

PERSONALITY TYPE

ISTJ

Hello

Thank you for completing the personality type questionnaire, below you will find a detailed summary of your personality type based on the answers that you have supplied. There is no right or wrong answers to the personality type questions, this is just how you naturally act and react to your environment, many people act differently in different situations. As an example, you may be an Extravert at work and an Introvert at home. It's not about what personality type letters you picked its how you make the most of your strengths and what you do to improve your areas of development, which means that this report will help under your skills and strengths while helping you identify your stress levels.

In the report you will find:

- Your key words
- A summary of your personality type
- Preferred job positions
- How others view you
- Your strengths
- Where you get your energy from
- How you remember information
- How you decide or come to conclusion
- Where you work best
- How you contribute in a team
- How you can grow
- Stress
- How to deal with arguments
- How you learn

Personality Type

Have you noticed that some people are quiet while others are loud? When in conversation describing an event, some people give you all the small details and facts, while someone else having the same conversation will only give you an overview of the same event.

How people act, learn and present themselves comes down to your **Personality Type** by understanding your own and other peoples personalities can help you realise how you process information, why you become frustrated with certain individuals and why you get on so well with others.

Today you will learn more about yourself, your personality type by answering **4 simple questions**. The four questions below are all about the different aspects of your personality for each question you have to choose a letter-you will need to write down your selected letter.

Each question covers a different part of your personality, as you read the questions you will quickly realise that you have/use both personality style answers-for each question you need to pick your preference. Try writing your name down with your Right hand and then try it again using your Left, only one will feel natural. When answering the questions think what your preference is, what is natural to you, what do you do the most.

Where we get our Energy From

Which are you more like?

Are you more **Extrovert (E)**

Or are you **Introvert (I)**

You think out loud
A good talker
Like to give your opinions
Often seen as excitable
Need to fill in gaps and pauses

Think before you speak
Prefer quite
Keep your thoughts private
Enjoy your own time
A good listener

PICK EITHER E or I

How we take in Information

Which are you more like?

Are you a **Sensing Individual (S)**

Or **Intuitive (N)**

Do you look for Facts
Are you Practical and Sensible
Keep things realistic and real
Use what you know and have learnt
Use straight forward language

Do you look for possibilities
Do you spot patterns
Do you go with your hunches
Enjoy learning new things
Lose track of time easily

PICK EITHER S or N

How We Make Decisions

Which are you more like?

Are you a **Feeler (F)**

Or **Thinker (T)**

Are you in touch with your feelings
Do you enjoy giving praise
Are you driven by emotion

Like to be of service to others
principles
Find it hard to say No

Do you follow your head
Like a lively debate
Like to hear both sides to a
story/argument
Like rules, regulations and

Can make tough discussions
without becoming emotional

PICK EITHER F or T

Your Attitude to Life

Which are you more like?

Are you a **Judging Individual (J)**

Or a **Perceiving Individual (P)**

ISTJ

“The Realist”

-  **Introvert**
-  **Sensing**
-  **Thinker**
-  **Judging**

Key Words: Practical – Hardworking – Responsible

As a strong and determined person, ISTJs direct their energy towards the inner world of ideas and information. They like to perfect their skills which they will use throughout their life and place a lot of their trust in their experiences. ISTJ’s are happy in their own company and are responsible, dependable and well organised individual who will visualise their future goal and the path towards it.

Preferred Job Positions

ISTJ – An Organiser who enjoys procedures and systems.

Manager, Architect, Surveyor, Engineer, Accountant, Prison Officer, Roadside Breakdown Assistant, Air Cabin Crew, Plumber, Postal Delivery, Bricklayer, Driving Instructor, Tiler, Car Mechanic.

The above **Preferred job Positions**, suit your individual personality type, as your personality type is broken down into how you make decisions, how you take in information, where you get your energy from, how you plan your life and career and these elements are matched against different career choices.

