



Myers/Briggs Personality , Inventory Description in Workplace Communication

Effects of Preferences in Work Situations

EXTRAVERSION

LIKE VARIETY AND ACTION

OFTEN IMPATIENT WITH LONG SLOW JOBS

ARE INTERESTED IN THE ACTIVITIES OF THEIR WORK AND IN HOW OTHER PEOPLE DO IT.

INTROVERSION

LIKE QUIET FOR CONCENTRATION

TEND NOT TO MIND WORKING ON ONE PROJECT FOR A LONG TIME

ARE INTERESTED IN THE FACTS & IDEAS BEHIND THEIR WORK

Effects of Preferences in Work Situations

EXTRAVERSION

**OFTEN ACT QUICKLY, SOMETIMES
WITHOUT THINKING**

**WHEN WORKING ON A TASK, FIND
PHONE CALLS WELCOME DIVERSION
FIND PHONE**

DEVELOP IDEAS BY DISCUSSION

LIKE HAVING PEOPLE AROUND

INTROVERSION

**LIKE TO THINK A LOT
BEFORE THEY ACT,
SOMETIMES WITHOUT
ACTING**

**WHEN CONCENTRATING
ON A TASK,**

CALLS INTRUSIVE

**DEVELOP IDEAS BY
REFLECTION**

LIKE WORKING ALONE

Effects of Preferences in Work Situations

SENSING

**LIKE USING EXPERIENCE AND
STANDARD WAYS TO SOLVE
PROBLEMS**

**ENJOY APPLYING WHAT THEY
HAVE ALREADY LEARNED**

**MAY DISTRUST AND IGNORE
THEIR INSPIRATIONS**

SELDOM MAKE ERRORS OF FACT

INTUITION

**LIKE SOLVING NEW COMPLEX
PROBLEMS**

**ENJOY LEARNING A NEW SKILL
MORE THAN USING IT**

**MAY FOLLOW THEIR INSPIRATIONS,
GOOD OR BAD**

MAY MAKE ERRORS OF FACT

Effects of Preferences in Work Situations

SENSING

**LIKE TO DO THINGS WITH A
PRACTICAL BENT**

**LIKE TO PRESENT THE DETAILS
OF THEIR WORK FIRST**

**PREFER CONTINUATION OF WHAT
IS**

USUALLY PROCEED STEP-BY-STEP

INTUITION

**LIKE TO DO THINGS
WITH AN
INNOVATIVE BENT**

**LIKE TO PRESENT AN OVERVIEW OF
THEIR WORK FIRST**

**PREFER CHANGES, SOMETIMES,
RADICAL, TO CONTINUATION OF
WHAT IS**

**USUALLY PROCEED IN BURSTS OF
ENERGY**

Effects of Preferences in Work Situations

THINKING

**USE LOGICAL ANALYSIS TO
CONCLUSIONS**

REACH CONCLUSIONS

CAN WORK WITHOUT HARMONY

**MAY HURT PEOPLE'S FEELINGS
WITHOUT KNOWING IT**

**TEND TO DECIDE IMPERSONALLY,
SOMETIMES PAYING INSUFFICIENT**

ATTENTION TO PEOPLE'S WISHES

FEELING

USE VALUES TO REACH

**WORK BEST IN HARMONY WITH
OTHERS**

**ENJOY PLEASING PEOPLE, EVEN IN
UNIMPORTANT THINGS**

**OFTEN LET DECISIONS BE
INFLUENCED BY THEIR OWN
AND**

OTHER PEOPLES' LIKES & DISLIKES

Effects of Preferences in Work Situations

THINKING

**TEND TO BE FIRM-MINDED AND
CAN GIVE CRITICISM WHEN
TELLING
APPROPRIATE**

**LOOK AT THE PRINCIPLES
IN THE SITUATION**

**FEEL REWARDED WHEN JOB IS
DONE WELL**

FEELING

**TEND TO BE SYMPATHETIC AND
DISLIKE (EVEN AVOID),
PEOPLE UNPLEASANT THINGS**

**LOOK AT THE UNDERLYING VALUES
IN THE SITUATION**

**FEEL REWARDED WHEN PEOPLE'S
NEEDS ARE MET**

Effects of Preferences in Work Situations

JUDGMENT

**WORK BEST WHEN THEY CAN
PLAN THEIR WORK AND FOLLOW
THEIR PLAN**

**LIKE TO GET THINGS SETTLED
AND FINISHED**

**MAY NOT NOTICE NEW THINGS
THAT NEED TO BE DONE**

**TEND TO BE SATISFIED ONCE
THEY REACH A DECISION ON A
THING, SITUATION, OR PERSON**

PERCEPTION

ENJOY FLEXIBILITY IN THEIR WORK

**LIKE TO LEAVE THINGS OPEN FOR
LAST MINUTE CHANGES**

**MAY POSTPONE UNPLEASANT TASKS
THAT NEED TO BE DONE**

**TEND TO BE CURIOUS AND
WELCOME
NEW LIGHT ON A THING,
SITUATION
OR PERSON**

Effects of Preferences in Work Situations

JUDGMENT

**REACH CLOSURE BY DECIDING
QUICKLY**

**SEEK STRUCTURE AND SCHEDULES
RESTRICTED WITHOUT CHANGE**

**USE LISTS TO PROMPT ACTION ON
THE SPECIFIC TASKS
SOMEDAY**

PERCEPTION

