

# KateAnn Penrose



## Top 5 Skills

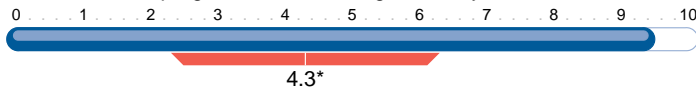
Personal Skills Ranking	
1	Persuasion
2	Flexibility
3	Empathy
4	Management
5	Personal Responsibility

## Strengths

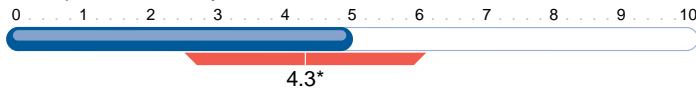
- Always willing to offer her time and perspective.
- Sings the praises of peers and the contributions others make.
- Expresses and strives for a balanced team.
- Motivates others to express themselves.
- Able to be a strong listener, who can become a lifelong friend.
- The "glue" that ties multiple visions together.

## Motivators

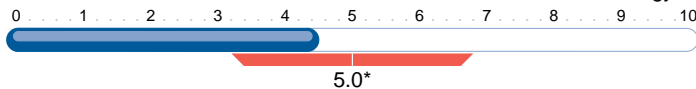
1. **Social** - Rewards those who value opportunities to be of service to others and contribute to the progress and well being of society.



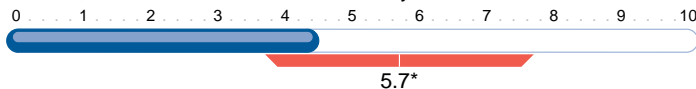
2. **Aesthetic** - Rewards those who value balance in their lives, creative self-expression, beauty and nature.



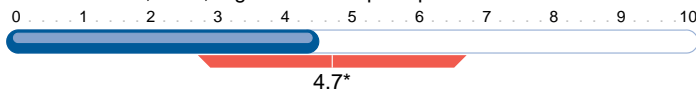
3. **Utilitarian/Economic** - Rewards those who value practical accomplishments, results and rewards for their investments of time, resources and energy.



4. **Individualistic/Political** - Rewards those who value personal recognition, freedom, and control over their own destiny and others.



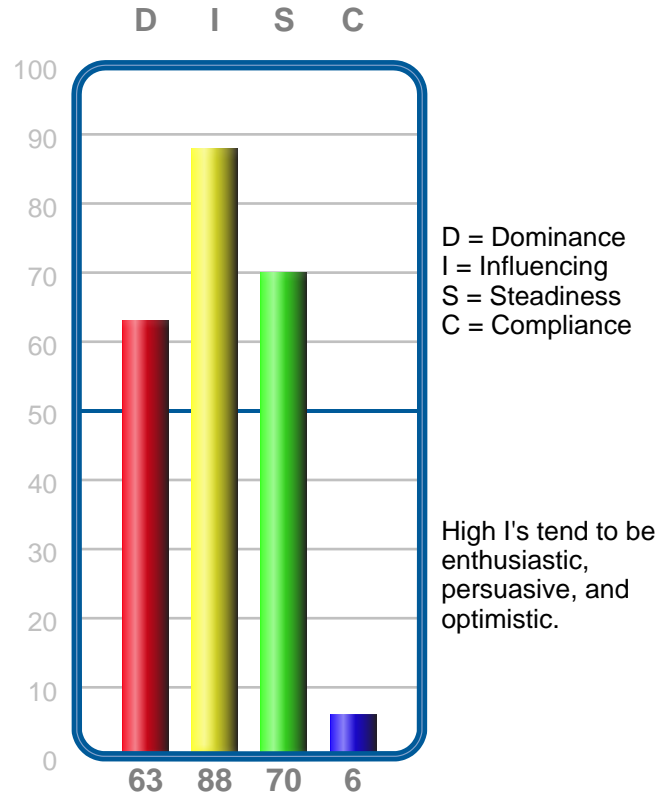
5. **Traditional/Regulatory** - Rewards those who value traditions inherent in social structure, rules, regulations and principles.



6. **Theoretical** - Rewards those who value knowledge for knowledge's sake, continuing education and intellectual growth.



## Behaviors



## Value to a Team

9.5 Has the confidence to do the difficult assignments.

5.0 Big thinker.

Verbalizes her feelings.