Next you need to look at your **Career Values** – what is important to you? And match these against the company you want to work for. Your values tell you what is right or wrong and how to act and can make a big difference between enjoying your career or getting the Monday morning blues.

Values

What is important to you in your career? Write down your answers below

Example Values	Your Values
Money	
Career progression	
Working with others	

Seeing the end result to my work

Working close to home

Having targets

Feedback

Personal development

Flexibility

Reliability

Ongoing support

Variation

Now you have a list of your career values; you need to put them in order of importance, which of your values is more important to you? If you had a choice would you take a job that had value A or value B?

Your Values in Order of Importance

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Once you know your career values and the values you most require, ask your self **could I have a job that didn't have Value X?** – Answer this question for all the values on your list.

People who accept a job offer with a company who don't have the same values will soon become bored, agitated or stressed which will lead to them quitting their job or becoming depressed and ill.

Take your top 3 values and ask **“why is it important to me to have X value?”** as an example; ***variation – because I get bored quickly and when I am bored I constantly have time off work, which often leads to me being sacked.*** This will you understand your values in more detail and is an insight to what motivates you - **Pain or Pleasure?**

I was once working with a client who was quickly becoming depressed due to his job, when we looked at his Values, his number one value was **“helping other people”** when asked what his job was, he said **“sales”** when we discussed that his career values were opposite to his role, he originally disagreed as he had been working in sales for 10 years and only felt like this in the last 12 months.

After we explored this we found out that even though he had been in sales for 10 years for the past 14 months, he had been a new sales job selling what he said was **“unnecessary insurance policies”** – this is the opposite to his Helping people Values.

His previous job was selling Medical Machinery to hospitals which was proven to save lives – BIG Helping People Value’s, he felt the machines he sold would help save peoples live, he sees himself as someone who helped other people (his number one value)

Your values drive who you are (your personality), for a successful career pick a role and a company that have the same values that you require - what you believe is important to you.

How others view you

You can be seen as a serious, quite person who accomplish any task they put their mind to

Strengths

- ✚ Can work quietly and steadily on something until it is finished.
- ✚ Like using skills we’ve already learned.
- ✚ Pay attention to details and like to get the job done properly.
- ✚ Can follow plans and decide quickly.
- ✚ Practical, loyal and reliable.

What do you consider to be your key skills, strengths and qualities?

Record them here:

- 1.
- 2.
- 3.
- 4.
- 5.

Where you get your energy from

You will need some regular alone time to help re-charge your batteries, as you are motivated internally. You will enjoy living in your head, listening to your thoughts and your mind can often be closed to the outside world. When given new information, you first think and reflect before acting on it

How you naturally notice and remember information

When thinking about past events you will recall lots of details and facts. As you mentally live in the now, you use common sense and like to be given clear and concrete information. You will prefer to use strategies that you have already learnt to overcome new barriers and as a practice and sensible person you are able to notice the small pieces of information, by having an eye for detail.

How you decide or come to conclusions







You come to conclusions with logic and naturally follow rules and principles. You are able to provide an objective and critical analysis without having to worry about hurting peoples feelings. You accept conflict with people as the norm and can take or give out criticism easily. You use logic to solve problems.

The environment you work best in

To keep you motivated and focused you will plan and organise everything you do, by using list and keeping diaries. You will prefer to keep ahead of deadlines and use targets, dates and routines to manage your life. You will prefer to start and finish one task before moving onto the next item on your to-do list and work best in a tidy and neat environment

Contributions to the team of an ISTJ

In a team environment, the ISTJ can contribute by:

-  **Able to complete tasks by the deadlines set**
-  **Identifying the most practical ideas**
-  **Being well organised**
-  **Maintaining team focus on the objective**
-  **Applying procedures and methodologies**
-  **applying relevant and realistic logical arguments**

Preparing for Personal Growth

As with all types, the ISTJ can achieve personal growth by developing the parts of your personality that is not your natural preference:

