

**TYPE  
A**

**FOR THE TYPE A**

- » Slow down. Let your creative juices have a rest.
- » Consider your Type B team members. They aren't trying to sabotage you—they simply cannot work any faster than they already are.
- » Rely on lists—short lists. Prioritize by importance. Review the lists regularly. Don't hesitate to drop the things that you can ultimately do without.
- » Discuss with your counterpart how long he or she feels they need to do the job. They will probably need longer than they guesstimate, so tack on extra time in the beginning. If they finish early, they'll feel good about themselves and you'll be happy, too.
- » Give lots of encouragement, affirmation, and assistance whenever possible. Your Type B team members will do lovely, accurate work that you will be proud to exhibit. They just have to take their time.
- » When the need arises to insert an urgent request that is different from what they are working on, give them time to assimilate the change. Focus on how good a job they are doing, not on their frustration of having to change gears or on your impatience of having to wait.

**TYPE  
B**

**FOR THE TYPE B**

- » Have pity on your Type A team members. Accept the fact that they just can't slow down.
- » Keep your notes organized. Your counterpart Type A may not be as organized as you. That's why they need you.
- » Plan your time to tackle short jobs first. When you get into your big job, you won't be able to stop and focus on the shorter jobs and they will feel insignificant to you.
- » To you the job may seem more important than people things, but actually it's the reverse—people come first, jobs come second.
- » When your counterpart starts off at high speed and you're still trying to focus, kindly tell them so.
- » Be willing to set aside what you are doing when you are given an urgent job to do, even though doing so will cause a touch of agony.
- » Don't procrastinate, especially on little routine jobs you may hate. It only makes it harder on you, and your relationship with Type A.
- » When asked how long it will take to do a job, double the time. You have wonderful optimism, but realism in this area works better for both of you.