4.5 Can support or oppose strongly.

People-oriented.

4.5 Optimistic and enthusiastic.

# SUMMARY PAGE EXPLAINED

Welcome to the Indigo Report! This page provides a quick overview regarding what's on your Indigo Summary page. For more details visit, [www.IndigotheAssessment.com](http://www.IndigotheAssessment.com).

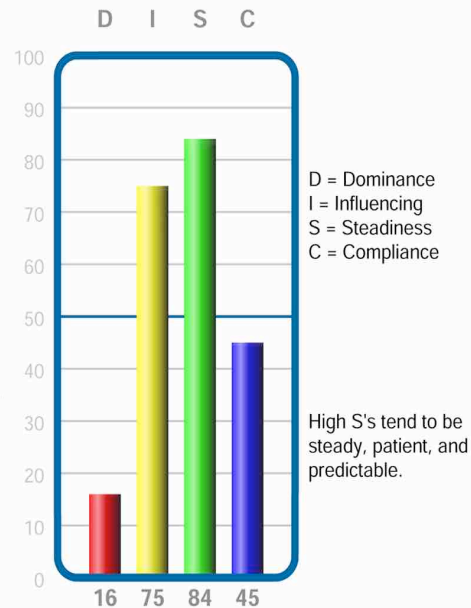
## Sample Report



### Top 5 Skills

	Personal Skills Ranking
1	Teamwork
2	Continuous Learning
3	Leadership
4	Creativity/Innovation
5	Futuristic Thinking

### Behaviors



Use these skills most.



Lead with your strengths.



### Strengths

- Will keep sensitive information under lock and key.
- Delivers his knowledge and wisdom objectively.
- The "glue" that ties multiple visions together.
- Highly in tune to the environment and synergy within it.
- Will bring high energy and enthusiasm to the researching process.
- Brings enthusiasm to the creative process.

Behavior and Communication style



### Motivators

- Theoretical** - Rewards those who value knowledge for knowledge's sake, continuing education and intellectual growth.   
 Score: 6.0\*
- Aesthetic** - Rewards those who value balance in their lives, creative self-expression, beauty and nature.   
 Score: 4.3\*
- Social** - Rewards those who value opportunities to be of service to others and contribute to the progress and well being of society.   
 Score: 4.3\*
- Individualistic/Political** - Rewards those who value personal recognition, freedom, and control over their own destiny and others.   
 Score: 5.7\*
- Utilitarian/Economic** - Rewards those who value practical accomplishments, results and rewards for their investments of time, resources and energy.   
 Score: 5.0\*
- Traditional/Regulatory** - Rewards those who value traditions inherent in social structure, rules, regulations and principles.   
 Score: 4.7\*

#1 and #2 Motivators are critical for personal fulfillment

#6 may be important to avoid



### Value to a Team

- Respect for authority and organizational structure.
- Dependable team player.
- Service-oriented.
- Adaptable.
- Works for a leader and a cause.
- Patient and empathetic.

This is what you're good at.



## ABOUT YOU

*Everyone is different and there is no right or wrong way to be. These paragraphs describe how you likely show up in your natural style.*

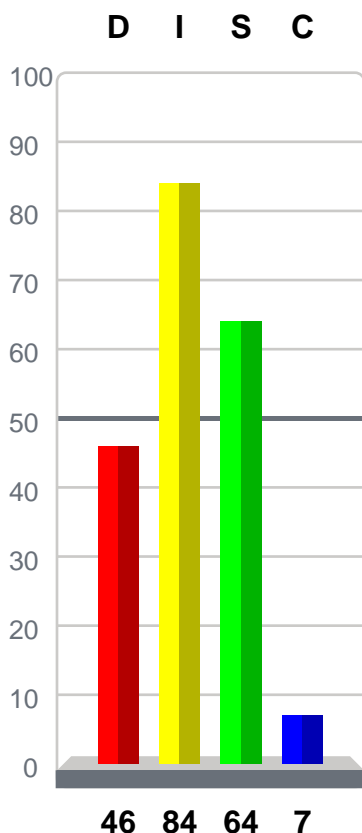
KateAnn is most likely to be at her best in situations where important things, such as values, judgments, feelings and emotions are involved. She prides herself on her "intuition." She likes feedback from her manager on how she is doing. She likes to get results through others. She is at her best when she has people working with her. She is driven by status and power. KateAnn prefers working for a participative manager. She does her best work in this kind of environment. She places her focus on people. To her, strangers are just friends she hasn't met! She tries to influence others through a personal relationship and many times will perform services to develop this relationship. She projects a self-assured and self-confident image. Her goal is to have and make many friends. At work, she is good at maintaining friendly public relations. She influences most people with her warmth.

