

Personality Type Quiz - Circle either A or B

1. Do you:
A like action or
B like to watch?
2. Do you:
A like to ask other peoples opinion or
B decide by yourself?
3. Do you:
A think best when you talk about the problem or
B think best when you sit quietly?
4. Do you:
A like to speak out about your idea or
B wait until everyone has given their opinion?
5. Do you:
A feel bored when you are alone or
B need time alone after being with people all day?
6. Do you:
A prefer talking or
B listening?
7. Do you:
A get exited by heated discussions or
B get exited by your own ideas?
8. When asked the time you are more likely to say:
A 11:07 am
B a little after 11
9. Which are the most important for you when you are gathering information:
A sight and sound
B feeling and emotion
10. The meeting is scheduled for 11:00 am. You are late if:
A it is 11:05 am
B it has started without you
11. You:
A need details and specific facts to feel in control
B are irritated by details and specific facts
12. You:
A like numbers and doing accounts
B do not like numbers and doing accounts
13. If you have a set of instructions you:
A like to follow them step by step until you reach the final stage
B like to go straight to the final stage to see what it is that you are doing
14. You are given a map of a country - to find out which country it is you:
A look for place names that you might recognise
B look at the shape of the country, coastline and sea
15. You make most of your decisions by
A logical thought
B what feels right
16. Friends of the opposite sex are most likely to describe you as:
A detached and a bit cold

B affectionate and warm

17. When someone comes to you with a personal problem you

A analyse the situation to find a solution

B empathise with the person to make them feel better

18. In a group situation you:

A get into lively discussions and friendly arguments

B avoid conflict and try to stop friends arguing

19. If you have to make a decision for someone you:

A make a list of the pros and cons to come to the logical decision

B try and put yourself in their shoes and do what you think they would do

20. When you wake up you:

A have a basic plan for the day ahead and generally stick to it

B do not have a plan for the day because you wouldn't stick to it anyway

21. If you have a free hour you:

A have a number of activities already scheduled to choose from

B do whatever comes to hand at that moment

22. You:

A like to make 'things to do' lists and tick things off when they are finished

B hardly ever make lists because you don't look at the list again

23. If you have a deadline you:

A plan ahead of time when you will do it so that it is finished on time

B 'burn the midnight oil' and stay up late on the final day so that it is finished on time

24. If a task is not fun:

A it must be important

B it's not worth doing

25. You prefer to:

A make a decision

B gather information

26. Your friends are most likely to describe you as:

A organised

B easy going

Qs 1-7

More As = Extrovert

More Bs = Introvert

Qs 8-14

More As = Sensor

More Bs = Intuitive

Qs 15-19

More As = Thinker

More Bs = Feeler

Qs 20-26

More As = Judger

More Bs = Perceiver

Extrovert or Introvert

Extroverts are energized by other people and action. They are talkers, often thinking out loud, interrupting people at meetings, or bursting into a co-worker's office to ask an opinion, and then not really listening to it. Extroverts become drained when they have to spend too much time alone; they need other people to function. Introverts, on the other hand, get their energy from their own thoughts and ideas, rather than heated discussions. Introverts rarely speak up at large meetings, preferring listening to talking. Introverts need alone time, especially after spending a few hours with people. Introverts are outnumbered by extroverts by about three to one in America. Extroverts are often rewarded in school, by participating in class discussions, and at work, because they are popular and outgoing. Introverts, on the other hand, are often undervalued because they keep their best to themselves.

Sensor or Intuitive

This category deals with how we prefer to gather information about the world. As the name implies, sensors prefer to use their five senses to gather information. Sensors are quite literal, preferring facts and details to interpretations. If a hard-core sensor asks what time it is, he or she expects to hear "11:07 a.m.," and not "a little after 11" or "about 11." About 70 percent of Americans are sensors. For intuitives, on the other hand, everything is relative. They aren't late unless the meeting has started without them. Intuitives look at the grand scheme of things, trying to translate bits of information, through intuition, into possibilities, meanings, and relationships. Details and specifics irritate intuitives. Intuitives see the forest; sensors see the trees. When working with sensors or intuitives, it is important to remember these differences. Sensors prefer to learn through sequential facts; intuitives through random leaps. The task- "Please sort through these surveys" - means something entirely different to sensors and intuitives.

