

# HOW TO HANDLE PEOPLE YOU DON'T LIKE

*Pick your person, choose your strategy!*

## **The Bully**

- Sees everyone as an adversary
- Afraid of being taken advantage of
- Needs to feel in control

Try this:

Be direct, like they are.  
Don't take offense at their brusqueness.  
Offer options they can choose from.

## **The Lightweight**

- Overly optimistic, talkative, and social
- Loses sight of deadlines and details
- Loves collaboration and recognition
- May seem sloppy and reckless

Try this:

Acknowledge their contributions in public.  
Help them with details and follow-through.  
Be friendly, flexible, and inclusive.

## **The Pushover**

- Resistant to change
- Avoids conflict at all costs
- Will go along in order to get along

Try this:

Be sincere and informal, accept and appreciate them.  
Encourage them to speak up.  
Warn them of changes in advance.

## **The Critic**

- Focused on tasks, data, and logic
- Finds fault with nearly everything
- Prefers to work independently

Try this:

Be accurate, thorough, and logical.  
Support your facts with data and graphs.  
Don't take their criticism personally.