KateAnn likes working for managers who make quick decisions. When she has strong feelings about a particular problem, you should expect to hear these feelings, and they will probably be expressed in an emotional manner. She is good at giving verbal and nonverbal feedback that serves to encourage people to be open, to trust her and to see her as receptive and helpful. Because of her trust and willing acceptance of people, she may misjudge the abilities of others. KateAnn is good at solving problems that deal with people. She may leap to a favorable conclusion without considering all the facts.

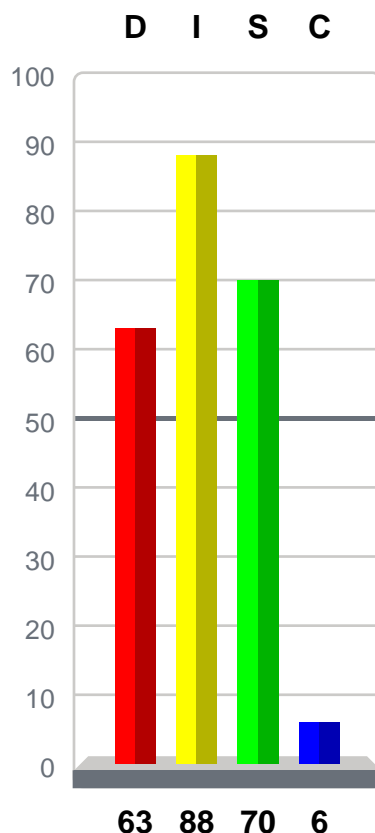
KateAnn judges others by their verbal skills and warmth. She is comfortable with most people and can be quite informal and relaxed with them. Even when dealing with strangers, KateAnn will attempt to put them at ease. She tends to mask some of her directness in friendly terms and is usually recognized as a friendly and trusting person. She usually uses many gestures when talking. Communication can extend from friendly to argumentative discourse. She is positive in her approach to dealing with others. She may not understand why everyone doesn't see life as she does! She has the ability to look at the whole problem; for example, thinking about relationships, being concerned about the feelings of others and focusing on the real impact of her decisions and actions. It is important for KateAnn to use her people skills to "facilitate" agreement between people. She tends to look at all the things the group has in common, rather than key in on the differences.

# YOUR NATURAL AND ADAPTED BEHAVIORAL STYLES

## Adapted Style



## Natural Style



The graphs represent your behavioral styles based on the DISC model.

**There is no "correct" score. Your personal style is a unique blend of D, I, S, and C.**

*D stands for dominance.  
I stands for influencing.  
S stands for steadiness.  
C stands for compliance.*

A score over 50 indicates that you are "High" in that behavior. A score under 50, indicates "Low". Scores close to the middle indicate a more adaptable style in this category.

The graph on the right represents your natural style and the graph on the left represents how you feel like you have to "adapt" your behavior based on current circumstances.

**D, the red bar on the graphs, stands for Dominance.** High D's tend to be direct, forceful, results oriented, and bold. Low D's tend to be non-confrontational, low key, cooperative, and agreeable.

*Famous high D's are Lionel Messi, Princess Leia (Star Wars), Steve Jobs, and Tyra Banks.*

*Famous low D's are the Dalai Lama, Yoda (Star Wars), Malala Yousafzai, and Drake.*

**I, the yellow bar on the graphs, stands for Influencing.** High I's tend to be enthusiastic, persuasive, and talkative. Low I's tend to be good listeners, reflective, skeptical, and factual.

*Famous high I's are Jimmy Fallon, Jennifer Lopez, Jar Jar Binks (Star Wars), and Oprah Winfrey.*

*Famous low I's are Abraham Lincoln, Anakin Skywalker/Darth Vader (Star Wars), Mark Zuckerberg, and Adele.*

**S, the green bar on the graphs, stands for Steadiness.** High S's tend to be patient, predictable, and calm. Low S's tend to be change oriented, restless, and impatient.

