

HILLARIE KAY

UNLOCK

YOUR POTENTIAL
AT WORK



A BEGINNER'S GUIDE
TO USING THE ENNEAGRAM

Hey There, Goal Setter!

Thank you for downloading this bonus chapter for my book *Unlock Your Potential At Work*. My name is Hillarie Kay. I'm an Enneagram Coach, Speaker and Trainer. From business owners and startups to corporations and nonprofits, I help my clients build sustainable business strategies using the Enneagram to reduce overwhelm, avoid burnout, and increase the quality of both internal and external communication.

If you are anything like me, you've taken a variety of personality assessments at one point or another. Maybe it was Myers Briggs, StrengthsFinder, or DISC.

When I took those, each assessment provided value and insight, but I never felt they truly captured me entirely. I wanted insight into why I do the things that I do, not just what I do. And then I found the Enneagram.

Brought to the United States in the 1970s, the Enneagram went beyond my strengths and weaknesses. It showed me a comprehensive look at my internal operating system. The assessment dove deep into my motivating factors, fears and core desires for my life and career. It was also unique in that it highlighted the changes in my personality during my most stressful moments, and moments of being in the flow, as well as how I best made decisions and took action.

The Enneagram is internally focused. It provided me with an understanding of myself, as well as those around me. The results went beyond strengths and weaknesses.— They helped me to create more space for empathy and compassion in my actions and communication.

Improving communication with ourselves and others begins first with self-awareness of our internal operating system. Only then can we understand how it affects our external actions. I personally believe the Enneagram does the best job of this, solidifying it as a valuable tool for business and workplace development.

If you don't yet know your type, there are a variety of free assessments out there, but if you're really serious about using the Enneagram to unlock your potential at work, I highly recommend taking the RHETI (Riso-Hudson Enneagram Typing Indicator) on www.EnneagramInstitute.com. If you are looking for a free version to get started, head over to truity.com.

I also provide one-on-one typing sessions. Whether you don't know your type at all, need to find clarity in your subtype, or think you've been mistyped... this one-on-one session will increase your knowledge on how to harness all of your unique personality traits. All sessions are privately held via zoom. More information at Hillariekay.com/typing

You're about to jump into Chapter 5 of my book, *Unlock Your Potential at Work: A Beginner's Guide to Using the Enneagram*. This is 1 of 8 chapters in this easy to grab work resource for personal and professional development. So if you enjoy, there is definitely more where that came from! You can purchase the full book at UnlockYourPotentialAtWork.com.

Cheers to Success!
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Bonus Chapter
Goal Setting

For the most part, goal setting is known to take place at the end or beginning of a year. The new year is historically a time to reflect and plan for what's to come. But the truth of the matter is there is no one "right" time to set goals. In addition, there is no one size fits all approach to goal setting. And you guessed it, the Enneagram has the ability to provide insight to how we can set goals for our unique personalities and do so in the most sustainable way possible.

Some love this, others hate it

How do YOU feel about it? If you would like, take some time to journal about your past experiences of goal setting. Do you enjoy it? What tactics have worked well for you? Which haven't?

My goal with this content is to help you learn some skills for how to best reflect and plan based on your Enneagram type and the types of those around you, specifically those within your team at work.

If you're a leader within an organization, this could be a game changer for you. In a recent poll from my Instagram audience, 67% of responders wished their leadership included them in on goal setting within the company.

Your team wants to be included. They want to be heard. Your company doesn't survive without your team, and you don't survive if your company doesn't survive. I strongly believe this is one of many factors leading to the Great Resignation we have heard so much about in the last several months of 2021 and leading into 2022.

If you're a leader, do you currently include your team members in your goal setting activities? Why or why not?

As I mentioned above, goal setting can happen any time, so these principles will work all year round.

First we are going to look at goal setting from an individual perspective and how each person (team member) needs their goals structured in order to have the highest probability of accomplishing them.

Ideal Goal Structure by Enneagram Type

Type 1: Clear and manageable

Type 2: Meaningful and impactful

Type 3: Specific and measurable

Type 4: Significant and with benchmarks

Type 5: Useful and clear-cut

Type 6: Big picture and immediate

Type 7: Energizing and action oriented

Type 8: Strategic and direct

Type 9: Concrete and consensual

Now we are going to move more into goal setting within a team. There are special attributes each Enneagram type brings to the goal setting table. These all come from their core strengths. It's important to keep these things in mind when forming goals together. Leaning on each team member for their most significant contribution.

How Each Enneagram Type Helps in Team Goal Setting

Type 1: Small details others in the team might overlook

Type 2: Focus on relationships both internally and externally

Type 3: Comes ready with a prepared and full list

Type 4: Awareness of internal areas of improvement

Type 5: Critical thinking

Type 6: Thoughts on how to avoid past and future problems

Type 7: Innovative ideas to move the company forward

Type 8: Strategic thinking for long-term growth

Type 9: Making sure everyone's opinion is heard

In addition, here are some specific questions you can ask each type which can bring out answers on what they can best bring to the table:

Goal Setting Questions For Each Enneagram Type

Type 1: What process do you think could be improved?

Type 2: How can we strengthen client/customer relationships?

Type 3: What are some more efficient ways we can work this year?

Type 4: How can we make our work more meaningful outside the office?

Type 5: What can we learn from last year?

Type 6: Are there any systems we could implement to help us avoid problems?

Type 7: What are some ways we can be innovative this year?

Type 8: What are some long term strategies we should consider?

Type 9: Where are common areas of conflict within the company which could be improved?

When you read these, do you feel like they are accurate for your type? Are there some that sound just like some people around you?

The goal work doesn't just stop at the creation of the goals. You have to think long-term in the completion. Setting goals for each type as outlined above will have a significant effect on completion. However, it's also important to keep in mind the preference and need for working with or without the larger team to get these goals met.

On the next page is a quick reference point on which types work best by themselves, with others or a combination.

How Each Enneagram Type Works Best With Others

Type 1: Don't like having to work with people to accomplish a goal, but can if roles are clear.

Type 2: Do well working with others to accomplish a goal. They enjoy camaraderie and support.

Type 3: Do well with very clear times of working alone to get parts of a project done, and then working with others to put pieces together.

Type 4: Do well working with others if they have freedom of creative expression, but enjoy time alone to let ideas generate.

Type 5: Do well working solely by themselves. Work best with others who don't need a lot of hand holding.

Type 6: Do well within a team to accomplish a common goal, if there are low levels of conflict.

Type 7: Do well with going with the flow. Able to work independently if needed, but also able to work within a team. Key is stimulation for motivation to accomplish goals.

Type 8: Do well with autonomy, but with regular check-ins to check progress.

Type 9: Do well with accountability with specific tasks.

Need help creating and/or executing personal or team goals for your company? Let's chat. Schedule a complimentary needs analysis call with me by [clicking here](#).