

# Myers-Briggs Type Indicator ®



## Complementary attitudes towards the world

# E

### Extraversion

Focus on the outer world of people and external events. Direct their energy and attention outward and receive energy from external events, experiences and interactions.

# I

### Introversion

Focus on their own inner world of ideas and experiences. Direct their energy and attention inward and receive energy from their internal thoughts, feelings and reflections.

## Information you trust

# S

### Sensing

Like to take information in through their eyes, ears and other senses to find out what is happening. Observe what is going on around them and are especially good at recognising the practical realities of a situation.

# N

### Intuition

Like to take information in by seeing the big picture, focusing on the relationship and connections between facts. Want to grasp patterns and are especially good at seeing new possibilities and different ways of doing things.

## Decision making

# T

### Thinking

Tend to look at the logical consequences of a choice/action. They remove themselves mentally from a situation to examine it objectively and analyse cause and effect. Enjoy figuring out what is wrong so they can problem solve.

# F

### Feeling

Tend to consider what is important to them and to others. They mentally place themselves in a situation and identify with the people involved to make decisions based on person-centred values. Enjoy understanding, appreciating and supporting others.

## Complimentary lifestyles

# J

### Judging

Tend to live in a planned, orderly way. They want to regulate and control life. Enjoy making decisions, implementing and moving on. Their lifestyle is structured and organised. Enjoy getting things done.

# P

### Perceiving

Tend to live in a flexible, spontaneous way. They seek to experience and understand life, not control it. Plans and decisions feel confining; they prefer to stay open to last minute options. Enjoy adapting to the demands of a situation.

The MBTI is used for various purposes within the world of work, e.g.

- Self-understanding & development
- Team Building
- Problem Solving
- Communicating Effectively
- Career development and exploration
- Management and Leadership Training
- Managing Time & Stress



## Tips on Using Time Well

### Complementary attitudes towards the world

# E

**Extraversion**

- Build in human contact into your schedule.
- Give advance notice of meetings with agendas for people to comment on.
- Look at using technology when scheduling, e.g. palm pilots, mobile phones.

# I

**Introversion**

- Build in quiet time into your schedule.
- Ask what the meeting purpose is and why you specifically are required to attend.
- Turn off audible notifications for reminders.

### Information you trust

# S

**Sensing**

- Limit yourself on what facts are essential to the task.
- Create to do lists with priorities that fall out from your Goal setting.
- Look at tools that lend themselves to using your 6 senses.

# N

**Intuition**

- Look at planners that allow you to see the bigger picture, e.g. monthly or yearly wall planners, mind mapping.
- Create visionary (picture) goals rather than word formatted ones.

### Decision making

# T

**Thinking**

- Review your tasks in relation to working towards achieving your goals.
- Keep all your preparatory information for future meetings/tasks with your diary/palm pilot.

# F

**Feeling**

- Link your feelings to the importance of achieving your goals too.
- Review whether all the tasks need your involvement (delegate more).
- Identify your prime time of day.

### Complimentary lifestyles

# J

**Judging**

- Use diary systems or project plans to show people what you are working on.
- Identify the impact of not finishing everything; it may help you prioritise.
- Focus on using one formal time management tool rather than all of them.

# P

**Perceiving**

- Build your own deadlines to spur you into action.
- Break large/daunting tasks into small bite sized chunks of time.
- Build in rewards for remaining focussed.
- Limit your amount of multitasking.