

## What kind of time management gremlins does your personality attract?

Please circle the answer that most feels most appropriate to you :

<p>1 : On average how long does it take you to respond to an e-mail</p> <p>E. A few seconds, I've always got something to say</p> <p>I. It depends I usually need some time to think about the right answer</p> <p>❖ Neither</p>	<p>2 : Generally, how do you approach your week ?</p> <p>J. I like to have a routine and will plan in chunks of time for key activities</p> <p>P. I like to keep things flexible so I can respond to clients and tasks as they happen</p> <p>❖ Neither</p>
<p>3 : If you have to review something, are you</p> <p>S. Great at spotting typos</p> <p>N. Great at seeing how it all fits together</p> <p>❖ Neither</p>	<p>4 : When evaluating a business idea, do you</p> <p>S. Critique how it would work in practice</p> <p>N. Imagine how well it could turn out</p> <p>❖ Neither</p>
<p>5 : How do you deal with deadlines ?</p> <p>P. Leave things until the last minute because you work better under pressure</p> <p>J. Plan ahead so that you finish with time to spare</p> <p>❖ Neither</p>	<p>6 : When you start a task, do you</p> <p>J. Work it right through to conclusion</p> <p>P. Find that you think of other things and go off on a tangent</p> <p>❖ Neither</p>
<p>7 : If you are working on something and someone you know calls you, do you</p> <p>T. Make a note to call them back when its convenient to you</p> <p>F. Take the call to find out what they need</p> <p>❖ Neither</p>	<p>8 : When working on a large project do you</p> <p>T. Set out a detailed plan based on your own thinking before consulting anyone else that is involved</p> <p>F. Talk to others that are involved first to ensure you can accommodate their needs</p> <p>❖ Neither</p>
<p>9 : When someone interrupts you, do you</p> <p>E. Get interested in what they want to talk to you about</p> <p>I. Get annoyed that you have to stop doing what you intended</p> <p>❖ Neither</p>	<p>10 : When you come across a useful piece of information, do you</p> <p>T. File it so you know where to find it if you need it</p> <p>F. Think about who else might find it useful and send it on</p> <p>❖ Neither</p>
<p>11 : When do you get in touch with your network contacts :</p> <p>I. Only when you want something</p> <p>E. Frequently to find out how they are doing</p> <p>❖ Neither</p>	<p>12 : How would people describe the ideas you come up with ?</p> <p>S. Practical and useful</p> <p>N. Imaginative and a bit "out there"</p> <p>❖ Neither</p>
<p>13 : When you get a newsletter or e-zine, do you</p> <p>E. Read it immediately to see what's new</p> <p>I. Delete it, you're not interested</p> <p>❖ Neither</p>	<p>14 : If an existing client wants a meeting do you</p> <p>T. Offer slots that suit you</p> <p>F. Drop everything to fit in with them</p> <p>❖ Neither</p>
<p>15 : If you have to understand a new piece of information, do you</p> <p>S. Like to have as much detail as possible</p> <p>N. Want to know how it fits in to the big picture</p> <p>❖ Neither</p>	<p>16 : How do you manage your to do list ?</p> <p>J. Write it down and work through it systematically</p> <p>P. Write it down and then do whatever you fancy doing anyway</p> <p>❖ Neither</p>

## Score your results :

Note how many of each letter you circled and log in the grid below :

I =	S =	T =	J =
E =	N =	F =	P =

Compare the columns in the top and bottom sections. If you have more I's than E's circle the Big I; if you have more N's than S's circle the big N etc, etc. If you have an equal number in both sections, then circle neither of the Big letters. At the end you should have no more than 4 letters circled.

## Most Common Time Management Gremlins :

**More E's than I's** : suggests you have MBTI Extroversion preferences. Extroverts get their energy from other people and external stimuli and if working on their own they tend to have a low boredom threshold. Their focus on their external world means they are always questioning "What's up ...?" they are intrigued by what else is going on that might be of interest or use to them . A good strategy for managing this preference is to ask "What is relevant to me right now ?"

**More N's than S's** : suggests you have MBTI Intuitive preferences. Intuitive people tend to like the bigger picture rather than the detail and will favour imagination over practicalities. They love ambiguity and are interested in all manner of possibilities and so they tend to be drawn into questioning "What about....?" A good strategy for managing this preference is to check "How can this be useful right now ?"

**More F's than T's** : suggests you have MBTI Feeling preferences. Feeling people tend to be concerned with how others will respond to things. Great at ensuring collaboration they can often lose sight of their own needs as they value harmony more than logical thinking and they will typically be wondering "What will they think...?". A good strategy for managing this preference is to ask "How does this affect what I need right now?"

**More P's than J's** : suggests you have MBTI Perceiving preferences. Perceiving people like to keep their options open in case something more interesting or useful comes along that would inform their next step. Great at being flexible and adaptable they tend to avoid planning, almost creating time pressure for themselves because they enjoy the adrenaline rush this brings. Their spontaneity means they constantly wonder "What if ...? therefore a good strategy for managing this preference is to ask "Should I be doing this right now ...?"

**Evenly balanced on one or more sections?** Well done ... this suggests that you have no particular preferences and so you will be able to keep these potential time management gremlins "in check" quite naturally yourself !

## Common "Achilles Heels" of normally helpful preferences :

**More I's than E's** : Being too internally focused - make sure you don't lose track of what's going on around you

**More S's than N's** : Being a bit of a perfectionist – try to keep perspective on how much detail is really needed

**More T's than F's** : Being too logical – don't forget to take other people's reactions into account

**More J's than P's**: Being too controlled – things won't always go to plan so you'll need to adapt at times

*Note : the MBTI is a thorough psychometric test that cannot be done justice with a few questions, therefore this Quiz simply aims to relate to the MBTI instrument rather than be a definitive assessment. If you would like to properly identify your MBTI Type, please contact [Michelle@coachU4success.co.uk](mailto:Michelle@coachU4success.co.uk) for a full evaluation.*