



TYPEFINDER

ESFP

FOR THE WORKPLACE

REPORT FOR

HOW THIS REPORT CAN HELP YOU

This report uses your results on the TypeFinder assessment to describe how you are likely to approach and deal with various situations in the workplace. The TypeFinder assessment is based on the theory of personality types developed by Katharine Cook Briggs and Isabel Briggs Myers, who were students of the work of psychologist Carl Jung.

Personality typing posits that many of the valuable differences between people that are observed in everyday behavior are the result of natural personality preferences. If these differences can be appreciated and understood, people can discover new ways to work and interact with others more effectively.

Specifically, this report will help you:

- Discover how your personality preferences guide you in the workplace
- Improve teamwork and communication as you gain awareness of those who may approach projects and decisions very differently to you
- Acquire more successful strategies for approaching and resolving conflict
- Explore the leadership style you use in a professional setting and how others might perceive and react to it
- Identify the most and least helpful ways for dealing with stressful situations
- Open up opportunities for development and growth

As you read this report, bear in mind that the TypeFinder assessment identifies your natural preferences, not learned skills or abilities. Regardless of your level of accomplishment in certain tasks, you will work better and be more satisfied if you are able to work in a way that complements your natural preferences. If you have to work outside your natural work style for long periods, you may find yourself becoming more anxious, and less productive as a result.



YOU'RE AN ESFP

ESFP stands for Extraverted, Sensing, Feeling, Perceiving. Each letter of your personality type describes a key aspect of who you are.

E

EXTRAVERSION

Your Energy Style

- Enthusiastic
- Friendly
- Lively
- Vivacious

Your energy style is Extraversion (in contrast with Introversion). This dimension describes how you manage your energy.

Extraverts are energized by engaging with other people. They approach the world enthusiastically and want to experience the excitement of life.

You enjoy:

- Interacting with people
- Being in busy surroundings
- Engaging with the outside world
- Expressing thoughts and feelings
- Being noticed by others
- Stimulation and activity

S

SENSING

Your Cognitive Style

- Down-to-earth
- Practical
- Observant
- Sensual

Your cognitive style is Sensing (in contrast with Intuition). This dimension describes how you process information.

Sensors process information in a concrete, realistic way. They focus on observing and recalling facts and details.

You like to focus on:

- Observing sights, sounds, sensations
- Noticing details
- Experiencing the present moment
- Concrete, provable facts
- Realism and practicality
- Knowledge from past experience

F

FEELING

Your Values Style

- Warm
- Caring
- Expressive
- Personable

Your values style is Feeling (in contrast with Thinking). This dimension describes your orientation to personal values.

Feelers value empathy, cooperation and compassion. They believe that everyone has a responsibility to take care of those around them.

You are concerned with:

- Acting out your ideals
- Engaging your emotions
- Considering the impact on people
- Seeking harmony and appreciation
- Serving others
- Making authentic decisions

P

PERCEIVING

Your Self-Management Style

- Playful
- Spontaneous
- Responsive
- Casual

Your life style is Perceiving (in contrast with Judging). This dimension describes how you organize your life.

Perceivers like freedom and spontaneity. They have a carefree attitude towards life and would rather be flexible than structured.

You prefer to:

- Follow the whims of the moment
- Make the rules up as you go
- Have the freedom to be flexible
- Brainstorm options
- Do things when inspiration strikes
- Go with the flow and enjoy surprises



TRUITY

YOUR PERSONALITY AT WORK

As an ESFP, you are outgoing, adaptable, enthusiastic, easygoing, practical, playful and accepting. You tend to find enjoyment wherever you go and are naturally drawn to the twin tasks of working with others and making work fun. Sociable and exuberant, you rarely miss an opportunity to talk and share your ideas, often acting as the catalyst that links people, information and resources. You may involve others in unproductive activities, however, and deliberately seek out ways to avoid everyday responsibilities.

