

## Action Steps: Give and Take

**"Give and Take" by Adam Grant** is an influential book that explores how our interactions with others can impact our success. The main idea of the book is that success is increasingly dependent on **how we interact with others**, and those who are "givers" - focusing on what they can do for others rather than what they can get - are often the most successful in the long run.

Key aspects of this main idea include:

1. Grant categorizes people into three reciprocity styles: givers, takers, and matchers.
2. Givers, who contribute without expecting anything in return, are found at both the bottom and top of the success ladder.
3. In today's interconnected world, the advantages of being a giver are amplified, as relationships and reputations become more visible and important.
4. Givers excel in areas like networking, collaboration, and influence by focusing on genuine connections and the interests of others.
5. While givers may sometimes sacrifice short-term gains, their approach builds trust, goodwill, and a positive reputation that leads to substantial success in the long term.
6. The book challenges the conventional view that success is purely self-driven, emphasizing instead the power of generosity and collaboration.
7. Grant argues that creating environments where givers can thrive leads to better outcomes for individuals and organizations alike.

Overall, "Give and Take" presents **a transformative view of success**, suggesting that by adopting a giver mindset and fostering a culture of generosity, individuals and organizations can achieve greater success and create more value for everyone involved.

In this Action Steps Handbook, we will provide practical steps grounded in the insights presented in the book that will **help you find out how your interactions with others impact your success**.

### Step 1: Understand the Three Interaction Styles

Grant identifies three main ways people interact:

1. Givers: They help others without expecting anything in return.
2. Takers: They try to get as much as possible from others.

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3. Matchers: They aim for equal exchanges - "I'll help you if you help me."

Most of us use all three styles, but we tend to favor one.

### Step 2: Recognize the Surprising Success Pattern

Here's the interesting part: Givers are found at both the bottom and the top of the success ladder. Why? Because giving can lead to burnout if not done right, but it can also lead to great success when done strategically.

### Step 3: Learn Why Givers Often Win in the Long Run

Givers build stronger relationships and better reputations over time. This leads to:

- More opportunities
- Stronger networks
- Better teamwork
- Increased trust from others

For example, a giver might help a colleague with a project. Later, that colleague might recommend the giver for a promotion.

### Step 4: Understand the Downside of Taking

Takers might win in the short term, but they often struggle in the long run. People start to avoid them or look for ways to bring them down. In today's connected world, a bad reputation spreads quickly.

### Step 5: Recognize the Limitations of Matching

Matchers often do okay, but they miss out on the benefits of giving. They're always calculating who owes who, which can be exhausting and limit their network.

### Step 6: Learn to Give Strategically

To be a successful giver:

- Set boundaries to avoid burnout
- Focus on high-impact giving (where your help really matters)
- Learn to ask for help too - it strengthens relationships
- Be cautious with takers - use a matcher approach with them

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### Step 7: Apply Giving in Different Areas

Giving can help in various aspects of work:

- Networking: Introduce people who could help each other
- Collaboration: Share knowledge freely with your team
- Influence: Give without strings attached to build trust
- Negotiation: Try to understand and meet others' needs

### Step 8: Create a Giving Culture

If you're a leader, encourage giving in your team or organization. This can lead to:

- Better information sharing
- More helping behaviors
- Increased overall performance

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# Personal Interaction Style Assessment and Action Plan

## Step 1: Understand Your Interaction Style

**My primary interaction style (Giver, Taker, or Matcher):**

**Situations where I tend to:**

- **Give:**
- **Take:**
- **Match:**

**How my current style impacts my work relationships:**

Example

**My primary interaction style:** Matcher

**Situations where I tend to:**

- Give: Helping new team members get oriented
- Take: Claiming credit for successful projects
- Match: Offering to help colleagues only when I need their help later

**How my current style impacts my work relationships:**

I have good working relationships, but I might be missing opportunities to build deeper connections.

## Step 2: Analyze Your Success Pattern

**My current level of professional success:**

**Areas where I'm thriving:**

- 1.
- 2.
- 3.

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### Areas where I'm struggling:

- 1.
- 2.
- 3.

### How my interaction style might be influencing these outcomes:

Example

**My current level of professional success:** Mid-level marketing manager

### Areas where I'm thriving:

1. Project management
2. Client presentations
3. Meeting deadlines

### Areas where I'm struggling:

1. Building a strong professional network
2. Getting buy-in for new ideas
3. Advancing to senior management

### How my interaction style might be influencing these outcomes:

My matching approach might be limiting my network growth and reducing others' enthusiasm to support my ideas.

