ORIENTATION OF ENERGY, HOW YOU GET ENERGIZED

Extraversion
Energized by outer world
Focus on people, things
Active
Breadth of interests
Interaction
Outgoing
Engage others easily, group-oriented

Introversion
Energized by inner world
Focus on thoughts, concepts
Reflective
Depth of interests
Concentration
Inwardly directed
Prefer 1-1, small groups

WAYS OF BECOMING AWARE, TAKING IN INFORMATION

Sensing
Facts, data
Details, specifics
Reality-based
Actuality
Here and now
Use of 5 senses

Intuition
Meanings, symbols, connections
Global, "big picture"
Hunches, speculations
Possibility
Future
Use of "6th" sense

WAYS OF DECIDING, COMING TO CONCLUSIONS

Thinking
Decide by non-personal, objective analysis
Consistency important
Principles of situation important
Logical consequences
Truthful

Feeling
Decide by subjective evaluation
Compassion important
Harmony among people important
Relative merits of situation
Tactful

ORIENTATION TO OUTER WORLD

Judging
Organized
Settled
Planned
Decisive
Control one's life
Set goals
Can be stubborn or rigid

Perceiving
Pending
Flexible
Spontaneous
Tentative
Let life happen
May be uncomfortable with goals
Can get pulled in many directions
MYERS-BRIGGS TYPE INDICATOR
PREFERRED METHODS OF COMMUNICATION

Extraversion

Communicate energy and enthusiasm
Respond quickly, without long pauses
Focus of talk is on people and things in the external environment
Need to moderate expression (may overwhelm others)
Seek opportunities to communicate in groups
Prefer face-to-face over written communication
In meetings, like to talk out loud before coming to conclusions

Introversion

Keep energy and enthusiasm inside
Like to think before responding
Focus is on internal ideas and thoughts
Need to be drawn out (may appear aloof/uninterested)
Seek opportunities to communicate one-on-one
Prefer written over face-to-face communication
In meetings, verbalize already well-thought-out conclusions

Sensing

Like evidence (facts, details, examples) first
Want practical, realistic applications shown
Rely on direct experience to provide course
Use an orderly, step-by-step approach in presentations
Refer to a specific example

Intuition

Like global approach, with broad issues first
Want possible future challenges discussed
Rely on insights/imagination to provoke discussion
May use a round-about approach in presentations
Refer to a general topic

Thinking

Prefer to be brief and concise
Want pros and cons of each alternative to be listed
Can be intellectually critical and objective
Convinced by cool, impersonal reasoning

Feeling

Present goals and objectives first
Consider emotions and feelings as data to weigh
In meetings, seek involvement with tasks

Perceiving

Willing to discuss schedules but are uncomfortable with tight deadlines
Enjoy surprises, like adapting to last-minute change
Expect others to adapt to situational requirements
Present their views as tentative and modifiable
Communicate options and opportunities
Talk of autonomy and flexibility
In meetings, focus on the process to be enjoyed
## MYERS-BRIGGS TYPE INDICATOR
### EFFECTS OF PREFERENCES IN WORK SETTINGS

<table>
<thead>
<tr>
<th>Extraversion</th>
<th>Introversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like variety and action</td>
<td>Like quiet for concentration</td>
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<tr>
<td>Enjoy interacting with people</td>
<td>Enjoy focusing on a project or task</td>
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<tr>
<td>Develop their ideas through discussion</td>
<td>Develop their ideas internally</td>
</tr>
<tr>
<td>Learn new tasks by talking and doing</td>
<td>Learn new tasks by reading and reflecting</td>
</tr>
<tr>
<td>Often enjoy interruptions (phones, people)</td>
<td>Enjoy working alone without interruptions</td>
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<tr>
<td>Can act quickly, sometimes without thinking it through</td>
<td>Think before acting, sometimes without acting</td>
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</tbody>
</table>

