Time Management
& Team Communication Dynamics

Presentation
June 7th, 2016

Presented by: Alex Porfirenko
Personality Type Plays a Large Part When it Comes to Time Management

Myers Briggs’ four sets of paired opposites which describe how we meet and function in the world

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<th>(E) Extraversion</th>
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<td>• Describes how we get energized</td>
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<td>• Describes how we take in information and the types of information we most trust</td>
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<th>(T) Thinking</th>
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<td>• Describes how we make decisions and communicate – from our head or from our heart</td>
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We Will Concentrate on Two Types of Pairs

(J) Judging
(P) Perceiving

- Describes how we relate to time, planning, and how we prefer to organize our life/work.

Typically, most experts concentrate on this pair when it comes to time management.

(S) Sensing
(iN) Intuiting

- Describe how we take in information and the types of information we most trust.

We will also explore how this pair relates to Judging and Perceiving.
World is divided into two types of people...Those who Plan and Those Who Don’t

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Both Planners and Non-Planners Come in Two “Flavors”

**Planners**

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Detailed Planners

High-Level Planners

Live In the Moment

Dreamers/Thinkers
First Type of Planners are Very Detail Oriented

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- Sometimes called the “Guardians”
- General Ewell replaced General Jackson at Gettysburg
- “Place your troops here, your artillery there. Attack at 5 PM”

“Stonewall” Jackson
Henry Ford is a Well Know JS (Cont’d)

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#### Detailed Planners

- “Well-Oiled Machine”
- Bottom-up approach
- No room for ambiguity
- Waterfall Methodology/Gant Charts
- SOW/FFP contract is a perfect vehicle for them
Second Type of Planners Prefer to Plan at a High Level

**Planners**

- **Judging & Sensing**
  - ESTJ
  - ISTJ
  - ISFJ
  - ESFJ
- **Judging & (iN) Intuiting**
  - ENTJ
  - INTJ
  - INFJ
  - ENFJ

**NON-Planners**

- **Perceiving & Sensing**
  - ESTP
  - ISTP
  - ISFP
  - ESFP
- **Perceiving & (iN) Intuiting**
  - ENTP
  - INTP
  - INFP
  - ENFP

Detailed Planners

- High Level Planners

- Sometimes called “Thought Leaders”
- “General, take that hill if practicable”
- Together made a formidable team! (13-0-1) (David will talk about your 2nd team)
Second Type of Planners Prefer to Plan at a High Level

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- 4-1 day weeks
- Top-down approach
- Allow for ambiguity
- SOO/ Agile methodology is the preferred method
First Type of Non-Planners Tend to Live “In the Moment” and Concentrate on the Task At-Hand

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- **Detailed Planners**
- **High-Level Planners**

**“Task At-Hand”**
- No plan whatsoever on Little Round Hilltop
- “Deny the flank”
- “Charge!”

“Stonewall” Jackson

Robert E. Lee

Joshua Chamberlain
First Type of Non-Planners Tend to Live “In the Moment” and Concentrate on the Task At-Hand

- Sometimes called “realists” and “artisans”
- Live “in the moment” and deal well with “stress”
- Don’t mind ambiguity…part of the fun!
- Make great proposal writers

Joshua Chamberlain

NON-Planners

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Second Type of Non-Planners Prefer to Always Keep the Options Open, Sometimes Called “Dreamers” and “Thinkers”

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**Detailed Planners**: “Stonewall” Jackson, Robert E. Lee

**High-Level Planners**: Joshua Chamberlain, Don Draper

**“In the Moment”**: Joshua Chamberlain

**All About the Options**: Don Draper
Most PNs Prefer “Non-Traditional” Project Management Techniques – IDIQ or Cost+ Incentive Fee is Perfect for Them!

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- Really good at Research & Development
- “Out of the box” thinking

- “Mr. Columbus – I need a detailed plan on how you will discover America”
- “I need to have a detailed WBS for how you will develop the light-bulb”

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**Christopher Columbus**

**Thomas Edison**
There is No Such Thing as “Better Personality” – Everyone is Different and Brings Different Strengths to the Table
Exercise – Which Personality “Fits” These Tasks

1. 6 RFPs just landed on our desk…who’s going to do it?

