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# TIME MANAGEMENT

*For* MBTI TYPES

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# Time Management: How Your Personality Type Affects Your Productivity

I hold a strong belief that there isn't a one-size-fits-all solution for time management. That there isn't some magical formula that will instantly make you more productive.

In fact, most people in the time management world hold this belief. This is why productivity coaches are in such high demand. Through one-on-one conversations, they're able to develop a time management plan perfect for that one person.

But I wanted to find a format that anyone could have access to. Because let's face it — not everyone wants to work with a coach.

That meant that I first had to pinpoint what characteristics I look at when figuring out what kind of time management techniques would work best for each of my clients.

And while I was taking an in-depth look at all of this, I realized that the Myers-Briggs looks at the exact same things that I look at — where you get your energy, how you process information, how you make decisions, and how you live your life.

And each of these components can be directly applied to time management.

Plus, every single person on the planet fits into one, if not more, of the Myers-Briggs personality types.

So it basically covers everything we need to know for everyone who needs to know it.

So the first thing that we're going to talk about is the different Myers-Briggs types.

## The Myers-Briggs Test (MBTI)

The Myers-Briggs Type Indicator is a personality assessment tool that evaluates 4 different components of your personality — where you get your energy, how you process information, how you make decisions, and how you live your life.

The different combinations of these 4 variables make up the 16 different Myers-Briggs personality types, each represented by a string of 4 letters.

The Myers-Briggs Type Indicator assessment tool can only be used by trained professionals, so if you want to learn for certain what your type is, the [Myers-Briggs website](#) can refer you to a local testing location.

There are also a few places online that will give you fairly accurate results.

[16personalities.com](#) has a great test that will break your type down into percentages. This lets you know where you fall on the spectrum of each component. This is important because if you're more toward the middle, you likely switch back and forth between the two. But we'll come back to that in a bit.

**So go ahead now and take the test if you don't already know your personality type. You are going to need it to determine what time management techniques work best for you.**

## The 16 Myers Briggs Personality Types

Now that you know what MBTI type you are and you understand the different components that make up the 16 different Myers Briggs personality types and the reasons why you may identify with more than one, I'm going to walk you through each type.

While doing this, I'm going to focus on the strengths and weaknesses of each type.

Then, I'm going to give a few pointers on how this type will have the most success when working on their time management.

### ISTJ Time Management

As an ISTJ, you like to analyze what's going on around you and double check all the facts before creating a plan of action. You like to formulate this plan of action internally, whether by quickly talking it over with yourself or perhaps jotting down what you're thinking so that you can organize your thoughts. And you make logically backed decisions quickly and don't have the time or patience for indecisiveness or theoretical discussion on whether it's the 'best' decision.

The problem, though, is that you're always busy, ticking things off your to-do list — but you sometimes get lost in the details, so you don't always feel like you're making any progress. Because you can be a bit of a perfectionist, you have a tendency to add unnecessary tasks to your to-do list, making it unmanageable and overwhelming.

This also makes it difficult to finish a project, because it's never really good enough. And distractions, or anything that pulls you out of the zone, can completely derail your progress and fluster you.

So, in order to effectively manage your time, you need to learn how to first, create SMART goals so that you can clearly see which steps are necessary to move the project along, and which steps aren't. This will help prevent you from trying to do it all, and instead only do what needs to be done. Then, learn how to give your to-do list a regular reality check to make sure you aren't getting lost in the details.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions, last minute changes, or missing facts so you don't become too stressed.

### ESTJ Time Management

As an ESTJ, you like to make quick decisions, based on the facts at hand. You feel responsible for your actions and want others to know you for your reliability and trustworthiness. You are direct and honest, and you rely heavily on the information made available to you. And, you like order and structure in all aspects of your life.

The problem, though, is that while you are a phenomenal planner, you start to procrastinate if you don't have all the information, or the task or goal is unclear. Because you value hard work and reliability, you sometimes take on more than you can handle, and you don't always want to ask for help.

Unexpected disruptions and emergencies stress you out and throw you off. And, when stressed, you may flip to your inferior function, Introverted Sensing, making you hypersensitive and act out of character.

So, in order to effectively manage your time, you need to learn how to first, create SMART goals so that you can clearly see where any missing information is before you start working. This will also help ensure that you have complete clarity in what you are working on and why.

