

## ISTJ Overview

Order of Preferences	Type Dynamics
<ul style="list-style-type: none"> <li>❖ 1<sup>st</sup> <b>Sensing:</b> Dominant</li> <li>❖ 2<sup>nd</sup> <b>Thinking:</b> Auxiliary</li> <li>❖ 3<sup>rd</sup> <b>Feeling:</b> Tertiary</li> <li>❖ 4<sup>th</sup> <b>Intuition:</b> Inferior</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Introverted Sensing:</b> Inwardly taking in and assimilating relevant information</li> <li>❖ <b>Extraverted Thinking:</b> Outwardly logically decisive, focused on accomplishing tasks</li> <li>❖ <b>Feeling:</b> As you mature, place more importance on personal impacts of decisions</li> <li>❖ <b>Extraverted Intuition:</b> Development area is seeking and acting on untested ideas</li> </ul>

### ISTJ Brief Description:

- ❖ Leads by bringing order and efficiency to meetings and tasks
- ❖ Influences by using logical arguments backed by specifics and realism
- ❖ Focus is on facts, details, and results

### ISTJ Characteristics Frequently Associated:

- ❖ Quiet, serious, earn success through thoroughness and dependability
- ❖ Practical, matter of fact, realistic, responsible
- ❖ Decide logically what should be done and work toward it steadily, regardless of distractions
- ❖ Take pleasure in orderly and organized – work, life, home
- ❖ Value traditions and loyalty

### Communication Styles:

Adapting/Flexing: Things to keep in mind when communicating to others.

Sharing Your Preferences: As you build relationships, share your preferences so others can meet your needs.

When presenting to, influencing, explaining to, or trying to understand:	
<b>SENSING TYPES</b> <ul style="list-style-type: none"> <li>❖ Be factual</li> <li>❖ Document successful applications</li> <li>❖ Reduce risk factors</li> <li>❖ Work out details in advance</li> <li>❖ Show why solutions make sense</li> </ul>	<b>INTUITIVE TYPES</b> <ul style="list-style-type: none"> <li>❖ Give the global scheme</li> <li>❖ Don't let opportunities pass</li> <li>❖ Be confident and enthusiastic</li> <li>❖ Indicate challenges</li> <li>❖ Point out future benefits</li> </ul>
<b>THINKING TYPES</b> <ul style="list-style-type: none"> <li>❖ Be logical</li> <li>❖ State principles involved</li> <li>❖ Stress competent handling of the issues</li> <li>❖ Be well organized</li> <li>❖ List costs and benefits</li> </ul>	<b>FEELING TYPES</b> <ul style="list-style-type: none"> <li>❖ Mention other supporters</li> <li>❖ Be personable and friendly</li> <li>❖ Indicate how solutions are helpful</li> <li>❖ Tell why it's valuable</li> <li>❖ Show how it supports personal goals</li> </ul>

## Improving Communication – ISTJ

### Communication Tips for ISTJs:

- ❖ You prefer when people are brief, sequential, and factual in communicating with you.  
→ **TIP:** Develop patience for others who share personal information by listening empathetically.
- ❖ Because you tend to see things black or white, you can be uncomfortable with change and ambiguity. Learn to accept them as reality and incorporate them into your plans.  
→ **TIP:** Have talking points or standby statements prepared to use when dealing with individuals that often change approaches (e.g. *“Thank you for that idea. I’ll need to move around some things to accommodate, let me come back to you on how I can potentially build that into the plan.”*)
- ❖ You value certainty, consistency, control, and stability.  
→ **TIP:** Remain open-minded and listen without judgment to others’ perspectives, even if they intentionally seem unreasonable. Try linking new information to what you already know.
- ❖ It’s not always possible to maintain the status quo. Find ways to incrementally change systems so you can preserve what works while accepting new developments and improvements. Sometimes rules and procedures need to be adapted to situations. Be accepting when procedures are modified, as long as standards aren’t compromised.  
→ **TIP:** Choose your “musts” and let go of things outside your control.
- ❖ Not everyone is results driven in the same way. Some people will be more productive working in a less steady and more cautious ways.  
→ **TIP:** Have patience with others and learn to adapt your communication approach as needed.
- ❖ Not everyone is aware or thinks about asking others their preferences.  
→ **TIP:** Help people understand what’s important to you and set an example by asking others what their preferences are when working together. Share your preferences as appropriate.