing at a time
- Take action on three things in your life that might turn into problems down the road if left unattended
- Practice a random act of kindness

**TO EXPAND, CONSIDER:**

- Plan a shared experience to connect with friends and family
- Try something new that tests your courage
- Help someone - whether it's a friend, family, or a stranger
- Set yourself a long term challenge
- Explore a new idea with other like-minded people

How might you re-charge and expand your energy reserves?



ALLOWING SOME

Wriggle-room

In order to get the best out of anyone, it's important that they feel accepted and respected for their unique strengths and talents.

To do so, it's important to create an environment that demonstrates that their strengths are valued, where the positive intention behind their behaviour is recognised, and they are given the wriggle-room to get things wrong occasionally, without being overly judged or labelled.

Joe, this chapter of Spotlight is designed to help other people work well with you.

There is often value in sharing the messages on this page that resonate most with you, particularly with the people you work with closely.

**TO GET THE VERY BEST OUT OF JOE:**

- Appreciate his need for being on time and on schedule
- Let him know that any issues are under control and aren't being ignored
- Give him the time he needs to think through important decisions
- Help him to explore and experiment with new approaches to tasks
- Fully explain the thinking and rationale behind new ideas or approaches
- Recognise his strength in identifying potential threats early
- Support him in shaping his thoughts or ideas into a form that others will buy into
- Provide advance notice of any changes
- When he identifies errors in thinking or logic, try to ensure this isn't perceived as 'criticism'
- Clarify how any risks will be managed or minimised

What wriggle-room might help to get the best out of you?



FLEXING YOUR

Decision-making

Every now and again we all come to a crossroads and have to make those difficult decisions whether to turn left, right, or just keep going.



Based on your natural preferences, you may tend to approach decision-making through an analytical and cautious lens, and are very focused on ensuring the 'logic' stacks up before moving to action. You are able to identify the threats that are present when making a decision and are effective at ensuring that the 'what if' scenarios have all been well thought through.

If a decision does not work out well you will analyse it deeply, trying to establish whether there was anything more that could have been done. You can be viewed as an analytical decision maker who leaves no stone unturned in the pursuit of getting a decision right first time. At times, you may fail to engage others in your decision-making process, not fully exploring the potential upsides of a course of action. You may become overly process-focused and consumed by all of the possible things that could go wrong, resulting in over-analysing and delaying a decision.

**WHEN MAKING IMPORTANT DECISIONS, CONSIDER HOW THE FOLLOWING QUESTIONS MAY HELP YOU GET A MORE WELL-ROUNDED PERSPECTIVE:**

- Before committing to a course of action, ask yourself, "How will I share this decision once it's made?". Consider how this information might inform your decision-making?
- Whether a decision is good or bad is often determined by what we do after the decision is made. When making a decision, ask yourself, "What might change in the near future? What do I need to stay aware of?"
- It's tempting to think of decisions in black or white terms, and so it's worth avoiding "this OR that" thinking and instead expanding your options. Rather than engaging in binary thinking, ask yourself, "Is there a third or fourth way?"
- When pondering a decision, it can be all too easy to put off making the big call. Ask yourself, "What might I miss out on if I don't decide soon?"
- If you had to make a decision right now, without any more thought, what would you do? Why haven't you done this?
- What is the biggest, most bold action you could take right now? What would need to be true in order for you to do this?

How might you improve your decision-making?



MANAGING YOUR

Stressors

Based on our natural preferences, we each have particular things that “press our buttons”, and cause us to feel a degree of stress.



You may experience stress when others are insensitive to your need to think things through and be alone. Having to spend too much time around others, especially if you feel that your personal values are being compromised, may be particularly stressful.

**SPECIFIC SCENARIOS THAT “PRESS YOUR BUTTONS” MAY INCLUDE:**

- When people are consistently late or disorganised
- Over confidence or the absence of a healthy level of self-doubt
- Being asked to produce something collaboratively that you know will be below 'standard'
- Unnecessary changes that create confusion and extra work
- Being forced into making decisions without the time to reflect
- Spur-of-the-moment carelessness
- Messy or disorganised environments
- Being forced into taking action before you feel ready
- Others offering uninformed opinions
- Other people being overly certain that they are right

How might you manage your stress effectively?



COPING UNDER

Pressure

When we are placed under pressure, our emotional brain kicks in and starts to have a greater influence on how we react to situations.

We become less sensitive to changes in our environment and as a result are at risk of becoming less adaptable, getting fixed to our more natural preferences, despite them no longer being useful to us.

**HENCE, UNDER PRESSURE YOU MAY START:**

- Becoming overly formal and serious
- Stressing the need for others to conform
- Becoming overly concerned about the need for detail
- Engaging in emotional thinking about what might go wrong
- Believing that it's your way, or it's the wrong way
- Becoming increasingly slow-paced
- Craving perfect information and processes
- Becoming overly cautious

1

Step away from your concerns and gain some perspective on the current situation

2

Take a moment to consciously consider what opportunity this situation might be offering you

3

Avoid over-thinking things and take the chance to gain some input from those around you

What do you need to do when under pressure?



DEALING WITH

Problems

George Bernard Shaw once famously said...

“ **I learned long ago, never to wrestle with a pig. You get dirty, and besides, the pig likes it.**

Just like wrestling a pig, we can often find ourselves going over and over the same problems, without making much headway. Some of the time these problems only exist because of the frame we choose to see the world through.



