



TYPEFINDER

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ISFP

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FOR THE WORKPLACE

REPORT FOR

Marie

# HOW THIS REPORT CAN HELP YOU

This report uses your results on the TypeFinder assessment to describe how you are likely to approach and deal with various situations in the workplace. The TypeFinder assessment is based on the theory of personality types developed by Katharine Cook Briggs and Isabel Briggs Myers, who were students of the work of psychologist Carl Jung.

Personality typing posits that many of the valuable differences between people that are observed in everyday behavior are the result of natural personality preferences. If these differences can be appreciated and understood, people can discover new ways to work and interact with others more effectively.

Specifically, this report will help you:

- Discover how your personality preferences guide you in the workplace
- Improve teamwork and communication as you gain awareness of those who may approach projects and decisions very differently to you
- Acquire more successful strategies for approaching and resolving conflict
- Explore the leadership style you use in a professional setting and how others might perceive and react to it
- Identify the most and least helpful ways for dealing with stressful situations
- Open up opportunities for development and growth

As you read this report, bear in mind that the TypeFinder assessment identifies your natural preferences, not learned skills or abilities. Regardless of your level of accomplishment in certain tasks, you will work better and be more satisfied if you are able to work in a way that complements your natural preferences. If you have to work outside your natural work style for long periods, you may find yourself becoming more anxious, and less productive as a result.



# YOU'RE AN ISFP

ISFP stands for Introverted, Sensing, Feeling, Perceiving. Each letter of your personality type describes a key aspect of who you are.

# I

## INTROVERSION

Your Energy Style

- Quiet
- Modest
- Calm
- Gentle

Your energy style is Introversion (in contrast with Extraversion). This dimension describes how you manage your energy.

Introverts are energized by being quiet, reflective, and calm. They maintain a distance from the outside world and prefer to conserve their energy rather than expend a lot of effort seeking excitement.

You enjoy:

- Contemplating ideas and experiences
- Being in calm surroundings
- Exploring a subject in depth
- Reflecting on thoughts or feelings
- Maintaining distance and privacy
- Quiet and solitude

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## SENSING

Your Cognitive Style

- Practical
- Observant
- Hands-on
- Grounded

Your cognitive style is Sensing (in contrast with Intuition). This dimension describes how you process information.

Sensors process information in a concrete, realistic way. They focus on observing and recalling facts and details.

You like to focus on:

- Observing sights, sounds, sensations
- Noticing details
- Experiencing the present moment
- Concrete, provable facts
- Realism and practicality
- Knowledge from past experience

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## FEELING

Your Values Style

- Attentive
- Kind
- Sensitive
- Accepting

Your values style is Feeling (in contrast with Thinking). This dimension describes your orientation to personal values.

Feelers value empathy, cooperation and compassion. They believe that everyone has a responsibility to take care of those around them.

You are concerned with:

- Acting out your ideals
- Engaging your emotions
- Considering the impact on people
- Seeking harmony and appreciation
- Serving others
- Making authentic decisions

# P

## PERCEIVING

Your Self-Management Style

- Flexible
- Spontaneous
- Easygoing
- Responsive

Your life style is Perceiving (in contrast with Judging). This dimension describes how you organize your life.

Perceivers like freedom and spontaneity. They have a carefree attitude towards life and would rather be flexible than structured.

You prefer to:

- Follow the whims of the moment
- Make the rules up as you go
- Have the freedom to be flexible
- Brainstorm options
- Do things when inspiration strikes
- Go with the flow and enjoy surprises



TRUITY

# YOUR PERSONALITY AT WORK

As an ISFP, you are practical, flexible, action-oriented, spontaneous and easygoing. You typically have a carefree approach to life and avoid making too many long-term plans. Empathetic and people-focused, you focus your work efforts on helping others in a calm and efficient manner. Assertiveness can be a problem, however, since you have a tendency to trust others implicitly and always seek to please.