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<tr>
<th>Sensing</th>
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<tbody>
<tr>
<td>Like focusing on the here-and-now reality</td>
<td>Like focusing on the future and what might be</td>
</tr>
<tr>
<td>Work steadily, with realistic idea of time involved</td>
<td>Work in bursts of energy, powered by enthusiasm</td>
</tr>
<tr>
<td>Provide a realistic and practical perspective</td>
<td>Provide connections and meanings</td>
</tr>
<tr>
<td>Prefer standard ways to solve problems</td>
<td>Like solving new problems in unusual ways</td>
</tr>
<tr>
<td>Build to conclusions by collecting facts</td>
<td>Start with the big picture, fill in the facts</td>
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<tr>
<td>Seldom make factual errors</td>
<td>Frequently make factual errors, enjoy &quot;big picture&quot;</td>
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<table>
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<tr>
<th>Thinking</th>
<th>Feeling</th>
</tr>
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<tbody>
<tr>
<td>Focus on the tasks</td>
<td>Focus on people's interactions</td>
</tr>
<tr>
<td>Use logical analysis to understand and decide</td>
<td>Use values to understand and decide</td>
</tr>
<tr>
<td>Want mutual respect and fairness among colleagues</td>
<td>Want harmony and support among colleagues</td>
</tr>
<tr>
<td>Firm-minded, can give criticism when appropriate</td>
<td>Empathic, dislike telling people unpleasant things</td>
</tr>
<tr>
<td>Apply principles consistently</td>
<td>Apply values consistently</td>
</tr>
<tr>
<td>Need to be treated fairly, according to standards</td>
<td>Need praise and personal attention</td>
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</tbody>
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<table>
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<th>Judging</th>
<th>Perceiving</th>
</tr>
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<tr>
<td>Want to plan their work and follow the plan</td>
<td>Want to have flexibility in their work</td>
</tr>
<tr>
<td>Like to get things settled and finished</td>
<td>Like to be spontaneous</td>
</tr>
<tr>
<td>Feel supported by structure and schedules</td>
<td>Feel restricted by structure and schedules</td>
</tr>
<tr>
<td>Reach closure by deciding quickly</td>
<td>Leave things open as long as possible</td>
</tr>
<tr>
<td>Focus on timely completion of a project</td>
<td>Focus on enjoying the process</td>
</tr>
<tr>
<td>Are satisfied once they reach a conclusion</td>
<td>Are curious and welcome new information</td>
</tr>
</tbody>
</table>
JOB TASKS CATEGORIZED BY MBTI CORE FUNCTIONS

**ST**
- Analyzing information in a detached, objective way
- Collecting and keeping track of data
- Managing projects
- Doing budgets and overseeing them
- Instructing
- Finding more efficient ways of doing things
- Controlling information
- Applying principles consistently
- Doing cost-benefit analyses
- Improving
- Focusing on what needs to be done now

**Bottom Line:** Getting things right

**SF**
- Provide practical services for others
- Helping people with information
- Planning social events
- Being patient with others
- Caretaking
- Getting answers for people now
- Finding resources for people
- Following written procedures
- Making others feel comfortable and at ease
- Serving
- Focusing on what people need

**Bottom Line:** Service to others

**NT**
- Developing systems that contribute to the understanding of knowledge
- Strategic planning
- Developing systems and models
- Applying theoretical principles
- Teaching
- Mastering knowledge
- Solving theoretical problems without set guidelines
- Starting from scratch to improve things
- Doing research

**Bottom Line:** Designing complex systems

**NF**
- Solving new and complex problems that will benefit the future of humanity
- Creating programs that enrich others
- Influencing and inspiring others
- Motivating others to improve their situation
- Encouraging others to grow and develop
- Changing the way people do things
- Designing projects
- Helping others resolve conflict
- Mentoring and performing

**Bottom Line:** Empowering others
PSYCHOLOGICAL TYPES AND RELATIONSHIPS

Extraverts
- Need action and activity to relax best
- Need sociability, gatherings, many friends and acquaintances
- May see introverts as reclusive or boring
- May have trouble understanding an introvert’s need for quiet, privacy
- May see introverts as rude, disinterested, or stupid