Then, learn how to give your to-do list a regular reality check to make sure you aren't taking on more than you can handle.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions or last-minute changes so you don't become too stressed.

## **INTJ Time Management**

As an INTJ, you like to analyze things from different perspectives and strategically plan for all possible scenarios. You like to formulate these plans internally, whether by quickly talking it over with yourself or perhaps jotting down what you're thinking so that you can organize your thoughts.

And you make logically backed decisions quickly, and don't have the time or patience for indecisiveness or theoretical discussion on whether it's the *best* decision – but you are always interested in expanding your knowledge and considering other rational options.

The problem, though, is that you think that anything is possible. Because of this, you have a tendency to take on more than you can handle. This may also make you lose interest or get bored with what you're working on because you've already moved onto the next thing. Also, you don't always like to work using standard procedures and may invest too much time and energy in finding new and better ways to do things.

And finally, distractions, or anything that pulls you out of the zone, can completely derail your progress and fluster you.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see which steps are necessary to move the project along, and which steps aren't. This will help prevent you from trying to do it all, and instead only do what needs to be done.

Then, learn how to give your to-do list a regular reality check to make sure you aren't getting bored

and moving on too quickly.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions or last-minute changes so you don't become too stressed.

## **ENTJ Time Management**

As an ENTJ, you are a strategic thinker who examines all possible angles when making decisions. You value efficiency and have little patience for anything that pulls energy or resources from the long-term project objectives. You love a good challenge and can maintain your focus while maneuvering with laser sharp precision. And you like to plan broadly and fine tune as you go.

The problem, though, is that while you like to create a broad plan for your long-term goals, you don't always take time to focus on the small details you need to take to get there – if you skip over the little details now, they can cause bigger problems down the road, which can be a lot more time-consuming to fix.

Because you want to take care of everything you tend to take on more than you can handle, and you don't always want to ask for help. And you don't really mind unexpected distractions, especially stopping to chat with someone, and this can have a huge impact on your overall productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see the little steps you need to take now. This will also help you prioritize these little tasks that seem inefficient and unimportant to you.

Then, learn how to give your to-do list a regular reality check to make sure you aren't taking on more than you can handle.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions or last-minute changes so you don't become sidetracked and waste time.

## **ISTP Time Management**

As an ISTP, you can quickly solve problems, and are particularly great in crisis situations. You easily switch mindsets, jumping from project to project with no delay. You are great at prioritizing what needs to get done. And through all of this, you tend to stay calm and relaxed, not worrying about tomorrow's problems.

The problem, though, is that you just want to get things done and you don't want to waste any time actually planning things out. Because of this, you tend to skim over the mundane details, which can

be a lot more time-consuming to fix later on.

This also means that you tend to take on more than you can handle. Also, you are easily enamored by new ideas making you easily lose interest in a project before you can complete it. And, because you prefer to work alone, distractions can derail you and have a huge impact on your overall productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see what you need to do to complete a project, even those uninteresting, mundane tasks.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **ESTP Time Management**

As an ESTP, you love to experiment with new ideas and find new and interesting ways to do things. You value efficiency and prefer actionable steps over theoretical direction. You prefer to live in the moment, solving problems and challenges as they come to you. And you like to push the envelope and see how far you can take your ideas.

The problem, though, is that you don't want to plan anything out, relying on your own trial and error to find solutions. Because of this, you tend to skim over the mundane details, which can be a lot more time-consuming to fix later on. Also, you are easily enamored by new ideas making you easily lose interest in a project before you can complete it. And, distractions, particularly conversations with other people, can completely throw you off track and make you lose focus.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see what you need to do to complete a project, even those uninteresting, mundane tasks.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **INTP Time Management**

As an INTP, you like to plan broad and watch as the project unfolds. You have a deep desire to understand the world and how it all works. You easily identify problems and enjoy finding solutions. You love coming up with new, ingenious ways to do things, rather than using the same old boring systems. And you love to learn new and interesting things.

The problem, though, is that you constantly question your theories and whether you've missed a critical piece of the puzzle, which can make actually starting a project tough. Because you like to see how things fall into place, you tend to skim over the mundane details, which can be a lot more time-consuming to fix later on. You tend to lose interest in a project before you can complete it.