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## Key motivators

- Following through on important commitments to people
- Providing warm and gentle support
- Finding practical solutions
- Personal development

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## Core values

- Sensitivity
- Tolerance
- Resourcefulness
- Freedom of expression

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## Ideal work environment

- You work best when you have full autonomy to choose your own tasks and get support when you need it
- You dislike highly structured environments and are generally not productive when asked to follow strict rules and procedure
- You crave a courteous, harmonious environment in which people are not judged for their actions and no one is overly competitive
- You work best when allowed to personalize your workspace to create an aesthetically pleasing environment

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## Preferred work tasks

- Identifying the organization's current needs and responding accordingly
- Enhancing your own skills and the skills of others
- Hands-on work that produces immediate and tangible results
- Customer service

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## Things you contribute to the organization

- Solving immediate and concrete problems with action and enthusiasm
- Encouraging harmony and cooperation
- Taking risks and adapting to change
- Being helpful, kind and loyal to team members



# WORKING WITH A TEAM

Although you prefer to work independently, when you do work with others, you want your colleagues to be flexible, supportive and loyal to the team. Collaborative and cooperative, you are attentive to every team member's viewpoint and focus on getting others to work together non-competitively to accomplish tasks. Some will appreciate your tolerant, easy going nature; others may perceive that you are being too kind and helpful at the expense of giving critical feedback.

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## You help your team by...

- Giving practical assistance to people
- Maintaining a strong and optimistic focus on the here and now
- Quietly fostering an atmosphere of cooperation and harmony
- Putting a great deal of energy into tasks

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## You may irritate others by...

- Becoming irritated with team members who you perceive to be intolerant, inconsiderate or disruptive
- Suffering anxiety when you are placed under the spotlight or asked to take on a leadership role
- Coming up with last-minute changes to plans
- Failing to express yourself in favor of blending in; others may overlook or overpower you

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## Action steps for better teamwork

- Push yourself to stand up and take charge occasionally, especially with a hands-on project where you can lead by example
- Set numerous deadlines throughout a project to avoid unnecessary delays
- Prepare to say something at every team meeting to increase your visibility
- Have the courage of your convictions and recognize that promoting your ideas is often the best form of service to the team



# COMMUNICATING WITH OTHERS

ISFPs have a tendency to express themselves through actions rather than words and may remain very quiet in a group setting. You use concrete language to convey your ideas and generally prefer writing or artistic expression to talking in person. Calm and contemplative, you think before speaking and use your words to inform rather than command. You keep your feelings to yourself, however. Others may find it difficult to get to know you.

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## Key communication strengths

- You listen attentively, getting a clear understanding of your communication partner's wants and needs
- You keep the conversation calm and good-natured to lighten the spirits
- You relate information to personal experiences, giving people a clear view of the possible outcomes of a situation
- You are observant and skilled at picking up on others' body language

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## Areas of possible misunderstanding

- You are primarily concerned with the immediate problem and may lose interest if the conversation becomes too abstract or conceptual
- You share little about your personal life which may stand in the way of developing rapport with anyone but your closest companions
- You find it hard to speak up in a group situation and may defer to the thoughts of others
- You voice your opinion only if your values are challenged; others may find it difficult to understand how you really think and feel

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## Action steps for improving communication

- Be prepared to open up and share information about yourself and your feelings
- Learn to directly communicate your needs and wants; write these down beforehand to keep you on track
- Schedule important discussions in advance so you have plenty of time to consider important issues
- Consider taking assertiveness training so you can become more forthright about expressing your views



# MANAGING CONFLICT

ISFPs strive for harmony in their workplace relationships and often experience tremendous stress in a conflict situation. While good at dealing with problems, you empathize, often strongly, with the issues experienced by your coworkers and may take on others' problems as if they were your own. You dislike confrontation and struggle to give corrective feedback if this may hurt someone's feelings; take care that you are not brushing problems under the rug.

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## You help others by...

- Observing the workplace dynamics and spotting ambiguity before it becomes a problem
- Fostering a warm and supportive environment for conflict resolution
- Working hard to reach consensus through negotiation, collaboration and compromise
- Listening to everyone's viewpoint without judgment

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## Conflict may be triggered by...

- Challenges to your core value
- Unnecessary bureaucracy that stifles your creative freedom
- Someone you care about being hurt

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## You irritate others by...