*Famous high S's are Michelle Obama, Gandhi, Duchess Kate Middleton, and Obi-Wan Kenobi (Star Wars).*

*Famous low S's are Kevin Hart, Elon Musk, Finn (Star Wars), and Lady Gaga.*

**C, the blue bar on the graphs, stands for Compliance.** High C's tend to be analytical, detail oriented, and cautious. Low C's tend to be independent, unsystematic, and less concerned with details.

*Famous high C's are Neil Degrasse Tyson, JayZ, Supreme Court Justice Sonia Sotomayor, and C-3PO (Star Wars).*

*Famous low C's are Rosa Parks, Ellen Degeneres, Han Solo (Star Wars), and Justin Bieber.*

## DISC REFERENCE GUIDE

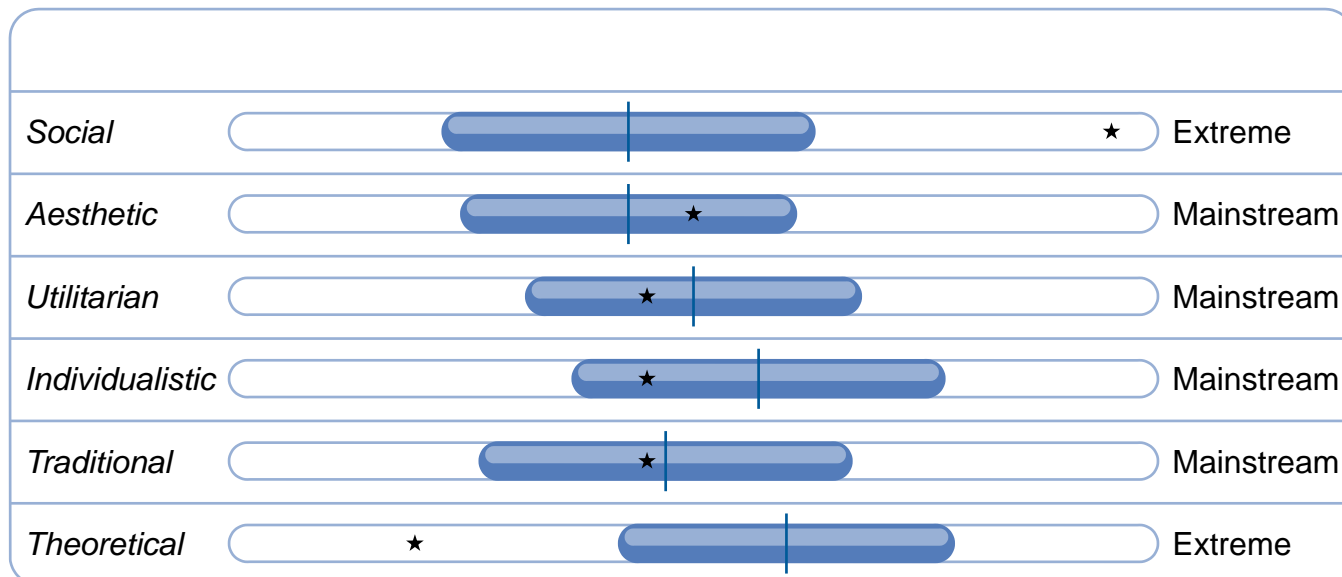
**Find your DISC Graph on the Indigo summary page:** Take note of scores furthest away from 50 on the DISC graph (high or low). These are the **behaviors that will stand out most for you**. Reference "stand-out" scores below. Various combinations of stand-out DISC factors will influence communication styles and environmental needs. For example, a *High D, Low C* will need a *fast-paced, results-oriented environment with lots of freedom*. However, a *High D, High C* will need an *environment where results can be achieved through structure, quality, and attention to detail*. If all scores are **near the middle**, you are likely adaptable to many environments.

