Full Contact Insights Wheel
**Communication Tips**

**BLUE: Give Me The Details**

**Do:**
- Be well prepared and thorough
- Put things in writing
- Give them time to consider all the details

**Don’t:**
- Be flippant on important issues
- Change routine without notice
- Call a meeting without an agenda

**RED: Be Brief, Be Bright, Be Gone**

**Do:**
- Be direct and to the point
- Focus on the results and objectives
- Be confident and assertive

**Don’t:**
- Hesitate or dilly-dally
- Try to take over
- Say it can’t be done

**GREEN: Show Me You Care**

**Do:**
- Be patient and supportive
- Slow down and work at their pace
- Ask their opinion, give them time to answer

**Don’t:**
- Take advantage of their good nature
- Push them to make quick decisions
- Spring last minute surprises

**YELLOW: Involve Me**

**Do:**
- Be friendly and sociable
- Be entertaining and stimulating
- Be open and flexible

**Don’t:**
- Bore them with details
- Tie them down with routine
- Be gloomy or pessimistic
- Ask them to work alone