2. Soviets have gotten REALLY good at missiles & radar - we need to figure out a way how to make an airplane invisible…

3. We have submarine technology…we have missile technology…now give me a plan on how you will build a Ballistic Missile Submarine…

4. Someone just suggested a great idea…I need someone to “run it to the ground” and see if it works…
Appendix
Typically, ESTJs like to plan out and break down work, projects, and tasks before getting started, and they want to make sure they have all of the necessary components lined up in advance to ensure that they can work energetically towards the end goal in a fashion that most effectively accomplishes their objectives. They will often appreciate the use of calendars, routines, and daily to-do lists to stay on task and keep priorities straight, and they typically use these methods in all aspects of life. Motivation for ESTJs comes from their desire to keep their commitment to being reliable and their love of efficiently doing work in tried and true ways.

ESTJs are often thrown off in time management when plans are interrupted by changes or emergencies, or when they lack clarity on goals or need more information. Procrastination may occur when the ESTJ does not control the matter at hand or believe it can be successful, or when they need but do not want to ask for help.

Tips for staying or getting back on task:

• Take action, and focus on tasks one by one until they are finished, and remember that it is ok to remove items on your list or give them to someone else.

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Ask for clarifications and details when they are not readily available.
ISTJ – Time Management

Typically, ISTJs like to plan out and break down work, projects, and tasks before getting started, and they want to make sure they have all of the necessary components lined up in advance to ensure that they can work steadily towards the end goal in a fashion that is thorough, consistent, and deadline focused. They will often appreciate the use of calendars, routines, and daily to-do lists, formal or informal, to stay on task and keep priorities straight, and they often like to work in places and during hours when other people are absent. Motivation for ISTJs comes from their deep desire to keep their word and their sense of responsibility in meeting expectations.

ISTJs are often very thrown off in time management by being kicked out of “the zone” by distractions, insisting on completing a task to a higher standard than is necessary, or having to do a lot of prep or organizational work before starting work. Procrastination may occur when the ISTJ becomes overwhelmed by details that will need to be taken into account to perform a thorough job, and they may put things off when they lack the experience desired to move forward with confidence.

Tips for staying or getting back on task:

• Plan for the unplanned by allotting extra time for possible interruptions.

• Find places and times where you know you can work alone when necessary.

• When you lack the details or experience needed to move forward in comfort, ask for clarification and seek advice from individuals who have successfully completed similar tasks.
ISFJ – Time Management

Typically, ISFJs like to plan out and break down work, projects, and tasks before getting started, and they want to make sure they have all of the necessary components lined up in advance to ensure that they can work steadily towards the end goal in a fashion that is thorough, people friendly, and deadline focused. They will often appreciate the use of calendars, to-do lists, and routines, to stay on task and keep priorities straight, and stay apprised of upcoming events. Motivation for ISFJs comes from their deep desire to help, meet the expectations of, and please others.

ISFJs are often very thrown off in time management by the overcommitment that comes from not wanting to say “no”, completing the work of others to avoid a late or substandard product, or spending too much time on organization before starting work. Procrastination may occur when the ISFJ becomes overwhelmed by details that will need to be taken into account to perform a thorough job, and they may put things off when they lack the experience and/or self-confidence to complete the project to their standards.

Tips for staying or getting back on task:

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• When you’ve gotten off track, take time to reexamine and shuffle priorities based on current needs, and seek the help of others to fill in needed and missing information.

• When organizing is preventing moving forward, remind yourself that it’s ok to stop prep work and begin work from wherever you are planning.
ESFJ – Time Management

Typically, ESFJs like to plan out and break down work, projects, and tasks before getting started, and they love working systematically and energetically towards the end goal in a fashion that is thorough, people friendly, and deadline focused. That being said, they can become frustrated with an unnecessarily long planning process, preferring to take action. They will often appreciate the use of calendars, to-do lists, and routines, to stay on task and gain the enjoyment of checking off accomplishments. Motivation for ESFJs comes from their desire to help others, get things done, and be appreciated.