SOME PROBLEMS YOU MAY BE MORE PRONE TO WRESTLING WITH:

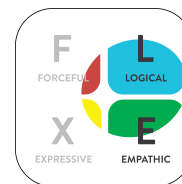
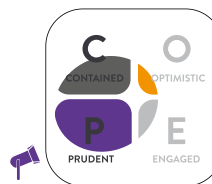
- Lack of objectivity: Where you perceive that important decisions are too subjective, and are not based on logic or the hard facts
- Lack of risk-assessment: Where you perceive there to be a lack of attention given to properly assessing potential risks or upcoming challenges
- Lack of pragmatism: Where you see others getting caught up in new ideas or opportunities, without any pragmatic questioning of how it might be put into practice
- Lack of organisation: Where you perceive that people neglect the importance of being systematic and efficient
- Lack of detail: Where you perceive that people fail to identify or address the finer points that really matter
- Lack of caution: Where you perceive there to be insufficient care taken in avoiding or mitigating mistakes

What problems do you need to be aware of wrestling?



JOE BLOGGS

Overview



DRIVERS

- Quietly and conscientiously approaching what needs to be done
- Picking up on the small details that others miss
- Maintaining a tight group of close friends and confidants



STRENGTHS

- An ability to quickly understand the underlying principles
- Demonstrating a naturally cautious instinct that prevents you from slipping-up
- A reflective mind, you think long and hard to fully understand situations



CONFIDENCE

- Having an objective way to assess your progress and improvement
- Identifying and rectifying weaknesses
- Knowing you have done your preparation



WRIGGLE ROOM

- Appreciate their need for being on time and on schedule
- Let them know that any issues are under control and aren't being ignored
- Fully explain the thinking and rationale behind new ideas or approaches



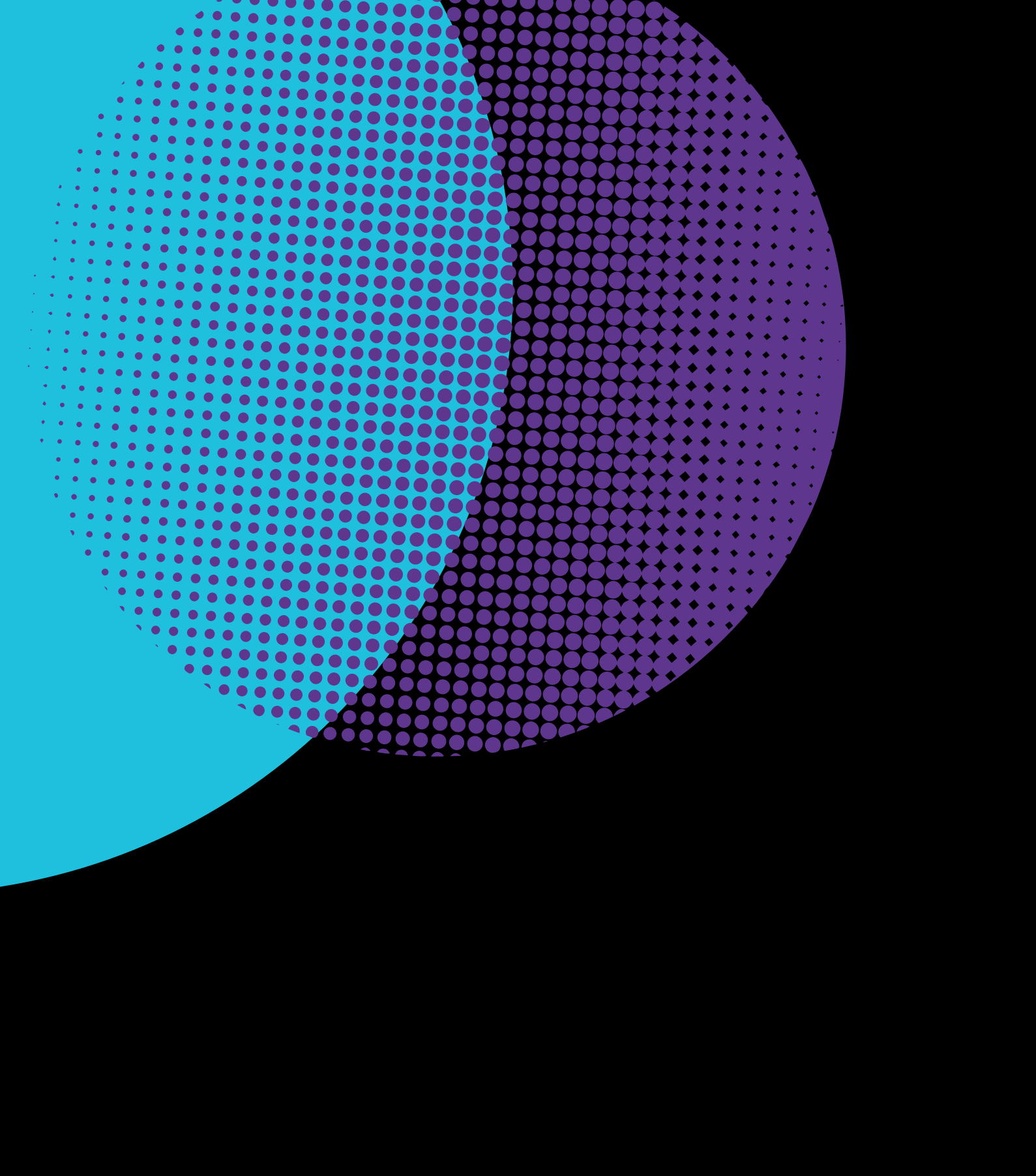
STRESSORS

- When people are consistently late or disorganised
- Over confidence or the absence of a healthy level of self-doubt
- Messy or disorganised environments



PRESSURE

- Becoming overly formal and serious
- Engaging in emotional thinking about what might go wrong
- Stressing the need for others to conform



**It's time to
move...**

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