



Type Preference Checklist

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The following list is written by Hile Rutledge, based on Type Talk At Work by Otto Kroeger, Janet M. Thuesen, and Hile Rutledge (www.oka-online.com).

Keep in mind that these statements are intended to give only a rough indication of someone's preferences; it is likely that people will agree with some statements under each preference—but for the most part answer more for one preference than its opposite.

EXTRAVERSION AND INTROVERSION

If You Are an Extrovert (E), You Probably:

- _____ Tend to talk first, think later, and don't know what you'll say until you hear yourself say it; it's not uncommon for you to berate yourself with something like, "Will I ever learn to keep my mouth shut?"
- _____ Know a lot of people and count many of them among your "close friends"; you like to include as many people as possible in your activities.
- _____ Don't mind reading or having a conversation while there is other activity going on (including conversation or television or radio) in the background; in fact, you may well be oblivious to these "distractions."
- _____ Are approachable and easily engaged by friends, co-workers, and strangers, though perhaps somewhat dominating in a conversation.
- _____ Find telephone calls to be welcome interruptions; you don't hesitate to pick up the phone (or drop in on someone) whenever you have something to say.
- _____ Enjoy going to meetings and tend to let your opinion be heard; in fact, you feel frustrated if not given the opportunity to state your point of view.
- _____ Prefer generating ideas with a group to doing it by yourself; you become drained if you spend too much time in reflective thinking without being able to bounce your thoughts off others.
- _____ Find listening more difficult and energy-consuming than talking; you often get bored when you can't participate actively in a conversation.
- _____ "Look" with your mouth instead of your eyes—"I lost my glasses. Has anyone seen my glasses? They were here a minute ago"—and when you lose your train of thought, verbally "find" your way back—"Now, what was I saying? I think it had something to do with this morning's meeting. Oh, yes, it was about what Harriet said."
- _____ Like verbal affirmation from colleagues, superiors, and subordinates about who you are, what you do, how you look, and anything else of value; you may think you're doing a good job, but until you hear someone tell you, you don't truly believe it.

If You Are an Introvert (I), You Probably:

- _____ Rehearse things before saying them and prefer that others would do the same; you often respond with "I'll have to think about that" or "Let me tell you later."
- _____ Enjoy the peace and quiet of having time to yourself; you find your private time too easily invaded and tend to adapt by developing a high power of concentration that can shut out nearby conversations, ringing telephones, and the like.
- _____ Are perceived as "a great listener" but feel that others take advantage of and run over you.
- _____ Have been called "shy" from time to time; whether or not you agree, you may come across to others as somewhat reserved and reflective.
- _____ Like to share special occasions with just one other person or perhaps a few close friends.

- _____ Wish that you could get your ideas out more forcefully; you resent those who blurt out things you were just about to say.
- _____ Like stating your thoughts or feelings without interruptions, you allow others to do the same in the hope that they will reciprocate when it comes time for you to speak.
- _____ Need to “recharge” alone after you’ve spent time in meetings, on the phone, or socializing; the more intense the encounter, the greater the chance you’ll feel drained afterward.
- _____ Were told by your parents to “go outside and play with your friends” when you were a child; your parents probably worried about you because you liked to be by yourself.
- _____ Believe that “talk is cheap”; you get suspicious if people are too complimentary or irritated if they repeat something that’s already been said by someone else. The phrase “reinventing the wheel” may occur to you as you hear others chattering away.

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SENSING AND INTUITING

If You Are a Sensor (S), You Probably:

- _____ Prefer specific answers to specific questions; when you ask someone the time, you prefer “three fifty-two” and get irritated if the answer is “a little before four” or “almost time to go.”
- _____ Like to concentrate on what you’re doing at the moment and generally don’t wonder about what’s next; moreover you would rather do something that think about it.
- _____ Find most satisfying those jobs that yield some tangible result; as much as you hate doing housekeeping, you would rather clean your desk that think about where your career is headed.
- _____ Believe that “if it ain’t broke, don’t fix it”; you don’t understand why some people have to try to improve everything.
- _____ Would rather work with facts and figures than ideas and theories; you like to hear things sequentially instead of randomly.
- _____ Read magazines and reports from front to back; you don’t understand why some people dive into them anywhere they please.
- _____ Get frustrated when people don’t give you clear instructions or when someone says, “Here’s the overall plan—we’ll take care of the details later”; or worse, when you’ve heard clear instructions and others treat them as vague guidelines.
- _____ Are very literal in your use of words; you also take things literally and often find yourself asking, and being asked, “Are you serious or is that a joke?”
- _____ Find it easier to see the individual trees than the forest; at work you are happy to focus in on your own job or department and aren’t as concerned about how I fits into the larger scheme of things.