**POSTPONE DECISIONS WHILE
SEARCHING FOR OPTIONS**

**ADAPT WELL TO CHANGING
SITUATIONS AND FEEL**

**USE LISTS TO REMIND THEM OF
ALL
THINGS THEY HAVE TO DO**

Break



Preferred Methods of Communication

EXTRAVERSION

COMMUNICATE ENERGY AND ENTHUSIASM

RESPOND QUICKLY WITHOUT LONG PAUSES TO THINK

FOCUS OF TALK IS ON PEOPLE & THINGS IN THE EXTERNAL

ENVIRONMENT

NEED TO MODERATE EXPRESSION

INTROVERSION

KEEP ENERGY AND ENTHUSIASM INSIDE

LIKE TO THINK BEFORE RESPONDING

FOCUS IS ON INTERNAL IDEAS AND THOUGHT S

NEED TO BE DRAWN OUT

Preferred Methods of Communication

EXTRAVERSION

**SEEK OPPORTUNITIES TO
COMMUNICATE
IN GROUPS**

**PREFER FACE-TO-FACE OVER
FACE-TO-
WRITTEN COMMUNICATION**

**IN MEETINGS, LIKE TALKING OUT
LOUD BEFORE COMING TO
CONCLUSIONS
CONCLUSIONS**

INTROVERSION

**SEEK OPPORTUNITIES TO
COMMUNICATE
ONE-ON-ONE**

**PREFER WRITTEN OVER
FACE COMMUNICATION**

**IN MEETINGS, VERBALIZE ALREADY
WELL-THOUGHT-OUT**

Preferred Methods of Communication

SENSING

**LIKE EVIDENCE (FACTS, DETAILS,
AND EXAMPLES) PRESENTED FIRST**

**WANT PRACTICAL AND REALISTIC
APPLICATIONS SHOWN**

**RELY ON DIRECT EXPERIENCE TO
PROVIDE ANECDOTES**

**USE AN ORDERLY, STEP-BY-STEP
APPROACH IN PRESENTATIONS**

INTUITION

**LIKE GLOBAL SCHEMES, WITH
BROAD
ISSUES PRESENTED FIRST**

**WANT POSSIBLE FUTURE
CHALLENGES DISCUSSED**

**RELY ON INSIGHTS AND
EXPERIENCE TO PROVOKE
DISCUSSION**

**USE A ROUND-ABOUT APPROACH IN
PRESENTATIONS**



Preferred Methods of Communication

SENSING

**LIKE SUGGESTIONS TO BE
STRAIGHTFORWARD & FEASIBLE**

REFER TO A SPECIFIC EXAMPLE

**IN MEETINGS, ARE INCLINED TO
FOLLOW THE AGENDA**

INTUITION

**LIKE SUGGESTIONS TO BE
NOVEL AND UNUSUAL**

REFER TO A GENERAL CONCEPT

**IN MEETINGS, ARE INCLINED TO USE
THE AGENDA AS A STARTING POINT**



Preferred Methods of Communication

THINKING

PREFER TO BE BRIEF & CONCISE

**WANT THE PROS AND CONS OF
ALTERNATIVES TO BE LISTED**

**CAN BE INTELLECTUALLY
CRITICAL AND OBJECTIVE**

**CONVINCED BY COOL,
IMPERSONAL REASONING**

FEELING

**PREFER TO BE SOCIABLE AND
FRIENDLY**

**WANT TO KNOW WHY EACH
ALTERNATIVE IS VALUABLE AND
HOW IT AFFECTS PEOPLE**

**CAN BE INTERPERSONALLY
APPRECIATIVE**

**CONVINCED BY PERSONAL
INFORMATION, ENTHUSIASTICALLY
DELIVERED**

Preferred Methods of Communication

THINKING

**PRESENT GOALS AND OBJECTIVES
FIRST**

**CONSIDER EMOTIONS & FEELINGS
AS DATA TO CONSIDER**

**IN MEETINGS, SEEK INVOLVEMENT
WITH TASKS**

FEELING

**PRESENT POINTS OF AGREEMENT
FIRST**

**CONSIDER LOGIC AND OBJECTIVITY
AS DATA TO VALUE**

**IN MEETINGS, SEEK INVOLVEMENT
WITH PEOPLE**

Preferred Methods of Communication

JUDGMENT

**WANT TO DISCUSS SCHEDULES
SCHEDULE
AND TIMETABLES WITH TIGHT
DEADLINES**

**DISLIKE SURPRISES AND WANT
ADVANCE WARNING**

**EXPECT OTHERS TO FOLLOW
THROUGH AND COUNT ON IT**

**STATE THEIR POSITIONS AND
TENTATIVE
DECISIONS CLEARLY**

PERCEPTION

**WILLING TO DISCUSS THE

BUT ARE UNCOMFORTABLE WITH
TIGHT DEADLINES**

**ENJOY SURPRISES AND LIKE
ADAPTING TO LAST-MINUTE
CHANGES**

**EXPECT OTHERS TO ADAPT TO
SITUATIONAL REQUIREMENTS**

PRESENT VIEWS AS

Preferred Methods of Communication

JUDGMENT

**COMMUNICATE RESULTS AND
ACHIVEMENTS**

TALK OF PURPOSE & DIRECTION

**IN MEETINGS, FOCUS ON THE TASK
TO BE DONE**

PERCEPTION

**COMMUNICATE OPTIONS AND
OPPORTUNITIES**

**TALK OF AUTONOMY AND
FLEXIBILITY**

**IN MEETINGS, FOCUS ON THE
PROCESS TO BE APPRECIATED**

Break

