



## Welcome

to the Myers-Briggs® ThinkBox. Inside you will find a collection of on-demand expert tips, eCoaching, short videos and book summaries – all linked to the personality types of you and your team. Below you will find some quick start ideas for getting the most from your subscription.

## Tips for Getting Started

### Learn About Types

1. Click on each of the MBTI® types on the grid to see a description of that type.
2. Click on the **Snapshot** icon below to read additional details and watch videos about that type.

### Explore the Content

1. After you've selected a type, click on the **Resources, Coaching,** or **Working With** icons.
2. Review the action statements and click on the one you would like to explore further.
3. A listing of learning resources will be displayed. Go through them and use them to help you be more effective.

### Chart Your Teams

1. Click on the **My Teams** menu at the top of the screen.
2. Click on the **Create New Team** button and enter the name of your team.
3. From the drop-down menu under "Add Team Member," select the individuals who are on your team and click on the **Add Team Member to Roster** button.
4. If someone is not listed, follow the directions to input their name and type and click **Add Team Member to Roster**.
5. When you have finished creating your team, click on **Return to Team Grid**.
6. Click on the **Team** button next to the grid and pick the team to view their types at a glance.

### Create a Personal Plan

1. Click on **My Development Plan** menu at the top of the screen.
2. From the drop-down menu on the left, select **Create New Development Objective**.
3. Fill in the general information and click **Save**.
4. Build out your objective further by adding activities, ThinkBox resources, and tracking progress and feedback.
5. To print a report, select **Development Plan Report** from the drop-down menu on the left.

### Take Personal Notes

1. Click on **Notes** menu at the top of the screen.
2. Select one of your team members from the drop-down list under "Select User."
3. Under "Add Note," enter some ideas you have gained on how you can work better with that person.
4. Click on **Submit** to save your notes.

### Change Account Settings

1. Click on **My Account** menu at the top of the screen.
2. Change your display name, password, MBTI® type, or type privacy setting.
3. Click on **Submit** button below the area(s) where you made a change.