Key motivators

- Being involved and motivating others to get involved
- Having the flexibility to do things your own way
- Working in harmony with others
- Making people happy

Core values

- Action
- Spontaneity
- Variety
- Fun

Preferred work tasks

- Providing realistic solutions to problems
- Hands-on work that produces immediate and tangible results
- Communicating with a wide range of people
- Helping others in practical ways

Things you contribute to the organization

- Offering the practical viewpoint based on common sense
- Encouraging harmony and cooperation
- Accepting others as they are, even treating them generously
- Bringing energy, enthusiasm and fun

Ideal work environment

- You are the most productive within a busy, energetic and fast-paced environment, full of color and distractions
- You prefer to work with people who are similarly upbeat, sociable and spontaneous
- You are less productive when commanded to "go by the book," preferring the freedom to make your own decisions
- You crave a harmonious environment in which people are not judged for their actions and no one is overly competitive



WORKING WITH A TEAM

ESFPs were born to work in teams and gain considerable energy from the group dynamic. Your practical troubleshooting skills and cheery disposition make you a reliable and entertaining team player who motivates people to get up and moving with projects. You love to socialize and can usually be relied upon to incorporate fun, spontaneity and laughter into the workplace. This may not please everyone, however, since some people will be overwhelmed by your endless diversions and distractions.

You help your team by...

- Making sure all relevant facts have been identified and presented
- Seeing other people's viewpoints
- Adding a sense of humor and optimism to team meetings
- Organizing the team's social calendar
- Appreciating everyone's contribution and celebrating everyday success

You may irritate others by...

- Interrupting people's routines whenever you feel the urge to discuss something
- Seeking immediate gratification and avoiding tasks that provide only future payoff
- Allowing yourself to be pulled in many directions so that you are unable to complete your tasks
- Being overly sensitive to feedback from others, since you live in the moment and are not usually prone to self-reflection

Action steps for better teamwork

- Make an appointment or ask if it's a good time to discuss something before distracting others
- Recognize that your casual, fun approach may be frustrating to others and cultivate ways to engage the more serious people, too
- Use the proper organizational tools to map out a sequential blueprint for accomplishing tasks, so that everyday and long-term plans are given equal attention
- Give the more reserved group members plenty of time alone to reflect and regroup



COMMUNICATING WITH OTHERS

ESFPs are easy going and effervescent communicators, capable of creating great rapport with their audience. You engage in dialogue easily, perhaps too easily, and often make conversations the main part of your day. Humor, anecdotes and personal stories play a major part in your conversations; take care that your whimsical remarks are not misinterpreted as flippancy or disrespect.

Key communication strengths

- You communicate easily with a wide range of people
- You excel at presenting information, teaching or facilitating groups
- You easily provide positive feedback, making others feel appreciated
- You have a natural ability to lift the mood and make people laugh

Areas of possible misunderstanding

- You are primarily concerned with personal experience and may disengage from the dialogue if it becomes too logical or theoretical
- You may irritate others by jumping from one topic to the next, seemingly at random
- You have a tendency to deflect or avoid serious conversations, especially when feelings may be hurt
- Others may perceive that your lighthearted communication style is unbusinesslike or has no respect for the seriousness of a situation

Action steps for improving communication

- Support your opinions with logical reasoning, facts and data when communicating with Thinkers
- When you are speaking, stop occasionally to give your teammates a chance to respond
- Be careful that you don't overwhelm others with your free and easy communication; introverts in particular need time alone to stay focused
- Mellow your fun-filled communication style when participating in serious discussion



MANAGING CONFLICT

ESFPs view conflict as a natural, albeit unwelcome, part of life. You are observant of others and you tend to notice how co-workers are doing at all times; these skills allow you to spot potential conflict situations before they erupt. When faced with conflict, you comfortably take on the role of peacemaker, bringing cheerfulness and even humor to a difficult situation. Some will appreciate your lighthearted approach; others may perceive that you have no regard for the magnitude of the conflict situation.

You help others by...

- Ensuring everyone is listened to and included in the conflict resolution
- Attempting to understand the problem from all perspectives
- Fostering a upbeat and supportive environment for conflict resolution
- Working hard to reach consensus through negotiation, collaboration and compromise

You irritate others by...

- Avoiding conflict that turns negative or cannot easily be resolved
- Personalizing criticism, often taking neutral comments too seriously
- Making light of the situation
- Refusing to select the decisive action that will bring an end to the conflict in case it displeases others

Conflict may be triggered by...

