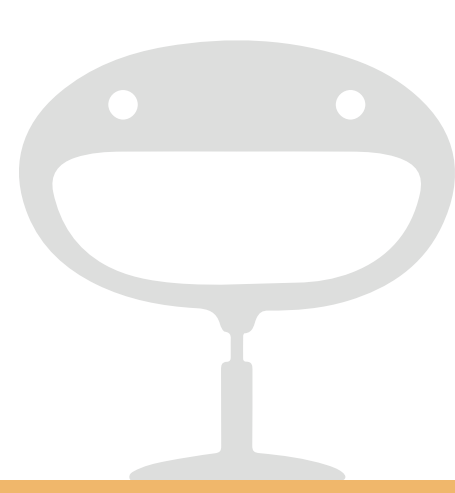




TIPS

FOR INTROVERTS WORKING IN AN OFFICE (AND THEIR COLLEAGUES)

According to **The Introvert Advantage**, introverts are commonly misunderstood, as a result of many corporate cultures rewarding and recognising the characteristics of extroverts. These include the ability to speak confidently to a group, dominating conversations and partaking in regular social activities.

Introverts, on the other hand, derive their energy from quieter settings, often preferring to communicate via email and often even dreading speaking up in meetings. Many people identify as both introverted and extroverted depending on the situation, meaning introvert qualities are common in all working environments.

WHY INTROVERTS ARE AN ASSET TO THE TEAM:

- 1 They don't demand attention
- 2 They don't necessarily engage in office gossip
- 3 They take direction
- 4 They're focused
- 5 They think before they speak
- 6 They're great solo workers



Offices with a wide range of personality types make the people diverse, the opinions varied and the ideas more interesting.

15 TIPS FOR INTROVERTS IN AN OFFICE

- 1 Communicate your needs
- 2 Use **plants** and **partition walls** to create privacy when needed
- 3 Take breaks regularly, outside of the office
- 4 Plan what you want to say in meetings in advance
- 5 If you're uncomfortable speaking up, try communicating in alternative ways like through email
- 6 Rehearse interactions in advance, particularly when you're anticipating a meeting or catch-up
- 7 Get to know your colleagues and build personal relationships with them, to help you understand each other
- 8 Seek out positions at companies with positive corporate cultures
- 9 Be confident in your abilities and trust yourself
- 10 Set up your **workspace** to provide privacy and comfort (think of it as a mini-sanctuary away from home!)
- 11 If things get overwhelming, take deep breaths, listen to calming music or meditate
- 12 If you're unsure what to say to a colleague or work contact, focus on asking questions about them
- 13 Stick to a schedule that gives you time to prepare for upcoming events and meetings
- 14 Set goals and boundaries
- 15 Arrive early to work and meetings to give yourself time to prepare

Introvert qualities make up the characteristics of the **top leaders**



15 TIPS TO HELP YOU WORK WITH AN INTROVERT

- 1 Give introverts jobs where they can thrive
- 2 Recognise the strengths of introverts
- 3 Be patient and compassionate
- 4 Consider flexible working arrangement, like working from home hours
- 5 Run training programs that include themes like confidence building, working with people and empathy
- 6 Create team bonding opportunities
- 7 Hire employees with a range of skills, interests and personality types
- 8 Work one-on-one with introverts for specialised training, if needed
- 9 Encourage clear communication boundaries and processes, like using programs such as Trello or Slack
- 10 Check in with introverts to ensure you're not misreading their signals
- 11 Respect your co-workers' privacy
- 12 Encourage staff to block out times in their calendars to indicate when they're free or need time alone
- 13 Be open-minded and consider alternate points of view
- 14 Ask questions and listen
- 15 Show colleagues you care with small gestures