And distractions, especially things that pull you out of the zone or annoy you – like having to explain your process to someone – can derail you and have a huge impact on your overall productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see if you're missing any critical pieces and keep a tally of the important, yet mundane, tasks.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **ENTP Time Management**

As an ENTP, you are an innovative thinker who likes to plan broadly and fill in the gaps as you go. You are a quick thinker and can jump from project to project easily. You love coming up with new, creative ways to do things, rather than using the same old boring systems. And you love to learn new and interesting things.

The problem, though, is that while you love to plan, you don't always follow through with them, a lot of the times because you get bored with the details – if you skip over the little details now, they can cause bigger problems down the road, which can be a lot more time-consuming to fix. You love the rush of doing something last minute, which makes you procrastinate and sometimes miss deadlines.

And distractions, especially things that are fascinating or intriguing, can easily pull you away from what you're working on – this can have a huge impact on your overall productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see the little steps you need to take now. This will also help you highlight why

they are important to do.

Then, learn how to give your to-do list a regular reality check to make sure you're working on what you need to be doing, and not something that's more interesting.

Next, learn how to implement a time management program that allows you to work on different projects when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions or last-minute changes so you don't become sidetracked and waste time.

## **ISFJ Time Management**

As an ISFJ, you are supportive, reliable, and patient, and work in a steady, methodical, and careful way to not only ensure that the project is completed but usually going above and beyond what is expected of you.

You are empathetic and observant, always aware of everything going on around you and how everything is affecting everyone else. You tend to develop a fondness for and an emotional attachment to everything you work on, which makes you incredibly loyal to the project and work hard to see it finished. This also motivates you to give just as much attention to even the most mundane of tasks.

The problem, though, is that you because you want to help everyone, you tend to overcommit to different people and projects. You also like to over plan and may procrastinate starting a project because you have become overwhelmed by the details.

You may also procrastinate starting a project or lose energy in the process if you ever begin to feel that you lack the experience necessary, or if you lose your self-confidence. And distractions easily pull you away from your work, because you will always stop what you're doing to help someone else.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see which steps are necessary to move the project along, and which steps aren't. This will help prevent you from trying to do it all, and instead only do what needs to be done.

Then, learn how to give your to-do list a regular reality check to make sure you aren't getting lost in the details.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions so that you aren't always stopping what you're doing to help someone else.

## **ESFJ Time Management**

As an ESFJ, you have a strong sense of duty that motivates you to work on everything that needs to get done. You don't like to spend too much time over planning, preferring to get right to work. You are very practical and don't mind normal day-to-day tasks. And you're very outgoing and social and love helping everyone that you can.

The problem, though, is that you start to get stressed if you feel like you don't have control over the work that you're doing or the way it's being done. You also may spend too much time working on things that aren't as important for you to complete.

Additionally, you might lose interest in a project if you start to feel like your efforts aren't being appreciated. And distractions, particularly someone stopping to chat, can pull you out of the zone and allow you to start wasting time.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see what you need to do and why you need to do it. This will help make sure you are covering all the details and allow you to prioritize so the important stuff gets done.

Then, learn how to give your to-do list a regular reality check to make sure you're staying focused on the important tasks and haven't allowed someone else's priorities to take center stage.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **INFJ Time Management**

As an INFJ, you love to find creative solutions to people's problems. You are able to connect the dots, see how things ought to be, and then act on it. The sense of right in everything you do motivates you and gives you unending determination to see things through. And you don't do this for any self-gain, you simply believe in what you're doing and genuinely want to make the world a better place.

The problem, though, is that you can be a bit of a perfectionist and you always have an eye open for something better. You also love the cause you're working for so much that you have little patience for the mundane, boring tasks that also need to be completed. Balancing these two can lead you to burn out pretty easily. And distractions, particularly bright and shiny new passion projects that come up, can deter you from your current work and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see everything that you need to do, including the mundane tasks that don't interest you.

Then, learn how to give your to-do list a regular reality check to make sure you aren't being too

much of a perfectionist. This will also ensure that you aren't skipping over the things that you don't want to do.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions or new, intriguing projects so that you don't become sidetracked and stop making progress.