- Challenges to your core value
- Unnecessary bureaucracy that stifles your independence
- Someone you care about being noticeably upset
- Having your opinions ignored or not taken seriously

Action steps for conflict management

- Learn to look at a situation objectively, considering the facts of an argument before moving forward
- Take care that you do not compound the conflict by jumping in hastily and then saying something inappropriate
- Learn to accept constructive feedback
- Be prepared to take a tough line to move the conflict situation along



TAKING THE LEAD

ESFPs are highly energetic and motivated to solve present problems in real and practical ways. These strengths make you a talented and likable "troubleshooting" leader; however, you may struggle with strategic leadership and the setting of long-term goals. Your biggest contribution as leader is the ability to build team support and encourage others to perform. In the long-term, your goal is to build a caring organization known for its friendly culture, productivity and performance.

How you inspire others

- You use your clear enjoyment of life to motivate others
- You foster an energetic, "can-do" environment that encourages participation
- You provide a moderating perspective when situations become stressful
- You are quick to spot the frustrations and feelings of others, providing support when it is needed

How you make things happen

- You use your large network of contacts to find the right people for the job
- You establish friendships, then use your popularity and interpersonal skills to make things happen
- You are not interested in controlling people, preferring to give employees the flexibility and freedom to do things their own way
- You go out of your way to accommodate the needs of others

Developing your leadership style

- Think about how possible solutions might affect the organization in the future and add this long-range view into your decision making
- Acknowledge that some people prefer to be closely directed and need clearly defined systems and schedules for doing their job
- Be careful that you do not appear overly positive, even insincere, in your praise of others
- Make sure you create a balance between hard work and social time
- Be open to giving and receiving negative feedback and see this as an opportunity for growth



MAKING DECISIONS

ESFPs make decisions based on a realistic and practical assessment of the immediate situation, especially concerning people. You are good at zeroing in on past solutions and how they can be applied to the current situation; however, you may focus on what is simple and expedient and overlook the root causes of a problem. You are flexible and spontaneous in your decision making, often reaching a decision through trial-and error. You dislike hurting people's feelings, however, and may shy away from making the tough decisions that cannot be resolved through compromise.

Your decision-making strengths

- You find ways to include team members in the decision-making process and take care to consider the impact of decisions on others
- You seek input from people who have provided good advice in the past
- You take account of a variety of data sources, values, feelings and past experiences when making a decision, and remain open to new information and ideas
- You make practical decisions that are grounded in common sense

Your decision-making challenges

- You tend to focus on immediate realities and may not see the future implications of your decisions
- You are easily distracted by new data, slowing the decision-making process
- During decision making, you may focus on the most enjoyable choice and shy away from options that seem complicated or challenging
- You place a strong emphasis on your values, often overlooking the more logical solutions

Action steps for improving decision making

- Be willing to analyze the root causes of problems so you don't engage in crisis management
- Make a list of the cost and the benefits of all the alternatives and develop best- and worst-case scenarios
- Where possible, cut down the information gathering stage and focus on making a decision
- Make sure you add objectivity into your decision making for optimal results



GETTING THINGS DONE

Enthusiastic and action-oriented, ESFPs are keen to get going with projects and skilled at keeping many balls in the air. You are quick to recognize what works and how to replicate success by repeating a tried-and-tested process, often with a minimum of discussion and planning. You have a tendency to overcommit, however, and may have problems with follow through.

You help others by...

- Creating practical solutions to solve immediate problems
- Using your common sense
- Celebrating the completion of milestones to keep the team motivated
- Stimulating others to take action

You irritate others by...

- Getting distracted from the task by socializing excessively
- Jumping into action before a plan is developed
- Shunning the mundane or repetitive activities of the project for more exciting options
- Moving or missing deadlines that other people were counting on
- Being more interested in immediate realities than in long-term results

Action steps for improvement

- Make sure that you agree on the project priorities and are aware of your role and responsibilities ahead of time
- Find ways to complete tasks within a shortened timeframe to reduce the possibility that you will procrastinate or veer off into unnecessary directions
- Ask team members if there is anything more that needs to be considered before taking action
- Delegate to avoid overextending yourself
- Use lists to remind yourself of the tasks you need to do



GROWTH AND DEVELOPMENT

ESFPs are practical individuals who learn through doing. You enjoy study when the information can be applied to practical situations and this can be demonstrated through case studies and real-life examples. As an extravert, you prefer to study with others and may struggle in a solitary learning environment. The less study you have to complete in your own time, the greater your engagement.