- Becoming overly involved in people's problems
- Never getting to the root cause of a problem, preferring to deal with the immediate consequences of a conflict
- Personalizing criticism, often taking neutral comments too seriously
- Failing to express a negative opinion for fear of upsetting co-workers
- Letting others take advantage of you

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## Action steps for conflict management

- Recognize that conflict is normal and can be a healthy way of bringing about positive change
- Try to develop a realistic view of co-workers since it is not always beneficial to focus on the positive and ignore the negative
- Learn to look at a situation objectively, considering the facts of an argument as well as the impact on people
- Be open to giving and receiving negative feedback and see this as an opportunity for personal growth



# TAKING THE LEAD

ISFPs are unassuming and reluctant leaders who, given the choice, would rather take a supporting role and let others do the leading. In a leadership role, your biggest contribution is your ability to seek expedient and collaborative solutions to immediate problems; however, you may struggle with strategic leadership and the setting of future goals. In the long-term, your goal is to build a creative organization known for its collaborative culture, creativity and performance.

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## How you inspire others

- You lead by doing and inspire your people by showing them results
- Unthreatened by the possibility of failure, you take risks and encourage others to do the same
- You value superior performance and reward this before rank or experience
- You are quick to spot the frustrations and feelings of others, providing support when it is needed

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## How you make things happen

- You focus on creating a team environment, sympathetically persuading team members to get the job done
- You are not interested in controlling people, preferring to give employees the flexibility and freedom to do things their own way
- You motivate others to action by creating a sense of loyalty
- You are quick to recognize others' contributions and offer praise

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## Developing your leadership style

- Think about how possible solutions might affect the organization in the future and add this long-range view into your decision making
- Acknowledge that some people prefer to be closely directed and need clearly defined systems and schedules for doing their job
- Learn to challenge others and use confrontation and constructive feedback where needed
- Explore ways to cultivate a strong sense of self and belief in your own leadership abilities





# MAKING DECISIONS

ISFPs have an unconventional approach to problem solving since they are often oblivious to the tried-and-tested methods, preferring to follow their own, more practical route. When making decisions, you primarily consider how the outcome will impact people and work hard to find solutions that reflect of majority of the group members. Take care that you do not focus so much on achieving consensus that you ignore the verifiable facts.

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## Your decision-making strengths

- You put a lot of thought into your decisions, making sure they are in line with your value system
- You exercise curiosity and explore several options before making a decision to see which of them rings true
- You find ways to include others in the decision-making process and take care to protect their feelings
- You make practical decisions that can quickly be put into action

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## Your decision-making challenges

- You tend to focus on immediate realities and may not see the future implications of your decisions
- You may let your decisions be influenced by others' needs and personal preferences
- During decision making, you focus on maintaining harmony and may shy away from options that seem complicated or challenging
- You place a strong emphasis on your values, often overlooking the more logical solutions

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## Action steps for improving decision making

- Use others to help you look for a more strategic, long-term solution rather than a quick fix
- Have the confidence to make decisions on your own to ensure that you are not heavily influenced by others
- Remember that personal values are not always supreme, and sometimes the best decision is the one that also takes account of rational business objectives



# GETTING THINGS DONE

ISFPs typically serve as the "glue" on projects, bringing people and processes together to get the job done. Practical and resourceful, you are skilled at using the available resources to accomplish a task and work extremely well when given the freedom to plan projects on your own terms. Follow through can be a problem, however, since you may resist any deadline that interferes with your freedom to choose your next move.

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## You help others by...

- Adapting your work to the job at hand, flexibly responding to situations when they arise
- Seeing where others' strengths lie and making the most of those abilities
- Troubleshooting immediate problems and finding quick fixes
- Providing practical help and encouragement to group members

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## You irritate others by...

- Dealing with problems as they arise rather than focusing on long-term results
- Avoiding work that is deemed irrelevant, uninteresting or out of line with your values
- Leaving your time unstructured and missing important deadlines
- Ignoring established procedures, systems and protocols, instead completing tasks as you deem appropriate

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## Action steps for improvement

- Be careful that you do not focus so much on daily processes that you neglect to consider future needs and possibilities
- Negotiate with managers how you can be accountable yet do the work in your own way
- Find ways to break larger projects into smaller, more manageable chunks
- Use the proper organizational tools to map out a sequential blueprint for accomplishing tasks rather than relying on your own individual plans



# GROWTH AND DEVELOPMENT

ISFPs are practical individuals who learn through doing. You enjoy study when the information can be applied to immediate problems, especially pertaining to people. As an introvert, you enjoy working alone within a loose structure that allows you to learn on your own terms. The more encouragement you are given, the more confident in learning you become.