Thinker or Feeler

This category deals with how we make decisions. Thinkers base their decisions on objective values, and are often described as logical, detached, or analytical. Some thinkers are thought of as cold or uncaring because they would rather do what is right than what makes people happy. In contrast, feelers tend to make decisions based on what will create harmony. Feelers avoid conflict; and will overextend themselves to accommodate the needs of others. Feelers will always "put themselves in somebody else's shoes" and ask how people will be affected before making a decision. This is the only personality type category related to gender. About two-thirds of all males are thinkers, and the same proportion of females are feelers. There often are problems in the workplace for those who don't

conform to their gender's preference. For example, a feeling man is labeled a "wimp." Much more negatively, a thinking woman is "unfeminine," she "has a chip on her shoulder" or much worse. Thankfully, nobody is 100 percent thinker or 100 percent feeler (as with the other personality types). Everyone, to some extent, cares, thinks, and feels, but final decisions are reached through very different routes, based on a person's true personality preference.

Judger or Perceiver

This category deals with how we orient our lives. Judgers are structured, ordered, scheduled, and on-time. They are the list makers. Judgers wake up every morning with a definite plan for the day, and become very upset when the plan becomes unraveled. Even free time is scheduled. Perceivers, on the other hand, rely on creativity, spontaneity, and responsiveness, rather than a plan or list, to get them through the day. They burn the midnight oil to meet deadlines, although they usually meet them. Perceivers like to turn work into play, because if a task is not fun, they reason, it is probably not worth doing. Experts say that this personality type difference is the most significant source of tension in the workplace and in group work. Perceivers prefer to keep gathering information rather than to draw conclusions. Judgers prefer to make decisions, often ignoring new information that might change that decision. Hence, the conflict. A good balance of judgers and perceivers are necessary for a well-functioning work group. Judgers need light-hearted perceivers to make them relax, and perceivers need structured judgers to keep things organized and reach closure on projects.

Time Management

Judgers/Perceivers:

Time management is primarily a judger/perceiver issue. The authors contend that when it comes to time management, it's a judgers' world. Js have their homework done on time, their projects done on schedule. In a time-conscious society, people who are slave to their clocks get ahead. People who are constantly late are said to "have problems with authority." Unfortunately, society's J preoccupation with time sometimes leads to poor results. The authors cite a hard-core Js slogan as: "We don't have time to get it right. We only have time to do it over."

In groups, judgers need perceivers to help them avoid being overly rigid and compulsive. Ps help Js stay open to creative solutions. Js, in turn, help Ps complete a project in a realistic time frame.

Introverts/Extraverts:

Introverts are usually perceived as being better time managers because thinking about a problem or issue takes less time than talking about it. Extraverts, through their need for constant engagement, use up their own time as well as that of others.

To work effectively, Is need to realize that at some point, they have to talk: to let the rest of the group in on their thoughts. Conversely, Es need to stop talking at some point and start listening. Is and Es need to periodically schedule breaks in discussions and work to give I's time to reflect and recharge.

Sensors/iNtuitives:

Sensors perceive a minute as sixty seconds; iNtuitives perceive time as what you make of it. This often leads to misunderstandings and hard feelings. When working together, S's and N's must learn to accommodate each other. Sensors must be flexible in realizing "an hour meeting" might sometimes mean 90 minutes. iNtuitives, on the other hand, must realize that they sometimes must stick to a time-exact schedule.

Thinkers/Feelers:

Thinkers schedule their time based on the day's priorities, regardless of the nature of the tasks. Feelers set up their schedules according to the people with whom they will interact throughout the day. Feelers will usually avoid conflict, putting off unpleasant meetings, such as an employee reprimand. It is important to remember that both preferences are valid. If you alienate half of your staff in the name of getting things done, your day might be classified as less than successful. On the other hand, you need to do more in a day than making everyone happy; you need to get work done.

