

- Be direct and to the point
- Use bullet points
- Define the action needed
- Focus on results and objectives
- Avoid fluff and chit chat
- Don't take a short, direct reply personally
- Don't focus on feelings or try to take over

Be Brief, Bright, Gone

Extroverted / Thinking

Let's do it NOW!

- Be cheerful, friendly, and personable
- Be open, flexible, engaging, and stimulating
- Be creative in expressing emotions
- Expect multiple replies to emails
- Use action oriented subject lines
- Don't bore me with details
- Don't tie me down with a routine

Involve Me

Extroverted / Feeling

Let's do it together

- Be well prepared and thorough
- Be specific, detailed, and put things in writing
- Clearly outline outcomes and expectations
- Attach supporting data
- Let me consider all the details
- Don't exaggerate or use lots of exclamation points
- Don't keep changing things without good reasons

Give Me The Details

Introverted / Thinking

Let's do it right

- Avoid 'urgent' status
- Be open, friendly, patient, and supportive
- Don't be too aggressive, short, or too direct
- Ask for my input before making a decision
- Ask for my opinion and give me time to answer
- Don't push me to make quick decisions
- Don't tell, instruct, or command

Show Me You Care

Introverted / Feeling

Let's do it in a caring way