



Kolbe Bottom Lines™

Fact Finder: Methods of gathering and sharing information

1-3 Simplify – For instance, you might:

- Distill information
- Draft abridgements
- Estimate
- Approximate the particulars
- Abbreviate the historical background
- Create metaphors
- See the big picture
- Isolate the crucial material
- Stick with the basic hypothesis
- Condense the data

4-6 Explain – For instance, you might:

- Create documentation and instructions
- Review the data
- Edit the details
- Work within priorities
- Use terms properly
- Start with the highest probability
- Respond appropriately
- Test analogies
- Consider all of the evidence
- Rewrite and fact-check written material

7-10 Specify – For instance, you might:

- Research in-depth
- Establish specific priorities
- Quantify/rank order particulars
- Define objectives
- Assess probabilities
- Define terms with exactness
- Determine appropriateness
- Provide historical evidence
- Create analogies
- Develop complex strategies

Follow Thru: Methods of arranging and designing

1-3 Adapt – For instance, you might:

- Create shortcuts
- Revise approaches
- Thrive on interruptions
- Diversify
- Switch tasks frequently
- Be flexible
- Cut through bureaucracy
- Do several things at once
- Keep everything accessible
- Find ways around problems

4-6 Maintain – For instance, you might:

- Package things together that fit
- Adjust procedures
- Monitor policies
- Realign objectives
- Coordinate schedules
- Draft guidelines
- Provide transitions and segues
- Identify inconsistencies
- Review lists
- Record information

7-10 Systematize – For instance, you might:

- Create the plan
- Coordinate needs
- Chart and graph logistics
- Distinguish systems
- Design sequential systems
- Integrate timelines
- Categorize differences and similarities
- Bring focus and closure
- Contain discrepancies
- Itemize procedures

Quick Start: Methods of dealing with risk and uncertainty

1-3 Stabilize – For instance, you might:

- Create undeviating standards
- Decide what will/can stay the same
- Protect the status quo
- Create precedents
- Clarify deadlines
- Stick with what's familiar
- Reduce unexpected events
- Limit the options
- Establish outside limits
- Conform to accredited concepts

4-6 Modify – For instance, you might:

- Monitor experiments
- Create responses to challenges
- Try out new ideas
- Assist with innovations
- Overcome the odds
- Use metaphors
- Interject spontaneously
- Adjust deadlines
- Reduce risks
- Mediate between the vision and the given

7-10 Improvise – For instance, you might:

- Create a sense of urgency
- Initiate change
- Improvise solutions
- Experiment
- Promote alternatives
- Initiate innovation
- Originate options
- Generate slogans
- Defy the odds
- Ad lib stories and presentations

Implementor: Methods of handling space and tangibles

1-3 Imagine – For instance, you might:

- Create abstract images
- Conceptualize solutions
- Envision circumstances
- Capture the essence
- Portray symbolically
- Find intangible methods
- Create temporary fixes
- Mass produce
- Deal with abstractions
- Concoct out of thin air

4-6 Restore – For instance, you might:

- Create simulations of physical action
- Renovate structures
- Test ingredients
- Fix moving parts
- Convert space
- Reproduce models
- Utilize mechanical equipment
- Interpret sign and body language
- Reinforce tangibles
- Connect concrete paths

7-10 Build – For instance, you might:

- Produce quality solutions
- Display prototypes
- Pick out fine ingredients
- Tackle tangible solutions
- Handle transportation and packaging
- Provide protection and safeguards
- Erect and install mechanical devices
- Create substantive demonstrations
- Build hand-crafted models
- Protect nature/the environment