



Entering a "D" Office

What is a "D"? Dominant
Office is for business, not chit-chat



It's a "D" Office When

- Desk**
- Massive desk keeps others at a distance.
 - Often has papers stacked neatly and bulging In/Out basket.

Non-Verbal Message
"Let's get down to business."

- Chair**
- Large chair behind "power desk."
 - Often remains seated when you enter.
 - May not have a chair for visitors.

Non-Verbal Message
"I'm powerful. I'm in control."

- Walls**
- Trophies, awards, diplomas, commendations.
 - One wall may have large planning timeline or calendar.

Non-Verbal Message
"I know how to win."

Entering an "I" Office

What is an "I"? Influence
Office is for creating and connecting



It's an "I" Office When

- Desk**
- Multiple projects and messages are highly visible.
 - Reflects their optimism for getting a lot accomplished.

Non-Verbal Message
"I'm a creative problem solver"

- Chair**
- Comfortable, swivels, easy to get out of.
 - Often leaves chair to sit next to you for a lively conversation.

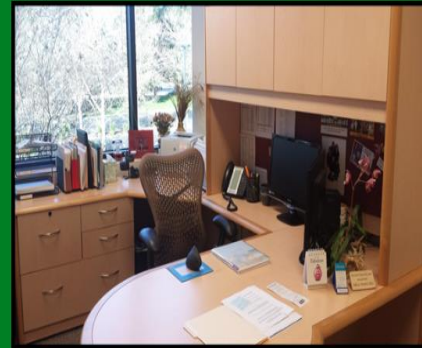
Non-Verbal Message
"I need to feel I know you before we can talk business."

- Walls**
- Motivational slogans, posters and action-oriented photos.
 - Often adds background sounds (music, radio) to energize their environment.

Non-Verbal Message
"Live your life to the MAX."

Entering an "S" Office

What is an "S"? Steady
Office is for relationship building



It's an "S" office when

- Desk**
- Unassuming desk with family photos & mementos arranged for viewing from chair

Non-Verbal Message
"My work is not my life."

- Chair**
- Comfortable & functional. Prefers friendly side-by-side seating arrangement.

Non-Verbal Message
"I'm personable and accessible."

- Walls**
- Conservatively-framed landscapes, motivational posters & certificates recognizing community service

Non-Verbal Message
"I'm traditional, contemplative and giving of my time."

Entering a "C" Office

What is a "C"? Conscientious
Office is for doing quality work



It's a "C" Office When

- Desk**
- Neat, uncluttered, usually facing a wall, with useful objects accessible

Non-Verbal Message
"I want to be left alone to work."

- Chair**
- Functional. Seating is arranged to maintain distance from visitors.

Non-Verbal Message
"Communications will be conducted in a controlled and business-like manner."

- Walls**
- Charts, graphs & models about specific products/services are arranged with pristine accuracy.

Non-Verbal Message
"I'm an expert in my field."