Behavior Style	People with this style have a difficult time in...	Communication with people having this style:	Ideal environments for this style:	Job Tips
<b>High D</b> Direct Forceful Bold	...situations where they can't express themselves. ...controlled environments. ...people without opinions.	Be clear. Don't be intimidated. <b>Get to the point.</b>	Competitive. Results-oriented. Opportunities to lead.	<b>Results-focused</b> job.
<b>Low D</b> Cooperative Agreeable Peaceful	...anger-charged situations. ...competitive projects and programs.	Connect personally. Ask questions. Stay <b>calm</b> .	Collaborative. Low conflict.	Jobs with <b>little confrontation</b> .
<b>High I</b> Talkative Sociable Enthusiastic	...lecture-based classes. ...being alone too long. ...impersonal, business-like instruction.	Be <b>friendly</b> . Act enthusiastic. Speak warmly.	Friendly. Group projects. Class discussions.	Must work with <b>people</b> .
<b>Low I</b> Reserved Reflective Listens	...facilitating groups. ...activities with prolonged interaction, especially without reflection time.	Don't crowd them. <b>Short dialogues</b> . Give time to process.	Independent projects. Classes that do not grade for verbal participation.	Jobs where you <b>don't need to talk</b> too much.
<b>High S</b> Loyal Patient Understanding	...quickly changing activity. ...chaotic classrooms. ...confusion/lack of clarity in instructions.	Be soft. Speak calmly. Be <b>patient</b> .	Well-defined expectations. Clear path to graduation/success.	Jobs with <b>stability</b> and clear expectations.
<b>Low S</b> Flexible Restless Impulsive	...monotonous classes. ...highly structured situations with minimal choice or flexibility.	Be spontaneous. <b>Show emotion</b> .	Flexible course work. Room for change and variety.	Jobs with a <b>variety of tasks</b> and adventure.
<b>High C</b> Precise Conscientious Cautious	...tasks and grading systems without clearly-defined expectations. ...risky situations.	Be <b>accurate</b> . Be factual. Be realistic.	Structured activities where quality matters. Classes with a detailed syllabus.	Jobs where <b>quality</b> and detail matter.
<b>Low C</b> Unsystematic Instinctive Avoids details	...assignments with lots of rules to follow. ...activities that demand quality and detail.	<b>Big picture</b> focus. Talk fast. Be casual.	Broad view. Low detail assignments. Few rules and structure.	Jobs with <b>freedom</b> from rules and micromanaging.



## WHAT MOTIVATES YOU

Motivators are like an engine beneath the hood of a car. Motivators aren't easily seen from the outside but they are what power you. This is important to your college and career choice because motivators correlate directly to fulfillment and meaning. Most people are happiest selecting a major and career based on their top two motivators.



- 68 percent of the population   
 | - national mean   
 ★ - your score   
 Mainstream - one standard deviation of the national mean  
 Passionate - two standard deviations above the national mean  
 Indifferent - two standard deviations below the national mean  
 Extreme - three standard deviations from the national mean



**TRADITIONAL:**  
Beliefs, Values,  
Family



**INDIVIDUALISTIC:**  
Independence,  
Recognition, Choice



**SOCIAL:**  
Helping Others,  
Making a Difference



**UTILITARIAN:**  
Efficiency, Money,  
Practicality









**AESTHETIC:**  
Balance, Art, Music,  
Beauty, Nature



**THEORETICAL:**  
Knowledge,  
Continually Learning

## MOTIVATOR REFERENCE GUIDE

**Find your motivators on the Indigo summary page:** Connecting with the **top two motivators** are most important. A secondary motivator supports the first motivator; for example, a "Social/Theoretical" will use knowledge to help people. But a Social/Utilitarian will want to help people in an efficient and results-oriented way. A Social/Individualistic wants to help in their own way. **NOTE: The third motivator might be important as well, especially if it is above the Adult Mean. And the last motivator may be important to avoid!**

