



Name - ISTJ

INSTRUCTIONS: As you can see below, there are 7 sections. In each section, the goal is to have 3 characteristics that best describe you. In some sections, like "Strategies For Working Successfully With Me," there are more than 3 characteristics typical of your personality type. With sections such as "Frustrations Others Have With Me," there are less than 3 characteristics. Please add, alter, or omit characteristics to get to 3 items per section that are most true of you. Remember that this document will be shared with your team. If everyone is real, your team will move to the next level. Once you are done please let the person who sent this to you so they can review it. Thanks!

Strategies For Working Successfully With Me:

- ☐ When scheduling meetings, state topics clearly
- ☐ Stick with agendas and provide structure in presentations
- ☐ Be realistic about timeframes and schedules
- ☐ Show how new approaches relate to old ones
- ☐ Stress practical applications of your ideas
- ☐ Be on time and be prepared
- ☐ Come to conclusions; don't leave issues unresolved
- ☐ Be decisive and definitive
- ☐ Be organized and efficient; don't waste my time
- ☐ Avoid last minute changes
- ☐ Keep work plans up to date

What Energizes and Motivates Me:

- ☐ Organizing facts and details to accomplish a goal
- ☐ Closure on tasks and projects
- ☐ A quiet workspace with few interruptions
- ☐ Clear and stable structures, procedures, and expectations
- ☐ Adequate resources
- ☐ Being in control of my work schedule

Frustrations Others Have With Me:

- ☐ "Stop working so hard!" I can sometimes have an unhealthy work-life balance.

Pitfalls I Am Working On:

- ☐ Being mired in details and missing the big picture
- ☐ Becoming inflexible with and sticking too strongly to rules
- ☐ Accepting too many responsibilities, not delegating
- ☐ Neglecting to express my thoughts and emotions

What Stresses Me:

- ☐ Deadlines, especially as they near and work remains uncompleted
- ☐ Others' incomplete or sloppy work
- ☐ Being asked to change with no logical rationale
- ☐ Being required to do things inefficiently or ineffectively, without adequate resources
- ☐ Being asked to "wing it", brainstorm, role play, or imagine outcomes

Signs I Am Experiencing Chronic Stress:

- ☐ I gain a dogged focus on details without discriminating what is relevant
- ☐ I experience global negativity and pessimism, catastrophizing
- ☐ I become impulsive and irresponsible
- ☐ I more easily blame and accuse others
- ☐ Sleepless nights
- ☐ I alternated between accomodating others' and withdrawing or resisting

How I Prefer to Manage Conflict and Receive Feedback:

- ☐ Simply let me know what the problem is and what I can do to help; I will help where I can
- ☐ Avoid emotionally venting to me in the conflict
- ☐ Avoid emotional manipulation tactics (e.g. passive-aggression, the cold shoulder, etc.)
- ☐ Come prepared with specific examples of the issue, so I can better understand your perspective

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