## **ENFJ Time Management**

As an ENFJ, you have strong communication skills and are a natural born leader. You don't see the world as black and white, and you take the time to listen to other people's ideas. You are incredibly reliable – if you say you're going to do something, you do it. And your main motivation is to do good in the world around you.

The problem, though, is that you may try to help too many people and spread yourself too thin. This also allows you to put other people's priorities before your own, hurting your own to-do list in the process. You also care so much about doing what you say that you can be a bit of a perfectionist.

This altruistic tendency also allows you to move onto new projects before you completely finish what you're already working on. And distractions, particularly people asking you for even more help, easily pull you away from your work and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so that you can clearly see everything that you need to do, paying close attention to why everything is on that list.

Then, learn how to give your to-do list a regular reality check to make sure you aren't taking on more than you can handle.

Next, learn how to implement a time management program that allows you to work on a project in a steady, methodical fashion.

And finally, learn what to do in the event of distractions or new requests for help so that you don't become sidetracked and stop making progress.

## **ISFP Time Management**

As an ISFP, you are an amazing listener and use this insight into people's hearts to create bold and inspiring ideas. These ideas are usually passion projects that you dive into wholeheartedly. You like to see how these ideas play out among the people involved, considering them a humanitarian experiment. And you prefer to watch this all unfold away from any traditional – and boring – guidelines and regulations.

The problem, though, is that you shy away from most long-term commitments, which makes it difficult for you to see projects through to the end. Because you are so emotionally invested in

everything that you do, if it becomes too much, you have a tendency to shut down and shut everyone else out – including your work.

Also, you only want to work on something when you feel inspired to do so. And distractions, particularly something that inspires you, can easily pull you away from your current projects and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see what you need to do to complete a project, highlighting why it's important for you to stay on track and complete what you've started.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more intriguing.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **ESFP Time Management**

As an ESFP, you live in the here and now, and are very observant of everything going on around you. This allows you to find creative, yet practical solutions to other people's problems. To test the solution out, you prefer to jump right in, making changes as you go. And you make the whole process as fun and entertaining as you can.

The problem, though, is that because you don't like to plan, you spend a lot of time fixing what you've already done or having to do it over. Because you want to make everyone happy, you also have a tendency to take on more than you can handle.

You are prone to procrastinate doing something if it's boring, or if it's tied to some future goal that you can't really grasp. And distractions, or anything that's more fun than what you're currently doing, can easily pull you away and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see what you need to do to complete a project, even those uninteresting, mundane tasks.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **INFP Time Management**

As an INFP, you are extremely idealistic and optimistic. You truly believe there is good in the world and you strive to make the world a better place. When starting a project, you like to consider the big picture and how it aligns with your values, preferring to fill in the details as you go. And you're motivated by a strong desire to help others and work on projects that are personally fulfilling.

The problem, though, is that because you want to make people happy, you have a problem saying "no," and tend to take on more than you can handle. This also tends to make you a bit of a perfectionist. Your passion may also allow you to move onto a new project before you complete what you're currently working on. And distractions, particularly people asking for your help, can pull you away from your work and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see what you need to do to complete a project, helping you build the bridge between now and the end goal.

Then, learn how to give your to-do list a regular reality check to make sure you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## **ENFP Time Management**

As an ENFP, you are highly observant of all the little things and how they all go together to build the amazing bigger picture that is life. You have an infectious enthusiasm, and love to share your vision of the world with anyone who will listen. You love to brainstorm in groups, and then dive headfirst into projects, filling in the details as you go. Your motivation comes from helping other people, as well as finding new and interesting ways to do things.

The problem, though, is that you tend to overcommit, spreading yourself too thin. You also have a habit of multitasking, which pulls your attention in too many directions. Because you don't like to plan out the details of a project, you have a tendency to become overwhelmed by them once they're all laid out in front of you.

Also, because you're multi-passionate, you tend to start new projects before finishing what you're currently working on. And distractions, especially stopping to chat with other people, can pull you away from your work and hurt your productivity.

So, in order to effectively manage your time, you need to learn how to first create SMART goals so you can clearly see all the little details of a project so you don't become overwhelmed by them later.

Then, learn how to give your to-do list a regular reality check to make sure you aren't spreading yourself too thin by taking on more than you can handle or by doing too much at once. This will also help ensure that you're still working on your current projects and haven't moved onto something more interesting.