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## Your learning is improved when...

- You are shown how to do something rather than told how to do it
- The learning program uses real-life practical examples
- The subject is relevant to people
- You can work at your own pace and on your own terms

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## How you view change

- You value change, especially where you induce it and are directly involved in the process
- You are willing to accept change if it fits into your value system and you have complete information about what is going on
- You may be uncomfortable with changes that are thrust upon you without warning

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## Your learning is hindered when...

- The material is purely conceptual and has no direct relevance to problems or people
- The instructor does not give positive encouragement and feedback
- You are rushed through the material too quickly
- The learning program is too rigid and lacking in fun

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## Opportunities for personal growth

Significant growth may be achieved by developing the traits and preferences that are underdeveloped in your personality type, such as:

- Considering the longer-term implications of your actions
- Appreciating the value of existing protocols that work well
- Developing the habit of planning, sticking to schedules and following through
- Considering the rational, objective and analytical aspects of decisions
- Making an effort to speak out and "own" your opinions



# COPING WITH STRESS

Spontaneous and unpredictable, ISFPs typically have high stress compared to other personality types, especially where there is rigidity in rules or your flexibility is compromised. Excessive stress can cause certain aspects of your personality to become exaggerated. You may feel unhappy, self-critical or depressed. You may act out of character, taking quick and hasty decisions or seeking to take charge of a situation. Or you may shut down entirely, losing your creativity and becoming emotionally drained.

You may not always be able to control the stresses in your work but learning to deal with them constructively can help to minimize these adverse reactions.

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## Events that may trigger stress

- Limits to your personal freedom
- Being asked to develop future plans and commitments
- Conflict situations
- Too much happening at once

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## Best ways to respond to stress

- Spending time on your own to re-energize
- Taking the time to reflect on your values
- Sharing your thoughts and feelings with close family and friends
- Positive self-talk

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## Worst ways to respond to stress

- Trying to behave out of character, such as resolving to make long-term plans
- Obsessing about situations you have no control over
- Fixating on your mistakes or how others perceive you
- Burying your head in the sand

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## Others can help you by...

- Canceling unnecessary activities and lightening your workload
- Letting you talk through the problem
- Taking the time to show their appreciation for you and the contributions you make to the organization
- Reminding you of your values to help realign your perspective

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## Others may make things worse by ...

- Criticizing you for not behaving in your usual gentle, attentive manner
- Expressing disbelief at the way you are behaving and feeling
- Demanding service commitments from you
- Using logic to talk you out of your stress



# ACHIEVING SUCCESS

Reaching your potential in the workplace means maximizing your strengths while working to overcome your weaknesses.

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## Potential problems

- You live in the moment and may miss the future implications of your actions and choices
- You tend to be unplanned and spontaneous and may have difficulty organizing tasks and meeting deadlines
- You may allow yourself to be pulled in many directions so that you are unable to complete your tasks
- You like to observe the fruits of your labor and may become bored with tasks that provide only future payoff

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## Do:

- Spend time alone to ensure that you are not defining your priorities according to other people's needs
- Test out methods to organize your time so you meet deadlines and follow a schedule
- Look at the bottom line in your decision making
- Learn to assertively communicate your views
- Give yourself credit for the things you do extremely well

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## Suggestions for development

- Be careful that you do not focus so much on daily processes that you neglect to consider future needs and possibilities
- Take the time to develop your project and time management skills
- Learn to say "no" occasionally, or at least make sure that you have the capacity to take on new tasks before you agree to do so
- Have someone hold you responsible for finishing what you start

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## Don't:

- Perceive criticism where none was intended
- Sweep conflict under the rug
- Assume it is your responsibility to solve everyone's problems
- Rely on the approval of others to feel good about yourself
- Neglect your own needs - you'll end up burning yourself out