Additional Time Management Tips:

- Everyone procrastinates around their non-preferences. If a group member keeps putting off a certain kind of job, he or she might need some support.
- Everyone has a natural preference toward controlling time or adapting to it. Usually, people who tend to try to control time need to be a little more adaptive; and adapters need to try to be a bit more controlling.
- People won't change. Adapters will never become controllers; perceivers will never become judges. However, people do have the ability to make adjustments to try and better accommodate other personality types.

Conflict Resolution:

Thinkers/Feelers:

Differences in this personality preference by far are most significant in conflict resolution. Thinkers want feelers to deal with the facts and not personalize everything. Feelers want thinkers to consider the feelings of all those involved. Both types are afraid of losing control. T's are afraid they will lose control if an issue becomes personal and they appear to be personally affected by the conflict. F's are afraid that they will say something during a heated discussion that will cause irreparable harm to an interpersonal relationship. To work together, both types must simply realize that there are no right or wrong ways to approach conflict resolution, only differences.

Tips on resolving conflict:

- Extraverts: Stop and listen.

Extraverts think they can talk their way out of any situation. The key to conflict management for extraverts is to occasionally take a time out from talking and listen to what others are saying.

- Introverts: Speak up.

Introverts need to get their side of the story out in the open. As difficult as it is for

introverts to speak up at meetings, it is imperative to ensure conflict resolution.

- Sensors: Look beyond the facts.

Sensors need to occasionally look beyond the obvious facts and consider extenuating circumstances.

- iNtuitives: Stick to the issues.

iNtuitives want to always look at the big picture. A bit of focus goes a long way in resolving simple conflicts.

- Thinkers: Emotion is not always bad.

Thinkers must allow others to express emotion, even if they are unable to do so. Emotions are an integral part of conflict resolution.

- Feelers: Be firm.

Feelers should not apologize for showing emotion. At the same time, they must occasionally say something frank, or even mean. People will respect their honesty.

- Judgers: Don't be a know-it-all.

Judgers must learn to accept the fact that the world is not always black and white. They must learn to entertain points of view other than their own.

- Perceivers: Pick one side of the fence.

Perceivers have both the blessing and the curse of being able to see all sides of an argument. A devil's advocate is sometimes counterproductive in conflict resolution. Ps should learn to defend the position about which they feel most strongly.

Problem Solving/Brainstorming

Some people solve problems; others create problems. Here are some tips for each of the personality types to use their traits to improve the problem solving process. However, remember the importance of balance. Don't go too far in pushing your personality traits. For example, feelers can help ensure that the personal consequences of every alternative are weighed, but getting too emotional and personal will reduce your credibility.

- Extraverts: Stop, look, and listen

Just as in conflict resolution, Es need to make an effort to listen. They should avoid the temptation to jump in every time there is a pause in the discussion.

- Introverts: Don't think, speak

Is need to avoid their natural tendency to filter everything they say. Sometimes problem solving requires brainstorming and spontaneity.

- Sensors: Push for clarity

Ss have the natural ability to express the problem to be solved in tangible, simple terms. They also have a tendency to supply facts and figures that can be extremely helpful in problem solving.

- iNtuitives: Make lemonade

When everyone else in the group sees only gloom and doom, Ns have the ability to find creative solutions to turn something bad into something good. Ns should point out the alternatives and make sure each is thoroughly examined.

- Thinkers: Help keep things in perspective

Ts can help the group see if it has become too attached to a problem. Ts can help keep things in perspective, including the cold, hard consequences of each alternative.

- Feelers: Keep it personal

Fs can ensure that the personal consequences of every alternative are clearly defined. They also can go a long way in ensuring group harmony during the problem solving process, by ensuring everyone has a chance to express their ideas.

- Judgers: Keep the group focused

Js can help keep the group oriented on the ultimate goal: solving the problem. Js can also ensure that whatever solution is reached can be implemented in a timely and efficient manner.

- Perceivers: Keep the group's options open

Problem solving offers Ps the opportunity to be the devil's advocate. A few pointed questions can lead to better solutions.