Introverts
- Need quiet and privacy to relax best
- Often prefer being with a few close friends or a small group
- May dislike parties, but feel they should go anyway
- May want to satisfy all of an extravert’s social needs and may feel dejected when they can’t
- May misinterpret an extravert’s behavior as flirtatious
- May see extraverts as shallow, boisterous or obnoxious

Sensing Types
- Like to focus on down-to-earth, concrete things
- May prefer fairly conventional pastimes and conversations
- May see intuitive types as impractical dreamers and exaggerators

Intuitive Types
- Want to focus on possibilities
- May prefer fairly unconventional pastimes and conversations
- May see sensing types as too simple or routine

Thinking Types
- Are naturally logical, analytical, critical
- Tend to express affection carefully and somewhat infrequently
- May be puzzled by seemingly illogical feelings
- Dislike having things said to them repeatedly
- May see feeling types as overly-sensitive or fuzzy-minded

Feeling Types
- Are naturally warm and empathic
- Respond much better to praise than to criticism
- May have difficulty being logical and not repeating themselves
- May see thinking types as cold, uncaring, hostile, overly-critical

Judging Types
- Like things to be planned, organized, structured, carried out as planned
- Like to make decisions quickly
- Like their surroundings (and partners) to be neat, clean, orderly
- May see perceiving types as indecisive, procrastinating, unreliable
- May see perceiving types as lazy

Perceiving Types
- Like to delay decisions, keep options open, change plans readily
- May want to satisfy impulses on the spur of the moment
- May have high tolerance for mess, disorder, chaos
- May see judging types as compulsive, nagging, inflexible
ADDITIONAL RESOURCES FOR THE MBTI


** These books are especially helpful in using the MBTI for career direction, satisfaction, and management
LEARNING STYLES

ST

“Practical, MOF Types”
“Mastery Learners”
ASK WHAT?

SF

“Sympathetic, Friendly Types”
“Interpersonal Learners”
ASK WHO?

NT

“Logical, Ingenious Types”
“Understanding Learners”
ASK WHY?

NF

“Enthusiastic, Insightful Types”
“Self-Expressive Learners”
ASK WHAT IF?

LIKES:

Clear, concise, step-by-step directions
Work alone
Concrete information
Knowing exact expectations
Repetitive drill and practice
Organize material, lists
Hands-on activities with a Specific, correct answer
Concrete information with a personal relationship to material
Talk things through, sharing feelings and experiences
Study in groups or with a buddy
Praise and personal attention
Opportunities to learn about self and others
Non-competitive games where no one loses
Theoretically-oriented, big picture
Work independently
Read chapter summary FIRST
Logical and strategic games
Thinking about ideas and how they are related
Arguing and debating
Analyzing/examining pros and cons
Metaphorical reasoning: make leaps between current materials and other seemingly unrelated concepts
Learning without time constraints
Creativity and imagination
Open-ended activities with many possibilities
Praise for personal ideas and insights
Self-expression and self-discovery

JOB TASKS:

Looking at, organizing or analyzing data, giving & interpreting information, implementing anything
Accounting, bookkeeping
Medicine: PA, Dr, nurse, med. tech.
Applied science
Law, law enforcement
Military
Business
Teaching upper elementary/secondary
Organizing a help desk at orientation, coaching/counseling in a practical, outcome-oriented way, event planning
Nurturing
Teaching elem., ECE, special education
Medicine: Psychology, nursing, patient care
Office management
Social programs
Research, evaluation, critical analysis, quality improvement, curriculum & program design, futuristic thinking
Science
Engineering
Architecture
Business management
Negotiator, mediator, facilitator
Teaching secondary or higher education
Teaching, coaching, counseling, mentoring, team-leading
Design: engineering, research, architecture
Environmental sciences
Marketing, advertising
Music, fine arts, drama
Teaching in areas of personal interest/talent