Your learning is improved when...

- The program is applicable to helping others
- The learning material uses real-life practical examples with content you can experiment with and use
- The learning program is interactive with ample time to talk through the information
- The same material is repeatedly frequently, which aids memorization

How you view change

- You adapt well to changing situations, dealing with problems flexibly as they arise
- You respond well in a crisis and typically enjoy handling chaos and taking risks
- You do not see the need for change for change's sake, however, preferring to keep what is already working and change only the things that are not

Your learning is hindered when...

- The material is purely conceptual and has no direct relevance to problems or people
- The instructor does not give positive encouragement and feedback
- The topic does not appeal to your emotions
- There are no opportunities to apply your learning to real-world tasks and problems

Opportunities for personal growth

Significant growth may be achieved by developing the traits and preferences that are underdeveloped in your personality type, such as:

- Minimizing jokes and casual conversation when you are in a serious discussion
- Considering the longer-term implications of your actions
- Learning to make concrete plans and following through with those plans
- Focusing on making the difficult decisions rather than sweeping problems under the rug



COPING WITH STRESS

ESFPs can usually handle everyday work stress but may become stressed in situations where they do not feel appreciated by others. Excessive stress can cause certain aspects of your personality to become exaggerated. You may become hypersensitive, getting snappy, angry and intolerant with anyone you perceive to have hurt your feelings. You may start reading between the lines, seeing connections between people and events that simply are not there. Or you may feel trapped, uncharacteristically taking the pessimistic view.

You may not always be able to control the stresses in your work, but learning to deal with them constructively can help to minimize these adverse reactions.

Events that may trigger stress

- Working in a rigid, bureaucratic environment that restricts your freedom of choice
- Working within an uncooperative or hostile environment
- Being asked to develop future plans
- Being pressured to reach a conclusion

Best ways to respond to stress

- Engaging in fun, sociable activities away from the stressful situation
- Asking for help from many people, including rational people who can add some perspective
- Positive self-talk
- Letting enough time pass for the stress to go away on its own

Worst ways to respond to stress

- Withdrawing from the situation or avoiding people
- Spending a great deal of time alone
- Trying to behave out of character, such as resolving to make long-term plans or focusing on routine activities
- Avoiding asking for help for fear you will be judged

Others can help you by...

- Letting you talk through the problem
- Taking the time to show their appreciation for you and the contributions you make to the organization
- Joining you in a different activity and change of scene
- Offering tangible help to relieve you of essential, routine tasks

Others may make things worse by...

- Judging you harshly for not behaving in your usual upbeat, enthusiastic manner
- Ignoring you, even if your behavior is emotional or irrational
- Patronizing you or dismissing your concerns
- Trying to solve the problem using facts, logic and reasoning



ACHIEVING SUCCESS

Reaching your potential in the workplace means maximizing your strengths while working to overcome your weaknesses.

Potential problems

- You have difficulty organizing tasks and may struggle to meet deadlines
- You have a tendency to spend too much time socializing and neglect everyday tasks
- You get bored quickly and may not always finish what you start
- You may experience trouble when working alone

Suggestions for development

- Take the time to develop your project and time management skills
- Continue to make time for socializing, but set a limit on it
- Consider rewarding yourself for completing mundane tasks or spending time on your own
- Have someone hold you responsible for finishing what you start

Do:

- Test out methods to organize your time so you follow through with a task, even if more interesting options come up along the way
- Be open to the bigger picture
- Set priorities based on objective criteria as well as people
- Be patient with the policies and procedures in an organization
- Explore ways to balance work and play

Don't:

- Assume that it is always appropriate to work, think or speak on the fly
- Lose focus because you feel bored, constrained or unappreciated
- Automatically feel offended if someone gives you negative feedback
- Jump into a project or idea immediately before considering the practicalities of how it can be done
- Take on too much at once