ESFJs are often thrown off in time management by a lack of control over the work process, completing less important work to get it done, getting pulled into unplanned events, or overcommitting to others in need. Procrastination is less common for ESFJs, but it may occur when the ESFJ has a value conflict with the matter at hand or when the task will take too much time to complete in one session.

Tips for staying or getting back on task:

• Approach your list by tackling one or two high priority items at a time.

• Talk with others who encourage your efforts to complete your projects.

• Set firm time that no interruptions from people, phones, or meetings will be entertained.
ENTJ – Time Management

Typically, ENTJs like to plan broadly, by beginning with their vision and mapping strategies to bring their vision to fruition. They commit to plans, but they are willing to tweak when it becomes clear that a change would create a better outcome. They will often appreciate the use of calendars and to-do lists to stay on task and keep priorities and long term goals straight, and they typically use these methods in all aspects of life. Motivation for ENTJs comes from a strong desire to reach goals and to conquer challenges that are intellectually stimulating and even seen by some as impossible.

ENTJs are often thrown off in time management when required to deal with details, by overloading themselves with tasks and talking with people, and when reaching for a greater product than is necessary. Procrastination may occur when the ENTJ does not control the matter at hand or believe it can be successful, or when they need but do not want to ask for help.

Tips for staying or getting back on task:

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Take time to prioritize tasks, and make a commitment to someone to finish certain tasks by a certain time to improve motivation.

• Celebrate small completions, and realize that they contribute to the overall vision.
INTJ – Time Management

Typically, INTJs like to plan out the gist or big picture of a project’s goals and vision, which they nearly set in stone. That being said, they typically want to keep the details of the plan more open so that they may be tweaked, changed, or created through the process of refining the plan. They will often appreciate the use of organizational aids and systems, as long as the systems are adaptable or broad enough for the INTJ to use them in their own way, rather than contending with categories that are not useful. Motivation for INTJs comes from the intellectual stimulation of strategizing, improving, and solving problems and projects in the best and most ideal way.

INTJs are often thrown off in time management by taking on too many tasks, being interrupted, or becoming so engrossed in a project or new idea that other priorities are put to the side. Procrastination may occur when the INFJ finds a project uninteresting or want to explore a topic deeply in order to create a perfect product.

Tips for staying or getting back on task:

• Keep your eye on the goals, and let go of matters that are less important.

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Remember that not everything has to be up to your personal standards of perfection, and sometimes good enough to meet external requirements is enough, at least for now.
INFJ – Time Management

Typically, INFJs like to plan out the gist or big picture of a project, and they want to refine the plan with details and tweaks as needed and as they move forward towards the deadline. Preferably, this plan will strike a delicate balance between comfort, people focus, innovation. They will often appreciate the use of organizational aids and systems, but these may range from date books and calendars to mental or written lists to technologically advanced planning tools. Motivation for INFJs comes from their deep desire to serve others in ways that are meaningful, inclusive, and creative.

INFJs are often thrown off in time management by underestimating the amount of time a task will take, while taking on too many tasks, or becoming so engrossed in a project that other priorities are forgotten about and fly out the window. Procrastination may occur when the INFJ finds a project uninspiring or want to explore a topic deeply in order to create a perfect product.

Tips for staying or getting back on task:

• Keep the end goal and big picture in mind to maintain a sense of priorities.

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Remember that not everything has to be up to your personal standards of perfection, and sometimes you can go back to make improvements to work, even after the project is “complete”.
ENFJ – Time Management

Typically, ENFJs adore planning and organization which starts with the big-picture and the goal, is modified only when necessary, and ends with a beautifully completed task. They may appreciate the use of calendars and to-do lists more than other types, and they use them to track and check off daily and long term activities. Motivation for ENFJs comes from their desire to help others, get things done, be appreciated, and show appreciation to others.

ENFJs are often thrown off in time management by emergencies, overcommitment that leads to an energy burnout, and overwhelming details. Procrastination is less common for ENFJs, but it may occur when the ENFJ has a value conflict with the matter at hand or when the task feels inauthentic.

Tips for staying or getting back on task:

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Take time to relax and practice self-care by getting a massage or partaking in a walk or other exercise.

