

# ARRANGER

**Goals are only wishes unless you have a plan.**  
- Melinda Gates

## Who are we?

Arrangers are conductors. When faced with a complex situation involving many factors, they enjoy managing all the variables, aligning, and realigning them until arranged in the most productive configuration. They should identify jobs in which they will be expected to put together pieces of plans, processes, projects, and events. They should consider being an agent of change. Arrangers should interview individuals who regularly turn around bad situations by redeploying resources, readjusting timelines, and realigning priorities. They are at their best in dynamic situations and are not afraid to find the perfect solution to a challenging problem. —Gallup CliftonStrengths

## I am...

**I am** happy to be a part of an organized team.  
**I will** work effectively and efficiently with others.  
**I love** initiating and managing necessary alterations.  
**I dislike** resistance to change.  
**I bring** flexibility and interactivity.  
**I need** a dynamic environment.

## Power, Joy, Beauty & Hope

**My Power** is having the ability to organize amidst a chaotic situation.

**My Joy** comes from experiencing and managing a specific dynamic.

**My Beauty** is in flexibility to whatever comes along.

**My Hope** is that change will yield the best results.

## Reflection Questions

1. How do you effectively organize and coordinate multiple projects simultaneously?
2. How do you communicate and delegate tasks to others to optimize productivity?
3. How do you measure the success of your arrangements and make improvements?

## Action Verbs

Arranged	Designed	Prioritized
Assembled	Enhanced	Reorganized
Cataloged	Facilitated	Restructured
Categorized	Improved	Shortened
Conducted	Managed	Streamlined
Connected	Organized	Structured
Coordinated	Planned	Systemized

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*In Your Career*

## Job Search

**Your analytical talents** help you have an organized search process (contact lists, resume status, etc.). At the same time, you adapt to happenstance. You anticipate tasks and the things that will streamline your job search.

**Search for careers that** involve putting pieces of information together (i.e. into a plan, document, etc.) or putting people in positions to increase productivity.

**Tips:** Make sure you don't spend all your time arranging the best way to conduct a job search. Eventually, you must act.

## Interview

**Highlight** your organizational skills and insight into how to best improve a project or task through different combinations of people, resources, or creative ideas.

**In job interviews**, you are naturally good at answering behavioral questions where you can talk about being less rigid and creating efficiencies.

### Example questions:

- Describe how you organized a project or task.
- What do you like best about pulling all the pieces together?
- How do you handle multiple projects simultaneously?

**Tips:** Consider doing a mock interview for an opportunity to brainstorm answers to interview questions. The more consideration that goes into potential questions, the more you can put all the pieces together into a thoughtful answer.

## New Position

**Your arranger skills** will allow you to plan your day to use every opportunity to meet your new colleagues while doing your job well.

**Remember to** use this to your advantage to have small informational exchanges to learn their strengths, goals, and the best partners to ally with.