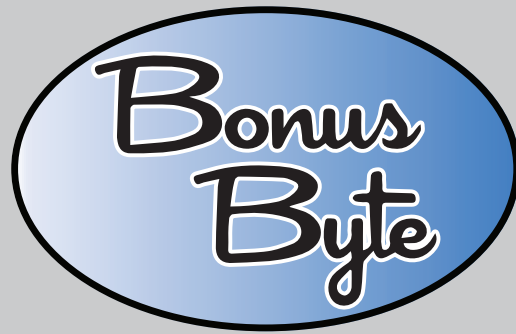


BUD

TO



BOSS

Using the DISC Model for
Better Written Communication

USING THE DISC MODEL FOR BETTER WRITTEN COMMUNICATION

by Guy Harris

When you write emails and other business correspondence to be most effective remember to keep the DISC style of the recipient in mind. Use the general communication tips mentioned in *From Bud to Boss* as you decide how to best communicate your message.

Keeping the general principles in mind, here is an additional tip you can apply to strengthen the power of your written communications:

Put the main points and conclusions in bullet point or really short paragraph form at the top of the email or letter and all supporting information below it.

Here's my thinking on this tip.

Outgoing, fast-paced people usually don't usually want to wade through all the details to get to your conclusion. They will likely skim what you wrote and then miss, or misunderstand, your point if it's buried toward the end.

Reserved, slower-paced people probably will want all the supporting information. And, even they will probably skim the bullets first to decide if reading the details is worth their time.

Do your reader a favor, get to the point and then support it. Don't build a case and then conclude.

What if you need to build a case before you give a conclusion?

If that's your situation, I would question whether an email or letter is the best way to do that particular communication.

ABOUT BUD TO BOSS

Bud to Boss provides new leaders and organizations looking to develop new leaders with insight, resources and powerful learning opportunities designed to specifically address the challenges of successfully transitioning from peer to leader.

To speak with someone about how we can help you or your organization, send a note to **info@BudtoBoss.com** or call the number on this page.

You can learn more about us at:

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Our products and services include:

- Books & Learning Resources, including the best-selling book *From Bud to Boss*
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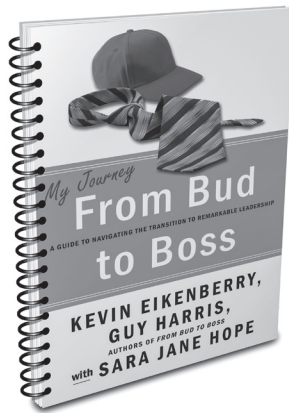
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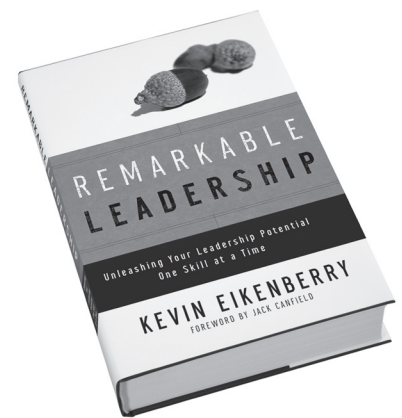


My Journey From Bud to Boss

A companion volume to the From Bud to Boss book, the Journey is a workbook designed to help you apply the knowledge gained to actual work experiences. It includes activities, questions, and exercises designed to take you beyond the concepts introduced to you during the Workshop or the book. And while this book is completely designed to be written in, all of the templates and tools are available in both PDF and Word document form so that you can use them over and over.

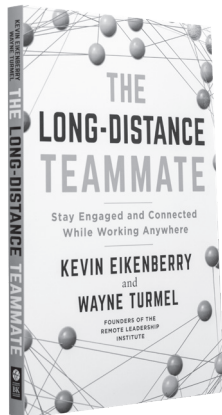
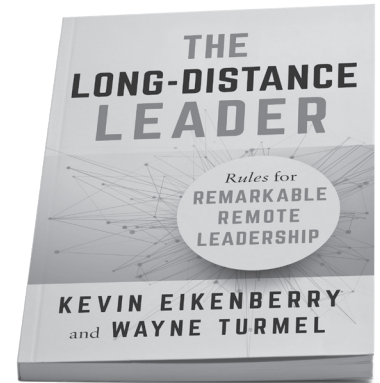
Remarkable Leadership

is a practical handbook written for anyone who wants to hone the skills needed to become a remarkable leader. This book outlines a framework and a mechanism for both learning new things and applying current knowledge in a thoughtful and practical way. It explores real-world concerns such as focus, limited time, incremental improvement, and how we learn.



The Long-Distance Leader

is a practical, candid look at what it takes to lead people, projects and teams in today's dispersed workplace. The book showcases 19 rules for being a remarkable remote leader, and offers practical models, tools, and best practices to tackle the real-world challenges from how we work and communicate virtually.



The Long-Distance Teammate

Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general.

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