Motivators	Things to Do	Activities You Might Enjoy	Major/Career Ideas
<b>Theoretical</b>  <i>Value learning and knowledge.</i>	Continuing education. Start a blog. Research. Experiment. Work in a bookstore.	<ul style="list-style-type: none"> <li>* Research-based tasks.</li> <li>* Lectures with lots of facts or high concept load.</li> <li>* Robotics and science clubs.</li> <li>* <b>Continuous education and learning opportunities.</b></li> </ul>	Science, R&D, Astronomy, Engineering, Education, IT, Mathematics, Economics, Journalism, Law, Medicine, Aerospace, Think Tanks, Healthcare, Psychology.
<b>Utilitarian</b>  <i>Value practical accomplishments.</i>	Get a paying job. Internships to enhance your resume. Build something tangible.	<ul style="list-style-type: none"> <li>* Assignments that <b>connect to the real world (experiential learning).</b></li> <li>* Explicit connections between what you are learning and how you can use them to reach your goals.               <ul style="list-style-type: none"> <li>* Real-world mentors.</li> </ul> </li> <li>* Business and finance programs.</li> </ul>	Sales, Finance, Entrepreneurship, Law, Programming, Medicine, Consulting, Accounting, Engineering, Real Estate, Construction, Trade Jobs, Software Development.
<b>Aesthetic</b>  <i>Value beauty and harmony.</i>	Volunteer outdoors. Decorate your room. Participate in a local music or art festival.	<ul style="list-style-type: none"> <li>* Beautifying the community/school.               <ul style="list-style-type: none"> <li>* Hands-on, creative self-expression of learning.</li> </ul> </li> <li>* Harmony in the classroom &amp; world.</li> <li>* <b>Physical environment matters!</b></li> </ul>	Visual Arts, Architecture, Event Planning, Design, Culinary Arts, Music, Environmental Studies, Landscaping, Marketing/PR, Outdoor/Adventure.
<b>Social</b>  <i>Value being of service.</i>	Peer Mentor/Tutor. Community Service. Non-profits. Homeless volunteering. Animal care.	<ul style="list-style-type: none"> <li>* Opportunities to <b>help others</b> in activities and assignments.</li> <li>* Learning about things that make a difference in the world.</li> <li>* Rewards for serving peers and community members.</li> </ul>	Non-Profits, Social Entrepreneurship, Corporate Social Responsibility, Education, Healthcare and Social Services, Community Programs, Physical Training, Psychology.
<b>Individualistic</b>  <i>Value personal achievement, freedom, and independence.</i>	Assist a local political campaign. Start your own business. Create your own music. Participate in individual sports.	<ul style="list-style-type: none"> <li>* Opportunities for <b>public recognition</b> in class or job.</li> <li>* Independent learning and freedom.</li> <li>* Control over assignments and delivery of that assignment.</li> <li>* Theater, student government, music performance, leadership programs.</li> </ul>	Entrepreneurship, Politics, Chef, Public Speaker, Consulting, Driver, Actor/Singer, Pilot, Outdoor/Adventure Jobs, Investment Banking, Accounting, Gaming, Trade Jobs such as Welding, Plumbing, Masonry etc.
<b>Traditional</b>  <i>Unique system of driving values.</i>	Help local military groups and veterans. Volunteer at your religious institution. Work with cultural or government groups. Family time.	<ul style="list-style-type: none"> <li>* Opportunities to share your beliefs with others.</li> <li>* Assignments and activities that <b>align with your core values.</b></li> <li>* Joining a cultural or religious group.</li> </ul>	Government, Education, Banking, Military, Engineering, Health Services, Insurance, Religious Roles, Lobbying, Oil and Gas Jobs, Quality Control, Industrial Jobs, Activism.

# YOUR SKILLS

This page shows 23 skills that are important in the world of work. The key to success is utilizing your strengths while minimizing your weaknesses. You are more likely to excel with your top skills. For more information visit <http://www.indigotheassessment.com>.

	Personal Skills Ranking
1	Persuasion
2	Flexibility
3	Empathy
4	Management
5	Personal Responsibility
6	Negotiation
7	Futuristic Thinking
8	Continuous Learning
9	Goal Orientation
10	Conflict Management
11	Teamwork
12	Diplomacy/Tact
13	Leadership
14	Analytical Problem Solving
15	Mentoring/Coaching
16	Presenting
17	People Advocacy
18	Creativity/Innovation
19	Time and Priority Management
20	Interpersonal Skills
21	Planning/Organizing
22	Decision Making
23	Written Communication

LESS energy



MORE energy



Skills continue to develop over time and you don't have to be good at everything.

Brain science proves **you can learn any skill!**

Your top skills are the easiest to master and some are naturally easier or harder.

If you spend much of your day using less developed skills, you may feel stressed and exhausted.