## Step 3: Identify Long-Term Benefits of Giving

### Potential long-term benefits of adopting a giver mindset in my career:

- 1.
- 2.
- 3.

### Specific opportunities where giving could help me:

- 1.
- 2.
- 3.

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Example

**Potential long-term benefits of adopting a giver mindset in my career:**

1. Stronger professional network
2. Better reputation within the industry
3. More support for my initiatives

**Specific opportunities where giving could help me:**

1. Mentoring junior team members
2. Sharing industry insights at conferences
3. Connecting colleagues with useful contacts

## Step 4: Recognize Downsides of Taking

**Instances where taking might have hurt my relationships or reputation:**

- 1.
- 2.
- 3.

**Potential long-term consequences of a taker approach in my field:**

Example

**Instances where taking might have hurt my relationships or reputation:**

1. Claiming sole credit for a team project
2. Not acknowledging a colleague's contribution to a successful campaign
3. Refusing to help on a project because it wasn't "my job"

**Potential long-term consequences of a taker approach in my field:**

Limited career advancement, difficulty in forming partnerships, negative industry reputation

## Step 5: Assess Limitations of Matching

**How a matching approach might be limiting my opportunities:**

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### Situations where I could benefit from giving instead of matching:

- 1.
- 2.
- 3.

Example

### How a matching approach might be limiting my opportunities:

I might be missing chances to help others and build goodwill when I don't see an immediate benefit for myself.

### Situations where I could benefit from giving instead of matching:

1. Offering to help a stressed colleague, even if they can't reciprocate right away
2. Sharing knowledge at team meetings without expecting immediate returns
3. Introducing colleagues to useful contacts without asking for anything in return

## Step 6: Develop a Strategic Giving Plan

### Boundaries I need to set to avoid burnout:

- 1.
- 2.
- 3.

### High-impact areas where my help could really matter:

- 1.
- 2.
- 3.

### People I could ask for help to strengthen relationships:

- 1.
- 2.
- 3.

### Potential takers in my network and how to interact with them:

Example

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### Boundaries I need to set to avoid burnout:

1. Limit mentoring sessions to 2 hours per week
2. Only take on one extra project at a time
3. Learn to say no to requests that don't align with my goals or values

### High-impact areas where my help could really matter:

1. Helping junior team members develop their presentation skills
2. Sharing my project management techniques with the team
3. Offering insights to help colleagues with challenging clients

### People I could ask for help to strengthen relationships:

1. Sarah from Sales for help understanding the sales process
2. Tom from IT for improving my data analysis skills
3. Lisa, a senior manager, for career advancement advice

### Potential takers in my network and how to interact with them:

John from Product Development - be clear about expectations and boundaries when collaborating

## Step 7: Apply Giving in Different Areas

### Networking:

- People I could introduce to each other:
- Knowledge or resources I could share:

### Collaboration:

- Ways I can contribute more to my team:
- Skills or information I can share:

### Influence:

- How I can give without strings attached:
- Trust-building actions I can take:



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### Negotiation:

- How I can better understand others' needs:
- Win-win solutions I can propose:

Example

### Networking:

- People I could introduce: Connect our new designer with a UX expert I know
- Knowledge or resources I could share: My collection of successful marketing campaign case studies

### Collaboration:

- Ways I can contribute more to my team: Offer to review team members' work before client presentations
- Skills or information I can share: My expertise in social media marketing strategies

### Influence:

- How I can give without strings attached: Offer to help with a company charity event
- Trust-building actions I can take: Publicly acknowledge team members' contributions in meetings

### Negotiation:

- How I can better understand others' needs: Schedule one-on-one chats with team members to understand their career goals
- Win-win solutions I can propose: Suggest a flexible work arrangement that benefits both employees and the company

## Step 8: Foster a Giving Culture

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### If you're a leader:

- **Ways to encourage giving in my team/organization:**

- 1.
- 2.

- **Potential benefits for my team/organization:**

- 1.
- 2.

### If you're not in a leadership role:

- **How I can model giving behavior:**

- 1.
- 2.
- 3.

- **Ways to encourage peers to adopt a giving mindset:**

- 1.
- 2.
- 3.

### Example

#### **Ways to encourage giving in my team:**

1. Start team meetings with a "shout-out" session to recognize helpful actions
2. Create a skill-sharing program where team members teach each other
3. Implement a "random acts of kindness" challenge

#### **Potential benefits for my team/organization:**

1. Improved team morale and collaboration
2. Increased knowledge sharing and skill development
3. Better overall team performance and client satisfaction