Next, learn how to implement a time management program that allows you to work when you're feeling inspired, yet still stay on track with your deadlines.

And finally, learn what to do in the event of distractions so you don't become sidetracked and waste time.

## About Barbera

I'm a Dutchie traveling the world while helping others achieve greatness ñ

I'm on a mission to empower intuitive ambitious aliens (hsp, intuitives, empaths etc.) that have felt weird or strange or like they don't fit in to accept & embrace who they are so they can be their authentic self, find their unique voice and discover their soul's mission, so they can create that soulful profitable business that allows them to be financially free and finally live a fulfilled life while making a huge impact on the world and experiencing true freedom.

I don't believe in one-size-fits-all and I don't believe you will achieve your dreams by hustling and working hard(er). Instead I help you discover what makes you uniquely you and teach you how to use your natural born talents & gifts within your business to create that soulful, profitable business with ease, flow and alignment.

My Tag line is "From Transfucked to Transformed" and I am living proof that you can leave behind a shitty life that is making you miserable and create a life for yourself that makes your heart sing. Interested? Then ask me how: <https://www.hspcoachbarbera.com>

### Could this possibly be you?

- You feel like there is more to life than what you are currently experiencing and you often wonder : "Is this really it? Is this all there is in life?" But at the same time you know, you feel deep down inside: "NO, there is more to life than this!"
- You feel like you have a mission here on earth, but you also feel like you are not connected to it yet.
- You feel like you have so much to offer this world, but you don't know how to turn it into a career or a profitable business.
- You are sick and tired of feeling sick and tired and you are ready to take your life into your own hands to finally create a life for yourself that is fulfilling and rewarding.

Or maybe:

- You already are a soulful business owner, but are struggling to make it profitable and might even be on the verge of giving it up, feeling like this entrepreneurship thing is just not for you.
- Despite being proud of what you offer you find the very thought of selling your services sleazy and salesy and you feel uncomfortable and anxious when faced with holding a sales conversation with a potential client.

- You are afraid of putting yourself out there, making yourself visible and as a result you are either not attracting any clients at all or you are not attracting the right type of clients and they are few and far between.
- You took a sales & marketing course, webinar or program and maybe even hired a coach, but these methods they taught you are not working for you.

## What do I do?

I help:

- intuitive ambitious aliens,
- soulful seekers,
- sensitive leaders,
- highly sensitive, intuitive & empath entrepreneurs,
- mission-driven soulpreneurs,
- heart-centered solopreneurs

with:

- their personal development,
- their (high)sensitivity,
- their soulful entrepreneurship,
- getting clear on what is really important,
- being their authentic self,
- finding their unique voice,
- connecting to their soul's mission,
- effortlessly attracting soul aligned clients,
- doing marketing and sales from the heart using their gifts,
- becoming financially free,
- having a rewarding, soulful, profitable business,
- living a fulfilling life

by: -

- giving them the BOOST they need,
- helping them ACCEPT themselves and be PROUD of who they are,
- teaching them all about their talents, gift & capacities,
- helping them overcome limiting beliefs,
- concurring obstacles that are holding them back,
- giving them the energy, confidence, and courage they need,
- helping them take MASSIVE action,
- helping them have a HUGE IMPACT on the world,
- sharing with them PROVEN methods & strategies to get them to their dream life.

**If this resonates, let's book a call and let's get to know each other! <https://bit.ly/2GBoqPk>**

## Sources:

The Myers & Briggs Foundation ([www.myersbriggs.org](http://www.myersbriggs.org)); The National Organization of Productivity & Organizing Professionals ([www.napo.net](http://www.napo.net)); 16 Personalities ([www.16personalities.com](http://www.16personalities.com)); Personality Cafe ([www.personalitycafe.com](http://www.personalitycafe.com)); <http://personalityplaybook.com/the-16-types/>; <http://www.businessinsider.com/traits-of-every-myers-brigg-personality-2015-2>; [https://www.pmiwdc.org/sites/default/files/presentations/201606/PMIW\\_LocalCommunity\\_FairLakes\\_Presentation\\_2016-06.pdf](https://www.pmiwdc.org/sites/default/files/presentations/201606/PMIW_LocalCommunity_FairLakes_Presentation_2016-06.pdf)