Well Developed    
  Developed    
  Moderately Developed    
  Needs Development



## DO'S: HOW OTHER PEOPLE SHOULD COMMUNICATE WITH YOU...

*This page provides other people a list of things to DO when communicating with you. This is how you like to be communicated with. Everyone has different communication styles. Knowing your style and acknowledging other's styles is critical to success in any job or relationship.*

- Talk about her, her goals and the opinions she finds stimulating.
- Expect her to return to fight another day when she has received a "no" answer.
- Use enough time to be stimulating, fun-loving, fast-moving.
- Clarify any parameters in writing.
- Ask for her opinions/ideas regarding people.
- Look for her oversights.
- Offer special, immediate and continuing incentives for her willingness to take risks.
- Provide solutions--not opinions.
- Use a balanced, objective and emotional approach.
- Leave time for relating, socializing.
- Provide a warm and friendly environment.
- Read the body language for approval or disapproval.
- Use a motivating approach, when appropriate.

## DON'TS: ... AND HOW OTHERS SHOULD NOT COMMUNICATE WITH YOU

*This page provides other people a list of things NOT to do when communicating with you. Everyone has different communication styles. Knowing your style and acknowledging other's styles is critical to success in any job or relationship.*

- Ramble.
- Be paternalistic.
- Let her overpower you with verbiage.
- Leave decisions hanging in the air.
- Legislate or muffle--don't overcontrol the conversation.
- Talk down to her.
- Drive on to facts, figures, alternatives or abstractions.
- Give her your opinion unless asked.
- Be curt, cold or tight-lipped.
- "Dream" with her or you'll lose time.
- Be dictatorial.

## THINGS YOU MAY WANT FROM OTHERS

*People are more motivated when they choose careers and college programs that satisfy their unique set of "wants".*

- Activities that don't infringe on family life.
- Constant appreciation, and a feeling of security on the team.
- Clearly defined start and finish points on each project or task.
- To demonstrate the ways she has worked on the beautification of surroundings, either materialistically or environmentally.
- To be seen as an internal resource for people to express problems and challenges.
- Support others in the organization's quest to make a difference.

## YOUR IDEAL WORK ENVIRONMENT

*An ideal working environment for you should include elements from this list.*

- An environment in which she may deal with people on a personal, intimate basis.
- Democratic supervisor with whom she can associate.
- A leader that appreciates and understands the value of team harmony and follow up and follow through.
- The need to be liked and to feel a part of a harmonious team.
- A forum to advocate for the greater good as it relates to moving the organization forward.
- An environment where understanding and appreciating others is rewarded.

## SOME POTENTIAL CHALLENGES

*The areas below are things to be careful of because they may create roadblocks to your success. Identify any areas that may be affecting your success now and develop an action plan to overcome these challenges.*

- High trust and a desire to help could lead to being taken advantage of.
- May overestimate the impact she can have on others.
- Has difficulty looking at situations objectively.
- Overly optimistic in her ability to bring balance to any situation.
- Can take a long time in addressing sensitive issues that could help others.
- Struggles with putting her foot down, as she doesn't want to hurt others.
- Not willing to share opinions until comfortable about how others will receive it.
- Difficulty dealing with diverse situations involving objective views.

## YOUR STRENGTHS

*These are areas where you really shine! Use these strengths to talk about yourself on college applications, job/internship interviews, and with teammates for school projects and extracurricular activities. Practice using your strengths every opportunity you can.*

- Good at promoting causes that improve society.
- Sings the praises of peers and the contributions others make.
- Brings balance to the organization in a positive and friendly way.
- Always willing to share her ideas on how to enhance the surroundings.
- Able to be a strong listener, who can become a lifelong friend.
- Will be persistent about moving toward the greater cause.
- The "glue" that ties multiple visions together.
- Steady, consistent and balanced member of the team.

## WHAT OTHERS MAY VALUE IN YOU

*These are qualities that you bring to teams and organizations.*

- Optimistic and enthusiastic.
- Positive sense of humor.
- Can support or oppose strongly.
- Verbalizes her feelings.
- Team player.
- Creative problem solving.

## POTENTIAL WEAKNESSES WITH YOUR STYLE

*Every behavioral style has inherent positives and negatives. This section lists some possible behaviors that may hold you back in life. Knowing what they are will help you get along with others and reduce stress.*

- Act impulsively--heart over mind, especially if her security is not perceived to be threatened.
- Make decisions based on surface analysis.
- Underinstruct and overdelegate--will rely on personality as opposed to a disciplined approach to follow-up.
- Be inattentive to detail unless that detail is important to her or if detail work is of a short duration.
- Trust people indiscriminately if positively reinforced by those people.
- Take information at face value without validation or substantial investigation.