• Try completing tasks when, and in places where, others are not around to provide distraction.
ESTP – Time Management

Typically, ESTPs greatly prefer action and trial and error over planning, as they see planning as unnecessary and perhaps even as impeding the process of getting things done. While some ESTPs use calendars, to-do lists, and other organizational aids, many use them only to keep track of a few important tasks, preferring to think of time in bigger chunks than hours. Motivation for ESTPs comes from fun, action, and the excitement that comes from experiencing the outer world and experiencing the moment.

ESTPs are often thrown off in time management by turning attention from tasks that need to be completed to tasks that are more exciting or action oriented and less boring. They may also be thrown off by allowing conversations to eat up time originally earmarked for completing projects. Procrastination may occur when the ESTP is asked to do something slow or something that entails vague or long-term outcomes.

Tips for staying or getting back on task:

• Try to focus on the goals of reasons for tasks more so than the actual tasks, and prioritize the most important tasks, even if it means letting some less important tasks go.
• Figure out ways to incorporate fun and action into activities that seem slow or boring.
• Take a break from action and commitment for awhile, to allow yourself to recharge and refocus.
Typically, ISTPs greatly prefer getting things done to planning things out, as planning often seems like an impediment to the process. Instead, they prefer to know what the point of the project or task is, and they want to figure out the most direct and reasonable course of action. The rest can be learned along the way. They will often appreciate the use of calendars and to-do lists mostly as ways to back up their memories of what has to be done, and what they accomplish may not match what is written. Motivation for ISTPs comes from immediate needs and a desire to understand how things work and can be fixed, through troubleshooting and/or working around rules and systems. ISTPs are often thrown off in time management by packing too much into a day, starting a new task before finishing an old one, and spending too much time on current needs at the expense of long term needs and plans. Procrastination may occur when the ISTP sees no practical payoff attached to a planned task or when their creative energy is not currently present and will not arrive until brought by an impending deadline.

Tips for staying or getting back on task:

• Try assigning deadlines to lists that have been ranked by priority.

• Figure out ways to bring fun and energy to projects that seem less interesting.

• If a result seems too far in the future to be currently relevant, try to find steps that can be taken in the here and now that will provide some smaller outcome.
ISFP – Time Management

Typically, ISFPs greatly prefer attending to present concerns over planning the future, though they will make plans for projects they regard as personally important. ISFPs like to maintain flexibility and autonomy in how they plan. They may appreciate the use of calendars, to-do lists, and other organizational aids to keep track of when things are due and tasks that must be completed, but they typically prefer to leave their time less structured. Motivation for ISFPs comes from bringing their values to fruition, in practical aid to others, and the more they believe in something, the more they will contribute to it. ISFPs are often thrown off in time management by packing too much into a day, switching gears when an important person needs an immediate hand, and getting caught up in other people-oriented distractions. Procrastination may occur when the ISFP sees no practical payoff attached to a planned task or when the task to be tackled opposes a strongly held value.

Tips for staying or getting back on task:

• Take time alone to recharge, by making yourself temporarily unavailable to others who may distract or seek help from you.

• Look to your own values and the opinions of trusted individuals to remember where your priorities lie.

• Realize that some issues, which may seem like immediate needs in the moment, can actually wait until you are done with the project at hand.
ESFP – Time Management

Typically, ESTPs greatly prefer action and trial and error over planning, and they may prefer to adapt existing plans to current situations and people’s needs rather than creating new plans. While some ESFPs use calendars, to-do lists, and other organizational aids, many prefer mental lists and friendly reminders from friends or coworkers. Motivation for ESFPs comes from helping others in practical ways, environments that are inclusive and friendly, and creating fun..

ESFPs are often thrown off in time management by overcommitting to others in the moment, at the expense of planned activities, spending too much time having fun, and having to repeat or restart tasks due to a lack of pre-planning. Procrastination may occur when the ESFP is asked to do something slow or boring or something that entails vague or long-term outcomes.

Tips for staying or getting back on task:

• Get an accountability buddy you can exchange reminders and ideas with, to allow both of you to stay on track.

• Figure out ways to incorporate fun and action into activities that seem slow or boring.