If You Are an iNtuitive (N), You Probably:

- _____ Tend to think about several things at once; you may well be accused by friends and colleagues of being absentminded.
- _____ Find the future and its possibilities more intriguing than frightening; you are usually more excited about where you’re going than where you are.
- _____ Believe that “boring details” is a redundancy.
- _____ Believe that time is relative; no matter what the hour, you aren’t late unless the meeting/meal/event has started without you.
- _____ Like figuring out how things work just for the sheer pleasure of doing so.
- _____ Like puns and word games and have no trouble using words to convey multiple—even contradictory—meanings simultaneously.
- _____ Find yourself seeking the connections and interrelatedness behind most things rather than accepting them at face value; you’re frequently ask, “What does that mean?”
- _____ Tend to give general answers to questions; you don’t understand why so many people can’t follow your directions, and you get irritated when people push you for specifics.
- _____ Would rather fantasize about spending your next paycheck than sit and balance your checkbook.

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THINKING AND FEELING

If You Are a Thinker (T), You Probably:

- _____ Would rather settle a dispute based on what is fair and truthful than on what will make people happy if both are not possible.
- _____ Enjoy proving a point for the sake of clarity; it's not beyond you to argue both sides in a discussion simply to expand your intellectual horizons.
- _____ Are more firm-minded than gentle-hearted; if you disagree with people, you would rather tell them than say nothing and let them think they're right.
- _____ Pride yourself on your objectivity despite the fact that some people may have, at times accused you of being cold and uncaring; you know this couldn't be further from the truth.
- _____ Don't mind making difficult decisions and can't understand why so many people get upset about things that aren't relevant to the issue at hand.
- _____ Think it's more important to be right than liked; you don't believe it is necessary to like people in order to be able to work with them and do a good job.
- _____ Are impressed with and lend more credence to things that are logical and scientific. Until you receive more information to justify type's benefits, for example, you are skeptical about what it can do.
- _____ Remember numbers and figures more readily than faces and names.

If You Are a Feeler (F), You Probably:

- _____ Consider a "good decision" one that takes others' feelings into account.
- _____ Feel that "love" cannot be defined; you take great offense at those who try to do so.
- _____ Readily accommodate others and overextend yourself meeting other people's needs, even at the expense of your own comfort.
- _____ Put yourself in other people's positions; you are likely to be the one in a meeting who asks, "How will this affect the people involved?"
- _____ Enjoy providing needed services to people although you may find that some people take advantage of you.
- _____ Find yourself wondering, "Doesn't anyone care about what I want?", although you may have difficulty actually saying this to anyone.
- _____ Won't hesitate to take back something you've said that you perceive has offended someone; as a result you have likely been accused of being soft-hearted or even wishy-washy.
- _____ Prefer harmony to clarity if you cannot have both. You are likely embarrassed by conflict and will try to either avoid it ("Let's change the subject") or smother it ("Let's all shake hands and be friends").

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JUDGING AND PERCEIVING

If You Are a Judger (J), You Probably:

- _____ Frequently find yourself waiting for others, who never seem to be on time.
- _____ Have a place for everything and aren't satisfied until everything is in its place.
- _____ Tend to believe that if everyone would simply do what they're supposed to do (and when they're supposed to do it), the world would be a better place.
- _____ Wake up in the morning knowing fairly well what your day is going to be like; you have a schedule, work to follow it and tend to get irritated if things don't go as planned.
- _____ Don't like surprises, and make this well known to those around you.
- _____ Keep lists and use them; if you do something that's not on your list, you may even add it to the list just so you can cross it off.
- _____ Thrive on order; you have a special system for keeping things on your desk, in your files, and on your walls.
- _____ Have been accused of being angry when you're not; you're only stating your opinion.
- _____ Like to work things through to completion to get them done and out of the way—doing something on time is better than waiting for an opportunity to make it bigger, better or perfect.

If You Are a Perceiver (P), You Probably:

- _____ Are easily distracted; you can get "lost" between the front door and car.
- _____ Love to explore the unknown, even if it's something as simple as a new route home from work.
- _____ Don't plan a task but wait and see what it demands; people accuse you of being disorganized, although you know better.
- _____ Tend to depend on last-minute spurts of energy to meet deadlines; you usually make the deadline, although you may drive everyone else crazy in the process.
- _____ Don't believe that "neatness counts," even though you would prefer to have things in order; what's important is creativity, spontaneity, and responsiveness.
- _____ Turn most work into play; if it can't be made into fun, it probably isn't worth doing.
- _____ Change the subject often in conversations; the new topic can be anything that enters your mind or walks into the room.
- _____ Don't like to be pinned down about most things; you'd rather keep your options open.
- _____ Readily drop or amend lists and plans to adapt to and take advantage of new

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