## Possible Degree Matches

*These are potential degrees and directions that fit your personal profile. Not all of these will be a perfect fit. However, they provide a good starting point for programs to research and consider.*

### Arts and Sciences

Broadcasting  
Entertainment and Arts Management

### Business

Advertising  
Business Communications, Public Relations  
Hospitality, Hotel Management  
Marketing

### Environmental, Agriculture and Food

Landscape Architecture

### Evolving Opportunities

Alternative Medicine, Holistic Health  
Community and Public Health Administration  
Educational Administrator  
Inside Sales  
Life Coaching  
Multimedia, Digital Communications  
Nonprofit Management  
Outdoor Studies, Outdoor Leadership  
Peace and Conflict Resolution Studies  
Social Entrepreneurism  
Social Work  
Yoga Therapy and Training

### Health Sciences

Counseling  
Exercise Science  
Health and Fitness, Personal Training  
Kinesiology  
Nursing  
Occupational Therapy

### Other Career Paths

Apparel Fashion  
Camp Operations  
Child Care, Family Services

## Possible Degree Matches

Interior Design  
Personal Care Technician  
Recreation and Tourism



## LIKELY TIME WASTERS

*This section is designed to identify potential distractions that could impact your effectiveness and use of time. Possible causes and solutions outlined can serve as a basis for creating an effective plan for increasing your overall performance.*

### 1. Inability To Say No

The inability to say no is when you are unable to or feel powerless to refuse any request.

#### **Possible Causes:**

- Have many interests and want to be involved
- Confuse priorities
- Fail to set priorities
- Do not want to hurt others' feelings
- Do not want to refuse a superior's request
- Do not feel comfortable giving "real" reason and doesn't want to lie

#### **Possible Solutions:**

- Realistically evaluate how much time is available
- Understand limitations and what can be done well
- Set daily and long-term priorities
- Learn to say no to those people and tasks that do not support daily and long-term priorities

### 2. Open Door Policy

An open door policy in this context refers to giving unlimited and unmonitored access to anyone who wishes to see you.

#### **Possible Causes:**

- Want to be seen as supportive and available
- Want the social interaction of people dropping by
- Have a difficult time saying "no"
- Use people interruptions as a way of procrastinating or justifying missed deadlines

#### **Possible Solutions:**

- Set aside time to "close your door" and work on projects
- Set aside time to interact with co-workers
- Learn to prioritize activities and say "no" to low priorities
- Place your desk so that it is not always in "view" of those who pass by
- Avoid eye contact with people who walk by your desk or office

### 3. Procrastination

Procrastination is the process of delaying action. It is also the inability to begin action.

#### **Possible Causes:**

- Priorities have not been set
- Do not see projects or tasks clearly
- Overwhelmed with commitments
- Hope that time will solve or eliminate the problem
- Fear of failure

#### **Possible Solutions:**

- Set goals and establish priorities
- Break large projects into small steps and do one at a time

## LIKELY TIME WASTERS

- Agree to follow established priorities
- Consider consequences if it doesn't get done
- Remind yourself that you will avoid the stress of putting something off until the last minute

### 4. Long Lunches

Long lunches are those that extend beyond the normal time for eating. They could be kept within a specific time frame but are not.

#### Possible Causes:

- Get involved in the excitement of conversation and forget about time
- See long lunches as a networking opportunity
- Like doing business in a social, non-threatening environment
- Use long lunches as a way to avoid unpleasant tasks, people or the work environment

#### Possible Solutions:

- Set a specific time for lunch and STICK TO IT
- Have meetings in the office
- Set meetings right after lunch
- Have working lunches

### 5. Poor Filing System

A poor filing system is one that has no predetermined method for subject matter grouping. It is one that you may understand but is not usable by others who may need to retrieve information from your files.

#### Possible Causes:

- Have not determined or prioritized subject matter groupings
- Categorize by emotions

#### Possible Solutions:

- Set up a cataloging system that you AND others can use easily
- Have someone assist you in setting up a system
- Use cross-referencing indexes
- Computerize information