- ✚ **Articulating more of the ISTJ's own views**
- ✚ **Developing a long-term vision, that avoids focusing on details**
- ✚ **Developing a greater understanding of how people feel**
- ✚ **Changing things on an experimental basis to see if they can be improved**
- ✚ **learning to promote the ISTJ's ideas and achievements to others, recognising that others may well find them valuable**
- ✚ **Making decisions on the basis of how others will feel, rather than objective considerations**

Stress

As stress levels increase, we first use our preferred and natural personality preferences to deal with the situation; if the stress level is quite low we can be flexible in our approach to overcoming the activity that is causing the stress, as the stress level rises you will often stop using your preferred personality preference and start using the opposite – a naturally quite person will become loud and a naturally loud person will become quite, often ending with the person saying “I wasn’t myself”

When feeling stressed, be flexible and use your strong and natural personality preferences to overcome the stressful situation:

- ✚ **Find a place of solitude in which to think and work**
- ✚ **Use tried and trusted means of solving problems**
- ✚ **Be organised, using order and structure**
- ✚ **Clarify what you have to do**
- ✚ **Let go off past events**
- ✚ **Take a break**
- ✚ **Praise other people**

Arguments

By understanding your own personality type and that of others can help you solve disputes quickly. When in a relationship with someone with the opposite personality type an argument can quickly escalate as you both see the argument from your own point of view. This next section will allow you to understand how your behaviour in argument and how someone with a different personality type would act.

You can use this knowledge to help solve the argument, as an example it is good to let an extravert person to talk it out or an introvert person to think about the issue.

<p>Extrovert</p> <ul style="list-style-type: none"> • Talk Loud and Fast • Wants to get things sorted right now 	<p>Introvert</p> <ul style="list-style-type: none"> • Will be quite • Would prefer to think on things before discussing the argument
<p>Sensing</p> <ul style="list-style-type: none"> • Will argue the specific details and facts 	<p>Intuition</p> <ul style="list-style-type: none"> • Will let their imagination run away with them – this can lead to them imagining huge consequences from small events
<p>Feeling</p> <ul style="list-style-type: none"> • They will personalise the argument • May agree just to end the argument 	<p>Thinker</p> <ul style="list-style-type: none"> • Will tell others not to get emotionally involved • May try and solve the argument
<p>Judging</p> <ul style="list-style-type: none"> • Make quick discussions about the argument • May simplify the argument 	<p>Perceiver</p> <ul style="list-style-type: none"> • Can add extra issues to the argument

How you learn best

I

- Go somewhere quiet
- Turn off your phone – no interruptions
- Listen carefully to the tutor
- Research and collect information

S

- Understand why you are learning something
- Learn how you will be able to use the thing you are learning
- Pay attention to the details
- Work through using a step by step plan

T

- Follow a logical order
- Demonstrate that can do/use what you have learnt
- Weigh up all your options
- Look at task as a problem-solving exercise

J

- Follow a clear structure and routine
- Plan your work – use deadlines
- Tick of task you have completed
- Give yourself enough time to complete all task

What will you do to improve on your areas of development?

Record your actions here:

- 1.
- 2.
- 3.
- 4.
- 5.

We all strive for perfection; in truth we need to appreciate what our strengths are and continue to improve our areas of development throughout our life. We never reach perfection – *what is perfection anyway?* Successful people are successful with their strengths, brilliance and skills and they appreciate that they have much more to learn, once they learn any new skills, improve areas of their personality types, and gain new strengths they will use these to create a more successful life.

When you come across any new *problem* that you are finding hard to manage you can step back to ask yourself “am I using the correct part of my personality type to find the solution to this particular barrier?” **as an example** – *in some cases you may need to look at the details of the situation (S), while other times it will be better to have an overview of the problem (N)*

I hope you have enjoyed learning more about your personality type, and I would add, it’s not just about understanding your strengths and weaknesses; it’s about what you do with this knowledge to gain better results. Remember we all have a natural personality preference, but you now have a choice; it is for you to choose which part of your personality you use in the different parts of your life.

Good Luck

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