• Take a step back to allow yourself to refocus on the task at hand.
ENTP – Time Management

Typically, ENTPs greatly prefer innovative brainstorming and beginning with nothing more than a vision to detailed planning, and when they do make plans, they try to leave parts of them open to being filled in later. While some ENTPs use calendars, to-do lists, and other organizational aids, they will likely use them in a way that suits them, more so that in the way they were intended by a manufacturer to be used. Motivation for ENTPs comes from learning, working at the last minute, having several projects to switch between, and creating new ways of doing things.

ENTPs are often thrown off in time management by becoming bored before completing a project, losing track of how the present impacts the future of the vision, having too many impromptu conversations that take up time, or starting a new project before finishing an old. Procrastination may occur when the ENTP is asked to do something slow or boring or they are waiting for the energy that comes from doing things at the last minute.

Tips for staying or getting back on task:

• Plan for the unplanned by allotting extra time for possible interruptions and to re-prioritize as needed.

• Plan for the unplanned by allotting extra time for possible interruptions and by making yourself temporarily unavailable to others who may distract or seek help from you.

• Remember that not everything has to be up to your personal standards of perfection, and sometimes good enough to meet external requirements is enough, at least for now.
INTP – Time Management

Typically, INTPs think broadly in the long-term about what could later come from current actions, but they may not be very concerned with planning to bring their ideas to fruition. They may prefer to simply watch the idea evolve and change. INTPs often find that calendars, to-do lists, and other organizational aids are not set up in a way that works for them, so they will often find their ways to stay organized, including jotting notes down. Motivation for INTPs comes from a deep desire to learn, understand systems and principles, and understand the world and how to make it work well.

INTPs are often thrown off in time management by underestimating the amount of time a project will take, overanalyzing, overthinking, or over complicating a project, and switching to a new project before completing an old one. Procrastination may occur when the INTP focuses on the distance between reality and their ideal for a project.

Tips for staying or getting back on task:

• Retain perspective on priorities by keeping an eye on the big picture.

• Use the energy of an impending deadline to your advantage by understanding that it will likely help you prioritize.

• When work becomes too deep or intense, put it down and do something else for awhile to regain perspective.
INFP – Time Management

Typically, INFPs greatly prefer beginning work by examining the gist or the big picture, along with how it fits their values, rather than creating a specific plan. INFPs like to remain open to new ideas and allow needed details to fill themselves in along the way. They may appreciate the use of calendars, to-do lists, and other organizational aids mostly as a means of ensuring that they don’t drop the ball on a commitment, but they would largely prefer to be able to live without very structured time. Motivation for INFPs comes from a desire to help people develop and working on causes that hold personal meaning.

INFPs are often thrown off in time management by the overcommitment that comes with a lack of saying “no”, trying to attain perfection where it is unnecessary, and switching to a new project before completing an old one. Procrastination may occur when the INFP focuses on the distance between reality and their ideal for a project or when the task to be tackled opposes a strongly held value.

Tips for staying or getting back on task:

• Take time alone to recharge, by making yourself temporarily unavailable to others who may distract or seek help from you.

• Develop a structure you can work within to facilitate moving forward.

• Reward yourself for small accomplishments to keep yourself motivated.
ENFP – Time Management

Typically, ENFPs greatly prefer innovative, people-focused brainstorming and inspired spontaneity to planning, and when they do make plans, they try to leave parts of them open to being filled in later. While some ENFPs use calendars, to-do lists, and other organizational aids, they will likely use them in a way that suits them, more so that in the way they were intended by a manufacturer to be used. Motivation for ENFPs comes from learning, working at the last minute, helping others grow and evolve, and creating new ways of doing things.

ENFPs are often thrown off in time management by overcommitting to others in the moment, too much multitasking, being overwhelmed with details, or starting a new project before finishing an old. Procrastination may occur when the ENFP is asked to do something slow or boring or they are waiting for the energy that comes from doing things at the last minute.

Tips for staying or getting back on task:

• Make one list of tasks that need to get done, and prioritize the list.

• Get an accountability buddy you can exchange reminders and encouragement with, to allow both of you to stay on track.

• Give yourself much needed downtime to recover from the hustle and bustle of multitasking and overcommitment.